

School of Business Council Meeting
Monday, September 25, 2017
4:00 pm – 5:30 pm
Room 9-102 CCC
Minutes

Approved at School of Business Council Meeting on November 2, 2017

1.0 Call to Order

The Chair, Dean Elsie Elford, called the meeting to order at 4:05 p.m. Quorum of 22 was met and exceeded (53).

1.1 New Members

The Dean welcomed new members of council who were present. The following are the new members for 2017-18:

- **New Faculty members:**

- Accounting & Finance:**

- Dominic Roberts

- Akolisa Ufodike

- OB, HRM & MGMT:**

- Theresa Chika-James

- Lisa Shamchuk

- **New Sessionals:**

- Wally Jaciuk, IB, MKTG, Strategy & Law

- Vicky Nie, Accounting & Finance

- New Student selected by SAMU:**

- Shaye Murray

- Decision Sciences:**

- Brian Almquist

- Monica Moreno

- Sunny Wang

- IB, MKTG, Strategy & Law:**

- Evguenia Iskra

- McKay White

- New Academic Advisor:**

- Kirsten Milner

2.0 Brief remarks from Dr. Deb Saucier, President

The President, Dr. Deb Saucier, attended the School of Business Council meeting to consult with faculty members, as she embarks on developing and defining her vision for the University. One of the first steps is listening to, meeting with, and learning from, the MacEwan community. During this process, she will be reaching out to all schools and faculties to gather information on interests and issues. She posed the following question to faculty members and asked for their feedback: “What would you like to see more or less of, and what you like would like to keep the same in relation to the School of Business”. She took notes and answered a few questions.

The following subjects were touched on: importance of continuing to nurture industry connections; students first; student engagement; teaching excellence; innovation in teaching; student opportunities; keeping small class sizes; increasing funding for research; more interdisciplinary sustainability courses; implementing the Truth and Reconciliation Report; International strategies; budget processes.

- **Question:** (R. Jenne): Are career programs, certificates and diplomas at risk?
Response: The President explained that the University has no intention of getting out of diplomas, certificates or undergraduate programs. The President feels all three are critical to a lifelong learning perspective. The President informed members there will be at least two town hall meetings a year, as well as one for students. This is where the University can come together to have a discussion around some of the larger issues.
- If anyone has any further views they would like to share, contact the President at Deborah.Saucier@macewan.ca

2B.0 Cynthia Zutter and Research Services staff members:

The Vice Provost introduced new staff members at Research Services. The Vice Provost thought it would be beneficial for faculty to know where to direct their questions and concerns. She also advised that CAFÉ is now under her direction. The following are Research Services staff:

Nicole Colantin – Admin. Support, assists with Tri-Council, expense claims, and research committees and supports Bryce Wicks with processing grant requests.

Lindsay Drozak – Research Analyst. Projects in process: Data Migration and File Management

Darcy Wong – Grant Facilitator. Processes internal and external grant applications.

Michael MacDonald & Sam Mugo - Two new research officers to help mentor new faculty or any faculty seeking to set up a research program this year.

Bryce Wicks – Financial Officer, coordinates financial administrative needs for the Research Office.

Rebecca Mitchell –Research Ethics Coordinator, assist with research and ethics.

3.0 Approval of Agenda/Consent Agenda

SOBC-01-2017-09-25

MOTION: Moved by Sherif Elbarrad, and seconded by Bruce Thomson that the School of Business Council approve the Agenda/Consent Agenda as presented which includes the following:

3.1 Minutes, School Council Meeting, April 12, 2017

3.2 Executive Committee: (E. Elford, Chair)

3.2.1 Minutes: May 9 & August 31 (For information)

3.2.2 **Motion** – to review & confirm Executive Committee’s decision of May 9 to recommend revisions to Admissions Criteria for Bachelor of Commerce, Asia Pacific & Paralegal Studies

3.2.3 **Motion** – to review and confirm Executive Committee’s decision on August 21 to approve the 2016-17 Annual Report of School of Business Council for AGC (submitted to AGC August 21)

3.2.4 **Motion** – to approve Performance Evaluation Criteria for L. Linaker - Professional Resource Faculty

3.2.5 **Motions** - Elections to School Council:

3.2.5.1 Two Sessional Members (Wally Jaciuk & Vicky Nie)

3.2.5.2 Two School Academic Advisors (MSA) (Kimberly Tavares & Kirsten Milner)

3.3 Business Programs & Curriculum Committee:

(S. Ibach, Chair)

3.3.1 **Motion** – to approve the Annual Report & Workplan

(includes recommendations of new courses, course changes & Master Course Syllabi, which is delegated to BPCC, to be submitted to AGC)

