

GFC Executive Committee Transition Manual

Last updated: May 2018

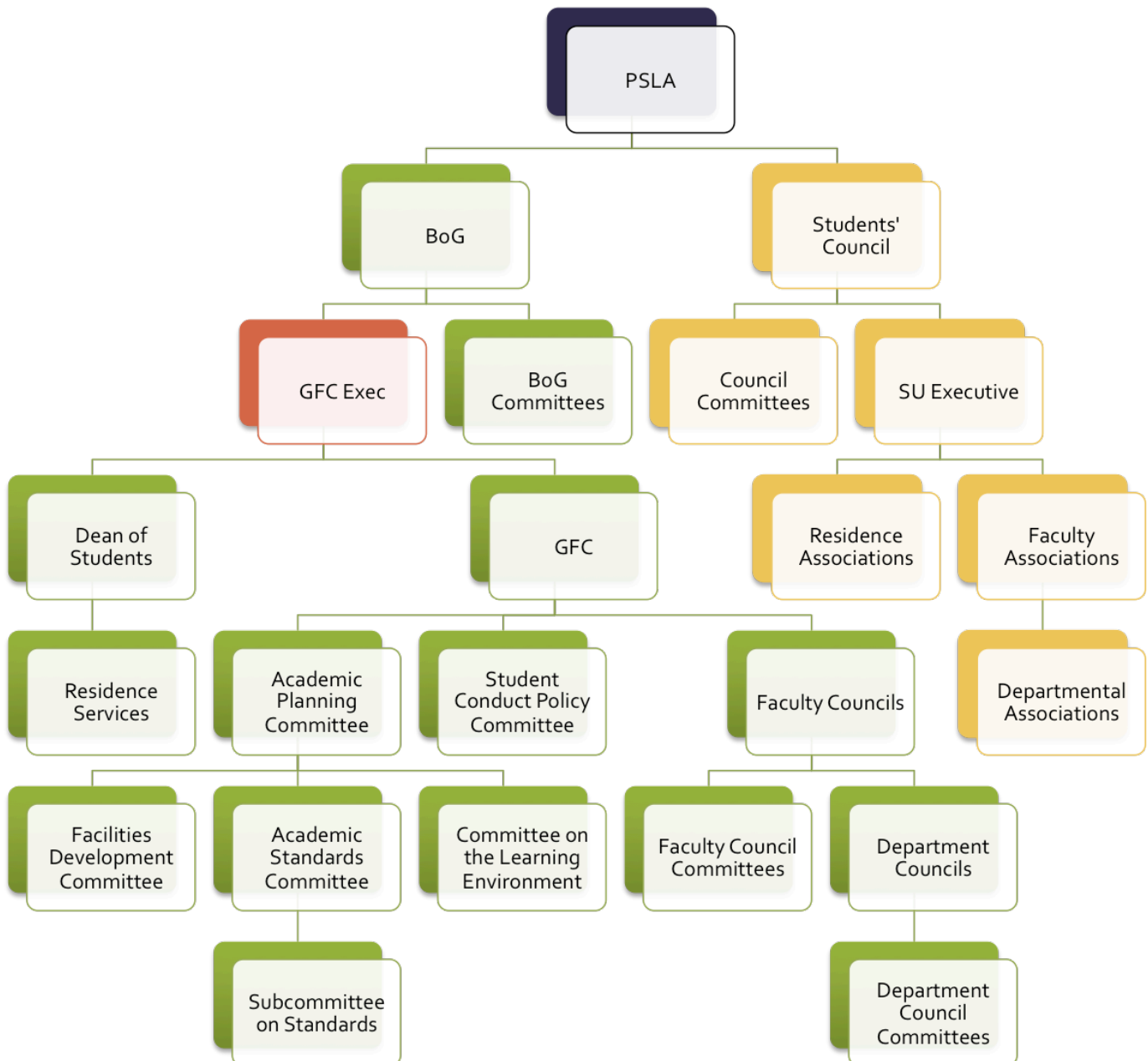
Where this transition manual deviates from University legislation, the University legislation will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is the GFC Executive Committee?

The GFC Executive Committee is responsible for overseeing many of the policies, documents, and agendas that are being created or examined by GFC.

Role in Governance Structures

The Executive Committee acts as the executive body of General Faculties Council.



Who Sits on this Committee?

