



The following Motions and Documents were considered by the General Faculties Council at its Monday, March 22, 2021 meeting:

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Agenda Title: **Proposed Changes to Graduate Admissions Regulations, Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT General Faculties Council approve the changes to the Graduate Admissions language and policy around deferrals, previously stated funding offers, and revised admission start dates, for immediate implementation.

FINAL Item 4

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Agenda Title: **Recommendations of the Committee of the Whole**

CARRIED MOTION:

THAT General Faculties Council (GFC) reaffirm its commitment that, regardless of their membership category, all members of GFC are afforded the same rights to participate within the body.

FINAL Item 8

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**FINAL Item No. 4**
**Governance Executive Summary  
 Action Item**

<b>Agenda Title</b>	<b>Proposed Changes to Graduate Admissions Regulations, Faculty of Graduate Studies and Research</b>
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**Motion**

THAT General Faculties Council approve the changes to the Graduate Admissions language and policy around deferrals, previously stated funding offers, and revised admission start dates, for immediate implementation.

**Item**

Action Requested	X Approval <input type="checkbox"/> Recommendation
Proposed by	The Faculty of Graduate Studies and Research
Presenter(s)	Brooke Milne, Vice-Provost and Dean, FGSR

**Details**

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to include additional language in the calendar regarding graduate program admissions and the policy around deferrals, previously stated funding offers, revised admission start dates, and the conditions thereof for graduate students.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Admission deferrals are of heightened importance now in light of the complications with COVID-19 and students being unable to come to Canada to start their programs, and for all students who simply would rather wait to do so until in-person learning and research can take place again. Additional clarity was required around this policy since it has implications for students, departments and faculty members.</p> <p>Language informing this administrative procedure was included in two separate locations: the U of A Calendar and the FGSR Graduate Program Manual. This item brings together these two sources of information. It was also reviewed and updated to provide additional clarity.</p> <p>Note that there was discussion at FGSR Council that required the inclusion of editorial clarifying language. These amendments do not change the intentions of the policy, but have been made as the proposal moves forward.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

## Item No. 4

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<ul style="list-style-type: none"> <li>• GEFAC -Oct. 22, 2020 (Discussion)</li> <li>• PRC - Dec. 2, 2020 (Discussion)</li> </ul>
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> <li>• PRC - Jan. 6, 2021 (Approval)</li> <li>• FGSR Council - Jan. 20, 2021 (Approval)</li> <li>• GFC Programs Committee, February 11, 2021</li> <li>• GFC Executive Committee, March 8, 2021</li> <li>• General Faculties Council, March 22, 2021</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	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.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	X Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety X Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy	

## Attachments:

1. Calendar Language Change - Graduate Admissions Language

Prepared by: Brooke Milne, Vice-Provost and Dean, FGSR  
 graddean@ualberta.ca

***Item: Changes to Graduate Admissions Language around  
Deferrals, Previously Stated Funding Offers and Revised  
Admission Start Dates.***

***Date: Jan. 13, 2021***

**2021-2022 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>CURRENT</b> text from the 2020-2021 calendar	<b>PROPOSED</b>
<p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Graduate Admission</b></p> <p>The decision to admit an applicant to a graduate program is made by that program.</p> <p>Official Admission Letters are issued by the Faculty of Graduate Studies and Research. Offers of admission are only valid for the term and program specified on the admission letter.</p> <p>Once admitted, students are required to provide official transcripts from all accredited postsecondary institutions that they have attended. See <a href="#">Admission with Conditions</a>.</p> <p>In order to be eligible for scholarships, students must provide official transcripts from all accredited postsecondary institutions that they have attended.</p> <p>Official documents must be sent directly from the postsecondary institution to the Faculty of Graduate Studies and Research.</p>	<p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Graduate Admission</b></p> <p>The decision to admit an applicant to a graduate program is made by that program.</p> <p>Official Admission Letters are issued by the Faculty of Graduate Studies and Research. Offers of admission are only valid for the term and program specified on the admission letter.</p> <p><b>Funding offers are only guaranteed for the entry term that is stated on the offer letter. If a student does not register in the term noted, then they risk forfeiting the funding offer due to the availability of the funding, the rules of any funding-granting agencies, and the discretion of the department and supervisor. Note: there may be additional conditions required by the student's academic unit. Students should check with their academic unit for further details.</b></p> <p>Once admitted, students are required to provide official transcripts from all accredited postsecondary institutions that they have attended. See <a href="#">Admission with Conditions</a>.</p> <p>In order to be eligible for scholarships, students must provide official transcripts from all accredited postsecondary institutions that they have attended.</p> <p>Official documents must be sent directly from the postsecondary institution to the Faculty of Graduate Studies and Research.</p>

All documents submitted to the Faculty of Graduate Studies and Research in support of an application for admission become the property of the Faculty of Graduate Studies and Research and will not subsequently be released or copied except to other University of Alberta offices, at the request of the student.

