

Meeting of School of Business Council
Wednesday, September 5, 2018
1:00 – 3:00 p.m.
Room 7-284, City Centre Campus
MINUTES

1.0 Call to Order

The Chair, Dr. Wanda M. Costen, called the meeting to order at 1:05 p.m., as quorum of 22 was met and exceeded.

2.0 Indigenous Ceremony

As is always done at MacEwan University, 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 Roxanne Tootoosis, MacEwan University Indigenous Knowledge Keeper and Facilitator. In response to the Dean's request, Ms. Tootoosis opened the meeting with an indigenous ceremony.

3.0 Approval of Agenda/ Consent Agenda

SOBC-01-2018-09-05

Carried

MOTION: It was moved by A. Taleb and seconded by T. Costouros that School of Business Council (School Council) approve the Motion to approve the Agenda and Consent Agenda as presented, which included the following items on the Consent Agenda:

3.1 Minutes: School Council Meeting, April 18

3.2 Executive Committee (W. Costen, Chair):

- 3.2.1 Minutes, August 15, 27 (for information)
- 3.2.2 **Motion** – review and confirm approval of Council Annual Report
- 3.2.3 **Motion** – Second term for Librarian member (M. King)
- 3.2.4 **Motion** – New MSA Academic Advisor members (K. Milner, A. Ness)
- 3.2.5 Information Item – the following new and returning student members have been selected by SAMU: (Erika Bruneau – BCom HR; Luis Ruiz – BCom IB; Jacob Marler – BCom Accounting) (one more to be identified).

3.3 Academic Governance Council (AGC) Update

- 3.3.1 Meeting Synopses: April 17, May 10 & June 8
- 3.3.2 NOTE: A Synopsis will no longer be prepared by AGC

4.0 Presentations

4.1 President Saucier – Strategic Plan

We are coming to our last year of the Integrated Strategic Plan. It is an incredibly ambitious plan and it has some characteristics that are very typical of strategic plans for academic institutions, but that is because we are all in the same business. K. Ristau and D. McLaughlin, who are in the Academic Planning Analysis unit, were charged with developing a new strategic plan that reflects who we are uniquely. We are not in competition with U of A, because what we do is unique and valuable in and of itself. Across North America, the large land grant doctoral medical universities are in financial trouble in part because of the huge cost of those professional programs and the associated research that goes on. That does not mean they are not worthwhile, but it means that we have a strategic advantage. Our focus on the undergraduate experience gives us a huge advantage in the sustainability of our mission.

We are refining the pillars, but not abandoning them, because they are more statements of principle and not necessarily statements about our vision, mission and values. We set up a vision exercise with many people and held town halls last year with lots of discussion to get to where we are with a Board approved vision, mission and values. The Board approved values are essential to who we are and it is critical that we not change our culture. Our culture is us and it is key to our success and our long-term health as an institution.

The values are MacEwan University embraces curiosity, change and optimism. Change is not easy nor is it always without peril and sometimes changes happen so quickly that people lose who they are. The world is going through many changes right now and we are equipping our students with the skills to make change themselves, but to adapt to change and succeed through changing times. We are not always optimistic, we are not always happy, but in our essence, if we were to lose one thing that makes being at MacEwan a great place, it our sense of working together, optimistically about the future that makes us a unique place.

Our mission is as follows: We teach, we learn, we serve. We teach, that involves research, scholarly work and creative activity. By serve, not just us, but the larger community. **Our vision of who we want to become: We aspire to be recognized as a place of great learning in Downtown Edmonton.**

The four areas of focus for the next five years are that we be recognized nationally as leading in the implementation of the calls to action of the TRC. As a downtown institution with over 20,000 urban Indigenous people who are not served by the tribal colleges in the province necessarily, we have a role to play.

We will be recognized for our practices in diversity, equity and inclusion. We will be recognized for our policies and the ways in which we implement this to make sure that our student body, our staff compliment and faculty are diverse as the communities we serve.

