

**GSA Council Meeting AGENDA**  
Monday, 20 November 2023 at 6:00 pm  
Held in-person in Council Chambers

*The GSA and the University of Alberta reside on Treaty 6 territory and the homeland of the Métis. This territory is a traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Métis, Nakota Sioux, Iroquois, Dene, Ojibway, Saulteaux, Anishinaabe, Inuit, and many others whose histories, languages, and cultures continue to influence our vibrant community. In acknowledging this traditional territory and its significance for the Indigenous peoples who lived and continue to live upon it, we recognize its longer history that reaches beyond colonization and the establishment of European colonies and recognize the GSA's ongoing collective responsibility in working with First Nations, Métis, and Inuit (FNMI) peoples and what that means for the work of the GSA as it aims to practice the principles of being Good Relations with FNMI peoples, Nations, communities, and lands.*

**Substantive material** is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review. Any additional substantive material received after this mailing will be emailed as soon as possible.

**Reports** from committees, Directly-Elected Officers, and GSA Management are emailed the Friday before a Monday meeting so that the content is as current as possible.

**Speaker Farhan Khalid in the Chair**

<b>OPEN SESSION</b>	<b>Attached Numbered Pages</b>
1. Approval of the 20 November 2023 Agenda ( <i>suggested time: 1 min</i> )	
2. Approval of the Minutes from the 16 October 2023 GSA Council Meeting ( <i>suggested time: 1 min</i> ) Attachment: i. Minutes from the 16 October 2023 GSA Council Meeting	<b>2.0 - 2.4</b>
3. Changes in GSA Council Membership ( <i>suggested time: 1 min</i> ) i. Introduction of New GSA Council Members ( <i>If you are new to GSA Council, please let us know it is your first meeting</i> ) ii. Farewell to Departing GSA Council Members ( <i>If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know</i> )	
<b>GSA Council Member Announcements</b>	
4. GSA Council Member Announcements ( <i>suggested time: 5 min</i> )	
5. Deputy Provost (Students and Enrolment), Provost & Vice-President Academic ( <b>suggested time: 20 min</b> ) <b>Bishoi Aziz (President) will present the item and introduce the guest (Melissa Padfield)</b>	
6. Academic Integrity Policy Suite ( <b>suggested time: 20 min</b> ) <b>Rija Kamran (VP Academic) will present the item and introduce the guest (Chris Hackett)</b>  i. Student Academic Misconduct Appeal Procedure DRAFT SEP 11 2023 ii. Student Academic Misconduct Procedure DRAFT SEP 11 2023 iii. Student Academic Integrity Policy DRAFT SEP 11 2023	<b>1-15 original pagination 1-12 original pagination 1-24 original pagination</b>

<b>Action Item</b>	
<p><b>7. 2023-2024 GSA Fall Term Budget and Expenditure Report (suggested time: 10 min)</b>  <b>Bishoi Aziz (President and GSA Budget and Finance Committee Chair) will present the item.</b></p> <p><i>Attachments:</i></p> <ul style="list-style-type: none"> <li>i. Cover Letter from the President and Chair of the GSA BFC to GSA Council <b>7.0</b></li> <li>ii. Outline of Issue <b>7.1</b></li> <li>iii. 2023-2024 GSA Fall Term Operating Budget and Expenditure Report <b>7.2-7.4</b></li> <li>iv. 2023- 2024 GSA Operating Budget Narrative <b>7.5-7.15</b></li> <li>v. 2023-2024 GSA Restricted and Other Funding Narrative <b>7.16-7.17</b></li> <li>vi. 2023-2024 Labour Union Fund Dues Budget Narrative <b>7.18</b></li> </ul>	
<b>Elections</b>	
<p><b>8. GSA Council Elections (suggested time – to be determined)</b>  <b>Arseniy Belosokhov (GSA Nominating Committee Vice-Chair) will present the item.</b></p> <p>a. Appeals and Complaints Board Renewals (ACB)  <i>Attachment:</i></p> <ul style="list-style-type: none"> <li>i. Nominees for the GSA ACB <b>8.0-8.2</b></li> </ul>	
<b>Reports (suggested time: 15 min)</b>	
<p><b>9. President (Bishoi Aziz, President)</b></p> <ul style="list-style-type: none"> <li>i. President’s Report <b>9.0-9.1</b></li> <li>ii. GSA Board Report( <b>no written report at this time</b>)</li> <li>iii. GSA Budget and Finance Committee Report <b>9.2</b></li> <li>iv. GSA Equity, Diversity and Inclusion Committee Report (<b>no written report at this time</b>)</li> <li>v. GSA Governance Committee Report (<b>no written report at this time</b>)</li> </ul>	
<p><b>10. Vice-President Academic (Rija Kamran, Vice-President Academic)</b></p> <ul style="list-style-type: none"> <li>i. Vice-President Academic’s Report <b>10.0-10.1</b></li> </ul>	
<p><b>11. Vice-President External (Hamid Hassani, Vice-President External)</b></p> <ul style="list-style-type: none"> <li>i. Vice-President External’s Report <b>11.0-11.1</b></li> <li>ii. GSA Awards Selection Committee Report (<b>no written report at this time</b>)</li> </ul>	
<p><b>12. Associate Vice-President Labour (Muneeb Masood Raja, Vice-President Labour)</b></p> <ul style="list-style-type: none"> <li>i. Associate Vice-President Labour’s Report <b>12.0-12.2</b></li> <li>ii. GSA Labour Relations Committee Report <b>12.3</b></li> </ul>	
<p><b>13. Vice-President Student Services (Haseeb Arshad, Vice-President Student Services)</b></p> <ul style="list-style-type: none"> <li>i. Vice-President Student Services’ Report. <b>13.0-13.3</b></li> </ul>	
<p><b>14. Vice-President Student Life (Tiffany Kung, Vice-President Student Services)</b></p> <ul style="list-style-type: none"> <li>i. Vice-President Student Life’s Report <b>14.0-14.3</b></li> </ul>	
<p><b>15. Senator (Ola Mabrouk)</b></p> <ul style="list-style-type: none"> <li>i. Senator’s Report (<b>no written report at this time</b>)</li> <li>ii.</li> </ul>	

<b>16. Speaker (Farhan Khalid, Speaker)</b> i. Speaker's Report (no written report at this time)	
<b>17. Chief Returning Officer (Sophie Shi, Chief Returning Officer)</b> i. Chief Returning Officer's Report (no written report at this time)	<b>17.0</b>
<b>18. GSA Nominating Committee (Arseny Belosokhov, GSA Nominating Committee Vice-Chair)</b> i. GSA Nominating Committee Report	<b>18.0-18.1</b>
<b>19. GSA Elections and Referenda Committee (GSA Elections and Referenda Committee Chair)</b> i. GSA Elections and Referenda Committee Report	<b>19.0</b>
<b>20. GSA Management (Lewie Moodley, Executive Director)</b> i. Executive Director's Report	<b>20.0-20.4</b>
<b><u>Question Period</u></b>	
Written Questions (none received at this time; questions may be submitted to the GSA Speaker before 4 PM on Thursday, 16 November 2023)	
<b>21. Oral Questions</b>	
<b><u>Adjournment</u></b>	

**GSA Council Meeting MINUTES**  
 Monday, 16 October 2023 at 6:00 pm  
 Held in-person in Council Chamber and electronically via Zoom

**IN ATTENDANCE:**

Bishoi Aziz (President)	Uthman Khan (Anthropology)	Hannah Louis (IGSA)	Ahmed Ahmed (Pharmacy & Pharmaceutical Sciences)
Hamid Hassani (VP External)	Andrew Pohlka (Biochemistry)	Taylor Walsh (Laboratory Medicine & Pathology)	farid Saberi (Philosophy)
Tiffany Kung (VP Student Life)	Sam Tan (Biological Sciences)	Kylie Day (Library & Information Studies)	Abhinab Mukhopadhyay (Physics)
Haseeb Arshad (VP Student Services)	Chris Keen (Biomedical Engineering)	Dalia Roman (Linguistics)	Grace Essuman (Physiology)
Muneeb Masood Raja (AVP Labour)	Viyen Dave (Business MBA)	Pouneh Mohammadi Nejad (Mathematical & Statistical Sciences)	Victoria Young (Political Science)
Farhan Khalid (Speaker)	Andy Cheng (Cell Biology)	Andy Zheng (Media & Tech Studies)	Emilie Desnoyers (Psychiatry)
Camila Rodrigues de Freitas (Deputy Speaker)	Amanda Tran (Chemistry)	Simon Walker (Medical Microbiology & Immunology)	Cheryl Pan (Psychology)
Sophie Shi (CRO)	Kiera Greenaway (Civil & Environmental Engineering)	Sadaf Murad (Nursing)	Christ Elaveze (Public Health)
Zai Patel (Deputy returning Officer)	Michelle Bey (Dentistry)	Rebecca Reif (Obs & Gyn)	Wendy Amoako (Rehab Science)
Eric Beaudry (Councillor-at-Large)	Shaun Wodstra (Earth & Athmo Sci)	Leo Remillard (Oncology)	Nicole Lau (Renewable Resources)
Arseniy Belosokhov (Councillor-at-Large)	Shuai Yu (Educational Policy Studies)	Constantin Mouzaabar (Ophthalmology)	Yan Xue (Sociology)
Haroun Elyasir (Councillor-at-Large)	Scott Taylor (Educational Psychology)	Ezra Ketowa (Paediatrics)	
Sandeep Kumar (Councillor-at-Large)	Jane Alhed (History, Classics, & Religion)	Alyssa Wiedemeyer - Alternate (Paediatrics)	
Rajdeepsinh Solanki (Councillor-at-Large)	Karen Fraser (Human Ecology)	Janyne Johnson (Pharmacology)	

Guests: James Allen and team (U of A Safety & Security Committee); Leon Pfeiffer (RSM Canada)  
 Speaker Farhan Khalid in the Chair.

The meeting was called to order at 6:02 pm. Speaker acknowledged the Traditional Territory of Treaty Six.

**Approval of Agenda****1. Approval of the the 16 October 2023 Consolidated Agenda**

Members had before them the 16 October 2023 Consolidated Agenda, which had been previously distributed on 15 September 2023. Bishoi **MOVED**; Haseeb **SECONDED**.

Motion **PASSED** unanimously.

**Approval of Minutes****2. Minutes from the 18 September July 2023 GSA Council Meeting**

Members had before them the 18 September GSA Council meeting minutes, which had been previously distributed. Arseniy **MOVED**; Hamid **SECONDED**.

Motion **PASSED**.

**Changes in GSA Council Membership****3. Changes in GSA Council Membership**

Prepared by B Ellamil for GSA Council 16 Oct 2023

- i. **Introduction of New Councillors:** S Woudstra (Earth and Atmo Sci), U Khan (Anthropology), A Cheng (Cell Bio), Michelle Bey (Dentistry)
- ii. **Farewell to Departing GSA Council Members :** None at this moment

#### GSA Council Member Announcements

##### 4. **GSA Council Member Announcements**

B Aziz announced that Cindy Roose, formerly the executive director of the Student Union at the Augustana campus, has begun her role as the Associate Executive with the GSA.

#### Presentation

##### 5. **UASSC**

B Aziz introduced James Allen, Co-Chair of the U of A Safety & Security Committee, and his team. J Allen discussed three points: (1) the U of A Safety and Security Committee (UASSC), (2) the Security Environment and (3) Making our Campuses Safer Together initiative

The presentation highlighted the U of A Safety and Security Committee's observations on increased trespassing and suspicious activity, especially around transit stations. Ten significant locations for these incidents were identified, seven of which are connected to an ETS station. The UASSC initiatives, such as their Annual Report and campus safety partnerships, were discussed. J Allen highlighted their collaboration with public transit authorities, even though the university doesn't own the transit system. To address safety concerns, they've hired third-party security guards for patrols and focused on hotspot areas based on student surveys. The surveys revealed students generally feel safe during daylight, but concerns increase after dark.

J Allen also addressed concerns from marginalized groups feeling unsafe due to their identity, leading to the initiation of listening circles managed by Vice-Provost Carrie Smith to discuss diversity and inclusion. The UASSC then recapped their engagement activities and future plans.

A question was raised about Muslim students feeling unsafe during the day. Allen suggested community support like the Student Union's Safe Walk. B Aziz emphasized the importance of effective communication to students about safety resources, noting international students might not be fully aware. J Allen responded, stating they aim to utilize multiple communication channels, including social media. Lastly, the concept of having dedicated security resources was unfamiliar to some international students, as pointed out by a student councilor. J Allen acknowledged this, emphasizing the need for continuous improvement and understanding.

#### Action Item

##### 6. **2022-2023 GSA Audited Financial Statements**

B Aziz (GSA President) presented the item and introduced the guests, Leon Pfeiffer from RSM Canada.

**MOTION:** That GSA Council **APPROVE**, of the 2022-2023 GSA Audited Financial Statements.

L Pfeiffer introduced the GSA Audit report, emphasizing the audit findings and financial statements. The audit, nearing completion, awaits the management representation letter. A clean audit opinion will be issued, confirming the association's financial standing as of March 31, 2023. Materiality was established at \$73,000, with no changes in accounting policies for the year. Key financial highlights include a net asset position of \$4.4 million and an operational surplus of around \$190,000. The health and dental plan's loss of \$257,000 was flagged for attention.

**MOTION:** That GSA Council **APPROVE**, of the 2022-2023 GSA Audited Financial Statements. H Arshad **MOVED**; H Hassani **SECONDED**.

Motion **PASSED** Unanimously.

##### 7. **2023-2024 GSA Spring/Summer Term Budget and Expenditure Report**

Speaker presented the item and B Aziz (GSA President) discussed the report.

**MOTION:** That GSA Council **APPROVE**, of the 2023-2024 GSA Spring/Summer Term Budget and Expenditure Report.

BA highlighted that the GSA's finances are on track, with a surplus due to revenue interests from bank accounts. D Sheikh, GSA Financial Manager, emphasized that with 95% of revenue from GSA membership fees, strong graduate

student enrollment keeps them financially sound. A council member raised concerns about students struggling for basic needs, leading B Aziz to clarify the GSA's asset position and their involvement in revisiting bursary criteria. Additionally, B Aziz noted research on graduate students' financial challenges, which informs the GSA's advocacies. H Arshad underscored the GSA's support for the CFB, aiding students in need.

**MOTION:** That GSA Council APPROVE, of the 2023-2024 GSA Spring/Summer Term Budget and Expenditure Report. H Arshad **MOVED**; H Hassani **SECONDED**.

Motion **PASSED** Unanimously.

## Elections

### 1. GSA Council Elections

Violet Sun, GSA Nominating Committee Chair was not present during the council. On her behalf, Arseniy Belosokhov, GSA NoC member presented the item. Candidates were given an opportunity to speak on why the council members should vote for them.

GSA Council-Elected Officer Positions

- a. Awards Selection Committee (GSA ASC) (8 GSA Councillor vacancies)
- b. GSA Board/GSA Nominating Committee (GSAB/GSA NoC) (1 GSA Councillor vacancies)

## Reports

### 8. President

#### i. President's Report:

Members had before them a written report, which had been previously distributed on 16 June 2023. The report stood as submitted. In addition, B Aziza recently met with the Minister of Advanced Education and other student leaders, during which they addressed key concerns of the student body, including affordable education, mental health support, gender-based violence initiatives, and challenges international students face. Special attention was given to the disparity between international and domestic students in tuition regulations, particularly for Thesis-based Masters and PhD programs. A survey detailing graduate students' financial situations was shared, with a call for clearer tuition regulations. Additionally, BA noted the university's contemplation of a set-fee system for academic materials, potentially impacting course-based Master's programs. The GSA is actively assessing this proposal's implications. Lastly, discussions are underway regarding representation for the new Rehab Medicine graduate program at the Augustana Campus, as BA seeks clarity on the desired representation system for these students. Concerns about the set-fee system and its suitability for graduate programs were also expressed by members..

#### ii. Understanding Financial Realities: An Analysis of the Financial Condition among UofA Graduate Students

Members had before them a written report, which had been previously distributed on 13 October 2023. The report stood as submitted. In addition, B Aziz highlighted the enhanced engagement levels between the GSA and students, emphasizing the shift from intuition-based decision-making to data-driven advocacy. The recent research undertaken is a testament to this new approach, aiming to gain insights into the financial realities of UofA graduate students. Preliminary findings suggest alarming financial strains, with over 65% reporting incomes under \$30,000 annually and many hovering around the low-income threshold. Distinct challenges emerged for both domestic and international students; the former accumulates more debt, while the latter heavily relies on food banks. Housing emerged as a significant concern, with international students finding university accommodations neither affordable nor convenient. Both the GSA and the university recognize this, and discussions are underway to address the issue, including potential new housing projects. The research also unearthed specific hardships faced by course-based master's students, highlighting an urgent need for financial and mental health support adjustments.

#### iii. GSA Board

No written report at this time.

#### iv. GSA Budget and Finance Committee

No written report at this time.

#### v. GSA Governance Committee

No written report at this time.

## **9. Vice-President Academic**

### **i. Vice-President Academic's Report:**

Members had before them a written report, which had been previously distributed on 13 October 2023. The report stood as submitted.

## **10. Vice-President External**

### **i. Vice-President External's Report**

Members had before them a written report, which had been previously distributed on 13 October 2023. The report stood as submitted. In addition, H Hassani highlighted his discussion centered on key goals for the year including a housing survey to devise a housing strategy and ensuring student representation in public transit talks to enhance the student transit experience. In a meeting with the Minister, issues of housing, tuition costs, and support for international students were raised, particularly emphasizing immigration plans. A potential change in university contracts to benefit international students in the express entry process was suggested, mirroring practices in BC. While the Minister was receptive, her stance suggested that tuition cap decisions might rest with individual universities rather than a ministry directive.

### **ii. GSA Awards Selection Committee**

No written report at this time.

## **11. Vice-President Student Life**

### **i. Vice-President Student Life's Report**

Members had before them a written report, which had been previously distributed on 13 October 2023. The report stood as submitted. In addition, T Kung highlighted the rescheduling of the listening group for students who have experienced sexual and gender-based violence, on-going work on the Strategic EDI action plan, and discussion on the rationalization project with the Residents Advisory Council.

### **ii. GSA Equity, Diversity, and Inclusion Committee Report**

No written report at this time.

## **12. Vice-President Student Services**

### **i. Vice-President Student Services' Report**

Members had before them a written report, which had been previously distributed on 13 October 2023. The report stood as submitted. HA highlighted the introduction of a free Multipurpose Room for students, a call to action for students to report bus issues to 311, and the proposal of a graduate internship program. Discrepancies in the UofA website and E-class functionality were noted, and the potential Graduate Student Association's Peer Support Program's development and funding challenges were discussed, with budgetary talks in November.

## **13. Associate Vice-President Labour**

### **i. Associate Vice-President Labour's Report**

Members had before them a written report, which had been previously distributed on 13 October 2023. The report stood as submitted. In addition, M Masood Raja highlighted concerns over departments not adhering to the collective agreement concerning student working hours and stressed the importance of understanding and vigilance, especially as a labor survey is planned for January. Members of the council suggested quantitative metrics to be considered for the labor survey.

### **ii. GSA Labour Relations Committee**

Members had before them a written report, which had been previously distributed on 16 June 2023. The report stood as submitted.

## **14. Senator**

### **i. Senator's Report**

No written report at this time.

## **15. Speaker**

### **i. Speaker's Report**

No written report at this time.

## **16. Chief Returning Officer**

### **i. Chief Returning Officer's Report**

No written report at this time.

**17. GSA Nominating Committee****i. GSA Nominating Committee Report**

Members had before them a written report, which had been previously distributed on 13 October 2023. The report stood as submitted.

**18. GSA Elections and Referenda Committee****ii. GSA Elections and Referenda Committee Report**

No written report at this time.

**19. GSA Management****i. Executive Director's Report**

Members had before them a written report, which had been previously distributed on 13 October 2023. The report stood as submitted.

**Question Period****20. Written Questions****21. Oral Questions**

- Constantin from Ophthalmology pointed out a non-functioning link on the GSA website related to booking Physical Activity Wellness Center spaces. Haseeb acknowledged this and added that the Clinic website's operating hours are outdated and provided the correct timing – website to be updated.
- Eric (CaL) inquired about certain changes within the GSA, to which BA responded that they'll discuss it further in November/December regarding staff transitions and the intention for new operations.
- Andrew (BioChem) asked about the Minister of Advanced Education's stance on funding for support related to sexual violence. BA clarified that the Minister wants evidence of the effective use of current resources before considering additional funding.
- Sandeep (CaL) inquired about financial aid plans for international students. Bishoi explained that while a portion of international students' tuition goes towards financial support like scholarships and bursaries, their aid process differs from domestic students. Efforts are ongoing to advocate for increased support at both university and ministry levels.
- Sandeep (CaL) inquired about the GSA's strategy for increasing revenue through commercial activities. BA responded that commercial ventures come with risks, citing a past instance where the GSA owned a restaurant that faced financial challenges. The GSA's approach is cautious, focusing on sponsorships and partnerships rather than high-risk commercial endeavors.
- Sandeep (CaL) expressed a desire for continued library access, especially to databases, for grad students post-graduation. BA encouraged the Council to seek examples from other institutions. HH added that this is a common concern among graduates and mentioned addressing it at the Alumni Council on behalf of the GSA.

**Adjournment**

The meeting was adjourned at 8:33 pm.

**Original Approval Date:**

**Most Recent Approval:**

**Most Recent Editorial Date:**

**Parent Policy: Student Academic Integrity Policy**

## Document 3:

# Student Academic Misconduct Appeal Procedure

<b>Office of Administrative Responsibility:</b>	University Secretary
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	This procedure applies to all University of Alberta <b>students</b> as defined in the <i>Student Conduct Academic Integrity Policy</i> .

## Overview

As an institution of higher learning, the university adopts procedures that reflect its academic mission, that is, it aims to ensure the integrity of grades, credits, credentials, diplomas, certificates, degrees and other accreditations granted by the university, as well as research and scholarly conduct associated connected to our community . The University is committed to **procedural fairness** and **equity-informed practice** to reduce harm throughout the student academic integrity process.

Section 31 of the *Post-Secondary Learning Act (PSLA)* gives General Faculties Council (GFC) authority to discipline students, "subject to a right of appeal to the board".

To fulfill this appeal function, the Board has adopted and approved this *Student Academic Misconduct Appeal Procedure* and has delegated the powers and functions in the appeal process to the persons identified in this procedure.

## Purpose

This procedure sets out:

- the right of appeal;
- the timelines within which to initiate an appeal and the required content of an appeal;
- the composition of the **Student Misconduct Appeal Panel** (the “Appeal Panel”) and the manner in which the Appeal Panel is constituted;
- the required training of the Appeal Panel members;
- the procedures for an appeal;
- the process used to address procedural requests;
- the procedures and powers of the Appeal Panel; and
- the service of documents related to the appeal.

## Procedure

### 1. Right of Appeal

- a. The student has the right to appeal disciplinary decisions made by the Faculty Decision-Maker and of the Student Conduct Officer under the *Student Academic Integrity Policy*. Should a decision by the Faculty Decision-Maker be referred to the Student Conduct Officer with a recommendation for a severe sanction, the appeal of the Faculty Decision-Maker’s decision will be delayed until the Student Conduct Officer has completed their decision. Both the Faculty and the student have a right to appeal the final decision of the Student Conduct Officer. All appeals to the Appeal Panel must be submitted within 15 working days of the deemed receipt of the relevant decision. Where the student has appealed a decision, the Faculty Decision-Maker who made the original decision will act in response for appeals of both their and the Student Conduct Officer’s decisions.
- b. An **appellant** may appeal the decision of a decision maker on the following grounds:
  - i. The decision maker erred in their decision as to whether or not they had jurisdiction to apply the *Student Academic Integrity Policy*;
  - ii. The decision maker made an error in the finding of violation or no violation; and/or
  - iii. The decision maker did not meet the duty of procedural fairness for reasons including, but not limited to:

1. The appellant was not given a reasonable opportunity to provide information to the decision maker;
  2. The appellant was not given a reasonable opportunity to respond to evidence or statements contrary to their account;
  3. The decision maker was biased; and/or
  4. Any other denial of procedural fairness.
- c. The student may appeal the decision of the decision maker on any of the grounds set out in (b) above and on any other grounds, including but not limited to:
- i. The sanction is outside of a reasonable range, given the nature of the violation, and/or
  - ii. Other specified grounds for the appeal.
- d. The appeal will be based on the **record** which was before the decision maker.
- e. The Appeal Panel will determine whether:
- i. The decision maker's decision contained errors to the extent that those errors would have a material effect on the outcome of the decision; or
  - ii. The sanctions imposed by the decision maker were unreasonable in the circumstances.

## 2. Initiating an Appeal

- a. An appellant or respondent may seek assistance from an **advisor** throughout an appeal process.
- b. Any appeal of the decision of the decision maker must be submitted to the **Appeals and Compliance Coordinator** within 15 working days of the deemed receipt of the decision.
- c. The written appeal must state the grounds for the appeal and include all available arguments, evidence or objections in support of the appeal.
- d. An appeal can be withdrawn at any time prior to the **appeal hearing**.

