GovCamp 2018

Participant Handbook

UNIVERSITY OF ALBERTA
STUDENTS' UNION

DISCOVER **GOVERNANCE**

Table of Contents

GovCamp 2018 Schedule

Time	Activity	Location
Friday		
5:00 PM	Pick up room keys for Lister	Lister Reception Desk
6:00 PM	Dinner and Keynote Speech	Room At The Top
8:00 PM	Mixer	Room At The Top
Saturday		
8:00 AM	Breakfast	SUB Orion Room (0-51)
9:00 AM	Introduction to Governance	SUB Orion Room (0-51)
	Advanced Class	SUB Kihiw Room (0-48)
9:30 AM	How to Work as a Team	SUB Orion Room (0-51)
10:00 AM	State of the SU *Presented by Marc Dumouchel*	SUB Orion Room (0-51)
12:00 PM	Lunch	SUB Orion Room (0-51)
1:00 PM	Council Advocacy Training	SUB Orion Room (0-48)
	FA Advocacy Training	SUB Orion Room (0-51)
3:00 PM	Effective Meetings for FAs	SUB Orion Room (0-51)
	Councillor Goals and Bios for Website	SUB Kihiw Room (0-48)
	Focus Groups	SUB Emerald Room (0-55)
4:00 PM	Creative Problem Solving	SUB Orion Room (0-51)
5:00 PM	Dinner	SUB Orion Room (0-51)
6:00 PM	Anti-Oppression Workshop	SUB Orion Room (0-51)
7:00 PM	Group Activity	SUB Orion Room (0-51)
Sunday		
8:00 AM	Breakfast	SUB Orion Room (0-51)
9:00 AM	Executive Goals	SUB Orion Room (0-51)
10:30 AM	Get to Know the SU Exec	SUB Orion Room (0-51)
12:00 PM	Lunch	SUB Orion Room (0-51)
1:00 PM	Leadership	SUB Orion Room (0-51)

GovCamp 2018 Menu

Appropriate options will be offered for all meals for those who specified dietary restrictions on their sign-up form.

Friday, June 1

Evening

A collection of finger foods, arranged buffet-style.

Saturday, June 2

Breakfast

An assortment of pastries and fruit, served with coffee, tea, and juice.

Lunch

L'Express' famous Mac and Cheese with a salad and assorted soft drinks.

