

Meeting of School of Business Council
Wednesday, September 23, 2020, 3:00 – 5:30 p.m.
Room 9-323, City Centre Campus
MINUTES

1.0 Call to Order

- The Dean called the meeting to order at 3:03 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 Doctor Francis Whiskeyjack, an Indigenous Elder, and Knowledge Keeper from the community. In response to the Dean's request, Doctor Francis Whiskeyjack opened the meeting with an Indigenous ceremony.

3.0 Introduction of New Members: Dean W. Costen, Chair

- **New Faculty Member - Dr. Rene Wells, Department of Accounting & Finance:** René comes to us at MacEwan as Assistant Professor after having taught finance for three years at the Haskayne School of Business in Calgary upon his return to Canada after being 18 years overseas. René graduated in 2017 with a PhD in Finance from the University of Luxembourg. Before pursuing his PhD, René was an executive with Scotiabank and John Deere. René also holds an MSc from the University of Luxembourg, an MBA from the John Molson School of Business of Concordia University, and a BSc (Physics). He is a CFA Charter-Holder and a US CPA. He has lectured classes at the Rotman School of Management of the University of Toronto. René has over 20 years of banking and corporate development experience in North America, Europe, and Africa.
- **Professional Association Representative – Tom McCaffery, Supply Chain Canada:** Tom is the president and CEO of Supply Chain Canada. He is a seasoned professional with over 25 years as a CEO, general manager and government executive. He has been responsible for executing strategy, leading high performing cross functional teams and finding innovative ways of creatively sharing value in manufacturing, aerospace, government and applied academia.
- **Professional Associate Representative – Chris Pilger, Chartered Professional Accountants of Alberta:** Chris is a communications professional with experience leading strategic communications to enhance brand and to ensure effective delivery of key messages to a variety of stakeholders. He has over 20 years of experience with CPA Alberta and the previous Institute of Charter Accountants of Alberta. He also has been a program consultant for Business programs for MacEwan when it was Grant MacEwan Community College.
- **Student Member – Regina Tran, Bachelor of Commerce – Marketing Major & MacEwan Ambassador in 2019/2020**
- **Student Member – Larissa Williams, Bachelor of Commerce**
- **Student Member – Alem Tesfay, Bachelor of Commerce**
- **Maria Samantha Lopez de Leon, Business Management**

4.0 Agendas**4.1 Motion – Meeting Agenda**

- **SOBC-01-2020-09-23** **Carried**
Motion: It was moved by E. Muralidharan and seconded by N. Ouedraogo to adopt the agenda as presented.
- The Dean shared that an amendment will have to be made to the agenda as T. Kachmar's Budget Update will be deferred to the next meeting.
- **SOBC-02-2020-09-23** **Carried**
Motion: It was moved by S. Elbarrad and seconded by T. McCaffery to adopt the agenda as amended.

4.2 Motion – Consent Agenda

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

- 4.2.1 Executive Committee:
 - Minutes, June 17 & September 17 meeting – for information
 - School of Business Executive Committee Meeting Summaries: March, April, May June & July
- **SOBC-03-2020-09-23** **Carried**
Motion: It was moved by T. Kriz and seconded by P. Callaghan to adopt the Consent Agenda as presented.

5.0 Presentations

5.1 Budget Update: T. Kachmar – Deferred to next meeting

5.2 School Council SharePoint Page Overview: J. Carvalho-Moreira/C. Macdonald

- J. Carvalho-Moreira shared that in an effort to improve the experience, the communication lines and access to information for all Council members, a SharePoint site for School of Business Council will be launched. Council members can expect to see an invitation to this group in the coming days. Meeting information will also be included in the meeting invitations sent out from SBGovernance@macewan.ca. Suggestions and feedback on the SharePoint site can be sent to SBGovernance@macewan.ca. C. Macdonald provided a walkthrough of the School of Business Council SharePoint site.