## 3. Appeal Panel Members

- a. For each appeal hearing the Appeal Panel will consist of one academic staff member as chair and two students. All Appeal Panel members (academic staff members and students) will be elected by GFC. In selecting members of the Appeal Panel, GFC will attempt to keep the membership of the Appeal Panel as broadly representative as possible given the available pool of candidates.
- b. GFC will elect a roster of up to seven academic staff members to serve as chairs of particular appeal hearings ("Roster of chairs"). The Appeal Panel chairs will serve a term of up to four years.
- c. GFC will elect a roster of 10 undergraduate students and 6 graduate students ("Roster of Students"). All student members will be elected to serve a term of up to two years and are eligible for re-election.
- d. When constituting the Appeal Panel, members will be chosen from the rosters listed above. The Appeals and Compliance Coordinator will endeavour to ensure that the Appeal Panel chair and members are impartial and free from conflicts of interest.
- e. When an appeal hearing involves an undergraduate student, the Appeal Panel will include at least one undergraduate student. When an appeal hearing involves a graduate student, the Appeal Panel will include at least one graduate student. For the purposes of selection and service on the Appeal Panel, graduate students are considered to be from the Faculty where they receive supervision. Students who are in any joint graduate/undergraduate degree program (e.g., the joint MBA/LLB program) are considered to be graduate students for the purpose of service and selection on the Appeal Panel.
- f. Any Appeal Panel member who has been called to serve on the Appeal Panel for a particular case must complete their service on that case even if their term on an Appeal Panel expires or, in the case of student members, a student graduates or changes status from undergraduate to graduate.

#### Alternates

- g. If all Appeal Panel chairs are unable to serve, the Appeals and Compliance Coordinator may complete an Appeal Panel by selecting a member of the GFC AAC Panel of Chairs.
- h. If all student members from the Roster of Students are unable to serve, the Appeals and Compliance Coordinator may complete an Appeal Panel by selecting either one full-time undergraduate student or one full-time graduate student, from the GFC AAC Panel of Students.

## **4. Mandatory Training for Appeal Panel Members**

- a. All Appeal Panel chairs, members and alternates must have completed the training outlined in the *Student Academic Integrity Policy* before hearing any appeals.
- b. At the discretion of the chair, having regard to **equity-informed practices**, new Appeal Panel members may attend any oral appeal hearing as observers for training purposes. Delegates of the Office of General Counsel may also attend any oral appeal hearing as an observer.

## 5. Procedures for an Appeal

- a. On receiving an appeal, the Appeals and Compliance Coordinator will be responsible for collecting and distributing documents to both parties and providing each party with the opportunity to respond to all relevant issues raised in any procedural request, appeal submission, response, the record, and the Faculty Decision-Maker's and/or Student Conduct Officer's decision.
- b. As documents and materials become available, the Appeals and Compliance Coordinator will:
  - i. Provide to the appellant:
    - 1. Confirmation of receipt of the appeal;
    - 2. A list of on-campus resources;
    - 3. A copy of the record before the Appeal Panel and the opportunity to submit any supplemental appeal arguments and/or material arising from the record within 15 working days of receiving the record;
    - 4. The response to the appeal, and notice that the appellant may reply only to any new issues or materials contained in the response (appellant's reply) within 5 working days of receiving notice;
    - 5. The respondent's reply; and
    - 6. Any procedural requests from the appeal respondent and notice that the appellant may, within 5 working days of receiving notice, submit a response to the procedural request.
  - ii. Provide to the **respondent**:
    - 1. The appeal, the record, and any supplemental appeal arguments and/or material submitted by the appellant (the full appeal);
    - 2. A list of on-campus resources;

3. Notice that the response to the full appeal must be submitted within 15 working days of receiving the full appeal;
  4. If applicable, the appellant's reply, and notice that the respondent may reply only to any new issues or materials contained in the appellant's reply within 5 working days (respondent's reply); and
  5. Any procedural requests from the appellant and notice that the appeal respondent may reply to the procedural request within 5 working days.
- c. The appellant and respondent must provide the name of their respective advisors to the Appeals and Compliance Coordinator.
  - d. The Appeals and Compliance Coordinator is responsible for organizing and administering the appeal hearing. Accordingly, the Appeals and Compliance Coordinator will:
    - i. select a chair for the appeal hearing;
    - ii. provide the parties with the name of the proposed chair and the names of all student members of the Appeal Panel;
    - iii. set the date(s) for the appeal hearing in consultation with the Appeal Panel chair. Normally, appeal hearings will be scheduled within 6 weeks from the date the appeal was received;
    - iv. where the appeal hearing cannot be scheduled within the timeline noted above, give the parties written notice of the anticipated date for the appeal hearing;
    - v. where both parties have appealed the decision, schedule both appeals to be heard together by the same Appeal Panel at a single appeal hearing; and
    - vi. address any other matter for the purposes of organizing and administering the appeal hearing.
  - e. The Appeals and Compliance Coordinator will constitute the Appeal Panel and provide its members and the parties with:
    - i. the date and time of the appeal hearing;
    - ii. the decision of the Faculty Decision-Maker and/or Student Conduct Officer;
    - iii. the record on which the Faculty Decision-Maker and/or Student Conduct Officer decision was based; and

- iv. all written appeal(s), supplementary appeal arguments and/or material, response(s) and any replies.
- f. The Appeals and Compliance Coordinator will notify the parties of the date and time of the appeal hearing.
- g. The Appeals and Compliance Coordinator may take any other required steps in order to administer the appeal process.

## 6. Procedural Requests

- a. The chair will decide any procedural questions that arise both before and during the appeal hearing, in consultation with the Appeals and Compliance Coordinator. The chair's decision on a procedural request will be decided in writing and may be made without an oral appeal hearing. The chair's decision on a procedural request is final and binding.
- b. Procedural requests must be submitted in writing to the Appeals and Compliance Coordinator and include written reasons to support the request. Where the request affects the other party, the Appeals and Compliance Coordinator will notify the other party and allow them to respond or make submissions on the request before the chair makes a decision.
- c. Procedural requests include, but are not limited to:
  - i. Request that Appeal Panel chair or member not serve on Appeal Panel:
    - 1. After receiving the names of the Appeal Panel members, the parties will have 5 working days to submit a written request that the proposed Appeal Panel chair or member not serve on the appeal.
    - 2. These requests may be made only on the grounds that the proposed Appeal Panel chair or member may have a bias or conflict of interest that would prevent a fair hearing.
    - 3. If the request is granted, the Appeals and Compliance Coordinator will replace the proposed Appeal Panel chair or member with another member who will be selected by rotation wherever possible, from the same constituent group (i.e., academic staff, undergraduate student or graduate student).
  - ii. Request that sanctions be withheld until the appeal is decided:

1. This request must be made within 5 working days from the date the appeal was submitted.
  2. If granted, the Appeals and Compliance Coordinator will direct the Registrar to:
    - a. remove any sanctions from the **central academic record**; and
    - b. withhold degrees, certification of marks and/or **transcripts** pending the outcome of the appeal.
  3. Sanctions will be reinstated if the complaint respondent withdraws their appeal.
- iii. Requests for the Appeal Panel to consider new evidence or information that was not before the Faculty Decision-Maker and/or Student Conduct Officer in the record:
1. The onus is on the party making this request to establish that:
    - a. the new evidence or information is relevant; and
    - b. was not reasonably available at the time of the Faculty Decision-Maker and/or Student Conduct Officer hearing; and
    - c. they made the request as soon as possible after becoming aware of the new evidence or information.
  2. The chair may only grant this request where the test set out in (1) has been satisfied on a balance of probabilities
- iv. Request to vary the format of the appeal hearing(s):
1. Appeal hearings will normally be heard through a document exchange through written submissions to the Appeals and Compliance Coordinator, but either party can request an oral hearing with the Appeal Panel.
  2. This request must be made well in advance of the date set for the appeal hearing.
- v. Request to extend any time limits set out in this procedure;
- vi. Any other procedural request.

## 7. Procedures and Powers of the Panel

- a. The Appeal Panel will consider the entire record, the parties' appeal, response and reply documents, and where applicable, the parties' oral statements made at the appeal hearing before coming to a decision, by majority vote.
- b. In considering their decision, the Appeal Panel will show deference to the Faculty Decision-Maker and/or Student Conduct Officer's decision, particularly with respect to the findings of facts and, accordingly, may only overturn a decision of the Faculty Decision-Maker and/or Student Conduct Officer where it was made on the basis of an error or errors that would have had a material effect on the outcome.
- c. The Appeal Panel has the power to grant an appeal, in whole or in part, only where:
  - i. the appellant establishes that the Faculty Decision-Maker and/or Student Conduct Officer incorrectly
    1. found or did not find a real and substantial link to or material effect on the learning environment;
    2. acted outside of their authority under the *Student Academic Integrity Policy* and/or the *Student Academic Misconduct Procedure*;
    3. defined the elements of a violation; and/or
    4. other similar grounds related to the application or interpretation of *Student Academic Integrity Policy* and/or *Student Academic Misconduct Procedure*.
  - ii. the appellant establishes that the findings of facts made by the Faculty Decision-Maker and/or Student Conduct Officer contain errors, such as
    1. making a finding of fact without any evidence;
    2. considering irrelevant facts;
    3. giving undue weight to certain facts;
    4. misapplying the facts to the elements of a violation in the *Student Academic Integrity Policy*; and/or
    5. other similar ground related to the facts.
  - iii. the appellant establishes that there was a breach of procedural fairness in the Faculty Decision-Maker and/or Student Conduct Officer hearing, such as

1. the appellant was not provided with the opportunity to respond to an allegation or adverse evidence;
  2. the Faculty Decision-Maker and/or Student Conduct Officer did not provide reasonable disclosure of the investigation report;
  3. the Faculty Decision-Maker and/or Student Conduct Officer was not impartial;
  4. the appellant was not provided with information about or sufficient opportunity to secure an advisor;
  5. there were significant and unjustifiable delays in the process to the extent that the fairness of the process was undermined; and/or
  6. other similar ground related to procedural fairness.
- iv. In addition to (c) above, the Appeal Panel may grant an appeal of sanction made by the student only where the appellant establishes that the Faculty Decision-Maker and/or Student Conduct Officer assigned a sanction(s) outside of a reasonable range, having regard to the nature of the violation and other relevant surrounding circumstances.

#### Decision of the Appeal Panel

- d. Where the Appeal Panel grants an appeal, they have the power to do the following:
- i. With respect to an appeal by the Faculty Decision-Maker, the Appeal Panel must remit the matter back to the Faculty Decision-Maker and/or Student Conduct Officer who made the decision or, where appropriate, a different Student Conduct Officer, to remedy the errors and issue a new decision.
  - ii. With respect to an appeal by the student, the Appeal Panel may:
    1. grant the appeal and overturn the decision;
    2. grant the appeal and remit the matter back to the Faculty Decision-Maker and/or Student Conduct Officer who made the decision or, where appropriate, a different Faculty Decision-Maker and/or Student Conduct Officer, to remedy the errors and/or issue a new decision; or
    3. substitute a different sanction.
- e. Decisions of the Faculty Decision-Maker and/or Student Conduct Officer are subject to one appeal only. Amended decisions in which errors have been remedied are not

subject to additional appeal. Where a new decision is issued, that decision may be appealed.

- f. The Appeal Panel does not have the power to overturn a consequence resulting from a failure to meet specified conduct conditions (see *Student Academic Integrity Policy*, Schedule C, “Academic Integrity Conditions”). Any appeal of academic integrity conditions must be made at the time the sanction is imposed and within the time limits set out in the *Student Academic Misconduct Appeal Procedure*. If the conduct conditions are not met, no further appeal is available when the consequence is applied.
- g. The Appeal Panel’s decision is final and is not subject to any further review or reconsideration by any University person or body.
- h. The chair of the Appeal Panel will communicate the decision to the Appeals and Compliance Coordinator, who will, as soon as possible, relay the decision to the parties and their respective advisors.
- i. The chair will normally submit the Appeal Panel’s written reasons for the decision to the Appeals and Compliance Coordinator within 15 working days of reaching the decision. Where the written reasons are delayed, the Appeals and Compliance Coordinator will give written notice to the appellant and appeal respondent.

## **8. Service of Documents**

- a. Any notices, communications, and appeal materials will be sent electronically using University accounts. See the *Electronic Communication Policy for Students and Applicants* in the *University Calendar*.
- b. On receiving the written decision, the Appeals and Compliance Coordinator will send a copy to the following individuals:
  - i. the appellant and respondent, and their respective advisors;
  - ii. the Student Conduct Officer, where the Student Conduct Officer’s decision was appealed;
  - iii. the Vice-Provost and Dean of Students;
  - iv. the Office of General Counsel; and
  - v. members on the Appeal Panel.
- c. The Appeals and Compliance Coordinator may provide a copy or excerpts of the decision to any other University unit as may be appropriate to administer the

sanction or for other authorized purposes, for example, to units including, but not limited to, the following:

- i. where a sanction is to be noted on the student’s central academic record or transcript, the Appeals and Compliance Coordinator will notify the Office of the Registrar;
- ii. where a sanction affects the student’s academic program, the Appeals and Compliance Coordinator will notify the respondent’s College or independent Faculty; and
- iii. in programs jointly offered with another institution, the Appeals and Compliance Coordinator will provide a copy of the decision to the partner institution when the violation relates to the student’s conduct at that partner institution.

## Definitions

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
<b>Procedural Fairness</b>	The elements of the process used by a decision-making body authorized by statute or policy to make a decision that affects an individual’s rights, privileges, or interests, that give effect to an individual’s right to reasonable notice of the case to meet, the opportunity to respond and the right to an impartial decision maker.
<b>Equity-informed practice</b>	Equity-informed practice: An approach to processes, procedures and service provision that centres equitable and inclusive access, aspires to barrier-free design for learning principles, and supports reasonable accommodation when access to or participation in the learning environment is limited as a result of a protected ground.
<b>Learning environment</b>	The learning environment is to be understood broadly to encompass all aspects of University life. It includes: <ul style="list-style-type: none"> <li>• physical and virtual spaces where University teaching, learning, work, research, residence, recreational and social activities take place;</li> </ul>

	<ul style="list-style-type: none"> <li>University activities, events and functions, including, but not limited to, teaching, research, studying, work, administration, meetings, public service, travel, conferences, and training; public lectures, performances, student group events, and social or sports activities.</li> </ul>
<b>Student Misconduct Appeal Panel</b>	The decision-making body authorized to hear appeals of the decision made under the <i>Academic Integrity Policy</i> .
<b>Appellant</b>	A person who appeals the decision of the Faculty Decision-Maker or the Student Conduct Officer under this procedure.
<b>Record</b>	The materials on which a decision of the Faculty Decision-Maker and/or Student Conduct Officer was based. The record includes any materials, statements, or responses provided to the Faculty Decision-Maker and/or Student Conduct Officer that were relevant to the question of whether an individual was in violation of the <i>Student Academic Integrity Policy</i> and any information or materials, statements, or responses related to the consideration of appropriate sanction(s).
<b>Appeals and Compliance Coordinator</b>	The person responsible for administration of the <i>Student Misconduct Appeal Procedure</i> .
<b>Respondent</b>	The person who responds to an appeal under this procedure.
<b>Advisor</b>	A person who assists an appellant or respondent during the appeal process. Assistance may be provided by the Office of the Student Ombuds, Student Legal Services, legal counsel or another advisor as the parties choose.
<b>Appeal Hearing</b>	The opportunity for complainants and respondents to provide or respond to information, arguments, and evidence in an appeal process. An appeal hearing can take the form of written document exchange and/or one or more oral meetings, either virtual or in-person.

<b>Central academic record</b>	A continuing record maintained by the Office of the Registrar, where all matters relating to courses, grades, and academic standing and probation are permanently recorded. Transitory notations, such as service indicators are also noted in the central academic record while they are in effect.
<b>Transcript</b>	A student's official academic record issued by the Office of the Registrar and bearing the signature of the Registrar. Information for the transcript is drawn from the central academic record. Information included on the University of Alberta transcript is found in the University Calendar.

## Related Links

### Sources of on-campus assistance

- [Office of the Dean of Students](#)
- [Office of the Student Ombuds](#)
- [Student Legal Services](#)
- [Students' Union \(SU\)](#)
- [Graduate Students' Association \(GSA\)](#)
- [l'Association des Universitaires de la Faculté Saint-Jean \(AUFSJ\)](#)
- [Augustana Students' Association](#)

### Other conduct policies

- [Discrimination, Harassment and Duty to Accommodate Policy](#)
- [Information Technology Use and Management Policy](#)
- [Practicum Intervention Policy](#)
- [Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#)
- [Residence Community Standards](#)
- [Sexual and Gender-Based Violence Policy](#)
- [Student Groups Procedure](#)

### Information

- [University Calendar](#)
- [Electronic Communication Policy for Students and Applicants](#)

If any of the links are broken, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca)

DRAFT

Original Approval Date:

Most Recent Approval:

Most Recent Editorial Date:

Parent Policy: **Student Academic Integrity Policy**

## Document 2:

### Student Academic Misconduct Procedure

<b>Office of Administrative Responsibility:</b>	Vice Provost and Dean of Students
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	This procedure applies to all University of Alberta <b>students</b> as defined in this policy.

#### Overview

As an institution of higher learning, the University adopts procedures that reflect its academic mission, that is, they aim to foster a vibrant and supportive **learning environment**, and, wherever possible, encourage rehabilitation, learning, remediation and personal accountability for students who have contravened the *Student Academic Integrity Policy*.

**Nondisciplinary accountability options** for resolution are also available, including remedial, restorative, and other facilitated processes to create space for accountability, with or without a complaint.

The **student** cycle at the University necessitates a timely way to address conduct that negatively affects the University community and the learning environment. Students engaged in a process under this policy need clarity as to outcomes and to have the matter addressed expeditiously and fairly.

#### Purpose

The purpose of this procedure is to:

- describe how any person may bring forward a potential **academic integrity** concern;
- set out the recommendations the Instructor may make to the **Dean** for addressing a potential academic integrity concern;
- describe the procedure for the Dean for addressing a potential academic integrity concern, including initiating a complaint;
- set out resources for non-disciplinary accountability options;
- describe the procedures for the **Student Conduct Officer**;
- set out the right to appeal the decision of a Dean or Student Conduct Officer to the **Student Academic Misconduct Appeal Panel**
- describe the service of documents related to the complaint.

## Responsibilities

1. Students are solely responsible for the academic integrity of all work submitted under their name in their courses, programs, and other scholarly activities.
2. **Instructors** are responsible for encouraging and promoting academic integrity education as it relates to the **course elements** in their course and identifying potential violations.
3. Deans and Student Conduct Officers are responsible for monitoring any non-disciplinary accountability agreements they arrange, and administering and monitoring any conditions or sanctions they impose.

## Procedure

### 1. Raising Academic Integrity Concerns

- a. Anyone may raise an academic integrity concern by bringing the concern to the Instructor or, where an Instructor cannot be identified, to the relevant Dean, and should do so as soon as possible after becoming aware of the concern.
- b. The Instructor may raise an academic integrity concern with a student and make any inquiries about the concern as they deem appropriate.

### 2. Instructor's Recommendations to the Dean

a. As soon as possible after becoming aware of a potential violation of the *Academic Integrity Policy*, the Instructor will provide to the Dean a detailed account of the events that transpired, a brief explanation for their recommendations and supporting documentation or other information relevant.

b. The Instructor may recommend to the Dean that the academic integrity concern be addressed through

i. non-disciplinary accountability options; or

ii. a complaint process.

c. The Instructor may also include suggestions for specific non-disciplinary or disciplinary outcomes, depending on the overall approach they have chosen to recommend. If a non-disciplinary accountability option is recommended, the Instructor should include any ways in which they would be willing to participate.

### **3. Procedures to Decide Academic Integrity Pathway**

a. Upon receiving an academic integrity concern, the Dean will consider the information and the instructor's recommendation, if any, related to the academic integrity concern.

b. As soon as possible, the Dean will

- offer the student the opportunity to provide a brief written explanation, in a timely way, for their views on whether the concern should be addressed through non-disciplinary accountability options or through a complaint;
- offer the student the opportunity to provide any information to the Dean that is relevant to the decision on how to address the concern; and
- advise the student that they may consult with and be accompanied by an **advisor** at any point during an academic integrity process and provide the student with information about on-campus assistance.

c. The Dean may also offer to meet with the student, in-person or virtually.

d. In deciding how to address the academic integrity concern, the Dean may consider

- the information and the Instructor's recommendation, if any, related to the academic integrity concern;

- the views and information provided by the student;
- the student's participation in a prior non-disciplinary accountability option and/or prior history of policy violations, if any; and
- any other relevant information.

e. While the Dean will consider the instructor's recommendation and the views of the student as to how to address the academic integrity concern, the Dean is not bound by that recommendation or those views.

#### **4. Non-Disciplinary Accountability Options**

a. Where the Dean offers to address the academic integrity concern through non-disciplinary accountability options, the Dean will, in consultation with the student, determine what actions or assignments the student will undertake in order to

- i. educate and develop the student's understanding of the harms caused by academic misconduct and the importance of academic integrity; and
- ii. develop the student's knowledge, skills and abilities to enable them to align their behaviour with the fundamental values of academic integrity.

b. The actions and assignments will be set out in writing and agreement confirmed by the Dean and the student. The actions and assignments need to be specific and measurable and a date for their completion must be specified in the agreement. These agreements should not involve the original instructor in the course without their agreement.

c. The Dean will monitor the student's performance of the actions and assignments and may, in writing, agree to extend any timelines set out in the agreement.

d. The Dean will determine whether and when the student has successfully completed the actions and assignments by the timelines in their agreement. If the student disagrees with the Dean's determinations in any of these respects, the student may, within 5 working days of the decision, apply to a Student Conduct Officer for a decision on whether or not the terms of the agreement have been met. The Student Conduct Officer's decision is final.

e. Where the Dean determines that the student has successfully completed the actions and assignments as agreed, the Dean will confirm the student's successful completion of the non-disciplinary accountability option to the student's Faculty.

f. Where the Dean determines that the student has not successfully completed the actions or assignments as agreed, and following a decision by the Student Conduct Officer on any challenge by the student under Section 4d, the Dean will refer the matter to a Faculty Decision-Maker to address the academic integrity concern through the complaint process.

g. No information gathered in the course of carrying out a non-disciplinary accountability option will be used against a student in the complaint process.

h. A Dean may consider the student's successful completion of the actions and assignments in their agreement to determine whether any subsequent allegation of an academic integrity concern should be addressed through non-disciplinary accountability options or a complaint process.

i. A Faculty Decision-Maker may consider the student's successful completion of the actions and assignment in their agreement when determining a sanction, when a complaint process is used to address a subsequent academic integrity complaint.

j. Where the student completes their educational and/or non-disciplinary accountability expectations successfully, the academic integrity concern will be considered resolved and cannot subsequently be referred for a decision under the complaint process.

## **5. Complaint Process for Faculty Decision-Makers**

a. Where the Dean decides to address the academic integrity concern through the complaint process, the Dean will assign a Faculty Decision-Maker.

b. The Faculty Decision-Maker will

i. Offer the student a **hearing** to determine whether the student agrees with or disputes the facts of the academic integrity concern as disclosed by the instructor.

ii. The offer of a hearing will include

1. The purpose of the hearing,
2. The student's right to an advisor,
3. Reasonable disclosure of relevant information related to the academic integrity concern, and
4. Choice of hearing format, for example, written document exchange, or virtual or in-person meeting.

c. If the student disputes the facts, the Faculty Decision-Maker will review the matter further by talking with the relevant parties and complete any necessary investigation to arrive at a finding,

on a balance of probabilities, as to whether the student is in violation of the *Academic Integrity Policy*.

d. Only where the Faculty Decision-Maker has found the student to be in violation, prior to imposing a sanction, the Faculty Decision-Maker will

i. check to determine if the student has previously violated the *Student Academic Integrity Policy* or is or has been involved in any voluntary accountability options.

ii. only consider the student's previous violation or involvement in a voluntary accountability option for the purpose of determining an appropriate sanction.

e. Where the Faculty Decision-Maker determines, on a balance of probabilities, that the student has violated the *Student Academic Integrity Policy*, or where the student does not dispute the facts, the Faculty Decision-Maker may impose one or more of the following sanctions as set out in Schedule B of the *Student Academic Integrity Policy*, and specify any conditions or starting dates required by the following sanctions:

- Academic Integrity Conditions
- Grade Sanctions
- Reprimand
- Rescission of Admission Offer
- Refusal to Consider Application

f. In the event that the student refuses or fails to provide a response to the academic integrity concern within a specified period of time, the Faculty Decision-Maker will make a decision, which may include one or more sanctions, taking into account the available evidence.

g. The Faculty Decision-Maker will communicate their decision in writing to the student, normally within six weeks of receiving the complaint. The decision will include:

- a finding on whether the student is in violation of the *Academic Integrity Policy*,
- the sections of Schedule A of the *Student Academic Integrity Policy*, if any, the student is found to have violated,
- which sanctions, if any, they are imposing,
- any conditions imposed as part of those sanctions,
- any recommendation to the Student Conduct Officer, where applicable,
- the reasons for the findings and sanctions,
- the student's right to appeal, and
- the appeal deadline if there is no referral to the Student Conduct Officer.

h. The Faculty Decision-Maker will refer the case to a Student Conduct Officer where the Faculty Decision-Maker seeks to apply any of the following, which are considered to be **Severe Sanctions**:

- Suspension from an Academic Program
- Expulsion
- Suspension of a Degree
- Recission of a Degree

i. In making a referral to a Student Conduct Officer, the Faculty Decision-Maker will forward their decision, all relevant information and submissions collected or received by them and reasons for their recommendation of the above sanctions to the Student Conduct Officer.

