GFC Standing Committee Chairs Orientation

2024-2025

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I would like to acknowledge and pay tribute to the traditional territories of the peoples of Treaty 7 located in the heart of Southern Alberta, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to the Métis Nation of Alberta Region 3.

University Secretariat GFC Team

Courtney McVie
- University Secretary

Elizabeth Sjogren [primary contact for GFC, EC, RSC, and TLC]
- Governance Coordinator (General Faculties Council Lead)

Michelle Speta [primary contact for APPC and Meeting Secretary for APS, CCS, and GAPS]
- Associate Secretary

Vanessa Kozielec [primary contact for APS, CCS, and GAPS]
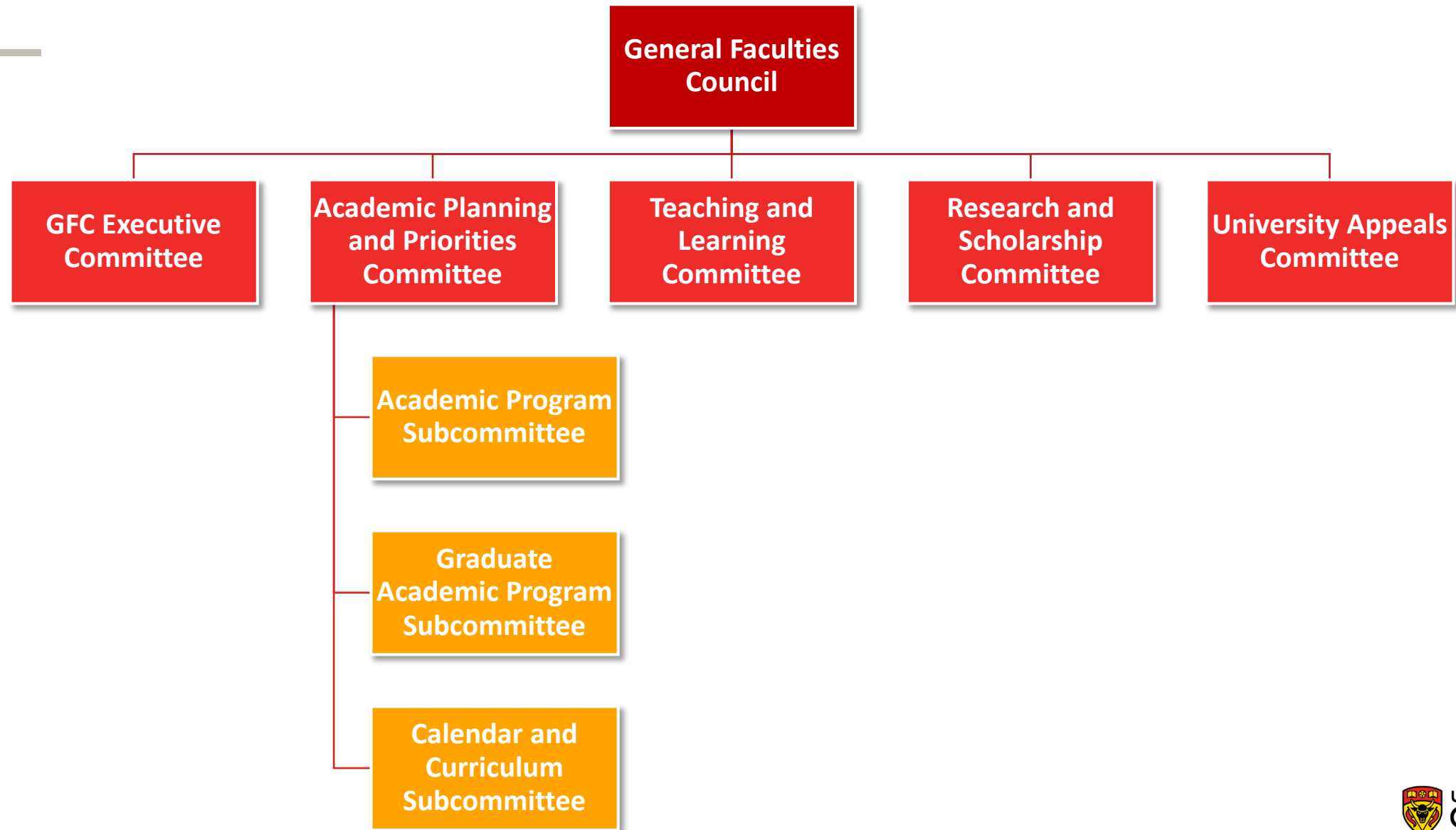- Governance Coordinator

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Topics

- Roles and Responsibilities

- Prior-to-Meeting

- At-the-Meeting

- Meeting Mechanics

- Working Groups

- Secretariat Support

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Roles of the Co-Chairs

- Leadership

- Spokesperson and liaison

- Reviews Agendas

- Chairs Committee meetings

- Oversees Committee's activities

- Reviews the regular meeting reports to GFC or APPC

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Meeting Schedule

General Faculties Council

Committee	Meetings
Executive Committee	9 meetings per year
Academic Planning and Priorities Committee	14 meetings per year
Academic Programs Sub-committee	7 meetings per year
Calendar and Curriculum Sub-committee	8 meetings per year
Graduate Academic Programs Sub-committee	9 meetings per year
Research and Scholarship Committee	8 meetings per year
Teaching and Learning Committee	8 meetings per year

