

Meeting of School of Business Council
Thursday, November 1, 2018
4:00 – 6:00 p.m.
Room 7-286, City Centre Campus
MINUTES

1.0 Call to Order

The Chair, Dr. Wanda M. Costen, called the meeting to order at 4:00 p.m., as quorum of 22 was met and exceeded.

2.0 Indigenous Ceremony

As is always done at these meetings, the Dean read the official land recognition statement: We acknowledge that the land on which we gather in Treaty Six Territory is the traditional gathering place for many Indigenous people. We honour and respect the history, languages, ceremonies and culture of the First Nations, Metis and Inuit who call this territory home. The first people's connection to the land teaches us about our inherent responsibility to protect and respect Mother Earth. With this land acknowledgement, we honour the ancestors and children who have been buried here, the missing and murdered Indigenous women and men and the ongoing collective healing for all human beings. We are reminded we are all treaty people and the responsibility we have to one another.

The Dean made a presentation of protocol to C. McAdam, MacEwan University Indigenous Knowledge Keeper. In response to the Dean's request, C. McAdam opened the meeting with an indigenous ceremony.

3.0 Approval of Agendas**3.1 Meeting Agenda****SOBC-01-2018-11-01****Carried**

Main Motion: It was moved by C. Hancock and seconded by N. Ouedraogo that the School of Business Council approve the Motion to approve the agenda as presented.

The Dean advised she would like to make an amendment to the agenda to remove Leo Wong's item from the Agenda to be added to a future Agenda.

SOBC-02-2018-11-01**Carried**

Motion to amend: It was moved by T. Costouros and seconded by E. Muralidharan to amend the Agenda by removing Leo Wong's presentation from the Agenda.

3.2 Consent Agenda, which included the following items:

3.2.1 Minutes – October 3 meeting of School Council

3.2.2 Executive Committee:

3.2.2.1 Minutes – October 23 meeting of Executive Committee

3.2.3 Business Programs and Curriculum Committee:

3.2.3.1 Major Course Change Proposals, Programs of Study and Admission Criteria

- Accounting and Finance
 - Major Course Change Proposals (**For Information**)
 - ACCT 218 Management Accounting I
 - FNCE 404 International Finance
 - MGMT 211 Business Finance
 - ACCT 324 Intermediate Management Accounting
 - ACCT 350 Audit
 - PMGT 305 Budgeting and Finance in Property Management
 - 2019/20 Programs of Study (**Motion**)
 - Bachelor of Commerce – Accounting Major and Minor
 - Accounting and Strategic Measurement
 - Bachelor of Applied Business Administration – Accounting
 - Bachelor of Commerce – Finance Minor
 - 2020/21 Admission Criteria (**Motion**)
 - Accounting and Strategic Measurement
- Decision Sciences
 - Program of Study 2019/20 (**Motion**)
 - Business Management – Insurance and Risk Management Major
 - Major Course Change Proposals (For Information)
 - INSR 202 Property Insurance

- INSR 205 Risk Management & Insurance
- International Business, Marketing, Strategy and Law
 - Admission Criteria 2020/21 (**Motion**)
 - Paralegal Studies
- Organizational Behaviour, Human Resources and Management
 - Major Course Change Proposals (**For Information**)
 - INFM 110 Information and Society
 - INFM 208 Library Services for Children and Young Adults
 - INFM 209 Records, Information, and Privacy Management
 - INFM 219 Archives and Electronic Records Management
 - INFM 258 Information Systems Design
 - INFM 259 Information Services Management
 - INFM 260 Field Placement
 - 2019/20 Program of Study (**Motion**)
 - Office Assistant
 - 2020/21 Admission Criteria (**Motion**)
 - Library and Information Technology

3.2.4 Update - Sabbatical Leave Recommendation Committee

SOBC-03-2018-11-01

Carried

Main Motion: It was moved by T. Costouros and seconded by R. Rudko to adopt the Motion relating to the Consent Agenda as presented.

The Dean advised she would like to make an amendment to remove the Report of the Faculty Development Committee from the Consent Agenda. The Committee's first meeting of the year was postponed until Department Council's provide names of their representatives to committees.

SOBC-04-2018-11-01

Carried

Motion to amend: It was moved by S. Elbarrad and seconded by D. Feils to amend the Consent Agenda by removing the report of the Faculty Development Committee.

4.0 Presentations on Current Initiatives

4.1 Lynn Wells, Associate Vice President, Students

L. Wells shared she has been at MacEwan for almost four months and has been a Senior Administrator for a long time. L. Wells shared that she is also a faculty member as an English Professor and was at the University of Regina for many years. L. Wells shared that she was a Provost at First Nations University of Canada (Regina) for six years before coming to MacEwan.

