

**Meeting of School of Business Council**  
**Monday, February 24, 2020, 3:00 – 5:30 p.m.**  
**Room 9-201, City Centre Campus**  
**MINUTES**

**1.0 Call to Order**

- The Dean called the meeting to order at 3:08 p.m. as the quorum of 21 was met and exceeded.

**2.0 Indigenous Ceremony**

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

**3.0 Agendas****3.1 Motion – Meeting Agenda**

- **SOBC-01-2020-02-24**

**Carried**

**Motion:** It was moved by M. Gulawani 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 – November 18 meeting of School Council (approval)

3.2.2 Executive Committee: Minutes – February 11, 2020 meeting of Executive Committee (approval)

3.2.3 Business Programs and Curriculum Committee Report (information)

- **SOBC-02-2020-02-24**

**Carried**

**Motion:** It was moved by N. Ouedraogo and seconded by M. Gulawani to adopt the Consent Agenda as presented.

**4.0 Presentations****4.1 Grading Policy Changes and Feedback** (Melissa Merrigan, Associate Registrar)

- Through initial consultation with the Office of the University Registrar and Provost's Group, proposed changes have been implemented to the Grading Policy document
- Other updates have been made to clarify and reflect current business practices
- Looking for feedback on the proposed changes and welcome any other feedback that council may have on this policy – send any further feedback to Melissa at [merriganm@macewan.ca](mailto:merriganm@macewan.ca)
- A summary of changes was included in the meeting package in addition to the revised policy for review (four main changes were highlighted and discussed)

The presenter answered questions from members of School Council relating to the changes including context and background. Feedback on the policy was given by members of School Council on Policy 5.1.2.8, Procedure 3.6.2, Procedure 3.6.4, and Procedure 3.8. Relating to Procedure 3.8, the presenter raised that changes will be forthcoming on the appeals policy that impacts this item procedure.

**4.2 Sabbatical Applications**

- Thinking of putting together a workshop for sabbatical applications and support faculty in this process
- Can also meet one-one with faculty wanting to discuss sabbaticals and the process to apply
- There are typically 9-12 applications approved each year for the university for sabbaticals
- Contact Carla if there are any thoughts/preferences on needs of faculty relating to sabbatical applications and offering a workshop at: [lamc66@macewan.ca](mailto:lamc66@macewan.ca)
- Carla will prepare something relating to this item and will communicate if a workshop is pulled together

The presenter answered questions from members of School Council relating to eligibility for sabbatical and needs of faculty in embarking on this process.

#### 4.3 FOIPP Presentation

- Provided an overview of Privacy & Information Management activities
- Overview of the five fundamental principles of FOIPP:
  - A right of access to records
  - Protection of personal privacy
  - A right of access to an individual's own personal information
  - A right to request a correction
  - Independent review of decisions
- Excluded records are: teaching materials, research information, questions to be used in examination
- Presented process for privacy breaches
- Records retention schedule governs classes of information and units – on portal page for Privacy and Information Management
- Training materials to come
- Have guidelines relating to records management that can provide
- Can feel free to email Nicole for any further questions at: [baumungn@macewan.ca](mailto:baumungn@macewan.ca)

The presenter answered questions from members of School Council relating to student information and applications of FOIPP legislation, in addition to records retention schedules, and the use of SharePoint and how this impacts records retained with this new tool.

#### 5.0 Dean's Updates

- Please keep up to date on president reports/updates that are emailed out
- The School of Business had a very successful career fair – 30 companies and 477 students attended. Thank you to everyone who showed up and everyone who planned this event. A Larger venue will be used for next year as interest was high
- CDEL office is doing work across the university relating to skills/competencies
- Expressed gratitude for all the TPC members that participated this year – they did great work
  - Peer review of teaching came up as an important element to include in applications. Be prepared as we will start to do some work to move forward on approaches for peer reviews of teaching
- New nomination and election process that will be forthcoming
  - Justine Carvalho-Moreira provided an overview of the process and what to expect to receive in early March
  - Nominations will be sought through email with an election to follow at the end of March

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

##### W. Wei:

- Seed Funding Receivers: 6 receivers and projects totaling around \$30K
- Student research Day is April 27, 2020; USRI application deadline is March 25, 2020
- University funding deadline (March 1) and BOG deadline (March 6) – please prepare your documents early to give the Dean ample time for the applications
- Research showcase – February 27, March 11, and April 24, 2020
- Have met with faculty in 7 majors and started course level data collection for EPAS
- Were successful in getting an Alberta innovates grant for \$15K for an entrepreneurship training program for students/new graduates