We have a unique MacEwan experience, it would be a shame to lose that and by that, I mean

what happens in the classroom, in your offices, in our interactions with each other. Some of it is focused on the fact that many of you know who your students are whether you are an advisor or faculty member, you know the names of people who work here and that is incredibly unique especially in an institution that has grown as fast as MacEwan. MacEwan University has over 13,000 full time equivalent learners, 20,000 heads as of last year. We are not a tiny institution like Concordia with 2,000 and are only a 100 smaller than NAIT. We are the largest undergraduate-only institution in Western Canada. We still act like we are tiny which is the unique part of us.

We will approach the deliberate planning and building of our institution and the building of downtown with same way and focus. We are players in Edmonton and the Edmonton community. It is in our partnership with the city and in leading the way as examples of how to build a city and include the community into our institution that we will show other institutions how to thrive and succeed.

E. Bocatto inquired if there was an update on changes to the Post-Secondary Learning Act (PSLA). The President responded to the effect that this is uncertain.

L. Benson inquired if the government has signaled if universities can expect changes in funding. The President responded to the effect that the situation is uncertain.

C. Hancock inquired how diversity, equity and inclusion would impact the hiring process. The President shared that we need to provide ways for people to tell us who they are first and foremost. Currently, only data on sex is collected which is binary in the PeopleSoft coding system and does not reflect the reality of today's gender views. The President shared she would prefer to follow the lead of the Tri-Agency – the Natural Sciences and Engineering Research Council of Canada (NSERC), the Canadian Institutes of Health Research (CIHR), and the Social Sciences and Humanities Research Council of Canada (SSHRC) - and collect data about Canada's specified four specific groups and expand it to include the ability for people to self-identify as being a member of LGBT and other groups so we can see who we have. The President shared that she would like to provide people with the ability to indicate that they are members of these groups when applying. The President shared that if you have a search committee and have three people and rank order them, the first question should be if everybody is above the bar. The difference between the person ranked first and second may be stupendous and it is obvious the person ranked first deserves it. On the other hand, it be may that there are small and marginal differences, in which case, you may want to look at the information about who these individuals are as far as their meeting targets around diversity. The President shared she does not believe hiring quotas are a good thing as they often backfire for very predictable reasons. Our willingness to believe that 1,2 and 3 are more than a subjective ranking, if everybody is an acceptable candidate, says something.

4.2 Full-time Faculty PD Funding (D. Braun, Teaching and Learning Services)

D. Braun introduced himself as Curriculum Developer of Teaching and Learning Services

(previously known as CAFÉ). He explained that there will be representatives from their office to different faculties and schools. He will be attending School of Business Council meetings to listen and see if there are ways they can help in what is going on. He shared they want to strengthen their relationships with faculties, schools and departments. Faculty were encouraged to stop by the office any time they had a question and they would be directed to the appropriate person to answer their questions.

D. Braun referred to the one sheet document in the meeting package that breaks down some of the funding options available to full-time faculty. The funding options are broken down into two categories: annual allocations and funding competitions. The funding allocation for 2018/19 for tenured, tenure-track and full-time limited term faculty is \$1,300. That is accessible through the database PD Place at macewan.pdplace.com. This information can also be found on the website in more detail. For Sessionals, pots of funds are distributed to, and managed by, each faculty/school. There are three fund competitions: Supplemental PD Fund, Sessional PD Fund and Teaching Innovation Fund. The first one is for tenured, tenure-track and full-time limited term faculty and that is \$2,000. The Sessional PD Fund is also \$2,000, but you must have a taught a minimum of 0.5 year to apply for that. The Teaching Innovation Fund is available to all faculty teaching in the 2018/19 academic year. There are also research grants available through Research Services.

Comments and Questions from Faculty:

M. Gulawani asked if the Supplemental PD Fund is available for full-time faculty. D. Braun confirmed that yes, it is a competition so one would need to apply for it and further information could be found on the website.

P. Callaghan inquired if these changes in CAFÉ meant that D. Braun is our representative regarding training or learning. D. Braun advised that they have specialists in certain areas so he is not dedicated to School of Business, but can be the first point of contact. Alanna at the reception desk can also direct faculty to the appropriate person.