L. Wells provided an update on Student Affairs, which is a part of her portfolio, along with Athletics. Student Affairs is a very busy place and continues to get busier as the term goes on. They are busy addressing the mental health concerns of the students. The counselors do a tremendous job in supporting the mental health of our students. L. Wells shared that they also have Services to Students with Disabilities which is very high volume as well. They do very specialized and valuable work with the students. L. Wells shared that she is hoping to develop the Career Development and Experiential Learning relationship with the School of Business more. They are expanding in work integrated learning, community service learning, COOP and career development in all aspects. The Writing Centre informed L. Wells that they are up 120% in volume year after year so there is considerable pressure on the tutors that work with the students around writing and literacy issues. There are a lot of functions with the student leadership teams, Student Ambassadors and Golden Key. L. Wells shared that she works with tremendous people that are very skilled and committed to their students and work very hard in support of the mission of the institution.

L. Wells shared that with the PSLA, there are implications in the legislation for Student Affairs. The legislation calls for a Student Affairs Committee. There are implications around the student appeal process so there will be some discussion on how that needs to be structured. These changes are coming very quickly and there is a lot to consider to ensure it is done correctly.

L. Wells shared that since she has started at MacEwan, she has spent a lot of time thinking about the student discipline policies, particularly what is known as non-academic misconduct. There is a very strong academic integrity policy that was approved last year, but the non-academic disciplinary policy area needs some attention. L. Wells shared she has been working with the Provost's Group around drafting a new policy and procedures. With the changes in legislation and the implications around appeals, we need to take that into account. In terms of student discipline itself, it is extremely high volume both on academic and non-academic side. This ranges in everything from very trivial issues to extremely serious issues around students with severe psychiatric issues who end up in classrooms and sexual violence issues involving our students. These are matters that require a great deal of care and thought to be handled well. L. Wells advised she will be hiring soon some more capacity behind her to help deal with those issues. Particularly for students with mental illness issues, the Provost's Group is working on a position paper around some issues around classroom management such as how can we as leaders, as deans, as associate deans, work with the faculty to help make those classroom environments places where faculty feel comfortable, where faculty know how to deal with the student who is in distress, who is going through some difficulty whether it is mental health or a personal crisis. This will be brought forth for consultation. We realize this is difficult as there are varying sets of rights there for students and faculty to have a safe and productive learning environment.

These are not easy issues, but with help from the Provost's Group, L. Wells shares that she hopes they will come to a good resolution of these issues.

L. Wells shared that she is passionate about athletics and that athletics is really a part of student life and student spirit. L. Wells shared that she works closely with Ken Schildroth, Director, Athletics, and they had a meeting with Communications about how to engage more students, faculty and staff in athletics. The games are generally not well attended, and they would like to get more people out to support our student athletes because they put in a lot of work and time and are fun to watch. One of the interesting suggestions that Aimee Hill had from OCM was to identify students by faculty or school and it would let you know who your student athletes are in the School of Business. L. Wells shared that she would like to have K. Schildroth come and talk some time to Council about how to have more faculty and school engagement around athletics to support the young people.

Questions and Comments from Members of Council:

E. Bocatto shared that he really appreciated that they were bringing in more resources for mental health issues as it is very important. E. Bocatto inquired if there was a plan to have mental issue literacy for the non-expert. L. Wells advised that there are few things in place already. There is the Peer Health Education Team that is made up of student workers and they talk to student groups and show up in the hallway to do all sorts of activities to spread general awareness about mental health. There are some programs being advertised including Inquiring Mind, which is a program that is accessible to anyone and the Working Mind, which is available to staff through Human Resources. Student mental health and sexual violence are probably the two most pressing issues in Student Affairs world. L. Wells shared that she just came back from two days with the senior student success officers, who are people like herself from Alberta institutions, and most of the conversation was about student mental health. The need is incredible even in a province where we have been so fortunate to have substantial dedicated funding. The demand outstretches what we can provide even with ten counselors, two case workers and two social workers. That is an incredible amount of people. L. Wells shared that when she had worked at the University of Regina, they had two counselors for a student population that is the same size, but still there are people that must wait for longer than we would like. Many students want ongoing weekly counseling and there is no way we can provide that. L. Wells shared that they can do the initial consultation and sessions, but then they must be referred out to community resources because there is no way we could provide weekly counseling for all the thousands of students here and many of them want it and need it.

N. Ouedraogo inquired what support or services they provide to faculty members who are dealing with students that have mental health issues. L. Wells advised that they have a pre-existing process called the Student of Concern process. This was put in place as a response team for students that were in any kind of distress whether it is mental health, having a severe family issue, or experiencing extreme health issues or anything where the student is not able to thrive academically because they have something going on. The Student of Concern Team has included Cathryn Davis-Herbert, Executive Director, Student Affairs, Ray Boudreau, Head of Security, someone from Wellness & Psychological Services and others as required. That process as well is getting overwhelmed. There are over 20 open Student of Concern files right now and there are new ones every day. Therefore, we are reviewing that process to try to make it more responsive and try to engage more with the faculties so that your deans and associate deans and other people in the faculty can provide supports to students in distress and have a more immediate connection. That way we can to some extent share the support of those students because it is a lot. Some students require a lot of support especially if they are going through a life crisis or are suffering from mental illness. Any student that is referred to us with a mental illness problem, receives an immediate consultation with one of the counselors and referral out to services as needed. We are also working closely with the new MacEwan University Health Centre and we have a great referral relationship with them. We do not have clinical psychiatrists as that is not within the scope of what we can do. In fact, our grant precludes us from doing any clinical medical health work. It must be psychologists and psychiatrists, so we really rely on the health centre to help us with the psychiatric referrals as needed.

