

Meeting of School of Business Council
Tuesday, April 30, 2019, 1:00 – 3:30 p.m.
Room 5-158, City Centre Campus
MINUTES

1.0 Call to Order

- The Dean called the meeting to order at 1 p.m. as the quorum of 22 was met and exceeded.

2.0 Indigenous Ceremony

- Following a reading of the land acknowledgement statement, the Dean made a presentation of protocol to Lyndon Aginas, an Indigenous Knowledge Keeper from the community. In response to the Dean's request, Lyndon Aginas opened the meeting with an Indigenous ceremony.

3.0 Agendas**3.1 Motion – Meeting Agenda**

- **SOBC-01-2019-04-30**

Carried

Motion: It was moved by M. Shadnam and seconded by S. Elbarrad to adopt the agenda as presented.

3.2 Motion – Consent Agenda

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

3.2.1 Minutes – March 27 meeting of School Council

3.2.2 Executive Committee:

Minutes – April 15 meeting of Executive Committee

3.2.3 Business Programs & Curriculum Committee Report

- **SOBC-02-2019-04-30**

Carried

Motion: It was moved by P. Ghattas and seconded by S. Ghosh to adopt the Consent Agenda as presented.

4.0 Presentations**4.1 Update on Campus Security (Ray Boudreau, Director, Campus Security)**

- R. Boudreau shared that Campus Security is now called Security Service. The reason for this change is because him and his team alone cannot keep the campus safe. R. Boudreau explained that they are a service to the people that keep the campus safe. The security team will deal with everything outside the classroom. R. Boudreau shared his expectation is that faculty and staff in their areas will look after the safety and security in the classrooms or work areas and when they need assistance, they would call Security. R. Boudreau further explained that it is about assisting staff and faculty, not taking over what their responsibility is.
- R. Boudreau shared that he encourages his team to do behaviour profiling. Behaviour has to be in the context of where one is at. For example, when one walks through the door here at campus, they know they are in an academic facility. One must behave a certain way and if they do not behave within the perimeters, they are not welcome. Security will show people the exit door and they will be walked off the property.
- R. Boudreau explained that the Security Service Work Group has two units. Dispatch has their own unit with five dispatchers that work 24/7. They are very busy acting as the central Call for Service center for the university receiving calls from students abroad to faculty members wanting a sign placed on their classroom door. The Dispatch Centre monitors fire detection, cameras and door alarms. All activities are entered into a database. The security phone lines are recorded. When a request is received, they will have security officers dispatched to the correct area.
- The in-house Security Service Group consists of Peace Officers, Security Agents and Contract Security. The MacEwan Peace Officers and Security Agents hired are highly trained. R. Boudreau introduced a new Security Agent, Patrice Yorke, that started Monday. R. Boudreau shared that it is important that when new Security Agents and Peace Officers come in, they know right from the start that they are part of and provide a service to the people around that provide safety and security at MacEwan.
- Grant MacEwan University is a Licensed Security Agency under the Security Service and Investigators Act of Alberta authorized to employ licensed guards under contract, MacEwan Service Agents, Investigators, and MacEwan Peace Officers. All Security Service employees complete Standard First Aid training with AED and level "C" CPR training.
- Their whole philosophy is suppression, intervention, and prevention. Everyone is welcome as long as they are behaving themselves, have respect of the property and do not interfere with the learning environment. Some people need to use this facility for their own personal care, but they must be respectful of the environment they

are in. R. Boudreau shared that they want to ensure MacEwan is a good neighbor to the community.

- R. Boudreau provided the Security Service organizational structure. As Executive Director, he has an administrative assistant, Emma Wolfe. The Manager of Security Service is Ray Williams, who looks after the operations. There are five full time Dispatch Operators and two casual Dispatch Operators to cover for them. Emergency and Planning is managed under Janet Dean. The emergency plan is activated when serious issues arise. The Security team are a small unit, but they try to get the information out when they can.
- When an issue arises on campus, faculty and staff are expected to suppress the situation and contact Security to assist. Faculty and staff should be solution-focused and figure out how to move forward. The action one takes will influence others so it is important to remain calm, take immediate action and care for oneself. Staff and faculty should manage what is in their control, be present in how their body is reacting to stimulus, be aware of difficult triggers, create practical solutions for dealing with difficult people and support their co-workers. Emotional control of the situation will dominate the outcome of a situation. It is important to identify the issue and stay focused. It important to control the conversation and language by speaking clearly and confidently. One must be assertive if needed, but not aggressive.
- R. Boudreau shared the crime statistics within a two-block radius. There have been no homicides, two sexual assaults on campus, 23 within a two-block radius, four assaults on campus, three break and enters, and 88 within a two-block radius. There have been 12 arrests for trespassing. There have been 119 syringes found.
- R. Boudreau shared the following website: <https://www.macewan.ca/wcm/SafeatMacEwan/index.htm> and encouraged anyone that had not watched the Shooter on Campus video to do so.