Dinner

Full taco bar with salad and assorted soft drinks.
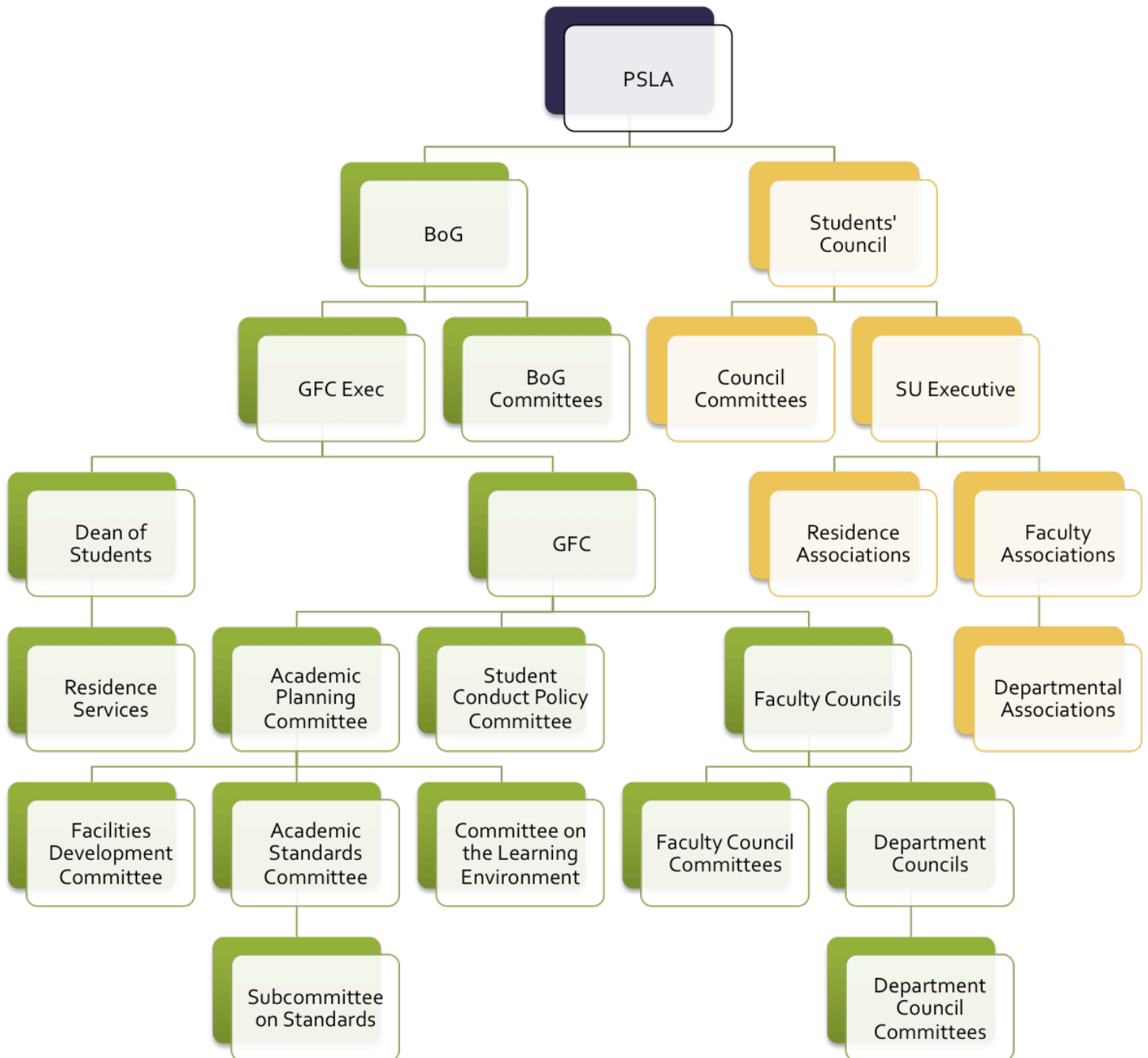
Sunday, June 3

Breakfast

Bacon and eggs, served with coffee, tea, and juice.

Lunch

Choice of two soups, assorted sandwiches, veggies, and assorted soft drinks.

Governance

At the University of Alberta

PSLA

- BoG
  - GFC Exec
    - Dean of Students
      - Residence Services
        - Facilities Development Committee
    - GFC
      - Academic Planning Committee
        - Academic Standards Committee
          - Subcommittee on Standards
      - Student Conduct Policy Committee
        - Committee on the Learning Environment
      - Faculty Councils
        - Faculty Council Committees
        - Department Councils
          - Department Council Committees
  - BoG Committees
- Students' Council
  - Council Committees
  - SU Executive
    - Residence Associations
    - Faculty Associations
      - Departmental Associations

Students' Union Governance

Students' Council

Students' Council, the ultimate authority of the SU, is a legislative and oversight body. Its Standing Committees do the groundwork of Council, and Council proper meets biweekly to complete and ratify that work and carry out other important business.

Councillor Oath of Office

I am not here for me. I am here for the people that lent me their power in exchange for a promise. I will keep that promise to make decisions with their interest in mind. I will vote after knowing the facts, not before. I will use Robert's Rules for their purpose, not my own. I will oppose ideas, not people. I will think before I speak, not speak just to think. I will take the job seriously or not take the job at all. I will represent my fellow students' interests, not my own. I am not here for me.

Committees of Council

ARRC	Audit Committee	Bylaw Committee	CAC
Assists in the SU's implementation of the TRC Calls to Action.	Reviews financial and credit card statements, and audits representative associations.	Makes draft recommendations of bylaws, and referendum and plebiscite questions.	Maintains Council Standing Orders and oversees the Speaker and CRO.
Finance Committee	**Nominating Committee**	**Policy Committee**	**DIE Board**
Disperses grants, oversees DFUs, and recommends the annual operating budget.	Organizes recruitment efforts and screens candidates for various governance positions.	Makes draft recommendations of political policy and evaluates Executive advocacy.	The judicial branch of the SU. Interprets and enforces SU legislation as needed.

