1.0 Call to Order
The meeting was called to order at 5:47 p.m.

2.0 Adoption of Agenda
Item 9.2.1 Revised Academic Governance Council Bylaws moved to item 7.1.1. It was noted that item 9.1 Establishment of Ad Hoc Committee on Faculty/School Councils should be “for decision”. 11.1 Academic Titling and Potential Role of AGC will include a decision component.

AGC-01-01-19-2010
Moved by Cathryn Heslep, seconded by John-Paul Hermano THAT the agenda for January 19, 2010 be adopted as amended.

Carried

3.0 Approval of November 17, 2009 Minutes
Item 7.2 Dean, AGC Executive Committee Election of Minutes should read “dean/associate dean” (changed from “dean/association dean”).

AGC-02-01-19-2010
Moved by Joanne Minaker, seconded by David McLaughlin THAT the minutes of November 17, 2009 be adopted as amended.

Carried
4.0 Report of the President
President Paul Byrne updated the Council members on MacEwan’s budget in light of the forthcoming February 9, 2010 Government of Alberta budget. Although it is anticipated that there will be no increases in funding for MacEwan, there have been scenarios built to address this.

President Byrne made note of Shannon Szabados, former goaltender of the MacEwan men’s hockey team, having been chosen as goalie for the Canadian women’s Olympic hockey team. Jeremy Potter, a Bachelor of Physical Education student and Griffins men’s volleyball team member, was congratulated on his January 12, 2010 Olympic torch bearer run in Lloydminster.

The AGC was updated on the planning and development of the University Service Centre, which will be the new administrative space on the top level of the City Centre Parkade. The 60,000 square foot office complex will free up space for faculty and student teaching and learning activities. The project is currently on time and on budget, with a targeted completion date of March 2011.

5.0 Board of Governors Report
The Board report for December 10, 2009 was included in the meeting package. President Byrne announced William Grieve as a new member of the MacEwan Board of Governors. Council members were informed that the Board approved the initiative presented at the December meeting to utilise allocated reserves so that proposed programming initiatives can go forward.

6.0 Report of the Provost and Executive Vice President Academic
Janet Paterson-Weir reported that her office had been working hard with the Board and the Ministry regarding program proposals. The Budget Planning Strategy that was approved by the Board outlines the new program proposals that will be going forward (Bachelor of Communication Studies and Accounting Major in the Bachelor of Commerce, both of which require Campus Alberta Quality Council approval) as well as the proposal to launch the Music degree in 2011.

On February 16 the Campus Alberta Quality Council Board meeting will be held at MacEwan. This will provide an opportunity to highlight what has been accomplished at MacEwan as well as discuss planning for new programming that requires CAQC approval.

Under the chairmanship of Peter Vogel, the MacEwan Academic Vision Committee has started the process of reviewing and refreshing the University vision statement. Part of the process will include forums where people will be invited to discuss “A New Vision for a New University”.

AGC welcomed new Council member Diane Symbaluk from the Faculty of Arts and Science.

7.0 Committee Reports

7.1 Bylaws Review Committee
7.1.1 Revised Bylaws
The Bylaws Review Committee presented the revised AGC bylaws noting that further revisions had been made based on the feedback from AGC members at the November 17, 2009 AGC meeting. Additional revisions were suggested:

- Under section 7.0 Membership of Council, 7.1.5 not include “Administrative” staff members as there was sufficient representation covered under 7.1.4.
- Clarification that “Board appointees” wording in 7.1.5 reflects that these members will be elected.
The following amendment was made to the Bylaws: section 8.0 Nomination Process, 8.4, change “Support, Supervisory, and Administrative” to “Support, Supervisory, or Administrative.”

**AGC-03-01-19-2010**
Moved by Shahidul Islam, seconded by Ruth Stewart THAT the Academic Governance Council approve the revised B3000: Academic Governance Council Bylaws as amended, effective upon endorsement by the Board of Governors.

Carried (1 opposed)

**AGC-04-01-19-2010**
Moved by David McLaughlin, seconded by Cristina Anton THAT motion AGC-03-01-19-2010 be rescinded.

Carried

The following amendment to the Bylaws was made:

7.1.5 The Council has two Support/Supervisory staff members, whose professional responsibilities relate to academic or student services processes, who will be elected and ratified as Board appointees.

All other references to “Support, Supervisory and Administrative Staff” throughout the Bylaws would read “Support/Supervisory Staff.”

**AGC-05-01-19-2010**
Moved by Shahidul Islam, seconded by Paul Byrne THAT the Academic Governance Council approve the revised B3000: Academic Governance Council Bylaws as amended, effective upon endorsement by the Board of Governors.

Carried

### 8.0 AGC Governance

#### 8.1 Nominations Committee Member

Due to Lucio Gelmini’s appointment to the position of Vice-Chair of the Academic Governance Council, a faculty member representative for the Nominations Committee was required. The floor was open for nominations from Council. Cristina Anton was nominated to the Nominations Committee. The nomination was accepted by AGC.

