

Meeting of School of Business Council
Monday, April 24, 2023, 3:00 – 5:30 p.m.
Room 9-201
MINUTES

1.0 Call to Order (Dean Richard Perlow, Chair)

- The Chair called the meeting to order at 3:00 p.m. as **the quorum of 21 was met** and exceeded.

2.0 Land Acknowledgement Statement

- Dean Perlow read the land acknowledgement statement to open the meeting.

3.0 Approval of Agenda

3.1 Motion – Meeting Agenda

SOBC-#01-2023-04-24

Carried

Motion: It was moved by Chris Hancock and seconded by Makarand Gulawani to adopt the agenda, as presented.

The Council agreed to add the change in name for a Department motion item into the agenda (added to Item 6.3).

3.2 Motion – Consent Agenda

The following items were approved, or were received as information on the Consent Agenda:

- 3.2.1 School Council: Minutes, March 27, 2023, for approval.
- 3.2.2 Executive Committee: Minutes, March 13, 2023, for information.
- 3.2.3 BPCC Report to Council, for information.

SOBC-#02-2023-04-24

Carried

Motion: It was moved by Murli Muralidharan and seconded by Noufou Ouedraogo to adopt the Consent Agenda, as amended.

4.0 Presentation

4.1 Office of Student Conduct and Investigations (Laura Bruner, Student Conduct Officer, and Tom Farquhar, Strategic Coordinator of Investigations)

The Student Conduct Officer and the Strategic Coordinator of Investigations provided an update on the processes and procedures of the Office of Student Conduct and an introduction to the Office of Investigations.

During the presentation, the following were discussed:

- **Contact:**
 - Office of Student Conduct (Laura Bruner): StudentConduct@macewan.ca / 780-633-3422
 - MacEwan University Investigations Program (Tom Farquhar): InvestigationsOffice@macewan.ca / 780-237-7754
- **When to contact the Office of Student Conduct:**
 - The Office of Student Conduct can provide guidance on any disciplinary situation or concern.
 - For immediate response to conduct issues *as they are occurring*, please contact *Campus Security (780-497-5555) or 911*
 - Investigations of policy violations occur when incidents rise above ‘normal classroom behaviours.’ Discussed various scenarios that would require Classroom Management, involve your Department Chair, and involve the Office of Student Conduct.
- **Ensures all complaints are properly addressed:**

- Transparent, uniformed process for all type of complaints.
- Creates a clear roadmap for all those performing roles.
- Separates key tasks to prevent conflict of interests and assess for bias.
- Process involves:
 - Complaint intake
 - Incident review and classification.
 - Assign an investigator.
 - Conduct investigation.
 - Investigation report.
 - Conclusion/Corrective actions.
- ***New Investigation Program Framework:***
 - Establishes a fair and consistent process for investigations that will uphold MacEwan’s legal requirements and represent all sides.
 - Creates roles and responsibilities to properly receive, investigate and manage complaints according to policy and collective agreements.
 - Ensures Human Resources and Associations are well informed.
 - Defines three levels of incidents and outlines the respective processes to effectively resolve the issues / complaints.
 - Does *not* create a new requirement for an investigation where one was not previously required, but provides structure and support when one is required.

During the discussion, the following questions arose:

- Q. How would one handle locker robberies, for example, of a student’s bag and computer?
 - A. If anything is in progress, contact Security Services; they will loop in the strategic coordinator of investigations.
- Q. Do you have any resources to prevent those cases *before* complaints come in?
 - A. Students are not policed on social media. However, when a complaint comes in, we communicate with and teach the students, so they can change their behaviours.
- Q. Do we have a student code of conduct that students can sign?
 - A. Not one that they can sign per se, but they have a student code of conduct that they can read.
- Q. Do you have any statistics?
 - A. Cases have increased and nearly doubled since students returned after being away due to Covid pandemic closures.

4.2 Course Resource Lists for Instructors (Emily Villanueva and Martina King, Librarians from Library Services)

Librarians, Emily Villanueva and Martina King, of Library Services, provided an update on the course outline service for getting course links from the library. The service includes copyright permissions, scanning, finding open access or other library resources, as well as requesting library instruction for classes.

