

Meeting of School of Business Council
Monday, January 18, 2021, 3:00 – 5:30 p.m.
Webex
MINUTES

1.0 Call to Order

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

2.0 Indigenous Ceremony

- Following a reading of the land acknowledgment statement, Doctor Francis Whiskeyjack, an Indigenous Knowledge Keeper, opened the meeting with an Indigenous ceremony.

3.0 Agendas**3.1 Motion – Meeting Agenda**

- The Dean advised that the BPCC Chair, A. Wesley, has informed her that agenda item 5.1.1.2 Fall 2022 Bachelor of Commerce Admission Criteria would be removed to go back to BPCC for further consideration.
- **SOBC-01-2021-01-18** **Carried**
Motion: It was moved by A. Wesley and seconded by M. Gulawani to remove agenda item 5.1.1.2 Fall 2022 Bachelor of Commerce Admission Criteria from the agenda.
- **SOBC-02-2021-01-18** **Carried**
Motion: It was moved by N. Ouedraogo and seconded by M. Gulawani to adopt the agenda as amended.

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 School Council: Minutes, December 7 – for approval
- 3.2.2 BPCC Report to Council for Fall 2020 – for information
- **SOBC-03-2021-01-18** **Carried**
Motion: It was moved by S. Ibach and seconded by E. Muralidharan to adopt the Consent Agenda as presented.

4.0 Presentations**4.1 Universal Competency Framework Endorsement (G. Kemp, Director, Careers & Experience)**

- There is a need for students to be work-ready and have the ability to express the value of their MacEwan experience to potential employers. Therefore, Provost Group has tasked the Career Development Advisory Group with building a universal framework of competencies that reflect the skills and abilities we expect our students to graduate with but in the employment market language. It is a bridging document that closes the gap between what we already promise our students in terms of universal learning outcomes for their time at MacEwan and bridging the work world gap.
- The working group is comprised of an Associate Dean or designate from each faculty, a representative from Teaching & Learning and the Writing Centre, a SAMU member, a faculty member, and two Career Development Specialists. With the pressures coming from the provincial government with this new process to create 2030, the emphasis on having work-ready students is not going away. MacEwan will need to demonstrate in multiple ways how we are building work-ready students. Part of that is having this universal language to explain how we are making our students ready for work.
- The working group has worked through all of the different frameworks and narrowed it down to two frameworks that they want as a starting point. However, they wish to consult more on this process. Therefore, they would like to run four different focus groups. Three comprised of 14 faculty /staff (2 from each faculty) and one consisting of students and employers (half and half). Each focus group would build on the work of the previous. The focus groups will start with the two models the Working Group selected (Waterloo & NACE) and then build off each focus group until they can come back with a draft.
- The overall plan is as follows:
 - Our committee proposing the process and narrowing down to two key models (Complete)
 - Faculty Council Visits – Share the concept and plan to develop framework (Working on this now)
 - Focus Groups – Draft Framework (This spring)
 - GFC Endorsement of Draft and extended cross-institutional consultation process to ratify craft and have conversation about how this can be implemented
 - Cross-institutional consultation (12 – 18 months process)
 - Final draft to GFC ratification

- G. Kemp shared that the working group would need six members from the School of Business by the beginning of March. The Dean asked the faculty to contact her if they were interested in participating.

5.0 Stewardship Items

5.1 Business Programs and Curriculum Committee (A. Wesley, BPCC Chair)

5.1.1 Fall 2022 Admission Criteria

5.1.1.1 Travel

- **SOBC-04-2021-01-18**

Carried

Motion: It was moved by K. Al-Jarrah and seconded by A. Pergelova that School of Business Council recommend to approve the Fall 2022 Travel Admission Criteria as presented.

- A. Wesley reported that the department has noted that the math requirement for admission to the Travel program is unnecessary for either success in the program or employment. It was a little bit of a hindrance to applications and restricted the student pool. Therefore, the content provider experts decided that it would be advisable to eliminate the math requirement.

6.0 Fall 2020 Debrief & Next Steps (Dean W. Costen)

- The Dean shared faculty have all been working exceptionally hard in trying circumstances to deliver high quality, exceptional learning experiences to our students. Senior leaders across the campus recognize it. The senior leadership is sensitive to faculty concerns around student feedback and the impact of those commentaries on their progression. The senior leadership is working to help students recognize that they are not the only people dealing with challenging situations that we have never had to deal with before. The senior leadership wants to ensure that faculty are fully aware of the support available to them.
- It is important to have a conversation about your rights as the person who is responsible for classroom management. Faculty have a lot of power and control over what happens in the classroom, even if it is a virtual classroom. They can set guidelines and expectations throughout the term.
- It has been discussed at an institutional level how to help students understand appropriate behaviours. In Dean's Council, it was discussed having a cover letter for the student feedback survey explaining to students precisely what type of feedback we want. The Provost will approach this with the co-chair of the subcommittee of GFC to see if they would be open to crafting something for use across the university that shares that we want respectful feedback that is developmental in terms of how we can improve the quality of instruction.
- The Dean shared that any time that faculty have a student that has crossed the line, they need to notify their department chair immediately. If it escalates, the Dean needs to be made aware immediately. The Dean opened it up to faculty to share their thoughts on what we can do in the School of Business to facilitate faculty support and help educate students on appropriate behaviours.

