Meeting of School of Business Council
Monday, May 29, 2023, 3:00 – 5:30 p.m.
Room 9-102
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-#01-2023-05-29   **Carried**
  Motion: It was moved by Makarand Gulawani and seconded by Noufou Ouedraogo 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, April 24, 2023, for approval.
  3.2.2   Executive Committee: Minutes, April 19, 2023, for information.
  3.2.3   BPCC Report to Council, for information.

  SOBC-#02-2023-05-29   **Carried**
  Motion: It was moved by Murli Muralidharan and seconded by Chris Hancock to adopt the Consent Agenda, as presented.

4.0 **Presentation**

  4.1 No presentation.

5.0 **Stewardship Items**

  5.1 Assurance of Learning (AOL) committee (Dean R. Perlow)
      5.1.1 **Assurance of Learning (AOL) Terms of Reference**

  SOBC-#03-2023-05-29   **Carried**
  Motion: It was moved by Murli Muralidharan and seconded by Noufou Ouedraogo that School of Business Council approves the Terms of Reference for the newly established Assurance of Learning (AoL) Committee.

During the discussion, the following questions arose:

- Q: How do you see BPCC (Business Programs and Curriculum Committee) working together or overlapping with AOL (Assurance of Learning), learning outcomes, IABC (International Association of Business Communicators), and department councils?
  A: AOL identifies and develops rubrics for mission-based competencies that School Council approves. The data AOL collects informs BPCC and School Council on how students are performing relative to the mission-based competencies.   BPCC uses the AOL data to make modifications on the curriculum.

- Q: Can the Librarians be a resource for this group? A: Yes

The following amendments were proposed on the Assurance of Learning (AoL) Committee – *Terms of Reference*:

1. **SOBC-#04-2023-05-29**   **Carried**
   Motion: It was moved by Bob Graves and seconded by Murli Muralidharan that School of Business Council amend the *Terms of Reference* for the newly established Assurance of Learning (AoL) Committee, under **Mandate**, as follows:

   - *Change from:* To establish a well-documented, data-based assurance of learning (AoL) process for ensuring program quality.
   - *To:* To establish and maintain a well-documented, data-based assurance of learning (AoL) process for ensuring program quality.

2. **SOBC-#05-2023-05-29**   **Carried**
   Motion: It was moved by Bob Graves and seconded by Rickard Enstroem that School of Business Council amend the *Terms of Reference* for the newly established Assurance of Learning (AoL) Committee, under **Accountability**:

   - *Change from:* The Assurance of Learning (AoL) Committee is a standing committee accountable to the Dean and School of Business Council.
   - *To:* The Assurance of Learning (AoL) Committee is a standing committee accountable to the ~~Dean and~~ School of Business Council.

3. Composition **SOBC-#06-2023-05-29**   **Failed**
   Motion: It was moved by Bob Graves and seconded by Chris Hancock that School of Business Council amend the *Terms of Reference* for the newly established Assurance of Learning (AoL) Committee, under **Composition**:

   - *Change from:* Chair**:** Dean or dean's designate
   - *To:* Chair**:** ~~Dean~~* or dean's designate [*The Dean is not the Chair. The Chair will be a faculty member, other than the Dean]

4. **SOBC-#07-2023-05-29**   **Failed**
   Motion: It was moved by Bob Graves and seconded by Theresa Chika-James that School of Business Council amend the *Terms of Reference* for the newly established Assurance of Learning (AoL) Committee, under **Responsibilities**:

   - *Change from:* Determine where competencies will be assessed and what the standards are.
   - *To:* Determine where competencies will be assessed. ~~and what the standards are~~.

SOBC-#08-2023-05-29   **Carried**

Motion: It was moved by Murli Muralidharan and seconded by Mackay White that School of Business Council approves the Terms of Reference for the new established Assurance of Learning Committee (AoL), as amended.

