



# DISCOVERING STUDENTS IN GOVERNANCE

*2013/14 Overview of Undergraduates in University and  
Student Governance roles at the University of Alberta*



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# I. INTRODUCTION

The nature and importance of the role that student representatives have in the governance of the academy is one of the defining characteristics of University governance systems. In Canadian higher education, all major universities have student participation on their governing boards and Senates, but the nature of their participation in the governance of the academy varies across institutions.<sup>i</sup>

In recent years, increasing attention is being paid to how essential it is for members of University governing boards and committees to understand their roles and to understand the central importance of the work that they do for the success of the academy.<sup>ii</sup> As higher education evolves in its complexity to meet the needs of an increasingly complex, increasingly information-based society, it is becoming critical for those members of the academy who participate in University governance activities to understand the complexities of the institution. As these institutions have evolved, so too has our understanding of the roles that students play in their governance. There is an impressive store of literature exploring the benefits to both the academy and the student representatives themselves that are the fruits of having students participate in shared governance structures in higher education.<sup>iii</sup>

In 2009/10, the University of Alberta Students' Union, in conversations with other stakeholders on campus, identified a shared desire to enhance the support being provided to students who participate in University governance. To that end, the Students' Union created Discover Governance office, with the intent "to improve the quality and effectiveness of all levels of student governance at the University of Alberta...through the provision of orientation, advisory, and support services to individuals and groups involved in all levels of governance."<sup>iv</sup>

In order to provide enhanced support to students participating in University governance, there must be some way of accounting for who those student participants are and where they fit into the University governance system as a whole. To that end, one of the preliminary tasks of Discover Governance was to complete a survey of where opportunities for students to participate in University governance exist and what

support student representatives are currently able to access at various levels of University governance. This document is the fourth edition of the report resulting from that survey project.

It is our hope that aggregating information about undergraduate participation in University governance will allow us to better understand and support the work that students do for the academy in this area. Our intention is to evolve this document into a tracking system that can be updated annually, thus vastly improving the institutional memory of the academy as it relates to undergraduate representation. With that context in hand, we also hope that this document will serve to stimulate collegial discussion about how the role that student representatives play in University governance can be better understood, supported, and enhanced.

## 2. EXECUTIVE SUMMARY

At the University of Alberta, undergraduate students are fully integrated into the University governance system, and are active participants at every level of that system. The *Alberta Post-Secondary Learning Act* enshrines student roles through the Students' Union and at the highest levels of University and faculty level governance. The University further establishes roles for students in the residence system, in the judiciary, and at the department and program levels of University governance.

Though our data is not yet complete, preliminary studies provide a good approximation of the number of seats accorded to undergraduate students throughout the University governance system. The preliminary data suggests an impressive quantity of seats accorded to undergraduate students at various levels of the academy though both University governance and Students' Union governance positions. Even without complete figures, we can confidently estimate that there are at least 1008 seats accorded to undergraduate representatives, as summarized in Figure 2-1.

## Summary of Undergraduate Representation at the University of Alberta

Name of Body	<i>Ex officio</i> positions held by members of the Students' Union Executive Committee	Number of Undergraduate Representatives
Students' Union	5	41-47
Board of Governors	1	1
General Faculties Council (GFC)	3	41
GFC Standing Committees & the Council on Student Affairs	11	18
University Level Appeals Boards and Committees	0	16
Senate	1	3
Central Advisory and Administrative Committees	17	>21
Faculty Councils	0	106
Standing Committees of Faculty and School Councils	0	>134
Department Councils	0	66
Standing Committees of Department Councils	0	>43
Faculty Associations	0	88
Departmental Associations	0	>424
<b>Total</b>	38 positions held by 5 undergraduates	>1008

**Figure 2-1** Total number of seats accorded to undergraduates in the University of Alberta and University of Alberta Students' Union governance systems

What follows in this document is a series of detailed summaries of the structure and number of student governance positions available at the University of Alberta. While not included in the public circulation of this edition, we are pleased to report that we have begun to track vacancies in many of these positions, and look forward to being able to use that data in future years. It is our hope that this report will stimulate further discussion and recommendations for the enhancement of representative participation in University and student governance activities.

### 3. UNIVERSITY OF ALBERTA STUDENTS' UNION

The University of Alberta Students' Union (SU) is divided into three branches. It has a legislative body, the Students' Council, a judicial body, the Discipline, Enforcement, and Interpretation Board, and it has an executive body, the Executive Committee. The legislation, undergraduate representation, and method of replenishment for each of these is outlined below.

University students associations are enshrined as independent corporations under §93 of the Alberta Post Secondary Learning Act (PSLA).

Their function is to

“ provide for the administration of student affairs at the public post-secondary institution, including the development and management of student committees, the development and enforcement of rules relating to student affairs and the promotion of the general welfare of the students consistent with the purposes of the public post-secondary institution.”

The PSLA further stipulates that student associations must be managed by a council elected by and from the membership of the association.<sup>vi</sup>

#### Students' Council

##### *Legislation for Students' Council*

The University of Alberta Students' Union is governed by its Students' Council, which oversees all decisions regarding the direction of the organization. Sitting on Council are the President and four Vice Presidents (External, Academic, Student Life, Operations & Finance) the undergraduate Board of Governors representative, and 32 elected faculty councilors, with seats assigned proportional to enrolment in University faculties. The Speaker and General Manager also sit on Council as non-voting members.

Students' Council is governed by Students' Union Bylaw 0100.



## *Undergraduate Representation on Students' Council*

Students' Council has eight standing committees and a judiciary board to assist in its activities. A brief summary of each committee's mandate as outlined in Students' Union legislation is included below.<sup>vii</sup>

### **Undergraduate Representation on Students' Council, its Boards and Committees**

<b>Name of Body</b>	<b>Number of Undergraduate Representatives</b>	<b>Method of Appointment</b>
Students' Council	38	Elected annually by the membership
Audit Committee	5	Elected annually by Council
Budget & Finance Committee (BFC)	7	Elected annually by Council
Bylaw Committee	5	Elected annually by Council
Council Administration Committee (CAC)	5	Elected annually by Council
Elections Review Committee (ERC)	5 Councilors, 1 Executive, the CRO as a non-voting member	Elected annually by Council
Policy Committee	9	Elected annually by Council
Grant Allocation Committee (GAC)	7	Elected annually by Council

**Figure 3-1** Undergraduate Representation on Students' Union Students' Council and its Standing Committees

## *Method of Replenishment for Students' Council*

Elections are held in March to elect the five executives and the undergraduate Board of Governors representative. Two weeks after the Executive election, representatives to Students' Council are elected. If not all of the seats on council are filled, a by-election is held in September.

## **Executive Committee**

### *Legislation for Students' Council*

Although the Executive Committee is technically a committee of council with no more standing than the other committees of council, it is unique in the respect that undergraduates on the executive are elected from any faculty for specific roles and they wield an extraordinary amount of institutional power in the Students' Union. It is responsible for managing the day-to-day operations of the Students' Union and coordinating its longer-term strategy. The Executive Committee has broad powers of recommendation to Students' Council.

As outlined in SU Bylaw 1100, the Executive Committee is responsible for executing or putting into effect, the policy and legislation approved in council.<sup>viii</sup>

### Undergraduate Representation on the Executive Committee

Position	Number of Reps	Method of Appointment
President	1	SU General Elections
VP Operations and Finance	1	SU General Elections
VP Academic	1	SU General Election
VP External	1	SU General Election
VP Student Life	1	SU General Election
<b>Total</b>	<b>5</b>	

**Figure 3-2** Undergraduate Representation on Students' Union Executive Committee

### *Method of Appointment of the Executive Committee*

The members of the Executive Committee are elected in March of each year to serve a term of one year from May 1 to April 30. All members of the SU are eligible to vote in the Executive Committee and Board of Governors Elections.

### Sub-Committees of the Executive

#### Undergraduate Representation on the Executive Sub-Committees

Position	Number of Reps	Method of Appointment
Academic Relations Group	8-10	Appointment/Application
Social and Environmental Responsibility Committee	8-10	Appointment/Application
<b>Total</b>	<b>16-20</b>	

**Figure 3-3** Undergraduate Representation on Students' Union Executive Sub-Committees

### ***Social and Environmental Responsibility Committee (SERC)***

SERC is not a formal standing committee of the Students' Union, but it exists to assist the Students' Union in its long-term goal of running the organization in a socially and environmentally responsible and sustainable fashion. SERC is mandated to produce a report with recommendations as well as give advice. It is advisory to the Executive Committee directly, not Students' Council. It is composed of one member of the Students' Union Executive, one member of the Student Umbrella for Social Justice, one member of the Alberta Public Interest Research Group, up to three Students' Union employees, up to four students at large.

### ***Academic Relations Group (ARG)***

The Academic Relations Group meets bi-weekly and members discuss and advocate for improvements to teaching and learning on the University of Alberta campus. Members also represent the Vice-President Academic on a number of committees.