## 6. Complaint Process for Student Conduct Officers

a. After receiving a recommendation from a Dean, the Student Conduct Officer will offer the student a hearing. The offer of a hearing will include:

- i. The purpose of the hearing,
- ii. The student's right to an advisor,
- iii. A description of the recommended sanction(s) and their implications, and
- iv. Reasonable disclosure of any information forwarded in support of the Faculty Decision-Maker's recommended sanctions and the reasons for the recommendation.

b. Where the student accepts the facts as laid out in the Faculty Decision-Maker's decision, the Faculty Decision-Maker's decision is confirmed and the student may make written or oral submissions about the recommended sanction(s) and their impact.

c. Where the student contests facts as laid out in the Faculty Decision-Maker's decision or the Faculty Decision-Maker's interpretation of the facts, the student may provide the Student Conduct Officer with a written or oral response to the Faculty Decision-Maker's decision along with any relevant information or supporting documents.

- i. The Student Conduct Officer may, at their discretion, engage in further investigation as necessary.
- ii. When the Student Conduct Officer is satisfied they have access to all of the available evidence, they will determine, on a balance of probabilities, whether the student was in violation of the *Academic Integrity Policy* ("Violation") or the violation was not established ("No Violation").

f. If a student declines the hearing, either directly or through missing a reasonable deadline for the hearing, the Student Conduct Officer will confirm the Faculty Decision-Maker's decision and proceed to a consideration of the recommended sanction(s).

g. Where the Faculty Decision-Maker's decision is confirmed, the Student Conduct Officer will determine sanctions, if any, from the list in Appendix B of the *Student Academic Integrity Policy*. The Student Conduct Officer will take into account:

- i. the recommendation of the Faculty Decision-Maker,
- ii. what they learned from the student,
- iii. the available supporting information, and
- iv. other relevant factors, including applicable prior conduct history.

h. The Student Conduct Officer will specify any starting dates, conditions or other details required for the sanctions imposed.

i. Any sanctions imposed by the Faculty Decision-Maker will stand unless the Student Conduct Officer finds that the student was not in violation of the *Academic Integrity Policy*.

- i. Where the Student Conduct Officer finds no violation, the earlier decision by the Faculty Decision-Maker will be set aside and, where applicable, the course element will be marked and factored into the student's final grade.

j. The Student Conduct Officer will communicate their decision in writing to the student, normally within six weeks of receiving the referral. The decision will include:

- whether the Faculty Decision-Maker's decision is confirmed or set aside,
- The sections of Schedule A of the *Student Academic Integrity Policy*, if any, the student is found to have violated,
- an overview of the evidence and arguments considered,
- information, including any history of related violations, that may have been influential in determining the appropriateness of the sanction(s),
- any sanctions imposed,
- any conditions imposed as part of those sanctions,
- the reasons for the findings and sanctions,
- information regarding deadlines and procedures for appeal, and
- a list of on-campus assistance.

k. Where the Student Conduct Officer is not able to provide the written decision within the timeline noted above, the Student Conduct Officer will give the student and the Faculty Decision-Maker written notice of the anticipated timeline for the decision.

l. The Student Conduct Officer's decision is subject to appeal by both the student and the Faculty Decision-Maker, as set out in the *Student Academic Misconduct Appeal Procedure*.

j. The Student Conduct Officer's decision is final and takes effect immediately, subject to an appeal under the *Student Academic Misconduct Appeal Procedure*.

## 8. Complaint Service and Notice

a. The Faculty Decision-Maker and, if applicable, the Student Conduct Officer will send their decision electronically to the

- i. student,
- ii. instructor who raised the academic integrity concern,
- iii. Dean of the College and/or Faculty in which the student is registered,
- iv. if applicable, student's advisor and Graduate Coordinator, and
- v. Appeals and Compliance Coordinator.

b. In addition, the Student Conduct Officer will provide a copy of the decision for information to the:

- i. Faculty Decision-Maker who referred the matter to the Student Conduct Officer,
- ii. Office of General Counsel, and
- iii. Vice Provost and Dean of Students.

c. All decisions will be communicated using university accounts. See the *Electronic Communication Policy* for Students and Applicants in the *University Calendar*. Where a student's advisor does not have a university account, the student may forward the decision to their advisor.

d. The Faculty Decision-Maker and/or Student Conduct Officer may also provide a copy or excerpts of the decision to any other University of Alberta unit as may be appropriate to administer the sanction or for other authorized purposes, for example, to units including, but not limited to, the following:

- i. The Office of the Registrar where a sanction is to be noted on the student's central academic record or transcript,
- ii. The partner institution for programs jointly offered with that partner institution, when the violation relates to the student's conduct at that partner institution.

## 11. Records

Records of sanctions (disciplinary records) will be kept in accordance with the applicable records retention procedures. Any record of completed expectations as laid out in a non-disciplinary accountability option will be expunged upon completion of the student's academic program or upon the normal date of file destruction, whichever comes first.

## Definitions

<p>Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.</p>	
<p><b>Academic integrity</b></p>	<p>Academic integrity refers to the expectations that every member of an academic community will conduct their studies, research, and teaching with the highest expectations of ethical conduct. The International Center for Academic Integrity, through their fundamental values project, defined six values that are foundational to every academic community: honesty, trust, fairness, respect, responsibility, and courage. Those values should be kept in mind while reading this policy.</p> <p><a href="https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf">https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf</a></p> <p>When a student engages in academic misconduct and, therefore, fails to uphold the values of academic integrity, the student's merit, contribution to or the value of the student's work is distorted. This may confer an unfair academic advantage on that student that is unavailable to other students doing that same work honestly and in accordance with the values of academic integrity.</p>
<p><b>Advisor</b></p>	<p>A person who assists a complainant or respondent during the disciplinary process. Assistance may be provided by the Office of the Student Ombuds, Student Legal Services, legal counsel or another advisor chosen by the respondent.</p>
<p><b>Dean</b></p>	<p>"Dean" means</p> <ul style="list-style-type: none"> <li>● the Dean of the Faculty, or their delegate, in which a course is offered when the allegation of academic misconduct occurs in a course element, or</li> <li>● the Dean of the Faculty, or their delegate, to which an applicant has applied, for application-related offences, or</li> <li>● the Dean of the Faculty, or their delegate, in which the student is enrolled, in all other cases</li> <li>● The Registrar or their delegate where a student is enrolled in Open Studies.</li> </ul>

<b>Faculty Decision-Maker</b>	The individual the Dean has delegated to hear and decide an academic integrity complaint.
<b>Instructor</b>	An individual who is responsible for the administration of a University course or program of study, including but not limited to: the individual who taught the course, a course coordinator, a lab instructor, course captain, graduate supervisor, or supervisory committee chair. "Instructor" should be interpreted broadly to include any individual responsible for the assessment of student academic performance in a course or program of study.
<b>Learning environment</b>	The learning environment is to be understood broadly to encompass all aspects of University life. It includes: • physical and virtual spaces where University teaching, learning, work, research, residence, recreational and social activities take place; • University activities, events and functions, including, but not limited to, teaching, research, studying, work, administration, meetings, public service, travel, conferences, and training; public lectures, performances, student group events, and social or sports activities.
<b>Non-disciplinary accountability options</b>	Collaborative facilitated processes to explore personal accountability options outside of a complaint. Designed to assist a person in identifying and ameliorating negative consequences of their behaviour, non-disciplinary accountability options are intended to be flexible and creative, and may include, but are not limited to: restorative practices, transformative justice, culturally-specific and appropriate practices, peacemaking circles, as well as educational and other voluntary facilitated resolution options.
<b>Severe Sanctions</b>	Sanctions which directly affect a student's participation in their academic program or which affect the student's degree, including: Suspension from an academic program, Expulsion from the university, Suspension of a degree, and Rescission of a degree.

<p><b>Student</b></p>	<p>A person who is or has been registered as a student at the University whether or not for credit and includes current Undergraduate and Graduate Students, postgraduate learners, former Students, and graduates who have received a Degree, diploma or certificate from the University.</p> <p>A person ceases to be an applicant, and becomes a student when they register for courses and the registration deadline, as published in the <i>Calendar</i>, has passed. Application-related offences discovered after the person becomes a student will be addressed under the <i>Student Academic Integrity Policy</i> or <i>Student Conduct Policy</i>.</p>
<p><b>Student Misconduct Appeal Panel</b></p>	<p>The decision-making body authorized to hear appeals of the decisions of the Dean or the Student Conduct Officer.</p>
<p><b>Student Conduct Officer</b></p>	<p>The person responsible for making a decision on Faculty Decision-Maker recommendations for severe sanctions under the <i>Academic Integrity Policy</i>.</p>
<p><b>Hearing</b></p>	<p>The opportunity for a student to provide or respond to information, arguments, and evidence in a complaint process. A hearing can take the form of written document exchange and/or one or more oral meetings, either virtual or in-person, between the decision maker and each of the parties and witnesses.</p>

## Related Links

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If any of the links are broken, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca)

**Original Approval Date:**

**Most Recent Approval:**

**Most Recent Editorial Date:**

## Document 1:

### Student Academic Integrity Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic)
<b>Office of Administrative Responsibility:</b>	Vice Provost and Dean of Students
<b>Approver:</b>	General Faculties Council Board of Governors
<b>Scope:</b>	Compliance with this university policy extends to all University of Alberta <b>students</b> as defined in this policy.

#### Overview

The value and integrity of University of Alberta **academic credentials**, as well as research and other scholarly and professional activities, rests on academic integrity (that is, honesty, trust, fairness, respect, responsibility and courage) in every aspect of academic and scholarly activities. The university is defined by tradition as a community of people dedicated to the advancement of knowledge, and as a place where there is freedom to teach, engage in research, create, learn, study, speak, associate, write and publish. In addition to these freedoms, the enduring value of university life, the degrees and other credentials the university confers, and the university's reputation for academic and scholarly excellence depend upon trusted teaching and research relationships and, therefore, upon the honesty and integrity of those engaged in **academic and scholarly activities**.

People with diverse interests and cultures from all over the world and from all walks of life are part of the University of Alberta community and learning environment. The university is a shared space for diverse scholarship, research, and learning communities. The university's faculty, staff, and students live, work, explore, teach, and learn alongside each other; those differences are part of the backbone of the institution that gives it strength and supports its central mission. What each individual does affects the other members of our community and everyone must be prepared to be accountable for their actions.

This policy describes academic supports that enable **students** to achieve academic success in alignment with the fundamental values of **academic integrity**. In addition, this policy provides alternatives to a disciplinary response where students take responsibility for their academic misconduct and hold themselves accountable to the community by participating in **non-disciplinary accountability options**. Where non-disciplinary accountability options are not appropriate, this policy provides a complaint process to impose disciplinary sanctions on students for their academic misconduct.

## Purpose

The purpose of this policy is to:

- set out the conditions under which this policy applies;
- set out the principles that will guide the interpretation and application of this policy;
- situate the academic integrity process in relation to concurrent external and internal proceedings;
- identify on-campus academic resources for students;
- identify behaviours which are unacceptable and constitute academic misconduct;
- provide for non-disciplinary accountability options in appropriate cases;
- outline some aspects of the complaint process such as the applicable standard of proof and acceptable forms of evidence;
- authorize and set out the principles that will guide the application of sanctions for academic misconduct that has been found to have occurred;
- provide clarity on privacy, disclosure and confidentiality;
- stipulate required training for those who administer academic integrity processes;

- articulate the delegated authority under the *Alberta Post Secondary Learning Act (PSLA)* to discipline students for academic misconduct, subject to an appeal to the Board of Governors;
- provide for periodic review of, and amendments to, this policy and its related procedures; and
- provide definitions which apply to this policy and its related procedures.

## Policy

### 1. Application

a. This policy applies to all alleged academic misconduct by a student or students by any means whatsoever (including virtual or online), that has a real and substantial link to university academic and scholarly activities and/or a material effect on the university's **academic reputation**.

b. The determination of whether any academic misconduct has a real and substantial link or material effect may be made by a **Dean** or any individual or body who has been delegated the authority to investigate or make decisions under this policy and its associated procedures.

### 2. Guiding Principles

This policy and its associated procedures are guided by, and will be interpreted and applied by reference to the following principles:

a. The university is responsible for taking reasonable steps to maintain academic integrity and protect the integrity and value of the University of Alberta degrees and other accreditations, its academic mission, and its reputation for excellence in scholarship and research. Wherever possible, the university should provide both general and program specific educational materials and opportunities to help students learn their individual responsibilities.

b. All members of the university community are entitled to a fair, vibrant and supportive **learning environment**. Students are expected to conduct themselves with honesty, fairness, trust, respect, responsibility and courage, aligning their behaviour with the fundamental values of academic integrity as described by the International Center for Academic Integrity.

c. The university will create a supportive space for students to be accountable, for example by undertaking skill-building and remedial activities to correct their behaviour, taking steps to align future conduct with the principles of academic integrity, and/or repairing harm resulting from their academic misconduct. Where appropriate, Deans and those involved in addressing

academic misconduct are encouraged to explore **non-disciplinary accountability options**, including remedial, restorative, transformative, or other voluntary facilitated resolution options.

d. The student life cycle at the university requires that academic misconduct be addressed fairly and in a timely way.

e. Students who are the subject of a complaint are entitled to an appropriate level of procedural fairness. Respondents under this policy have the right to:

- i. an impartial and unbiased decision-maker;
- ii. have their case addressed or decided within a reasonable time;
- iii. timely communication;
- iv. be accompanied by an **advisor** throughout their participation in any investigation, meeting, **hearing**, or other aspect of the Student Academic Misconduct or Student Academic Misconduct Appeal Procedures, and to be advised of these rights;
- v. reasonable disclosure of the allegations in the complaint;
- vi. reasonable opportunity to respond to the allegations in the complaint;
- vii. reasonable notice of the time, place, and nature of any hearing;
- viii. an opportunity to respond to or explain any evidence that does not support their accounts of events;
- ix. provide evidence and suggest witnesses or lines of inquiry;
- x. be provided with written reasons for any decision made under this policy; and
- xi. where applicable, be **reasonably accommodated** under the *Discrimination, Harassment and Duty to Accommodate Policy* to ensure equitable access to the complaint process.

### 3. On Campus Academic Resources for Students

The [name of info doc - to be developed] describes the academic supports and resources available to assist students in aligning their academic success with the fundamental values of academic integrity.

### 4. Concurrent proceedings

### External proceedings

a. This policy and its associated procedures are independent of any external professional regulatory or other proceedings. Any aspect of the complaint process under this policy or its associated procedure may occur concurrently with, prior to, or following any such professional regulatory or other proceeding. In this regard,

i. The university is responsible for determining whether a student has violated this policy and is not responsible for determining violations of professional, regulatory or other proceedings.

ii. Where an incident is also being addressed by another body or authority, the university may, in its sole discretion, proceed with or suspend any aspect of the complaint process under this policy or its associated procedures.

### Internal proceedings

b. The conduct underlying an alleged violation of this policy may also provide the basis for a violation of another university policy including, but not limited to, the

i. *Student Conduct Policy* where, for example, there is an allegation of theft of resources to facilitate cheating. In such cases, the procedure set out in the *Student Misconduct Complaint Procedure* will apply.

ii. *Practicum Intervention Policy* where, for example, there is an allegation of misrepresentation of facts in the context of a practicum. In such cases, the procedures set out in the *Practicum Intervention Policy* will apply.

iii. *Information Technology Use and Management Policy* where, for example, there is an allegation of misuse of university IT resources involved in an academic integrity violation. In such cases, the academic integrity violation will be addressed under the *Student Academic Misconduct Procedure* and, independently, under the *IT Use and Management Policy*.

iv. *Research and Scholarship Integrity Policy* where, for example, there is an allegation of plagiarism on a published article.

v. In any other case, the offices of administrative responsibility for the *Academic Integrity Misconduct Procedure* and the other relevant policy or procedure shall jointly and in a timely manner determine whether it would be appropriate to apply

- only one of the procedures to address the student's conduct, or
- both procedures

#### **4. Academic Misconduct**

The conduct listed in Schedule A is prohibited and constitutes academic misconduct for which a complaint may be made under this policy.

The Dean has sole discretion to determine whether reports of academic misconduct will be addressed through non-disciplinary accountability options or through the complaint process. The Dean's decision is final and binding.

#### **5. Non-disciplinary Accountability Options**

a. Where non-disciplinary accountability options are determined to be appropriate, their aim is similar to the aim of sanctions set out in 7b below, but in addition, their aims in general are to:

- i. educate and develop the student's understanding of the harms caused by academic misconduct and the importance of academic integrity;
- ii. provide them with skill-building resources to enable them to align their behaviour with the fundamental values of academic integrity;
- ii. create a safer space for students to accept responsibility and be accountable for their academic misconduct and to provide redress to the community affected by the harm resulting from their academic misconduct.

#### **6. Complaints**

The following applies to complaints.

##### Assistance for Students

a. The Office of the Dean of Students, Office of the Student Ombuds, and Student Legal Services are available on-campus to provide assistance to students involved in processes associated with this policy.

##### Standard of Proof

b. All determinations that a violation of this policy has been established will be made on a balance of probabilities standard.

##### Evidence

c. The academic integrity process is not bound by the same rules of evidence as would apply in a court of law such as the *Alberta Evidence Act* or the law of evidence applicable to judicial proceedings. Decision makers under this policy and associated procedures can accept and consider any credible information that is relevant to the complaint including, for example, hearsay evidence.

### Participation in Complaint Process

d. Students alleged to have engaged in academic misconduct are not obligated or required to participate in a complaint process. However, where they choose not to participate and decline to provide information, they may be prohibited from later attempting to provide that information or evidence to university decision-makers under the *Student Academic Misconduct Procedure* and the *Student Academic Misconduct Appeal Procedure*.

## **7. Sanctions**

a. The university imposes disciplinary sanctions on students when it has been established through the complaint process that they have violated this policy.

b. The aim of sanctions in general is to:

- i. protect the value and integrity of academic credentials, as well as the university's academic mission and reputation for excellence in scholarship and research;
- ii. foster a safe, supportive and vibrant learning environment;
- iii. promote accountability to individuals and the community; and/or
- iv. rehabilitate the respondent, where possible.

c. Sanctions are meant to be proportionate based on the nature of the violation and the desire to accomplish the above aims through the least restrictive means. When considering sanction(s), a decision-maker can take into account any relevant factors.

d. Sanction descriptions and their impact are detailed in Schedule B. Available sanctions include:

- Academic integrity conditions
- Grade reduction, grade of F or NC in a course
- Refusal to consider current and/or future applications
- Reprimand
- Rescission of an admission offer
- Suspension from academic program
- Expulsion

- Suspension of a degree
- Rescission of a degree

## **7. Privacy and Personal Information**

a. Any use and disclosure of personal information contemplated in this policy and the related procedures will be in accordance with the *Freedom of Information and Protection of Privacy Act* of Alberta.

b. Privacy and the protection of personal information are essential for creating a safe space for students to be accountable and provide redress for the harm resulting from their academic misconduct and to be able to respond to allegations. The university will protect the privacy of a respondent to a complaint; however, it is important to note that there may be limits to the university's ability to do so, when:

- i. there is a risk of harm to self or others;
- ii. as necessary to administer an investigation, hearings, sanctions or other elements of the student academic integrity process; or
- iii. reporting or action is required or authorized by law, including but not limited to the *Freedom of Information and Protection of Privacy Act* of Alberta

c. In such cases, the use or disclosure of information will be limited to that which is reasonably necessary and only to those with a need to know. The extent to which the university can maintain the privacy of a respondent to a complaint will be determined on a case-by-case basis. The university will endeavour to inform respondents of the limits of protection of personal privacy and confidentiality.

## **8. Confidentiality of the Academic Misconduct Process**

a. University employees will only use or disclose personal information that they learn solely as a result of administering or participating in the academic integrity process in accordance with section 7 above. Contact the Information and Privacy Office for guidance about confidentiality and privacy.

b. Parties and witnesses should not make public another individual's personal information that they learn solely through any university process such as a complaint, investigation, hearing, or non-disciplinary accountability options and should refrain from:

- i. posting another individual's personal information on social media or online,
- ii. distributing confidential university documents in whole or in part,

iii. sharing another individual's personal information with individuals outside of their immediate circle of support, and

iv. prompting or eliciting others to disclose another individual's personal information.

c. The university does not prohibit parties and witnesses from speaking about their own experiences, including, but not limited to, seeking support for rehabilitation. However, when disclosing another individual's personal information within their immediate circle of support, the party or witness is also responsible for communicating the need to keep the information confidential.

d. In any event, inappropriate disclosure of another individual's personal information may affect the integrity of a university process, breach another individual's privacy rights, and/or bring about other legal risks for the individual who breaches another individual's privacy rights.

## **9. Required Training**

a. All individuals involved in administering, advising on or adjudicating academic integrity complaints will be required to have appropriate training as outlined in the *Academic Integrity Training Information Document* which will include training in procedural fairness and training to recognize and mitigate biases in processes and decision-making, and other relevant topics.

b. Members of the Appeal Panel will additionally be trained in the standard of review applicable on appeals.

## **10. Delegation**

Section 31 of the *Post-Secondary Learning Act* (PSLA) gives General Faculties Council (GFC) general supervision of student affairs including authority over student discipline. The GFC may, subject to an appeal to the Board, discipline students. In addition to this authority over student discipline, the GFC may, under the PSLA, delegate its power to discipline students.

Under this authority, the GFC has adopted and approved this *Student Academic Integrity Policy* and the associated procedures and has delegated the functions in the student academic integrity conduct process to the persons identified in this policy and the *Student Academic Misconduct Procedure*.

As noted, GFC's authority to discipline students is "subject to a right of appeal to the board". To fulfil this appeal function, the Board has adopted and approved the *Student Academic Misconduct Appeal Procedure*, and has delegated the functions in the appeal processes to the persons identified in the *Student Academic Misconduct Appeal Procedure*.

## **11. Review and Amendments**

a. This policy will be reviewed from time to time as necessary, but at a minimum every five years. Amendments to the *Student Academic Integrity Policy* and *Student Academic Misconduct Procedure* proceed as follows:

i. The Student Conduct Policy Committee (SCPC) decides which amendments are editorial.

ii. On delegated authority from GFC, the SCPC will approve all editorial amendments to this policy and the *Student Academic Misconduct Procedure*.

ii. Where the SCPC deems amendments to this policy and the *Student Academic Misconduct Procedure* to be substantive, the SCPC will forward the amendments to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC.

iv. GFC has final authority on amendments to this policy and the *Student Academic Misconduct Procedure*, except where they pertain to the Board's authority as described in section 10 above.

b. Amendments to the *Student Academic Misconduct Appeal Procedure*:

i. The GFC Executive Committee will approve editorial amendments to the *Student Academic Misconduct Appeal Procedure*.

ii. All substantive changes to the *Student Academic Misconduct Appeal Procedure* will proceed to the BLRSEC, which will decide whether or not it can act on behalf of the Board of Governors.

## SCHEDULE A - ACADEMIC MISCONDUCT

### 1. Plagiarism

Representing the words, ideas, images, data or other analogous work of another individual or other source as the student's own

- a. in any **course element** in a course or program of study, or
- b. in any other academic and/or scholarly activity.

### 2. Examination Cheating

In an examination, test, quiz or other similar assessment activity that takes place in a testing environment (including proctored or non-proctored, in-person or online assessment activities):

- a. obtaining or attempting to obtain information from another student or other unauthorized source,
- b. giving or attempting to give information to another student, or
- c. using, or attempting to use or possessing for the purposes of use any unauthorized material or device.
- d. Representing or attempting to represent oneself as another, or attempting to have oneself represented by another in an examination, test, quiz or other scholarly activity.

### 3. Contract Cheating

Using a service, company, website, or application to

- a. complete, in whole or in part, any course element, or any other academic and/or scholarly activity, which the student is required to complete on their own; or
- b. commit any other violation of this policy.

This includes misuse, for academic advantage, of sites or tools, including artificial intelligence applications, translation software or sites, and tutorial services, which claim to support student collaborative learning.

