

Meeting of School of Business Council
Monday, March 29, 2021, 3:00 – 5:30 p.m.
Webex
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

- The Dean read the land acknowledgment statement. Due to technical difficulties, Dr. Francis Whiskeyjack could not open the meeting with an Indigenous ceremony.

3.0 Agendas**3.1 Motion – Meeting Agenda**

- **SOBC-01-2021-03-29**

Carried

Motion: It was moved by C. Hancock and seconded by M. Gulawani 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 School Council: Minutes, February 22– For approval
- 3.2.2 Executive Committee: Minutes, March 15 – For information
- 3.2.3 BPCC Report: For information

- **SOBC-02-2021-03-29**

Carried

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

4.0 Presentations**4.1 Moodle Update** (K. Keiller, Dean Library and Vice-Provost & B. Gilbank, IT Project Manager)

- The Project Team includes representation from the School of Business and B. Gilbank as Project Manager, an Instructional Designer, and System Analyst. The project website has been launched, and details on that had been sent out. The university will be leveraging the U of A's AWS (Amazon Web Services) platform. U of A's platform is called eClass, but it has not been determined what Moodle will be called at MacEwan yet.
- Course migration from Blackboard has been identified as a project risk. Therefore, the Project Team is currently working on how courses will be brought over and tools to assist in this process. It has not been determined yet how courses will be migrated over to Moodle but there will be support in this process. Currently, the Project Team is working on the engagement plan to reach out to students before the end of the year.
- Faculty can work in Moodle to upload and create their courses to make the new platform transition easier. Faculty were asked to contact B. Gilbank or R. Jenne if they would like to do this. There will be differences between the test platform and the one that is deployed for MacEwan, though. Moodle will not be ready for the upcoming fall as this is a two-year project. However, some pilots will be run earlier, and faculty interested in this can contact B. Gilbank.
- There will be resources and instructional videos for Moodle, including in-house resources specifically for MacEwan. Another update would be provided when the project is further along.

4.2 Free or Low-Cost Textbook Alternatives (M. King and K. Ash)

- Open Educational Resources (OER): refers to all teaching and learning resources in the public domain or those licensed for free use and modification. OER's are promoted to faculty because they remove access barriers (cost, availability), provide flexibility in content, and can reduce withdrawal rates from courses.
- K. Ash and M. King can also evaluate textbook alternatives if faculty are interested in that support.
- OpenStax is provided by Rice University and is one of the repositories with a peer review process built into it. OpenStax is one of many places where you can search for a wide variety of topics.
- Three levels of faculty effort and investment: 1) to incorporate library or open materials in the form of articles, chapters, and videos from the library collection to supplement a textbook that does not serve the course's content needs. 2) to replace a commercial textbook with an open textbook. 3) modifying or creating materials. Faculty can contact M. King or K. Ash if they are interested in any of these options.
- The Library and the university are trying to support faculty with a pilot program for grants. Faculty who applied for the grant received funds and extra support from the Library to use software, Press Books, for publishing open education resources. Five \$5000 grants were awarded. It is a 20-month fellowship where creators receive support from various departments that could help design these kinds of resources.
- Commercial textbooks on the Library Textbook Collection have limited access for students. The library does not have the code to fully use all of the learning materials that come with an electronic textbook.