4.3 Comprehensive Assessment of Team Member Effectiveness (CATME) Software (M. Arnison and T. Kriz)

CATME software may be of interest to faculty that have classes where students must form groups and do peer evaluations. The School of Business has a license for this software for faculty to utilize. There are two sides of this software and the first part is Team-Maker, which enables the automated creation of teams, using criteria of your choice such as gender, commitment level and schedule and the ability to rank the importance of each. Students respond to the survey and the system creates teams based on the criteria. As instructor, you can review and modify the teams as necessary and input criteria manually such as people who work well together or others that do not. Students like the scheduling system because they can see when others are available to schedule meetings. Students also liked not having to find a group.

For the Peer Evaluation portion, as an instructor, you would select from groupings of validated

questions on the system and have the students comment on those questions. These comments would go to the instructor to moderate and what comes back to the other students is a behaviorally anchored ranking system. Students can see where they rank themselves, where their peers rank them, and where the average of the group is. The software provides feedback to students as to what they might do, especially if they are underperforming. As a faculty member, you have access to the numerical data and may use this for grading. A handout was provided to faculty with further information.

Comments and Questions from Faculty:

J. Son inquired if this is a stand-alone system that you manage and if it is not linked to Blackboard. M. Arnison advised that you sign up for your own account and set it up. The instructor registers the students on the system.

P. Callaghan inquired if they were using the research provided for their own scholarship of teaching and learning and if not, if they were planning on it. M. Arnison advised that he had not done that yet, but it is available, and he is thinking about it. T. Kriz said she has used some pointers on which factors are good to have some diversity so she has used those resources to help inform the criteria that she chooses.

P. Callaghan inquired if they find they get pushback from students when choosing groups? M. Arnison advised he has done some surveys in class and the conception is that students want to choose their own groups. However, that is not his experience. There is a vocal minority that wants to choose their own group typically and there are many students that are afraid to and this is a way to have a robust method of creating groups that does not blame the instructor. Research says the number one issue in groups is scheduling so that is why it is in there.

M. King inquired if there was any pushback from students not wanting to put in their availability on the system. Neither of them had any pushback from students.

B. Graves inquired how long it takes for students to work through the system to form groups. T. Kriz said it depends on how long you give them to fill out the survey. There have been no complaints on the length of time it takes as it is quick process for both the student and instructor.

P. Callaghan inquired if there are students that do not complete the survey. It was discussed that it does happen, and the system will just assign them a group without the criteria.

L. Benson expressed concern for third and fourth year students using this system to provide performance evaluations as managers find this challenging, but agreed it is a great system.

E. Bocatto inquired on the cost for this software. M. Arnison advised it is free for the students and for the School of Business license, it is \$2 per student for a single sign on in a year, but it used to be a free software. This year it was \$500 for about nine classes. The Dean shared that she is prepared to cover the costs as she thinks it is a great program that would ease the burden on

faculty.

5.0 Dean's Update

The Dean shared that the requirements for the diploma are the same as for the degree now in terms of English language proficiency.

The Dean shared that the School has quite a few committees that need to be filled. The Dean encouraged faculty to think about what committee they would like to be on. Executive Committee is in the process of updating and revising terms of reference of committees. The Dean shared she is committed to making sure that every department is represented.

6.0 Faculty Performance Evaluation Criteria (W. Costen, Chair)

The Dean shared that Executive Committee is looking to gather information through department council meetings regarding Faculty Performance Evaluation Criteria. The Dean stressed the importance of reviewing the draft document and providing feedback. Feedback can be provided to Executive Committee through each department's representative or a Department Chair.

In addressing concerns raised so far, the Dean shared that it is important that faculty understand that she believes faculty are already doing what is under "Meets Expectation". It is what we expect of each other and our colleagues in terms of our responsibilities as teachers, as scholars and as providing service to our community. Community can mean your department, your school, or your profession. It is up to faculty to choose how to do that. The document is being sent out and the goal is to gather feedback. It will be revisited at Executive Committee and will come to Council for approval. There are some timelines, but it is an iterate process. Executive will take this information and read through it to create a document that faculty are comfortable with.

The Dean shared that the tougher challenge is to define what exceptional is and advised we must be careful about putting numbers and data in there. It is important to have a collective understanding and more of a holistic evaluation of what we do. It is a holistic perspective that says, in general, this is how this faculty member performed past year. That is what we are looking for here and we must think about what that might look like for "exceeds expectations". The Dean encouraged faculty to document activities - it is incumbent upon faculty to share what they did. It is a time for faculty to be reflective. The Dean encouraged faculty to document as soon as they do something so nothing is missed.