F. Saccucci shared that his hope is that they never underestimate how financial wellness contributes to mental wellness. Peer support to teach them to manage their budget will contribute to managing their mental wellness. L. Wells agreed that all those things contribute. L. Wells shared that when she was at First Nations University, they had an active financial literacy program that a lot of students took, and it really helped them, so they do not get into a cycle of debt. L. Wells agreed and shared that she hopes that this is something that the School of Business will engage with us on in helping provide that financial literacy.

F. Angulo inquired what the role of her office is regarding international students. L. Wells advised that they work closely with MacEwan International. Many international students end up in our office as well using the writing services or working with the counselors or getting accommodations for accessibility. International students are supported through the office just as all other students on campus are. For any needs, MacEwan International is a great resource for them so it is a collaborative approach.

W. Wei asked if the Teaching and Learning Centre is in her portfolio. L. Wells advised that it is as per the announcement that came out on Monday. L. Wells shared that she believes it will be a great synergy. They are just beginning the conversations that bring together the support of students and teaching and learning and e-learning functions of the institution which she believes are going to create a great deal of energy and collaboration between units. L. Wells shared that she just met with the Student Affairs team and they are excited about the opportunities that this will bring and the opportunities this will bring to work more closely with schools and faculties.

N. Ouedraogo agreed that what they are doing is good in terms of supporting students who are sometimes having difficulties but inquired what kind of services they have for students that are really doing well. L. Wells advised that one of the teams under

Student Affairs is the Student Leadership Team under Marg Ralstin and her area includes Golden Key Society, a group of high achieving students who are involved in all sorts of activities and the Student Ambassadors, who are highly engaged students who are really developing their leadership skills as well plus we try to provide a lot of employment opportunities for students who are able to manage both work life and student life and do both well. It is part of their learning as well so for instance the Pure Health Education Team are all MacEwan students, our Writing Centre tutors are all MacEwan students, so we are trying to provide that professional development opportunity as well.

4.2 Lynn Feist, Director, eLearning Office

L. Feist shared that the eLearning Office has been undergoing changes over the last year. The eLearning Office has two teams, Blackboard Support and Course Development. Blackboard Support team is comprised of Mavis, Andrew, Troy and the new manager Timothy Magee who recently started. T. Magee and L. Feist have been working at how to improve support for faculty and how to tailor things to address some of the stressors and challenges faculty face every day in managing workload and in supporting students. There are regular training sessions, but they also offer customized training sessions. Customized training sessions are often a group of faculty members who are interested in a topic or wanting to accomplish something in their teaching, usually related to Blackboard. It may be a department that would like to work on a particular initiative over a year and want to make sure they are all doing similar things and using similar tools in Blackboard. It could also be for new faculty members coming on and department chairs do not want to have time to do an orientation on what Blackboard is so they work with Blackboard Support staff to make sure faculty are prepared. The Blackboard Support Team can be reached at blackboard@macewan.ca or 780-633-3340 and are in the 7-266 area (Teaching and Learning Services).

The other team is the Course Development Team which does online course development. Traditionally, that team has been supporting online courses and the delivery of courses in that they prepare courses for faculty each term. That is particularly important in faculties like the School of Business where several faculty members and Sessionals teach a course, so it would not necessarily be the same faculty teaching a course. They also provide updating support so if a test or assignment needs to go, faculty members do not need to worry about doing the technical components and can focus on what they are teaching. They also do some online course development and maintenance. Their email address is clearning@macewan.ca for faculty members who are teaching an online course or are involved in online learning.

L. Wells advised that if faculty are not sure who to contact, they can send an email to either email and the question will be directed to the appropriate person as both teams are in the same office. L. Wells advised that the Course Development Team just ended a four-year course development project that saw several online courses in the School of Business and they are heading into more of a maintenance period. They are looking at what they can do to support faculty members in that capacity. Online courses can be fully online or blended.

L. Wells advised they really look at initiatives that are sustainable, cost effective and can be scaled across the university. L. Feist shared that she would really like initiatives to come through Department Chairs. This way everyone knows what faculty members are doing in their courses and how they have been supported and thought of. It would also show how students are going to benefit from the courses to look at making sure we choose technologies and systems to support the faculty member and students regardless of what which one of the staff members are at work that day or regardless of network issues. They want to have people across the university that can jump in when there is a problem and solve something right away.