##### S. Elbarrad:

- Provided an update relating to enrollment numbers
  - Business management diploma is tracking slightly less than last year, BCOM we are tracking better than last year, accounting and strategic measurement is slightly better
  - Still have some work to do to get to the targets for enrollment
- Recruitment activities include meeting with new students (to prepare for enrollment etc.), visits to high schools, student for a day event (this Thursday February 27, 2020). If you are available for this event please let Sherif know
- My student system (new) is up now, and students are receiving info on how to utilize the new interface

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

**E. Bocatto:**

- No items

**R. Enstroem:**

- AMA has invited us to their headquarters and offered to feel free to use them in any way. May have a panel discussion upcoming – will send info onto the other chairs

**E. Perez:**

- Working on curriculum development relating to CPA requirements
- Hiring a new finance faculty member

**A. Pergelova:**

- Congratulations to E. Iskra and M. White who were successful in their extension of probation

**8.0 Business Programs and Curriculum Committee (A. Wesley)**

**8.1 Motion – Programs of Study 2021-22: Asia Pacific Management**

**SOBC-03-2020-02-24**

**Carried**

**Motion:** It was moved by A. Pergelova and seconded by C. Lemaire that School Council approve the revised 2021-22 Asia Pacific Management Diploma Program of Study.

- In October 2019, the Faculty of Arts & Science (FAS) alerted the Asia Pacific program that, due to continued low enrollment in CHIN201 and 202, (FAS) is no longer able to offer these courses. Since completion of 12 credits of an Asian language is a program requirement, the Program of Study requires substantial revision
- Enrollment in POLS261, a required course in the diploma, is mainly comprised of students not enrolled in the Asia Pacific Management program. FAS alerted the program that POLS264 may be a more viable alternative for these students
- Non-heritage speakers enrolled in this program are currently required to complete 12 credits in Chinese or Japanese
- To replace the loss of the CHIN201, 202, and POLS261 courses, students will be able to choose courses from existing curriculum in Political Science, History, and Business which complements their interest in Asia
- Upon approval, the Program will be able to deliver 60 credits to students in this Program
- No questions or discussion

**8.2 Motion – Admission Criteria 2021-22: Public Relations**

**SOBC-04-2020-02-24**

**Carried**

**Motion:** It was moved by A. Pergelova and seconded by M. Gulawani that School Council recommend approval of the proposed revision to the 2021-22 Admission Criteria for Public Relations Diploma.

- As part of the regular review schedule utilized by the Admissions & Transfer Committee, a standing committee of GFC, this program is due for review
- The Program has elected to discontinue the use of the program-specific English Entrance Exam. By requiring all applicants to present a minimum grade of C+, applicants will have demonstrated the minimum level of competency in English that will support their success in this program
- If not approved, the program will need to continue to administer the English Entrance exam
- Current wording does not specify university level English – but just post-secondary level English (T. Norrad provided this clarity)
- A. Pergelova answered questions from Council Members relating to this change

**8.3 Motion – Credit Load Change Reporting: Travel Program**

**SOBC-05-2020-02-24**

**Carried**

**Motion:** It was moved by A. Pergelova and seconded by P. Callaghan that School Council approve the proposed credit load change for the Travel Program.

- This motion corrects an error in the reporting of the credit value and timing of this Program of Study
- The Travel diploma program is delivered over a period of 13 months. Currently, the program load in the PAPRS record is all allocated to Year 2. There are benefits to students to spread the load in PAPRS over two years
- Although there are no changes to the curriculum associated with this load change, the load change proposal is required to break the load down over two years and to align the PAPRS record with current program delivery

- Additionally there is a revision of the credit value (from 5 credits to 3) of one of the courses TRVL 244 Practicum. The School of Business, in an effort to create greater fairness of the cost of Practicum courses for students, is aligning the credit value of all its Practicum courses
- Approval would align the program with correct reporting and would achieve harmonization among School of Business practicum courses
- Questions were answered from Council Members relating to the change

#### **9.0 Update by a member of Bachelor of Commerce Program Review Self-Study Committee (M. Annett)**

##### **M. Annett:**

- Process around self-study report is reaching the end
- Report has been submitted – thank you to the committee for all their work
- The report now lies with IAP colleagues, Dean and external reviewers
- March 11 and 12 coming on campus to look at facility, speak with faculty
- March 12 lunch planned – invites went out and have 17 people that can attend. There are 30 who have not responded. ACTION: Please look at the invite and indicate if you will be attending so we can plan appropriately and have representation from all Departments
- Thank you for supporting this work

No questions were raised.