Legislation

The SU has four types of governing documents for different levels of governance. At the top of this structure is the Alberta Post Secondary Learning Act.

Bylaw	Political Policy	Operating Policy	Standing Orders
Set out the basic legal structure and operational parameters of the SU	Statements of principle set by Council to direct Executive advocacy efforts.	Governs the day-to-day operations of the SU carried out by the SU bureaucracy.	Governs the activities and conduct of individual committees and boards.

Executive Committee

The Executive Committee manages the day-to-day operations of the SU and coordinates its long-term strategy through the Strategic Plan.

President	VP Academic	General Manager (non-voting)
Primary spokesperson for the SU.	Advocate for the SU on academic issues.	Provide support and oversee SU staff.
VP Operations and Finance	**VP Student Life**	**VP External**
Oversees the budget process and provides operational advice.	Advocate for the SU on non-academic issues.	Advocate for the SU to the federal, provincial, and municipal governments.

Strategic Plan

Our mission is to serve, represent, and engage students.

Do what's right, not what's easy.	Inspire change for the world.	Act with unbridled compassion.	Always keep moving.	Plan for tomorrow.

University Governance

University governance is bi-cameral:

Board of Governors	General Faculties Council
The business arm and ultimate authority of the University of Alberta. The Board and its standing committees make decisions regarding finance, property, investments, and other business or money related operations.	Responsible for all academic decisions as delegated by the Board of Governors. The GFC and its standing committees make decisions regarding teaching and learning, admission, graduation, and academic appeals.

Standing Committees	Standing Committees	
Audit	Academic Planning	Academic Standards
Finance & Property	Campus Law Review	Subcommittee on Standards
Human Resources & Compensation	Learning Environment	Facilities Development
Investment	Nominating	Replenishment
Learning and Discovery	Student Conduct Policy	
Safety, Health and Environment	Undergraduate Awards	University Teaching Awards
University Relations	& Scholarship	& Scholarship

Executive Committee

The GFC Executive Committee is made up top University administrators, SU and GSA representatives, and members elected from GFC. Although it is technically a committee of GFC and is accountable to GFC, it has a lot of power over GFC because it controls what goes on the meeting agendas.

Other Levels of Governance

Every Faculty has its own academic governance process, and in Faculties with distinct departments or programs, each department or program will have its own academic governance process as well. Many of the program-specific decisions made at GFC started all the way down at the department level and had to work their way up through their Department Council, Faculty Council, GFC standing committees, and finally GFC.

Strategic Plan

For The Public Good is the institutional strategic plan that will inform University decisions at all levels of governance until 2021.

BUILD | **EXPERIENCE** | **EXCEL** | **ENGAGE** | **SUSTAIN**

Student Advocacy

A Step-by-Step Introduction

Step 1: Discover the issue, and its scope.

When an issue arises that affects your constituents, collect as many details as you can, figure out who has direct power in relation to the issue, and how you can interact with them, make a list of potential other stakeholders and/or allies, and determine potential courses the issue may take in the future so you can be prepared.

Uncovering potential issues before they blow up can make all the difference in your advocacy efforts.

Keep in contact with…			
Your constituents	*Students' Council*	*Your Faculty Association*	*Department Associations*
Board of Governors Representative	*GFC Representatives*	*Faculty Council Representatives*	*Department Council Representatives*

Step 2: Consult constituents to fairly represent them.

Get feedback from your constituents through social media, tabling in faculty buildings, sending out feedback forms, holding town halls, or attending the meetings of clubs and associations in your faculty. The feedback you collect should be incorporated into your advocacy activities as much as possible.

Step 3: Formulate possible outcomes for the issue.

Determine what your ideal outcome would be so that you have a clear goal in mind, but also think about other possible outcomes and plan how you will respond should that scenario arise.

Step 4: Convince decision makers and combat opposition.