**AGC-06-01-19-2010**
 Moved by David McLaughlin, seconded by Michael Stock THAT Cristina Anton be appointed to the Nominations Committee for a term ending August 31, 2012.

Carried

#### 8.2 Honourary Distinguished Citizen Review Committee

Chris Hancock, Chair of the Nominations Committee, presented the Committee’s recommendation that nominees be sought at the meeting for an AGC member for the Distinguished Citizen Selection Committee. The AGC was informed that if more there was more than one nominee, an election would be held. Kevin Hood and Matthew Mowbrey were nominated for the position, with Kevin Hood declining the nomination.
AGC-07-01-19-2010
Moved by Chris Hancock, seconded by Brendon Legault THAT Matthew Mowbrey be appointed to the Distinguished Citizen Selection Committee for a one-year term. Carried

9.0 Business Arising
9.1 Establishment of Ad Hoc Committee on Faculty/School Councils
Cristina Anton presented a motion to establish an ad hoc committee to examine the potential of Faculty/School Councils at MacEwan. Joanne Minaker asked what the next step would be if the motion passed. Cristina replied that this would be to form the committee, including a role for Nominations Committee. It was suggested that the motion could be clarified so that the intent about the Ad Hoc Committee investigating the issue for recommendation to AGC was clear.

AGC-08-01-19-2010
Moved by Cristina Anton, seconded by Rafat Alam THAT Academic Governance Council approve the establishment of an ad-hoc committee regarding Faculty/School Councils. The ad-hoc committee will make recommendations about the possible structure, role and subordination of these councils. The composition of the ad-hoc committee should respect the membership structure of the Academic Governance Council.

9.2 Research Ethics Board Update
Rodney Schmaltz, Chair, updated AGC about the ongoing work of the Research Ethics Board (REB). The REB has reviewed approximately 40 applications this year. Rodney announced that the REB would be holding another education session in the spring for REB members and the public; they are still in the process of lining up speakers. The REB will also be responding to the future revisions to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS). These guidelines for research ethics, which are required to be followed by any institution receiving funds from the federal granting agencies (Canadian Institutes of Health Research, The Natural Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities Research Council of Canada), are still undergoing revisions. Rodney noted that as soon as the final version of the TCPS is released the changes would be incorporated into the REB’s policy, C5052: Ethical Review of Research with Human Participants. The website for researchers is in development and Council was told that it should be up and running in the next couple of months.

Lucille Mazo asked if there were any major changes anticipated in the new TCPS. Rodney replied that from the current draft it appears that the Panel is attempting to make the TCPS more inclusive with more guidance on areas such as qualitative research and research with Aboriginal populations, but functionally there will not be many changes required to the operations of the REB.

9.3 Animal Care and Ethics Committee Update
Melike Schalomon, the Chair of the Animal Care and Ethics Committee (ACEC), updated AGC on the continued work of the ACEC. Melike explained that the Committee was beginning to look at its membership and other requirements for certification by the Canadian Council on Animal Care (CCAC). The Committee has received various recommendations from the CCAC regarding certification, including the recommendation that animal care at MacEwan become centralized to simplify the animal care process. As of September 1, 2009 the Committee has begun to review applications at MacEwan.

Barry Boroditsky inquired whether there were any programs currently working with animals at MacEwan. Melike replied that the Biology program currently uses animals in teaching demonstrations and there is a proposal for a zebrafish research lab in the department of Psychology. Melike noted that the earliest that CCAC certification could be anticipated would be Fall 2011 due to the nature of the certification process.
10.0 Committee Reports

10.1 Executive Committee Minutes: November 2, 2009
The minutes of the November 2, 2009 AGC Executive Committee meeting were presented for information.

10.2 Academic Policies Committee
10.2.1 Policy C5065: Faculty Evaluation for Instructional Faculty
Susan May, Chair of the Academic Policies Committee, presented the revised Policy C5065, originally presented to Council at the November 17, 2009 AGC meeting.

Ruth Stewart asked for clarification regarding item 3.4 regarding peer review: “an ASAC review of teaching dossier” was for appointment to a position or for peer review. Susan responded that this was included to clarify that peer review of teaching dossiers are done by Academic Staff Appointment Committees (ASACs) for faculty requesting continuing appointments after their three year probationary period.

Shahidul Islam queried whether this policy meant that after a faculty member is reviewed for a continuing appointment they will no longer be subject to peer review for teaching. Susan replied that there are many requirements and elements for faculty evaluation for probationary faculty members. In terms of continuing faculty members, student evaluations and annual reports are required; peer review of teaching is not currently a requirement.

AGC-09-01-19-2010
Moved by Barry Boroditsky, seconded by Denise Roy THAT Academic Governance Council approve revised Policy C5065: Faculty Evaluation for Instructional Faculty, effective July 1, 2010, as recommended by the Academic Policies Committee.