In accordance with the University's Admissions Policy, all admission decisions are final and there is no formal appeal to any body or person within the Faculty or the University.

Graduate students are not required to pay a tuition deposit.

### Admission with Conditions

In certain circumstances, the Faculty of Graduate Studies and Research or the academic unit may impose conditions on an applicant's admission. Such circumstances include academic qualifications that are difficult to assess or below the minimum standards required by the program.

The conditions will be clearly stated in the admission letter followed by the statement that if the student fails to satisfy the stated conditions by the required deadlines, the student may not be allowed to continue in the program.

Examples of admission conditions include:

- receipt of official documents from all accredited postsecondary institutions
- successful completion of a specific English Language Proficiency test.
- the requirement to take a specific set of courses, and achieve certain grades, or grade point averages, within a specified time.

An applicant who has met some or all of their admission conditions prior to arrival at the University of Alberta may request confirmation of the fact from the FGSR.

In the absence of exceptional circumstances, students admitted with conditions will not be permitted to register in

All documents submitted to the Faculty of Graduate Studies and Research in support of an application for admission become the property of the Faculty of Graduate Studies and Research and will not subsequently be released or copied except to other University of Alberta offices, at the request of the student.

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Examples of admission conditions include:

- receipt of official documents from all accredited postsecondary institutions
- successful completion of a specific English Language Proficiency test
- the requirement to take a specific set of courses, and achieve certain grades, or grade point averages, within a specified time.

If an applicant whose admission at the U of A is conditional based on completing another degree program, or another degree program is a prerequisite of their admission to the new program, and the applicant has not yet completed their previous degree program at the time they submit their application or accept their offer of admission, they must have done so by the time they first register in their new program at this university (see Conditional Admission to a Concurrent Graduate Program). If they have not, their application will be subject to a reassessment.

An applicant who has met some or all of their admission conditions prior to arrival at the University of Alberta may request confirmation of the fact from the FGSR.

In the absence of exceptional circumstances, students admitted with conditions will not be permitted to register in

900-level project courses until the conditions have been cleared.

In no circumstances will students admitted with conditions be permitted to register in directed reading courses until the conditions have been cleared.

If a student meets all of the conditions of admission, they may continue in the program; if not, the department will recommend, in writing, one of the following to the Dean, FGSR:

1. That the deadline for meeting the unfulfilled condition(s) be extended, with no new conditions being imposed.
2. That the student be granted another term with conditions. This recommendation must include (a) an indication of how the Failure in or Failure to Complete a Course in the first term of registration will be managed (see [Failure in or Failure to Complete a Course or Research Work](#) of the University Calendar) and (b) specification of a minimum number of graduate-level courses which are to be taken by the student and the minimum academic performance required.
3. That the student not be permitted further registrations in the program. This written recommendation to the Faculty of Graduate Studies and Research must include a rationale for this decision.

Any student who does not meet the conditions of a second term of registration will not be permitted to continue in the program.

### **Readmission**

Students who fail to keep the program active through required registration will be considered to have withdrawn from their program. See [Maintenance of Registration](#).

If they wish to resume work on their program, they must apply for readmission and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a student is recommended for readmission, a Readmission Fee will be assessed in addition to the fees assessed in the usual manner.

[...]

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In no circumstances will students admitted with conditions be permitted to register in directed reading courses until the conditions have been cleared.

If a student meets all of the conditions of admission, they may continue in the program; if not, the academic unit will recommend, in writing, one of the following to the Dean, FGSR:

1. That the deadline for meeting the unfulfilled condition(s) be extended, with no new conditions being imposed.
2. That the student be granted another term with conditions. This recommendation must include (a) an indication of how the Failure in or Failure to Complete a Course in the first term of registration will be managed (see [Failure in or Failure to Complete a Course or Research Work](#) of the University Calendar) and (b) specification of a minimum number of graduate-level courses which are to be taken by the student and the minimum academic performance required.
3. That the student not be permitted further registrations in the program. This written recommendation to the Faculty of Graduate Studies and Research must include a rationale for this decision.

Any student who does not meet the conditions of a second term of registration will not be permitted to continue in the program.