During the presentation, the following was discussed:

- ***Course Outline Service Form.***
- ***Course Outline Service*** includes:
 - Copyright check.
 - Digitization.
 - Permanent links to course materials in your mēskanās course and/or your syllabus document.
 - You can also request:

- Finding open access or library materials.
 - Library teaching.
- **Course Resource Lists**
 - Faculty view.
 - Student view.
 - Features, including:
 - Editing and organizing your list
 - Mobile compatible.
 - Screen reader compatible.
 - Annotate your sources to provide instructions for students.
 - Students can add stars or notes to their version of the resource list.
- **Makerspace Tours and Workshops**

During the discussion, the following questions arose:

- Q. Do you have to authenticate again to use the Course Outline Service?
 - A. No, you do not have to log in again, if already in mēskanās.
- Q. Is this similar to *Blackboard*?
 - A. Yes, *Course Outline Service* and *Blackboard* are similar e-resources.

5.0 Stewardship Items

5.1 Business Programs and Curriculum Committee (Fernando Angulo-Ruiz)

5.1.1 Review of Fall 2024 Programs of Study (POS) for the Bachelor of Commerce Accounting Minor

SOBC-#03-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 Bachelor of Commerce Accounting Minor Program of Study.

5.1.2 Review for Fall 2024 Programs of Study for the:

- **Business Management Diploma and Certificate**
- **Business Management – Aviation Major Diploma**
- **Human Resources Management Diploma and Certificate**
- **Property Management Minor**

SOBC-#04-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Business Management Diploma and Certificate Program of Study.

SOBC-#05-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Business Management – Aviation Major Diploma Program of Study.

SOBC-#06-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Human Resources Management Diploma and Certificate Program of Study.

SOBC-#07-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Property Management Minor Program of Study.

5.1.3 Review of Fall 2024 Programs of Study (POS) for the Human Resources Management Major, Minor, and Honours

SOBC-#08-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Human Resources Management Major, Minor and Honours Programs of Study.

5.1.4 Fall 2024 Program of Study for the Human Resources Management (HRMT) Minor for Arts & Science

SOBC-#09-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Human Resources Management (HRMT) Minor for Arts & Science Program of Study.

5.1.5 Review of Fall 2024 Programs of Study (POS) for the Management Major, Minor, and Honours

SOBC-#10-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Management Major, Minor and Honours Programs of Study.

5.1.6 Fall 2024 Asia Pacific Management Diploma and the Paralegal Diploma Programs of Study (POS).

SOBC-#11-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Asia Pacific Management Diploma and the Paralegal Diploma Programs of Study.

5.1.7 Fall 2024 Bachelor of Commerce Business Law Minor for the Bachelor of Arts and Sciences Programs of Study (POS).

SOBC-#12-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Bachelor of Commerce Business Law Minor for the Bachelor of Arts and Sciences Programs of Study.

5.1.8 Fall 2024 Bachelor of Commerce Business Legal Studies Major and Minor Programs of Study (POS).

SOBC-#13-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Bachelor of Commerce Legal Studies Major and Minor Programs of Study.

5.1.9 Fall 2024 Bachelor of Commerce International Business Major, Minor, and Honours Programs of Study (POS).

SOBC-#14-2023-04-24

Carried

Motion: It was moved by Humayun Qadri and seconded by Mike Annett that School of Business Council approves the Fall 2024 Bachelor of Commerce International Business Major, Minor, and Honours Programs of Study.

6.0 Leadership & Governance Updates

6.1 Dean's Update (Dean Perlow):

Dean Richard Perlow provided the following update:

- **Hiring Update:** One (1) for Marketing, two (2) for Human Resources, one (1) for Strategy/International Business, one (1) for Supply Chain. Will be making a Sessional-Extended offer.
- **Mission Committee:** The committee is refining the mission statement.
- Identified the AOL committee members (Evandro Bocatto, Neetu Sharma, Travis Huckell, and Ryan Orchard). The group will be working on the Terms of Reference and will present the Terms as an action item at a future School Council.
- **Other working groups:** Associate Dean, Ali Taleb, is busy with these groups, and people are working hard on their committees.
- **Student Business Conference:** We are planning to have the conference in October.
- **Classroom Speakers:** Please reach out to me if you need speakers to present in your class
- **Student Research Day:** The Dean attended and thanked Dr. Bocatto for running it.
- **Supply Chain:** I attended a well organized Supply Chain Club meeting.
- **Alumni Association:** One of my new goals is to give something back to the alumni through a series of networking events. As part of the events, former Allard Chairs would present on a business-related topic. Having Allard Chairs present also facilitates my goal of reengaging former Allard Chairs.