### 4. Unauthorized Collaboration

**Collaborating with others on course elements intended to be completed independently, contrary to the express instructions of the instructor, in order to gain unfair academic advantage. This should not be interpreted as precluding authorized collaboration or cooperation designed to help the student develop or enhance skills to create their own work or to gain insight into potential problems they may need to address. Examples of unauthorized collaboration include, but are not limited to:**

- a. Submitting any assignment as the student's own work

- i. which contains material generated by anyone other than the student named on the assignment, and
    - ii. without acknowledgement and the express permission of the instructor.
  - b. Representing another's substantial editorial or compositional assistance on a course element, or any other academic or scholarly activity, as one's own work, to the extent that the work could not have been generated by the student independently but for the assistance.
  - c. Advising, encouraging or knowingly aiding or assisting another person, directly or indirectly, to commit any violation under this policy.
- 5. **Misrepresentation**
  - a. Misrepresenting pertinent facts to any member of the university community for the purpose of obtaining unfair academic advantage.
  - b. Including in any course element or scholarly activity a statement of fact the student knows to be false, a reference to a source the student knows to contain fabricated claims (unless acknowledged by the student), or a fabricated reference to a source in any academic submission for assessment or credit.
  - c. Failing to provide pertinent information on an application for admission.
  - d. Misrepresenting or falsifying academic credentials, or altering an official university certification document or transcript for use in external applications including but not limited to, jobs, grants, co-op, placements, and other professional activities.
- 6. **Unauthorized Resubmission**

Submitting in any course or program of study, without the written approval of the course Instructor, all or a substantial portion of any course element which has previously been submitted for credit in another course. or which has been or is being submitted by the student in another course or program of study in the university or elsewhere.
- 7. **Misuse of Confidential Materials**
  - a. Gaining access to, distributing, or receiving any confidential academic material such as pending examinations, laboratory results or the contents thereof from any source without prior and express consent of the instructor.
  - b. Selling, distributing or sharing course materials not owned by the student, such as lecture materials, handouts, assignment or exam questions, slide presentations and other similar materials.
- 8. **Research and Scholarship Misconduct**

Committing a violation of the *Research and Scholarship Integrity Policy*.

## SCHEDULE B - SANCTION DESCRIPTIONS AND IMPACT

### 1. Academic Integrity Conditions

- a. Academic integrity conditions are specific conditions or restrictions for a time not to exceed the duration of the respondent's program, that may include the following:
  - i. not to commit any further violations during the term of the conduct conditions;
  - ii. to complete a relevant reflection assignment;
  - iii. to write a letter of apology;
  - iv. to complete an academic integrity workshop or other scholarly activity for intellectual development;
  - v. to meet such other reasonable conditions considered desirable for protecting the integrity and value of the University of Alberta degree or other accreditations.
- b. Academic integrity conditions will specify who has the responsibility to ensure compliance with the terms and to certify, when and as necessary, that the conditions have been met to a reasonable standard of performance, or have been breached.
- c. The sanction of academic integrity conditions will specify a secondary sanction to be imposed should the respondent not meet the conditions specified. Any appeal of the academic integrity conditions must be made at the time the initial sanction is imposed and within the time limits set out in the *Student Academic Misconduct Appeal Procedure*. If the conditions are not met, no further appeal is available when the specified additional sanction is imposed.
- d. The details of any academic integrity conditions will be kept in the student's discipline file according to the established record retention schedule.
- e. Any subsequent conduct that constitutes a breach of the prescribed conduct conditions during the defined period may lead to additional proceedings under this policy.

### 2. Grade Reductions

- a. Marks for an assessment(s) or the grade for a course may be reduced as a sanction for Academic Misconduct. The final grade may or may not be accompanied by a transcript notation indicating Inappropriate Academic

Behaviour. The student's grade in the course or grade point average (GPA) may, as a consequence, be substantially reduced.

- b. A grade of F for graded courses or NC for non-graded courses may be assigned as a sanction for Inappropriate Academic Behaviour. The grade may or may not be accompanied by a remark, indicating Inappropriate Academic Behaviour.
- c. Grade reductions and a grade of F resulting from discipline decisions will be calculated into the student's GPA. Mark reductions, reductions in final course grades and a grade of F may result in a student being required to withdraw from their program.
- d. The transcript notation indicating Inappropriate Academic Behaviour will remain on the student's transcript for a period of 2 years from the end date of the term for the relevant course. After that time, the notation is removed. The following notations apply:
  - i. '8' for undergraduate students, or for graduate students where the resulting grade is a passing grade
  - ii. '9' for graduate students where the resulting grade is a failing grade
- e. Any documentation relating to grade changes resulting from a sanction under this policy may be retained in the academic file.

### 3. Refusal to Consider Applications

- a. The university may refuse to consider applications for admission to the university for a specified time period or indefinitely.
- b. Where a sanction of refusal to consider applications has been imposed, it will be noted as a **negative service indicator** on the student's **central academic record** until the sanction expires.
- c. The respondent may, after no less than five years have elapsed, petition to the **Provost** to be reconsidered for admission. The petition must include a description, with supporting evidence, of how circumstances have changed since the original decision was made. On receiving the request, the Provost will consult with the Student Conduct Officer and the Registrar's Office. The decision is final and not subject to appeal.

### 4. Reprimand

- a. A reprimand is a disciplinary record that a respondent has been found responsible for a policy violation. It is noted in the student's discipline file, according to the established record retention schedule.

## 5. Rescission of Admission Offer

- a. Rescission of any current offer of admission received by the applicant, whether conditional or final, and cancellation of any registration. This sanction may only be imposed for application-related offences.

## 6. Suspension from Academic Program

- a. Suspension is a complete withdrawal from the university, the respondent's program in the university, and all university activities for a specified period of time, to a maximum of three years.
- b. Suspension will be noted on the respondent's central academic record, transcript, and in the respondent's academic file held by the faculty in which the student is enrolled during the period of the suspension. At the discretion of the Student Conduct Officer, the suspension may be noted on the transcript for a further period of up to three years after the end of the suspension.
- c. The respondent will receive credit for any course passed before the effective date of the suspension.
- d. Withdrawals resulting from a decision of suspension will show as grades of "W" on the respondent's transcript and will remain part of the central academic record.
- e. A respondent will be withdrawn from all courses as of the date of a suspension; the fee refund dates outlined in the *University Calendar* will apply.
- f. A respondent who has been suspended for less than 12 months will be permitted to re-enroll in the program from which they were suspended provided they have not been required to withdraw in accordance with the Faculty's published Academic Standing regulations.
- g. If the suspension is for 12 months or more, the respondent must apply for readmission to the university. Refer to the *University Calendar* for more information on admission and readmission.
- h. Any course work completed at any institution during the period of suspension will not be accepted as credit towards an individual's degree or other accreditation, or for admission to a program, or other certification at this university.

## 7. Expulsion

- a. Expulsion is a complete withdrawal from the university for an indefinite period of time.

- b. Expulsion will be noted in the respondent's academic file in the Faculty in which they are registered, as a negative service indicator in the student's central academic record and on the student's transcript in perpetuity.
- c. The respondent will receive credit for any course passed before the effective date of the expulsion. Withdrawals resulting from a decision of expulsion will show as grades of "W" on the respondent's transcript and will remain part of their central academic record.
- d. A respondent will be withdrawn from all courses as of the date of expulsion; the fee refund dates outlined in the *University Calendar* will apply.
- e. The respondent may, after no less than four years have elapsed, petition the Provost to be readmitted. The petition must include a description, with supporting evidence, of how circumstances have changed since the decision expelling the student was made. On receiving the request, the Provost will consult with the Student Conduct Officer and the Faculty/College from which the respondent was expelled. The decision is final and not subject to appeal.
- f. Any course work completed at any institution during the period of expulsion will not be accepted as credit towards a student's degree or other accreditation, or for admission to a program, or any other certification at the University of Alberta.

## **8. Suspension of a Degree**

- a. Upon suspension of a degree the original award of a degree will be removed from the student's central academic record and the transcript will show that the degree has been suspended until the student meets the requirements of the university to clear the suspension.
- b. If at the end of the time specified by a discipline decision, the student has met the requirements of the Student Conduct Officer or the Student Academic Misconduct Appeal Panel to clear the suspension, the original award will be restored to the student's central academic record with the original date. The record of the suspension will be removed from the transcript.
- c. If, at the end of the time specified in a discipline decision, the student has not met the requirements of the Student Conduct Officer or the Student Academic Misconduct Appeal Panel to clear the suspension, the record of the suspension of the degree will not be removed. The original award will remain perpetually deleted from the student's central academic record.
- d. The Student Conduct Officer or the Student Academic Misconduct Appeal Panel may recommend to the Provost that the university publish notification of the

suspension of a degree. In the case of a professional degree, this would include notification to the appropriate professional body. The decision of the Provost respecting this recommendation shall be deferred until any appeal is heard and decided. The decision of the Provost is final and binding.

## **9. Rescission of a Degree**

- a. Rescission of a degree means that the original award of a degree will be perpetually deleted from the student's central academic record. The student's transcript will indicate that the degree has been rescinded.
- b. The Student Conduct Officer may recommend to the Provost that the university publish notification of the rescission of the degree. In the case of a professional degree, this would include notification to the appropriate professional body. The Provost's decision to act on this recommendation shall be deferred until an appeal is heard and decided.

## Definitions

<p>Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.</p>	
<p><b>Academic and scholarly activities</b></p>	<p>Includes, but is not limited to, course elements, conferences, presentations, publications, research, training, field work, or any other activity that is part of the academic mission of the university.</p>
<p><b>Academic credentials</b></p>	<p>Any University of Alberta certification of completion and/or proficiency, including but not limited to: degrees, diplomas, certificates, badges, credits and any other form of accreditation granted by the university.</p>
<p><b>Academic File</b></p>	<p>The file detailing a Student's academic progress held in the office of the Faculty in which the Student is enrolled and, for graduate students, in the office of the Department (or in non-departmentalized Faculties, the Faculty) responsible for delivery of the graduate program.</p>
<p><b>Academic integrity</b></p>	<p>Academic integrity refers to the expectations that every member of an academic community will conduct their studies, research, and teaching with the highest standards of ethical conduct. The International Center for Academic Integrity, through their fundamental values project, defined six values that are foundational to all academic work: honesty, trust, fairness, respect, responsibility, and courage. Those values should be kept in mind while reading this policy.</p> <p><a href="https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf">https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf</a></p> <p>When a student engages in academic misconduct and, therefore, fails to uphold the values of academic integrity, the merit, contribution to, or the value of the student's work is distorted. This may confer an unfair academic advantage on that student that is unavailable to other students doing that same work honestly and in accordance with the values of academic integrity.</p>
<p><b>Academic misconduct</b></p>	<p>Prohibited conduct as set out in Schedule A of the <i>Student Academic Integrity Policy</i>.</p>

<b>Advisor</b>	An individual who assists a respondent during the disciplinary process. Assistance may be provided by the Office of the Student Ombuds, Student Legal Services, legal counsel or another advisor chosen by the respondent.
<b>Application-related misconduct</b>	Misconduct committed by a student while applying to enter a program. The prohibited conduct outlined in the <i>Code of Applicant Behaviour</i> .
<b>Balance of probabilities</b>	The standard of proof required to find a violation of this policy. This standard requires that it is more likely than not, based on the available evidence, that the respondent was in violation of this policy.
<b>Central academic record</b>	A continuing record maintained by the Office of the Registrar, where all matters relating to courses, grades, and academic standing and probation are permanently recorded. Transitory notations, such as service indicators are also noted in the central academic record while they are in effect.
<b>Course element</b>	Any activity or work product submitted for evaluation in a course or program of study including, but not limited to, written or oral exams, quizzes, assignments, presentations, papers, practicums, theses, dissertations, and labs.
<b>Dean</b>	<p>“Dean” means</p> <ul style="list-style-type: none"> <li>• the Dean of the Faculty, or their delegate, in which a course is offered when the allegation of academic misconduct occurs in a course element, or</li> <li>• the Dean of the Faculty, or their delegate, to which a student applied or has applied, for application-related offences, or</li> <li>• the Dean of the Faculty, or their delegate, in which the student is enrolled, in all other cases</li> <li>• The Registrar or their delegate where a student is enrolled in Open Studies</li> </ul>
<b>Discipline File</b>	The file containing the disciplinary proceedings undertaken in relation to a Student, including but not limited to, the charges laid, the evidence collected, any non-adjudicative or educational agreements and their outcomes, and the findings, if any, of the

	<p>decision-maker. Discipline Files are held electronically and are added to as cases progress through the process described in the Student Academic Misconduct Procedure and the Student Academic Misconduct Appeal Procedure. Discipline Files held by Faculty and Department offices must be kept separate from Academic Files, but in cases where a Student has been found to have committed an offence of Inappropriate Academic Behaviour, a copy of the final decision may be kept with the Student's Academic File.</p>
<b>Hearing</b>	<p>The opportunity for students to provide or respond to information, arguments, and evidence in a complaint process. A hearing can take the form of written document exchange and/or one or more oral meetings, either virtual or in-person, with the decision maker.</p>
<b>Instructor</b>	<p>An individual who is responsible for the administration of a University course or program of study, including but not limited to: the individual who taught the course, a course coordinator, a lab instructor, course captain, graduate supervisor, or supervisory committee chair. "Instructor" should be interpreted broadly to include any individual responsible for the assessment of student academic performance in a course or program of study.</p>
<b>Learning environment</b>	<p>The learning environment is to be understood broadly to encompass all aspects of university life. It includes:</p> <ul style="list-style-type: none"> <li>• physical and virtual spaces where university teaching, learning, work, research, residence, recreational and social activities take place;</li> <li>• University activities, events and functions, including, but not limited to, teaching, research, studying, work, administration, meetings, public service, travel, conferences, and training; public lectures, performances, student group events, and social or sports activities.</li> </ul>
<b>Negative service indicator</b>	<p>A transitory notation that can be placed on a student's central academic record during the period it is in effect. Service indicators assist staff in the provision or restriction of services but do not appear on a transcript. Negative service indicators can be used for financial, disciplinary or other extraordinary matters. Examples</p>

	include but are not limited to: parking fines, library fines, disciplinary fines, orders of restitution, suspension, and exclusions.
<b>Non-disciplinary accountability options</b>	Collaborative facilitated processes to explore personal accountability options outside of a complaint. Designed to assist an individual in identifying and ameliorating negative consequences of their behaviour and/or to align their academic success with the principles of academic integrity,, non-disciplinary accountability options are intended to be flexible and creative, and may include, but are not limited to: remedial, restorative, and other facilitated processes to create space for accountability, with or without a complaint.
<b>Procedural fairness</b>	The elements of the process used by a decision-making body authorized by statute or policy to make a decision that affects an individual's rights, privileges, or interests, that give effect to an individual's right to reasonable notice of the case to meet, the opportunity to respond and the right to an impartial decision maker.
<b>Provost</b>	Provost and Vice-President (Academic) or delegate.
<b>Reasonable accommodation/ reasonably accommodated</b>	Accommodation is the process of making reasonable adjustments to the delivery of services and the conditions of employment in order to reduce or eliminate the impact of discriminatory rules, policies, practices, standards, or decisions, which have an adverse impact on an individual or group of individuals based on a characteristic or perceived characteristic referenced in the protected grounds. The university has a duty to reasonably accommodate individuals who experience barriers in their working and learning environment by reason of a protected ground to the point of undue hardship. The threshold of undue hardship is high and implicitly contemplates that some degree of hardship – including labour, resources and challenge – is acceptable. Undue hardship is assessed on a case-by-case basis.

<b>Respondent</b>	A person responding to an appeal to the Student Misconduct Appeal Panel.
<b>Severe Sanctions</b>	Sanctions which directly affect a student's participation in their academic program or which affect the student's degree, including Suspension from an academic program, Expulsion from the university, Suspension of a degree, and Rescission of a degree.
<b>Student</b>	<p>An individual who is or has been registered as a student at the university whether or not for credit and includes current undergraduate and graduate students, postgraduate learners, former students, and graduates who have received a degree, diploma or certificate from the university.</p> <p>An individual ceases to be an applicant, and becomes a student when 1) they register for courses and 2) the add/delete deadline, as published in the <i>Calendar</i>, has passed. Application-related offences discovered after the individual becomes a student will be addressed under the <i>Student Academic Integrity Policy</i> or <i>Student Conduct Policy</i>.</p>
<b>Student Misconduct Appeal Panel</b>	The decision-making body authorized to hear appeals of the decisions of the Dean or the Student Conduct Officer.
<b>Student Conduct Officer</b>	The person responsible for making a decision on Faculty Decision-Maker recommendations for severe sanctions under the <i>Academic Integrity Policy</i> .
<b>Transcript</b>	A student's official academic record issued by the Office of the Registrar and bearing the signature of the Registrar. Information for the transcript is drawn from the central academic record. Information included on the University of Alberta transcript is found in the University Calendar.

## Related Links

### Information

- [International Center for Academic Integrity](#).
- [Electronic Communication Policy for Students and Applicants](#)
- [University Calendar](#)

### Sources of on-campus assistance

- [Office of the Dean of Students](#)
- [Office of the Student Ombuds](#)
- [Student Legal Services](#)
- [Students' Union \(SU\)](#)
- [Graduate Students' Association \(GSA\)](#)
- [l'Association des Universitaires de la Faculté Saint-Jean \(AUFSJ\)](#)
- [Augustana Students' Association](#)

### Other related policies

- [Code of Applicant Behaviour](#)
- [Discrimination, Harassment and Duty to Accommodate Policy](#)
- [Information Technology Use and Management Policy](#)
- [Practicum Intervention Policy](#)
- [Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#)
- [Research and Scholarship Integrity Policy](#)
- [Residence Community Standards](#)
- [Sexual and Gender-Based Violence Policy](#)
- [Student Conduct Policy](#)
- [Student Groups Procedure](#)

If any of the links are broken, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca)

## Published Procedures of This Policy

- Student Academic Misconduct Procedure
- Student Academic Misconduct Appeal Procedure

DRAFT



Dear GSA Council Colleagues,

13 November 2023

I am pleased to report we are **on track overall after the end of the first six months of our fiscal year** and we are **projecting a modest positive balance** at the end of the 2023-2024 fiscal year (and one that, as per our ongoing work to ensure revenue is aligned with expenses, now that our Financial Stabilization Fund has grown to an adequate level, better reflects our status as a non-profit organization).

Since we are only working with six months' worth of data related to our revenue and expenses, it is still early to be definitive (although we are confident in the forecast). I have highlighted a few areas to draw your attention to below.

#### **GSA Fees Revenue**

As a fee-based organization, graduate student enrollment levels are the key drivers of our budget and, as has been the case in previous years. As you will recall, the 2023-2024 budget was developed from a conservative standpoint that assumed a moderate growth in enrollment, although actual numbers will likely be higher.

#### **Expenses**

We are also forecasting three other positive variances in budget lines: higher than projected revenues associated with the GSA's interest revenue, savings in the HR – staffing budget line, and savings in the operating/contingency fund line. We have experienced ebbs and flows in our staffing numbers which will show larger savings in the upcoming months.

In closing, while it remains early in our fiscal year and the financial team will closely monitor the situation moving forward, we are on track. My thanks to the members of the GSA's financial team (Financial Manager Dorte Sheikh, Executive Director Lewie Moodley and Seidy Louangaxy, CPA, for their work thus far in the 2023-2024 fiscal year and I will be happy to answer any questions when we meet.

Bishoi Aziz

President and Chair of the GSA Budget and Finance Committee

780-492-2175

[www.ualberta.ca/graduate-students-association](http://www.ualberta.ca/graduate-students-association)

1-49 Triffo Hall, University of Alberta, Edmonton, AB, T6G 2E1

### Outline of Issue

#### GSA 2023-2024 Fall Term Budget and Expenditure Report

**Suggested Motion:**

**Suggested Motion:**

That GSA Council **RECEIVE FOR INFORMATION** the GSA 2023-2024 Fall Term Budget and Expenditure Report.

**Background:**

These regular financial reports ensure year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular reporting allows for better forward planning and illustrates the GSA yearly financial cycle. This is the second budget and expenditure report on the 2023-2024 GSA's fiscal year.

The Financial Team (Executive Director Lewie Moodley, CPA and Accountant Seidy Louangxay , Financial Manager Dorte Sheikh, as well as Associate Director Cindy Roose) agrees that the GSA's budget is on track.

The GSA Budget and Finance Committee and the GSA Board reviewed and received the GSA 2021-2022 Fall Term Budget and Expenditure Report at their meetings of 30 October 2023 and 8 November 2023, respectively.

**Jurisdiction:**

GSA Bylaw and Policy, Section K.POL.3.4.a:

*"The Accountant and Financial Manager will regularly (in the fall, winter, and spring/summer terms) prepare a Budget and Expenditure Report which will first be submitted to the Executive Director (ED) (or delegate), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. These reports will be organized by budget divisions and lines, and present the following information: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comments on any variance or approved reallocations, and comments on significant comparisons from previous years. All such reports will be compliant with Alberta's Personal Information Protection Act and other applicable legislation."*

GSA Bylaw and Policy, Section K.POL.5.7:

*"The GSA BFC will receive for information and forward to the GSA Board (GSAB) reports on expenses and revenues in the fall, winter, and spring/summer terms; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent to date, by budget division."*

	CURRENT YEAR April 1, 2023 to March 31, 2024				PRIOR YEAR Comparative				
	2023-2024	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2023 to Sep 2023	Oct 2023 to Mar 2024					Apr 2022 to Sep 2022	Apr 2022 to Mar 2023
<b>REVENUE</b>									
GSA Fees Revenue	1,232,821	493,114	739,707	1,232,821	-		0%	487,060	1,217,686
Interest Income	50,000	80,182	24,000	104,182	54,182	1	108%	26,182	105,200
External Committed Funding	26,880	4,190	22,690	26,880	-		0%	4,190	33,712
Revenue from Commercial Activities	40,162	5,793	20,076	25,869	(14,293)	2	-36%	-	20,104
Other Revenue	1,300	-	1,300	1,300	-		0%	-	-
<b>Total Revenue</b>	<b>1,351,163</b>	<b>583,279</b>	<b>807,773</b>	<b>1,391,052</b>	<b>39,889</b>		<b>3%</b>	<b>517,432</b>	<b>1,376,702</b>
<b>EXPENSES</b>									
Advocacy	58,124	2,617	55,507	58,124	-		0%	6,741	48,069
Services	155,150	64,711	90,251	154,962	188		0%	58,956	116,401
Governance	235,180	104,357	131,398	235,755	(575)		0%	101,449	207,024
Human Resources	742,533	314,384	387,175	701,559	40,974	3	6%	344,746	634,071
Office Administration and Operational Costs	33,565	11,660	17,895	29,555	4,010	4	12%	17,029	31,725
Professional	60,250	17,278	42,972	60,250	-		0%	50,380	101,285
Operating/Contingency Fund	15,000	-	15,000	15,000	-	5	0%	10,000	10,000
<b>Total Expenses</b>	<b>1,299,802</b>	<b>515,007</b>	<b>740,198</b>	<b>1,255,205</b>	<b>44,597</b>		<b>3%</b>	<b>589,301</b>	<b>1,148,575</b>
<b>BALANCE</b>	<b>51,361</b>	<b>68,272</b>	<b>67,575</b>	<b>135,847</b>	<b>84,486</b>		<b>164%</b>	<b>(71,869)</b>	<b>228,127</b>

Explanatory notes:

Variance formula: for Revenue the variance is the total for the 2023-2024 year subtracted by the approved budget amount.

for Expenses the variance is the approved budget amount subtracted by the total for the 2023-2024 year.

Projected surplus funds will be applied to the Financial Stabilization Fund.

Variance column references:

1. Projected surplus in Interest Income since interest rates have increased since the budget was developed and approved.
2. Projected shortfall in revenue from the Chopped Leaf venue in the PAW centre due to lower than average summer revenue.
3. Projected savings in Human Resources due to surplus of budgeted funds for staff salaries due to a staff vacancy.
4. Projected savings in Office Administration and Operational Costs due to a new, cheaper photocopier contract.
5. Projected use of fund to provide enhanced office team building and training.

Since only six months of actuals are being reported the budget variances are very preliminary.

For further reference, see the attached narrative.

The Graduate Students' Association of the University of Alberta

2023-2024 GSA Restricted and Other Funding

Budget and Expenditure Report

Fall Update, April to September 2023 actuals and October 2023 to March 2024 forecast

	CURRENT YEAR April 1, 2023 to March 31, 2024						PRIOR YEAR Comparative		
	2023-2024 Approved Budget	Actual Apr 2023 to Sep 2023	Forecast Oct 2023 to Mar 2024	Total	Variance	Ref #	% Variance	Actual Apr 2022 to Sep 2022	Total Actual 2022-2023 Apr 2022 to Mar 2023
<b>Fundraised Activity</b>									
GSA Planner	3,620	5,110	-	5,110	1,490		41%	-	3,620
<b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b>									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	-
GSA Child Care Grants	331,100	274,000	57,100	331,100	-		0%	92,000	380,575
GSA Emergency Bursaries	141,900	-	141,900	141,900	-		0%	-	289,304
GSA Academic Travel Grants	473,000	256,110	216,890	473,000	-		0%	24,572	277,778
	964,000	530,110	433,890	964,000	-		0%	116,572	947,657
<b>Other Restricted Funding</b>									
CJSR Fees Collected - \$1.00 per student goes to the radio station's operations	16,610	-	16,610	16,610	-		0%	-	16,255
GSAP (Graduate Student Assistance Program) Fees Collected	181,049	-	181,049	181,049	-		0%	-	140,983
Health Plan Revenue	1,838,316	-	1,838,316	1,838,316	-		0%	-	646,379
Dental Plan Revenue	1,373,988	-	1,373,988	1,373,988	-		0%	-	469,711
	3,409,963	-	3,409,963	3,409,963	-		0%	-	1,273,328
<b>BALANCE</b>	4,377,583	535,220	3,843,853	4,379,073	1,490		0%	116,572	2,224,605

Since only six months of actuals are being reported the budget variances are very preliminary.