### **Readmission**

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### **Revised Admission—Changes to Admission Start Date**

If a student submits an application but cannot be physically present on their proposed program start date, the academic

	<p>unit has the discretion to change the applicant's proposed start term for up to one year from the original start date. Such a change would constitute a deferral and the above noted policies regarding deferrals will apply accordingly. (See: Graduate Admissions &lt;LINK&gt;)</p> <p>A student who defers their original program start date by 12 or more months will fall within a new fee cohort in accordance with the Province of Alberta's legislation. Should this be the case, the student's tuition will be assessed in accordance with a revised tuition and fee guarantee for that academic year.</p> <p>Normally, if the academic unit wants to extend the start date beyond one year (i.e. greater than 12 months), the applicant will complete a new Application for Graduate Admission, thus providing any new information on their education pursued/completed since the first application; another application fee will be required to process the new application.</p> <p><b>Requesting a Revised Admission Start Date</b></p> <p>If the student's request for a revised admission date is made to the Faculty of Graduate Studies and Research (FGSR), the FGSR will forward the student's request to the academic unit. If the academic unit agrees to the student's request, it will send a memo to FGSR noting that approval and the revised program start date. The FGSR will then send the student a revised admission letter.</p> <p>If the student's request for a revised admission date is made to the academic unit and is subsequently approved, it will send a memo that notes the approval and revised program start date to the FGSR. The FGSR will then send the student a revised admission letter.</p> <p>[...]</p>
<p>Justification:</p> <p>Approved by:</p>	

**FINAL Item No. 8**
**Governance Executive Summary  
 Discussion and Action Item**

<b>Agenda Title</b>	<b>Report of the Committee of the Whole on Collegial Governance at the University of Alberta in Light of December Events at General Faculties Council (GFC) and the Board</b>
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**Motion**

THAT General Faculties Council (GFC) reaffirm its commitment that, regardless of their membership category, all members of GFC are afforded the same rights to participate within the body.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	The Committee of the Whole of the GFC
Presenter(s)	Bill Flanagan, President and Vice-Chancellor, Chair of the GFC

**Details**

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is ( <i>please be specific</i> )	<p>The purpose of this proposal is to inform GFC on the actions taken as a result of the recommendations of the report of the committee of the whole on February 8, 2021, and to support related decision-making.</p> <p>In addition, GFC is asked to reaffirm a statement regarding participation of members. This language will be forwarded to the Executive ad hoc Governance &amp; Procedural Review Committee for inclusion in their review of the GFC <a href="#">Roles and Responsibilities Document</a>.</p>
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	<p>On February 8, 2021, the issue of Collegial Governance in light of the December events at General Faculties Council (GFC) and the Board of Governors was referred to a committee of the whole. The Committee recommended that:</p> <ol style="list-style-type: none"> <li>1. the agenda for the meeting of February 22nd include an item for GFC to determine a process for developing its position on metrics.</li> <li>2. the chair of GFC consult with the chair of the Board of Governors about the development of joint committees between GFC and the Board, that their Terms of Reference be ratified by GFC, and that they indicate that both have discussions on areas of overlap.</li> <li>3. the GFC develop a set of procedures for enabling a meaningful consultation process, including potentially, but not limited to: further publicizing the meetings, agendas, and minutes of GFC and all its committees through the UoA mailing lists; opening the meetings to the public through live-streaming; and establishing a standard way for the community to provide input on all agendas and minutes.</li> <li>4. there be a formal review of the consultations and action processes for academic restructuring in the Fall of 2020. The</li> </ol>



**Item No. 8**

	<p>goal of the review would be to make recommendations to improve communication and decision-making processes of the GFC and the University going forward. The review should be conducted by a group elected by GFC and report to the GFC and the Board of Governors.</p> <p>5. GFC reaffirm its commitment for equal participation of members regardless of their position within the University and their ability to raise their concerns within the mandate of GFC regardless of the concerns of other members.</p> <p><b>Recommendation 1 – Metrics</b></p> <ul style="list-style-type: none"> <li>- On February 10, 2021, the GFC Executive Committee considered the recommendation and added the item “Development of a GFC position on metrics associated with academic restructuring” to the GFC agenda for February 22, 2021</li> <li>- On February 22, 2021, GFC referred the item to the Academic Planning Committee (APC)</li> <li>- APC will discuss the item at their March 17, 2021 meeting</li> </ul> <p><b>Recommendation 2 – Joint GFC and Board Committee</b></p> <ul style="list-style-type: none"> <li>- On February 10, 2021, the President and Vice-Chancellor and Chair of GFC informed the Executive Committee of his commitment to consulting with the Board Chair on this recommendation.</li> <li>- On March 8, 2021, the Chair of GFC informed the Executive Committee of the intention to hold a preliminary joint meeting of the GFC Executive Committee and the Board Governance Committee to discuss next steps, before the Summit planned for March 26<sup>th</sup>.</li> </ul> <p><b>Recommendation 3 – Development of Procedures for Meaningful Consultation</b></p> <ul style="list-style-type: none"> <li>- On February 10, 2021, the Executive Committee approved the creation of the Executive ad hoc Governance &amp; Procedural Review Committee to be tasked with review of GFC Guiding Documents and procedures. They discussed having that committee consider recommendation 3.</li> <li>- On February 22, 2021, GFC was informed that the Exec ad hoc Review Committee would consider this recommendation.</li> <li>- On February 8, 2021, GFC Exec was informed that the content on the recommendation would be on the workplan for the Exec ad hoc Review Committee workplan and brought back on April 12.</li> </ul> <p><b>Recommendation 4 – Review of the Consultation and Action Processes for Academic Restructuring</b></p>
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**Item No. 8**