Note: some of the representatives listed below may be delegates of the position listed, and therefore don't necessarily formally occupy the position they are listed under, but do currently fill that seat on this committee.

Voting Members

- **Chair:** President and Vice-Chancellor
 - David Turpin - president@ualberta.ca
- Vice-Provost and University Registrar
 - Lisa Collins - lisa.collins@ualberta.ca
- Provost and Vice-President (Academic)
 - Steven Dew - steven.dew@ualberta.ca
- Students' Union Vice-President (Academic)
 - Akanksha Bhatnagar - vp.academic@su.ualberta.ca
- Graduate Students' Association Vice-President (Academic)
 - Masoud Aliramezani - gsa.vpacademic@ualberta.ca
- Eight academic staff representatives
 - Sylvia Brown - sylvia.brown@ualberta.ca
 - Lesley Cormack - artsdean@ualberta.ca
 - Bill Foster - wfoster@ualberta.ca
 - Al Meldrum - ameldrum@ualberta.ca
 - Eleni Stroulia - stroulia@ualberta.ca
 - Brent Swallow - brent.swallow@ualberta.ca
 - Jonathan White - jswwhite1@ualberta.ca
- One undergraduate student

Duties and Responsibilities of the Executive Committee

Academic Awards

Rules and regulations surrounding academic awards are the Executive Committee's responsibility.

Academic Schedule

Executive Committee will decide when the semester will start and finish, and approves routine changes to the Academic Schedule. Any major changes need to be approved by GFC.

GFC Agendas

Responsible for the contents of all GFC agendas. Decides which committees should be consulted on certain issues.

University Calendar

Responsible for the preparation and publication of the University Calendar (although the technical matters are handled by the Registrar).

Examinations

Determine timetables for exams, and approve requests from Faculties wishing to schedule common exams. Faculty Councils will generally handle special arrangements regarding final exams, but that can be challenged by GFC if necessary.

Faculty Councils

Executive Committee can appoint members of Faculty Councils, helps establish quorum provisions for each Faculty, and oversees the general operations and controls of Faculty Councils.

Access to GFC Standing Committee Information

Receive appeals regarding requests for information from GFC Standing Committees, and can provide advice to committees regarding the release of information.

Student Residence Codes

The GFC Student Conduct Policy Committee (SCPC) will provide recommendations regarding student residence codes to the Executive Committee. Executive Committee has the authority to approve new residence codes, or change existing residence codes. Student residences will report annually to the SCPC and the Executive Committee.

Membership on the GFC University Appeal Board (UAB), GFC Academic Appeals Committee (AAC), and GFC Practice Review Board (PRB)

Executive Committee has the authority to take special measures to ensure that hearings by the UAB, AAC and PRB are timely and fully-constituted.

Course Challenges and Service Courses

Executive Committee can be tasked with determining a resolution in cases where a course challenge cannot be resolved, but GFC can appeal their decision, and can be consulted if the Executive Committee has difficulty resolving the issue.

Course Numbering and Naming System

Renumbering of courses will be handled by the appropriate Faculty Council and sent to the Executive Committee to be ratified. The same process applies for alterations of course names and abbreviations.

Terms of Office for GFC Members

Executive Committee, in consultation with the relevant Faculty, will determine the term of office for any elected member whose term is not otherwise specified.

Institutional Marking and Grading Policies and Procedures

Consider recommendations from the ASC in this area.

Institutional Term Work Policies and Procedures

Consider recommendations from the ASC in this area.

How to Add Agenda Items

Members wishing to add items to the agenda should contact either the Chair of the committee (David Turpin - president@ualberta.ca) or the GFC Secretary (Meg Brolley - meg.brolley@ualberta.ca) at least two weeks in advance.

Executive Committee Timeline

The agenda items will largely vary each month based on changes that are brought forward, but there are certain items listed below that will likely take place around the same time every year.

September:

Review the Goals from the Students' Union
Review the Graduate Students' Association Strategic Work Plan

October:

Approve Academic Schedule for the following year

November:

Review Student Conduct and Accountability Annual Statistical Report
Review Annual Report of the Appeals and Compliance Officer

January:

Review Annual Report on Undergraduate Enrolment
Review Annual Report on Graduate Enrolment

Who to Ask Questions

The Students' Union representative on this committee (Akanksha Bhatnagar - vp.academic@su.ualberta.ca)

The Discover Governance office (governance@su.ualberta.ca)