6.2 Associate Deans' Update:

Associate Dean Sherif Elbarrad provided the following update:

- **Advising Services:**
 - **Activities in April 2023:** The Associate Dean provided numbers on the activities (123 emails, 60 phone/19 video/47+ in-person appointments, completed 4 program check requests, 28 student drop-ins); in-person handled by admin – 73.
- **Fall 2023 deposits:** Students who paid the deposit for Fall 2023 = 829 (compared to 829 in 2022).
- **Fall 2023 BCOM deposits:** Students who paid the BCOM deposit for Fall 2023 = 587 (compared to 596 in 2022).

Tutoring: Tutors are available for School of Business students with five (5) for Statistics, five (5) for Finance 301, and three (3) for Accounting. Meeting with tutors for feedback.

- **What I did that worked:** Upcoming on May 15th (2:30 p.m.) and May 26th (noon), 2023.

During the discussion, the following questions arose:

- Q. Can we submit what I did that didn't work?
A. Yes, you can—but let's look at the positive side.
- **Open House Feedback** indicated interest in the following:
 - **Program details** (required and elective courses): 90.5 percent learned about program details; 8.1 percent did not learn about it but wanted to; and 1.4 percent did not want to learn about it.
 - **Extracurricular activities:** 82.2 percent learned about it; 8.2 percent did not learn about it but wanted to; and 9.6 percent did not want to learn about it.
 - **Career prospects:** 63.9 percent learned about it; 33.3 percent did not learn about it but wanted to; and 2.8 percent did not want to learn about it.

Associate Dean Ali Taleb provided the following update:

- **Student Business Conference:**
 - Aim is to increase attendance and to have a large conference.
 - Faculty are encouraged find various means for students to attend, for example, to add the conference within their course syllabi and outlines so that students can attend the conference.
 - The Student Business Conference will be held on **Friday, October 13, 2023**.
- **International Opportunities:**
 - Announcements on international opportunities upcoming in the Fall of 2023, including on study tours, internships, exchanges, and summer programs.
 - Student tours: If interested in setting up student tours, destinations and costs can be discussed with the Associate Dean Ali Taleb. Consider diversifying ideas and dates for the tours, for example, one week over the Fall 2023 break or over the Winter 2024 break, etc.

During the discussion, the following questions arose:

- Q. Do you have information about the practicality of, for example, overseas faculty exchanges and obtaining visas? Teaching is fine, but who would pay for travel? The same question could be applied to postdocs, as we do not have a stipend for them.
 - A. If you would like to bring in a postdoctoral fellow/researcher, we can provide, for example, a seat, office, access to internet--except for salary. The importance of the exchanges is to build up processes, starting with sessions on courses (could be online).
- Q. Can you provide a list of some universities (for exchanges)?
 - A. Yes.

6.3 Department Chair Update:

Etayankara (Murli) Muralidharan:

- Provided updates on the following conferences attended by IB, Mktg, Strategy & Law faculty:
 - Academy of management (AOM)
 - Diana international conference
 - Annual marketing conference
 - Administrative Sciences Association of Canada (ASAC)

Joong Y. Son for Department Chair, Rohit Jindal:

- Faculty recognition: Chris Hancock is being recognized for twenty (20) years of service to the Project Management Institute (PMI) on Wednesday, April 26, 2023. The PMI is one of the major professional associations the Department of Decision Sciences has maintained close relationships with.

Greg Springate:

- ACCT 428 – Advanced Corporate Taxation: will be bringing back this course via a forthcoming request for approval.

Mike Annett:

- No report.

6.4 Faculty/School Council Representatives Update:

The Dean and Dean's designates provided updates from the other Faculties and Schools at MacEwan University (when available). For further details, please see the minutes from the respective Faculties and Schools, [here](#).

- **Faculty of Arts & Science** | Reported by Natalia Khinkanina, School of Business Dean's designate.
- **Faculty of Fine Arts & Communications** | Reported by Tarek Salem, School of Business Dean's designate.
- **Faculty of Health & Community Studies** | Reported by Norene Erickson, School of Business Dean's designate.
- **Faculty of Nursing** | Reported by Raina Rudko, School of Business Dean's designate.
- **School of Continuing Education** | Reported by Hadi Chapardar, School of Business Dean's designate.