6.0 Stewardship Items

6.1 Business Programs and Curriculum Committee: A. Wesley

6.1.1 Fall 2021 Programs of Study

- **SOBC-04-2020-09-23** **Carried**
Motion: It was moved by A. Pergelova and seconded by T. McCaffery that School of Business Council approve the following Fall 2021 Programs of Study as presented with no changes:
 - **Human Resources Management – Honours**
 - **Management – Honours**
 - **Accounting – Honours**
 - **Bachelor of Applied Business Administration – Accounting**
It was discussed that there are only two students in this program, and it is scheduled for termination in 2022 when the students are set to graduate.
 - **International Business – Honours**
 - **Marketing – Honours**
 - **Paralegal**
- **SOBC-05-2020-09-23** **Carried**
Motion: It was moved by B. Panganiban and seconded by V. Bilodeau that School of Business Council approve the Fall 2021 Program of Study for Paralegal Studies Diploma as presented.

A. Wesley shared that there was some rearranging of courses in the practicum portion to better prepare the students.

6.2 Ratification of the Tenure and Promotion Committee External Members

SOBC-06-2020-09-23

Carried

- **Motion:** It was moved by M. Shadnam and seconded by A. Pergelova that the Tenure-track and Tenured Members within the School of Business Council ratify the Dean's appointment of three external Tenured Members and three external Tenured Alternates to serve on each of the Department's Tenure and Promotion Committees, as listed below:
 - **Members:** Noufou Ouedraogo, Professor (OB, HRM & MGMT), Lorrie Adams, Associate Professor (IB, MKTG, S & L, Etayankara Muralidharan, Associate Professor (IB, MKTG, S & L)
 - **Alternates:** Ryan Orchard, Associate Professor (DS), Makarand Gulawani, Associate Professor (IB, MKTG, S & L), Shankar Subramani, Associate Professor (A & F)
- There was discussion on representation from each department and whether a Department Chair could be an external member. It was clarified that this is to approve the external half of the committee and the internal half will have the department chair as a member. The idea that a department chair could be a member of the external group is not excluded by the Collective Agreement. However, the Collective Agreement does not require representation from every department as external members.
- It was clarified by the Provost that the motion up for debate is whether the Tenure-track and Tenured Members ratify the presented slate of external members. If ratification fails, the School will need to conduct an open election to fill the positions.

7.0 Leadership & Governance Updates

7.1 Dean's Update

- The Dean congratulated the following faculty members on their promotions effective July 1, 2020: N. Ouedraogo (Professor), L. Adams (Associate Professor), M. Annett (Associate Professor), T. Huckell (Associate Professor), B. Keller (Associate Professor), M. Malin (Associate Professor), H. Qadri (Associate Professor), M. Shadnam (Associate Professor) and S. Subramani (Associate Professor). M. Shadnam and D. Feils were congratulated on achieving tenure.
- Masks are required on campus and faculty should remind their students that if they choose to come onto campus, they require a mask. Each department administrative assistant has masks available so if necessary, they can provide one. There are also masks available for sale at the MacEwan Bookstore and through vending machines across campus.
- The BCom Program Review was completed and the Dean will be working with the Self Study Team on designing the Action Plan.
- The School of Business received approval from the Provost Office to search for our first, Canada Research Chair, who would also simultaneously serve as the Social Innovation Institute Director. Due to the pandemic, this did not move forward, but has been re-approved. The Dean shared that this is the top faculty position for which we are searching for on this campus. The Dean shared that a committee has been put together consisting of the required members as per the Collective Agreement and additional advisory members from across other Faculties. The committee is housed in the Department of Organizational Behaviour, Human Resource Management and Management. We extended participation to the various faculties because the Canada Research Chair serves the university. The external members are not voting members, but advisory. The School of Business members will be voting members. The School of Business internal members are N. Erickson, N. Ouedraogo, E. Bocatto, and L. Benson. The external member from the School of Business is F. Angulo. The Dean shared that the committee meets with her next week as to begin the process of finalizing and posting the announcement. This position is slated to start July 1, 2021.
- As part of the retreat, one of the questions that all responded to was strategic priorities. We are in the final stages of preparing for our EPAS visit where we are finalizing our self-study report for EPAS accreditation. The foundation of that report is the strategic plan. We are focused on identifying three or four strategic priorities for the School that will serve as our guide as we develop and move forward. Therefore, we have put together an ad hoc working group that will take the information gathered at the retreat to try to reach consensus. It will then be presented to the departments, the Leadership Team and to School of Business Council. The School of Business Council will approve this as this is the foundation upon which will be building our EPAS Self Study Report. We have the committee members and will be moving forward on that.
- We are responsible for contact tracing. Therefore, when you come onto campus, there is a process to log in and review the Return to Campus documents. When you are on campus, there is a document that you would put a check mark in to show which day you were on campus for contact tracing purposes. Therefore, we can notify those in the event that we have a case.
- We have a government sector review that we are currently undergoing, and our President has been in many of those sessions. I believe we will begin to receive some of that feedback at the end of the calendar year.
- The Allard Chair Selection Advisory Committee will be brought together. We will have two members of the Allard family. The Dean shared that she will be meeting with the Allard family to talk about the terms of reference as it is their award. Recent Allard Chairs will also be included to help with the selection process and there will also be representation from each department on the committee.