Discussion with Faculty:

- The letter or statement could be included in the course outlines. At the beginning of the class, the faculty go through the course outline and the expectations. It was discussed that the deans could address students' rights and responsibilities at the New Student Orientation. One of those rights discussed could be to provide feedback, but it could also be discussed what is appropriate or not. Everyone has the right to provide feedback. It would be up to faculty to include in their annual report on what has occurred in their courses.
- It was discussed whether there is software that would identify personal remarks and remove them from the student evaluations as they can be upsetting. The Dean shared that it did come up at the School of Business Council Executive Committee, but there is a challenge in the vast array of documents. We need a better survey focused on the kind of feedback we are seeking. There are many examples and plenty of academic research that we can use to fine-tune this document.
- Faculty have access to their evaluations electronically from 2015. In 2015, a new course evaluation system was introduced, and therefore, evaluations before 2015 have to be manually extracted. Therefore, faculty have to contact HR Systems at eval@macewan.ca to have them sent. It was discussed that department chairs, as well as the dean, have access to the evaluations.
- Evaluations were available on January 6th and that faculty could not implement much change at that point, which was problematic. Evaluations close purposely before final exams, so students do not know their full grade.
- It was discussed whether the university has looked at ways to incent students better. Currently, the students that complete the evaluations either really like you or do not. We want to hear from all of the students. We are using these evaluations for very important decisions with all of our careers. Yet, this is a data sample that we would never imagine using for

publication because of the quality of the sample that we are producing.

- It is important to get the information we need on the evaluation form, and so much of the work has shifted to the online environment. This makes the student/instructor relationship completely different. Faculty spend a lot more time answering emails and trying to build one-on-one relationships with students they do not know. There should be some way of incorporating this in the evaluation.
- It was discussed that students tend to give poor evaluations when they receive a lower grade than they were expecting. It was discussed that there is software available to separate the grades from evaluations without identifying the students.
- Expectations should be discussed for students in Year 1, 2, 3, and 4. A system could be developed so that there is an informal average within a program.

7.0 Strategic Initiatives

7.1 EFMD Accreditation Update (S. Elbarrad)

- **Faculty Members Meeting with the Peer Reviewers:** The committee is requesting 10 – 12 faculty members with representation from all types (1, 2 & 3) to meet with the peer reviewers. Preference would be given to those who are teaching courses in the Bachelor of Commerce Core. Interested faculty can contact their Department Chairs. These faculty members need to be identified by the end of January so that the committee can work with them on the next steps in the peer-review process.
- **Base Room:** The contents of the Base Room are identified. C. Macdonald is organizing the documents by chapter. The committee will be working on collecting more evidence and documents in the next couple of months. A questionnaire will be sent out to faculty to gather more information.
- **Raising Awareness:** The committee will be meeting to determine what faculty need to know about EFMD and how we measure against the criteria. This information will be provided to Department Chairs to discuss during department meetings in the next three months.
- **Students' Participation:** The committee will need a group of students who can participate in creating a students' report summarizing their unbiased opinion about the Bachelor of Commerce program. A student will need to be nominated to sit on the EFMD Committee. Students to be interviewed by the peer-review panel will also need to be identified. Faculty were asked to submit any names of students that they are willing to nominate. It was discussed that S. Elbarrad would craft a statement that shares what the committee is looking for to send to faculty to share with their students.

8.0 Leadership & Governance Updates

8.1 Dean's Update

- **Department Chair Update:** The Dean thanked E. Bocatto for his commitment and dedication in working with faculty colleagues on various things as Department Chair in the Department of Organizational Behaviour, Human Resource Management, and Management. E. Bocatto has stepped down as Department Chair, and L. Benson is currently serving as the interim Department Chair. There will be a search for that position, and more information will be shared on that in the spring.
- **Bachelor of Commerce Action Plan:** The Bachelor of Commerce Program Review Action Plan is in front of the Academic Planning and Quality Assurance Committee.
- **Entrepreneur in Residence:** The School is planning to launch the Entrepreneur in Residence. The commitment is being finalized now, and specifics will be shared in the newsletter. This is an entrepreneur who would be available for students, faculty, staff, and alumni to answer questions, support, and assist individuals in entrepreneurship.
- **Grant Opportunities:** Currently, four faculty members are in partnership with a faculty member from King's University working on a concept paper for a federal grant. This federal grant is for \$5 million over 3.5 years to establish a Black Entrepreneurship Knowledge Hub. The university was also sought after by another black nonprofit to partner on a Black Economic Empowerment program. Faculty and staff would put together coaching, training educational programs around entrepreneurship and innovation. This was submitted at the end of December.
- **Dean's Council:** The meeting was focused on a CBC report where MacEwan students accused the administration of not responding to racial complaints and accusations of racism at MacEwan. This is a matter that the administration is taking seriously.
- **Provost Group:** L. Benson presented at Provost Group on work that he has been doing. Faculty supports, as well as student feedback and behaviour online, are currently being addressed.