5.1.2   Composition of AOL Committee

SOBC-#09-2023-05-29   **Carried**

Motion: It was moved by Allan Wesley and seconded by Rickard Enstroem that School of Business Council approves the composition of the Assurance of Learning Committee for 2023/2024 as follows:
Members:
1.   Chair, Dean or dean's designate.
2.   Neetu Sharma, Assistant Professor, Accounting & Finance
3.   Ryan Orchard, Associate Professor, Decision Sciences
4.   Travis Huckell, Associate Professor, International Business, Marketing, Strategy & Law
5.   Evandro Bocatto, Associate Professor, Organizational Behaviour, Human Resources Management & Management

5.2 Workload Review Panel Committee (Dean R. Perlow)

SOBC-#10-2023-05-29   **Carried**

Motion: It was moved by Albena Pergelova and seconded by Humayun Qadri that School of Business Council approves the composition of the Workload Review Panel for 2023/2024 as follows:
<u>Members</u>:

1.   Khalaf Al-Jarrah, Assistant Professor, Accounting and Finance
2.   Dr. Hadi Chapardar, Assistant Professor, International Business, Marketing, Strategy, & Law
3.   Chris Hancock, Assistant Professor, Decision Sciences
4.   Joanne Loh, Assistant Professor, Accounting & Finance
5.   Dr. Noufou Ouedraogo, Professor, Organizational Behaviour, Human Resources, & Management
6.   Raina Rudko, Associate Professor, Accounting & Finance
7.   Allan Wesley, Associate Professor, Decision Sciences

If there are seven (7) nominees, they will be deemed elected by acclamation.

5.3 Business Programs and Curriculum Committee (F. Angulo-Ruiz)

5.3.1   Review for Fall 2024 Programs of Study for the:
  * **a. Business Intelligence Minor**
  * **b. Supply Chain Management Major and Minor**
  * **c. Insurance and Risk Management Diploma**

SOBC-#11-2023-05-29   **Carried**
Motion: It was moved by Allan Wesley and seconded by Travis Huckell that School of Business Council approves the Fall 2024 Business Intelligence Minor Program of Study.

SOBC-#12-2023-05-29   **Carried**
Motion: It was moved by Allan Wesley and seconded by Travis Huckell that School of Business Council approves the Fall 2024 Supply Chain Management Major and Minor Program of Study.

SOBC-#13-2023-05-29   **Carried**

Motion: It was moved by Allan Wesley and seconded by Travis Huckell that School of Business Council approves the Fall 2024 Insurance and Risk Management Diploma Program of Study.

5.3.2   Fall 2024 Programs of Study (POS) for:
- **a. Anthropology Minor for Bachelor of Commerce**
- **b. Economics Minor for Bachelor of Commerce**
- **c. French Minor for Bachelor of Commerce**
- **d. History Minor for Bachelor of Commerce**
- **e. Political Science Minor for Bachelor of Commerce**
- **f. Psychology Minor for Bachelor of Commerce**
- **g. Sociology Minor for Bachelor of Commerce**
- **h. Spanish Minor for Bachelor of Commerce**

SOBC-#14-2023-05-29   **Carried**

Motion: It was moved by Travis Huckell and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 Anthropology Minor for Bachelor of Commerce Program of Study from outside the School.

SOBC-#15-2023-05-29   **Carried**

Motion: It was moved by Travis Huckell and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 Economics Minor for Bachelor of Commerce Program of Study from outside the School.

SOBC-#16-2023-05-29   **Carried**

Motion: It was moved by Travis Huckell and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 French Minor for Bachelor of Commerce Program of Study from outside the School.

SOBC-#17-2023-05-26   **Carried**

Motion: It was moved by Travis Huckell and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 History Minor for Bachelor of Commerce Program of Study from outside the School.

SOBC-#18-2023-05-29   **Carried**

Motion: It was moved by Travis Huckell and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 Political Science Minor for Bachelor of Commerce Program of Study from outside the School..

SOBC-#19-2023-05-29   **Carried**

Motion: It was moved by Travis Huckell and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 Psychology Minor for Bachelor of Commerce Program of Study from outside the School.

SOBC-#20-2023-05-29   **Carried**

Motion: It was moved by Travis Huckell and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 Sociology Minor for Bachelor of Commerce Program of Study from outside the School,

SOBC-#21-2023-05-29   **Carried**

Motion: It was moved by Travis Huckell and seconded by Sherif Elbarrad that School of Business Council approves the Fall 2024 Spanish Minor for Bachelor of Commerce Program of Study from outside the School.

5.3.3 Fall 2024 Library and Information Technology Diploma Program of Study (POS)

SOBC-#22-2023-05-29   **Carried**

Motion: It was moved by Lisa Shamchuk and seconded by Noufou Ouedraogo that School of Business Council approves the Library and Information Technology Diploma Program of Study.

5.3.4 Bachelor of Commerce Core Process

Fernando Angulo-Ruiz discussed the Bachelor of Commerce Core Process:
The **BCom Core Process was approved** by BPCC on April 17th, 2023.