3.3.2 **Motion** – to recommend revisions to the 2018-19 Program of Study for Bachelor of Commerce – Core (G. Lucyk)

3.3.3 **Motion** – to recommend revisions to the Program of Study for 2018-19 for Public Relations (M. Roberts)

3.3.4 **Motion** – to recommend revisions to the Program of Study for 2018-19 for Business Management Major in Insurance and Risk Management (R. Enstroem)

3.4 Faculty Development Committee: (E. Elford, Chair)

3.4.1 **Motion** – to approve the Annual Report & Workplan

3.4.2 **Motion** - Election to FD Committee – One Sessional Member

3.5 Sabbatical Leave Committee: (E. Elford, Chair)

3.5.1 **Motion** – to approve the Final Annual Report and Dissolution of the Committee, which has been replaced by a Collective Agreement Committee

3.6 Update - Academic Governance Council (AGC) Meeting Synopses: April 18, May 11, June 6

The Chair proposed two changes to the Agenda/Consent agenda:

To move the following two items to **5A.0** for further discussion:

1. **3.2.4 Motion** – to approve Performance Evaluation Criteria for Professional Resource Faculty
2. **3.2.6 Motion** - Interpretation of five performance indicators in Collective Agreement 2017-19

SOBC-02-2017-09-25

MOTION TO AMEND CONSENT AGENDA: Moved by Bruce Thomson and seconded by Chris Hancock that the Consent Agenda be amended as noted above.

CARRIED

MAIN MOTION: CARRIED

4.0 Presentations:

4.1 Distinguished Alumni Awards (M. Sinclair, Director, Alumni and Community Engagement)

The Distinguished Alumni awards celebrate accomplishments in careers and contributions made to the community. Faculty were encouraged to nominate a graduate whose contributions to the university or the larger community deserve recognition. A nomination form can be found on the website under Celebrate Our Alumni. Nominations are for the June 2018 Convocation.

4.2 Update – MacEwan International (K. Howard, Executive Director, MacEwan International)

Update on International Students and Education Abroad:

- Confirmed 18 inbound exchange students and 15 outbound
- Over 1,000 international students this term, includes students in the School of Continuing Education
- Attained membership with the United Nations Academic Impact. Required to commit to one project per year.
- Joined Academics without Borders – includes completing a project
- Part of Learning Beyond Borders – increase in number of students engaging in education abroad.
- New Scholarship for international students in a degree program. Terms of Reference developed.
- Budget of \$275,000 for education abroad student programs
- Invite to join three CAFÉ sessions
- Undertaking two institutional wide surveys in October; one for students and one for faculty
- Collaborate with International Offices in Edmonton at other institutions. The following initiatives were established:
 - o Marketing campaign called This is a Place for Learners.
 - o Welcome Booth set up at the Edmonton International Airport. Student volunteers participated.
 - o City-wide welcome event at Shaw. MacEwan participated with 6 other institutions; over 1,800 students were in attendance

For more information or questions, Kimberley can be contacted at HowardK2@macewan.ca

5A.0 Executive Committee (E. Elford, Chair)

Items 3.2.4 and 3.2.6 removed from Consent Agenda

SOBC-03-2017-09-25

MOTION: Moved by Tiffany Kriz and seconded by Bruce Thomson that the School of Business Council approve Performance Evaluation Criteria for Professional Resource Faculty, and the motion in regard to interpretation of five performance indicators in Collective Agreement, 2017-19.

Elsie Elford, Chair, noted that these items were moved because of the need to correct a typo in the Criteria and the interpretation motion that had flowed from a typo in the Collective Agreement. In CA Clause 14.3.4, both “requires improvement” and “needs improvement” were used. Prior to the meeting, C. Hunting had clarified that the preferred word is “requires”. The word “needs” is to be replaced by “requires” wherever it appears in the two documents.

SOBC-04-2017-09-25

MOTION TO AMEND: Moved by Bruce Thomson and seconded by Rohit Jindal to amend the Criteria and the interpretation motion to replace “needs improvement” with “requires improvement” wherever it appears.

CARRIED

Questions and Comments:

R. Jenne stated that the Joint Committee for the Management of the Agreement met recently and are planning to produce an *errata* document. Once an agreement of the corrections has been signed off by both sides an electronic and physical copy will be provided.

MAIN MOTION: CARRIED

5.0 Business Programs and Curriculum Committee:

SOBC-05-2017-09-25

5.1 MOTION: Moved by Michael Roberts and seconded by Frank Saccucci that the School of Business Council recommend revisions to 2018-19 Bachelor of Commerce Degree Regulations, that would allow Minors (initially 18).

Gordon Lucyk, Associate Dean, Students, discussed the following points explaining the revisions to the Bachelor of Commerce Regulations, allowing Minors. Documents were also provided in the package.