0% means no variance at this point, budget is on target.

For further reference see the attached narrative.

## The Graduate Students' Association of the University of Alberta

### 2023-2024 GSA Labour Union Fund Dues

#### Budget and Expenditure Report

Fall Term Update, April to September 2023 actuals and October 2023 to March 2024 forecast

	<b>CURRENT YEAR</b> <b>April 1, 2023 to March 31, 2024</b>				<b>PRIOR YEAR</b> <b>Comparative</b>				
	<b>2022-2023</b>	<b>Actual</b>	<b>Forecast</b>	<b>Total</b>	<b>Variance</b>	<b>Ref #</b>	<b>% Variance</b>	<b>Actual</b>	<b>Total Actual</b>
	<b>Approved Budget</b>	<b>Apr 2023 to Sep 2023</b>	<b>Oct 2023 to Mar 2024</b>					<b>Apr 2022 to Sep 2022</b>	<b>Apr 2022 to Mar 2023</b>
<b>REVENUE</b>									
GSA Labour Union Fund Dues	196,403	44,586	151,817	196,403	-		100%	23,031	62,785
Bank interest	6,000	6,540	6,600	13,140	7,140		219%	354	5,041
<b>Total</b>	<b>202,403</b>	<b>51,126</b>	<b>158,417</b>	<b>209,543</b>	<b>7,140</b>		<b>104%</b>	<b>23,385</b>	<b>67,826</b>
<b>EXPENSES</b>									
GSA Labour Union PSAC Service Agreement	75,000	26,580	48,420	75,000	-		100%	18,076	48,459
GSA Labour Union Sundry Expenses	5,000	102	4,898	5,000	-		100%	150.5	0
GSA Directly-Elected Associate VP Labour Stipend, Benefits, and Employer Contributions	38,867	15,105	18,874	33,979	(4,888)		87%	N/A	N/A
<b>Total</b>	<b>118,867</b>	<b>41,787</b>	<b>72,192</b>	<b>113,979</b>	<b>(4,888)</b>		<b>96%</b>	<b>18,226</b>	<b>48,459</b>
<b>BALANCE</b>	<b>83,536</b>	<b>31,474</b>	<b>61,250</b>	<b>95,564</b>	<b>12,028</b>		<b>114%</b>	<b>5,159</b>	<b>19,367</b>

#### Explanatory notes:

Revenue: Effective September 1, 2021 Academically Employed Graduate Students have union dues deducted by HR from their pay and these deductions are submitted to the GSA monthly.

Expenses (in compliance with applicable legislation) include quarterly payments to PSAC for the GSA's service agreement and incidental expenses such as printing of labour booklets and posters for departments.

Balance: Projected surplus funds will be transferred to the GSA Labour Union Investment Fund (which was set up in September 2021 per approval by the GSA Council on July 19, 2021).

Account Name and Budget	Brief Description	Narrative and Variance
<b>REVENUE</b>		
<b>GSA Fees</b>		
Annual GSA Membership Fees  <b>\$1,232,821 budget</b>	<ul style="list-style-type: none"> <li>● The GSA is supported by annual graduate student membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council, the annual fees are submitted to the University Board of Governors to provide for collection.</li> <li>● Based on the three-year funding agreement signed between the GSA and the University on 17 May 2022, the GSA will receive:                             <ul style="list-style-type: none"> <li>○ 40% advance in May based on the projected fall/winter enrollment.</li> <li>○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October.</i></li> <li>○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February.</i></li> <li>○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>For 2023-2024, the projected GSA revenue is \$1,232,821.</b> This is based on fees paid by a projected 6,691 full-time graduate students (6,691 @ \$156.02 per graduate student) and a projected 1,614 part-time graduate students (1,614 @ \$117.01 per graduate student).</li> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$493, 114.</b></li> <li>● <b>Forecast October to March: \$739,707.</b></li> <li>● <b>The 2022-2023 actual was \$1,217,686</b></li> </ul>
<b>Interest Income</b>		
Interest Income  <b>\$50,000 budget</b>	<ul style="list-style-type: none"> <li>● Interest income on bank accounts is deposited monthly.</li> <li>● The GSA also holds an investment portfolio and the income from these investments is re-invested and is reported in the annual audited financial statements.</li> <li>● ATB Wealth manages the investment portfolio in compliance with the GSA Investment Strategy. This strategy includes monthly reporting of the investment activity and bi-annual meetings with the investment advisor and the GSA Budget and Finance Committee.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Projected surplus since interest rates have gone up since the budget was approved.</b></li> <li>● <b>Actual April to September: \$80,182.</b></li> <li>● <b>Forecast October to March: \$24,000.</b></li> <li>● <b>The 2022-2023 actual was \$105,200.</b></li> </ul>

External Committed Funding		
Funding from the Dean of Students and the Dean of FGSR <b>\$7,190 budget</b>	<ul style="list-style-type: none"> <li>This funding is described in letters from the Dean of the Faculty of Graduate Studies and Research (FGSR) and Dean of Students and covers, for instance, some of the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement activities. FGSR funding must be requested yearly.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$4,190</b></li> <li><b>Forecast October to March: \$3,000.</b></li> <li><b>The 2022-2023 actual was \$9,190.</b></li> </ul>
Funding from Studentcare <b>\$8,190 budget</b>	<ul style="list-style-type: none"> <li>Studentcare provides \$8,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA. The commitment is for a 5-year term: 2020-2025.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00</b></li> <li><b>Forecast October to March: \$8,190.</b></li> <li><b>The 2022-2023 actual was \$8,190.</b></li> </ul>
Funding from TDIMM <b>\$11,500 budget</b>	<ul style="list-style-type: none"> <li>Signed agreement with TD Insurance Meloche Monnex (TDIMM) (from 2021-2026) provides funding for various events and initiatives organized by the GSA, such as GSA Awards Night and orientation/engagement events.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00</b></li> <li><b>Forecast October to March: \$11,500.</b></li> <li><b>The 2022-2023 actual was \$11,500.</b></li> </ul>
Revenue from Commercial Activities		
Chopped Leaf (in the Physical Activity and Wellness (PAW) Centre) Revenue <b>\$40,162 budget</b>	<ul style="list-style-type: none"> <li>The GSA has a financial arrangement, in the form of a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet.</li> <li>Revenues commenced in August 2015. From 2020-2021 there was an interruption in revenue due to the COVID-19 pandemic. A return to normal revenue is expected in 2023-2024.</li> </ul>	<ul style="list-style-type: none"> <li><b>Under budget.</b></li> <li><b>Actual April to September: \$5,793.</b></li> <li><b>Forecast October to March: \$20,076.</b></li> <li><b>The 2022-2023 actual was \$20,104.</b></li> </ul>
Other Revenue		
Other Revenue <b>\$1,300 budget</b>	<ul style="list-style-type: none"> <li>This line is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00</b></li> <li><b>Forecast October to March: \$1,300</b></li> <li><b>The 2022-2023 actual was \$0.00.</b></li> </ul>

EXPENSES		
Advocacy		
Business Travel and External Relations and Advocacy <b>\$23,843 budget</b>	<ul style="list-style-type: none"> <li>Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations (usually in the form of travel expenses, hosting, or meetings related to advocacy).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$2,411.</li> <li>Forecast October to March: \$21,432.</li> <li>The 2022-2023 actual was \$14,851.</li> </ul>
University Relations <b>\$1,061 budget</b>	<ul style="list-style-type: none"> <li>Expenses related to the building and maintenance of relationships between the GSA and University units (usually in the form of hosting/meeting expenses).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$206.00.</li> <li>Forecast October to March: \$855.00.</li> <li>The 2022-2023 actual was \$154.</li> </ul>
ab-GPAC (Alberta Graduate Provincial Advocacy Council) <b>\$33,220 budget</b>	<ul style="list-style-type: none"> <li>Fees for ab-GPAC are \$4 per graduate student per year.</li> <li>ab-GPAC was formed under the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$0.00</li> <li>Forecast October to March: \$33,200.</li> <li>The 2022-2023 actual was \$33,064.</li> </ul>
Services		
Grants and Subsidies		
Academic Workshop Subsidies <b>\$12,000 budget</b>	<ul style="list-style-type: none"> <li>Subsidies to the Academic Success Centre and the Career Centre increased in 2020-2021 to ensure that their graduate student programs can be accessed by more students.</li> <li>Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to September: \$12,000.</li> <li>Forecast October to March: \$0.00</li> <li>The 2022-2023 actual was \$12,000.</li> </ul>
External Grants <b>\$4,000 budget</b>	<ul style="list-style-type: none"> <li>Funds requested for external grants for events such as the Student Advisors' Conference and International Week.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to September: \$0.00.</li> <li>Forecast October to March: \$4,000.</li> <li>The 2022-2023 actual was \$0.00.</li> </ul>
Campus Food Bank <b>\$27,000 budget</b>	<ul style="list-style-type: none"> <li>Contribution made to the Campus Food Bank (CFB) (which was founded by the GSA) in recognition of the valuable support it provides to graduate students.</li> <li>The CFB Executive Director reports annually to the GSAB.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to September: \$27,000.</li> <li>Forecast October to March: \$0.00</li> <li>The 2022-2023 actual was \$25,000.</li> </ul>
Child Care Access <b>\$5,000 budget</b>	<ul style="list-style-type: none"> <li>Continuation of a partnership with the Students' Union for a membership with a local daycare provider to facilitate limited childcare services for students who parent.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to September: \$4,812.</li> <li>Forecast October to March: \$188.</li> <li>The 2022-2023 actual was \$5,021.</li> </ul>

<b>Graduate Student Groups</b>		
GSA Council Remuneration <b>\$17,250 budget</b>	<ul style="list-style-type: none"> <li>Funding of \$250 for eligible graduate student groups (69) based on the attendance of their Councillor at GSA Council meetings from 1 May to 30 April.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$17,250.</b></li> <li><b>The 2022-2023 actual was \$8,500.</b></li> </ul>
GSA Graduate Student Group Grant <b>\$36,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to:                             <ul style="list-style-type: none"> <li>Bring in special guest lecturers or host events.</li> <li>Support the academic activities of graduate students.</li> <li>Provide modest start-up funding for new groups.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to September: \$10,803.</b></li> <li><b>Forecast October to March: \$25,197.</b></li> <li><b>The 2022-2023 actual was \$20,575.</b></li> </ul>
<b>Other Expenses</b>		
Annual Strategic Work Plan Initiatives <b>\$2,500 budget</b>	<ul style="list-style-type: none"> <li>Any new Strategic Work Plan (SWP) initiatives may be funded from this budget line.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to September: \$260.00.</b></li> <li><b>Forecast October to March: \$2,240.</b></li> <li><b>The 2022-2023 actual was \$1,065.</b></li> </ul>
Engagement, Orientation, and Outreach <b>\$39,250 budget</b>	<ul style="list-style-type: none"> <li>Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events (aside from the GSA Awards Night), swag purchases and SUTV ads.</li> <li>Depending on graduate student demand for the GSA Planner, and the ad revenue, this budget is also used to cover the cost of printing additional Planners not covered by the revenue from ad sales.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to September: \$11,086.</b></li> <li><b>Forecast October to March: \$28,164.</b></li> <li><b>The 2022-2023 actual was \$33,734.</b></li> </ul>
GSA Awards Night <b>\$12,150 budget</b>	<ul style="list-style-type: none"> <li>Expenses for the annual GSA Awards Night (normally in March). Awards distributed are funded by the Graduate Student Support Fund (see the Restricted and Other Funding Budget Narrative).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$12,150.</b></li> <li><b>The 2022-2023 actual was \$8,506.</b></li> </ul>

Governance		
<b>Directly-Elected Officer Stipends</b>		
Directly-Elected Officers (DEOs) Stipends  <b>\$188,052 budget</b>	<ul style="list-style-type: none"> <li>DEOs include the President, the VP Academic, the VP External, the VP Student Life, and the VP Student Services. In 2023-2024, the President will receive an annual stipend of \$44,772 and the four VP positions will each receive \$35,820. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw and Policy, Section D.BYL.1.4.b).</li> <li>Note that the stipends are gross stipends and include income tax, and Canada Pension Plan (CPP) deductions. Remittances are made on behalf of DEOs from their stipend totals.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$93,511.</b></li> <li><b>Forecast October to March: \$94,026.</b></li> <li><b>The 2022-2023 actual was \$181,484.</b></li> </ul>
<b>Directly-Elected Officer Benefits</b>		
GSA Health and Dental Plan  <b>\$2,758 budget</b>	<ul style="list-style-type: none"> <li>The 2023-2024 rate is \$552 per DEO per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$2,760.</b></li> <li><b>The 2022-2023 actual was \$2,627.</b></li> </ul>
U-Pass  <b>\$2,700 budget</b>	<ul style="list-style-type: none"> <li>The U-Pass is set at \$180 each term in 2023-2024 per agreement with the transit systems and municipal student associations. This amount is reimbursed in May, September, and January.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$540.</b></li> <li><b>Forecast October to March: \$1,800.</b></li> <li><b>The 2022-2023 actual was \$2,340.</b></li> </ul>
<b>Directly-Elected Officer Employer Contributions</b>		
Employer CPP Contributions  <b>\$10,308 budget</b>	<ul style="list-style-type: none"> <li>CPP is calculated at the Government of Canada rate for 2023.</li> <li>This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$5,909.</b></li> <li><b>Forecast October to March: \$6,035.</b></li> <li><b>The 2022-2023 actual was \$9,533.</b></li> </ul>
<b>Directly-Elected Officers - Other Expenses</b>		
Insurance  <b>\$1,406 budget</b>	<ul style="list-style-type: none"> <li>Directors and Officers Liability Insurance paid annually in January.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$1,406.</b></li> <li><b>The 2022-2023 actual was \$197.</b></li> </ul>
Election Expenses  <b>\$3,841 budget</b>	<ul style="list-style-type: none"> <li>This is used to cover expenses associated with the GSA General Election that takes place in February/March.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$3,841.</b></li> <li><b>The 2022-2023 actual was \$3,355.</b></li> </ul>
Transition/Discover Governance (Early Call)	<ul style="list-style-type: none"> <li>Discover Governance (formerly known as the Early Call for Talent and Training) programming occurs in the fall and early winter.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$709.</b></li> </ul>

# GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

7.10

<p><b>\$5,140 budget</b></p>	<ul style="list-style-type: none"> <li>Transition programming typically occurs in March and April.</li> </ul>	<ul style="list-style-type: none"> <li>Forecast October to March: \$4,431.</li> <li>The 2022-2023 actual was \$0.00.</li> </ul>
<p>Training/Development</p> <p><b>\$6,000 budget</b></p>	<ul style="list-style-type: none"> <li>Expenses for the training and development of the DEOs to promote the effective performance of their duties.</li> <li>Increase in the budget for 2023-2024 to meet DEO training needs.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$1,188.</li> <li>Forecast October to March: \$4,812.</li> <li>The 2022-2023 actual was \$1,132.</li> </ul>
<p>Directly-Elected Officers' Expenses</p> <p><b>\$3,034 budget</b></p>	<ul style="list-style-type: none"> <li>Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. (e.g., one-on-one meetings with graduate students to discuss the role of the GSA in the lives of graduate students).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$422.</li> <li>Forecast October to March: \$2,612.</li> <li>The 2022-2023 actual was \$901.</li> </ul>
<p>GSA Standing Committee Food and Other Expenses</p> <p><b>\$517 budget</b></p>	<ul style="list-style-type: none"> <li>Provision of light refreshments, where warranted, at GSA standing committees meetings.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$0.00.</li> <li>Forecast October to March: \$517.</li> <li>The 2022-2023 actual was \$247.</li> </ul>
<b>GSA Council Expenses</b>		
<p>GSA Council Food and Other Expenses</p> <p><b>\$6,204 budget</b></p>	<ul style="list-style-type: none"> <li>The estimate is based on 12 meetings per year.</li> <li>Provision of food at GSA Council (alternates between pizza and sandwich offerings) and other hosting expenses.</li> <li>Includes printing of GSA Council placards and celebratory/acknowledgement events.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$1,154.</li> <li>Forecast October to March: \$5050.</li> <li>The 2022-2023 actual was \$1,672.</li> </ul>
<p>GSA Council Speaker Honorarium</p> <p><b>\$2,220 budget</b></p>	<ul style="list-style-type: none"> <li>Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting (\$185 per meeting).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$925.00.</li> <li>Forecast October to March: \$1,110.</li> <li>The 2022-2023 actual was \$2,035.</li> </ul>
<p>Chief Returning Officer (CRO) Honorarium</p> <p><b>\$1,500 budget</b></p>	<ul style="list-style-type: none"> <li>The CRO is paid an honorarium for managing the GSA General Election, including any by-elections and referenda.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$0.00.</li> <li>Forecast October to March: \$1,500.</li> <li>The 2022-2023 actual was \$1,500.</li> </ul>
<p>Other Honoraria</p> <p><b>\$1,500 budget</b></p>	<ul style="list-style-type: none"> <li>This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work like that done by the Speaker or CRO (e.g., the Deputy Returning Officer needs to significantly assist the CRO for a significant period).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$0.00.</li> <li>Forecast October to March: \$1,500.</li> <li>The 2022-2023 actual was \$0.00.</li> </ul>

# GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

7.11

Human Resources		
Support Staff (Represented by NASA)		
Support Staff – Salaries <b>\$313,380 budget</b>	<ul style="list-style-type: none"> <li>There are four full-time support staff positions (Executive Coordinator/Communications, Elections Coordinator, Strategic Planning Coordinator and Initiatives Lead and Outreach Coordinator).</li> <li>Includes contractual cost of living increases and one-time payments (e.g., responsibility pay).</li> </ul>	<ul style="list-style-type: none"> <li><b>Modest surplus.</b></li> <li><b>Actual April to September: \$136,337.</b></li> <li><b>Forecast October to March: \$162,000.</b></li> <li><b>The 2022-2023 actual was \$296,211.</b></li> </ul>
Support Staff – Benefits <b>\$24,710 budget</b>	<ul style="list-style-type: none"> <li>Calculated based on 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Modest surplus.</b></li> <li><b>Actual April to September: \$9,455.</b></li> <li><b>Forecast October to March: \$9,816.</b></li> <li><b>The 2022-2023 actual was \$23,496.</b></li> </ul>
Support Staff – RRSP <b>\$33,977 budget</b>	<ul style="list-style-type: none"> <li>Support staff receive RRSP payments for contribution to their own plans.</li> <li>Calculated based on 11% of salary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Modest surplus.</b></li> <li><b>Actual April to September: \$13,001.</b></li> <li><b>Forecast October to March: \$13,500.</b></li> <li><b>The 2022-2023 actual was \$32,307.</b></li> </ul>
Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program <b>\$2,295 budget</b>	<ul style="list-style-type: none"> <li>The 2023-2024 rate is \$552 per support staff member per annum.</li> <li>The Graduate Student Assistance Program (GSAP) is \$21.80 per support staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$1,208.</b></li> <li><b>Forecast October to March: \$1,208.</b></li> <li><b>The 2022-2023 actual was \$1,789.</b></li> </ul>
Support Staff – Employer CPP Contributions <b>\$15,286 budget</b>	<ul style="list-style-type: none"> <li>CPP is calculated at the Government of Canada rate for 2023.</li> <li>This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$7,966.</b></li> <li><b>Forecast October to March: \$6,170.</b></li> <li><b>The 2022-2023 actual was \$14,167.</b></li> </ul>
Support Staff – Employer EI Contributions <b>\$5,716 budget</b>	<ul style="list-style-type: none"> <li>EI is calculated at the Government of Canada rate for 2023.</li> <li>This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$3,029.</b></li> <li><b>Forecast October to March: \$2,687.</b></li> <li><b>The 2022-2023 actual was \$5,385.</b></li> </ul>
Support Staff Development <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>The support staff’s NASA collective agreement provides for support of \$1,500 per support staff for courses related to staff development.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$1,968.</b></li> <li><b>Forecast October to March: \$4,033.</b></li> <li><b>The 2022-2023 actual was \$1,500.</b></li> </ul>
Support Staff Required Professional Development <b>\$1,500 budget</b>	<ul style="list-style-type: none"> <li>This line is to support staff training and professional development opportunities as required by management.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$83.00.</b></li> <li><b>Forecast October to March: \$1,417.</b></li> <li><b>The 2022-2023 actual was \$83.00.</b></li> </ul>

# GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

7.12

<b>Administrative/Professional Staff</b>		
Administrative/ Professional Staff -- Salaries  <b>\$247,038 budget</b>	<ul style="list-style-type: none"> <li>There are 2 full-time administrative/professional staff (Executive Director and Associate Director) and 2 part-time administrative/professional staff (Financial Manager and Accountant (CPA)).</li> <li>The Executive Director's (ED) salary and other employment related expenses are established in a contractual agreement.</li> </ul>	<ul style="list-style-type: none"> <li><b>Modest surplus.</b></li> <li><b>Actual April to September: \$109,366.</b></li> <li><b>Forecast October to March: \$126,000.</b></li> <li><b>The 2022-2023 actual was \$190,002.</b></li> </ul>
Administrative/ Professional Staff -- Merit Pay  <b>\$23,776 budget</b>	<ul style="list-style-type: none"> <li>In accordance with the ED's contract, the ED can receive an annual merit payment.</li> <li>Additionally, the other administrative/professional staff are eligible to receive merit payments.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$23,776.</b></li> <li><b>The 2022-2023 actual was \$19,601.</b></li> </ul>
Administrative/ Professional Staff -- Benefits  <b>\$17,914 budget</b>	<ul style="list-style-type: none"> <li>Calculated based on 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Modest surplus.</b></li> <li><b>Actual April to September: \$7,968.</b></li> <li><b>Forecast October to March: \$9,300.</b></li> <li><b>The 2022-2023 actual was \$14,239.</b></li> </ul>
Administrative/ Professional Staff -- RRSP  <b>\$24,632 budget</b>	<ul style="list-style-type: none"> <li>Administrative/professional staff receive RRSP payments for contribution to their own plans calculated based on 11% of salary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Modest surplus.</b></li> <li><b>Actual April to September: \$10,956.</b></li> <li><b>Forecast October to March: \$12,600.</b></li> <li><b>The 2022-2023 actual was \$19,520.</b></li> </ul>
Administrative/ Professional Staff -- GSA Health and Dental Plan and Graduate Student Assistance Program  <b>\$1,721 budget</b>	<ul style="list-style-type: none"> <li>The estimated 2022-2023 rate is \$552 per administrative/professional staff per annum (assumes a 5% increase with the actual fee set by GSA Council in March).</li> <li>The GSAP is \$21.80 per administrative/professional staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$604.00.</b></li> <li><b>Forecast October to March: \$1,117.</b></li> <li><b>The 2022-2023 actual was \$3,428.</b></li> </ul>
Administrative/ Professional Staff -- Employer CPP Contributions  <b>\$10,277 budget</b>	<ul style="list-style-type: none"> <li>CPP is calculated at the Government of Canada rate for 2023.</li> <li>This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$6,248.</b></li> <li><b>Forecast October to March: \$5,280.</b></li> <li><b>The 2022-2023 actual was \$7,775.</b></li> </ul>
Administrative/ Professional Staff -- Employer EI Contributions  <b>\$3,766 budget</b>	<ul style="list-style-type: none"> <li>EI is calculated at the Government of Canada rate for 2023.</li> <li>This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$2,420.</b></li> <li><b>Forecast October to March: \$1,500.</b></li> <li><b>The 2022-2023 actual was \$3,018.</b></li> </ul>
<b>Other HR Expenses</b>		

<p>Office Recognition</p> <p><b>\$1,000 budget</b></p>	<ul style="list-style-type: none"> <li>• This pool of money is used for recognition of GSA staff members (e.g., when a staff member leaves or reaches significant benchmarks).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to September: \$240.</b></li> <li>• <b>Forecast October to March: \$760.</b></li> <li>• <b>The 2022-2023 actual was \$601.</b></li> </ul>
<p>Professional Expense Allowance</p> <p><b>\$6,886 budget</b></p>	<ul style="list-style-type: none"> <li>• Contractual arrangement with the ED.</li> <li>• Budget also used for the professional development of administrative/professional staff.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to September: \$2,864.</b></li> <li>• <b>Forecast October to March: \$4,022.</b></li> <li>• <b>The 2022-2023 actual was \$2,298.</b></li> </ul>
<p>Workers' Compensation</p> <p><b>\$2,659 budget</b></p>	<ul style="list-style-type: none"> <li>• WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation.</li> <li>• WCB-Alberta requires an annual return be filed by the last day of February each year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to September: \$671.</b></li> <li>• <b>Forecast October to March: \$1,989.</b></li> <li>• <b>The 2022-2023 actual was \$3,210.</b></li> </ul>