L. Wells advised that cost effectiveness is used in the sense that they can develop something for an online or blended course that can be used by multiple faculty and courses and benefit more students. Is there a process for maintaining it, so once it is developed what is the life span of it, how are we going to maintain it, how are we developing it so that it can be maintained and benefit students in the future and be supported across the university? L. Wells advised that they support online course projects and advised faculty that if they have ideas to please talk to their department chair. Most of our initiatives have gone through the Dean's Offices but talk to your department chair if you are teaching an online course that you think needs lots of maintenance, let them know and if you are teaching something that you want help with right now, contact them. L. Feist provided her contact information as follows: feistl@macewan.ca or 780-497-5407. There are some staff located in 7-266 that do course development now, two course production technicians and two instructional designers. Faculty can stop by to ask any questions they may have.

Questions and Comments from Members of Council:

S. Subramani inquired about online courses where there are multiple faculty members involved - when the course is developed, what would be the best practice for consulting the team prior to developing the online course, because sometimes people are involved in developing it and they are not anymore at that time and then it becomes unusable, but it also has to come from the department to have a practice that involves all faculty members. L. Feist advised that different faculties and schools have different models. Some have Course Leads and the Course Leads are involved, sometimes they have had two faculty members work on courses, they have had faculty members who develop the course, but then someone else acts as the reviewer. Therefore, there are a lot of different options that they can support, and it is whatever works for the department. If someone notices that some changes need to be made to a course once they receive it to update it, that is something they can look at it. L. Wells shared that they would hate for all this time to be put into developing it and then not use it because of things that need to be updated.

L. Feist provided an update on WIFI changes in response to a question by R. Rudko.

5.0 Updates by the Dean (W. Costen)

The Dean shared that we are fortunate to have quite a few folks on AGC. On MacEwan Today, there is a link on the Post-secondary Learning Act (PSLA) update and encouraged faculty to look at that as there is a lot of information there. The Dean advised that AGC is an open meeting and faculty are welcome to come to these meetings even if it is just to the beginning of the meeting to hear the President's Report. The Dean advised that a significant part of the last meeting was about the proposed changes to the PSLA in Bill 19, where the President discussed significant components of the Bill. The Dean emphasized the importance to faculty to be engaged and gain an understanding of what is going on.

The Dean shared that she was very happy to see that the School had good representation at the Strategic Plan Town Hall. The Dean advised she sent out the third Strategic Direction component of the Academic Foundation Plan to the Department Chairs today. Faculty should begin to see that sometime this week. The Dean asked faculty to send the information directly to K. Ristau as he is happy to take it, or it can be sent through the Academic Leadership Team (ALT). The Dean advised that it does not have to come through her. The Dean advised that there will be a town hall meeting about the third Strategic Direction as done for the first two already.

The Dean shared the draft Revised Faculty Evaluation Criteria went out today. The Executive Committee has worked diligently. The Dean thanked A. Gilliland, because the Dean and Executive Committee used their Faculty Evaluation Criteria as the foundation and made a few edits to that. The Dean advised that this was primarily because based upon the feedback received, it aligns more with what faculty wanted. Faculty should begin to see the draft Revised Faculty Evaluation Criteria soon. It can come to faculty through two ways, either through their Department Chair or Department Rep on Executive Committee. The Dean advised faculty to review it and talk to their Department Rep to provide feedback. The Dean advised that this endeavour needs to be moved forward. The Dean shared that she would like to bring this forward for a vote at the next Council meeting on November 28th. The Dean advised that it has the language faculty were seeking so she hopes it aligns with what faculty are looking for. The Dean advised faculty to look for that to review in the next few days.

The BCom Program Review Committee meeting is set for December 14th. They will meet with K. Ristau in December to get their charge. The Dean shared that she will add a few things to that. Most of the committee work will begin after the holiday.

The Dean advised that on the Campus Master Plan, there is a space for the School of Business building. The Dean advised that she is meeting with the Senior Leadership Team, which is the President, the new VP for Advancement and External Relations, the Provost, and J. McGrath to begin the strategic plan on how to move forward to do fundraising and what the building will look like. This is the number one capital endeavor for the entire university. The Dean advised that the Program Review Committee is going to receive a lot of tasks from her around what Business education of the future looks like literally and how that relates to BCom and what kind of courses we should be teaching and what should be in the core. How do our programs connect and how do the courses align? The Dean advised that this is a faculty endeavour and that faculty own the curriculum. The Dean advised there is a lot of work to be done and encouraged faculty to really start thinking about these things. The Dean shared that her next step once that is figured out is what environment and venue needs to be created to support that. The Dean shared faculty need to ask questions like how these courses fit together, what we are trying to accomplish, what our minors are, what we are missing, and how we can better prepare our students. The Dean shared that she is passionate about work integrated learning and COOP, and asked how we do this? The Dean advised that she uses case studies in all her courses and many faculty do as well - what is the value of that? These are decisions that faculty must make. The Dean advised it is not her curriculum, it is the faculty's and is related to what the School of Business building needs to look like.