Questions and Comments from Members of Council

- *E. Bocatto asked about the possibility of Security Service to present to sessional faculty.* R. Boudreau shared that time conflicts have not allowed him the opportunity to do so but suggested working with the Office of Learning and Teaching Services and agreed with E. Bocatto that it is something to look into.
- *E. Bocatto asked about evaluating possible threats and reactions.* R. Boudreau responded saying he is an advanced threat behaviour assessor and uses that as a variable to any person(s) posing a threat to the learning environment. One of the biggest challenges is communicating decisions made by Security Service back to faculty.
- *B. Panganiban asked about mental health issues in relation to students and what the role of an instructor is in that circumstance.* R. Boudreau responded saying to contact security immediately. As soon as information is relayed, action is taken.
- *R. Rudko asked about the impact of cannabis on campus.* R. Boudreau responded that there is not a big concern, however edibles will be an issue as it takes time to take effect. The Dean added that cannabis is a topic that has come up at President's Council, primarily for the Arts & Science faculty, because of safety concerns. R. Boudreau added that if someone exhibits behavior that interferes with the learning environment or the safety of others, that becomes a concern that should be alerted to security.
- *J. Loh asked about lockdown and fire drills; how they should be in effect in post-secondary institutions.* R. Boudreau replied that this has been asked about at the yearly presentation to President and Executive Councils, and there will be a lockdown drill next academic year. Fire drills are held to train staff on what to do.
- *M. Annett asked about infrastructure engineering and the safety of classrooms, specifically barracuda door locks, bullet proof whiteboards.* R. Boudreau responded saying that 90% of exterior doors are controlled by an electronic locking system. Some doors have not been updated due to costs, classroom locks are out of date, but there is a new system that can allow security to remotely lock classrooms. Security Service controls are CCTV system.
- *W. Jaciuk asked about the ways to reach Security Service discreetly, i.e – texting that there is an emergency in a certain room.* R. Boudreau mentioned that there is a cell phone-text program being tested out but is not available to the public until potentially the Winter 2020 term. Email is also an available method.
- *N. Ouedroago asked about person(s) posing threats within the classroom and dealing with it.* R. Boudreau responded saying that each circumstance is different, but to diffuse the problem and if not possible, to reduce the risk of safety for people and the environment. The Dean recommended to communicate to classes how to handle circumstances on the first day of classes.

- *B. Panganiban asked about medical emergencies and who to contact and how to handle the situation when it arises.* R. Boudreau said to contact Security who can both take action immediately and contact 9-1-1 if necessary. Security Service is in governance by private legislation which means that external parties must go through security to attain information and sign a declaration, so that it can be accessed later if necessary.

4.2 Update on FOIPP – Freedom of Information and Protection Privacy Act, Service Alberta

(Nicole Baumung, Lead, Privacy and Information Management)

- Presentation Canceled

5.0 Business Programs and Curriculum Committee (S. Elbarrad)

- **Motion – Digital Experience Minor from Faculty of Fine Arts and Communications for Bachelor of Commerce SOBC-03-2019-04-30** **Carried**
Motion: Moved by R. Rudko and seconded by K. Al-Jarrah that School of Business Council recommend the new Digital Experience Minor from the Faculty of Fine Arts and Communications.

Questions and Comments from Members of Council:

- *M. King asked about the integration of virtual reality in some business programs.* S. Elbarrad said it is not offered by the School of Business, therefore it is out of the School's control. The Dean added that FAS presented twice at BPCC and recommended to meet with FAS chair for more specific content.