- Each major will have a minor which will give students flexibility to specialize in a new minor. Nine minors will be offered in School of Business and nine minors will be provided by the faculty of Arts and Science.
- The 6 credit International Content requirement would be removed, as most courses already are internationalized.
- Recognition in the regulations that students admitted into the Bachelor of Commerce via Block Transfer are not permitted to pursue a minor due to the lack of electives in their Program of Study.
- Reformulating the degree regulations to provide the opportunity for students to have a double major.

The Chair recognized Shelly Brownlee for her significant contributions in bringing us from zero to 18 minors in just over a year.

Questions and Comments:

Mike Sekulic, the University Registrar, asked if the students with 60 credits in advanced standing were prevented from having a minor or do they have to take another 60 credits to achieve the minor.

Gordon responded that this point was discussed at BPCC and it was decided not to allow them to take the minor. He noted there is still an opportunity for them to apply to the Honours program.

The motion was **CARRIED**.

SOBC-06-2017-09-25

5.2 MOTION: Moved by Shankar Subramani and seconded by Murli Muralidharan that the School of Business Council recommend the following new or revised Programs of Study for 2018-19:

- Revisions to Co-operative Education (G. Lucyk)
- Revisions to Accounting Major & Minor (S. Elbarrad)
- New for Minor in Finance (S. Elbarrad)
- Revisions to Human Resources Major & Minor (N. Ouedraogo)
- Revisions to Management Major, Minor, & Honours (N. Ouedraogo)
- Revisions to Marketing Major, Minor & Honours (M. Roberts)

Gordon Lucyk, Associate Dean, Students, discussed two changes (Documents were provided in the package):

1. Removal of Math 112 from the Programs of Study, as Arts and Science no longer offers this course.
2. The current requirements are six credits in ENGL102 and ENGL103. The proposal is to require students to complete three credits with ENGL102 but then they can choose any ENGL course for the other three credits. This allows students to choose their own English classes from the suite of courses offered in that discipline.

The motion was **CARRIED**

6.0 Updates – Dean & Associate Deans

6.1 Elsie Elford, Dean

Allard Chair 2017 - Dr. Ray Muzyka is still available in October and November for classroom visits and meetings. He looks forward to being invited back before his term ends to do more speaking engagements at lectures and in classrooms. He has been a great inspiration for our students and the Dean encouraged faculty members to take advantage of his offer. Contact Bob to arrange a visit.

The 2018 Ad Hoc Allard Chair Selection Committee will commence its work soon. Each department chair is requested to select a faculty member to serve on the committee. This committee will also include a former graduate and a current student. A new Allard Chair is to be in place for January 2018.

Budget process – The president mentioned this earlier on in the meeting, the University will be developing a new budget process but the President was unable to say at this time what it would look like. The School of Business's budget won't change much for this year but changes will likely happen in the next academic year. Town hall meetings will be established for the consultation process and strategic priorities will play a big part on the agenda. The Government of Alberta is also scheduled to come out with a new budget funding model in the next while.

Convocation – takes place on Tuesday, November 21. Chairs, Faculty and staff were encouraged to attend at the Winspear Centre. Faculty members were asked to make other arrangements if they were teaching so they could attend convocation. The Dean would appreciate a large turnout for her last convocation.

6.2 Gordon Lucyk, Associate Dean, Students

Gordon gave an update on student activities:

- Oikos International Conference: Futurelab – October 4-14 in Zurich, Switzerland - Five students attending with Simon O'Byrne (Stantec, former Allard Chair) and B. Pitruniak.
- Enactus Competition: United Nations Sustainable Development Goals Workshop on October 14: Each chair has committed to inviting 10 students
- Business Alumni Committee held a successful event at Towers on September 14.
- European Innovation Academy, July 2017-Eleven students attended, some ended up in the top ten
- Innovation Rodeo, July 10: Student Hire took 1st prize of \$13,000
- President's Medal: Deadline October 8 to nominate a top achieving, graduating student
- Student Advisory Committees: Students had until September 29 to apply. Chairs were to then strike a Student Advisory Committee for each of their departments.

6.3 William Wei, Associate Dean, Research & International – Due to time constraints, this was deferred to next School Council Meeting, on November 2.

