

### OUTLINE OF ISSUE

**PLEASE NOTE: we now have TWO (2) versions of an Outline of Issue  
“**Approval/Recommendation**” and “**Advice, Discussion, Information**”  
**CHOOSE THE VERSION WHICH BEST FITS YOUR NEED****

#### Item

Action Requested	<input type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Recommendation</b> < NOTE: for the `Advice, Discussion, Information` Outline of Issue this field isn't required. >
Proposed by	
Presenter(s)	

#### Details

Responsibility	<insert lead portfolio or other administrative unit>
The Purpose of the Proposal is (please be specific)	
The Impact of the Proposal is	
Replaces/Revises (eg, policies, resolutions)	
Timeline/Implementation Date	
Estimated Cost and funding sources	
Next Steps (ie.: Communications Plan, Implementation plans)	<Please provide details about the next steps for the proposal>
Supplementary Notes and context	< Please use this field only if necessary; this field can include reference to a briefing note which includes further detail, and is also used by University Governance to provide members with relevant background information on an item from a governance perspective.>

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

Participation: (parties who have seen the proposal and in what capacity)	<u><b>Those who have been informed:</b></u> •
<For further information see the link posted on the <a href="#">Governance Toolkit section Student Participation Protocol</a> >	<u><b>Those who have been consulted:</b></u> •
	<u><b>Those who are actively participating:</b></u> •
Approval Route (Governance) (including meeting dates)	<internal use only>
Final Approver	<internal use only>

#### Alignment/Compliance

Alignment with Guiding	<Institutional Strategic Plan <i>For the Public Good</i> , Comprehensive
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Item No. <>

Documents	Institutional Plan, Institutional values, Other>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<PSLA, Mandate, University Policy and Procedure, Board, GFC, Committee Terms of Reference, UAPPOL, University Calendar, Long Range Development Plan (LRDP), other>

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 - <>)
2. Attachment 2 (page(s) 1 - <>)

*Prepared by:* <Name, Title, e-mail address>

## How to Fill Out an Outline of Issue

Remember – there are TWO versions of the Outline of Issue – **Approval/Recommendation (AR)** and **Advice, Discussion, Information (ADI)**. *Choose the version you need!*  
Find the templates here: <http://www.governance.ualberta.ca/en/GovernanceToolkit/Toolkit.aspx>

Together with the approved Minutes of the relevant meeting, the Outline of Issue (and any attachments) form the University of Alberta's official corporate record. It is important that this document is correctly and fully completed.

**Please note – All sections are required for an Approval/Recommendation (AR). Not all sections are required for the Advice, Discussion, Information (ADI) templates.**

### HEADER:

1. **Choose an item:** this is a pull-down list of Board and General Faculties Council (GFC) Standing Committees. Please choose the appropriate committee or body.
2. **For the Meeting of:** please remove the < > and fill in the month, date, and year your item will go before the Committee.
3. **Item No:** please remove the < >. If you are sending the Outline of Issue to University Governance electronically, the Committee Coordinator will fill this in. Please remember that Agendas change – items are added/withdrawn prior to finalizing, so an item number that appears on a draft Agenda may not be correct. In the rare instances where you are printing the documents in your office, please call the Committee Coordinator to ascertain the final item number.
4. **Agenda Title:** please be sure that the title matches the title on the Agenda. This is critical for record keeping/retrieval purposes. When we receive requests for historical records, they cannot be found if the title is incorrect. If you are unsure, please contact the Committee Coordinator.
5. **Motion:** please attempt to write your Motion so University Governance can understand your intent. The Committee Coordinator will make any changes to improve clarity or include necessary detail. If you are unsure about your Motion, please contact the Committee Coordinator.