## **Discipline, Interpretation, and Enforcement Board (DIE Board)**

### ***Legislation for Discipline, Interpretation, and Enforcement Board (DIE Board)***

DIE Board is the judicial branch of the Students' Union. Its duties and powers are outlined by Students' Union Bylaw 1500.<sup>ix</sup> DIE Board may hear complaints about contravention of SU legislation, interpret SU legislation, and hear appeals on rulings of the Chief Returning Officer. Meeting only as needed, tribunes interpret and enforce Students' Union bylaws.

Any student, with the exception of those serving as Tribunes, may initiate a complaint against SU Bylaw. Students' Union constituted bodies, with the exception of DIE Board and Council, may also initiate complaints.

### ***Undergraduate Representation on DIE Board***

DIE Board consists of one Chief Tribune, two Associate Chief Tribunes, and between five and eleven Tribunes. The Chief Tribune has the responsibility of appointing Tribunes to panels and scheduling hearings. The Associate Chief Tribunes assume the responsibilities of the Chief Tribune in

his or her absence. When all slots are filled there are as many as fourteen members of DIE Board, but the number may range anywhere between eight and fourteen. Once a student is confirmed as a tribune on DIE Board, they remain a Tribune for as long as they remain an undergraduate.

### Undergraduate Representation on DIE Board

Position	Number of Reps	Method of Appointment
Chief Tribune	1	DIE Board Selection Committee nomination
Associate Chief Tribune	2	DIE Board Selection Committee nomination
Tribune	5-11	DIE Board Selection Committee nomination
<b>Total</b>	<b>8-14</b>	

**Figure 3-2** Undergraduate Representation on the Discipline, Interpretation, and Enforcement (DIE) Board

#### *Method of Replenishment for DIE Board*

Vacancies occur on DIE Board whenever a Tribune ceases to be an undergraduate. In a year in which vacancies occur, the Chief Tribune is responsible for convening a DIE Board selection committee that consists of two voting members of the executive, two voting members of council, and two Tribunes. The chair of the committee will be selected by the committee, and the quorum of the committee is five.

The DIE Board selection committee will review applicants and nominate the most suitable through a two-thirds majority vote of the committee. The nominee will then be ratified by a two-thirds majority vote of council.

## 4. BOARD OF GOVERNORS

### Legislation

The Board of Governors (the Board) is established under §16 of the Post Secondary Learning Act (PSLA) as the managing board of the University's bicameral governance structure.

The Board has expansive powers, as laid out in §17 and §59 through §69 of the PSLA.

Section 16(3) of the PSLA stipulates that the Minister of Enterprise & Advanced Education will appoint two undergraduate students nominated by the council of the students association to serve on the Board.

### Undergraduate Representation at the University of Alberta

There are two undergraduate representatives on the University of Alberta Board of Governors. Under Students' Union legislation, the President of the Students' Union has an *ex officio* position on the Board, while the other position is accorded to an elected undergraduate.<sup>x</sup>

There are seven Standing Committees established by the Board of Governors of the University of Alberta that operate on delegated authority from the Board. Several of these Standing Committees have one undergraduate representative on them. That representative may either be the President of the Students' Union or the elected undergraduate governor.

## Undergraduate Representation on the Board of Governors and its Committees

Name of Body	Number of Undergraduate Representatives	Method of Appointment
Board of Governors	2	<i>Ex officio</i> (President); elected annually by the membership of the students' association (representative)
Board Audit Committee	none	n/a
Board Finance & Property Committee (BFPC)	1	Appointed by the Board from its undergraduate membership, upon consultation with those members and the Committee Chair
Board Human Resources & Compensation Committee (BHRCC)	none	n/a
Board Investment Committee	none	n/a
Board Learning & Discovery Committee (BLDC)	1	Appointed by the Board from its undergraduate membership, upon consultation with those members and the Committee Chair
Board Safety, Health & Environment Committee (BSHEC)	1	Appointed by the Board from its undergraduate membership, upon consultation with those members and the Committee Chair
Board University Relations Committee (BURC)	1	Appointed by the Board from its undergraduate membership, upon consultation with those members and the Committee Chair

**Figure 4-1** Undergraduate Representation on the Board and its Standing Committees

### Method of Replenishment

Under Students' Union legislation the Undergraduate Board of Governors Representative is elected at the same time and in the same fashion as the Students' Union President and Vice Presidents.<sup>xi</sup> Elections for those positions are held annually in March. The elected students are recommended to the Minister of Enterprise & Advanced Education for appointment and, if the Minister accedes, are appointed by an Order in Council of the government of the Province of Alberta.

The Board Chair and respective Committee Chairs in consultation with members determine committee assignments.

## 5. THE GENERAL FACULTIES COUNCIL & COUNCIL ON STUDENT AFFAIRS

### Legislation

#### *The General Faculties Council*

The General Faculties Council (GFC) is enshrined under §26(1) of the Post Secondary Learning Act (PSLA) as the academic half of the University's bicameral governance structure.

The mandate of the GFC is summarized broadly in the PSLA as follows:

“ *Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university...*<sup>xii</sup> ”

Its powers are further expanded upon in §22 - 26, 31 and 32 of the PSLA.

The PSLA stipulates that there must be undergraduate representation on the GFC. By virtue of a motion passed by the GFC at its February 1971 meeting, the number of undergraduate representatives has parity with the number of elected faculty members.<sup>xiii</sup>

#### *The Council on Student Affairs (COSA)*

The Council on Student Affairs is established under §32(1) of the PSLA, which states:

“ *A general faculties council may establish a council on student affairs to exercise immediate jurisdiction over student affairs with respect to any matters and in any manner the general faculties council determines and to exercise or perform any other powers, duties and functions the general faculties council determines.*<sup>xiv</sup> ”

### Undergraduate Representation at the University of Alberta

There are 3 categories of undergraduate representation on the GFC.

1. Statutory student members of GFC nominated by the council of the undergraduate students association.
2. Undergraduate members of the Board of Governors
3. Appointed student members elected and nominated by the Students' Union.<sup>xv</sup>

Taken together, these 3 categories of undergraduate representation yield 44 seats on the GFC.

There are eleven Standing Committees established by GFC pursuant to §26 and §31 of the PSLA, each with undergraduate representation.

The majority of COSA's membership is composed of student members, with a majority of the student representatives being undergraduate.

### **Undergraduate Representation on General Faculties Council and its Standing Committees**

Name of Body	Number of Undergraduate Representatives	Method of Appointment
General Faculties Council (GFC)	44	4 <i>ex officio</i> members (SU President as Governor, Undergraduate Governor, SU VP Academic, SU VP Student Life), 40 elected-then-appointed
Council on Student Affairs (COSA)	6	5 <i>ex officio</i> (SU President, RHA representative, IFC representative, Pan-Hellenic Council Representative, SU Student Group Services Representative), 1 elected by GFC via Nominating Committee
Academic Planning Committee (APC)	2	1 <i>ex officio</i> (SU President), 1 appointed by Nominating Committee
Academic Standards Committee (ASC)	2	1 <i>ex officio</i> (SU VP Academic), 1 appointed by Nominating Committee
ASC Subcommittee on Standards (ASCOS)	1	<i>Ex officio</i> (SU VP Academic)
Committee on the Learning Environment (CLE)	2	1 <i>ex officio</i> (SU VP Academic), 1 appointed by Nominating Committee
CLE Subcommittee on Attributes and Competencies <sup>1</sup>	3	1 <i>ex officio</i> (SU VP Academic as co-chair), 2 undergraduate representatives appointed by CLE
Campus Law Review Committee (CLRC)	3-4	2 <i>ex officio</i> (SU VP Student Life, RHA President), 1-2 appointed by Nominating Committee

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1. This committee is temporary.



Name of Body	Number of Undergraduate Representatives	Method of Appointment
Executive Committee (Exec)	2	1 <i>ex officio</i> (SU VP Academic), 1 appointed by Replenishment Committee
Facilities Development Committee (FDC)	2	1 <i>ex officio</i> (SU VP Academic), 1 appointed by Nominating Committee
Nominating Committee	1	<i>Ex officio</i> (SU VP Academic)
Replenishment Committee	1	<i>Ex officio</i> (SU VP Academic)
Undergraduate Awards & Scholarship Committee (UASC)	2	Appointed by Nominating Committee
University Teaching Awards Committee (UTAC)	2	Appointed by Nominating Committee

**Figure 5-1** Undergraduate Representation on the GFC, COSA & Standing Committees

## Method of Replenishment

Under GFC rules<sup>xvi</sup> and as mirrored under SU legislation,<sup>xvii</sup> appointed student members are elected and nominated by the Students' Union. Elections are held annually in March in conjunction with the Students' Union Students' Council elections. If not all of the seats on council are filled a by-election is held in September.

Undergraduate-at-large members of the GFC Standing Committees are selected annually by the GFC Nominating Committee, except for the undergraduate-at-large on the GFC Executive Committee, who is selected annually by the GFC Replenishment Committee.

Undergraduate members of the COSA are mainly *ex officio*. One member is elected from the GFC.