	<ul style="list-style-type: none"> <li>- On February 10, 2021, Executive Committee was informed about this recommendation.</li> <li>- On February 10, 2021, APC was informed about this recommendation and asked to consider their role.</li> <li>- On March 8, 2021, Executive Committee was asked to include this recommendation in the work of the Executive ad hoc Governance &amp; Procedural Review Committee.</li> </ul> <p><b>Recommendation 5 – Commitment to Equal Participation</b></p> <ul style="list-style-type: none"> <li>- On February 10, 2021, Executive Committee was informed about this recommendation and asked to consider action in advance of the March GFC meeting.</li> <li>- On February 22, 2021, GFC was informed by the Chair of the intention to bring a statement for approval to the March 22, 2021 meeting of GFC.</li> <li>- On March 8, 2021, Executive Committee recommended that GFC approve a motion to reaffirm its commitment that, regardless of their membership category, all members of GFC are afforded the same rights to participate within the body.</li> </ul>
Supplementary Notes and context	<i>&lt;This section is for use by University Governance only to outline governance process.&gt;</i>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><u><b>Those who are actively participating:</b></u></p> <ul style="list-style-type: none"> <li>• Members of GFC</li> <li>• Members of the GFC Executive Committee</li> <li>• Members of the Executive ad hoc Governance &amp; Procedural Review Committee</li> <li>• Members of the GFC Academic Planning Committee</li> <li>• The Office of the President and Vice-Chancellor</li> <li>• The Office of the Provost and Vice-President (Academic)</li> <li>• University Governance</li> <li>• The Chair of the Board of Governors</li> </ul>
Approval Route (Governance) (including meeting dates)	<p>GFC, February 8, 2021 – For approval of the Report of the Committee of the Whole</p> <p>GFC Executive Committee, February 10, 2021 – For information</p> <p>GFC Academic Planning Committee (APC), February 10, 2021 – For information</p> <p>GFC, February 22, 2021 – For discussion of Recommendation 1 and approval of referral of the Item to the Academic Planning Committee</p> <p>GFC Executive Committee, March 8, 2021 – For discussion of Recommendation 2 &amp; 4; for recommendation on action relating to recommendation 5</p> <p>GFC APC, March 17, 2021 – For discussion of Recommendation 1, <i>Development of a GFC position on metrics associated with academic Restructuring</i></p> <p>GFC, March 22, 2021 – For approval of action relating to recommendation 5</p>

**Strategic Alignment**

**Item No. 8**

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Terms of Reference – General Faculties Council Terms of Reference – GFC Executive Committee Terms of Reference – GFC Academic Planning Committee	

Attachments (each to be numbered 1 - 3)

1. Attachment 1 (1 page) Reaffirmation of commitment to equal participation of members of GFC

*Prepared by:* Kate Peters, Secretary to GFC, [peters3@ualberta.ca](mailto:peters3@ualberta.ca)



## **Reaffirmation of commitment to equal participation of members of GFC**

GFC Members are called upon to reaffirm their commitment to equal participation of members by reviewing the following statements included in the [Roles and Responsibilities of GFC Members Guiding Document](#) and approving the new statement as suggested by the committee of the whole:

“GFC operates under the principle of collegial academic governance including:

- A commitment to inclusive and participatory governance decision-making
- A desire to facilitate meaningful individual-level engagement in governance processes
- A commitment to openness, transparency, and respectful communication
- A commitment to responsiveness, respect, and reciprocity between governing bodies and between governing bodies and university administration”
- A commitment that, regardless of their membership category, all members of GFC are afforded the same rights to participate within the body.