The Dean shared she had put forth a request to the Provost that went to the budget committee on requesting faculty members and the School has been granted 10. The Dean shared that Provost Monk really stepped up and advocated for Faculty Affairs. The Dean shared the Provost fought hard for the School and met with all the Deans and asked us to think strategically about what we needed. The Dean advised that at a minimum the School must hire 8 of the approved 10. The Dean shared that she is incredibly grateful for the faculty that have volunteered to serve on the search committees. The Dean shared that it is the number one thing the School of Business will do this academic year and shared that we must honour the investment in us and move forward. The Dean sincerely thanked everyone committed to this endeavour as it will not be an easy endeavour. The Dean advised that there is a process in place and that means that when information is sent out, faculty must be timely in the response. The Dean shared that we are slightly behind what she would have liked, but now we know we have the funds to move forward to hire these faculty. The Dean shared that they are working to get the position announcements out now so that in January, they can start reviewing applicants and get candidates here, so that a decision can be made in March to be on target. The Dean shared that the School does not have space for 10 new faculty members, so this is another critical component. The Dean advised she is working on finding space for these new faculty members and is thinking of an area in Building 6. The Dean advised that it is an open space that can be converted to permanent full-time faculty offices. Even though they may not be in their particular areas, there must be office space for these new faculty members. The Dean shared that those 10 faculty positions include two Department Chairs, one for Decision Sciences and one for Organizational Behaviour, Human Resources and Management.

Questions and Comments from Members of Council:

F. Saccucci inquired that if by some chance we cannot hire the 10-full-time faculty by whatever logistics, will the Provost roll over that allocation to the next fiscal period. What is the budget for the building? The Dean advised that yes and no as there is an opportunity to do that. The Dean shared that the Provost has already been back to the budget committee about longer term plans.

This is for 19/20 so these faculty would start July 1st, but the Provost has also put forward a plan already that says over the next 2-3 years, this is the number the School of Business needs. The Dean advised they do not know the budget for the new building yet.

F. Angulo inquired when the distribution of faculty across departments would be shared. F. Angulo inquired what would happen if instead of hiring an external chair, an internal chair is hired. The Dean advised that the Department Chairs know. The Dean advised that any faculty that qualify and meet the criteria, can apply. If the successful candidate is already here, it is not one for one because the dollar figure is different, but it does mean that we may be able to recoup the remaining money plus a little more and still go out for a position that is not already there. It depends on how it all works out.

The Dean shared her desire for all departments to be represented on committees and that department councils need to send forth their department representative, particularly on Executive, to move forward with this.

The Dean shared that at the School of Business Retreat, the primary focus of it was for the School to talk about what our values are. The Dean shared that she took all the material collected on that and gave it to K. Ristau, who is working on the strategic plan for the entire university. The Dean shared K. Ristau's interpretation based on all the material as follows:

In the MacEwan School of Business, we value openness, integrity, and action. Those are the three words that resonated throughout all of the material that was provided to him. **Openness:** to change, to learning, to diversity, to innovation, to our community, and communities around the world. **Integrity:** To live and work ethically, with optimism. **Action:** To put our curiosity into motion with passion and determination.

The Dean shared that she would be sending this out to Council members to think about and to provide feedback. The Dean encouraged Department Chairs to talk about it as part of the Department Council meetings as it becomes the foundation of everything we do in terms of our values as a School.

Questions and Comments from Members of Council:

R. Jindal advised that when he looks at it, internally it is understood that we are School of Business at MacEwan University, however externally, it may appear that we are branded as MacEwan School of Business and inquired if it can be used in that way. The Dean advised she would find out from OCM and advised that J. Son had the same comment on a position announcement. The Dean advised that we could put MacEwan University School of Business instead.

R. Rudko advised that when she looks at it, she does not see Alberta anywhere. As a taxpayer, she would love to see that somewhere, that it is a funding source and we support diversity and community in Alberta. The Dean advised that she would challenge that and say we support diversity globally. *R. Rudko agreed but argued that the money comes from Albertans.* The Dean agreed but advised that we also teach students that are not from Alberta. *R. Rudko advised that she does not see it anywhere and we have a lot of domestic students as well.* The Dean advised that it is not in the MacEwan name, but it is a discussion faculty could have. The Dean advised that at the university level, we do talk about our placement in terms of being a downtown university, engaging with the community and that she tends to think broader so that we do not put limitations on what we do. The Dean advised that it our values, so it is what everyone wants. The Dean advised that she wants our domestic students to be globally minded. The Dean advised that it is not to recruit more international students, but it is really to give our domestic students more of an international experience and global mindset. The Dean advised that she would argue - how can we have an International Business degree that does not require students to go abroad? The Dean advised that it is something to think and talk about in departmental meetings so that it fits with what faculty want. The Dean stressed it is our values and not her values.

T. Costouros suggested that it could say in communities in Alberta and around the world. The Dean shared that she believes our community is Edmonton.

R. Rudko agreed that our community is Edmonton and that we are grounded in Edmonton.

N. Ouedraogo agreed that it was a good idea to add Alberta because someone reading it from anywhere may not even know where this school is located so adding the location but also let people know that it is global is important.