- *Policies (This procedure is part of the Curriculum policy at MacEwan University)*:
  - o PROGRAM AND COURSE APPROVALS PROCEDURE (PCAP)
  "Program(s): An organized schedule or selection of courses, typically with admission requirements, regulations, and learning outcomes, presented in the Academic Calendar, and leading to a credential and/or notation on a transcript."
  - o Provides key pointers for the process BPCC is following to recommend the BCom Core (sections 3.1, 3.2, 3.5 and 3.6 of PCAP)
  - o A key main point: <u>**CONSULTATION**</u> in sections 3.2 and 3.6
- 3.2 (in PCAP) …. Consultation:
  - o Faculty and staff are expected to cultivate and maintain formal networks with students, industry, and external peers and to consult regularly with those networks on curriculum, as appropriate.
- 3.6 (in PCAP) … Institutional Consultation:
  - o The Provost & Vice-President, Academic (or delegate) is responsible for facilitating an institutional consultation process, laid out in the Quality Assurance Handbook, through which notice of all credit Program and course proposals and changes, including those of §3.4 and §3.5, are posted for a minimum of two weeks. Non-credit Programs and courses are exempt from this process.
    - 3.6.1 Institutional consultation ensures that representatives of the Faculties/Schools and academic support units are notified of prospective changes and have an opportunity to consult, raise concerns, and address matters that impact them.
    - 3.6.2 Any participant in the consultation process can challenge or dispute a proposal that impacts them and, if such challenge or dispute is not resolved between the parties, the matter will be adjudicated by the GFC Committee or Council with the mandate deemed most germane to the dispute by the Provost & Vice-President, Academic (or delegate). The Provost & Vice-President, Academic (or delegate) may also dismiss a challenge at their discretion if it is deemed frivolous, that is, there is no broader impact.
    - 3.6.3 <u>**Institutional consultation must take place before an item governed**</u> by §3.4 proceeds to the relevant GFC Committee or an item governed <u>**by §3.5 is approved by the relevant Faculty/School Council(s).**</u>
- BPCC Agreed on BCom Core Approval process.
  1. BPCC agrees on a BCom core recommendation (without formally approving it)
  2. We bring our tentative recommendations to consultation as per section 3.2 of PCAP
  3. BPCC updates recommendations based on feedback (if necessary)
  4. BPCC formally approves recommendations and send them to SoB council
  5. Before formal approval by SoB council, SoB engages in 3.6 (institutional consultation)
- Where are we now? We are still in Stage 1. BPCC agrees on a BCom recommendation (without formally approving it).
  - o As part of Stage 1:
    - On April 3, 2023 BPCC received the recommendations from the BCom Core Sub-Committee. The sub-committee presented their analysis and

recommendations with Q&A from BPCC members from 3:30 to close to 5:00 pm
- On May 1, 2023 BPCC met for 5 hours, and we started conversations on the tentative agreement of the BCom core …
- No tentative agreement yet
- 22 courses in the BCom Core. At most 19 courses in the BCom Core -- "Flexibility." Created a tension – What is essential in the BCom core?
  - Consultation in Stage 2:
    - Internal to the University:
      - School of Business Council
      - Faculties outside the School of Business
      - Other bodies as part of PCAP 3.2 section and to be decided by BPCC
    - External to the University:
      - Bodies as part of PCAP 3.2 section and to be decided by BPCC
- Sections 3.1 and 3.5 of PCAP
  - 3.1: Faculty and staff should consult the Quality Assurance Handbook for detailed guidance and information on relevant regulations, policies, procedures, and standards related to Program or course approvals.
  - 3.5: Any Program or course changes not covered in §3.4 above are approved by the relevant Faculty/School Council(s) in accordance with their approved procedures.
  - After Step 1
    - Internal
      - English Department
      - Anthropology, Economics, and Political Science Department
      - Students (e.g., clubs, SAMU, invitation to open forums)
    - External
      - BCom self study external peer reviewers' recommendations
      - EFMD report
      - Industry (e.g., Current and previous Allard Chairs, Professional Associations)
  - Consultation in 3.6
    - Broad Institutional Consultation
    - Via the Provost Office
    - Minimum 2 weeks.

5.4 Performance Review Criteria (Dean R. Perlow)

SOBC-#23-2023-05-29   Failed

Motion: It was moved by Greg Springate and seconded by Albena Pergelova that School of Business Council approves the Performance Review Criteria.