## 6. UNIVERSITY LEVEL APPEAL BOARDS AND COMMITTEES

### Legislation

#### *GFC Academic Appeals Committee*

Under the Post Secondary Learning Act (§26(1)), General Faculties Council (GFC) has responsibility, subject to the authority of the Board of Governors, over academic affairs of the University, and has the authority to hear and determine appeals from faculty council decisions on applications, requests, or petitions by students and others (§26(1)(h)). GFC may also legislate “conditions or restrictions” on the powers of Faculty Councils (§29(1)).

#### *University Appeal Board*

Under the Code of Student Behaviour<sup>xviii</sup> and the GFC Policy Manual,<sup>xix</sup> the Undergraduate Appeal Board, as delegate of GFC and the Board of Governors, has the authority to determine whether or not an offence has been committed and to confirm, vary or quash sanctions imposed.

Under §31 of the Post Secondary Learning Act, GFC and the Board of Governors have the authority to amend the Code of Student Behaviour.

### Undergraduate Representation at the University of Alberta

There are 3 judicial bodies with undergraduate representation at the university level.

#### **Undergraduate Representation on University Level Appeal Boards and Committees**

<b>Name of Body</b>	<b>Number of Undergraduate Representatives</b>	<b>Method of Appointment</b>
GFC Academic Appeals Committee (GFC AAC)	4	4 elected to panel by GFC.
University Appeal Board (UAB)	10	10 elected to panel by GFC.
GFC Practice Review Board (GFC PRB)	2	2 appointed from GFC, AAC, or UAB.

**Figure 6-1** Undergraduate Representation on University Level Appeal Boards and Committees

## Method of Replenishment

Under the rules of each board and committee, appointed members are elected and nominated by the General Faculties' Council. Student names are forwarded to the GFC Nominating Committee, which screens student applications to fill vacancies and presents nominations to GFC for election.

# 7. THE UNIVERSITY OF ALBERTA SENATE

## Legislation

The University of Alberta Senate is established under §11 of the Alberta Post Secondary Learning Act (PSLA).

The mandate of the Senate under §13(1) of the PSLA is to

“...inquire into any matter that might benefit the university and enhance its position in the community.”<sup>xx</sup>

Section 11(3)(b)(vi) of the PSLA stipulates that the Senate will have four undergraduate members, appointed by the students association.

## Undergraduate Representation at the University of Alberta

There are four representatives on the University of Alberta Senate. Under Students' Union legislation, the Vice President (External) of the Students' Union has an *ex officio* position on the Senate. The three additional positions are appointed via a selection committee, which makes a recommendation to the Council Administration Committee of the Students' Union.<sup>2</sup> Students' Council makes the final recommendation to the University.

The Senate also has several standing committees with undergraduate members. These positions are summarized in Figure 6-1.

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2. For more information on the structure of the University of Alberta Students' Union Council and its Standing Committees, please see Section 3 of this report..

## Undergraduate Representation on the University Senate and its Committees

Name of Body	Number of Undergraduate Representatives	Method of Appointment
Senate	4	<i>Ex officio</i> (Vice President External); selected by the Students' Union
Executive Committee	1	<i>Ex officio</i> (Vice President External)
Campus Engagement Committee	2	Selected from sitting student Senators
Honorary Degree Selection Committee	1	<i>Ex officio</i> (Vice President External)
Local Community Engagement Committee	2	Selected from sitting student Senators
Nominating Committee	none	n/a
Provincial and Northern Engagement Committee	1	Selected from sitting student Senators
Aboriginal Initiatives Working Group	none	n/a

**Figure 7-1** Undergraduate representation on the University Senate and its Committees

### Method of Replenishment

Under Students' Union legislation the Vice President (External) is elected annually in March.

The three appointed positions are replenished annually via a selection process overseen jointly by the Students' Union Council Administration Committee and the Vice President (External) of the Students' Union.<sup>xxi</sup>

The seats on Senate standing committees are accorded to the student Senators selected through the Students' Union processes.

## 8. CENTRAL ADVISORY AND ADMINISTRATIVE COMMITTEES

### Legislation

As the complexity of University governance activities has grown, the institution has evolved a number of standing advisory and administrative committees to augment its governance processes.

These committees come under a wide variety of legislative frameworks, depending on whose authority they are convened under and what their respective terms of reference specify. Generally, they originate through the ability of the Board of Governors to delegate its authority as enshrined under §62 of the Post Secondary Learning Act (PSLA).

Most advisory and administrative committees of the University are chaired by a member of the senior administration, and have a mandate to provide recommendations to that administrator on a specific aspect of their portfolio. These committees also act as forums for informal discussion on proposals that will go through the Board of Governors or General Faculties Council.

### Undergraduate Representation at the University of Alberta

More than forty administrative and advisory committees, subcommittees and groups with up to date information available online were researched. Of those committees, twenty have undergraduate representation, as summarized in Figure 7-1.

### Method of Replenishment

The methods of replenishment for these seats vary widely. Elections are held in March to elect the five executives, and so *ex officio* positions held by members of the Students' Union Executive Committee are refreshed annually. Executive members may choose to delegate their seats; in that case, the Executive Committee member selects the delegate. The other selection methods are summarized in Figure 7-1.

## Undergraduate Representation on University Advisory & Administrative Committees

Name of Body	Number of <i>Ex officio</i> Representatives	Number of Undergraduate Representatives	Method of Appointment
Tuition Budget Advisory Committee (TBAC)	2: SU President & an SU Vice President	0	President selects SU Vice President
BAC Subcommittee on MNIFs (MBAC)	2: SU President & an SU Vice President	0	President selects SU Vice President
Academic Policy and Process Review Task Force	0	4	Selected by the SU
Alcohol Policy Review Committee (APRC)	2: SU VP (Student Life), Residence Halls Association President	0	n/a
Alumni Council	1: SU VP President	0	n/a
Art Acquisitions Committee	0	1	Appointed either by the SU or the Associate Director of Museums and Collections
Convocation Committee	1: SU VP (Academic)	0	n/a
Council on Aboriginal Initiatives	0	4 or more	One undergraduate student appointed at large, one representative from the Aboriginal Students' Council, and no fewer than 2 students from existing and active Aboriginal initiatives
Festival of Ideas Advisory Board	1: SU VP (External)	0	n/a
Festival of Ideas Steering Committee	1: SU VP (External)	0	n/a
Festival of Teaching Steering Committee	1: SU VP (Academic)	0	n/a
Museums Policy and Planning Committee	0	1	Appointed by the Executive Director of Museums and Collections
ONEcard Advisory Committee	1: SU VP (Student Life)	2	Selected by the SU
PAW Steering Committee	1: SU VP (Operations & Finance)	0	Undergraduates selected by the SU

Name of Body	Number of <i>Ex officio</i> Representatives	Number of Undergraduate Representatives	Method of Appointment
Residence Budget Advisory Committee (RBAC)	4: SU President, SU VP (Student Life), Augustana Students' Association President, Residence Halls Association President	0	n/a
Standing Advisory Council on International Engagement (SACIE)	0	2	<i>Selected by the SU</i>
United Way Campus Campaign	1: SU VP (External)	0	n/a
University Research Policy Committee (URPC)	1: SU VP (Academic)	1	<i>Selected by SU</i>
U-Pass Administration Committee	1: SU VP (Student Life)	0	n/a
YouAlberta Student Communicators Network	0	0	n/a
<b>TOTAL</b>	23, shared by 7 people (5 SU Execs, ASA President, RHA President)	15 or more	

**Figure 8-1** Undergraduate Representation on University Advisory & Administrative Committees

### *A Note on Methodology*

Accurate information on advisory and administrative committees is difficult to gather. These committees are not accessible on the University Governance website and there is no 'master list' available detailing which committees are currently active and where their respective terms of reference can be found. Where these committees have websites (and not all do), they are located in different places on the web pages of administrative portfolios and University units.

For the purposes of this report, the Students' Union compiled a list of administrative and advisory reports through research into reports

received from undergraduate representatives serving on these committees for the past five years. The final reports of Students' Union Associate Vice Presidents Academic for that time period were especially helpful. That list was cross-referenced with the University Acronym list available as of November 2011. From there, extensive web research was undertaken to verify whether or not the listed committees were still meeting and whether or not they still have undergraduate representatives. We also contacted the administrative personnel of each University Executive's office and requested data on undergraduate participation.

## 9. FACULTY & SCHOOL COUNCILS

### Faculty Councils

#### *Legislation*

Faculty Councils are established under §28 of the Post Secondary Learning Act (PSLA). The powers and duties of Faculty Councils are detailed in §29 of the PSLA. Faculty Councils are, broadly speaking, responsible for the day-to-day academic affairs of their respective faculty.

The PSLA does not specify that undergraduates be members of Faculty Councils. At the University of Alberta, student representation on faculty councils is established under §55 of the General Faculties Council Policy Manual.

#### *Undergraduate Representation at the University of Alberta*

There are nineteen faculties at the University of Alberta that have Faculty Councils,<sup>xxii</sup> including fourteen that enroll undergraduates. The number of undergraduate representatives serving on Faculty Councils varies from one to thirty-five. For more information, see Figure 9-1.

