

**2021-2022
General Faculties Council Standing Committee Annual Report
Steering Committee**

1. MEETING DATES IN 2021-2022

The Steering Committee met 9 times in 2021-2022.

2021: September 7, October 6, November 3, December 1

2022: January 5, February 2, March 9, April 6, May 4

2. COMPOSITION AND MEMBERSHIP

Composition

Voting Members:

- i) President and CEO, Chair
- ii) Interim Vice President, Academic
- iii) Registrar
- iv) Vice President Academic, Student's Association
- v) 3 Academic Staff
- vi) 1 School Director
- vii) 2 Academic Staff – Emergency Meetings Only

Membership

- Dr. Daniel Doz, President and CEO, Chair
- Dr. Alex Link, Interim Vice President, Academic
- Susie Kennedy, Registrar
- Portia Scabar, Vice President, Student's Association
- Bryan Cera, Academic Staff
- Dr. Christopher Frey, Academic Staff
- Tyler Rock, Academic Staff
- John Gaucher, Academic Staff
- Dr. Yoke-Sum Wong, Academic Staff

Meeting Resource

- Carissa Cameron Matthews, Director, Office of the Provost
- Tammy Paul, Recording Secretary
- Andrea Power, Secretary to General Faculties Council

3. ITEMS APPROVED WITH DELEGATED AUTHORITY FROM GFC

- Bryan Cera elected as the GFC Steering Committee Vice-Chair for 2021-2022.
- 2021-2022 Draft GFC and Steering Committee Feedback Survey, as presented.
- Revised MFA in Craft Media Program Committee Terms of Reference, as presented.
- Draft IKG Advisory Committee Terms of Reference, as amended.

4. ITEMS RECOMMENDED TO GFC FOR APPROVAL

- Draft Expectations of GFC and GFC Committee Members to General Faculties Council for approval, as presented.
- Draft GFC E-Voting Protocol to GFC for approval, as presented.
- Draft General Faculties Council Standing Committee Terms of Reference, effective immediately, until June 30, 2022.
- Draft Terms of Reference for the Steering Committee, Academic Planning and Oversight Committee, Academic Policy Committee, Student Affairs Committee, Research Committee, Curriculum Committee, School Council, and the Draft General Faculties Council Bylaws, as amended.

5. ITEMS DISCUSSED

Fall 2021 and Winter 2022 GFC Meeting Format (online or in-person)

- The Steering Committee provides oversight for the GFC agenda, and this also includes the meeting format. For the Fall semester, due to the pandemic, GFC met online. It was then confirmed GFC would meet online for January, February, and March 2022. On April 20 GFC met in person in the Stanford Perrott Lecture Theatre to allow for appropriate spacing. Attendance was less than expected for the April meeting and it was confirmed the last meeting of the year in May would be held online.

GFC Composition/Governance Review

- In early 2021 there was a change in title and role for School Chairs, which were now called School Directors. The SC recommended the name change to GFC for the GFC Bylaws and GFC Standing Committee Terms of Reference until June 30, 2022 in the anticipation of the more extensive governance and composition review.
- In addition to the review, the annual calculation of proportional faculty representation was also completed.
 - $SCD = 3 + 1 = 4$
 - $SCEM = 3 - \text{no change}$
 - $SCCS = 2 - \text{no change}$
 - $SVA = 4 - 1 = 3$
 - Total = 12
- Key changes to the GFC composition were:
 - Two 'other members' were appointed to GFC:
 - Executive Director, People and Culture
 - Dean of Students

- One additional academic staff member was elected in the Degree Area from the MFA in CM Program.
- As of July 1, 2022, total GFC ex-officio members = 11 and total elected faculty members = 17
- Each GFC Standing Committee submitted their recommended composition edits to Steering, which were presented to GFC and approved.

2022 GFC and GFC Committee Feedback Survey Results

- The survey was distributed on March 17, 2022 and closed on April 1, 2022. There was a low response rate, which could be attributed to:
 - timing
 - survey exhaustion
 - accurate questions
 - engagement lacking due to virtual meetings
- A paradigm shift needs to occur to improve participation; options for a higher volume of engagement needs to be sourced. The Secretary to GFC will be researching best practices with Canadian-wide PSIs concerning this challenge and SC will continue the discussion in 2022-2023.

GFC MS Teams Chat Protocol

- A small taskforce prepared the report for the Steering Committee, and it was confirmed that the current GFC online meeting protocol would be revised to include a protocol specifically for MS Teams chat. It was noted that the use of chat will always be at the discretion of the Chair. Any questions or concerns that needed to be minuted must be brought to the floor for discussion, as the Chair nor resource staff were reading chat. GFC members were reminded that the Respectful Workplace Policy was to be followed by all at the University.

Draft Expectations of GFC and GFC Standing Committee Members

- The document will guide members on expectations, which are not noted in the Bylaws or Terms of Reference.

Draft GFC E-Voting Protocol

- GFC have had the opportunity to vote using email; however, there was a lack of procedural guidance for GFC members and the University Secretariat. The protocol was developed and approved by GFC to provide this guidance. It was confirmed that complex or challenging motions would be best reserved for an in-person meeting and a motion that requires much debate will not be presented as an e-vote.

2020-2021 GFC and GFC Standing Committee Annual Reports

- The GFC and GFC Standing Committee Annual Reports provide excellent recognition of the achievements of each group. The Steering Committee presented the annual reports, for information, to GFC and then to the Board and then they were posted on the GFC website.

Consolidated Graduate Studies Procedures

- Following review of the consolidated graduate studies procedure, it was confirmed there was a misinterpretation that all graduate documents must be consolidated into a single procedure. In accordance with CAQC, the documents will be separated and cross-referenced. It is anticipated a graduate handbook will be created for graduate faculty and staff, referencing stand-alone policy documents.

6. ITEMS FOR INFORMATION

Academic Leadership Administrative Searches

- Two searches were underway by a search firm in Toronto for the positions of Dean, Academic Programs, and Associate Dean, Research, International and Graduate Studies. It was anticipated the positions would be filled by the end of the Winter semester.

7. UNFINISHED BUSINESS

- 2022 GFC and GFC Standing Committee Feedback Survey Results

Terms of reference for this committee can be found [Here](#)

Submitted by: Dr. Daniel Doz, Chair, Steering Committee

Date: