

MINUTES
January 30, 2018
8:30 A.M. to 10:30 A.M.
Robbins Health Learning Centre Room 9-202

Attendees Present:

Ableson, M	Krell, K (v)	Parker, B (v)
Barrington-Moss, G (v)	Maykut, C (v)	Pollard, C (v)
Berga, K (v)	McKendrick-Calder, L (v)	Rice, J (v)
Couch, G (v)	Mills, J (v)	Salyers, V (v)
Eklund, T (v)	Milner, M (v)	Samuel, B (v)
Evans, C (v)	Mitchell, A (v)	Sekulic, M
Foisy-Doll, C (v)	Mitchell, P (v)	Simpson, N (v)
Gakhal, R (v)	Moore-Juzwishin, P (v)	Topola, L (v)
Gundermann, C (v)	Narnaware, R (v)	Vermeulen, P (v)
Haimour, M (v)	Nelson, J (v)	Vick, A
Karras, S (v)	Newell, H (v)	Wakaluk, M (v)
Kerr, P (v)	Onyskiw, J (v)	White-MacDonald, E (v)
Khalema, E (v)	Ozum, K (v)	Ziorio Dunlop, R (v)

Regrets Sent:

Galenza, S (v)	McGugan, D	Nycholat, A
Heuver, T (v)	McIntyre, S	Pick, H (v)
Hoople, K	McLean, D (v)	Shelast, Y (v)
		Zemrau, M

(v) – denotes voting member of Faculty Council

Call to order at 8:36 a.m.

1.0 Agenda

FN-01-01-30-2018: To approve Faculty Council Agenda as presented for January 30, 2018.

- Moved by: Colleen Maykut
- Seconded by: Cheryl Pollard

Carried

2.0 Consent Agenda

FN-02-01-30-2018: To approve Faculty Council Consent Agenda as presented for January 30, 2018.

- Moved by: Pat Moore-Juzwishin
- Seconded by: Cheryl Pollard

Carried

3.0 Spirit of Well-Being Moment – Liz White-MacDonald

A short video was shared demonstrating stretching exercises in the workplace.

4.0 Student Ombudsperson Overview – Cathryn Heslop

The Student Ombudsperson is an independent, neutral, confidential and accessible resource for MacEwan University students and alumni. The ombudsperson is not an advocate for individuals but for institutional fairness, and is available for advice and support on issues and decisions arising from admission to graduation.

The ombudsperson will, in a fair and impartial manner, assist students in understanding and clarifying policies, processes and decisions that affect enrolment. Some key functions of the role include: assisting with appeals and grievance processes, coaching, assisting with decision making, working with departments, reviewing correspondence, and making referrals.

Faculty and staff can help by referring students to the ombudsperson early, adding the ombudsperson contact information to course outlines, and communicating updates on procedures and policies to the ombudsperson.

5.0 Academic Policy Process Review (APPR) Overview – Lynne Honey & David McLaughlin

Since MacEwan has instituted a University-wide framework for policy approval, it has been determined that the review process for academic policy has some gaps and issues. These include:

- Academic policy development is uncoordinated, which leaves some academic policies untended
- There is no specific forum in which academic policy discussion and debate takes place
- There has been a failure to review and revise some academic policies in a timely manner
- There are no uniform requirements surrounding the consultation requirements for academic policy documents
- There is a poor understanding among faculty about how the policy approval process currently works, and how to take policy revisions and new policy ideas forward within the University

Therefore, the recommendation is to create an Academic Policy Committee (APC) under AGC with the mandate to coordinate and review academic policy, and to develop academic policy as necessary. This will provide a structural framework to ensure that academic policies are reviewed properly. It was noted that non-academic institutional policies have different approval procedures (e.g. through the Board of Governors Executive Committee) and would not be in the scope of APC. The Faculty Council consensus was that the APC would be useful. Suggestions were made to ensure that the mandates of the various AGC committees (i.e. APPC & APC) are made clear and to develop a flow diagram.

Any additional questions or comments can be sent to honeyl@macewan.ca. Feedback will be compiled and used to improve the Terms of Reference and in the creation of any procedure documents.

6.0 Collective Agreement Committee Memberships – Cheryl Pollard

FN-03-01-30-2018: The following DNS Nurse Educator(s) are appointed as voting members of Faculty of Nursing Faculty Council for the 2017/2018 and 2018/2019 academic years: a) Holly Newell

- Moved by: Cheryl Pollard
- Seconded by: Margaret Milner

Carried

FN-04-01-30-2018: The following DPN Nurse Educator(s) are appointed as voting members of Faculty of Nursing Faculty Council for the 2017/2018 and 2018/2019 academic years: a) Sydney Mosiuk
b) Caitlin Evans.

- Moved by: Cheryl Pollard
- Seconded by: Colette Foisy-Doll

Carried

7.0 Nurse Educator Performance Evaluation Criteria & Guidelines – Cheryl Pollard

It was noted that in developing the Nurse Educator Performance Evaluation Criteria & Guidelines, the consultation process included gathering feedback from approximately 30 Nurse Educators at a recent eCV

training session, email circulations, and communications with Faculty Council Nurse Educator voting representatives.