- **University Promotions Committee:** This committee will convene within the next month to begin adjudications.

8.2 Associate Dean Update

- **Advisors:** S. Elbarrad presented a chart showing the number of phone calls and emails that the advisors responded to in December and January. In January, advisors responded to 750 emails. December was also very active. Advisors completed 58 program checks and will begin working on the program checks for students that have applied for graduation.
- **Seed Funding:** At the Research Funding Review Committee meeting in December, the committee approved three projects. There is another upcoming meeting in February. Faculty were encouraged to apply if they are interested.
- **MacEwan Venture Lab:** With the Alberta Innovates grant, 15 entrepreneurs came out of the three delivered courses. The entrepreneurs were matched with mentors. A Slack channel was created for collaboration and peer to peer development. All of the entrepreneurs were signed up to the Roadmap training tool to receive advice on how to move forward with their project. The School set badges/achievements that are meaningful for investors and aligned with the things all entrepreneurs should know about their business, along with a rewards system using the grant. The School completed two of four workshops, having local deeply season entrepreneurs to teach vital elements of a business. The other two workshops will be held in January and February. In March, we will have a pitch competition to show their projects in front of a panel of entrepreneurs.
- **Class Scheduling:** The Spring/Summer schedules have been discussed with the Chairs. The schedules will be submitted, and enrollment for the Spring/Summer will be open on the first of March. The next academic year schedule is with the Chairs as well. The Spring/Summer courses will follow the same pattern as the winter term. For the fall term, many of the classes offered face-to-face would be provided as a hybrid instead, which gives the flexibility to begin the term online but switch to face to face if possible. Each hybrid course will have a specific date/time and room number.

8.3 Department Chair Update: L. Benson, R. Enstroem, E. Perez & A. Pergelova

- **L. Benson:** Thanked E. Bocatto, S. Brownlee, S. Reinhardt, and B. Woitas in assisting him in his transition to interim Department Chair. The spring/summer, fall, and winter schedules are being staffed, and faculty were asked to provide their staffing requests via email. Four online courses that are strictly delivered online will be updated, and the Course Coordinators are working on that. The Transfer Articulation Evaluations will also need to be worked on. The Property Management Minor received money for the development of the Property Management Minor. The department will redesign this, so it meets with the Real Estate Council of Alberta credential. More information will be shared with faculty on how they can get involved if they desire.
- **R. Enstroem:** No update at this time.
- **E. Perez:** Congratulated G. Springate on his approved sabbatical application beginning in July to work on his DBA.
- **A. Pergelova** Congratulated T. Huckell on his approved sabbatical application.

8.4 GFC Member Update: *(No update at this time)*

8.5 Faculty/School Council Representatives Update: M. Malin (Arts & Science), T. Salem (Faculty of Fine Arts & Communications), L. Shamchuk (Health and Community Studies) B. Panganiban (School of Continuing Education) N. Erickson (Faculty of Nursing) *(No new updates at this time)*

9.0 Good News & Announcements by Members of Council

- **M. King:** The Zero Cost Course Material Survey from the Library and SAMU is open until the end of January.
- **D. Lowe:** Recognized the administrative assistants for their work.
- **T. Chika James:** Thanked faculty for completing her survey on the study of COVID-19 and changes in higher education.
- **M. Annett:** On Thursday, February 2nd, from 3 – 4 p.m., he will be presenting along with R. Jenne, C. Hancock, and D. Kato their ideas in this technology-enabled world.

10.0 Question Period/ Open Discussion/ Other Business

- It was discussed that to avoid confusion among students on the delivery of online, hybrid, and face to face; it has to be made clear to them. Online classes will not have a date and time attached to them. Therefore, they will not conflict with another class and would be delivered asynchronously. The Registrar Office is working on defining courses as remote or

online. Remote would mean the course is synchronously delivered with a date and time attached, while online would be asynchronous.

- The faculty shared that student's grades remained the same or higher. However, faculty shared that it is the individual experience and ability to address things as they happen that is lacking in the online environment.
- Proctoring software will be discussed at the upcoming GFC meeting. It was discussed that the Exam Centre does not have the capacity to have students write their online exams there for all of the various courses. However, it is something that could be raised with Department Chairs to explore further.
- It was discussed whether faculty would be given the option to hold their exams on campus if they choose to do so. Due to the current situation, there are many factors that are looked at, including the flow of students within the hallways. Therefore, it is something that could be explored but would be difficult in the current situation.

11.0 Future Agenda Items/ Next Meeting: February 22, 2021

- It was asked if there was information about the research budget for next year and if there had been any discussion about a research plan or framework for the School of Business. N. Ouedraogo recommended this be added as an agenda item for the next meeting.

- **Adjournment**

SOBC-05-2021-01-18

Carried

Motion: It was moved by T. Chika-James and seconded S. Subramani to adjourn the meeting.
Meeting adjourned at 5:30 p.m.