M. Annett inquired that as faculty are providing feedback through department councils about what is above or meets expectations, suggestions for how to support a conversation to out what we are thinking that might be, because in a grouping of us, there are concerns about different things, so some of these might hamper a holistic discussion. The Dean suggested getting suggestions or concerns individually to the Department Chair, and have the Department Chair share the concerns that have come to him/her to begin the process so an individual is not singled out to have a conversation and the representative on Executive Committee can present these matters.

E. Muralidharan inquired about department representation on Executive Committees and inquired about having representation of the different types of faculty. The Dean shared that decision is made

within the department on who best represents the department on a committee. It would not be a mandate, although, she hopes to have some mixture of the three different types of faculty on Executive Committee, in particular.

7.0 Bachelor of Commerce Program Review (W. Costen)

The School will be going through a Bachelor of Commerce Program Review, under the Baccalaureate Program Review (Policy C3010). The Dean stressed the importance of this for accreditation. A list of names of who will sit on this Committee will be brought to Council to be ratified and will likely be voted on at the next Council meeting in October. This group of people will represent the School and there must be representation from each Major in the Bachelor of Commerce. The Dean stressed the importance of thinking programmatically to ensure that anything that is coming forward is comprehensive for the entire degree and applicable across all majors.

The Dean shared that this is not a dictatorial committee and is faculty-driven. The Dean advised she does not lead this endeavor and there are strict deadlines that must be adhered to. A group of faculty members will be selected, who over two years will gather data, which will be provided to the committee by request. Faculty control curriculum and this is a curriculum-related matter, so it is written by the faculty. Faculty selected will need to have clear, concise writing capabilities and be analytical. This committee will not just look back to see if we did what we said we would do with Bachelor of Commerce, but what we are going to do moving forward. This committee will give the Dean a document that she will be responsible for implementing so this is a critical committee. The Dean said she would argue it is the most important committee.

The Dean shared that once you are elected, it is a two-year commitment, so it will have an impact on workload. Once the committee is selected, there will be a meeting with K. Ristau in IAP to begin the process, and he will be the point of contact for the committee. The Dean stressed the importance of thinking about it as it is a serious commitment and to be intentional about who in the Major might have information that would be valuable as input into this process.

8.0 Faculty Development Committee (W. Costen, Chair)

8.1 Sessional Faculty PD Funding (K. Al-Jarrah, Committee member)

The committee asked Department Chairs and their respective administrative assistants to communicate and assist sessional faculty with applying for the funding available to them. This year the committee received around \$22,000 in funding for sessionals. They received a number of applications, but most sessionals apply for electronics and that is not funded due to policy. The committee still has around \$10,000 available and there are more applications that arrived that the committee will look at.

A new form was developed by the Committee which makes the application process easier. It will be sent to all sessional faculty members by email. The committee shared they are encouraging faculty to fill it out electronically. It was advised that Department Chairs need to ensure the forms are signed before submitting them to the committee for approval. The committee allocates and adjudicates these requests for funding for sessionals.

B. Panganiban inquired when the deadline was and if there is a minimum number of courses they must teach. It was discussed that it is ongoing for sessionals and there is no minimum. The committee will evaluate each application individually. These details are on the form.

R. Jenne inquired if there is a maximum. K. Al-Jarrah advised the maximum is \$1,000.

9.0 Associate Deans' Updates

Associate Dean, Students

The Associate Dean shared that the New Student Orientation would be the next day in the Heart of the Robbins from 1 – 2 p.m. and encouraged faculty to attend. The Associate Dean shared that the School will have around 22 tables and ideally, they would like to have a faculty member at each table to communicate with the students. We want to approach the new students differently and create this sense of communication with faculty members. Faculty members were encouraged to attend if they had the time. The Associate Dean shared that he had attended the parent orientation, which had a good turn out, and it was exciting to be there.

Associate Dean, Research & International

Currently, all the conference travel funds will go to the department level. The Associate Dean shared that the School has about \$100,000 each year to go toward project-only focused funding. The Associate Dean shared that in the summer he revised the School's former guideline for allocation of seed funding and right now it is in the process of being approved at the Academic Leadership meeting. On September 21st, it will be presented. The Associate Dean shared that a Research Officer at the university level will present on opportunities at university level as well at that time.