FN-05-01-30-2018: Approve 2017-2019 Performance Evaluation Criteria and Guidelines for Nurse Educators for use within the Faculty of Nursing.

- Moved by: Cheryl Pollard
- Seconded by: Joan Mills

Carried

8.0 Indigenous Initiatives Working Group Terms of Reference – Peter Vermeulen

FN-06-01-30-2018: To approve the Faculty of Nursing Indigenous Initiatives Working Group Terms of Reference as circulated.

- Moved by: Peter Vermeulen
- Seconded by: Liz White-MacDonald

Carried

During discussions it was decided to add the Dean or Associate Dean as ex officio attendees in the Terms of Reference. It was also noted that the working group has a large mandate and, as it evolves, may eventually become a standing committee.

FN-07-01-30-2018: To approve the Faculty of Nursing Indigenous Initiatives Working Group Terms of Reference as amended.

- Moved by: Peter Vermeulen
- Seconded by: Randi Ziorio Dunlop

Carried

9.0 Spirit of Well-Being Working Group Terms of Reference and Update – Colette Foisy-Doll

FN-08-01-30-2018: To approve the Faculty of Nursing Spirit of Well-Being Working Group Terms of Reference as presented with an amendment (typo correction).

- Moved by: Colette Foisy-Doll
- Seconded by: Margaret Milner

Carried

The Working Group has identified five areas of priorities. With the framework selection and Terms of Reference complete, the group will be moving forward with developing a charter and plan for the evolution of the working group. Everyone is also invited to submit a spirit of well-being moment to vick@macewan.ca to share at the beginning of upcoming Faculty Council meetings.

10.0 Information Items

10.1 Deans' Report – Vince Salyers & Chery Pollard

- Vince has attended recent Deans' Council Budget Review meetings where the discussions have focused on high level core values and strategic planning to decide on budget priorities and potential new ways forward. For 2018/19, the budget for Nursing will remain the same as last year. The 2019/20 budget is still being discussed and items such as how to manage enrolments and government funding are being looked at. Compliment management is key in determining the right numbers for program needs. Feedback can be sent to Vince.
- MacEwan's current institutional policy states that the only way a student can be fully removed from a program is if they fail a course twice. Through a potential policy change, the Faculty of Nursing (FoN) and the Faculty of Health & Community Studies may be managed separately in the future so that two course attempts (not necessarily failures)

would require a student be withdrawn from a program -unless there are extenuating circumstances. This would be preferred approach for the Faculty and Vince will be working with Deans' Council to move forward with the proposed policy change. It was mentioned that across Canada, it is very common for post secondary institutions to have a two attempt rule in place.

- Cheryl continues to work with the Nursing Science & Psychiatric Nursing advising team as they move to an autonomous department student advising model. With this change, a search committee has been formed to hire a new advisor for the Department of Nursing Science. The goal is to have someone in place for March 1.
- Criteria for nurse educator tenure and promotion are being developed and documents on reappointment are under review.
- Cheryl is also developing level facilitator evaluations and will be soliciting feedback from faculty, staff, and the level facilitators.

10.2 Faculty Council Bylaws

The Bylaw revisions to Faculty Council membership were previously voted on and approved by AGC. There will be another upcoming change to the Bylaws to state that the Dean is Chair of Faculty Council (rather than Dean or designate).

10.3 International & Global Health Initiatives Working Group Update – Vince Salyers & Liz Burgess-Pinto

The Terms of Reference have already been approved and the guidelines have been drafted. The final document will guide the process of development and implementation of international, global health, and service learning experiences for students and faculty. It was mentioned that planning for new initiatives should begin a year in advance. There was questioning on if in-province initiatives fall under these guidelines and it was suggested that only out of province activities/initiatives apply. For local or in-province initiatives, preliminary planning stops with consultation with the Chair or Director unless there are budget or workload implications. The Working Group will make clear the entry and exit points.

10.4 2017 Fall CSC Report – Colette Foisy-Doll

Colette thanked everyone who went above and beyond to help support the CSC Team in December.

Questions/Discussion

- Mike Sekulic provided an example of how university budgets in the province compare taking into consideration enrollment numbers as Vince mentioned earlier that MacEwan has significantly more students enrolled than it is funded for. Discussions will continue on funding and budget strategies at the University.
- Liz White-MacDonald asked about the status of the new collaborative Health Clinic and if the MacEwan Faculties will be involved. Vince noted that a smaller group of the Deans met with those designing the clinic and discussing implementation last year. Since it is a joint endeavor with other institutions/organizations, it was decided that the legalities and agreements need to be revisited. That is still being sorted out so it has not been established how MacEwan will be involved. There have not been any recent updates, but Vince would like to take a lead role and have students engaged.

Meeting adjourned at 10:32 a.m.