5.0 Stewardship Items – No items at this time

6.0 Strategic Initiatives

6.1 EFMD Accreditation Update (S. Elbarrad)

- Dean Costen shared that the self-assessment report was submitted and thanked the EFMD Ad Hoc Committee members and J. Carvalho-Moreira for their work on this 100-page document. The self-assessment report, and the student report will be placed on the shared drive. Faculty were encouraged to read these materials in preparation for the EFMD virtual visit on May 11th. Dean Costen also thanked S. Brownlee, C. Macdonald, and S. Elbarrad for creating the Base Room. The Office of Communications and Marketing is putting together a video tour of our spaces to send to the Peer Review Team.
- There are three basic outcomes for accreditation. The School could receive a five-year accreditation with action items to consider for improvement, a three-year accreditation with an annual report to address the required sections that they want us to look at, or no accreditation. Three areas that the School will likely receive a lot of feedback on are international, assurance of learning, and strategy.
- Eleven faculty members from the four departments have confirmed they would attend the meeting with Peer Reviewers. Emails have been sent to these faculty members on what is expected of them and how they can prepare.
- Chapters 3, 4, and 5 were discussed, which include the following:
 - Student Recruitment
 - Pedagogy
 - Personal Development of Students
 - Interactions with the World of Practice
 - Quality of Student/Participant Work
 - Graduate Quality and Career Placement
 - Alumni
 - Programme Reputation
 - Design and Review Processes.
 - Quality Assurance on Operations

7.0 Leadership & Governance Updates

7.1 Dean's Update

- **Minister of Advanced Education:** The Minister of Advanced Education is highly recommending and supporting post-secondary institutions in the province to be in person for the fall. The School of Business will have the majority of its courses as hybrid for fall. Hybrid means that the course should have regular scheduled face-to-face engagement on campus. Communication will be sent to students regarding the fall term.
- **Strategic Vision:** School and Faculty Council executives are participating in Strategic Vision Workshops. Encourage to take advantage of the additional opportunities for faculty and staff to participate in workshops.
- **Key Performance Indicators:** The university will likely have one key performance indicator for government this year, which will be work-integrated learning. By summer, the university will likely have more information on how this will be measured and the benchmark.
- **Canadian Research Chair Search:** Dean Costen thanked faculty that are participating in the CRC Search. Four candidates will do virtual engagements starting March 30th. Dean Costen shared that the committee would like faculty feedback. Faculty were asked to fill out the anonymous feedback form. The feedback will be shared with the search committee as part of their deliberations to determine who the best candidate is.
- **Bachelor of Commerce Action Plan:** General Faculties Council approved the Bachelor of Commerce Action Plan, and it is now going on to Quality Council for approval.
- **School of Business Building:** The Steering Committee is looking at finalists for the RFP for the School of Business Building design phase. Five finalists will be making presentations to the Steering Committee. The committee will then make a recommendation to the President to share with the Board.
- **Funding for Students:** G. Kemp, on behalf of the university, submitted grant funding to IHUB. This supports students who have been engaged in any field placements or community-engaged learning. It is estimated that the funding that we received, over \$300,000, will benefit 480 students.
- **Convocation:** The university is planning for a spring convocation which anticipates some face-to-face engagement, while also doing Convocation in a Box.
- **Web Services:** Web Services has done a presentation to Provost Group and Dean's Council about the next stages. We will likely have someone in the School to update our web page. That will be forthcoming shortly.
- **Strategic Enrolment Management:** S. Elbarrad is our representative on Strategic Enrolment Management, and that committee is moving forward with a quality action plan to increase our recruitment and retention.

- **Peer Evaluations:** R. Jenne advised that peer evaluations were best managed centrally by the Centre for Teaching and Learning Services rather than separately by schools and faculties. The Centre for Teaching and Learning Services was planning before the pandemic to develop training material and best practice procedures. Based upon the wide diversity of faculty members, the School of Business solution would likely not achieve widespread acceptance across the university. Dean Costen thanked R. Jenne for his work on this.