#### **10.0 Update by Business members of General Faculties Council (J. Loh)**

- Last meeting took place on February 10
- President update
  - Province introducing investment management agreements – funding model and performance metrics in three areas:
    - Skills and labor outcomes
    - Teaching and research
    - Institutional performance measures
  - Future budget – at risk funding for 2021 year at 15%, next year at 25%, year after up to 40%
  - Investment management agreement will be signed by March 31
- Report from Provost
  - Faculty GFC member to Board accepted
  - Dean of A&S search – 3 finalists
  - Report on academic advising – centralize general advising and have specialized advising in faculties and schools
  - Conducting review and revision of MacEwan institutional mandate statement – will come back to GFC to review
  - Portfolio changes in Academic Affairs has ensured that all areas report up through a Dean or a VP
  - No more Ombudsperson role – student affairs working with SAMU on a future model
  - Second CRC awarded to School of Business: Indigenous Business and Social Entrepreneurship
- Approved Bachelor of Communications self-study action plan
- Changing of structure of Faculty of Nursing – approved 5 new Departments
- Delegation of curricular approval – 2015 AGC approved policy and procedures to delegate to faculty and school councils. Had an interim process in place since then. GFC now formally approved to use the policy as intended
- GFC election process approved to populate for the next year and the approach for electing to GFC standing committees
- A draft GFC standing committees structure was presented for awareness and discussion
- Approved a policy rescinding
- Student code of conduct consultation

Questions were answered relating to the changes made for course and program approval delegation and the policy.

#### **11.0 Updates by representatives to Faculty Councils (M. Malin: Arts & Science; T. Salem: Faculty of Fine Arts & Communications; L. Shamchuk: Health & Community Studies; B. Panganiban: School of Continuing Education)**

- Update from B. Panganiban for Continuing Education: student code of conduct under review. The School is on track to move here – doing renovations in Allard Hall and have July 1 as tentative date for furniture move in. August 1 faculty and staff to move over with a similar concept to HR office configuration. Ways they are managing budget: maximizing class sizes, increase in international study tours, they are experiencing a continuing decrease in credit tuition enrolments, international restrictions, are doing program curriculum updates. July 2020 will be official for the move of the Office Assistants program. Looking at risk factors for enrollments and programming. Unsure of impact to Allard hall move and future enrollments
- No other updates

## 12.0 Other Business

- No other business raised

## 13.0 Announcements by Members of Council

- C. Hancock: Invited to meeting with advanced education minister – emphasized change towards funding based on KPI's (at risk funding), most interested in applied research (research that has an application) – great opportunity for the School of Business
- N. Ouedraogo: Have a Ghana study tour upcoming from April 26-May 6. 10 days. INTB 255 course. Business content to it as visiting companies, cultural component, academic component. Thank you for allowing this announcement in your classes. Need your help in promoting the study tour to Ghana. Safe place to go to for students. Please share and promote the study tour – if you would like more info or want Noufou in your classes let him know. Will email information to faculty. SoB will sponsor tour for \$1000 per student. Student can apply to international office for an additionally \$500 grant. Cost is \$3000 plus airfare. Have extended the deadline to February 26
- D. Dempsey: HR club is hosting its 4<sup>th</sup> annual conference – open to all majors. Registration is open and can access info through their social media channels. Please promote this to your students

## 14.0 Question Period/Open Discussion

- A question was raised relating to curriculum changes in accounting and finance to align better with CPA requirements and the application of this to other areas, such as supply chain management as the member felt there was a need to update this area. The Dean shared that faculty own curriculum and are tasked with ensuring curriculum is aligned with the competencies needed in industry, and that it is appropriately streamlined. The Dean also stated that the member should be raising this issue with their Department Chair, and with their Departmental colleagues. The Dean offered support at the Department Council for this discussion if needed
- A question was raised regarding the BCOM self-study implementation process. It was shared the external reviewers will share their own report summary, and the Dean will write a response to the report. The documents then go forward to GFC for them to review and approve the report. The documents are then submitted to the Campus Alberta Quality Assurance Council who comment on the report. The Dean will create an action plan to guide activity for next seven years based on the items raised from the report. Faculty will get to vote on the action plan, with it ultimately being approved at GFC
- A question was raised relating to grade distributions and whether there was an interest from Council in exploring the School's distribution of grades and consistency in a conversion scale. For instance, have found that often 85% results in an A- grading. However, at the University level any level of A should be higher than 85%. The Dean was very interested in this question and felt it is definitely a discussion worth having with School Council, however starting at the Department level. Department Chairs were in agreement. **ACTION:** Department Chairs will begin discussing grade distributions and the conversion scale for their department at a Department Council meeting

## 15.0 Future Agenda Items/Next Meeting: March 30, 2020 from 3:00 – 5:30 p.m. in room 9-201.

## 16.0 Adjournment

SOBC-06-2020-02-24

Carried

**Motion:** It was moved by T. Huckell and seconded by E. Bocatto to adjourn the meeting.  
Meeting adjourned at 5:21 p.m.