6.0 Dean's Updates

- Code of Conduct is for all MacEwan employees, including sessional faculty, research assistants, student hires—every single person employed by the University. A website with an email has been setup for questions and concerns, training is available and is being monitored by Human Resources, and turned over to the Ethics Commissioner if there is need for clarification.
- In the process of hiring six of eight new faculty members; positive feedback from search committees about the quality of candidates. L. Benson is acknowledged for putting together the onboarding process. Faculty members will be asked to serve as mentors; a key contact whom new faculty members can reach out to one-to-one.
- MacEwan's leadership team has made the decision to discontinue its relationship with Everest; an organization helping and serving students from India. International students are welcome, however the relationship with Everest, at this time, does not align with the standards of MacEwan. The two programs associated with Everest were an Insurance and Risk Management and Travel. Colleagues in those areas were consulted and provided feedback to their department chairs and meetings were held with Everest themselves.
- A presidential search is in the process and is managed by the Board of Governors and will move forward with the Integrated Strategic Plan.
- GFC members include: Decanal member, MSA, Faculty of Arts; operated through the Board of Governors. A consulting company is working with the committee to say who the representatives are. PSLA has legislated that school councils are sub-committees legislated by the GFC.
- The Academic Calendar is to become more consistent in planning when classes will happen. The plan is to start after Labour Day and end well before Christmas, with grades submitted. Dean's Council has seen the first proposals, which have ensured the proper number of class session meetings. They have projections for the next two years. Monday afternoons between 3pm-6pm will be governance time, meaning meetings related to GFC will be held during this time. That time will be blocked so no one should have classes.
- New faculty hires means limited space, therefore, School of Business has been given the former Bachelor of Communications Studies area on the first floor of Building 7. Some current faculty members will be asked to relocate so to not sequester all new faculty. This is a short-term fix until the new building is built. At least two people will be hired next year—maybe more. Once SAMU's building opens, the School can claim that space.
- Information should be heard in two ways: from department chairs through Department Council meetings, and from representatives on the School Council Executive Committee.
- For the upcoming year, there needs to be decisions about the expectations for promotion and tenure. There are colleagues who have not received clear guidelines on what those expectations are and it needs to be made as a faculty group. Expectations for colleagues include: teaching, research, and service.
- University Promotion Committee has wrapped up, well-represented by F. Angulo. Some notes include what the common themes of what the committee is looking for and what they are looking for in a new associate to full professor in

promotion. The Dean has reached out and met, with colleagues who are coming up on extension and probation, so that over the summer, faculty can put together their dossier and portfolio which will be received in fall and winter.

Questions and Comments from Members of Council:

- *B. Graves asked if standing committees of GFC are all dissolving as of August 30th.* The Dean replied that committees are being reconstituted. *B. Graves followed up asking if the same goes for standing committees for faculty school councils.* The Dean confirmed this and added it is the reason why School of Business is not moving forward in electing people to a committee. Half the deans have chosen this option—to wait to be told which committees there will be, while the other half decided to move forward with their elections. *B. Graves asked that if there is an election and those committees dissolve, then another election will need to take place, or to have an election for the new committee.* The Dean responded saying committees will come after summer; existing committees are recommended to continue, and slots will be filled where needed.
- *M. Annett asked about timeline for discussion for promotions.* The Dean responded, the work is similar to the annual evaluation and faculty criteria.

7.0 Updates by Associate Deans (S. Elbarrad & W. Wei)

The Dean on behalf of W. Wei:

- W. Wei is currently on a study tour, as is Evguenia. Both tours had a great turn out, with putting together a process that seems to work in terms of solicitation and recruitment. Some areas have been identified as potential places to go to, but any faculty member can put together a study tour proposal. The Dean will be joining W. Wei in Asia. W. Wei also visited Japan, Hong Kong and Macau.
- The EPAS, adhoc committee is acknowledged for their work on moving forward with EPAS accreditation. T. Huckell was acknowledged for his contribution in identifying an editor who read through the document and cleaned it up. It was then submitted to a mentor given by EPAS who has been working with the school for the past two years. The mentor has moved it forward, it will go under review for thirty days by the EPAS Accreditation board. There will be gaps, that have not been addressed, but there will be two years for the self-study. M. Annett and his group will gather this data into the self-study report.
- Four students have been identified to take part in the European Innovation Academy, and were soliciting two more students to accompany the four already chosen. V. Bilodeau was originally representing School of Business, but he can no longer attend, so there is an open callout to School of Business faculty. Two members must go; one from the School of Business and the other from Arts and Sciences.
- Last year, there were zero applications for dissemination funding. This year about \$85,000 has been allocated, and a little below \$3,000 is still remaining. Faculty were encouraged to submit an application for a grant in May in order to use up the remaining money.
- The Dean shared with faculty that she is proud of the work they are doing. It shows an example of diversity, scholarship and research and that we are engaged in our School.
- This money will be available next year but there is no guarantee it will be available in the future. The President is working on an interim budget with the Government of Alberta and the real budget will be presented sometime in October. At that point, the university will have a better idea of what 20/21 will look like. The Dean shared her commitment to continue this seed funding for faculty so that they can be successful in their endeavours.