### ITEM:

1. **Action Requested:** please double click the appropriate box and click on “checked” in the default value section (please do not check more than one box and/or do not cut and paste a new box in its place). Note this field isn't required for Advice, Discussion, Information items.
2. **Proposed By:** please provide the name and title of the officer (President/Vice-President/Dean/administrator) bringing the item forward.
3. **Presenter:** please provide the name and title of the officer (President/Vice-President/Dean) bringing the item forward. If others will be invited to the meeting to assist in the presentation, please also provide their name(s) and title(s).

### DETAIL:

1. **Responsibility:** please remove < > and provide the name of the Office or Unit that holds responsibility for the issue. This will usually be a vice-presidential portfolio.

2. **The Purpose of the Proposal:** please be as specific as possible. This information is used in the Minutes. Example: "To provide Committee members with a copy of the University's Annual Report as required by the Audit Committee's Work Plan. The Annual Report is a requirement of Enterprise and Advanced Education. It reports on the *University of Alberta 2012 Comprehensive Institutional Plan* by highlighting University accomplishments during the period of April 1, 2012 to March 31, 2013."
3. **The Impact of the Proposal is:** this could be an accounting of financial implications, benefits to the University, opportunities realized, how the community may receive it, reputational impact, etc. Example: "This project supports the University's strategic goals and objectives, to offer on-campus housing to 25% of the student population."
4. **Replaces/Revises:** please complete if the proposal would replace or revise a policy, procedure, resolution, etc.
5. **Timeline/Implementation Date:** for example, date of appointment, date a program or course would be offered, date of ground-breaking, effective date.
6. **Estimated Cost and funding sources:** please fill in if relevant.
7. **Next Steps (ie.: Communications Plan, Implementation plans) :** please provide details about the next steps for the proposal)
8. **Supplementary Notes and Context:** Please use this field only if necessary; this field can include reference to a briefing note which includes further detail, and is also used by University Governance to provide members with relevant background information on an item from a governance perspective.

#### ENGAGEMENT AND ROUTING:

1. **Participation:** do not include GFC or Board meetings where the issue was considered for recommendation or approval in this section. You should include meetings such as Board Budget Briefings or a GFC Standing Committee meeting if the item was presented there for information/advice/discussion.

In this section, you are trying to give the audience a sense of who has seen the proposal/issue and in what capacity. Be specific in terms of the participation. Identify those who have been informed, those who have been consulted, those who are actively participating. ( For further information see the link posted on the Governance Toolkit section Student Participation Protocol )

This is intended to reflect how the various parties have participated in the proposal/issue prior its arrival at the meeting. (Participation with/among Senior Administration, stakeholders, and others).

Here is an example:

"Staff in University Governance were consulted concerning the recommended route for consultation about and approval of the proposed changes to the Policy.

Joe Smith, Manager of the Policy Standards Office, reviewed and signed off on the development plan for the proposed changes.

The University Research Policy Committee (URPC), comprised of Associate Deans (Research) from all faculties, reviewed the proposed changes to the policy on 26 April and expressed support for them.

Jane Doe sent the proposed to the Policy and the Postdoctoral Fellows Appointment Procedure to the AASUA for comment on 22 April.

The Postdoctoral Fellows Association reviewed the proposed changes to the policy on 29 April and was supportive of them.

The University Research Administration Committee (URAC), comprised of the Research Facilitators and administrative staff in RSO, REO, Financial Services, Human Resource Services, and Supply Management Services, reviewed the proposed changes to the policy on 3 May and expressed support for them.”

2. **Approval Route:** this section addresses actual Governance process/stream. Here is an example:

Augustana Faculty Council (April 8, 2019) – for recommendation;  
 GFC Academic Planning Committee (May 22, 2019) – for recommendation to General Faculties Council (GFC);  
 Board Learning and Discovery Committee (May 28, 2019) – for recommendation to the Board (pending GFC’s recommendation);  
 General Faculties Council (June 3, 2019) – for recommendation;  
 Board of Governors (June 21, 2019) – for final approval

3. **Final Approver:** The GFC or Board Standing Committee that would approve the proposal under delegated authority or GFC or the Board.