T. Salem shared that he likes these words and they really reflect the values we all enjoy here. However, he feels it is too generic. It fits any School and does not cast any identity of the School of Business showcasing what we are excellent at. He advised this is something we should all think about as it is missing, and we need to identify ourselves. The Dean advised that she agrees and that it would be in our mission and vision, not our values. The Dean shared that these are our values in terms of how we want to operate and conduct ourselves as an institution and thought we should start with values as the foundation. The Dean shared she believes our current mission statement is not really a mission statement, but our vision statement is a vision statement, but we may have to revisit both to see if they align still with who we say we want to be. Vision and mission are the next steps. The Dean stated that values can be rather broad. The Dean advised that Alberta or Edmonton could be included in the vision or mission.

A. Gilliland advised that they just completed two Program Reviews in CFAC and suggested that after the meeting with K. Ristau, he could share information. The Dean advised that they must have an external member on the Program Review Committee. At the first meeting with K. Ristau, one of the things that must be done by the committee members is elect a Chair and determine who their external member will be. The Dean advised she would ask him for those names to share with the committee.

6.0 Updates by the Associate Deans (S. Elbarrad, W. Wei)

William Wei, Associate Dean, Research & International

W. Wei shared that the School had one successful University Dissemination Grant, M. White who will go to a conference in Puerto Rico next year. Internally, there are three grants already approved as follows: S. Wang - \$7,000, N. Ouedraogo - \$5,840, and R. Jindal - \$7,400. W. Wei advised that there will another 7 – 10 applications coming in. W. Wei encouraged faculty to apply.

W. Wei advised that they have received three study tour proposals to date as follows: E. Iskra - Austria, Hungary, Slovakia and Czech Republic, C. Lemaire for Travel students – Vietnam and Cambodia, and W. Wei – Japan, China and Hong Kong.

W. Wei advised that in October, there were three visiting professors from VSE in Prague, as well as a faculty member from Athabasca University that presented at three separate seminars. The following are upcoming research seminars: November - J. Son will present on the Impacts of Disruptions on Supply Chain Design, January – L. Wong will present on Business Undergraduate Research Pool and Librarians, M. King and K. Sobchysyn will present on Assessing Journal Quality and Avoiding Predatory Publishers, February – M. Annett will present on Diversity, Equity, and Inclusion: Employment of Persons with Disabilities, and March – N. Ouedraogo will present on his research.

W. Wei advised that the internal EPAS Accreditation Committee has met once. The committee consists of W. Wei, L. Benson, W. Costen, T. Huckell, S. Ghosh, S. Subramani, and E. Perez. The committee is finalizing the data sheet and plans to send it to the advisors mid-November. W. Wei advised he will present all the details on the EPAS stages at a later School Council.

The Dean encouraged faculty to submit applications for seed grants and encouraged faculty to partner with a colleague or student to receive more money. The Dean shared that this is money she dedicated specifically to support faculty research. The Dean advised faculty that if they use this money as a pilot and collect data, they can use that to apply for a university grant. The Dean encouraged faculty to speak with colleagues who have already been approved and shared that a variety of research projects will be approved. The Dean shared that even teaching related endeavours can be submitted. The Dean shared that they did this to provide a way internally for faculty to begin to collect data without having to leave. The Dean stressed the importance of this as there are few other faculties that have the capacity to do this.

Sherif Elbarrad, Associate Dean, Student Affairs

S. Elbarrad shared that the Student Services Centre had a Fall Advising Session on October 31st to advise students about Major, Minors and COOP. S. Elbarrad thanked faculty who already put their name forward to attend the Open House. S. Elbarrad stressed the importance of this and encouraged faculty to attend.

The Dean shared that she went to a high school career fair and talked about the upcoming Open House. The Dean stressed the importance of having faculty at Open House to talk about their program and what they do in the classroom. The Dean thanked A. Ness for the phenomenal job her team did to put together an inclusive presentation for Open House. The Dean shared her appreciation to everyone who is helping with Open House on Saturday as this is about getting new students to come here.

7.0 Updates by Department Chairs (E. Bocatto, E. Perez, A. Pergelova, J. Son)

Eloisa Perez, Accounting and Finance

D. Feils shared, on behalf of E. Perez, that the department hosted a Women in Finance session which included women in finance in high level positions who discussed their career paths and choices. The students had great questions and the event was a success.

Joong Son, Decision Sciences

R. Jindal provided an update from the Department of Decision Sciences on behalf of J. Son. R. Jindal shared that the Supply Chain Management Club had an information session and business mixer that was well attended. The department has also started the reaccreditation process with Supply Chain Management Association with hopes to have it done by March.

Evandro Bocatto, Organizational Behaviour, Human Resources, and Management

E. Bocatto thanked his faculty for the completion of the performance appraisals.

Albena Pergelova, International Business, Marketing, Strategy and Law

A. Pergelova congratulated M. White on his University Dissemination Grant. A. Pergelova shared that the department has been busy interviewing for sessional faculty and they are happy with the candidates they have received. A. Pergelova shared that are awaiting the Dean's approval.