#### *Method of Replenishment*

Replenishment of Faculty Council seats is the responsibility of the appropriate student faculty association, using whatever method the association deems suitable, and occurs annually. In the event that selection is not completed by September 30 of each year, the responsibility of replenishment falls to the Students' Union.<sup>xxiii</sup>

There is a wide variance in the method of selection, though generally the student faculty associations reserve at least one seat for a member of their executive. For further information, see Figure 9-1.



## Undergraduate Representation on Faculty Councils

Name of Body	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Agriculture, Life & Environmental Sciences (ALES)	8	ALES Students' Association (ALESSA)	Election/Appointment
Arts	35	Collective Body for Arts Students (CBAS)	Election/Appointment
Augustana	6	Augustana Students' Association (ASA)	<i>Ex officio</i> /Appointment
Business, School of	5	Business Students' Association (BSA)	<i>Ex officio</i> / Appointment
Education	2	Education Students' Association (ESA)	<i>Ex officio</i>
Engineering	3	Engineering Students' Society (ESS)	<i>Ex officio</i>
Extension	n/a	n/a	n/a
Graduate Studies & Research	n/a	Graduate Students' Association (GSA)	n/a
Law	6	Law Students' Association (LSA)	Election/Appointment
Library & Information Sciences, School of	n/a	n/a	n/a
Medicine & Dentistry	10	Medical Students' Association (MSA; 6 seats)	<i>Ex officio</i> /Appointment
Dental Students' Association (DSA; 4 seats)	<i>Appointment/Ex officio</i>	Native Studies Students Association (NSSA)	<i>Ex officio</i> /Appointment
Native Studies	6	Native Studies Students' Association (NSSA)	<i>Appointment/Ex officio</i>
Nursing	2	Nursing Undergraduate Association (NUA)	<i>Ex officio</i>
Pharmacy & Pharmaceutical Sciences	1	Alberta Pharmacy Students' Association (APSA)	<i>Ex officio</i>
Physical Education & Recreation	6	<i>Physical Education &amp; Recreation Council of Students (PERCS)</i>	<i>Ex officio</i>

Name of Body	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Public Health, School of	n/a	n/a	n/a
Rehabilitation Medicine	n/a	Rehabilitation Medicine Students' Association (RMSA)	n/a
Saint-Jean	4	l'Association des Universitaires de la Faculté Saint-Jean (AUFJSJ)	Appointed
Science	12	Interdepartmental Science Students' Society (ISSS)	Appointment/ <i>Ex officio</i>

**Figure 9-1** Undergraduate Representation on University of Alberta Faculty Councils

## Standing Committees of Faculty Councils

### *Legislation*

Standing Committees can be established by Faculty Councils under §29(3) of the Post Secondary Learning Act (PSLA).

The powers and duties of Standing Committees are delegated by the Faculty Council as they see fit, but generally include handling the more detailed work of the Faculty Council and reporting back on their activities and progress.

The structure of standing committees varies depending on the needs of the Faculty Council establishing them. The PSLA does not specify that undergraduates be members of Faculty Council Standing Committees. Whether University or faculty policy specifies undergraduate participation varies by committee function and by faculty.

### *Undergraduate Representation at the University of Alberta*

There are 14 faculties at the University of Alberta that enroll undergraduates.

## *A Note on Methodology*

Accurate information on Faculty Council Standing Committees is only available as public information online for a handful of faculties.

For the purposes of this report, Discover Governance contacted the faculties individually through the administrative personnel to gain information on student representation on their Standing Committees. The Faculty Associations were also contacted as many of them have directors or portfolios that are responsible for the replenishment of these Committees.

## *Method of Replenishment*

The method of replenishment of undergraduate representatives varies depending on the committee. It is usually the responsibility of the Student Faculty Association, but in some cases can be undertaken by the Dean, Committee Chairs, other committee members, nomination committees, etc.

## **Faculties with no Undergraduate Representatives on Standing Committees**

Of the faculties that we were able to collect information on for this report, the following faculties have no undergraduate representation on Faculty Council Standing Committees:

- Faculty of Science
- Faculty of Business

## Faculty of Agricultural, Life and Environmental Sciences

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Academic Coordinating Committee	1	Faculty of ALES	The ALES FSA Student Liaison sits on it each year
Academic Appeals Committee	4	ALES FSA	4 students are selected, 1 serves on each appeal panel
Undergraduate Program Committees	8	Relevant Program Associations	Either VP Academic of Program Association or by election
Total	13		

## Faculty of Arts

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Arts Executive Committee	4	Student Representatives of Arts Faculty Council	<i>Ex officio</i> (CBAS External); 3 elected
Academic Affairs Committee	8	Collective Body for Arts Students (CBAS)	Appointed
Arts Teaching and Learning Engagement Committee	3	Collective Body for Arts Students (CBAS)	Appointed
Faculty Academic and Grade Appeals Committee	3	Collective Body for Arts Students (CBAS)	Appointed
Honors Committee	2	Collective Body for Arts Students (CBAS)	Appointed
Library Committee	1	Collective Body for Arts Students (CBAS)	Appointed
McCalla Professorship Committee	1	Arts Teaching and Learning Engagement Committee (ATLEC)	Selected
Undergraduate Teaching Awards Committee	3	Collective Body for Arts Students (CBAS)	Appointed
Arts Council for Innovation and Technology	1	Collective Body for Arts Students (CBAS)	<i>Ex officio</i> (member chosen from CBAS executive)
Total	26		

## Faculty of Augustana

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Academic Appeals Committee	4	<i>Data incomplete</i>	<i>Data incomplete</i>
Annual Theme Committee	2	Annual Theme Committee	Application
Curriculum Committee	2	Augustana Students' Association (ASA)	Appointed
Committee on the Learning Environment	2	Augustana Students' Association (ASA)	Appointed
Research Committee	2	Augustana Students' Association (ASA)	Appointed
Committee on Academic Complement Planning	2	Augustana Students' Association (ASA)	Appointed
Green Campus Committee	3	Dean of Augustana	Appointed (with consultation from ASA and academic staff)
Learning and Beyond Committee	1	Dean of Augustana	Appointed
Viking Athletics Advisory Council	2	<i>Data incomplete</i>	<i>Data incomplete</i> (athletes, one male and one female)
Chair Selection and Review Committee	<i>Data incomplete</i>	<i>Data incomplete</i>	<i>Data incomplete</i>
Dean's Selection Committee	2	Augustana Students' Association (ASA)	Whatever method the ASA deems suitable
<b>Total</b>	<b>&gt;22</b>		

## Faculty of Education

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Undergraduate Academic Appeals Committee	8	Education Students' Association (ESA)	Appointed
Faculty Teaching Awards Committee	1	Education Students' Association (ESA)	<i>Ex officio</i> (ESA President)

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
H.T. Coumts Library Advisory Committee	1	Education Students' Association (ESA)	Appointed
Technology Advisory Board	1	Education Students' Association (ESA)	Appointed
Undergraduate Academic Affairs Council	3	Education Students' Association (ESA)	Appointed
<b>Total</b>	<b>14</b>		

### Faculty of Engineering

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Academic Planning Committee	1	Engineering Students' Society (ESS)	ESS President appoints a Vice-President
Admissions, Promotions, and Timetabling Committee	1	ESS	ESS President appoints a Vice-President
Engineering Undergraduate Equipment Fund	1	ESS	ESS President appoints a Vice-President
<i>Total</i>	<b>3</b>		

### Faculty of Law

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Admissions Committee	1	Student body	Election
Curriculum Committee	4	<i>Data incomplete</i>	<i>Data incomplete</i>
Equality and Respect Committee	3	Law Faculty Council (LFC)	By acclamation, or election by LFC
Advisory Selection Committee	1	Law Students' Association (LSA)	Appointed
Student Appeals Committee	3	<i>Data incomplete</i>	Election or appointment

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Visiting Speakers Committee	2	<i>Data incomplete</i>	<i>Data incomplete</i>
Total	14		

### Faculty of Medicine and Dentistry

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Medical Sciences Library Committee	3	Dental Students' Association (DSA)	Appointed
Total	3		

### Faculty of Native Studies

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Academic Affairs Committee	1	Native Studies Students' Association (NSSA)	Appointed
Student Academic Appeals Committee	1	Native Studies Students' Association (NSSA)	Appointed
Total	2		

### Faculty of Nursing

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Aboriginal Nursing Advisory Committee	1 (Aboriginal student)	Nursing Undergraduate Association (NUA)	Appointed
Academic Appeals Board	10	Nursing Undergraduate Association (NUA)	Appointed
Advisory Selections Committee	1	Nursing Undergraduate Association (NUA)	Appointed
e-Learning Services	1	Nursing Undergraduate Association (NUA)	Appointed
Faculty of Nursing Caucus	1	Nursing Undergraduate Association (NUA)	Appointed