7.2 Associate Dean Update

- **Student Counts:** Student count comparisons were shown for current year compared to last year. Two programs are facing challenges: Travel and Asia Pacific Management. Two programs are exceeding last year's numbers: Bachelor of Commerce and Paralegal. It was discussed that conversations must begin in the departments regarding underperforming programs.
- **Recruitment:** A virtual synchronous visit will be done with Edmonton Public School on April 20th. Faculty members are needed to present there. Video clips will also be added to the website as promotional material for each program delivered by an advisor, faculty member, and student. S. Elbarrad asked the faculty to let him know if they are interested.
- **Scholarly Activities and Seed Funding:** The next Research Funding Review Committee meeting is scheduled for April 9th. There is a federal grant available with LevelUP partnered with Riipen. This is a great opportunity for anyone working on research projects because faculty can hire a student, and the government will pay the students for 2 – 8 weeks. An email was sent with the details.
- **Annual Research Showcase:** There will be six faculty members presenting at the School of Business Annual Research Showcase on April 21st from 1 – 4:15 p.m. as follows: Dr. Norene Erickson, Dr. Dorothee Feils, Dr. Rene Wells, Dr. Ron Markowski, Dr. Etayankara Muralidharan, and Dr. Monica Moreno.
- **Monthly Research Seminar:** At the March Monthly Research Seminar, Dr. Francoise Cadigan presented "Managerial Preferences for Inclusive Versus Exclusive Talent Management."

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

- **L. Benson:** Having discussions regarding two special topic courses: a coaching and mentoring course for international students and an Alberta Study Tour. The Property Management Minor students have opportunity from a property management program looking to employ leasing agents and resident managers this summer.
- **R. Enstroem:** In informal conversations with Continuing Education regarding micro-credentials related to business intelligence.
- **E. Perez:** The CPA Teaching Prize for this year was awarded to S. Subramani.
- **A. Pergelova:** The department is reviewing the International Business Major and has created a survey that will be distributed to employers and alumni. That survey will be used to decide how to move ahead with the International Business Major. A. Pergelova shared that the Travel Program is running quite full this year. The department will be discussing how they can integrate the program further. The Asia Pacific Management Diploma has no dedicated courses, and the department will be reviewing this program once the International Business Major review has been completed.

7.3 GFC Member Update: F. Angulo-Ruiz

- F. Angulo provided a high-level summary of the latest GFC meeting. The summary can be accessed in Council meeting package.
- Of note, the Student Evaluation Survey preamble has been amended to indicate to students not to include derogatory comments. Dean Costen thanked R. Rudko and other colleagues for their work on this.
- As well, in April, MacEwan University celebrates scholarship. Therefore, the AVP, Research shared that there will be eight faculty presentations throughout April and the Student Research Day on April 26th.

7.4 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)

Arts and Science: M. Malin shared there was a Faculty of Arts and Science Council meeting had approval of various programming and curriculum changes.

Faculty of Nursing: N. Erickson shared that the Faculty of Nursing and their new Departments are setting in place their sub-committees, decision-making processes, and curriculum matters. F. McGinn is leaving as interim dean, and Christy Raymond from the University of Alberta will be taking over as Dean. A. Mitchell is retiring, and C. Pollard is going to the University of Regina. There were several faculty searches last year, and nine new faculty members are coming on board. Two of the faculty search positions were failed searches. Two vacant Chair positions will need to be filled in the next few months.

8.0 Good News & Announcements by Members of Council

- R. Rudko thanked P. Callaghan and N. Erickson for their help on the Student Evaluation Survey work.
- A. Wesley announced that student member of Council, L. Williams, was elected Vice President, Finance & Operations to SAMU.
- M. Malin announced there was a virtual Tax Clinic with about eight Accounting Major students who volunteered to prepare tax returns in a virtual setting. The Dean's Office offered their space for the volunteers to sit and hold their meetings using Webex with students from across campus. There were 65 tax returns filed.

9.0 Question Period/ Open Discussion/ Other Business

- It was discussed that it would be worthwhile to have intentional conversations about the types of courses the School of Business offers and what the relevant class size should be to maximize those experiences. It was discussed that there are physical space limitations due to room capacity and that there would be an opportunity for faculty input when talking about the new building in terms of space.

10.0 Future Agenda Items/ Next Meeting: April 19, 2021

- Dean Costen shared that she has accepted the opportunity to serve as the Dean of the Smith School of Business at Queens University, effective July 1. An interim dean will be put in place while a search is in place for a new Dean.

11.0 Adjournment

- The School of Business Council adjourned at 5:18 p.m.