Office Administration and Operational Costs		
Capital Items <b>\$3,000 budget</b>	<ul style="list-style-type: none"> <li>This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$1,893.</li> <li>Forecast October to March: \$1,107.</li> <li>The 2022-2023 actual was \$2,636.</li> </ul>
Information Technology Service Agreement <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA has a service agreement with Information Service Technology to support the GSA's IT and provide troubleshooting services.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$0.00.</li> <li>Forecast October to March: \$6,000.</li> <li>The 2022-2023 actual was \$3,150.</li> </ul>
Telephone and Cable <b>\$3,345 budget</b>	<ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$1,411.</li> <li>Forecast October to March: \$1,411.</li> <li>The 2022-2023 actual was \$2,822.</li> </ul>
Office Supplies and Maintenance <b>\$3,500 budget</b>	<ul style="list-style-type: none"> <li>General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$552.00.</li> <li>Forecast October to March: \$2,948.</li> <li>The 2022-2023 actual was \$7,405.</li> </ul>
Computer Software <b>\$10,291 budget</b>	<ul style="list-style-type: none"> <li>Monthly or annual fees for Adobe Creative Cloud, Canva, JibJab, Zoom, ActiveCampaigner, Microsoft 365, and Sage Simply Accounting.</li> <li>Usage of computer software has increased because of additional on-line delivery of services.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$5,547.</li> <li>Forecast October to March: \$4,200.</li> <li>The 2022-2023 actual was \$9,360.</li> </ul>
Payroll and Banking Service Charges <b>\$1,948 budget</b>	<ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> <li>Business banking plan fees and corporate MasterCard annual fees.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$1,196.</li> <li>Forecast October to March: \$752.00.</li> <li>The 2022-2023 actual was \$1,548.</li> </ul>
Photocopier Lease and Meter <b>\$4,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA leases a photocopier from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly.</li> </ul>	<ul style="list-style-type: none"> <li>Projected surplus.</li> <li>Actual April to September: \$422.00.</li> <li>Forecast October to March: \$752.00.</li> <li>The 2022-2023 actual was \$3,516.</li> </ul>
General Liability Insurance (Office) <b>\$756 budget</b>	<ul style="list-style-type: none"> <li>General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$638.</li> <li>Forecast October to March: \$0.00.</li> <li>The 2022-2023 actual was \$563.</li> </ul>
AMICCUS-C Membership <b>\$725 budget</b>	<ul style="list-style-type: none"> <li>Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$0.00.</li> <li>Forecast October to March: \$725.</li> <li>The 2022-2023 actual was \$725.</li> </ul>

<b>Professional</b>		
Financial Auditing  <b>\$14,250 budget</b>	<ul style="list-style-type: none"> <li>GSA has an annual audit performed by RSM.</li> <li>Required by the <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors.</li> <li>Slight budget increase for 2023-2024 based on higher actual in 2022-2023.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$14,250.</b></li> <li><b>The 2022-2023 actual was \$13,781.</b></li> </ul>
Consultants  <b>\$5,000 budget</b>	<ul style="list-style-type: none"> <li>Consultancy fees should a need arise.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$4,159.</b></li> <li><b>Forecast October to March: \$841.00.</b></li> <li><b>The 2022-2023 actual was \$27,380.</b></li> </ul>
Investment Advisor  <b>\$21,000 budget</b>	<ul style="list-style-type: none"> <li>Investment advisor fees for ATB Wealth.</li> <li>These fees are charged at a rate commensurate with the dollar value of our portfolio (which has increased) so an increase has been applied for 2023-2024.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$10,338.</b></li> <li><b>Forecast October to March: \$10,662.</b></li> <li><b>The 2022-2023 actual was \$20,240.</b></li> </ul>
Legal Fees - General  <b>\$20,000 budget</b>	<ul style="list-style-type: none"> <li>Legal advice on significant operational issues as needed.</li> <li>If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$2,781.</b></li> <li><b>Forecast October to March: \$17,219.</b></li> <li><b>The 2022-2023 actual was \$39,884.</b></li> </ul>
<b>Operating/Contingency Fund</b>		
Operating /Contingency Fund  <b>\$15,000 budget</b>	<ul style="list-style-type: none"> <li>A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$15,000.</b></li> <li><b>The 2022-2023 actual was \$10,000.</b></li> </ul>

## GSA 2023-2024 Restricted and Other Funding Budget (Narrative)

Account Name and Budget	Brief Description	Narrative
<b>Restricted and Other Funding</b>		
<b>Fundraised Activity</b>		
GSA Planner  <b>\$3,620 budget</b>	<ul style="list-style-type: none"> <li>● The GSA sells advertising space in its yearly graduate student planner to subsidize printing costs.</li> <li>● There are agreements with the Office of the Dean of Students and Studentcare for the purchase of ad space. The cost of printing Planners is offset from the “Engagement, Orientation and Outreach” line in the Operating budget.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$5,110.</b></li> <li>● <b>Forecast October to March: \$0.00.</b></li> <li>● <b>The 2022-2023 actual was \$3,620.</b></li> </ul>
	<p><b>Graduate Student Support Fund (Restricted Revenue)</b> The funding provided for the Graduate Student Support Fund (GSSF) for 2023-2024 has remained at the level provided in 2022-2023 (total of \$964,000).</p>	
GSA Recognition Awards  <b>\$18,000 budget</b>	<ul style="list-style-type: none"> <li>● Funds provided for various awards presented at the annual GSA Awards Night.</li> <li>● Revenue is received in the form of GSSF funds.</li> <li>● Expenses for the GSA Awards Night event itself are processed in March from the Operating budget.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$0.00</b></li> <li>● <b>Forecast October to March: \$18,000.</b></li> <li>● <b>The 2022-2023 actual was \$17,000.</b></li> </ul>
GSA Child Care Grants  <b>\$331,100 budget</b>	<ul style="list-style-type: none"> <li>● Graduate students can apply for this grant to offset the cost of child care.</li> <li>● Revenue is received in the form of GSSF funds.</li> <li>● Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$274,000.</b></li> <li>● <b>Forecast October to March: \$57,100.</b></li> <li>● <b>The 2022-2023 actual was \$380,575.</b></li> </ul>
GSA Emergency Bursaries  <b>\$141,900 budget</b>	<ul style="list-style-type: none"> <li>● Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency.</li> <li>● Revenue is received in the form of GSSF funds.</li> <li>● Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$0.00.</b></li> <li>● <b>Forecast October to March: \$141,900.</b></li> <li>● <b>The 2022-2023 actual was \$289,304.</b></li> </ul>
GSA Academic Travel Grants  <b>\$473,000 budget</b>	<ul style="list-style-type: none"> <li>● Graduate students can apply for this grant to participate in academic activities such as conferences and research trips.</li> <li>● Revenue is received in the form of GSSF funds.</li> <li>● Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$256,110.</b></li> <li>● <b>Forecast October to March: \$216,890.</b></li> <li>● <b>The 2022-2023 actual was \$277,778.</b></li> </ul>

### GSA 2023-2024 Restricted and Other Funding Budget (Narrative)

<p>CJSR Fees</p> <p><b>\$16,610 budget</b></p>	<ul style="list-style-type: none"> <li>● The U of A campus radio station (CJSR) receives \$1 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999.</li> <li>● Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$0.00</b></li> <li>● <b>Forecast October to March: \$16,610.</b></li> <li>● <b>The 2022-2023 actual was \$16,255.</b></li> </ul>
<p>GSAP (Graduate Student Assistance Program)</p> <p><b>\$181,049 budget</b></p>	<ul style="list-style-type: none"> <li>● In February 2021 a referendum was held during the GSA elections to approve continuation of the GSAP at a cost of up to \$21.80 per graduate student. Collection of the new fee began in September 2021.</li> <li>● From 2009 until March 2021 the GSAP fee was \$12 per graduate student per annum.</li> <li>● The University provides a subsidy against the cost of the GSAP until March 2025.</li> <li>● Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$0.00</b></li> <li>● <b>Forecast October to March: \$181,049.</b></li> <li>● <b>The 2022-2023 actual was \$140,983.</b></li> </ul>
<p>GSA Health Plan</p> <p><b>\$1,838,316 budget</b></p>	<ul style="list-style-type: none"> <li>● This is the fee that is charged to graduate students for the health part of the GSA Health and Dental Plan.</li> <li>● The 2023-2024 fee is \$344.87 per graduate student per year.</li> <li>● Revenue and related expenses are processed in October, February, and March.</li> <li>● There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$0.00</b></li> <li>● <b>Forecast October to March: \$1,838,316.</b></li> <li>● <b>The 2022-2023 actual was \$1,942,355.</b></li> </ul>
<p>GSA Dental Plan</p> <p><b>\$1,373,988 budget</b></p>	<ul style="list-style-type: none"> <li>● This is the fee that is charged to graduate students for the dental part of the Health and Dental Plan.</li> <li>● The 2023-2024 fee is \$259.31 per graduate student per year.</li> <li>● Revenue and related expenses are processed in October, February, and March.</li> <li>● There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to September: \$0.00</b></li> <li>● <b>Forecast October to March: \$1,373,988</b></li> <li>● <b>The 2022-2023 actual was \$1,444,394.</b></li> </ul>

## GSA 2023-2024 Labour Union Restricted Fund Budget (Narrative)

7.18

Account Name and Budget	Brief Description	Narrative
<b>Labour Union Restricted Fund Revenue</b>		
GSA Labour Union Dues Collected  <b>\$196,403 budget</b>	<ul style="list-style-type: none"> <li>Beginning in September 2021 the GSA commenced collection of labour union dues from Academically-Employed Graduate Students.</li> <li>Based on the dues received to date for 2022-2023 plus the recently ratified Memorandum of Settlement which provides for a 1.5% increase in September 2023.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September : \$44,586.</b></li> <li><b>Forecast October to March: \$151,817.</b></li> <li><b>The 2022-2023 actual was \$62,785.</b></li> </ul>
GSA Labour Union Dues bank account interest  <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>Dues received are deposited into a restricted bank account which accrues interest.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September : \$6,540.</b></li> <li><b>Forecast October to March: \$6,000.</b></li> <li><b>The 2022-2023 actual was \$5,041.</b></li> </ul>
<b>Labour Union Restricted Fund Expenses</b>		
GSA Labour Union PSAC Service Agreement  <b>\$75,000 budget</b>	<ul style="list-style-type: none"> <li>In October 2021 the GSA signed a service agreement with the Public Service Alliance of Canada (PSAC). The annual cost of this is \$75,000 per annum, assessed quarterly.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September : \$26,580.</b></li> <li><b>Forecast October to March: \$48,420.</b></li> <li><b>The 2022-2023 actual was \$75,000.</b></li> </ul>
GSA Labour Union Sundry Expenses  <b>\$5,000 budget</b>	<ul style="list-style-type: none"> <li>In compliance with relevant legislation this budget line covers incidental expenses (such as printing of materials, steward training, etc.).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September : \$102.00.</b></li> <li><b>Forecast October to March: \$4,898.</b></li> <li><b>The 2022-2023 actual was \$531.</b></li> </ul>
GSA Directly-Elected Associate Vice-President Labour Stipend, Benefits, and Employer Contributions  <b>\$38,867 budget</b>	<ul style="list-style-type: none"> <li>Per GSA Council approval of officer portfolio restructuring the GSA Assoc VP Labour stipend and benefits (Health and Dental Plan and U-Pass) and employer CPP contributions are to be paid from the Labour Union Fund revenue. GSA Assoc VP Labour elected effective May 1, 2023.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September : \$15,105.</b></li> <li><b>Forecast October to March: \$18,874.</b></li> <li><b>The 2022-2023 actual was \$0.00.</b></li> </ul>

GSA NOMINATING COMMITTEE  
**GSA APPEALS AND COMPLAINTS BOARD (Renewal of Two (2) GSA Member Positions)**

As per GSA Bylaw and Policy, terms of office for the GSA Appeals and Complaints Board (GSA ACB) may run for a one (1) or two (2) year term and members may stand for re-election (Section H.POL.7.4). Accordingly, as the terms of office for two (2) members of the GSA ACB has expired or is about to expire, those members were contacted to inquire if they wished to stand for re-election. Both members indicated they wished to extend their service. Additionally, these members have been previously interviewed by GSA Nominating Committee (GSA NoC) members who have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC (a member of GSA management was also present for said interviews) and have themselves, following their initial election to the GSA ACB, received training in the basic tenets of procedural fairness.

**There will be a paper ballot vote held at the 20 November 2023 GSA Council meeting.**

*If you and your alternate are unable to attend the Monday 20 November 2023 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Elections Coordinator ([gsanomco@ualberta.ca](mailto:gsanomco@ualberta.ca)) BEFORE 3:00 PM on Monday 20 November 2023 in order to cast your vote in advance of the GSA Council meeting.*

**Nominees for this position are listed in alphabetical order by last name. 'None of the Candidates' will also be considered a nominee.**

- 1. Kenzie Gordon (Media Studies & the Digital Humanities – PhD)**
- 2. Sameera Gumma (Public Health)**

Current GSA ACB membership can be found [here](#).

**Jurisdiction:**

GSA Bylaw and Policy, Sections H.POL.7.1 and H.POL.7.2

*"Eight (8) GSA members elected by GSA Council as voting members [and] four (4) Departmental Councillors (including the Indigenous Graduate Students' Association (IGSA) Councillor), alternates, or recent former Departmental Councillors, elected by GSA Council as voting members."*

GSA Bylaw and Policy, Section H.POL.7.4

*"Terms of office may run for a one (1) or two (2) year term as recommended by the GSA Nominating Committee (GSA NoC)."*

GSA Bylaw and Policy, Section H.POL.8.1

*"The GSA NoC will interview all nominees to the GSA ACB and forward selected nominees to GSA Council."*

**The biographies and brief resumes received for the two (2) nominees is BELOW on pages 12.1 – 12.2. The biographies and brief resumes are presented as received (i.e. not edited).**

**NOMINATION FOR THE RENEWAL OF A GSA ACB POSITION  
(TWO (2) POSITION RENEWALS FOR TWO (2) GSA MEMBERS)  
Two (2) Nominee for GSA Members**

**1. Kenzie Gordon**

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	MLCS Departmental Council
<b>Statement of Interest</b>	
<p>I would like to continue with another term on ACB to continue to support the important governance work of the GSA. Although rarely called to duty, I think the ACB fills a critical role in maintaining accountability and fairness throughout the operations of the GSA and the elections process, and it's important to me to support that mission. As someone who has previously been extensively involved with the GSA through council, GSAB, NoC, and other ad hoc work, I believe I bring some experience in understanding the operations and regulations surrounding the GSA's function which is beneficial for ACB. I hope that this will allow me to ensure that fairness and transparency remain part of how the GSA supports grad students on campus.</p>	
<b>Bio</b>	
<p>I am a PhD Candidate in Media Studies &amp; the Digital Humanities, as well as a social worker in my pre-grad school life. My research examines issues of gender-based violence in video games, and I have also worked extensively on research projects examining equity issues in game education and the industry in North American contexts. I have previously completed a BA in History &amp; African Studies and an MA in Digital Humanities at the U of A (as well as a BSW at the University of Calgary), making this my 10<sup>th</sup> (non-consecutive) year as a student at the U of A. In that time, I have served in roles on the Students' Union council, GSA council, GSAB, GSA Nominating Committee, Arts Faculty Council, the University's Sexual Violence Prevention working group, and MLCS departmental council, as well as a dozen+ student groups. I believe I have a strong understanding of the different governance procedures of the university and the relationships between them, which I would bring to my renewed role on ACB. I have also volunteered with numerous organizations in the city, including the Edmonton Mennonite Centre for Newcomers, Catholic Social Services, Edmonton Immigrant Services Association, John Humphrey Centre for Peace and Human Rights, and Water Warriors. As a social worker and social justice advocate, I believe strongly in the value of fair processes that take into consideration things like accessibility and language, which are key values for the work of ACB.</p>	

**2. Sameera Gumma**

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	School of Public Health Student Association
<b>Statement of Interest</b>	
<p>I have always been interested in giving back to my community in a positive way, as demonstrated by my extensive volunteer experience during my undergraduate degree at UBC Vancouver. Furthermore, I would love the opportunity to meet like-minded individuals from various disciplines at the university and expand my network. Lastly, I would love the opportunity to be a representative of the School of Public Health on the GSA ACB and maintain the standard of fairness and equality of the GSA. I have already served in this position last year and would like to re-extend my position. I look forward to the opportunity of working with the ACB again.</p>	
<b>Bio</b>	

During my undergraduate experience, I have been on various executive boards holding positions such as Vice President Internal/External, Director of Internal Communications, Director of Alumni Relations, and Standards Board member, among others. As a Standards Board member, my responsibility was to work with my team to hear any complaints and help resolve any issues members of the organization had, in an impartial and confidential manner. For example, issues have ranged from help with declining academics, issues between any members of the 100+ member organization, or any assault on a member.

During my time as the Director of Internal Communications, I acted as a liaison between the 800+ members of the organization, UBC staff and the executive board, which required extensive knowledge on the relevant policies and excellent communication skills. Additionally, as a Health Policy and Management student, we receive training on leadership, independent thinking and neutrality, which are skills I would love to showcase in a role such as this one. I believe that I have the skills and the attitude necessary to thrive in this position. I look forward to hearing back from you.

**President**  
**Report to GSA Council for the 20<sup>th</sup> November 2023 Meeting**

To: GSA Council  
 From: Bishoi Aziz  
 Date: 7<sup>th</sup> November 2023

Dear Council Colleagues,

I cannot imagine that I am half way through my term as president. I would like to report to you on my advocacy work over the past month.

**PhD guaranteed minimum funding**

- We had the confirmation of the previous FGSR Dean, Dr. Roger Epp, that the proposal is coming soon. The faculty is currently discussing the funding amount with the departments. There is a discussion item around the proposal in the FGSR council on Nov. 8<sup>th</sup>. We don't have any details on the proposal yet.
- However, there are plans that the Provost's Office will support the project financially during the transition period. The university will encourage the departments to work with the students to improve their performance in attracting external funding.

**Supporting international students**

- In our meetings with the senior University Administration and Governors, we continue to explain the difficulties faced by international students. We discuss their precarious financial situation and the lack of need-based funding available for them. We also highlight the social barriers they face including the lack of support from families and the less equitable environment on campus. We emphasize that the university's plan to increase international enrollment will only worsen these challenges and that the university needs to rethink how they are supporting international students if the university's plan is to succeed.

**People Strategy Steering Committee**

- Recently, the university released the results of a survey on employee engagement. The university acknowledges the low morale on campus and the broken communication between employees and their supervisors. In order for the university to address these findings, the university embarked on developing a People Strategic Plan to enhance engagement. The university will soon start the consultation process with the different employee groups on campus, including academically employed graduate students, to realize their needs.

*Please find below a list of meetings I attended between 17<sup>th</sup> October 2023 to 17<sup>th</sup> November 2023 (not inclusive of weekly GSA Board and management meetings). The meetings were accurate at the time of printing.*

17 Oct	Meeting with J Smith, Chief of Staff
17 Oct	Tuition Budget Advisory Committee (TBAC) Meeting #2
18 Oct	Financial Statement Review
19 Oct	MSc Rehab Medicine - Augustana Discussion
19 Oct	Meeting w/ Provost Office
23 Oct	Graduate Students & Tutoring Services
24 Oct	Meeting w/ R Epp, Interim Dean FGSR, GSA President, and VP Academic
24 Oct	Meeting w/ Chancellor Garritty and GSA Execs
25 Oct	In-Person Meeting - Board of Governors Chair
26 Oct	SEAP Accountability Framework

26 Oct	Meeting with Bill Flanagan, UofA President
26 Oct	In Person: Course-based Masters Initiatives at CNAS Meeting
26 Oct	Meeting with J Zinken and E Plume
30 Oct	BFC - Fall Statements and ATB investment Review
31 Oct	People Strategy Steering Committee
31 Oct	Meeting w/ K Peters, H Richholt, and F Billo
3 Nov	MNIF Joint Oversight Committee Meeting #3
6-10 Nov	61st Annual CAGS Conference
13 Nov	Meeting w/ M Ross-Graham & G Bridgeman
14 Nov	Meeting w/ T Ravio, Vice-Provost and Dean, FGSR
14 Nov	GSA & DoS Monthly Meeting
15 Nov	GFC APC Meeting
16 Nov	Meeting w/ M Padfield, Deputy Provost (Students and Enrolment)
17 Nov	Meeting w/ A Sharman
17 Nov	GSA Executives & VPER Monthly Meeting

**GSA Budget and Finance Committee  
Report to GSA Council for the 30 October 2023 Meeting**

To: GSA Council  
From: Bishoi Aziz  
Date: 8 November 2023

Dear Council Colleagues,

The GSA Budget and Finance Committee (GSA BFC) met on 30 October 2023 to review the GSA GIC Investment Statement from ATB as presented by Jeremy King and Kimberly Walker. They gave a high level overview with a discussion of current market trends, touching on the persistent impacts of inflation and possible recession. JK discussed that the GSA's investment portfolio aims to maintain its purchasing power over time, protect capital, and achieve long-term growth. He noted that the GSA's portfolio is well-diversified in local and international markets and navigates various market scenarios while managing liquidity effectively. He noted that the GSA's portfolio shows a 2 year record of outperforming the broad market which is good news considering the GSA's conservative balanced portfolio.

At this meeting, we also reviewed the 2023-2024 GSA Fall Term Budget and Expenditure Report prepared by the GSA's Financial Team (Lewie Moodley (Executive Director), Seidy Louangxay (Accountant), and Dorte Sheikh (Financial Manager)). This item was also reviewed by the GSAB at their 8 November 2023 meeting and is now presented to the GSA Council for information.

Next, the committee reviewed the 2022 - 2023 Audited Financial Statements, prepared by RSM. It was noted that the GSA has a surplus and the committee will convene again on December 5 2023 to discuss options for the surplus.

Finally, we discussed the Campus Food Bank (CFB) levy and it was noted that the GSA currently allocates \$27,000 to the CFB. It is important to hold a referendum to collect fees based on the results of the current GSA survey which reported that the majority of the respondents have been clients of the CFB. Given this, a discussion was held about whether the GSA should rely on the levy at \$3 or \$5 (if approved), continue funding through the annual budget, or adopt a hybrid approach with both the levy and annual funding from the GSA budget. Consensus was that the levy would provide more sustainable funding and the GSA could offer one-time donations if there is a surplus in a given year.

I look forward to answering any questions,  
Bishoi Aziz, President and Chair of the GSA BFC

**2023-2024 Vice-President Academic  
Report to GSA Council for 20 November 2023**

To: GSA Council  
From: Rija Kamran  
Date: 6 November 2023

Dear Council Colleagues,

I hope you are doing well and are staying warm. As I write this report, I am attending the Canadian Association of Graduate Studies conference in Victoria, BC. Looking forward to updating you on the advocacy and networking works we do this week. In the meantime, I have shared some highlights from the work I have been involved in since the last council meeting.

**October 23, 2023- Graduate Program Support Team (GPST) Meeting**

I attended the FGSR GPST meeting. We primarily discussed some course changes and minor program changes that are going to the GFC programs committee for approval. Course changes were in the faculty of ALES, Arts, Education, Engineering, Medicine, Nursing and Science. Minor program changes were in the faculty of Medicine and Computing Science. In addition to that we also discussed candidacy changes in Pharmacy, and some calendar changes in Nursing. We also revisited the item on course-based master's maintenance of registration, which clarifies the language around some existing policies around the requirement to maintain registration if a student has an outstanding grade.

**October 23, 2023- GFC Exec GPO**

The GFC Executive subcommittee on governance and procedural oversight reviews and updates the terms of references for the various GFC committees. The most important part of being involved in this process is to ensure that graduate student representation and interests are emphasized within the terms of references whenever possible. We are currently looking at a template that will be used to revise the terms of references for GFC committees on a 3–5-year cycle.

**October 24, 2023- Meeting w/ R Epp, Interim Dean FGSR, GSA President, and VP Academic**

We had our last meeting with Dr. Epp before his term as the interim FGSR dean concluded. We continued our discussion on the PhD guaranteed minimum funding. The implementation working group, composed of the major university representatives is still working on a plan for implementation and rollout. We also discuss other avenues of reducing financial strain on graduate students. Dr. Epp will continue leading the work on PhD minimum funding in a consultation capacity, as the new FGSR dean Dr. Tracy Ravio assumes office.

**October 24, 2023-Meeting w/ Chancellor Garrity and GSA Execs**

Along with other GSA execs, I met chancellor Peggy Garrity. We updated the chancellor on the advocacy work we have been involved in within our portfolios. We had a brief discussion around the new budget model which will calculate and change the allocation of budgets to different faculties. We also discussed the financial realities survey that GSA conducted. The Chancellor assured us of her support as we continue to advocate for an affordable and more inclusive campus.

**October 26, 2023-In Person: Course-based Masters Initiatives at CNAS Meeting**

GSA President B Aziz and I met Dr. Tracy Ravio and Emma Sheppard to discuss an initiative for new course-based masters programs in CNAS, one focusing on sustainability and the other on data science and applied AI. The team from CNAS walked us through their plan for these new programs and we had a discussion on how to make them more inclusive in terms of designated funding supports, application process and some unique challenges faced by international students when applying to these interdisciplinary programs.

**October 27, 2023- Anti-Islamophobia Awareness Campaign**

Along with other GSA Execs I attended the Islamophobia awareness campaign hosted by the Dean of Students office. This campaign featured photos of Muslim women from all walks of life. There were performances and panel discussions highlighting the aftermath of hate based Islamophobic attacks.