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Prior to the Meeting

- Agenda Process examples

Committee	Draft Agenda (2 days prior to pre-meet)	Tracking Notices (1 week before doc deadline)	Pre-meet with Co-Chairs	Document Deadline (10 days before meeting)	D2L Upload and Calendar Invites (1 week before meeting)	Meeting Date
TLC	2024-08-23	2024-08-28		2024-09-05	2024-09-10	2024-09-17
CCS	2024-08-27	2024-08-30	2024-09-04	2024-09-09	2024-09-12	2024-09-19
RSC	2024-08-27	2024-08-30		2024-09-09	2024-09-12	2024-09-19
GFC EC	2024-09-03	2024-09-06	2024-09-13	2024-09-13	2024-09-18	2024-09-25
APPC	2024-09-12	2024-09-17	2024-09-17	2024-09-24	2024-09-27	2024-10-07
GAPS	2024-09-16	2024-09-19	2024-09-24	2024-09-26	2024-10-02	2024-10-09

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Changes to the Agenda and Minutes

- Changes to the Agenda
  - Before the meeting
  - At the meeting

- Changes to the Minutes
  - Corrections and inaccuracies vs.
    adding content and changing prior statements

Motions

- Putting the Motion on the Floor

- Amending

- Postponing

- Tabling (often confused with postponing)

- Withdrawing

- Repealing

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Managing Discussions and Meeting Flow

- Discussions

- The Chair is responsible to:
  - Encourage participation and provide all members with the opportunity to speak
  - Keep the discussion on track and contained
  - Assess members' comfort and readiness to make a decision

- The Chair may:
  - Summarize what has been said to make sure everyone understands prior to voting
  - Re-read a motion if it is long or there has been an amendment
  - Meeting flow
  - Managing time
  - What to do if the meeting is running late

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Voting

- Voting Threshold:
  - An affirmative vote of a majority of the voting members present is required to carry a motion.
- Voting Options:
  - For, against, abstain
- Voting Methods in a Meeting:
  - **Show of hands** (in room and electronic)
  - Roll call
  - Adoption
  - Consensus
- Voting by E-mail or Electronic Poll
- Voting by proxy is <u>not</u> allowed

Guests and Observers

- Guests
  - Invited to a meeting to speak to specific items of business
  - Sit at the table, when meeting in person

- Resource Personnel
  - Support key work of the Committee, may be a resource for all of the business of the meeting and may speak when acknowledged by the Chair.
  - Sit at the table, when meeting in person

- Observers (visitors)
  - Normally sit away from the table (usually in the red chairs), if meeting in person
  - Speak only if expressly invited to do so by the Chair

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Meeting Mechanics

- Annotated Agendas
  - Support for meeting management

- Quorum
  - Prior to a meeting
  - At the start of a meeting
  - Loss during a meeting

- Confidential Business

- Spokesperson

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Working Groups

- May be created to facilitate the accomplishment of the responsibilities of the Committee

- The Working Group:
  - Should have a clearly defined role
  - Can have members drawn from outside the Committee
  - Reports to the Committee or a Co-Chair
  - Is dissolved once its work is done

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Assessing Committee Performance

- Is the Committee fulfilling its role and doing appropriate work?

- Is the Committee effective?

- Are decisions made in the best interest of the University?

- Does the committee have:

  - ✓ An understanding of its role and responsibilities
  - ✓ A frank, open working relationship enabling productive discussion and effective decision-making
  - ✓ A high level of mutual respect and a tolerance for other views
  - ✓ A willingness to share information freely
  - ✓ All of the necessary information to make informed decisions, presented in an articulate format
  - ✓ Sufficient time for a fulsome discussion
  - ✓ Sufficient resources to enable the Committee to undertake its duties
  - ✓ The opportunity to provide feedback about the Committee

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Chair & Committee Support

The University Secretary:

- Provides governance expertise
- Serves as gateway and facilitator for communication
- Supports meeting preparation
- Advocates for each of the Board, GFC, and management
- Serves as ombuds, and provides a neutral space

The University Secretariat staff:

- Coordinates the planning of agendas, receipt of documents, and proponents
- Manages the Committee's Desire2Learn site and updates the GFC webpage
- Minutes the meetings
- Assists the proponents and Co-Chairs with document preparation and report writing

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GFC/Standing Committees Members Orientation

- The full Orientation session tomorrow, **September 12,** will cover logistical information that applies to GFC and all of the GFC standing committees, including:
    - Governance overview
    - Information on the GFC webpage
    - Using Desire2Learn for meeting documents and communications
    - Types of meeting documents and their handling, including minutes and briefing notes
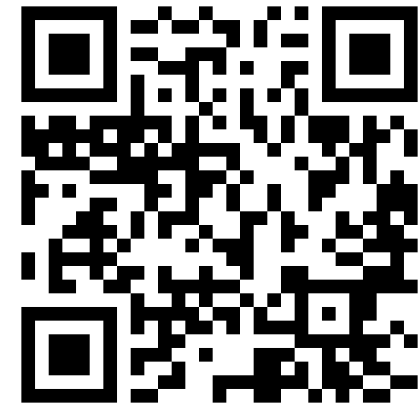
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Board Education Resources

The State of Postsecondary Education in Canada 2024

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The World of Higher Education Podcast

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Thanks

Courtney McVie & Elizabeth Sjogren
University Secretariat