The Associate Dean shared that he created a study tour proposal form to be approved by the Academic Leadership Team and a call will be sent out for study tour proposals.

The Associate Dean shared that Sob Retreat held a couple days ago had been wonderful and the results from the event will be updated on our data sheet for EPAS. The Associate Dean shared that we are looking specifically at next February for the EPAS Advisory Committee members to recommend us for eligibility, but our data sheet must be finalized by December.

The Associate Dean shared that the School will have a couple of visiting scholars coming in. In October, there will be four faculty members coming from the university in Prague and a presentation will be held on October 11th. The Associate Dean shared that there will be brown bag research seminars scheduled monthly for the academic year and invitations for three seminars have already been sent out. Another three will be sent out for the next term. The Associate Dean acknowledged A. Taleb's 'best author' award and advised that a few other faculty had received 'best paper' awards. The Associate Dean shared that great progress was made on Ivey publications with five published and five coming.

L. Benson inquired when the criteria would be coming out for the study tour. W. Wei advised that he is creating a proposal form. This form will include the major destinations faculty want to propose, and a sample itinerary. The Dean will send out this form sometime in October. When we receive all the proposals, Academic Leadership Team will look at the potential destinations. The Associate Dean shared that on September 26th, the university will have an event on promoting study abroad programs and a form will be created for the students to fill out particularly to ask them which destinations they would be interested in going to and compare that to what faculty propose.

The Dean advised it is two parts: which study tours are going forward this academic year and who has proposals put together of a study tour to a complement of countries. The Dean shared that we want to have a process to gather that data and adjudicate it. Based on the criteria of MacEwan International and School of Business, it will be decided which ones seem to be the most well developed and the Dean's Office will support sending faculty to that location to develop the itinerary so that when faculty come back the next year, it will go live. The Dean shared that she will not pay money for travel tour operators which is why she is willing to invest in faculty members to be the experts. The Dean shared she would like faculty to spend time at an academic institution. The Dean stressed the importance of having trips to engage with industry so it is not just in a classroom and cultural, but also about visiting businesses and comparing it to here in Canada. The Dean shared she would like students to go to a couple of countries because it is over two weeks. She advised that some questions to consider when filling out the proposal are as follows: What does it look like? What is the cost? Where will you go? Why will you go there? What do you hope to accomplish? Who are our institutional partners there? When faculty go to the location it is important to inquire about their research, if they are teaching oriented, if there is an opportunity for faculty and student exchange and if there is potential for a dual degree program or a whole semester abroad. The Dean advised that ideally faculty should partner up with a colleague with preferably a male and female. The Dean shared that all faculty have this opportunity.

The Dean advised her personal goal for the School is a trip to Southern Africa or Central or South America. The Dean shared that the School has a list from Kimberly Howard of areas that are important to MacEwan International so the School would like to support that as much as they can. The Dean shared it is not just about going to a foreign country, but also learning about the culture, the business and when students return they look for the differences and similarities in how things are done in a different country. We must ask why and how students will benefit from it.

L. Benson inquired about the Dean's perspective on an Alberta study tour. The Dean advised that she has been in discussion with S. Panciuk about work integrated learning outside of the CO-OP and about dedicating funds to take students to warehouses and supply centres to see how they operate and how things get on the shelf. It would not just be for Supply Chain students. The Dean shared her desire to send students to businesses to engage with managers and possibly a senior executive so students understand how a business operates. The Dean asked faculty to let them know of any places they would suggest.

E. Muralidharan if the money for conferences travel within the department is not used, whether it can that money be used for project work. The Dean advised it is up to the Department Chair.

10.0 Chairs' Updates

Department Chair, Accounting & Finance

The Chair introduced two new faculty members: Dorothee Feils, who joined the Finance area of the department, from the University of Alberta and Neetu Sharma, who joined the Accounting area of the department, from the City of Edmonton. Peter Ghattas also joined the department, but is away at a conference and will be introduced at the next meeting.