The Dean advised she is meeting with each of sessional applicant. The Dean shared that the whole point is that the sessional faculty are an important part of what we do, particularly in a professional school. It is important enough that we take the time to select the right faculty just as we do for full time faculty. They are having a positive impact on our students and we need to ensure we are hiring the right people that are aligning with our vision and values and who are committed to quality teaching. This is essential; therefore, this process is great because essentially the faculty is deciding who they want as a colleague and the Dean is meeting them to share the vision of the School. The Dean shared she loves this process because everyone is engaged. Every sessional has been grateful to meet with the Dean as it sends a message of how important these roles are, and they are able to ask any questions they may have. The Dean shared that from her perspective, it has been a wonderful experience and each unit should be doing it. The Dean shared that session extended faculty were also discussed when putting together the list of fulltime faculty members needed for

next year. The Dean shared they have had five requests for sessional extended faculty, so they will move forward with that. The Dean advised that we need to ensure we have the right faculty engaging with our students in what we do best, which is teaching.

8.0 Update by Business Member of AGC (Rotating amongst R. Enstroem, B. Graves, A. Pergelova, R. Rudko or M. Shadnam)

The Dean advised that who provides the AGC update will rotate at each meeting. A. Pergelova provided the AGC update for the October 30th meeting and shared that the major point was the changes to the Post-Secondary Learning Act and what this means for the university. There is a committee that is looking at what kind of changes we need to make and how those changes will impact us in how we operate. There will be more information coming in the next few weeks. It is a quick timeline to make these changes as next year these changes must be implemented with a new governance structure. The list of graduates was also approved.

The Dean advised there are three readings for a Bill, the last of which is, the proposed thought is that we should have this ready for a vote within six weeks. If there are amendments, they would likely come in the third reading. Those are typically friendly amendments. The real key will be in the processes and procedures, what the government calls regulations. It is the procedures that matter which is how do we implement these changes in the PSLA. The Dean shared that for her personally, the biggest win for us in this new revision is that we are officially a university and specifically an undergraduate university. This is a huge step in how we will begin to be perceived in Alberta and in the country.

B. Graves added that a new baccalaureate program was passed for Health and Community Studies in Early Childhood curriculum.

Questions and Comments from Members of Council:

E. Muralidharan inquired if there will be more access to funds and inquired if the program reviews go to the government. A. Pergelova advised that nothing has really changed in terms of access to funds. A. Pergelova advised we will have a Chancellor now which will be an honorary appointment. The Dean advised that we do send the action plan to Quality Council, but one of the things we are looking at in the university now that we have become an undergraduate university, is self-regulation. Therefore, instead of having this done regularly where we report every year to Quality Council, we create our own internal audit program that does that itself.

T. Norrad advised that in the Provost's Report, there was discussion on the four-day fall reading break. In terms of the overall survey that was sent out to students, faculty and staff, overall there was 58% response rate and it was clear in terms of the support by all groups that we would move to a four-day fall reading break. What was a little bit more indecisive was what that would look like in terms of if we start earlier or run later. The Provost communicated that the AGC Executive approved the 2019/20 academic schedule with the two-day fall break which will go forward and any changes to moving to the four-day fall reading break would occur in the 2020/21 academic year. There will be a proposal that comes out of AGC in terms of what that will look like. The Office of the University Registrar is working with the Provost's Office in terms of developing those schedules and right now there is about seven different types of schedules that could be applied in terms of moving to a four-day fall reading break.

9.0 Updates by Representatives to Other School Councils and Faculty Councils

Michelle Malin, School of Business Representative, Arts and Science

T. Costouros shared the update from Arts and Science on behalf of Michelle Malin. The Faculty Program and Curriculum Committee brought forward a significant volume of curricular items, most of which were minor, for the Council to consider. Most of the meeting was spent discussing curriculum changes to Programs of Study and regulations to allow Honour students to declare a Minor outside of their Major discipline.

Theresa Chika-James, School of Business Representative, Faculty of Fine Arts and Communications

The FFAC Executive Council Committee agreed to add vice-chairs to FFAC standing committees so that a faculty member will be in place to chair meetings in the absence of the chair. The Terms of Reference were updated to reflect this change. It was noted that the faculty/student research lab (11-434) is specifically for research purposes so it should function differently than other places in Allard Hall. Further information from the October 3rd faculty and staff Cannabis Town Hall Meeting was provided. Faculty members were concerned about Building 5 where people engage in recreational pot. A key discussion is that while there are some designated areas for smoking, if children are found in these areas or wander in, it is the responsibility of the adult smoking to ensure the child is not in that area. It was noted that the presence of a child (anyone under the age of 17) in the smoking area will supersede any privileges given to the adult smoking in the designated area. The concern was that some MacEwan University students are under 18, so it was suggested that this aspect should be considered in drafting policies on the use of cannabis.

Questions and Comments from Members of Council:

The Dean advised that there are designated areas for cannabis smoking. The Dean shared that they are spending a lot of time on the impact as it relates to requirements for students that are working in labs and those kinds of things. This is going to fall back under the classroom management piece. It must be about observable behaviour and the degree to which that person seems to be able to operate as we would expect one that was not impaired. The designated areas are available online.