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Faculty of Nursing Council	2	Nursing Undergraduate Association (NUA)	Appointed
Faculty of Nursing Executive Committee	1	Nursing Undergraduate Association (NUA)	Appointed
Healthy Workplace Committee	1	Nursing Undergraduate Association (NUA)	Appointed
International Nursing Advisory Committee	2	Nursing Undergraduate Association (NUA)	Appointed
On-Site Undergraduate Curriculum Committee	1	Nursing Undergraduate Association (NUA)	Appointed
Strategic Advisory Council	1	Nursing Undergraduate Association (NUA)	Appointed
Undergraduate Admissions Committee	1	Nursing Undergraduate Association (NUA)	Appointed
<b>Total</b>	<b>23</b>		

### Faculty of Pharmacy and Pharmaceutical Sciences

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Admissions Committee	1	Alberta Pharmacy Students' Association (APSA)	Appointed
Curriculum Committee	2	Alberta Pharmacy Students' Association (APSA)	2 students from APSA
Assessment Committee	1	Dean of Pharmacy and Pharmaceutical Sciences	Appointed
Appeals Committee	1	Alberta Pharmacy Students' Association (APSA)	Appointed
IT Advisory Committee	<i>Data incomplete</i>	<i>Data incomplete</i>	<i>Data incomplete</i>
<b>Total</b>	<b>&gt;5</b>		



## Faculty of Physical Education and Recreation

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Undergraduate Programs Committee	1	Physical Education & Recreation Council of Students (PERCS)	<i>Ex officio</i> (President)
Executive Committee	1	Physical Education & Recreation Council of Students (PERCS)	<i>Ex officio</i> (President)
Total	2		

## Faculté Saint-Jean

Name of Standing Committee	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Comité des Appels	2	Association des Universitaires de la Faculté Saint-Jean (AUFSJ)	Appointed
Comité de la Bibliothèque Saint-Jean	2	Association des Universitaires de la Faculté Saint-Jean (AUFSJ)	Appointed
Comité de l'Enseignement et Apprentissage	1	Association des Universitaires de la Faculté Saint-Jean (AUFSJ)	Appointed
Comité Exécutif	1	Association des Universitaires de la Faculté Saint-Jean (AUFSJ)	Appointed
Comité de la Technologie et d'Innovation	1	Association des Universitaires de la Faculté Saint-Jean (AUFSJ)	Appointed
Total	7		

## II. DEPARTMENT COUNCILS

### Legislation

Department Councils are established under §42.3 of the General Faculties Council Policy Manual.

Section 42.3 (1)(e) stipulates that each Department Council of the University of Alberta will include undergraduate students from the programs offered by the department concerned, the exact numbers to be determined by the Faculty Council on recommendation from the appropriate Department Council.<sup>xxvi</sup>

### Undergraduate Representation at the University of Alberta

There are approximately 62 departments at the University of Alberta that enroll undergraduates, as well as several programs with separate advisory Councils.<sup>xxv</sup>

### *A Note on Methodology*

Accurate information on advisory and administrative committees is not available as public information online. While the GFC Manual outlines the general description of the composition of Department Councils, there is no indication of the actual number of representatives per department.

For the purposes of this report, the Students' Union contacted the departments individually through the administrative personnel to gain information on student representation in their departments. The Faculty Associations were also contacted as some of them have directors or portfolios that directly communicate with these representatives.

### Method of Replenishment

Under §42.3(1)(e) of the General Faculties Council Policy Manual, undergraduate representatives to department Councils are to be selected by the appropriate department student association or, where no such association exists, by the appropriate student faculty association.

## Faculties with no Department Councils

The following faculties have no department councils, primarily because of the small size of the faculty:

- Faculty of Native Studies
- Campus Saint-Jean
- Law
- Extension
- Nursing
- Pharmacy and Pharmaceutical Sciences
- Physical Education and Recreation

Other faculties, like the School of Business, do not have departmental councils, but rather have program committees.

### Faculty of Agricultural, Life and Environmental Sciences

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Agricultural Food and Nutritional Science	4	Faculty of ALES Student Services	Data incomplete
Forest Science and Management, Alberta School of	2	ECSA and Forest Society	<i>Ex officio</i>
Human Ecology	2	Human Ecology Students' Assoc.	<i>Ex officio</i>
Renewable Resources	N/A Graduate Department		
Resource Economics and Environmental Sociology	N/A Graduate Department		

### Faculty of Arts

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Anthropology	2	University of Alberta Anthropology Undergraduates	Appointed
Art and Design	1	Student Design Association (SDA)	<i>Ex officio</i> (Director of SDA)
Drama	4	Student groups within the Department	Elected (1 for each student group)

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
East Asian Studies	1	Kampai Gambei Kombae (KGK)	<i>Ex Officio</i> (KGK President or delegate)
Economics	2	Economics Students Association	Volunteer
English and Film Studies	2	English student body	Selected
Human Geography	2	Departmental Association	Volunteer
History and Classics	2	History & Classics Undergraduate Association	Appointed
Interdisciplinary Studies	No Department Council- Programs have Advisory Councils instead		
Linguistics	1	Linguistics Club	<i>Ex officio</i>
Modern Languages and Cultural Studies	2	MLCS Faculty	Appointed
Music	1	Music Students Association	Ex- Officio
Philosophy	None	N/A	N/A
Political Science	2	Political Science Undergraduate Association	<i>Ex officio</i>
Psychology	1	Undergraduate Psychology Association	Appointed
Sociology	2	Sociology Undergraduate Student Association	Election
Women's Studies	1	Women's Studies Undergraduate Association	Volunteer

### Augustana Campus

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Fine Arts	1	Augustana Students' Association	Appointed
Humanities	1	Augustana Students' Association	Appointed

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Science	1	Augustana Students' Association	Appointed
Social Sciences	1	Augustana Students' Association	Appointed

### Business, Alberta School of

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Accounting, Operations and Information Systems	No Department Council—Have Program committees instead		
Finance and Statistical Analysis	No Department Council—Have Program committees instead		
Marketing, Business Economics, and Law	No Department Council—Have Program committees instead		
Strategic Management and Organization	No Department Council—Have Program committees instead		

### Faculty of Education

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Educational Policy Studies	1	Education Students' Association	Appointment
Educational Psychology	1	Education Students' Association or Secondary Education Students Assoc.	<i>Ex officio</i>
Elementary Education	1	Education Students' Association	Appointment
Secondary Education	1	Secondary Education Students Assoc.	Appointment

## Faculty of Engineering

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Chemical and Materials Engineering	2	Chemical Engineering and Materials Engineering Club	<i>Ex officio</i>
Civil and Environmental Engineering	3	Civil Engineering Club, Mining Club and Petroleum Club	<i>Ex officio</i>
Electrical and Computer Engineering	3	Computer Engineering Club, Electrical Engineering Club and Engineering Physics Club	<i>Ex officio</i>
Mechanical Engineering	1	Mechanical Engineering Club	<i>Ex officio</i>

## Medicine and Dentistry

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Anaesthesiology and Pain Medicine		<i>N/A—Graduate Department</i>	
Biochemistry		<i>N/A—Graduate Department</i>	
Biomedical Engineering		<i>N/A—Graduate Department</i>	
Cell Biology		<i>N/A—Graduate Department</i>	
Dentistry and Dental Hygiene	3	Dental Students Association	<i>Ex officio</i>
Emergency Medicine		No Department Council	
Family Medicine		No Department Council	
Laboratory Medicine and Pathology		No Department Council	
Medical Genetics		<i>N/A—Graduate Department</i>	
Medical Microbiology and Immunology		<i>N/A—Graduate Department</i>	
Medicine		<i>N/A—Graduate Department</i>	
Obstetrics and Gynaecology		No Department Council	
Oncology		<i>N/A—Graduate Department</i>	
Ophthalmology		<i>N/A—Graduate Department</i>	

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Pediatrics		<i>N/A—Graduate Department</i>	
Pharmacology		No Department Council	
Physiology		No Department Council	
Psychiatry		No Department Council	
Radiology and Diagnostic Imaging		<i>N/A—Graduate Department</i>	
Surgery		<i>N/A—Graduate Department</i>	

### Faculty of Science

Name of Department	Number of Undergraduate Representatives	Appointing Body	Method of Appointment
Biological Sciences	4	Interdepartmental Science Students' Society	Appointment
Chemistry	1	Chemistry Students Association	Appointment
Computing Science	1	Undergraduate Association of Computing Science	Appointment
Earth and Atmospheric Sciences	3	PS Warren Society and Human Geography Students Society	Election
Mathematical and Statistical Sciences	1	Mathematical Students Association	Appointment
Physics	1	Undergraduate Physics Society	<i>Ex officio</i>
Psychology	1	Undergraduate Psychology Association	Appointment

## Summary of Undergraduate Representation on Departmental Councils

Name of Faculty	Number of Departments	Number of Undergraduate Representatives
Agriculture, Life & Environmental Sciences (ALES)	5	8
Arts	17	26
Augustana	4	4
Business, School of	4	0
Education	4	4
Engineering	4	9
Medicine and Dentistry	20	3
Science	7	12
<b>TOTAL SEAT COUNT</b>	65	66

## Standing Committees of Department Councils

### *Legislation*

Section 42.3 of the GFC Policy Manual, which is the section that outlines the powers of Department Councils, is silent on whether or not Department Councils have the power to create standing committees.