**November 2, 2023- GFC COSA - Council on Student Affairs**

I attend the GFC COSA. I co-presented the MSOL (moderate standards of living) report and updates with the University Registrar N Rodenburg and UASU President C Fotang. I also presented the GSA Financial realities survey to the committee and engaged. We continue to bring forward the financial strain on students as the discussions on tuition and other fees proceed through the governance bodies.

Please feel free to reach out to me at [gsavpaca@ualberta.ca](mailto:gsavpaca@ualberta.ca) if you have any questions, concerns, or suggestions. Thank you.

**Rija Kamran**, Vice-President Academic 2023-24

**2023-2024 GSA VP Academic's Meetings Attended (Rija)**

*Please find below a list of meetings I attended between 16 October to 20 November 2023 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

17 Oct	Tuition Budget Advisory Committee (TBAC) Meeting #2
23 Oct	Graduate Program Support Team (GPST) Meeting
23 Oct	GFC Exec GPO
23 Oct	ISA/GSA Regular Meetings
24 Oct	Meeting w/ R Epp, Interim Dean FGSR, GSA President, and VP Academic
24 Oct	Meeting w/ Chancellor Garritty and GSA Execs
25 Oct	In-Person Meeting - Board of Governors Chair
25 Oct	GFC Nominating Committee Meeting
25 Oct	GFC Committee on the Learning Environment
26 Oct	In Person: Course-based Masters Initiatives at CNAS Meeting
27 Oct	Islamophobia Awareness Campaign
30 Oct	GFC Executive Committee
1 Nov	GFC APC - Academic Planning Committee
2 Nov	GFC COSA - Council on Student Affairs
2 Nov	Forward Slash Event
3 Nov	MNIF Joint Oversight Committee Meeting #3
6-10 Nov	61st Annual CAGS Conference
14 Nov	Meeting w/ T Ravio, Vice-Provost and Dean, FGSR
17 Nov	GSA Executives & VPER Monthly Meeting

**2023-2024 Vice-President External  
Report to GSA Council for the 6 November 2023 Meeting**

To: GSA Council  
From: Hamid Hassani  
Date: Nov 6, 2023

Dear Council Members,

I hope this report finds you in good health and high spirits. In my role as the Vice President External of the GSA, I am thrilled to provide you with updates on our recent activities and initiatives.

Post-Secondary Education Task Force Meeting (18 Oct)

During the Post-Secondary Education Task Force meeting on October 18th, the board's interest was primarily directed towards the initiatives of Public Interest Alberta (PIA), with a specific emphasis on the province's post-secondary education sector. The Alberta government's approach, particularly in relation to a pension panel, met with substantial resistance from those present. The conversation also touched on the "Save our SPP" campaign as well. For more detailed information, the PIA website was referenced, especially the page dedicated to the campaign aimed at safeguarding the Canada Pension Plan:

<https://www.pialberta.org/saveourcpp>

Moreover, there was an indication of an impending housing campaign, though details were scant, with attendees encouraged to look out for forthcoming details. Finally, the meeting concluded with a pointed question regarding the Minister of Advanced Education's capability to manage the Post-Secondary Education portfolio, highlighting possible concerns about leadership within the sector. I note that this topic was also mentioned in the previous meeting as well.

ab-GPAC Board Meeting (Oct 20, 27):

The board meeting goes well, and we are discussing a few internal issues that we have. Currently, we are still thinking and planning about our advocacy week, which we anticipate is going to be soon. We have outlined several key activities and objectives for this important week, with the aim to engage with stakeholders and increase the visibility of our initiatives.

Meeting w/ Chancellor Garritty and GSA Execs (Oct 24):

On a pleasantly warm evening, we gathered with Chancellor Garritty in the art building for a productive session. The atmosphere was cordial, setting the stage for a meaningful exchange of ideas. Each executive took the opportunity to outline the priorities for their respective positions, and we explored various ways in which the Chancellor could lend support. It's important to recognize that the Chancellor's role does not come with direct power within the university's governance structure; instead, her influence is more nuanced, with the potential to significantly shape our institution's trajectory.

A significant portion of our conversation focused on the affordability crisis, with particular emphasis on the housing challenges facing Edmonton. I engaged the Chancellor in a detailed discussion about the 'study and stay' plan for graduate students, an initiative that holds considerable appeal for international graduate candidates. This is a topic I have consistently highlighted in previous council reports, and I made sure to introduce new angles to further the Chancellor's understanding of the issue.

For example, I pointed out that despite the Government of Alberta's high demand for MSc programs in dentistry, there is still no clear strategy to retain these medical professionals within the province. This gap represents not just a missed opportunity but also a critical area for potential development.

Overall, the meeting was a success, and we departed with the mutual intention to continue our dialogue. The Chancellor was receptive to our perspectives, and we are optimistic about the prospects of further collaboration.

#### In-Person Meeting - Board of Governors Chair (Oct 25):

Another important meeting with the chair of the board of governors and Kate Chisholm commenced with the now-familiar tradition of sharing our priorities. We delved into the current situation within the GSA, examining the progress made towards our long-term goals and identifying any potential roadblocks. I cannot share many details about the exact conversation since it includes some confidential notes. However, a significant portion of the meeting was dedicated to reviewing the operational plans, with Kate providing insightful feedback based on her extensive experience. Kate very kindly shared some notes about the relationship that we have with different parts of the university, such as FGSR, and advised us on how we can forge a robust relationship to empower graduate students. Overall, it was a great meeting, and we are looking forward to having more meetings with the board of governors.

#### Forward Slash Event (Nov 2):

At the recent Forward/Slash YEG meeting, I had the privilege of engaging with a dynamic group comprising local business owners, entrepreneurs, and Mayor Amarjeet Sohi of Edmonton. The discussion was centered around the economic development and innovation within the city. It was a remarkable opportunity for me to advocate for the importance of bridging the gap between academia and the business community, as well as the local government.

Mayor Sohi was particularly vocal about the need for a collaborative effort to create an inclusive economy that benefits all layers of society. His vision for Edmonton is one that encompasses every citizen, with a special emphasis on lifting the community through economic opportunities.

One of the highlights of the meeting was a presentation that put Edmonton's achievements in perspective — our city boasts a lower poverty rate compared to many of the 200 cities around the world. This statistic not only reflects the current state of the economy but also the potential for future growth and stability. The conversation was a clear indication that there is a shared enthusiasm for leveraging the knowledge and skills of our graduate students.

In summary, the meeting left us with a sense of optimism and a roadmap for future collaboration. There's a collective anticipation for the initiatives that will arise from this synergy, aiming to integrate the expertise of graduate students into the fabric of Edmonton's economic framework.

For more information, please check this website: <https://forwardslashyeg.ca/>

*Please find below a list of meetings I attended between 16 October to 20 November 2023 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

18 Oct	Post-Secondary Education Task Force Meeting
20 Oct	ab-GPAC Board Meeting
24 Oct	Meeting w/ Chancellor Garritty and GSA Execs
25 Oct	In-Person Meeting - Board of Governors Chair
27 Oct	abGPAC Meeting
2 Nov	Forward Slash Event

**2023-2024 Associate Vice-President Labour  
Report to GSA Council for Nov 2023**

To: GSA Council  
From: Muneeb Masood Raja  
Date: 09 Nov 2023

Dear Council Colleagues,

I have attended several meetings between 16 Oct and 15 Nov 2023 which are listed in the table below. The details of these meetings are stated below.

**Meeting with Graduate Physics Student Association President (18 Oct):**

I recently met with Elham, the President of the Graduate Physics Student Association, to address the concerns raised by some students in the physics department regarding GTA hours. In response to this concern, we have taken the initiative to schedule a meeting with representatives from the Physics Department. This meeting is set for November 8th. During this meeting, we will discuss the issue brought up by our fellow graduate students and explore potential solutions. If our discussion with the department representatives does not lead to a satisfactory resolution, I will escalate the matter to the Faculty Relations.

**Solidarity Meeting (19 Oct):**

The solidarity meeting, organized by PSAC, brought together union leaders and representatives from the University of Alberta, University of Calgary, and University of Lethbridge. In this meeting we discussed and shared labour related challenges in our institutions. Keeping in mind the importance of this group, we have decided to restructure the group to make it a more sustainable group aimed at lobbying for potential labour related problems across the province. While the exact details are still in the works, we're in the process of finalizing the group's name, and additional responsibilities will be distributed among its members. We would also look for future collaboration with student bodies like ab-GPAC and others to make our lobbying efforts stronger with a focus on addressing labour related issues.

**Labour Chat with Public Service Alliance Canada Representative (20 Oct, 27 Oct, and 03 Nov):**

During our meetings, we engaged in discussions aiming to enhance awareness and formulating plans for potential future training sessions that could be organized in collaboration with PSAC. We have finalized the plan for November and December. Additionally, we also discussed the bargaining updates of different academic institutions.

**Solidarity Meeting - AASUA, NASA, and GSA (23 Oct):**

In order to establish a good relationship with other unions present at the university I took the initiative to contact union leaders from NASA, AASUA, and PDFA with a possibility to set up a solidarity group. NASA and AASUA were onboard with this initiative. Unfortunately, PDFA was in the middle of electing new leadership at the time when the meeting was being set up, preventing them from joining us for our first meeting. We plan on including them in our subsequent meetings after the new leadership is settled in their roles. The aim of this meeting was to discuss avenues of mutual interest. We also agreed to advertise initiatives taken by our unions on platforms available to us.

**Labour Outreach (24 Oct and 8 Nov):**

The GSA Labor Relations Committee (LRC) organized a labour outreach aimed at raising awareness among graduate students. During this event, we actively sought feedback from students regarding their employment situations, which fall under the collective agreement. The outreach session on 24th Oct was held outside in the main quad area but because of the sudden shift in the temperature we shifted the 8th Nov outreach session inside SUB. The remaining outreach sessions will be held indoors until the weather remains cold. We have the next labour outreach sessions planned in SUB on 23 November.

## **Bargaining 101 Labour Training (24 Oct):**

Bargaining 101 training session was organized in collaboration with PSAC and advertised to all academically employed graduate students (AEGSs). This was an in-person training and a lot of students showed interest in taking this training. It was organized around the same time as the call for nominations for the bargaining committee was sent out. In this training, the process of bargaining along with all the steps involved in it were discussed. The legislative requirements were reviewed, especially the deadlines that need to be followed by both parties. Participants were informed of the recent updates on the current bargaining that is undergoing in different academic institutes across Canada. The same training was also offered remotely on 02 Nov to provide opportunity to those interested in the training and couldn't attend the in-person training.

## **GSA Union Breakfast (25 Oct):**

A union breakfast was organized in collaboration with PSAC and all the academically employed graduate students (AEGSs) were invited. The purpose of this breakfast was to improve the presence of our union on campus and allow AEGSs to interact with each other and discuss their concerns around their appointments and the collective agreement. These activities also serve as a source of knowledge for the AEGSs as students are generally not aware of the resources available on campus and in this case, they are relieved to find out that we have a collective agreement with the university which provides them protection and better employment rights. I always encourage them to find out more about the collective agreement, know your rights, take the labour training, be more involved with labour activities, and increase awareness of the union.

## **Meeting with Board of Governors Chair (25 Oct):**

The GSA board had a meeting with the chair of the Board of Governors, University of Alberta. It was an interactive session which involved all the DEOs explaining their portfolios and they asked for support from the university. I expressed my concerns regarding the compliance of the collective agreement and emphasised that the university should take the necessary steps to ensure we get better compliance. Aside from that, I also stressed on the fact that lately a lot of institutes in the academic section are having trouble bargaining and the university should be aware of the changes in the landscape during the past couple of years. Finally, I also highlighted the problems of the Graduate Research Assistantship Fellowship (GRAF) appointment and how the university should work with us to improve that in future. Since GRAF is not considered to be an employment contract, deciding the pay rate, working conditions and other benefits that are usually provided in a regular paid appointment are not clear which leaves the student with very little to no protection. This causes a huge power imbalance between the supervisor and the student and could potentially result in unfair behaviour towards the student.

## **Meeting with LRC Members (31 Oct and 02 Nov):**

These meetings were scheduled with the new voting members of the Labour Relations Committee (LRC) who were elected recently. In the meeting I went over the roles and responsibilities of the LRC members and went over the collective agreement in detail as part of the labour 101 training which is mandatory for every new member of the LRC. Aside from that, we also went over the work which is being undertaken by the LRC including selection of the bargaining team, preparing surveys, strengthening our steward network, improving collaborations, and more. The new members were encouraged to be actively involved in all union activities by attending labour training and labour outreach sessions. Both members were excited to be a part of the team and showed a lot of willingness towards all the endeavours that will be taken by the committee.

I have not yet attended some of the meetings listed below, which is why I haven't included them in my report. However, I plan to cover the key highlights and main aspects of these meetings during our November council meeting. Finally, I would really appreciate any feedback from the respected council members related to any labour related matters.

Thank you,  
Muneeb Masood Raja, Associate Vice-President Labour 2023-2024

Please find below a list of meetings I attended between 16 Oct and 15 Nov 2023 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.

18 Oct	Meeting with Graduate Physics Student Association President
19 Oct	Solidarity Meeting
19 Oct	Meeting with a Student (Confidential)
20 Oct	Labour check-in with PSAC representative
23 Oct	Solidarity Group Meeting - AASUA, NASA, and GSA
24 Oct	Labour Outreach
24 Oct	Bargaining 101 Labour Training
24 Oct	Meeting w/ Chancellor Garrity and GSA Execs
25 Oct	GSA Union Breakfast
25 Oct	In-Person Meeting - Board of Governors Chair
27 Oct	GSA Coffee Break
27 Oct	Islamophobia Awareness Campaign
27 Oct	UofA GSA Labour Check-in w/ K Gunn
30 Oct	BFC - Fall statements and ATB investment review
31 Oct	Introductory meeting with new LRC member
02 Nov	Introductory meeting with new LRC member
02 Nov	Forward Slash Event
03 Nov	UofA GSA Labour Check-in w/ K Gunn
06 Nov	SEAP Discussion
07 Nov	Meeting with a student (Confidential)
07 Nov	Meeting with Bargaining Team Applicant
08 Nov	Physics Department TA Contract Meeting
08 Nov	Labour Outreach
09 Nov	Meeting with Bargaining Team Applicant
09 Nov	GFC Programs Committee Meeting
10 Nov	UofA GSA Labour Check-in w/ K Gunn
16 Nov	Solidarity Meeting
17 Nov	UofA GSA Labour Check-in w/ K Gunn
17 Nov	U of A JHSC Meeting
17 Nov	GSA Executives & VPER Monthly Meeting

**GSA Labour Relations Committee  
Report to GSA Council for the 12 October 2023 Meeting**

To: GSA Council  
From: Muneeb Masood Raja  
Date: 8 November 2023

Dear GSA Council Colleagues,

The GSA Labour Relations Committee (GSA LRC) met on 12 October 2023. The chair provided dates for upcoming Labour outreach and training opportunities.

A survey will go out to students in January to ask about priorities for Collective Agreement bargaining. The GSA will do a review of other Collective Agreements to assess gaps in the current agreement.

A Bargaining 101 training was organized on 24 th October and 2nd November to provide graduate students with the opportunity to learn about the bargaining process and to seek out potential applicants for the negotiating team.

The LRC is conducting surveys on different appointments including GTA/GRA, GRAF, and STARE to check compliance of the collective agreement across campus. These surveys will give us feedback from students for areas of improvement. The Graduate Teaching Assistant survey was sent recently with a closing date of 22nd November. The remaining surveys are being finalized by the LRC and will be sent out soon for feedback from academically employed graduate students. Aside from that, the LRC has recently appointed 4 faculty stewards this term and are actively looking for potential candidates to improve our steward network and increase the union presence and awareness.

The committee will meet again in November and select the negotiating team for the next collective bargaining along with reviewing the mandate survey.

I am happy to answer any questions.

Sincerely,  
Muneeb Masood Raja, Vice-President Labour and Chair of the GSA LRC

**2022-2023 Vice-President Student Services  
Report to GSA Council for 20 November 2023**

To: GSA Council  
From: Muhammad Haseeb Arshad  
Date: 06 November 2023

Dear Council Members,

I hope this report finds you with the best of health. For my meetings from 17<sup>th</sup> of October to 06<sup>th</sup> of November, I will use the following space to summarize some of the important ones.

- **VLHR Committee Fall Meeting #1 (October 17<sup>th</sup>):**

During the VLHR Committee Fall Meeting #1 on October 17<sup>th</sup>, the committee discussed several important topics. Firstly, they reviewed the recent visit of Miceal Fakhri, which had been funded by ASSET. Fakhri, the Special Rapporteur on the right to food, focused on food security during his visit. The event included a community gathering organized by Elizabeth Onyango (Assistant Professor, School of Public Health) and a launch event with the Dean of ALES. Fakhri also gave a 45-minute talk to an undergraduate class. The committee noted Fakhri's interest in returning in a formal role, potentially after his term as a UN rapporteur.

Another key point of discussion was an evening lecture held at TIMS at 6 pm. Feedback on the event space was positive, and ASSET's provision of underground parking was appreciated. However, there were concerns about the low student turnout, prompting the suggestion to improve demographic targeting and early sign-up promotions through student groups to increase attendance.

The meeting also touched upon the invitation extended to David Boyd, the UN Special Rapporteur on the environment. While Boyd couldn't attend this year due to his busy schedule, he expressed a willingness to come next year after the completion of his term. The committee viewed this as a potential opportunity, considering that inviting Boyd after his term might allow for more candid discussions on environmental issues.

- **GSA Coffee Break x DOA (October 18<sup>th</sup>):**

During the GSA Coffee Break x DOA meeting on October 18<sup>th</sup>, myself, Brandy and Venassa met with Heather Ritz (Wellness Supports and Days of Action Coordinator) to discuss the planning of a collaborative event scheduled for November 24<sup>th</sup>, titled "GSA Coffee Break x Campus Social Hour." The primary objective of this partnership was to create a dedicated DOA's World Hello Day event specifically tailored for graduate students.

Several key details of the event were discussed during the meeting. These included the planned activities, such as a mocktail contest, a coloring contest, a giant Jenga game within the FGSR boardroom, and a cornhole throwing game outside Triffo Hall, contingent on weather conditions.

We have almost finalized most of the work related to these activities, so please reach out to your constituents, and ensure that you promote this event, as it will be a good networking and socializing opportunity.

- **GSA x Collective Tea Time meeting (October 18<sup>th</sup>):**

The GSA x Collective Tea Time meeting on October 18<sup>th</sup> primarily revolved around planning and discussing the potential collaboration between GSA, ASSET, and Unitea for a collective tea time event. Originally, the plan was to host this event during October's coffee break, but due to time constraints, it was decided to reconvene and explore new dates for the event.

During the meeting, Vanessa proposed two alternative options for the event's timing. The first option was to align the collaboration with the Fall Socials event scheduled for the middle of November. The second option was to consider hosting the event on December 15<sup>th</sup>, which would coincide with our last coffee break of the year.

It was agreed that further discussions would be needed to confirm the availability of ASSET volunteers during the proposed dates, and I am hoping to have a follow-up meeting in the first week of November to assess the feasibility of the event to make further arrangements.

- **CFB Annual General Meeting (October 18<sup>th</sup>):**

The CFB Annual General Meeting had a primarily social orientation. Erin (Executive Director of CFB), and Jessica Dugan (current Board Chair) provided a brief overview of the year's statistics regarding the utilization of CFB by both students and faculty members. Additionally, a quick business meeting was held on the side to update one of the policy statements concerning the utilization of CFB's resources, aligning it with the Canadian Excellence Standards for Food Banks.

During the meeting, a significant highlight was the formal induction of six new board members through a formal motion. After the business meeting, all attendees were encouraged to offer feedback on the services provided by CFB and express their expectations for the coming years. The event also featured complimentary food and drinks, enhancing the social and engaging atmosphere of the meeting.

- **CFB October Board Meeting (October 23<sup>rd</sup>):**

The board meeting started with ED's report where she confirmed the location of a community pantry in the Rutherford Library atrium, set to open in January 2024. Additionally, she mentioned that the Grocery Bus is now successfully launched at CSJ, and that CFB are actively seeking volunteers for the upcoming Trick or trEAT event on October 28.

She also introduced the new Dietetics Intern Mariana who started on 16<sup>th</sup> October and will be running office hours till November.

Regarding Fiscal Sustainability, Erin shared several funding updates including a \$24,000 annual grant from AASUA, \$2,000 from CSL's small grant fund, along with an additional \$3,600 for hosting CSL students. The board was also appreciative of the fact that the GSA has agreed to assist in running a referendum to add a CFB fee for graduate students, with a presentation scheduled for the November council meeting. The board was briefed on the plan to apply for a Capacity Boost Grant from Food Banks Canada to acquire an electric van for shared use with the SU. Lastly, Erin noted that she will be presenting at GFC, and it is anticipated as a potential fundraiser organized by the GFC for CFB.

All board members were also encouraged to take part in sub-committees where policy, finance and board development issues will be discussed in more detail.

Since this was the first board meeting after the AGM, the chair, secretary, and treasurer were appointed as usual practice. Next meeting will be on November 18, where the next year's priorities will be discussed and set.

- **Graduate Students & Tutoring Services (October 23<sup>rd</sup>):**

The October 23<sup>rd</sup> meeting focused on the possibility of a summer teaching program for graduate students to teach high school students. The meeting was organized by the Ravina Sanghera (Dean of Students) at the request of Beshoi. Lewie mentioned that the University of Melbourne has a similar program, which could benefit both the university and graduate students by showcasing the educational system to prospective students and enhancing teaching skills of graduate students. Blessie Mathew (Director of the Career Centre), emphasized the need for proper training and suggested that the GSA provide a draft proposal for the program. The response from the Dean of Students and the Director of the Career Centre was positive, and we are committed to working on a draft proposal to present to the Dean of Students.

- **Meeting w/ Chancellor Garrity and GSA Execs (October 24<sup>th</sup>):**

During the meeting with Chancellor Peggy Garrity and GSA Execs on October 24<sup>th</sup>, the discussion primarily revolved around the challenges faced by international course-based master's students. Beshoi presented the results of a financial assessment survey, highlighting the need to improve the standard of living for these students. Chancellor Garrity inquired about the reasons behind their difficulties, and it was suggested that the issues may stem from the lack of financial support through scholarships and loans. Additionally, the absence of supervisory mentors for guidance and access to mental health resources was mentioned. I pointed out that many top North American universities offer financial aid to international course-based master's students, a support not currently available at our university. The group sought the Chancellor's support in advocating for this with the Board of Governors.

- **In-Person Meeting - Board of Governors Chair (October 25<sup>th</sup>):**

During the in-person meeting with Kate Chisholm (Chair of the Board of Governors), the discussion centered on the priorities for the year. DEOs shared their respective initiatives and sought advice from Kate in her capacity as Chair. Her candid insights were highly appreciated, particularly regarding how to present advocacy efforts to university officials in a more objective manner.

Specific topics included addressing issues with the GRAF contract, with a focus on making it resemble more of an employment contract to better protect the rights of graduate students as a part of their union. Additionally, the meeting touched on concerns related to university residence situations, international students' immigration issues, the possibility of starting a graduate co-op program and the growing apprehensions among graduate students concerning rising inflation. Kate's guidance and input were valuable in navigating these important matters.

- **DoA Committee Meeting (October 25<sup>th</sup>):**

The DOA Committee Meeting was divided into two parts. In the first part, the committee discussed feedback and statistics related to the recent World Mental Health Day event held on October 10th and the Mindfulness Walk that took place on October 12th. During this discussion, some concerns were raised regarding the level of student participation in the Mindfulness Walk.

In the second part of the meeting, the committee received a comprehensive update on the progress made by the World Hello Day working group. It was explained that there would be two separate events to celebrate World Hello Day. The first event, scheduled for November 21st, would be geared towards undergraduate students, and would occur in Rutherford on North campus, as well as in an appropriate location at CSJ. The second event, set for November 24th, would be hosted in Triffo Hall and would be a collaboration with the GSA coffee break for graduate students. The November 21st event would run from 11 am to 2 pm, while the GSA event would take place from 12:30 pm to 3 pm. ASSET and Unitea would be contributing volunteers, and a social calendar displaying all the events happening in November would be made available on the DOA website. Additionally, it was decided that the first working group meeting for World Social Justice Day would be held on November 1st.

- **Hello Day Programming Meeting (October 26<sup>th</sup>):**

During the Hello Day Programming Meeting, several important topics were discussed. First, there was an update on the Graduate Student Campus Social Hour, where ASSET, Unitea, and DOA volunteered to organize activities. One notable activity was the Mocktail Naming contest, featuring small prizes, and this event would involve 6-8 DOA volunteers. Notably, Courtney Wagner (Program Lead, Development and Alumni Relations) had prepared several mocktail recipes, which would be displayed on boards or banners for students to enjoy during the event.

The discussion also touched on the venue for the CSJ (Campus Saint-Jean) event, although it was mentioned that finalization was still pending.

In terms of programming, plans were made for a coloring program in collaboration with Counselling & Clinical Services. This initiative aimed to engage students in creative and relaxing activities. The meeting also covered the allocation of tables for different locations, with 5 tables designated for Rutherford, 2 in CAB, and 2 coffee tables in the event space. Additionally, support from three CCS team members was secured for setup, hosting, and cleanup.