Figure out the best way to convince each of the decision makers related to the issue to act how you want them to, and the best way to counter any opposition you face, and put that plan into action through lobbying, awareness campaigns, petitions, and any other methods of advocacy at your disposal.

Step 5: Evaluate.

Did you achieve the outcome you wanted? Why or why not? What would you do differently in the future? Evaluate your success, keep a record to help future advocates, and advertise your results (good or bad) to your constituents.

Advocacy Planning Worksheet

1. What is the issue I am advocating on?

2. Who is the most important decision-maker involved in this issue?

3. What is the best way to interact with this decision-maker?

4. How will I spread knowledge of this issue?

5. How will I consult my constituents on this issue? Do they even see it as an issue?

6. What advocacy position will maintain my organization's integrity while still reflecting my constituents' opinions?

7. What will my opposition say about my advocacy position?

Their Argument	*My Counter-Argument*

8. How can my advocacy position benefit stakeholders? How can I "sell" it?

9. How will I get my point across to decision makers on this issue?

Roberts' Rules of Order

The first step to understanding how to use Robert's Rules of Order to run a meeting is understanding a little bit about why they are the way they are. *Parliamentary law* is a branch of common law that governs the proceedings of deliberative assemblies. *Robert's Rules of Order* is a specific variant of parliamentary law that is both a theoretical basis and a 'how-to' guide for conducting business in democratically elected deliberative assemblies.

> *"It is difficult to find another branch of knowledge where a small amount of study produces such great results in increased efficiency in a country where the people rule, as in parliamentary law."*
> -Henry M. Robert

The theory underlying *Robert's Rules of Order* is a balance between three fundamental principles of parliamentary law:

1. Protection of the rights of members, and those whom they represent.
2. The requirement for a deliberative process of full and free discussion as a prerequisite to democratic decision-making.
3. Protection against instability.

All common parliamentary procedures are structured to serve the balance of these principles against the need to make timely decisions.

Basic Debate Process

MOTION → DEBATE → AMENDMENT → VOTE

Motion	Main Motions are the motions to which all other motions react.
Debate	A structured discussion about a motion. A member must be recognized by the Chair as having the floor before speaking.
Amendment	Makes a change to the main motion.
Vote	The mechanism by which an assembly decides whether to support a proposed motion

Consensus-based Decision-Making

What is consensus?
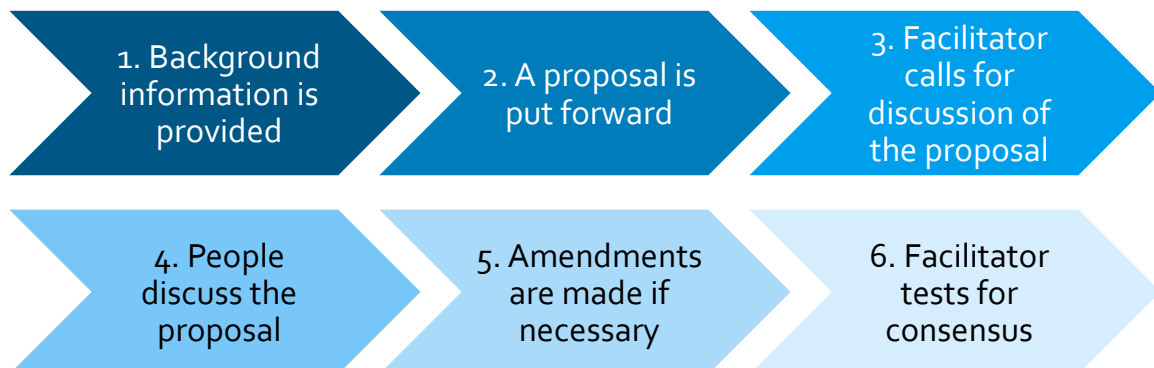
A group decision making model with two primary goals:

1. For the whole group to come to an informed agreement together.
2. To create group cohesion, unity, communication, and trust.