Undergraduate Representation at the University of Alberta

At this point in time the data that Discover Governance has collected in terms of Department Council Standing Committees is incomplete. However, it can be concluded that there are at least 41 students sitting on at least 23 Department Council Standing Committees.

### *A Note on Methodology*

The data in this section was obtained through a number of methods. The membership of some committees is available online through the Department's section of the University website. Some of the information was obtained by contacting administrative staff in the various departments. The charts below list only the standing committees with undergraduate representation.



### Departments with no Undergraduate Representatives on Standing Committees

- Biological Sciences
- Departments of Campus St. Jean
- Civil and Environmental Engineering
- Earth and Atmospheric Science
- East Asian Studies
- Forest Science
- There are no departments in the Faculty of Law
- Mechanical Engineering
- Departments of the Faculty of Native Studies
- Departments of the Faculty of Nursing
- Departments of the Faculty of Pharmacy and Pharmaceutical Sciences
- Philosophy
- Departments of Physical Education and Recreation
- Psychology

### Department of Anthropology

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Graduate Programs Committee	1	Anthropology Council	Appointment
Undergraduate Programs and Teaching Committee	2	Anthropology Council	Appointment
<b>Total</b>	<b>3</b>		

### Department of Dentistry

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Academic Standing Committee	4	Dental Students' Association (DSA)	Election
Admissions Committee	2	Dental Students' Association (DSA)	Appointed
Dentistry Curriculum Committee	1	Dental Students' Association (DSA)	Appointed
Dental Hygiene Curriculum Committee	1	Dental Students' Association (DSA)	Appointed
Student Affairs	4	Dental Students' Association (DSA)	<i>Ex officio</i> positions for DSA executive
<b>Total</b>	<b>12</b>		

## Department of Drama

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Student Advisory Group	8	Relevant Program	Election
Total	8		

## Department of Electrical and Computer Engineering

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Curriculum Committee	1	<i>Data Incomplete</i>	<i>Data Incomplete</i>
Total	1		

## Department of English and Film Studies

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Undergraduate Programs Committee	2	<i>Data incomplete</i>	<i>Data incomplete</i>
Total	2		

## Department of History and Classics

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Chair Selection/Review Committee	1	Representative Association	Election
Total	1		

## Department of Human Ecology

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Undergraduate Program Committee	1	HESA	Nomination
Total	1		

## Department of Modern Language and Cultural Studies

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Curriculum Committee	1	Faculty	Nomination/Suggestion
Events and Communications Committee	1	Faculty	Nomination/Suggestion
Total	2		

## Department of Music

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Undergraduate Committee	1	Music Students' Association (MSA)	<i>Ex officio</i> position of MSA Executive member
Teaching and Learning Committee	1	Music Students' Association (MSA)	<i>Ex officio</i> position of MSA Executive member
Curriculum Review and Redesign	1	Music Students' Association (MSA)	<i>Ex officio</i> position of MSA Executive member
Total	3		

## Department of Political Science

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Undergraduate Committee	3	Political Science Undergraduate Association (PSUA)	Appointed
Department Hiring Committee	1	Political Science Undergraduate Association (PSUA)	Appointed
Chair Selection/Review Committee	1	Political Science Undergraduate Association (PSUA)	Appointed
Communications Committee	1	Political Science Undergraduate Association (PSUA)	Appointed
Total	6		

## Department of Sociology

Name of Committee	Number of Undergraduates	Appointing Body	Method of Appointment
Undergrad Teaching Committee	1	<i>Data Incomplete</i>	<i>Data Incomplete</i>
Chair Selection Committee	1	<i>Data Incomplete</i>	<i>Data Incomplete</i>
Total	2		

## Summary of Undergraduate Representation on Departmental Council Standing Committees (tracked up to 2013)

Name of Faculty	Number of Departments	Number of Undergraduate Representatives
Agriculture, Life & Environmental Sciences (ALES)	1	1
Arts	16	27
Augustana	<i>Data Incomplete</i>	<i>Data Incomplete</i>
Business, School of	<i>Data Incomplete</i>	<i>Data Incomplete</i>
Education	<i>Data Incomplete</i>	<i>Data Incomplete</i>
Engineering	1	1
Medicine and Dentistry	5	12
Science	<i>Data Incomplete</i>	<i>Data Incomplete</i>
<b>TOTAL SEAT COUNT</b>	>23	>43

## II. FACULTY ASSOCIATIONS

### Legislation

Student faculty associations are established and regulated under Students' Union Bylaw 8100 and Students' Union Bylaw 8200, and are also regulated as registered Student Groups under University and Students' Union policy. They are referenced in §42.3(1)(e) and §55 of the General Faculties Council policy manual as having responsibility for student appointments to Department and Faculty Councils.

### Undergraduate Representation at the University of Alberta

There are fourteen registered student faculty associations at the University of Alberta: one for each faculty enrolling undergraduates, except for the Faculty of Medicine and Dentistry, which has bicameral representation through the Medical Students' Association (MSA) and the Dentistry Students' Association (DSA).

### Method of Replenishment

Student faculty associations are permitted to select their officers by any method they deem suitable, provided that method is established in legislation that meets the requirements of Students' Union Bylaw 8100. Generally, this interpretation requires the election of executive officers. Twelve of the fourteen student faculty associations elect their executive officers. The exceptions are the ALES Faculty Student Association, which operates as a confederacy of department clubs coordinated by an undergraduate liaison hired by the ALES Student Services Office, and the Physical Education & Recreation Council of Students, which appoints Executive officers through a nominating committee.

<b>Faculty or School</b>	<b>Name of the Faculty Association</b>	<b>Number of Representatives<sup>3</sup></b>	<b>Method of Appointment</b>
Agriculture, Life & Environmental Sciences (ALES)	ALES Faculty Students' Association (ALES FSA)	8	Election/hired <sup>4</sup>
Arts	Collective Body for Arts Students (CBAS)	6	Election
Augustana	Augustana Students' Association (ASA)	5	Election
Business, School of	Business Students' Association (BSA)	7	Election
Education	Education Students' Association (ESA)	5	Election
Engineering	Engineering Students' Society (ESS)	5	Election
Graduate Studies & Research	Graduate Students' Association (GSA)	N/A	N/A
Law	Law Students' Association (LSA)	10	Election
Medicine & Dentistry	Medical Students' Association (MSA)	5	Election
Native Studies	Native Studies Students' Association (NSSA)	5	Election
Nursing	Nursing Undergraduate Association (NUA)	6	Election
Pharmacy & Pharmaceutical Sciences	Alberta Pharmacy Students' Association (APSA)	7	Election
Physical Education & Recreation	Physical Education & Recreation Council of Students (PERCS)	7	Selection by Nominating Committee
Saint-Jean	l'Association des Universitaires de la Faculté Saint-Jean (AUFJSJ)	6	Election
Science	Interdepartmental Science Students' Society (ISSS)	6	Election
<b>Total</b>		<b>88</b>	

## 12. DEPARTMENTAL ASSOCIATIONS

### Legislation

Student Departmental Associations are regulated at three levels: there is legislation regarding them in General Faculties Council Legislation, in Students' Union Bylaw, as well as in individual Faculty Associations' Constitutions or Bylaws. However, since not all faculties have Departmental Associations, not all Faculty Associations have legislation regarding them.

GFC Section 42.3(e)

“ Undergraduate students from the programs offered by the department concerned, the exact numbers to be determined by the Faculty Council on recommendation from the appropriate Department Council, as selected by the appropriate Student Association using whatever method the Association deems suitable. If the Department Student Association does not exist, then the appropriate Faculty Student Association will be responsible for selecting the undergraduate students. (GFC 28 MAY 2001) (EXEC 29 JUNE 2001) ”

SU Bylaw 8100

“ Section 3(h): “Departmental Association” shall be any student group, based upon enrollment in a department that is recognized as such under this bylaw and the appropriate legislation of an “Association”

Section 16: An Association shall be responsible for the oversight of all Departmental Associations and Affiliated Associations within its constituency. The Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students' Union and the Associations. Specifically:

- a. The Association shall have the authority to recognize, derecognize or place on probation the aforementioned groups;
- b. The Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively; and
- c. The Association's decisions pertaining to the aforementioned groups may be appealed to the Students' Union.

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3. For the chart, the representatives that were accounted for are the executive, namely the President and the Vice Presidents only.