Lastly, the meeting covered the November 24th Coffee Break, focusing on game selection, volunteer recruitment, and the need to reserve additional space for activities.

- **GSA/Parking Services Meeting (October 27<sup>th</sup>):**

During the GSA and Parking Services Meeting, one of the primary topics was the possibility of making parking appeals accessible to the public. However, it was deemed infeasible due to the high volume of complaints and insufficient staff to manage such a system.

Tiffany, during the meeting, was tasked with finding an innovative solution for displaying signage to indicate whether a parking lot is open or closed. This issue, particularly concerning the Windows parking lot, was identified as a major concern that required careful attention.

Randa Kachkar (Manager, Parking Services and Vice-President Facilities & Operations - Parking) provided valuable information that students have the option to reach out to the parking service office if they

believe they have received an erroneous parking ticket. They can also launch an in-person appeal for quicker updates on the status of their appeal by visiting the customer service agent at the front desk of the parking service office.

Overall, the meeting aimed to address parking-related issues and explore solutions to improve the parking experience for students.

These were the highlights of the meetings that I have attended up until the submission of this report. I look forward to working with all the members of the GSA Council. Please feel free to reach out to me at [vpsse@ualberta.ca](mailto:vpsse@ualberta.ca) if you have any concerns or would like to discuss any matters with me.

Thank you,

**Muhammad Haseeb Arshad,**

Vice-President Student Services 2022-2023

*Please find below a list of meetings I attended between 16 October to 06 November 2023 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

17 Oct	VLHR Committee Fall Meeting #1
18 Oct	GSA Coffee Break x DOA
18 Oct	GSA x Collective Tea Time meeting
18 Oct	CFB Annual General Meeting
23 Oct	CFB October Board Meeting
23 Oct	Graduate Students & Tutoring Services
24 Oct	Meeting w/ Chancellor Garrity and GSA Execs
25 Oct	In-Person Meeting - Board of Governors Chair
25 Oct	DoA Committee Meeting
26 Oct	Hello Day Programming Meeting
27 Oct	GSA/Parking Services Meeting

To: GSA Council  
 From: Tiffany Kung  
 Date: November 6 2023

Dear Council Colleagues,

I hope everyone has had a wonderful October! Please see the meetings I attended this month attached. Please note I will be away at a conference from November 9-19, which will explain the gap in meetings for that week.

**IGSA & FPH Gathering (Oct 16)**

At this regular meeting, we discussed the IGSA's upcoming tuition levy, as well as some updates from First People's House, including a timeline for their move to the new space in Education (2026), as well as upcoming events and cultural programming.

**UASSC Meeting (Oct 17)**

The group briefly discussed the current events in the Middle East and security concerns among specific groups of students, as well as the University's strong stance against violence, and reiterated that students should reach out to UAPS, UASSC, or any other relevant groups (such as the GSA) if they had concerns they felt needed to be addressed. The group then discussed September updates, including updates to the building action plan and communications.

**RA Team Meeting (Oct 17)**

The group discussed the GSRA as well as regular meetings between the GSA and students who live in residence. The tentative dates for these visits to East campus have been set to happen in November and February.

**Residence Advisory Council Meeting (Oct 20)**

The group invited James Allen to discuss some UASSC initiatives (such as those discussed above). The group heard about the proposed rent increases. Residence services noted that inflation is around 6.9% for residence-related costs, and the rent increase will be 5.5% for the year. The proposed meal plan inflation is 8.9%, and the meal plan increase will be 6%. Questions were asked around a breakdown of how utilities are paid for (e.g., the campus provides some electricity as well, so how does that reduce our utilities bills?) and that information will be brought to the next RAC meeting. The rent rationalization update was proposed, where there were discussions about offering a second type of product (double bed option) at RSFJ to reduce rental costs in that residence. Residence services committed to consultation with RSFJ (Campus Saint Jean residence) folks in the process to better understand what that process will look like.

**Meeting with R Epp (Graduate and Postdoctoral Studies (GPS) Dean) and IGSA (Oct 23)**

The group was introduced to Amber Smith, the new supporting aboriginal graduate enhancement (SAGE) coordinator. The group discussed the community-based/land-based GRA equivalent for Indigenous students engaging in land-based learning. Roger Epp has committed \$25,000 to this fund that is expected to be spent in two years to pilot. The group discussed eligibility for the awards, how much the awards should be, and who would adjudicate the awards. The group also discussed the IGSA writing retreat and goals in terms of budgeting, and additional matters including the Indigenous Documentation committee, the Indigenous staff positions in GPS and First Peoples House (FPH), the capacity of settler professors to supervise Indigenous students, and how the structure of graduate programs could be flexed to support Indigenous students engaged in community research that requires longer periods of relationship-building and field work.

**Regular International Students' Association (ISA)/GSA meetings (Oct 23)**

Rija (VP Academic) and I met to discuss the ISA's upcoming tuition levy proposal.

**Sexual and Gender-Based Violence (SGBV) Advisory Council (Oct 24)** The SGBV advisory council heard updates from Deb Eerkes regarding work around the harassment, discrimination policy and academic policy translation to French, as well as work around the UAlberta SGBV survey (released, please email me for the link if you cannot find it online), the Options Navigation Network, the HRHSE Workplace response coordinator pilot, and updates on training available on eclass. From this meeting, I will be meeting with members of the University of Alberta Sexual Assault Centre (UASAC) to try and get the SGBV eClass module approved as PD-credit for graduate students. The group also discussed upcoming projects of the sexual harassment in experiential learning project (discussed below), psychological and social safety in the workplace and workplace restoration toolkit, and concerns around the locking of building on safety of students taking night classes (a separate working group with representatives from the UASU is being assembled to discuss this).

#### **Student Staff Network (Oct 24)**

The group discussed some updates on events happening in each respective portfolio, including a Wellness Day/Fair for BIPOC students that residence services will be hosting on January 17!

#### **Dean's Advisory Committee (Oct 25)**

The Dean's Advisory Committee (DAC) convened for the first time and briefly discussed student group event approval deadlines for undergraduate students, how the University planned to work with SEAP in light of the proposed enrollment increase, and problems around physical space on campus.

#### **SEAP Accountability Framework Meeting (Oct 26)**

I met with Sarah Wolgemuth from the Student Experience Action Plan (SEAP) team to discuss what aspects of SEAP the GSA could claim responsibility for. We discussed a few aspects, and I will be meeting with the GSA Board to discuss if they agree on the responsibilities we worked out, and how we can work that accountability into future years' work.

#### **GSA./Parking services meeting (Oct 27)**

Haseeb (VP Student Services) and I met with Parking services to discuss how we could improve student experiences with parking and specifically the audit process for tickets. Many ideas were discussed, but it was proposed that Parking Services be a vendor at our GSA Orientation to introduce themselves and parking expectations to students upon their entry into the program.

#### **Experiential Learning and SGBV Working group (Oct 30)**

The working group convened to discuss how we can reduce rates of SGBV in work-integrated learning. The scope of the working group was limited to instances where the University sends students out of the University for working opportunities, either paid or unpaid for-credit opportunities. The group discussed the difficulties of enforcing expectations and regulations on outside organizations, especially ones that may be paying students, as well as members that may be missing from the working group. The group is scheduled to meet in December to lay down how the group is expected to work, and the hope is that the group will apply Possibility Seeds' toolkit to improve experiential learning experiences for students beginning 2025. If you're a student who has participated in work-integrated learning and has any thoughts or opinions on the working group's work, please let me know.

#### **SEAP Support Team (Oct 31)**

The SEAP support team gathered to discuss accountability around SEAP. The group brought up key measures and outcomes for students to see accountability, and for relevant parties to feel accountability. Discussions around concerns such as buy-in from all parties, how resources will be delegated to SEAP in the current fiscal reality, the difficulty in translating the ambitions of SEAP into reality, and how the University can continue to reinforce the importance of SEAP with faculty and student turnover was discussed.

**EDI Faculty Leads Network Meeting (Oct 31)**

The group met to discuss what information should be incorporated into the upcoming EDI Action plan. It mostly centered around not duplicating important work that was being done across different offices, and how we can transition equity and justice work from being seen as something done “in addition to” into “what we do”.

**EDI Plan Steering Group Monthly Meeting (Oct 31)**

The group discussed what was mentioned at the morning meeting (EDI Faculty Leads Network Meeting) as well as how to engage students in the time of consultation fatigue. Pedro (UASU) and I brought up the possibility of offering incentives for students who respond to surveys (e.g., entering a draw for an iPad or incentivising with SU perks), and this work is underway.

**UASSC/GSA Communications Content Meeting (Nov 1)**

The group met to discuss communications as well as a potential addition to the GSA planner on “who to call” in times of emergency.

**BGSA & Dean of Students (Ravina Sangerha, Lula Adam) Meeting (Nov 3)**

The group met for the first time to discuss how the Dean of Students (DoS) can aid the Black Graduate Students' Association (BGSA). The group discussed the BGSA's goals and hopes, including a permanent office space, since a temporary office space has been found, what DoS resources BGSA and Black students can access, how DoS can improve the BGSA community, and conversations about increasing funding opportunities for Black graduate students, who currently only have one specific funding opportunity available.

**2023-2024 GSA VP Student Life's Meetings Attended (Tiffany)**

*Please find below a list of meetings I attended between 16 October to 20 November 2023 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

16 Oct	IGSA & FPH Gathering
17 Oct	UASSC Meeting
17 Oct	RA Team Meeting
20 Oct	RAC Meeting
23 Oct	Meeting with R Epp and IGSA Members
23 Oct	ISA/GSA Regular Meetings
24 Oct	SGBV Advisory Council Meeting
24 Oct	Student/Staff Network
24 Oct	Meeting w/ Chancellor Garritty and GSA Execs
25 Oct	In-Person Meeting with Board of Governors Chair
25 Oct	Dean's Advisory Committee
26 Oct	SEAP Accountability Framework
27 Oct	GSA/Parking Services Meeting
30 Oct	Experiential Learning and Sexual and Gender-Based Violence Working Group
31 Oct	SEAP Support Team
31 Oct	EDI Faculty Leads Network Meeting
31 Oct	EDI Plan Steering Group - Monthly Meeting
1 Nov	UASSC/GSA Communications Content Meeting
3 Nov	BGSA & Ravina Sanghera (Dean of Students) Meeting
6 Nov	Graduate Student Support Group Connect
6 Nov	Student Housing Stability Working Group
6 Nov	Meeting with Heather Ritz (Wellness Services) RE: World Social Justice Day
6 Nov	Meeting with GSAB to discuss SEAP Accountability Framework
7 Nov	Meeting with Amber Smith (SAGEpod Coordinator)

7 Nov	Meeting RE: Graduate Students in Residence Association
7 Nov	Student Mental Health Network
8 Nov	Meeting with a Student RE: EDIC
8 Nov	FGSR Council
9 Nov	Meeting with a Student RE: EDIC
9 Nov	Meeting with a Student RE: EDIC
9 Nov	Meeting with the Sexual Violence Response Coordinator
20 Nov	Monthly meeting with the Office of Indigenous Programming and Research and the IGSA

**GSA Chief Returning Officer  
Report to GSA Council for the 20 November 2023 Meeting**

To: GSA Council  
From: Sophie Shi  
Date: 19 November 2023

Dear Council Colleagues,

I hope you all had a relaxing Reading Week.

Ahead of the December Council meeting, I would like to address the major change in November's meeting materials since the first mailing. I hope this brings transparency to Council as this is an issue that will have impacts on our election timelines moving forward. In the first mailing, you would have received materials for four referenda items to be voted on by Council to be included in the upcoming 2024 elections and referenda. Should the Board determine the remaining referenda to be urgent (J.BYL.3.1), presentations to Council may now be postponed to the December GSA Council meeting, provided that each candidate follows the Bylaw and Policy regarding the next steps.

As per the GSA Bylaw and Policy, the first step in initiating a referendum is for the Asker to contact the CRO (J.POL.7.1). As the CRO, I had no knowledge of 3 out of 4 of these proposed referenda, except for The Gateway, who had contacted me in August. These were not communicated to me by the Askers of these referenda or anyone else involved.

Following this conversation, they will then work together with the CRO to draft a yes/no referendum question (J.POL.7.3). To date, I have not heard from any of these groups regarding the question they intend to include. These discussions should have occurred well before the November meeting, in preparation for the Board proposal and Council presentation. If the CRO extends an invitation to the candidate, they will then present it to the Board (J.POL.7.2), who make the decision about whether they can proceed to present the proposal to Council (J.POL.7.4), at which point they will again work with the CRO to finalize the question before the Council presentation (J.POL.7.5). Following the Council presentation, Council will vote on whether they believe the referenda should move forward (J.POL.7.6).

If all four of these referenda proposals had been presented to me according to the timeline, I would have hesitated to allow all of them to go forward, as I do not believe it would give each a fair chance, and would have instead worked to find potential alternatives. As we are now put in a difficult situation, the decisions made going forward do not reflect that of a typical referendum cycle. I would like to thank GSA Council for their patience as we work to resolve this matter. I also want to thank the GSA Elections Coordinator, the recently elected DRO, and all of ERC for their support of the elections and referenda going forward.

Sophie Shi, Chief Returning Officer 2023-2024

**GSA Nominating Committee  
Report to GSA Council for the 20 November 2023 Meeting**

To: GSA Council  
From: Violet Sun  
Date: 17 November 2023

Dear Council Colleagues,

The report from the GSA Nominating Committee (GSA NoC) this month is a summary of discussions/decisions the committee has made since its last report, together with a list of all vacancies filled and those which will be filled shortly.

GSA Policy governing the GSA NoC is located in GSA Bylaw and Policy, Section E: Nominating. As provided for in its Terms of Reference, the GSA NoC has been conducting business via email.

Sincerely,  
Violet Sun, Chair of the GSA NoC

**Memorandum to GSA Councillors**

**As reported previously on multiple occasions, there are a number of vacancies on GSA Standing Committees for GSA Council Members (Departmental Councillors, Alternates, and Councillors-at-Large).** These positions play a pivotal role in the GSA's ongoing efforts to keep its processes transparent and itself accountable and long-term vacancies adversely impact these efforts. **GSA Councillors (including Alternates) are strongly encouraged to consider serving on these committees.**

It is important to note that the time commitment for these committees varies greatly. While some meet regularly throughout the year (usually every two (2) to three (3) months) others meet less frequently, and some do almost all of their work over email. Additionally, **there is an appreciation of people's schedules and other commitments and accommodations are routinely made for those who cannot attend all meetings.**

**Service on these bodies is an excellent way to make sure your voice is heard and a great opportunity to add to your CV/resume!**

On behalf of the GSA NoC, I strongly encourage GSA Councillors (and Alternates) and Councillors-at-Large to consider the next round of vacancies, which will be circulated to GSA Council electronically and which are listed below. Questions can be directed to me at [qiuyu@ualberta.ca](mailto:qiuyu@ualberta.ca) or GSA Elections Coordinator Monica Brzak at [gsanomco@ualberta.ca](mailto:gsanomco@ualberta.ca).

### GSA Standing Committees

**1) GSA Appeals and Complaints Board (GSA ACB (Two (2) Councillor Positions)**

Information regarding the positions for two (2) GSA Councillors was circulated via email on 3 and 9 November 2023 with a nomination deadline of 14 November 2023. **No nominations were received; these vacancies will be advertised again.**

**2) GSA Appeals and Complaints Board (GSA ACB (Two (2) Position Renewal)**

Information regarding the positions for two (2) position renewals was circulated via email on 3 and 9 November 2023 with a nomination deadline of 14 November 2023. **Two (2) nominations were received; there will be a paper ballot vote (see Item 12 - Nominees for Renewal of Positions on the GSA Appeals and Complaints Board)**

**3) GSA Awards Selection Committee (GSA ASC) (Seven (7) GSA Member Positions)**

Information regarding the seven (7) vacancies for GSA members was circulated in the GSA newsletter of 3 and 9 November 2023 with a nomination deadline of 15 November 2023. **No nominations were received; these vacancies will be advertised again.**

**4) GSA Elections and Referenda Committee (GSA ERC) (Two (2) Member Positions)**

Information regarding the two (2) vacancies for GSA members was circulated in the GSA newsletter of 3 and 9 November 2023 with a nomination deadline of 15 November 2023. **No nominations were received; these vacancies will be advertised again.**

**5) GSA Board and GSA Nominating Committee (GSAB/NoC) (One (1) Joint GSA Councillor Positions)**

Information regarding the position for one (1) GSA Councillors has been circulated via email to GSA Council many times. **No nominations were received; this vacancy will be advertised again.**

### External Committees

**1) Faculty of Graduate Studies and Research Committee (Seven (7) Graduate Student Positions)**

Information regarding the seven (7) vacancies (one (1) Councillors and five (5) Alternates) on the Faculty of Graduate Studies and Research Committee was circulated via the GSA Newsletter graduate students on 3 and 9 November 2023 with a nomination deadline of 14 November 2023. **Five (5) nominations were received for the one (1) Councilor positions: Warda Javed were elected; one (1) nomination was received for the five (5) Alternate positions, as well those nominations received and not elected as Councilors were nominated to serve as Alternates: Shohel Ahmed; Gary Godinho, Richard Ngyuyen, Sandeep Singh Parmar, and Inara Shah were elected.**

### Addendums

**Election of GSA NoC Vice-Chair**

As per GSA Bylaw and Policy, "Two (2) members from amongst the five (5) voting members of the GSA NoC will be elected by the GSA NoC to serve as Chair and Vice-Chair for the duration of their time on the GSA NoC or until they resign their positions as Chair and Vice-Chair. The members elected will be reported to GSA Council." (E.POL.5.3). On 1 November 2023, GSA NoC members were informed of the vacancy in the position of Vice-Chair and were invited to submit nominations for this position. Two (2) nominations were received in advance of the deadline of 15 November 2023. As of 16 November 2023, GSA NoC members have elected Arseniy Belosokhov to serve as GSA NoC Vice-Chair.

**GSA Elections and Referenda Committee  
Report to GSA Council for the 20 November 2023 Meeting**

To: GSA Council  
From: GSA Elections and Referenda Committee  
Date: 17 November 2023

Dear Council Colleagues,

The GSA Elections and Referenda Committee (GSA ERC) met on 14 November 2023 to review the 2024 GSA General Election and Election of the Associate Vice-President Labour timeline, and the 2024 GSA ERC General Election and Election of the Associate Vice-President Labour work plan. Additional meetings of the GSA ERC will be scheduled throughout the fall.

Sincerely,  
GSA ERC

**GSA Executive Director  
Report to GSA Council for the 20 November 2023 Meeting**

To: GSA Council  
From: Lewie Moodley  
Date: 13 November 2023

Dear Members of the GSA Council,

The office has experienced a flurry of activity lately, primarily focused on welcoming new staff, organizing events, and assisting the GSA board with their Fall initiatives. As is customary, the commencement of the new academic year brings a surge of activities to our office.

We recently hosted a Halloween-themed Fall Coffee Break, which proved to be an enjoyable and successful event. With a full complement of staff, we are actively engaged in providing the necessary training to our new team members. The recent Budget and Finance Committee meeting revealed a robust financial position for the GSA, ensuring our continued strength. After undergoing discussions by both the GSA Budget and Finance Committee and the GSA Board, these financial statements will be presented to the GSA Council on November 20, 2023. Following this, the GSA's audited financial statements will be forwarded to the University Board of Governors, aligning with the stipulations of the Post-Secondary Learning Act.

Our focus is currently on the upcoming Fall Social event, scheduled in the coming days, and the planning of future events such as Awards night and the Spring Social.

We have processed over 200 grant applications in the past month, our office is dedicated to supporting all new grant applications with diligence and efficiency.

My weekly reports to the GSA Board are attached, and, as always, I am happy to answer any questions.

Lewie Moodley, GSA Executive Director

## Management Report to the GSA Board, 18 October 2023

Management has been engaged with the following issues since the last GSA Board meeting on 11 October 2023:

### Strategic

- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, distribution of new agreement, outreach and strategic planning with PSAC).

### Operations

- Assessment of Graduate Students' Financial Situation report has been completed and distributed, the GSA office has received praise from various University departments for its efforts with this work.
- The next BFC will be held by the end of the month, this will entail reviewing the Fall quarterlies and ATB investment strategy.
- The office is currently working on upcoming events such as the Halloween Coffee Break and the Fall Ball. We are currently preparing for next week's council meeting.
- Facebook = 2024 followers (down 1 since 10 October); Facebook posts reached "101" users since 10 October. Twitter = 1,348 followers (up 1 since 10 October); our tweets earned "91" impressions over the past week. Instagram = 1158 followers (up 0 since 10 October); Instagram posts reached "240" users over the last week.
- The Grants department is open and reviewing applications. We are working tirelessly to clear the backlog; we have been able to clear a large portion of the grants to date.

### Management Report to the GSA Board, 25 October 2023

Management has been engaged with the following issues since the last GSA Board meeting on 18 October 2023:

#### Strategic

- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, distribution of new agreement, outreach and strategic planning with PSAC).

#### Executive Director update

- The next BFC will be held by the end of the month, this will entail reviewing the Fall quarterlies and ATB investment strategy. We have received the final version of the audit report which will be reviewed at the BFC.
- The office is currently working on upcoming events such as the Halloween Coffee Break and the Fall Ball. We are currently preparing for next week's council meeting.
- Facebook = 2024 followers (up 0 since 16 October); Facebook posts reached "1211" users since 16 October. Twitter = 1,347 followers (down 1 since 16 October); our tweets earned "22" impressions over the past week. Instagram = 1163 followers (up 5 since 16 October); Instagram posts reached "263" users over the last week.
- The Grants department is open and reviewing applications. We are working tirelessly to clear the backlog; we have been able to clear a large portion of the grants to date. Vanessa Miller has taken over Council Secretary associated tasks.
- Concluded a meeting with the DOA and Collective Teatime. Collaboration on Coffee Breaks and potentially a distinct event for Tiffany Sampson and Courtney Wagner. Final activities for the Nov 24 Coffee Break with DoA are in the works.
- For the Fall Social, Brandy Ellamil is compiling a list of potential venues with Vanessa Miller , both on and off-campus.

#### Associate Directors update

- I attended a Solidarity Meeting last Thursday and got to meet Nina from the PSAC. There will be a labour outreach session in the Quad and then Bargaining 101.
- On Wednesday (October 25), PSAC is hosting a breakfast in the common lounge in Triffo Hall.

### Management Report to the GSA Board, 1 November 2023

Management has been engaged with the following issues since the last GSA Board meeting on 25 October 2023:

#### Strategic

- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, distribution of new agreement, outreach and strategic planning with PSAC).

#### Executive Director update

- The BFC was held yesterday, reviewing the Fall quarterlies and ATB investment strategy. We have received the final version of the audit report which will be reviewed at the BFC. This will be presented to the board next Wednesday (November 8, 2023).
- Facebook = 2024 followers (up 0 since 23 October); Facebook posts reached "190" users since 23 October. Twitter = 1,347 followers (up 0 since 23 October); our tweets earned "76" impressions over the past week. Instagram = 1165 followers (up 2 since 23 October); Instagram posts reached "214" users over the last week.
- The Grants department is open and reviewing applications. We have worked tirelessly to clear the backlog. We processed over 100 grant applications (Academic Travel and Childcare Grants) in a 3-week period.
- For the Fall Social, Brandy Ellamil has seen a venue with Vanessa Miller and is compiling pricing and logistics.

#### Associate Directors update

- Last week we ran elections for two vacant seats on the Labour Relations Committee and the results were announced to the Academically Elected Graduate Students on Friday.
- Attended the Bargaining 101 session and I found it very informative as the process and potential timelines were laid out very well. This week we are planning to send a survey to the AEGS.
- Training and learning about elections and referendums with Monica.

### Management Report to the GSA Board, 15 November 2023

Management has been engaged with the following issues since the last GSA Board meeting on 8 November 2023:

#### Strategic

- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, distribution of new agreement, outreach and strategic planning with PSAC).

#### Executive Director update

- The Fall financial statement will be presented to the Council on November 20 2023. The first meeting for 2024-2025 budget discussions has been scheduled for December 5 2023.
- Facebook = 2023 followers (up 0 since 7 November); Facebook posts reached "257" users since 31 October. X (formerly Twitter) = 1,346 followers (down 2 since 7 November); our posts earned "123" impressions over the past week. Instagram = 1165 followers (down 1 since 7 November); Instagram posts reached "203" users over the last week.
- The Grants department is currently investigating a software program that can provide better cybersecurity and improved grant review times. The 3rd quarter will close Dec 31, 2023 within the fiscal year budget for all grant spending.
- The GSA Elections and Referenda Committee and the GSA Nominating Committee has vacancies on the GSA Appeals and Complaints Board (advertised directly to Council), GSA Awards and Selection Committee (advertised via Newsletter), GSA Board/GSA Nominating Committee (advertised directly to GSA Council), GSA Elections and Referenda Committee (advertised via Newsletter), Faculty of Graduate Studies and Research (advertised via Newsletter), and Chemical and Materials Engineering Graduate Students' Association (CMEGSA) (advertised via email to CMEGSA students).
- For the Fall Social, Brandy Ellamil is currently working tirelessly to organize this with help from Vanessa Miller. We have selected a venue and date, and invites will be sent out at the end of this week.