Collaborative	Inclusive	Egalitarian	Participatory	Cooperative
All contribute	As many as possible contribute	Equal participation from all	Engages everyone in decision	Put aside personal preference

Drawbacks

- Time consuming and less efficient
- Can be dominated by a few vocal persons
- Challenging with larger groups
- Encourages groupthink
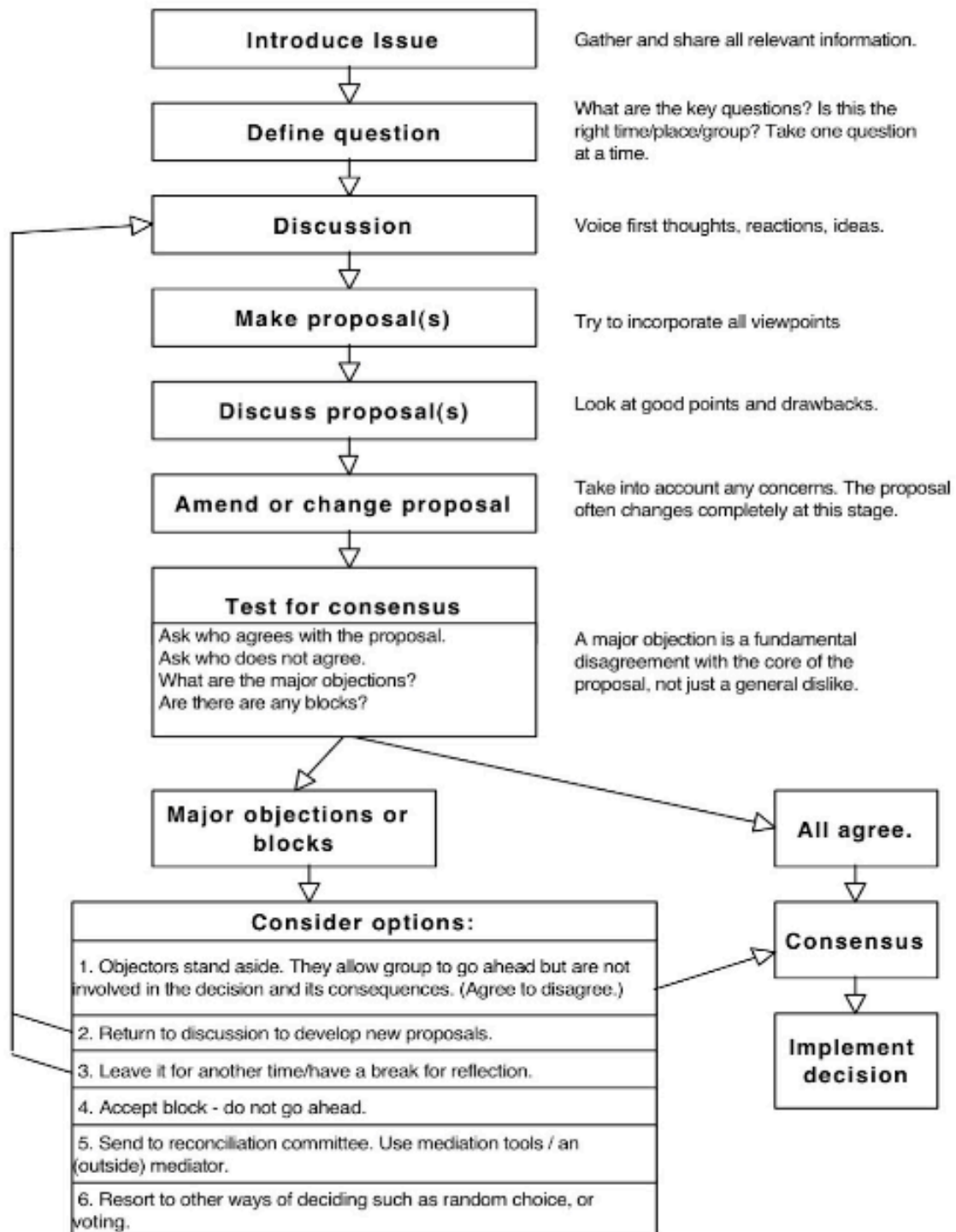- Is difficult if there is little or no group unity

Basic Consensus Process

1. Background information is provided
2. A proposal is put forward
3. Facilitator calls for discussion of the proposal
4. People discuss the proposal
5. Amendments are made if necessary
6. Facilitator tests for consensus

Testing for Consensus

Blocks?	A block means a decision can't go through because someone feels so strongly against it. This is a signal to restart consensus.
Stand Asides?	A stand aside means there is a conflicting reason that someone cannot vote.
Consensus!	