6.5 GFC member update (Fernando Angulo-Ruiz)

Fernando Angulo-Ruiz provided an update on the April 17, 2023 General Faculty Council (GFC) meeting. To read the April 17, 2023's General Faculty Council minutes, please click **here**:

<https://www.macewan.ca/about-macewan/governance-leadership/general-faculties-council/meetings/>

Highlight of the meeting include:

- **President's Report**
 - There is a new president of SAMU
- Dr. Jane Philpott, dean, Health Sciences at Queen's University, shared her insights with faculty, students, and members of the public on the future of health care at the university's inaugural Chancellor Speaker Series on April 4.
 - The university received \$5 million for 2 programs in Nursing
- **Provost's Report**
 - We hit enrollment targets, domestic enrollment a bit more than 12,000 FLEs
 - As part of the investment management agreement, there will be new target for administration expenditures ratio, expected average 10%. MacEwan Univ. currently sits at 8%
 - University promotion committee will review 27 promotion dossiers, including 7 for full professors. Expectation is that president will receive recommendations by the end of April.
 - 40 faculty appointments thus far
 - Including 9 appointments of 9-course profs
 - Appointment of new dean of continuing education
 - 63 members will teach fewer than 6 courses this academic year (15%)
- **Co-Chair GFC Executive Committee (Harcombe)**
 - Passed the following items
 - Council on Student Affairs Terms of Reference Membership Update (to ensure student representation)
 - General Faculties Council Meeting Schedule
 - Appointment of Faculty Member to Student Appeal Panel
- **Chair Academic Planning & Quality Assurance Committee (Sadoway)**
 - GFC passed:
 - Proposed Bridge to Canadian Nursing Certificate
 - Digital Experience Design: Post Diploma Certificate
- **Co-Chair Scholarly Activity (Kuziemy)**
 - GFC passed Tactical Plan on Scholarship

- **Representative of Teaching & Learning (Revitt)**
 - Process to award distinguished teaching and others in place, the idea is to have all decisions before Spring convocation
 - There is a working group on Artificial Intelligence and its impact on teaching
 - There is a teaching event on May 23-24 “Navigating the Evolving Frontiers of Higher Education”, registration is open
- **Council on Student Affairs (Biittner)**
 - Updated Council on Student Affairs Terms of Reference Membership Update (to ensure student representation)
- **Other Business**
 - GFC passed
 - Revised Arts and Science Faculty Council Bylaws (Schalomon)
 - Cardiac Care Management Program Termination (Provost)
- **GFC Closed Agenda**
 - GFC approved a posthumous Bachelor of Science in Nursing degree.

7.0 School of Business Workplan

7.1 EFMD Update and Plan (Ali Taleb)

7.2 Vision and Mission Update (Dean Perlow)

7.3 Bachelor of Commerce Action Plan

- BPCC: Consultations to be held with departments to discuss new course offerings and how to avoid duplicates. Main criticisms from the EFMD committee on courses are the impacts on one another. Basically, courses/areas need to be checked to confirm if other departments are affected or not, and to ensure departments are not working in silos. There have been repetitions in other faculties, and double-checking is key. During discussions, we must be more diligent in asking BPCC on new course processes and development to ensure the focus is more strategic.

8.0 Good News and Announcements by Members of Council.

- The accounting department chair, Gregory Springate, announced that Neetu Sharma has been granted tenure. Frank Saccucci has been granted a sabbatical in July 2023.

9.0 Question Period/Open Discussion/Other Business

The director of the **Social Innovation Institute**, Leanne Headberg, discussed the following:

- The Social Innovation Institute is creating six (6) Senior Faculty Research Fellowships. Three (3) of them will be granted to faculty in STEM, and three (3) will be granted to faculty in social sciences and humanities. The fellowships will be three years long and \$7,000 in research funding will be provided per year to each fellow.
- The applications will be open next fall and the fellowships are to enable research on social innovation, social entrepreneurship, and minority/Indigenous entrepreneurship.
- The fellowships are designed to foster inter-disciplinary collaboration and a sense of community and can be community-based scholarship, although that is not a requirement.
- More details to come in the fall.

During the discussion, the following questions arose:

- Q: How long is the fellowship?
A: ~Three (3) years – I am finalizing approvals.

Tiffany Kris discussed the **Students First** internal campaign to raise funds for scholarships, awards, and bursaries for MacEwan students.

- Monetary donations from faculty and staff would be greatly appreciated to help students, as every single student at MacEwan deserves the opportunity to succeed.
- The SAMU pantry is overwhelmed, and they are looking at needs-based options, as some students are going hungry.

During the discussion, the following questions arose:

- Q: Are one-time donations accepted?
A: Yes. You can also contribute off your pay cheque. There is a tax rebate.

10.0 Future Agenda Items/Next meeting

- The next School of Business Faculty Council meeting is on: **May 29, 2023.**

11.0 Adjournment.

Meeting adjourned at 5:14 p.m.