7.2 Associate Dean Update

- The advising office was fully supporting students virtually through the summer. Advisors started working on campus at the beginning of the semester. As of next week, students will use an online booking system to book their appointments with advisors. There is a new structure for advisors which includes a central unit for advising. This central unit for advising works with new students who are admitted to MacEwan with general questions. Any students that are enrolled in a School of Business program will go to the School of Business advisors.
- Facilities has installed 275 hand sanitizer dispensers, installed plexiglass barriers in 98 different locations, distributed masks, hand sanitizers, and gloves. Classes are cleaned twice a day using disinfecting fogging.
- MacEwan School of Business Faculty members have published 5 Ivey MacEwan co-branded cases in 2020. A. Pergelova published an article which was awarded the “Top Downloaded Paper”. R. Jindal received a Strategic Research Grant from the Office of Research Services for a project. He mentored two students; one student published an article in MacEwan’s student journals, and the other student presented a project at MacEwan’s

Annual Student Research Day. C. Deng supported by an SSHRC Insight Development Grant, is working on a project that focuses on “weird products”. T. Chika-James mentored a student’s honour thesis that was presented and well received at an ASAC conference.

- Last year we awarded \$58,223 of seed funding. Ninety-two percent was spent while eight percent was unspent. All faculty have submitted reports on how they utilized those funds. Six percent of funds were awarded to the Department of International Business, Marketing, Strategy and Law, four percent to the Department of Organizational Behaviour, Human Resource Management and Management, and two percent to the Department of Accounting and Finance. The Dean is committed to have the seed funding this year as well and there will be discussion at the next Leadership Team meeting. The deadlines will be set after that meeting.
- The School of Business applied for the Alberta Innovates Grant for institutional support of entrepreneurship education. A group of faculty members and an entrepreneur have formed a committee to lead this project. The main goal of the project is to raise the entrepreneurship mindset and awareness to promote experiential learning. The committee has developed a draft plan and they are planning to provide an introduction of the project in mid-October. Faculty were asked to spread the word amongst students, alumni and entrepreneurs because it is not only restricted to MacEwan. After that, this lecture will be used to attract students, alumni and interested people. These people will be filtered down and then workshops will be held to prepare. There will then be another phase of mentoring and coaching. The next step will be the pitching and competition.

7.3 Department Chair Update: E. Bocatto, R. Enstroem, E. Perez & A. Pergelova

- E. Bocatto thanked the faculty in his department for their work on the transformation of classes to online.
- R. Enstroem shared that M. Arnison retired over the summer and had made great contributions across the university. He served on university level committees, worked with policy development at the department/school level and for many years prepared our students for the Supply Chain Management Canada Case Competition.
- E. Perez shared that Dr. Rene Wells joined the Department of Accounting and Finance. P. Ghattas left the university and is now working for the University of Guelph. It has been a challenging semester due to the increase in class sizes. E. Perez thanked everyone in her department for their hard work.
- A. Pergelova congratulated L. Adams, B. Keller, and T. Huckell on their promotion to Associate Professor. A. Pergelova thanked the faculty in her department for all of the work they had done. The department is forming a working group to review the International Business Major that they will be working on over the next few months.