Consensus Decision-Making Flowchart

Introduce Issue	Gather and share all relevant information.
Define question	What are the key questions? Is this the right time/place/group? Take one question at a time.
Discussion	Voice first thoughts, reactions, ideas.
Make proposal(s)	Try to incorporate all viewpoints
Discuss proposal(s)	Look at good points and drawbacks.
Amend or change proposal	Take into account any concerns. The proposal often changes completely at this stage.
Test for consensus Ask who agrees with the proposal. Ask who does not agree. What are the major objections? Are there are any blocks?	A major objection is a fundamental disagreement with the core of the proposal, not just a general dislike.

Major objections or blocks → **Consider options:**

1. Objectors stand aside. They allow group to go ahead but are not involved in the decision and its consequences. (Agree to disagree.)

2. Return to discussion to develop new proposals.

3. Leave it for another time/have a break for reflection.

4. Accept block - do not go ahead.

5. Send to reconciliation committee. Use mediation tools / an (outside) mediator.

6. Resort to other ways of deciding such as random choice, or voting.

All agree. → **Consensus** → **Implement decision**

Seeds for Change

Asking Effective Questions

Before you ask a question

Preparation is key. Take a moment to reflect before you ask.

- Are you sure your question hasn't been answered in the meeting materials?
- Why are you asking it?
    - You may discover you don't actually have a good reason.
    - If you have a clear idea of what you want to accomplish it will help you structure your question to get a better answer.
- What kind of answer do you want?
    - Yes or no answer
    - Clarification of facts
    - Presenter's opinion
- Would it be better to email your question?

Strategies for asking effective questions

Come prepared	Read the materials in advance and understand your role as a representative.
Ask questions respectfully	You will be more successful is you treat others with the respect you wish to be treated with yourself.
Draw from your own expertise	Draw from skills you're learning in your studies to structure coherent, meaningful questions.
Listen carefully	Don't cause repetition, and listen to others to learn how to say what you want and get the best reaction.
Practice	Ask lots of questions, learn by trial and error.

Basic Question Theory

How do you get the kind of answer you're looking for?

Open Question Deeper, more complex answers. *Closed Question* Specific answers.	*Factual Question* Data or clarification. *Evaluative Question* Assessment of strengths, weaknesses, or progress. *Interpretive Question* Opinion or speculation.	*Hypothesis Testing* You think you already know the answer but want to test it. *Leading Question* Lead the respondent to a particular answer.	*Convergent Question* Has one answer. *Divergent Question* Has multiple answers.

Creative Problem Solving

Creative problem solving is a tool that can be used to work through problems or create plans. It's a way to mindfully separate your divergent and convergent thinking to find innovative solutions to problems.

Divergent Thinking	Convergent Thinking
Generating lots of potential solutions and possibilities.	Evaluating options and choosing the most promising one.

Four Core Principles of CPS

Balanced Thinking	Learn how to identify each mode of thinking, and when to practice each one.
Problems as Questions	Rephrase your problem as an open-ended question to help generate solutions.
Defer Judgment	Save your judgment of potential solutions for the convergence phase to avoid shutting down idea generation.
Focus on "Yes, and"	Using "and" instead of "but" encourages people to expand their thoughts.

How to Use CPS

Step 1: Clarify

Identify your goal or challenge and describe it in detail, collect all the information you can about it, and formulate open-ended, idea-generating questions about it.

Step 2: Ideate

This is the divergence stage. Answer your questions to generate lots of ideas, and hold any judgment or criticism of potential ideas for later. Brainstorming or mind maps can be useful tools to use during this stage.

Step 3: Develop

This is the convergence stage. Evaluate the solutions you came up with, analyze whether they meet your needs, decide which one fits best, and consider how you can strengthen it.