T. Huckell advised that the Global Mail reported today that for international students in Canadian universities, some of their governments will prosecute them for cannabis use in Canada. They will assert extraterritorial jurisdiction and it is a consequence that international students should be advised about.

Lisa Shamchuk, School of Business Representative, Health and Community Studies

The Bachelor of Early Childhood curriculum has been approved. There was discussion on cannabis and security on campus. A discussion was held around Exam Services regarding revising the exam deferral/assessment policy.

10.0 Updates by Library Members

M. King advised that they are trialing a Business and Management video database from Sage so an email will be sent out with a link to that, but it is also on the Library website. Faculty were advised that if they would like to use these videos for their teaching or research, they must let them know by November 30th. There is a wide range of topics available on this video database. The library is hosting a productivity event, Late Night at the Library, on November 22nd. This information will be sent out in the Business newsletter. If you have students that are struggling with end of term assignments, encourage them to attend this event. There will be Writing and Research Services and there will be refreshments provided.

11.0 New Business

The Dean advised that no nominations were received for the position of Vice Chair of Executive Committee/ School Council by the deadline, so it was extended and would remain open until filled. The Dean shared that they received a nomination this afternoon, Noufou Ouedraogo. As a result, the position was acclaimed.

SOBC-05-2018-11-01**Carried**

Motion: It was moved by W. Costen and seconded by S. Elbarrad to elect Noufou Ouedraogo as the Vice Chair of Executive Committee and School Council.

The Dean thanked the outgoing Vice Chair, B. Graves for all he has done, for his guidance, for his counsel, for his willingness to challenge her respectfully, and guide her in this role. The Dean shared that B. Graves' commitment and dedication to this School is unheralded.

E. Bocatto shared that students here have opportunities they do not have in other places. Once of these opportunities is in clubs and there are faculty members to advise these clubs. E. Bocatto inquired how much the Dean was willing to support these clubs and events financially. In the past, there was no procedure.

The Dean advised that in the past there were some clubs that received thousands of dollars and there were clubs that did not even know there was money available. The Dean advised that she does not operate that way and wants to be fair and equitable. The Dean shared that she has reviewed the budget with T. Kachmar and each club will receive \$500 from the Dean's Office through SAMU to use as they see fit. The Dean shared that beyond on that, they are working with Fund Development to provide training for the student clubs on how they can officially solicit funds from external stakeholders which will include the proper process and documentation.

The Dean advised that the School had students engaging with external stakeholders as representatives of the School without even understanding that when they receive gifts, it requires a tax receipt and a gratitude note which was not happening. The Dean shared that when she started and met a few external stakeholders, a couple of them shared that they engage with a certain club and a few advised they need training. This implied that they were not good representatives of this School in terms of professionalism and how they conduct themselves. The Dean advised this is a danger in terms of our brand and reputation. The Dean advised that she met with Fund Development to work on this training program which will be delivered to all Club Executives.

The Dean shared that they are going to begin a process to identify key stakeholders to support the new building. There will be people that the Dean will advise that students cannot talk to. The Dean shared that a list will be created for the students of the dollar figures they can ask for and suggestions of people students can talk to. The Dean shared that her frustration was that some clubs received a lot of money while others received nothing. The Dean shared that she is a huge supporter of clubs and it is one of the most important things we do. It is a way for students to get lots of experience and the Dean said she will work with clubs and try to attend as many of their events as she can.

L. Wong advised he sits on the committee of Community Engagement Grants and they have a pot of money they grant out to student groups and individual students. L. Wong shared that there is a lot of money available for that. Unfortunately, School of Business clubs have applied, but the applications were of poor quality. L. Wong advised that when he presents at the next meeting, he will share some opportunities for Roundhouse to support student groups, staff and faculty and alumni that want to use the space through some funds they are launching.

The Dean shared that grant proposals should go through the faculty advisor and that she is grateful to anyone that has stepped up to be a faculty advisor to club. The Dean advised faculty to include that as a critical component of their service contribution.

12.0 Announcements by Members of Council

D. Lowe advised that on November 26th, we can change our benefit plan. There is a one-week opportunity to change your options once it becomes available. The change will come into effect on January 1st.

M. Annett advised that an announcement will be coming out shortly regarding the Health Spending Account. M. Annett advised that on your pay stub, you will see the amount of annual premium paid and you can use that as a claim toward your Health Spending Account.

13.0 Question Period/Open Discussion

None

14.0 Future Agenda Items/Next Meeting, November 28

The Dean shared that L. Wong will be presenting on the Social Innovation Institute. The Dean shared that she would love to be in the position to bring forward at least part of the Revised Faculty Evaluation Criteria at the meeting on November 28th, so we can have this passed before we go on holiday. The Dean encouraged faculty to send in their recommendations for changes and review the draft.

15.0 Adjournment

SOBC-06-2018-11-01

Adjournment was moved by R. Jindal.

Carried