The Chair shared that they have the Finance Minor starting in the Fall and encouraged faculty to advertise it to their students. The Chair shared that they are holding an event in the fall with the Edmonton Women in Finance. It is a new group that was formed in Edmonton with successful female leaders in finance from places such as AIMCo and Canadian Western Bank and these women will be sharing their story. These women got together last year because they want to attract more young women to the profession because only 15% of people that work in the investment industry are women. There is a lot of support for women in that industry and we want to show them this can be a career path for them. The event will be held on October 16th and more information will be sent out.

Department Chair, Decision Sciences

The Chair shared that they are currently in the process of renewing their SCMA (Supply Chain Management Association) accreditation. It will benefit the graduates as from graduation, they will go for industry designation and this will help them in that process. The Chair shared that they have been working with an industry advisory board on developing the Business Intelligence Minor over the last year which will start Fall 2020. The Chair shared that M. Arnison will be presenting at a case research conference in Orlando in October and that R. Jindal published a paper on Strategic Behaviour.

Department Chair, Organizational Behaviour, Human Resource Management & Management

The Chair introduced their new faculty member, Francoise Cadigan, from Manitoba. The Chair thanked the Dean and T. Kachmar for putting the money back in the departments. The Chair applauded the Dean's initiative to hire new faculty and encouraged faculty to participate in the process.

Department Chair, International Business, Marketing, Strategy & Law

The Chair shared that A. Taleb won an author award and that the department is launching the Honours and encouraged faculty to tell their students about this.

11.0 Library Update (M. King & K. Sobchyshyn)

M. King introduced K. Sobchyshyn as the second librarian working on the School of Business, who may attend School Council meetings on occasion. K. Sobchyshyn comes from Red Deer College and will be focused on the Departments of Decision Sciences and International Business, Strategy and Law. M. King will continue to support the other two departments, but they will be working as a team. A handout was provided to faculty that details the services they provide. They advised that they also meet with students directly if they need guidance on searching or putting together a literature review. They shared that they are also available to serve faculty in terms of research and resources that they need for their research. K. Sobchyshyn advised she has been assisting faculty and students on one of their new

databases, Statista, and can assist faculty with it. It was discussed that they have also been dealing with questions on appropriate places to publish work. Faculty were encouraged to contact them if they were worried about the credibility of a journal they are thinking of publishing in as they could provide them with guidance. They shared they will be looking to present on these topics and databases and how to use incorporate them in the classroom.

12.0 New Business

No new business.

13.0 Announcements

C. Hancock shared that there is input being requested for a new Provost. There is also upcoming training for sexual violence support and IT security training that needs to be completed. The deadline to complete the IT Security Training is September 20th. Faculty were told it is required and they will be locked out of the system if they do not complete it.

M. Annett shared that a feature of our redesigned benefit program is that every November, you can choose your benefits. You can leave it as is or adjust as needed under the GroupNet. Communication will be sent out from Human Resources and there will be a two-week window to make the changes.

M. King shared that on November 22, the Library will have their Late Night at the Library event. This is fully staffed by the Library and the Writing Centre to provide help from 5 p.m. – 1 a.m. so students can come and work on end of term assignments. The Dean shared it might be something to include in syllabus. M. King advised she could send a document on it.

L. Wong shared that the last week in September will be Changemaker Week so the full schedule will be published in the next while. Events include the Community Innovation Challenge and the Columbia Ave (105 Ave) Pop Up and faculty were encouraged to attend.

14.0 Question Period/Open Discussion

None.

15.0 Future Agenda Items/ Next Meeting

The Dean shared that the next meeting is in October. We will keep moving through the process with the faculty evaluations. Once we get the feedback, we will start working on that and our goal is to complete it this term.

R. Jenne inquired about including academic integrity language in our syllabi across the school as some faculty do that and whether that could be discussed. L. Benson advised it had been in the syllabus previously and had been taken out. The Dean advised there is a list of material we are required to include in the syllabus but there is nothing that prevents faculty from putting information about academic integrity in their syllabi.

A. Taleb inquired about the possibility of having access to a system that would help identify plagiarism. The Dean advised you can type the phrase into Google and it will tell you which is free. It was discussed whether SafeAssign was included in Blackboard and the Dean shared she would be happy to bring it up at Dean's Council.

16.0 Adjournment

SOBC-02-2018-09-05

Adjournment was moved by S. Elbarrad. **CARRIED**