4. The ALES FSA is supported by a casual student staff member hired by the ALES Faculty.

*d. The Students' Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.*

*Section 17: An Association shall maintain a schedule of its Departmental Associations and Affiliated Associations, if such exist, which shall be provided to its membership and/or the Students' Union upon request.*

*Section 28(i): An Association shall have legislation, consistent with the requirements of Students' Union bylaws, specifying, at minimum...the rights, privileges and responsibilities, individually and collectively, of its Departmental Associations and Affiliated Associations;*

*Section 30(a): Annually, an Association shall provide the Students' Union with a schedule of any Departmental Associations and Affiliated Associations. ” ”*

### ***A Note on Methodology***

In some faculties, such as arts and science, Departmental Associations are monitored closely by Faculty Associations. For example, CBAS and ISSS have specific portfolios on their executives to manage DAs. In cases such as this, I was able to obtain accurate data from the Faculty Associations. In other instances, I utilized the information available to me on BearsDen to track official student groups related to departments. I then researched existing departments in each faculty and made correlations.

### **Undergraduate Representation**

Student representation on Departmental Associations is somewhat nuanced because of the unofficial nature and detachment from Faculty Associations that many of them have. For example, in many instances, engineering, ALES, and science for example, more than one group is representative of a single department. Or, in other cases, the departments of the faculty do not align with the clubs associated with subject matter in that faculty; see business. In the most confusing of cases, clubs seem to have no other association with their faculty other than name. In the future, status and roles of individual Departmental Associations will be clarified.

As of 2013, Discover Governance has identified 52 clubs or associations that are representative of or associated with departments of study on campus.



## Faculty of ALES

Name of Department	Name of Association(s)	Number of Undergrad Reps	Method of Appointment
Agriculture Food and Nutritional Science	Agriculture Club	18	Election
	Nutrition and Food Science Students' Association	16	Election
Alberta School of Forest Science and Management	Forestry Society	19	Election
	Environmental Conservation Students' Association (ECSA)	10	Election
Human Ecology	Human Ecology Students' Association (HESA)	8	Election
Other Clubs	Livestock Judging Club	3	Election
	Poultry Research Centre Student Club (PRCSC)	6	Election
	Collegiate 4-H	4	Election
	Pre-Veterinary Medicine and Animal Health Club (UAPVAHC)	12	Election
Total		96	

## Faculty of Arts

Name of Department	Name of Association(s)	Number of Undergrad Reps	Method of Appointment
Anthropology	University of Alberta Anthropology Undergraduates (UAAU)	5	Election
Art and Design	Visual Arts Student Association (VASA)	<i>Data Incomplete</i>	Election
	Student Design Association (SDA)	11	Election
East Asian Studies	East Asia Studies Undergraduate Students' Association (EASUSA)	7	Election
Economics	Economics Students' Association (ECULT)	6	Election

Name of Department	Name of Association(s)	Number of Undergrad Reps	Method of Appointment
English and Film Studies	English Undergraduate Students' Association (EUSA)	<i>Data incomplete</i>	<i>Data incomplete</i>
Fine Arts	Fine Arts Collective (FAC)	<i>Data incomplete</i>	<i>Data incomplete</i>
Human Geography	Geography and Planning Student Society (GAPSS)	5	Election
History and Classics	Classics Club (Delian League)	4	Election
Linguistics	Undergraduate Linguistics Club (Linguistics Club)	5	Election
Music	Music Students' Association (MSA)	4-9	Election
Philosophy	Undergraduate Philosophy Club (UPC)	5	Election
Political Science	Political Science Students' Association (PSUA)	7	Election
Psychology	Undergraduate Psychology Association (UPA)	11	Election
Sociology	Sociology Undergraduate Students' Association (SUSA)	8	Election
Women's Studies	Women's Studies Undergraduate Association (WSUA)	8	Election
<b>Total</b>		>86	

### Alberta School of Business

Name of Department	Name of Association(s)	Number of Undergrad Reps	Method of Appointment
Accounting, Operations, and Information Systems	Accounting Club (UAAC)	5	Election
	Management Information Systems Club	<i>Data incomplete</i>	<i>Data incomplete</i>
Finance and Statistical Analysis	Business Finance Club (BFA)	6	Election
Marketing, Business Economics, and Law	No Departmental Association	N/A	N/A

Name of Department	Name of Association(s)	Number of Undergrad Reps	Method of Appointment
Strategic Management and Organization	No Departmental Association	N/A	N/A
Total		>11	

### Faculty of Engineering

Name of Department	Name of Association(s)	Number of Undergrad Reps	Method of Appointment
Civil Engineering	Civil and Environmental Engineering Club (CivE)	24	Election
	Mining Engineering Club (MinE)	<i>Data incomplete</i>	<i>Data incomplete</i>
	Petroleum Engineering Club (PetE)	<i>Data incomplete</i>	<i>Data incomplete</i>
Electrical and Computer Engineering	Electrical Engineering Club (EE)	12	Election
	Computer Engineering Club (CompE)	16	Election
	Engineering Physics Club (EngPhys)	13	Election
Chemical and Materials Engineering	Chemical Engineering Students' Society (ChESS)	16	Election
	Materials Engineering Students' Society (MESS)	6	Election
Mechanical Engineering	Mechanical Engineering Club (MEC E)	25	Election
Total		>112	

### Faculty of Medicine and Dentistry

Name of Department	Name of Association(s)	Number of Undergrad Reps	Method of Appointment
Dentistry	Dental Students' Association (DSA)	26	Election
Total		26	

## Faculty of Science

Name of Department	Name of Association(s)	Number of Undergrad Reps	Method of Appointment
Biological Sciences	University of Alberta Chapter of the Wildlife Society	4	Election
	Cell Biology Students' Association (CBSA)	4	Election
	Molecular Biology Student Association (MBSA)	6	Election
	Paleontological Society (UAPS)	8	Election
	Immunology and Infection Students' Association (IISA)	10	Election
	Biochemistry Students' Association (BCSA)	10	Election
Chemistry	Chemistry Students' Association (CSA)	7	Election
Computing Science	Undergraduate Association of Computer Science (UACS)	4	Election
Earth and Atmospheric Sciences	Atmospheric Science Students Group (ASSG)	5	Election
	P.S. Warren Undergraduate Geological Society	13	Election
Mathematical and Statistical Sciences	Undergraduate Mathematical Sciences Society (MSS)	5	Election
Physics	Undergraduate Physics Society (UPS)	5	Election
Psychology	Undergraduate Psychology Association (UPA)	11	Election
<b>Total</b>		<b>92</b>	

## Undergraduate Representation on Departmental Associations

Faculty	Number of DAs	Number of Reps
ALES	10	96
Arts	16	>81
Business	3	>11
Engineering	9	>118
Medicine	1	26
Science	13	92
<b>Total</b>	<b>52</b>	<b>&gt;424</b>

## 13. ACKNOWLEDGEMENTS

The compilation of this information would not have been possible without the hard work, advice, and support of several members of the University community.

- The Department of Research and Political Affairs, Students' Union, University of Alberta
- Representatives to the University of Alberta Students' Union Council of Faculty Associations (CoFA)
- The Executive Assistants of the Office of the University Vice Presidents, University of Alberta
- The offices of all undergraduate-enrolling faculties and Departments at the University of Alberta
- The Office of University Governance, University of Alberta
- Mike Peterson and Iva Spence, University Governance, University of Alberta

Discover Governance would also like to acknowledge the hard work and substantial contributions of the part-time student staff members of Discover Governance, without whom the success of this document would not be possible: Giselle General, Jessica Nguyen, Rebecca Taylor, and Kathryn Orydzuk.

Our sincere thanks to everyone who contributed to the development of this report.



# APPENDIX A: RECOMMENDATIONS

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PREPARED BY: AMANDA HENRY, SGA  
REVISED FEBRUARY 2014

## ENHANCING REPRESENTATIVE EFFECTIVENESS & NEW VOLUNTEER ENGAGEMENT

### Summary

Discover Governance is mandated to provide recommendations for improving the recruitment of student representatives and for improving the quality of student representation. These two areas of activity are intimately related; it follows that the recommendations should also be related.

The 2011/12 edition of these recommendations is founded upon research conducted by this office. That research is not included in this Appendix, but is available on request from [sga@su.ualberta.ca](mailto:sga@su.ualberta.ca). We've chosen to omit the research and focus exclusively on high-impact recommendations under these four themes:

1. Adopt Evidence-Based Approaches to Representative Enhancement
2. Make Governance More Accessible
3. Connect Representatives with Discover Governance
4. Target Active Outreach

## Recommendations

### 1. Adopt Evidence-Based Approaches

*By 2014-15, Discover Governance will have a functional database that contains statistically valid information about undergraduate vacancies at the department, faculty and GFC levels along with a reliable and supported annual refresh process. Discover Governance will work with campus experts and stakeholders to develop evidence-based approaches to regulatory change and to develop effective feedback and assessment tools for use in identifying 'what works' for students who serve as student representatives.*

- Discover Governance, the Elections Office, and other Students' Union stakeholders should continue to identify University units that have student members and invite them to collaborate on a communications strategy that will ensure streamlined FOIP & PIPA compliant sharing of information about student vacancies and to minimize the replication of efforts.
- The Discovering Students in Governance Report will be expanded to include statistical information about student vacancies, which can be used to target recruitment and representative support efforts.
- Discover Governance will continue to work with currently serving student representatives to develop a "Why Represent?" video series.
- Discover Governance will collaborate with other units to collect data and feedback from prospective, serving, and past representatives on perceived barriers and benefits to access, and suggestions for enhanced support of serving representatives.
- Discover Governance will work with the Students' Union Department of Research and Political Affairs to conduct these assessments, and will explore partnerships with campus experts such as Extension Learning Solutions (xLS) and/or the Centre for Teaching and Learning (CTL).
- For 2014/15, we recommend that the focus be on reaching out to additional student representative associations, such as residence associations, and to provide increased support earlier in the year with regards to financial reporting and registration, particularly for organizations that collect mandatory fees.
- Discover Governance will launch educational resources for components of the regulatory framework (e.g. UAPPOL, GFC Policy Manual, SU rules) to support representatives in acquiring the expertise needed to make their own recommendations.