**ALIGNMENT/COMPLIANCE:**

- Alignment with Guiding Documents:** please remove < > and list relevant documents such as the Institutional Plan – *For the Public Good* , the Comprehensive Institutional Plan, the Long Range Development Plan, Institutional values, etc. Be specific in how your proposal aligns with the guiding documents.
- Compliance with Legislation, Policy and/or Procedure:** this section can be challenging in some instances. If you are unsure regarding the correct information, please note that fact and ask for guidance. We will be happy to help.

The intent is to refer to the appropriate section(s) of the Post-Secondary Learning Act (PSLA) and any other legislation or regulation(s) as well as the relevant sections from the relevant GFC and Board of Governors Terms of Reference. NOTE: when quoting from the Terms of Reference (TORs), please use the versions posted on the University Governance website. TORs are revised and updated and you should be sure you are quoting current terms.

Here is an example of a well-done compliance section (Comprehensive Institutional Plan Outline of Issue):

<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<ol style="list-style-type: none"> <li><b>Post-Secondary Learning Act (PSLA)</b> Section 26(1) states:                      “Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing has the authority to                      [...] (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget [...] and any other matters considered by the general faculties council to be of interest to the university[.] [...]”</li> <li><b>Post-Secondary Learning Act (PSLA)</b> Section 78 states:</li> </ol>
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**“Business plans**

**78(1)** Each year a board must prepare and approve a business plan that includes

- (a) the budget, and
- (b) any other information required by the Minister.

**(2)** The business plan approved under subsection (1) must be submitted to the Minister on or before the date specified by the Minister.

[...]

**Access plan**

**78.1** Each year a board must prepare an access plan in accordance with the regulations and submit it to the Minister on or before the date specified by the Minister.”

3. **Post-Secondary Learning Act (PSLA)** Section 80 states: “The board must submit to the Minister any reports or other information required by the Minister.”
4. **Board Finance and Property Committee (BFPC) Terms of Reference, Section 3.c.** states that the Committee shall “[...] review and recommend to the Board the annual and other budgets and major issues of policy related to budgets[.]”
5. **Board Learning and Discovery Committee (BLDC) Terms of Reference/Mandate of the Committee (Section 3):** “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the Post-Secondary Learning Act, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.  
Without limiting the generality of the foregoing the Committee shall:  
[...]  
g. undertake studies and review academic matters that pertain to the quality of the educational experience at the University;  
g. monitor educational and research trends, community expectations and demands;  
[...]  
j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University;

	<p>k. consider future educational expectations and challenges to be faced by the University[.] [...]”</p> <p>m. review recommendations of GFC Academic Planning Committee concerning the Comprehensive Institutional Plan (CIP) and/or a similar document as required, and make recommendations to the Board in respect thereof[.] [...]”</p> <p>6. <b>GFC Academic Planning Committee Terms of Reference/3. Mandate of the Committee:</b> “The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. [...]”</p> <p>APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following:</p> <p><b>1. Planning and Priorities:</b> To recommend to GFC and/or the Board of Governors on planning and priorities with respect to the University's longer term academic, financial, and facilities development.</p> <p>[...]</p> <p><b>4. Budget Matters [...]</b></p> <p>b. To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units.”</p>
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4. **Attachments:** Please complete this section in order that staff in University Governance can confirm that all documents intended to accompany the Outline of Issue have been received. Here is an example:

Attachments:

1. Briefing Note (3 pages *or* pages 1 – 3)
2. Appendix XIX: South Campus Long Range Development Plan Amendment 2013 (109 pages *or* pages 1 – 109)
3. Current LRDP and Proposed LRDP: Sector 12 (1 page *or* page 1)
4. Current LRDP and Proposed LRDP: Sector 14 (1 page *or* page 1)

**Prepared by:** Please remove the <.> and complete as outlined.

If you have any questions or concerns regarding completing your Outline of Issue, please contact the Committee Coordinator for assistance or advice.

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