

## **Steering Committee (SC) Report**

### **1. MEETING DATES IN 2023-2024**

The Steering Committee met seven (8) times in 2023-2024.

**2023:** September 13<sup>th</sup>, October 4<sup>th</sup>, November 1<sup>st</sup>

**2024:** January 10<sup>th</sup>, February 7<sup>th</sup> (no quorum), March 6<sup>th</sup>, April 3<sup>rd</sup>, and May 1<sup>st</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
- Lisa Lipton, Academic Staff Member
- Paul Robert, Academic Staff Member
- Dr. Kara Stone, Academic Staff Member
- Cherie Tutt, Secretary, General Faculties Council

#### **Meeting Resource**

- Carissa Cameron Matthews, Director, Academic Resources

### **3. ITEMS APPROVED**

#### **Approval of the Program Advisory Council Terms of Reference (Oct. 2023)**

The Committee learned that the need for Program Advisory Council (PAC) Terms of Reference arose out of a desire of the School of Communication Design to establish an advisory body to discuss initiatives/issues relating to the Bachelor of Design program which would include members from the external community. A generic template has been developed to ensure consistency of these bodies across schools. The Committee discussed the prevalence of external program advisory committees at universities, the proposed membership, the member term lengths and how external members will be selected. The Committee requested editorial amendments.

*Motion: That the Steering Committee (SC) approve the Program Advisory Council Terms of Reference, in the form provided to the SC, effective immediately, with the requested amendments.*

#### **Approval of the Dissolution of the Illingworth Kerr Gallery (IKG) Advisory Committee (Jan. 2024)**

The Committee was provided with the historic rationale for creating the Illingworth Kerr Gallery (IKG) Advisory Committee and as AUArts now has a curator a committee to support the operations and planning for the gallery is no longer required. The Committee learned that moving forward, the new curator is working to establish an advisory group including internal and external members with an objective to create stronger ties in the community. The Committee acknowledged the valuable advice provided by the IKG Advisory Committee over the past few years and acknowledged the members for their contributions and service.

*Motion: That the Steering Committee dissolve the Illingworth Kerr Gallery Advisory Committee, effective immediately, as presented to the Committee, and as recommended by the Research Committee.*

#### **Approval of the Curriculum Subcommittee Terms of Reference\*(see content in the recommended section) (Mar. 2024)**

*Motion: That the Steering Committee approve the Curriculum Subcommittee Terms of Reference, in the form provided to the Committee contingent upon the approval of the dissolution of the Curriculum Committee by the General Faculties Council (with the amendments).*

#### **Approval of the 2024-2025 GFC Meeting Schedule (Apr. 2024)**

The proposed 2024-2025 GFC Meeting Schedule was provided to the Committee with key changes from prior years being highlighted, most notably the change from GFC being held on Wednesday afternoons to Monday afternoons. It was confirmed that all meetings have been scheduled in-person, with potential for meetings scheduled in 300e to be hybrid. The School of Visual Arts and School of Craft and Emerging Media meetings have been scheduled separately given that the joint curricular work is complete, and these meetings can be combined as needed on a go-forward basis. As the proposed schedule is a departure from previous years, changes may still occur and will be approved by the chairs.

*Motion: That the Steering Committee approve the 2024-2025 General Faculties Council (GFC) and GFC Standing Committee/School Council Meeting Schedule, in the form provided to the Committee.*

#### **4. ITEMS RECOMMENDED**

##### **Recommendation of Revisions to the General Faculties Council (GFC) Bylaws (Oct. 2023)**

The Committee was provided with an overview of the consultations on the proposed changes to the Bylaws. It was highlighted that the proposed changes are primarily editorial, and that a thorough review is planned for 2025, when the university will have been operating with the Bylaws for five years. The Committee suggested that for the next review further thought be given to the language in section 19.4 'Debates without motions' as this section may benefit from the addition of clarifying language on who initiates requesting less structured discussion(s).

*Motion: That the Steering Committee (SC) recommend that the General Faculties Council approve the revisions to the General Faculties Council Bylaws, in the form provided to the SC, effective immediately.*

##### **Recommendation of Changes to Standing Committee Terms of Reference (Nov. 2023)**

The Committee was provided with an overview of the edits to the Standing Committee Terms of Reference for SC, Academic Policy Committee and Student Affairs Committee since the changes were presented at the September meeting. The Committee was informed by the Registrar that work has started on the updates to the appeals processes in the relevant policies and procedures and are anticipated for approval this academic year.

