

Guide to Reading an Outline of Issue in GFC

Prior to any meeting by the GFC or Board of Governors, meeting materials are posted online. Each agenda item in these meetings has an *Outline of Issue*, which introduces the topic, followed by related documents. Each outline of issue will usually contain a lot of sections with details about the item.

These are the outline of issue sections you should pay the most attention to:

<i>The motion</i>	The actual statement you will be voting on.
<i>Action Requested</i>	Could be approval, recommendation, discussion, or just for information.
<i>Proposed by</i>	The name of the person, committee, or office putting forward the proposal.
<i>Subject</i>	A general statement about the issue.
<i>Responsibility</i>	The unit with the authority to implement the motion. This tells you who the motion will affect the most directly.
<i>Purpose of the proposal</i>	Why is the proposal necessary? Reading this section will answer many of your questions in advance.
<i>Impact of the proposal</i>	If you read no other section, read this one. It outlines what the real-world consequences of the motion are intended to be.
<i>Timeline or implementation date</i>	The timeline in which the motion is to be implemented. Implementation schedules that are too short are often detrimental to students.
<i>Consultative route</i>	Everyone who has seen and provided feedback for the motion. This will tell you whether or not it has gone through the proper governance process, and whether or not students who are affected by it have been properly consulted.
<i>Approval route</i>	This will show you the path the motion will have to take before it is considered fully approved and can be implemented. This will tell you where it's going next so that you can carry on your advocacy efforts if necessary.
<i>Final Approver</i>	Usually GFC Executive or Board of Governors, this is the end of the line for the motion.

If, after reading these important sections, you still have questions, try skimming through the rest of the outline of issue to see if your question has already been answered.

Example Outline of Issue

OUTLINE OF ISSUE Action Item

Agenda Title: **Proposal from the Faculty of Graduate Studies and Research to terminate the Post Graduate Diploma in Health Promotion effective immediately upon approval.**

Motion: THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend that the Board of Governors approve the termination of the Post Graduate Diploma in Health Promotion offered through the School of Public Health, as submitted by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to be effective upon approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Heather Zwicker, Dean, Faculty of Graduate Studies and Research Kue Young, Dean, School of Public Health
Presenter	Jeffrey Johnson, Associate Dean, Education, School of Public Health Deborah Burshtyn, Vice-Dean, Faculty of Graduate Studies and Research

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To terminate the Post Graduate Diploma in Health Promotion
The Impact of the Proposal is	No impact on students is expected due to the termination of this diploma. In the past five years, only two students were admitted to the post-graduate diploma in Health Promotion (PGD) program, in 2012 and 2013 respectively. Neither completed the diploma - one withdrew and the other allowed her program to lapse. The School stopped admitting students into this program in Fall 2015.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	No further plans for communication or implementation required; information on PGD has been removed from School website.
Supplementary Notes and context	N/A

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> Faculty Council, School of Public Health
<For further information see the link posted on the	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> Vice Dean, Faculty of Graduate Studies and Research (final review of proposal) Graduate Governance and Policy Coordinator, Faculty of Graduate Studies and Research (final review of proposal)

Example Outline of Issue continued...

<p>Governance Toolkit section <u>Student Participation Protocol</u></p>	<ul style="list-style-type: none"> Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic) (final review of proposal) <p><i>Those who are actively participating:</i></p> <ul style="list-style-type: none"> none
<p>Approval Route (Governance) (including meeting dates)</p>	<p>School of Public Health Faculty Council—approved October 13, 2017 Faculty of Graduate Studies and Research Council—approved November 29, 2017 GFC Academic Planning Committee—recommended to GFC March 14, 2018 GFC Executive Committee—for information April 9, 2018 General Faculties Council—April 30, 2018 Board Learning and Development Committee—June 1, 2018 Board of Governors —June 15, 2018</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>For the Public Good</i></p> <p>GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. <i>Post-Secondary Learning Act (PSLA)</i>: The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs and more specifically to "determine all programs of study to which clause (b) does not apply that are to be offered by the university for credit toward the requirements for any degree or diploma" (26(1)(c))</p> <p>2. <i>PSLA</i>: The <i>PSLA</i> gives Faculty Councils power to "determine the programs of study for which the faculty is established" (29(1)(a)).</p> <p>3. GFC Academic Planning Committee Terms of Reference (Mandate) "8. Establishment/Termination of Academic Programs [...] b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions."</p> <p>4. Board Learning and Discovery Committee (BLDC) Terms of Reference:</p> <p>"3. MANDATE OF THE COMMITTEE</p> <p>Except as provided in paragraph 4 hereof and in the Board's General Committee Terms of Reference, the Committee shall, in accordance with</p>