Questions and Comments from Members of Council:

- *R. Rudko asked how many students are on each tour.* The Dean replied that there are about twenty on each tour.

S. Elbarrad: No Updates

8.0 Updates by Department Chairs (E. Bocatto, R. Enstroem, E. Perez, A. Pergelova)

E. Bocatto:

- E. Bocatto shared that the department through the Dean's Office, has seven students going to a partnering school. The School of Business Research Showcase was a tremendous event that showcased the quality of our faculty members. The department had their first Honours designation students. Toulouse Business School just sent a potential PhD paid for by them so this may become a partnership. The Tribunal was held on Friday and the quality of research was really good.

R. Enstroem:

- R. Enstroem shared that he is working with J. Son on the SCMA accreditation. The department is also working on the Digital Experience Minor which will be available in 2025.

E. Perez:

- E. Perez shared that the department has approved Honours in Accounting. They have also concluded their hiring process; and having another member joining the department. Classes have finished and most of the department will be attending the CPA Education Foundation Conference in Red Deer.

A.Pergelova: No Update

9.0 Updates by a member of Bachelor of Commerce Program Review Self-Study Committee

(F. Angulo, M. Annett, M. Arnison, T. Huckell, C. Keim, E. Muralidharan, D. Pirot)

M. Annett:

- M. Annett shared that the committee is in the process of collecting and analyzing data through the IAP score system. The committee will share that in the next month or two.

10.0 Update by Business members of General Faculties Council (R. Enstroem, B. Graves, A. Pergelova, R. Rudko, M. Shadnam)

R. Enstroem:

- General Faculties Council met on April 23 and SAMU provided an update. The new Code of Conduct was discussed as which will be in place on July 1. A motion was passed for standing committees of GFC with changes to the bylaws and Terms of References. Curriculum changes were also approved. The next meeting will be held on May 9th.
- The Dean encouraged Members of Council to read the new Code of Conduct and to submit any question they may have as there are changes in relation to conflict of commitment and gifts.
- The Dean added that the post-humous award was for Nakehko Lamothe, an Indigenous member and Griffins hockey player.
- F. Saccucci asked if the Code of Conduct was approved, R. Enstroem says it was just an update. The Dean adds that when in doubt, disclose. If anyone has questions, to submit it via the FAQ page link. The Dean highlights that disclosure, in particular with gifts, there are limits. Most common issues will be with conflicts of commitment rather than conflicts of interest. Other employment needs to be disclosed. Before traveling, there must be an estimate/idea submitted to the dean on what may be received so that it is pre-approved beforehand. Examples of things to be cleared in advance: honorariums, lodging, food and travel that is covered.

11.0 Update by representatives to Faculty Councils

(T. Chika-James – Nursing, M. Malin – A&S, T. Salem – FFAC & L. Shamchuk – HCS)

- **M. Malin:** meeting was during research showcase.
- **T. Norrad:** mentions that the interim Arts and Sciences Dean, Melike Schalomon is stepping down. The Dean confirms that she is expressing interest to compete for the position of Dean and stepping down effective June 30.
- **L. Shamchuk:** T. Suntjens provided an update on the new kihew waciston location opening in the fall. Further updates were included in the meeting package.

12.0 Updates by Library Member(s) (Dean D. McGugan, M. King (or K. Sobchyshyn)

K. Sobchyshyn

- Another trial for journals is being set up. They will specify to areas in digital marketing and finance. The exact dates and how to access it will come out via email. Feedback on these resources is welcomed to ensure the collection is good for faculty.

Overview of Involvement of Business Librarians from M. King

- Over the winter term, the M. King and K. Sobchyshyn have been teaching and guest lecturing in 36 classes across the departments. They also added extra-curricular workshops.
- They reviewed and assessed 21 potential journals as publishers for faculty work in the School of Business. They identified quite a few questionable or non-desirable journals for faculty.
- They have been providing support to Honours students among others for point of contact for School of Business.
- They worked with faculty on resources for classes, but also consulted in terms of the research aspect of assignments by advising on how those should be characterized or different ways research could be worked into a course.
- They have also consulted on curriculum mapping from their perspective to ensure that all Business graduates have all the research skills they need. Initially, they met with the Academic Leadership group and will meet with the Department Chairs next. They will also start talking with the faculty teaching BUSN 201 and ORGA 201 because those foundational

courses are where students can be set up for success by ensuring they have the necessary building blocks: information, literacy and skills.