*Motion: That the Steering Committee (SC) recommend that the General Faculties Council approve the revisions to the terms of reference for the:*

- SC
- Student Affairs Committee (SAC)
- Academic Policy Committee (APC)

*in the forms provided to the SC, effective immediately, and with the requested amendments.*

##### **Recommendation of Changes to the General Faculties Council Standing Committee Terms of Reference, Academic Policy Committee, Academic Planning and Oversight Committee, Dissolution of the Curriculum Committee (Mar. 2024)**

The Committee learned that the creation of a new Academic Program Quality Assurance Policy and Credit Curriculum Approval Procedure impacts the GFC Standing Committee structure and responsibilities, resulting in changing the Curriculum Committee as a GFC standing committee to a subcommittee of the Academic Planning and Oversight Committee (APOC) and moving responsibilities for the Academic Calendar from the Academic Policy Committee to APOC. The Committee discussed workload implications for APOC and provided editorial suggestions to the policy documents.

*Motion: That the Steering Committee recommend that the General Faculties Council:*

1. *approve the changes to the Academic Planning and Oversight Committee and the Academic Policy Committee Terms of Reference, and*
2. *dissolve the Curriculum Committee,*

*as set out in the forms provided to APOC, effective immediately and contingent on approval of the creation of the Academic Program Quality Assurance Policy and the Credit Curriculum Approval Procedure.*

## **5. ITEMS DISCUSSED**

### **Review of the 2023-2024 Steering Committee Work Plan and Steering Committee Terms of Reference (Sept. 2023)**

An overview of anticipated work for the year was reviewed, as well as the roles and responsibilities of the Committee. Changes to the SC terms of reference were presented to address overlapping authority around student appeal matters between the Student Affairs Committee, the SC, and the Academic Policy Committee. The Committee discussed the language in the *Post-secondary Learning Act*, relating to student appeals and how these matters have historically been managed. The Committee recommended that the University Secretary consult with members of the original drafting team prior to the next meeting to understand any context that may be relevant to these changes.

### **Review of the GFC Bylaws and Rules for Debate (Sept. 2023)**

The Committee discussed a proposed change to the Bylaws in response to a question raised at new member orientation regarding language in the Bylaws pertaining to voting, dissent and bringing matters forward to the Board. The Committee discussed the proposed change, agreeing that the content does not belong in section 16, discussed other sections it may be more appropriate within, and suggested that language which speaks to dissent could be added to the Bylaws to address any concerns about removing this section. The Committee recommended that the University Secretary consult with members of the original drafting team and propose updated language for the Bylaws for the next meeting.

### **Review of the 2023 GFC & GFC Standing Committee Feedback (Sept. 2023)**

The Committee reviewed the responses gathered from the GFC feedback session held at the end of the past meeting year. The Committee discussed that it is hard to determine what direct actions could be taken due to the disparate nature of some of the comments. The Committee discussed ideas for increasing engagement at GFC meetings, and ways to foster a safe, encouraging environment.

### **Annual Board and GFC Retreat (Sept. 2023)**

The Agenda for the upcoming Board and GFC Retreat was shared.

### **Annual Board and GFC Retreat Debrief (Oct. 2023)**

The Committee discussed the Board and GFC Retreat.

### **GFC Annual Meeting Survey (Feb. 2024)**

The Committee discussed the format of the upcoming GFC assessment/evaluation and was provided with a demo of *Mentimeter*, interactive presentation/survey software. The Committee was in support of using *Mentimeter* for the upcoming evaluation. The Committee discussed the timing of the evaluation and the question types and design. Silas Kaufman agreed to facilitate the evaluation process.

**GFC Meeting Survey Questions (Apr. 2024)**

The Committee discussed and selected questions for the GFC Survey to be conducted in April.

**GFC Survey Results (May 2024)**

The Committee reviewed the feedback from the GFC Survey conducted at the April GFC meeting. It was discussed that in general the responses were positive, and most members agree GFC is operating effectively. The Committee discussed different ways of providing reports and that it may be helpful to enhance communication about the openness of the GFC Committee meetings. It was agreed that a general statement would be added to the bottom of the GFC Agendas linking to the meeting schedule and directing individuals to the University Secretary if they would like to see an Agenda for an upcoming committee meeting or to register to attend as an observer.

**GFC Membership Distribution (May 2024)**

The Committee reviewed and discussed the GFC membership distribution for 2024-2025 and the methodology document and the data used to inform the membership distribution. The Committee suggested an update to the methodology document regarding information on the IKG curator position.

**Agendas for each GFC meeting**

At each of its meetings the Committee reviewed the draft agenda for the upcoming GFC meeting, providing suggestions on item titling and timing.

**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.

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