Step 4: Implement

Identify any resources or actions you need, and determine who is in charge of each one. Make sure everyone understands and accepts the plan so you can work together.

Important Contacts

Rebecca Taylor
Discover Governance Manager

SUB 6-24
governance@su.ualberta.ca
(780) 492-6675

Emma Jones
Student Governance Officer

SUB 6-24
sgo@su.ualberta.ca
(780) 492-6675

Manpreet Grewal
Council Administrative Assistant

SUB 6-24
manpreet.grewal@su.ualberta.ca
(780) 492-6675

Jonathan Barraclough
Speaker of Students' Council

SUB 6-08A
speaker@su.ualberta.ca

Reed Larsen
SU President

SUB 2-900
president@su.ualberta.ca
(780) 492-4241

Emma Ripka
SU VP Operations and Finance

SUB 2-900
vp.finance@su.ualberta.ca
(780) 492-4241

Adam Brown
SU VP External

SUB 2-900
vp.external@su.ualberta.ca
(780) 492-4241

Akanksha Bhatnagar
SU VP Academic

SUB 2-900
vp.academic@su.ualberta.ca
(780) 492-4241

André Bourgeois
SU VP Student Life

SUB 2-900
vp.studentlife@su.ualberta.ca
(780) 492-4241

Levi Flaman
Board of Governors Representative

SUB 6-08A
bog@su.ualberta.ca

Student Group Services

SUB 0-81
groups@su.ualberta.ca
(780) 492-9789

Acronym Cheat Sheet

AAC	Academic Appeals Committee		**FA**	Faculty Association
ALES	Agriculture, Life & Environmental Sciences		**FADRO**	FA Deputy Returning Officer
APC	Academic Planning Committee		**FAMF**	Faculty Association Membership Fee
APIRG	Alberta Public Interest Research Group		**FDC**	Facilities and Development Committee
APSA	Alberta Pharmacy Students' Association		**FAUnA**	Faculty of ALES Undergraduate Association
ASA	Augustana Students' Association		**GFC**	General Faculties Council
ASC	Aboriginal Students Council		**GFCSC**	GFC Student Caucus
ASC	Academic Standards Committee		**GSA**	Graduate Students' Association
ASC SOS	Subcommittee on Standards		**ISSS**	Interdepartmental Science Students' Society
AUFSJ	L'Association des Universitaires de la Faculté Saint-Jean		**KSRSS**	Kinesiology, Sport, and Recreation Student Society
BAC	Budget Advisory Committee		**LSA**	Law Students' Association
BFC	Board Finance Committee		**MNIF**	Mandatory Non-Instructional Fees
BoG	Board of Governors		**MOOC**	Massive Online Open Course
BSA	Business Students' Association		**MSA**	Medical Students' Association
CAC	Council Administration Committee		**NASA**	Non-Academic Staff Association
CASA	Canadian Alliance of Student Associations		**NSSA**	Native Studies Students' Association
CATP	Campus Association Transfer Payment		**NUA**	Nursing Undergraduate Association
CAUS	Council of Alberta University Students		**OASIS**	Organization for Arts Students and Interdisciplinary Studies
CLE	Committee on the Learning Environment		**POTSU**	President of the SU
COFA	Council of Faculty Associations		**PSLA**	Post-Secondary Learning Act
CORA	Council of Residence Associations		**RBAC**	Residence Budget Advisory Committee
COSA	Council on Student Affairs		**RO**	Registrar's Office
CRO	Chief Returning Officer		**UAB**	University Appeal Board
CSL	Community Service Learning		**UAPPOL**	U of A Policies and Procedures Online
DA	Departmental Association		**UASC**	Undergraduate Awards and Scholarships Committee
DFU	Dedicated Fee Unit		**URI**	Undergraduate Research Initiative
DG	Discover Governance		**UTAC**	University Teaching Awards Committee
DIE Board	Discipline, Interpretation, and Enforcement Board		**VPA**	Vice-President Academic
DRO	Deputy Returning Officer		**VPOF**	Vice-President Operations and Finance
ESA	Education Students' Association		**VPSL**	Vice-President Student Life
ESS	Engineering Students' Society		**VPX**	Vice-President External