7.4 GFC Member Update: B. Graves

- February 10th was the last meeting of General Faculties Council. GFC meetings scheduled in April and June were cancelled. Since then, all business that would have passed through GFC has been conducted by the GFC Executive Committee. Regular business of GFC was conducted such as approving the graduand list for spring, approving a number of policies or making recommendations to the Board for approval, recommendations of faculty member appointments to committees and panels, and decisions on additions of professional bodies to faculty councils.
- In response to the pandemic, a grade of “Other Withdrawal” was added until August 31, 2021. GFC Executive also suspended some programs’ entrance requirements for Fall 2020 intake as some required applicants to attend in-person exams or auditions. The Duolingo English Test was approved for most programs for international students because it can be done online. In the spring, a number of universities switched from credit courses to pass/fail courses and our transfer credit policy does not allow to give credit for those courses. Therefore, we changed the awarding of giving credit for that which required an adjustment to the AGPA to account for that. The spring and summer term schedules were adjusted to lay out the exam periods a little better because there were no in person exams. GFC Executive also approved several additions to course outlines for the 2020-21 academic year.
- In February 2019, the Post-secondary Learning Act was changed and MacEwan was moved into Part One of that Act. That required a whole number of changes within the governance of the university. In the 2019/2020 year, General Faculties Council had interim bylaws and an interim committee structure. The revised committee structure and revised bylaws have been developed and are set to be approved by GFC at their upcoming meeting.
- In the coming year, GFC committees will have to refine their functions and begin their work. Faculty/School Councils will need to revise their governance documents such as bylaws and terms of reference. There will also be emerging issues that arise such as COVID 19 and the government system review and funding changes.

7.5 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)

- M. Malin shared that she had attended the virtual Faculty of Arts and Science Council meeting on September 21st. The only action item was the ratification of the external members and alternates for their Tenure and Promotion Committee. The new Dean provided an update thanking all of her faculty members for their hard work over the summer and she did mention that she is going to encourage all instructors of 300 and 400 level courses to offer hybrid or face to face classes for the winter.
- Dean A. Gilliland shared that Faculty of Fine Arts & Communications held their last meeting two days ago over Webex. Twenty – thirty percent of their classes are face to face. The students are really appreciating the face to face classes. They are hoping to hire five or six new faculty and are also working on a Bachelor of Fine Arts Degree that has gone to Quality Council.
- L. Shamchuk shared that Health and Community Studies held their last meeting in May. They had a lot of discussion on what they were going to do with their field placements. Their next meeting is scheduled for next week.
- B. Panganiban shared that there have been no meetings, and nothing has been scheduled yet. Continuing Education has moved to the fifth floor of Allard Hall. Many of their sessions are being offered online.
- N. Erickson shared that Faculty of Nursing has not held a meeting yet, but there is one scheduled for September 29th.

8.0 Strategic Initiatives

8.1 EPAS Update

- The committee met three times since July and a plan is set in place to prepare for the campus visit in April/May. The strategic priorities need to be completed in order to complete the self-assessment report. The committee will need faculty cooperation in finalizing the ILO mapping and the timeline is tight to do this work. S. Elbarrad and the Dean will be meeting with the EPAS mentor to seek advice and clarity on standards. Faculty support is crucial to complete this work in short order. S. Elbarrad shared that as per the timeline, they are hoping to complete the Self Study Report by the end of November.

9.0 Good News & Announcements by Members of Council

- D. Lowe shared that she won the CPA Teaching Award this year.
- Dean Costen shared that her son has enrolled in courses at Missoula College.
- S. Elbarrad shared that he won the Runner Up Award from CAAA.
- B. Panganiban shared that in collaboration T. Chika- James, their Ivey case was published.
- R. Jenne shared that he has been putting on little concerts in the park with local musicians.
- D. Roberts shared that he is happy to be back, and his health is improving. D. Roberts thanked all those that have been supportive and helpful.
- E. Muralidharan shared that F. Angulo won the Board of Governors Research Chair and is the first one to do so from the School of Business.
- F. Saccucci shared that last week he made a video presentation to the Canadian Association Government Finance Officers, a Canada wide conference. F. Saccucci partnered with a Director of Corporate Services of a municipality. There were 125 participants from across the country.
- C. Hancock shared that the Teaching and Learning Services helped to create virtual ISWs so he was able to present four this spring. He also participated as a facilitator. The work that was done is being coordinated now with the International Committee, so they are looking to MacEwan.

