

**2022-2023  
General Faculties Council (GFC) Standing Committee Annual  
Report  
Steering Committee (SC)**

**1. MEETING DATES IN 2022-2023**

The Steering Committee met seven (7) times in 2022-2023.

**2022:** September 14<sup>th</sup>, October 5<sup>th</sup>, November 2<sup>nd</sup>

**2023:** January 11<sup>th</sup>, February 1<sup>st</sup>, March 1<sup>st</sup>, April 5<sup>th</sup>

**2. COMPOSITION AND MEMBERSHIP**

**Composition**

**a. Voting Members:**

- i) Chair: President and Chair of GFC
- ii) Vice Chair: Vice Chair of GFC
- iii) Dean, Academic Programs
- iv) Registrar
- v) Vice-President (Academic Affairs), Students' Association
- vi) Four (4) academic staff to each serve for a two (2) year term, Elected from and by GFC
- vii) Two (2) academic staff to serve for a two (2) year term, Elected from and by GFC  
Emergency meetings only

**b. Non-Voting Members:**

- i) Secretary, General Faculties Council

**Membership**

- Dr. Daniel Doz, Chair of GFC and President and CEO
- Dr. Janis Goldie, Vice Chair of GFC and Dean, Academic Programs
- Arif Ansari, Registrar
- Quynn Covey, Vice-President (Academic Affairs), Students' Association
- Silas Kaufman, Academic Staff Member
- Paul Robert, Academic Staff Member
- Richard Brown, Academic Staff Member
- Sarah Alford, Academic Staff Member
- Andrea Power, Secretary, General Faculties Council

**Meeting Resource**

- Carissa Cameron Matthews, Director, Academic Resources

### **3. ITEMS APPROVED BY SC**

- That the GFC Steering Committee approve the draft 2023-2024 GFC and GFC Standing Committee Meeting Schedule, as amended.

### **4. ITEMS RECOMMENDED FOR APPROVAL TO GFC**

- That the GFC Steering Committee recommend to the GFC, for approval, Draft Online Learning Task Force Terms of Reference, as amended.
- That the GFC Steering Committee recommend the draft School Council Terms of Reference for approval to the GFC, as presented.

### **5. ITEMS DISCUSSED**

#### **The Steering Committee reviewed and discussed the Agendas for each GFC meeting:**

- General discussion included the best venue and format for the GFC and GFC Standing Committee meetings.

#### **Draft Online Learning Task Force Terms of Reference:**

- The Academic Planning and Oversight Committee (APOC) brought forward the terms of reference for the **Online Learning Task Force** for approval by GFC. The Task Force was established to provide advice to APOC regarding the framework for online curriculum delivery and design.

#### **Revisions to Composition – Draft School Council Terms of Reference:**

- The School Council Terms of Reference were updated to include the Associate Dean Undergraduate Studies and the Associate Dean, Research, Internationalization and Graduate Studies as non-voting members.

#### **2022-2023 GFC Vice Chair Election:**

- The Committee were informed regarding the call for nominations for the position of Vice-Chair of GFC and subsequent election at GFC.

#### **Review of the 2022 GFC and GFC Standing Committee Feedback Survey Results:**

- The Committee discussed the survey response rate, tools that could be utilized to improve engagement, such as increasing the period of time between surveys and changing the format of the questions/survey; use of informal evaluations at the Committee level, how the feedback is considered and actioned.

#### **May 2023 GFC and GFC Standing Committee in person meeting feedback sessions:**

- It was determined that Silas Kaufman would be asked to facilitate the May GFC feedback session, and that the Chairs of each Standing Committee will also be invited to include an informal feedback session at their last meeting of the year. These smaller feedback sessions replaced the annual online feedback.

**2021 – 2022 Annual Reports:**

- It was agreed that the annual reports are a valuable tool for creating institutional memory, for introducing new members to GFC business and for gauging the volume of work of the standing committees. The general format of the GFC annual report was discussed.

**AUArts Organization Chart on website – HR confirmation:**

- Human Resources (HR) has confirmed that the AUArts Organization Chart will be placed on the University website once ready and will include titles, but not the names of the individuals occupying each role to ensure currency.

**Options for enriching GFC meetings:**

- The Committee discussed potential options for having open discussion on specific topics with speakers at GFC meetings, such as 30 minutes before the meeting starts to have an information session on a topic of interest; if there was a lighter agenda, then GFC could spend time with a presenter on a particular topic. The Committee discussed that it could be challenging to determine topics of interest and that if they are unrelated to the purpose and mandate of GFC there could be a better forum for presenters and that members may prefer shorter meetings.

**2022-2023 Steering Committee Membership:**

- The Committee discussed its membership, noting that the ‘emergency’ members positions are vacant. It was decided that there was no need for a third call for nominations for emergency faculty members for the Steering Committee (SC), as the Committee has completed two calls and there has been no response. SC has done their due diligence. It was confirmed these positions would be left vacant.

**GFC and GFC Standing Committee meeting schedule:**

- The Committee discussed the 2023-2024 GFC and GFC Standing Committee academic calendar. The frequency and the length of meetings was considered in consultation with scheduling data for several other Canadian post-secondary academic governing bodies.

**Early discussion: APOC – EDIA + Indigenous Curriculum Subcommittee:**

- The Committee discussed the importance of diversifying the curriculum to incorporate equity, diversity, inclusion and accessibility (EDIA) and Indigenous ways of knowing and being and whether it would be beneficial to establish a subcommittee under APOC to initiate this work. Further discussion included the diversity of the existing faculty complement and potential hiring programs to increase diversity; work being done at the School level; funding to support this work; and how students can contribute to a revised curriculum. APOC will further consider the establishment of a subcommittee and report back to the President on its decision.

**2023-2024 GFC Reapportionment: Annual calculation of proportional representation of Elected Faculty Members:**

- The Committee reviewed the GFC proportional representation calculation and the changes to the 2023 – 2024 GFC elected faculty composition and membership was discussed.

Terms of reference for the SC can be found [HERE](#).

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

**Date:** August 24, 2023