## **2. Make Governance More Accessible**

*Undergraduates face a lot of competing demands on their time, and of those demands, serving as a representative can be one of the most life-changing and rewarding; however, it can also be one of the most demanding. Discover Governance recommends a focused, long-term approach to improving the accessibility of these opportunities, with the following short to medium-term recommendations.*

- Discover Governance will work with the Speaker of Students' Union Council and the Students' Union Elections Office to develop a 'governance calendar' that will publicize important events and milestones in the student legislative calendar such as Council meetings, the budget cycle, and dates and deadlines related to elections.
- Discover Governance will work with the Students' Union Elections Office to host an improved 'campaign school' event in the late Fall or early Winter semester 2014/15 that provides impartial information and advice on how to run for office. This session would be in addition to the existing the candidate info session "How to Run, How to Win" after the nomination deadline.
- Discover Governance recommends that the Students' Union Executive Committee continue holding job shadow days and publicizing the existing 'open door' policy with respect to Students' Union managers and members of the Executive Committee being open to meet with prospective candidates in advance of the 2015 Executive & Board of Governors Elections.
- Discover Governance recommends continuing to offer Advocacy Training to University representatives to support student leaders in developing the confidence and soft skills they need to succeed in advocating effectively to senior University personnel.

## **3. Connect Representatives with Discover Governance**

*One of the priorities of the Student Governance Advisor in 2010-11 was developing a conceptual framework for a University of Alberta-specific, Students' Union-led governance professional development program to support undergraduate representatives. We will be continuing work on this program in accordance with the unit's Operating and Program Development Plans, with 3 specific focus areas.*

- Discover Governance will strengthen partnerships with Students' Union Student Services and other campus service units to collaborate on the introductions to governance already offered through annual programming such as Governance 101, the Student Leadership Summit, and Orientation.

- Discover Governance will continue to explore ways to provide targeted support to student representative associations to strengthen their work in offering services and building trust and representative credibility with their members.
- The Discover Governance program will be data-driven and informed by scholarship on adult learning and governance training.

#### **4. Target Active Outreach**

*The first step to enhancing the quality and effectiveness of undergraduate representation is to ensure that students are receiving information about what opportunities are available and why they should 'get involved' in ways that make sense to them.*

- Make governance un-boring: strengthen the use of social media, in-person connections, and other engagement tools to reach out in formal and informal ways.
- Rely on undergraduate advice on how to best reach undergraduate students through a combination of formal research and the development of advisory opportunities for student representatives and other volunteers.
- Discover Governance will continue to work with University Governance and the Students' Union Election Office to coordinate replenishment advertising.
- Strategize to improve our ability to reach students outside of the dominant communities of governance volunteers. This should include efforts to reach out to prospective candidates who are female.
- Strengthen our focus on linking non-governance volunteer opportunities that allow students to get involved in the Students' Union with student governance opportunities where appropriate, and especially early in students' time at the University of Alberta (e.g. through Orientation).

# APPENDIX B: PROGRESS UPDATE

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PREPARED BY: AMANDA HENRY, SGA  
FEBRUARY 2013

## PROGRESS REPORT ON RECOMMENDATIONS FROM THE PREVIOUS YEAR

Impressive progress has been made on a number of the recommendations made in the previous report. What follows is a brief summary of some of the notable milestones.

### *1. Adopt Evidence-Based Approaches*

- Due to a changeover of management and long transition period, some projects and recommendations have fallen behind or been put on hold. However, some good progress was made this year in spite of this.
- The 'Why Represent' video interview series was put on hold this year, but will return in 2014, hopefully with increased production quality.
- FA support was increased around registration and financial reporting, and compliance rates rose from last year. Although many FAs needed extensions, and many Financial Reports were late, compliance was 100% this year. All Faculty Associations completed Student Group Registration on time.
- Educational resources for representative associations were added to the Discover Governance library, including resources on transition, running elections, and establishing a new association.

### *2. Make Governance More Accessible*

- A 'Campaign School' event was piloted in January, and will be improved upon for next year.
- The new COFA structure implemented by the Students' Union Vice President (Academic) and Discover Governance has experienced much success. Meeting attendance was increased significantly overall, and COFA is working on projects such as the collaborative marketing campaign 'We're all in this together', FA executive scholarships, and future collaborative events.

- Discover Governance has supported the Students' Union Vice President (Academic) in addressing the recommendations set out in the Faculty Association Task Force report, taking the lead on organizing a comprehensive 2-day retreat, working on a communications protocol with Faculty Advisors, and increasing support for FA registration and reporting.

### ***3. Connect Representatives with Discover Governance***

- Discover Governance reached over 100 likes on Facebook and further expanded its online resource library at [www.su.ualberta.ca/discover](http://www.su.ualberta.ca/discover).
- A new office on the 6th floor of SUB was opened, increasing daily contact with and traffic from students and staff involved in various governance functions at the SU, such as Council and the Elections Office, as well as students looking to get involved in representative roles.
- Discover Governance piloted a fall semester retreat, focused on connecting representatives elected in the fall by-election with Discover Governance and providing them with basic professional development to help them transition into their new roles.

### ***4. Target Active Outreach***

- Using data collected via the 'Why Represent' project, Discover Governance has been collaborating with units all over campus to improve social media outreach.
- Discover Governance and the Students' Union Election Office, with support from the Students' Union Marketing & Communications Team have launched a coherent visual identity to advertise for all Students' Union representative positions, which should improve our ability to recruit for these positions.

- Discover Governance collaborated with the Gender Violence Prevention Project to host a Women in Governance panel event addressing the inaccessibility of governance and increasing representation in politics.

Discover Governance would like to thank all members of the campus community who support and shape the experience of student representatives for their cooperation and hard work.

## APPENDIX C:

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PREPARED BY: AMANDA HENRY, SGA  
FEBRUARY 2012

### SNAPSHOT OF AN UNDERGRADUATE REPRESENTATIVE: WORKING HYPOTHESES

We currently have very little data about who undergraduate representatives are and what barriers there are to the task of increasing their number and effectiveness.

With the data we have, it's very difficult to paint an accurate picture of the average undergraduate representative; however, it is possible to develop some working hypotheses to test about who these representatives might be. The process of testing them is the basis for the recommendations in this report.

#### ***1. Most students who take governance positions were involved in other volunteer activities first.***

Before taking a governance position with the University or the Students' Union, most students first volunteer with a student group, a community organization, or for Students' Union services and programming. Unfortunately, the majority of students on campus are not involved at all, which makes this pattern a bit of a mixed blessing.

#### ***2. Most seats are filled by word-of-mouth***

It appears that personal networks play a very influential role in how individuals choose their volunteer opportunities. This is good news because it is an existing peer-based strategy for active outreach that works. That being said, there is a strong possibility that word-of-mouth creates a reinforcing self-select bias that negatively affects the diversity of participation in governance.

It also presents a particular challenge when developing a professionally supported active outreach strategy. Word-of-mouth recruitment is a kind of targeted outreach that involves the individual doing the asking making implicit judgments about what makes a "good" representative. Those are not judgments that non-students are in a position to make.

### ***3. Students' time is valuable and we have to do a better job of articulating why governance is a good use of it.***

Students already juggle a lot of commitments, and the benefits associated with governance opportunities are not as easy to articulate as many of the other opportunities available.

### ***4. There are structural barriers to volunteering for governance positions that better outreach strategy alone cannot fix.***

These may include:

- The intimidation factor. Serving on committees that are otherwise populated by professors and senior administrators is intimidating, especially where the role of students on committees is not understood or respected, either by the student or by other committee members.
- Meetings during the day being difficult for students who work during the day (part-time, mature), students with laboratory class commitments, or students with inflexible cohort class schedules.
- Co-operative and work placement terms don't line up with terms on Students' Union or University bodies, making it difficult to commit for the full term.
- Financial barriers for students having to choose between work, degree completion, and volunteering.
- Students with children will face challenges in finding the time.
- Women, Aboriginals, international students, persons with disabilities, and minority groups do not appear in applicant pools or as candidates with frequency proportional to their enrolment. The reasons for this are complex, and warrant further research.

In other words, active and targeted outreach may improve participation in governance, but it is unlikely to perfect it.

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