7.0 Department Chairs Updates: Also deferred to the next School Council Meeting.

8.0 Motion – Tenure & Promotion Committees

SOBC-06-2017-09-25

MOTION: Moved by Michael Roberts and seconded by Sherif Elbarrad that the School of Business Council ratify the Dean's appointment of three common external tenured members and three common external alternates to serve on each of the department's Tenure and Promotion Committees, as listed below:

Members:

1. Randy Jenne
2. Rohit Jindal
3. Frank Saccucci

Alternates:

1. Mark Arnison
2. Makarand Gulawani
3. Raina Rudko

CARRIED

9.0 Elections

9.1 Collective Agreement Committees:

There were nine nominees for the seven positions on the Workload Review Panel. One person withdrew, leaving eight. As a result, a secret ballot election by School Council members was conducted. There were 36 ballots, with none spoiled. Diana Dempsey was the Faculty Scrutineer. Bob Butler read out the ballots, Darlene Tymchuk counted them, and Manuela Buretia did a recount. The following panel members were elected by School Council:

9.1.1 Workload Review: Seven Members

1. Victor Bilodeau
2. Patti Callaghan
3. Joanne Loh
4. Greg Springate
5. Akolisa Ufodike
6. Ryan Orchard
7. Sundeep Bhangoo

9.1.2 Sabbatical Leave Recommendation Committee: two tenured members (staggered terms)

Nominees:

1. Khalaf Al-Jarrah
2. Sylvia Leskiw

SOBC-07-2017-09-25

MOTION: Moved by Murli Muralidharan and seconded by Tiffany Kriz that the School of Business Council elect members of the Sabbatical Leave Recommendation Committee as noted above.

CARRIED

9.1.3 University Promotion Committee: One tenured member from the School of Business

Nominee:

1. Fernando Angulo

SOBC-08-2017-09-25

Motion: Moved by Rickard Enstroem and seconded by Murli Muralidharan that the School of Business Council elect the member of the University Promotion Committee as noted above.

CARRIED

The Dean noted, and Fernando acknowledged, that he must, without fail, attend the meetings chaired by the Provost on March 21, 22 and 23, 2018.

9.2 School Council Committees (all with staggered terms)

9.2.1 Executive Committee: Two members

Nominees:

1. Noufou Ouedraogo
2. Shankar Subramani

SOBC-09-2017-09-25

MOTION: Moved by Sherif Elbarrad and seconded by Bruce Thomson that the School of Business Council elect the members of Executive Committee as noted above.

CARRIED

9.2.2 Business Programs and Curriculum Committee: at least seven faculty members plus one Department Chair

Nominees:

1. Joanne Loh
 2. Shankar Subramani
 3. Allan Wesley
 4. Mike Annett
 5. Dominic Roberts
 6. Theresa Chika-James
- Dept. Chair: Michael Roberts

SOBC-10-2017-09-25

MOTION: Moved by Murli Muralidharan and seconded by Bruce Thomson that the School of Business Council elect the members of the Business Program and Curriculum Committee as noted above.

CARRIED

(Note: Lorrie Adams was elected to the Committee by Executive Committee, shortly following the School Council meeting. A motion for School Council to review and confirm this decision will be submitted to its November 2 meeting.)

9.2.3 Faculty Development Committee: Two members

Nominees:

1. Khalaf Al-Jarrah
2. Sylvia Leskiw

SOBC-11-2017-09-25

MOTION: Moved by Sundeep Bhangoo and seconded by Frank Saccucci that the School of Business Council elect the members of the Faculty Development Committee as noted above.

CARRIED

10.0 New Business – n/a

11.0 Announcements

Good News! Launa Linaker shared that the CASE Club Team competed in the Alberta Energy Challenge on September 21 in Christina Lake. The team placed 2nd and received a trophy which Launa displayed.

New Faculty Association Sessional Representative: Chris Hancock informed Council that Jacqueline Devlin is the new sessional representative on the Faculty Association Board. Jacqueline is a former Sessional member of School Council.

Business Teaching Skills Symposium – Sherif Elbarrad reminded members of the upcoming symposium on October 12. This symposium is designed to collaborate and share innovation in Teaching. It's a great opportunity to get together to network and celebrate what we do. He noted registration is low for the School of Business faculty members and asked if they would consider attending the event.
(Note: The message was resent to all faculty members on September 26 by D. Tymchuk.)

12.0 Question Period/Open Discussion

Performance Evaluations - R. Jenne wanted to add that he felt it was important to ensure all members who are given a performance evaluation are aware there is now a five-point scale that ranges from Meritorious to Unsatisfactory and that applies to teaching service and scholarships. The criteria by which faculty is rated is written by people within the School of Business. Members must ensure those criteria are up to date and are measured correctly. He wanted to know if the Dean was going to strike a committee for review.

Dean's response: Under the new collective agreement the Dean has been tasked with writing the draft in consultation with Executive Committee.

13.0 Future Agenda Items/Next Meeting (November 2)

- Curriculum approvals
- Update on Strategic Plan

14.0 Adjournment: 5:30 pm

SOBC-11-2017-09-25

Adjournment was moved by M. Roberts

CARRIED

Minutes completed by D. Tymchuk, edited by B. Butler, reviewed by Executive Committee