10.0 Question Period/Open Discussion/Other Business

- **Exam Integrity:** A concern was raised on exam integrity and the reputation of credentials. It was discussed that Exam Services has limited capacity. The Dean shared that she is aware of the challenges in particularly for accounting and legal. There have been discussions in Provost Group and Dean's Council around academic integrity and the university has been working with E-Learning to try to figure out the best approach. Two systems have been tested in E-Learning that do not seem to work well. The Dean shared that in discussions with other faculties across the province, most are still trying to come up with a mechanism that works well. The primary concern is that the person who is supposed to be taking the exam is taking the exam. The university as a whole does not yet have an answer on that. The Dean shared that if the department comes up with something that they need support for or if they hear that another university has come up with something that works to let her know. Teaching and Learning Services have been working individually to try to come up with ways to do assessments to lessen the likelihood.

K. Keiller shared that there is a provincial group called ShareIT and they had put out a request for a proposal for a provincial deal and they have chosen something called Proctorio. This does not mean that university is compelled to take it, but it means we will receive a better deal on that software.

L. Honey shared that the issue of contract cheating is one that P. Sopcak has been really focused on. On October 21st, it is the 5th Annual International Day Against Contract Cheating. Teaching and Learning Services will hold a full day of programming which will include workshops from P. Sopcak, M. Leung, T. Munro, and P. McClelland on improving our options for academic integrity. Links will be sent out to sign up for these workshops and there will be an announcement in the next Teaching and Learning Services newsletter in the first week of October.

A faculty member shared that in her exams, she uses in-class questions that are very specific to the textbook, but not from the textbook test bank so someone that is not in class would likely not be able to answer the questions. Therefore, the student is better off doing it themselves as it is related specifically to what is being done in the classroom.

- **Class Sizes:** Faculty raised concern that there is inequity in class sizes across the university and decisions were made unilaterally made by university administration without consultation from faculty in a meaningful manner. The Dean shared that they are looking at hybrid opportunities for students in the winter term. With feedback from the Department Chairs, this has been submitted. There is limitation on this due to classroom and campus capacity. The Dean shared that there is a significant challenge as there is no revenue coming into the university virtually aside from tuition. Based on some feedback adjustments to class sizes have been made for the next term and this will continue as we move forward.

Faculty shared that many students prefer the synchronous classes, but they provide alternatives for students that are unable to attend classes and their sessions are recorded. Faculty shared that attendance has been good for their synchronous classes. Student engagement has also been good as some students prefer to use the chat function typically rather than speak up in class. Faculty shared that there have been challenges with technology especially with first year students. Faculty shared that they have had to provide walkthroughs on various programs and how to navigate online. A faculty member shared that trying to convey a concept and reach a point of understanding has been more challenging virtually as the body language is missing and typically in a classroom, there are whiteboards and a projector while online you are moving back and forth from screen to screen.

A student member shared that in holding synchronous classes and hybrid classes, students would have to find a space on campus that is quiet enough to participate in their online classes that is not disruptive to others. Spaces like this are limited on campus. Students may have to spend long periods of time on campus if they have both types of classes and many are not comfortable doing so.

- **GFC Membership:** It was discussed that the additional member to GFC was S. Elbarrad and was for a one-year term.
- **Textbooks:** Faculty discussed issues with availability and access of textbooks this term and discussed pursuing a more open source related option. K. Keiller shared that the Library team would be happy to work with the School in terms of looking for open resources as an alternative. Coursepacks were also discussed as an option that has been working well that is on E-Reserve in the Library.
- The Dean thanked faculty for the work they do and their efforts in navigating through these challenging times. This work is essential to MacEwan with regards to our focus on students and teaching. The Dean shared that she appreciated faculty's willingness to share their best practices, and to let her know if there would be value to arranging further sessions. These are clearly very challenging times for the future sustainability of this institution, and we are doing the best we can in the moment.

11.0 **Future Agenda Items/Next Meeting:** October 29, 2020

- Budget update
- L. Benson shared he will have data to present on the School of Business Academic Integrity E-Learning Tutorial for ORGA 201 and management courses that he has been working on with R. Enstroem, E. Bocatto and Kristen from Writing Services.

12.0 **Adjournment**

SOBC-07-2020-09-23

Carried

Motion: It was moved by N. Ouedraogo seconded by T. Chika-James to adjourn the meeting.
Meeting adjourned at 5:12 p.m.