M. King

- Due to the acceptance of the Post-Secondary Learning Act and the formation of GFC for the upcoming year, the membership does not include a Librarian. As a member on the General Faculties Council, faculty may have a say in whether librarians are included in the future in the General Faculties Council. The situation is temporary for the first year of General Faculties Council, but because faculty council is now a standing committee of the GFC, there is going to be a review of the membership. This may mean that there may not be a librarian included in the membership for faculty council. When meeting packages come out for faculty council meetings, the librarian members look for opportunities where they can really ensure that the curriculum goals are being met.
- The Dean added that library can always attend as a guest of Council.
- M. King announces the new Dean of Libraries, Karen Keiller.

Questions and Comments from Members of Council:

- L. Benson inquired about creating a research tutorial for Blackboard. M. King responded saying that research tutorials are under the “how to research” section on the library website. The interactive tutorials are integrated through courses two ways: one via the instructor verbally communicating this and the other is a module. The tutorials are to introduce it to English 102 students, and it is a requirement through the course. For business students, English might not be taken the first or second year, so library is looking to integrate these tutorials through specific business courses.
- E. Bocatto makes a note that students are taking APA in relevance to diplomas.

13.0 Other Business

L. Benson mentions that the university is hiring a new academic vice president of research and are down to three candidates that are in interviews.

14.0 Announcements by Members of Council

- R. Rudko asked for an update on enrollments and cancelled sections. The Dean responded saying that classes cannot run if they are not full. (max capacity. 40) If there is a course/class/section of 10 or 12 and there's no detriment to the students enrolled staying on track to graduate and move through the system, it will be canceled. We can move students around so there are full sections. It is a dynamic since it is based on enrollment in the system.
- H. Qadri adds that certain faculty members stepped up to fill certain sections, but no students are enrolled, and more sections are being cancelled.
- S. Elbarrad adds that there is intention to plan ahead; to start with a smaller number of classes and add up if needed, rather than open up a large number of classes and close later.
- E. Perez states that faculty were not informed of sections closing. Faculty members are being advised to look at PeopleSoft to see if they are teaching. H. Qadri adds that he is being penalized for stepping up to teach 8 a.m. sections, but the classes are no longer running.
- L. Benson supported S. Elbarrad in the direction of offering smaller class sizes; put people on waiting lists, etc., as this will be a one-time transition, and not ongoing. S. Elbarrad adds that we are in transition and will sit down with each chair to ensure the number of classes offered is satisfactory, to better prepare for the future in assigning active courses catching up on enrollment efficiency ratings (60% prior, 84% currently). The Dean added that the goal is to have predictable schedules, so that based on credentials, there are courses that can be offered year-round, but some courses should only be offered in Winter or Fall term. S. Ghosh asked if there is a cut off time. The Dean said our admission numbers are down and has met with department chairs about specific programs. There is not just a cost issue, but there are revenue issues - admissions. Our budget is based on thirteen thousand FLEs (currently at 12,700). S. Elbarrad shared that as of the last term, advisors flag people who are in jeopardy with their grades and may wind up RTW or on probation. This is to target students ahead of time of what support or help they require. We are in transition of trying to figure out how to create a structure that allows regularity and predictability.
- J. Loh asks if all 8 a.m. classes are cancelled. S. Caetano responded saying classes are not cancelled right now, but they are stopped which means they are still scheduled but stopped for enrollment. S. Caetano is keeping track of all enrollments and waitlists to see which classes will open up. The goal is to fill those sections that are more popular time wise. H. Qadri suggested to keep those sections open for sessional faculty. J. Loh recommended keeping 8 am classes for those graduating soon, whereas for first year courses, it will be last priority. S. Caetano counters saying

that that is not how scheduling is done generally. Patterns are entered into the system. The Dean adds that she is working with department chairs to make class scheduling is more transformative.

15.0 Question Period/Open Discussion

16.0 Future Agenda Items/Next Meeting:

The date is to be determined.

17.0 Adjournment

SOBC-04-2019-04-30

Adjournment at 3:23 p.m. was moved by P. Callaghan.

Carried