SOBC-#24-2023-05-29   Carried

Motion: It was moved by Neetu Sharma and seconded by Travis Huckell that School of Business Council approves the Performance Review Criteria, as amended.
- *Change from*: The following are the criteria reviewers will consider in their performance reviews.
- *To:* The following are the criteria reviewers may consider in their performance reviews. Moreover, the list is not exhaustive. Faculty can include performance-relevant information that is not specified in the list.

6.0   Leadership & Governance Updates

6.1   Dean's Update (Dean Perlow):

University Relations asked Dean Richard Perlow to present "take-a-ways" in a speech he will be giving to the MacEwan Means Business Campaign Cabinet members. The five key points he wants the Cabinet members to communicate to potential donors are:

1. The School of Business faculty embody teaching greatness
2. We provide unique opportunities for students to develop their potential
3. We develop skills students need for jobs now and in the future
4. We enable Edmonton organizations to thrive
5. We aim to provide Edmonton with culturally aware business professionals who make a difference.

The Dean said that University Relations wants to hear specific student stories under each category and asked the faculty to submit them to Laura.

- We hired a sessional extended. Sessional extended faculty are eligible to apply for a non-course position if such a position is available. The collective agreement outlines the process for hiring sessional extendeds and nine-course tenure track faculty.

6.2   Associate Deans' Update:

Associate Dean Sherif Elbarrad provided the following update:

- The Associate Dean spent the much of the month of May handling 28 appeals from students who were Required to Withdraw.
- The Associate Dean and the Chair of the Department of Accounting have been working to develop the Accounting Competencies Diploma.

Associate Dean Ali Taleb - (away - no update)

6.3   Department Chair Update:

Etayankara (Murli) Muralidharan:
- Provided updates for the Department of International Business, Marketing, Strategy & Law:
  - Fernando Angulo Ruiz has been promoted to Professor, starting July 1st, 2023.
  - F. Angulo Ruiz has received funding for $ 20000 from Mitacs' Business Strategy Internship.

Rohit Jindal:
- Provided updates for the Department of Decision Sciences:
  - Xiaojia (Sunny) Wang received a grant from the Office of Research Services.
  - Parminder Singh Kang received a grant from the Office of Research Services, and another from Mitacs to bring international Research Assistants to work with him.
  - Victor Bilodeau has published a book on Blockchain technology that is available on Amazon.
  - Three (3) insurance students, from the Decision Sciences department, have received scholarships from the industry.

Greg Springate:
- Provided updates for the Department of Accounting and Finance:
  - No update

Mike Annett:

- Provided updates for the Department of Management and Organizations:
    - The research project, of Norene Erickson and Lisa Shamchuk, to update the national Guidelines for the Education of Library Technicians is the recipient of the Library Association of Alberta's 2023 Punch Jackson Award of Excellence. The annual award recognizes excellence in service, program, public relations, or advocacy achievement in library service in Alberta.
    - Theresa Chika-James, Tiffany Kriz and Dianna Dempsey have received Promotions to Associate Professor.

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
No GFC update for May. Next GFC update: June 26, 2023.

7.0   School of Business Workplan

7.1   EFMD Update and Plan (Ali Taleb) – No report.

7.2   Vision and Mission Update (Dean Perlow)
Dean Perlow presented the faculty with the mission statement the Mission Committee created.

- **Mission:** *Through teaching greatness and scholarship, we develop culturally aware business professionals, contribute to our disciplines, and enable organizations to thrive.*
- Dean Perlow thanked the committee members: Dianna Dempsey, Travis Huckell, Leanne Hedberg, Sherif Elbarrad, Ali Taleb, Makarand Gulawani, Nicole Kealey, and Frank Saccucci.
- The University Executive wants one vision; that is, Teaching Greatness. They don't want other parts of the university having vision statements.

It was recommended to have a motion to vote on the mission.

SOBC-#25-2023-05-29   **Carried**
Motion: It was moved by Fernando Angulo Ruiz and seconded by Mike Annett that the School of Business Council endorse the **mission statement**, as presented.

There were comments about adding a section on sustainability/ESG. The Dean shared with the faculty that the mission committee members went back and forth adding and subtracting adjectives and other verbiage during the crafting of the mission statement. The mission committee members decided to keep the mission statement concise.

7.3   Bachelor of Commerce Action Plan (Dean Perlow)

8.0   Good News and Announcements by Members of Council.

9.0   Question Period/Open Discussion/Other Business

10.0   Future Agenda Items/Next meeting
- The next School of Business Faculty Council meeting is on: **June 26, 2023.**

11.0   Adjournment.
Meeting adjourned at 5:55 p.m.