Carried

10.2.2 Policy C5066: Faculty Evaluation for Non-Instructional Faculty
Susan May presented Policy C5066 for approval. Susan explained that this policy resulted from the fact that the C5065 is limited to instructional faculty, and so this policy addresses non-instructional faculty, who have very different roles. The Library and Student Services and other categories have existing processes and criteria for their faculty members and so the Committee attempted to parallel and complement the faculty evaluation process outlined in C5065 in this policy for non-instructional faculty.

Discussion and questions focused largely on those involved in various aspects of the review process, particularly the role of Chairs in conducting reviews and students as “stakeholders” in the review process. An amendment to add “Chairs” to a number of the clauses was proposed and defeated.

AGC-10-01-19-2010
Moved by Cathryn Heslep, seconded by Craig Gnauck THAT Academic Governance Council approve Policy C5066: Faculty Evaluation for Non-Instructional Faculty, effective July 1, 2010, as recommended by the Academic Policies Committee.

Carried (3 opposed)

10.3 Admissions and Selections Committee
10.3.1 Music and Public Relations Programs
Stefanie Ivan, Chair of the Admissions and Selections Committee, presented the Music Program and Public Relations Program admission criteria for information, with no changes recommended.

10.3.2 Office Assistant Program
Stefanie Ivan presented the changes to the admission criteria of the Office Assistant Certificate Program, Medical Major. Stefanie explained that the Medical Major involves a Field Placement in a medical environment. In order to participate in the field placement students are required to have security clearance and updated immunizations. The change in the admission criteria would only admit students conditionally until they provide proof of both immunization and a security check to ensure that these requirements are met prior to their field placement.

AGC-11-01-19-2010
Moved by Joanne Minaker, seconded by Cristina Anton, THAT Academic Governance Council approve the changes to the admission criteria for the Office Assistant Program, Medical Major only, effective for the Fall 2011 intake of the program, as recommended by the Admissions and Selections Committee (December 16, 2009).

10.4 MacEwan Sabbatical Leave Committee
10.4.1 Annual Report and Work Plan
Susan May, Chair of the MacEwan Sabbatical Leave Committee, presented the Committee’s annual report and work plan for Council’s information. Susan noted that the Committee had a very successful first year and thanked the Committee members.

AGC-12-01-19-2010
Moved by Barry Boroditsky, seconded by Shahidul Islam THAT Academic Governance Council accept for information the MacEwan Sabbatical Leave Committee Annual Report for 2009-2010 and Work Plan for 2010-2011 as submitted.

10.5 Strategic and Resource Planning Advisory Committee
10.5.1 Ratification of Committee Co-Chair
The Strategic and Resource Planning Advisory Committee held its first meeting on November 30, 2009 and chose David Patterson as Committee Co-Chair. This is being brought forward for ratification by AGC, as per the Committee’s Terms of Reference.

AGC-13-01-19-2010
Moved by Chris Hancock, seconded by John-Paul Hermano THAT Academic Governance Council ratify the election of David Patterson as Co-Chair, Strategic and Resource Planning Advisory Committee for a one-year term.

11.0 Other Business

11.1 Academic Titling and Potential Role of AGC
Lucio Gelmini stepped into the position of Chair for this portion of the meeting. Janet Paterson-Weir, Provost and Executive Vice President Academic, presented on “Academic Title: Discussion of Possible Roles and Responsibilities” for AGC’s information. Following the presentation the following points were discussed.

• Should consideration be given to associate as well as assistant professor titles?
• Need for clarity in AGC’s role in the process
  o Future role for Standing Committee, with professional consultants providing expertise, given complexity and amount of work to be done
  o Create and approve university guidelines/standards
  o Approve departmental standards (for those departments/disciplines that want to move forward with this now)
• If joint Academic Title Committee will continue, how will it relate to/communicate with AGC?
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- Existing Committee has expertise that needs to be tapped into
- AGC is the academic approval body

- Need for “immediate” action (interim solution); at the same time recognition that this is a long process
- Acknowledgement that this interim solution is an important step for those wanting to move forward with assistant professor designation; at same time, need to work further on what those in certificate and diploma programs want, those who are not engaged in research want, through further discussion, consultation, perhaps a survey
  - “healing” between groups
  - how do we see MacEwan as an institution?
- Guidelines need to consider examples from comparable institutions

A motion was brought forward to establish an ad hoc committee to move forward on this area. Discussion surrounding the motion included:
- Academic Title Committee has expertise, include some of those members on ad hoc Committee
- Ad Hoc or Standing Committee? Ad Hoc as dealing specifically with interim solution (assistant professor level)
- Removal of sentence re: role of AGC and departmental standards: seen as too directive, not flexible enough, although it was understood that AGC would approve departmental standards
- Should motion be broader, as the interim solution is just one piece of the puzzle?
- Best to focus on the interim solution, or will be caught up in needing to determine the total process
- Membership of ad hoc committee:
  - Not just faculty/school but also divisions
  - Those from outside AGC could be elected
  - If committee reflects AGC, does this mean students would be members? Students may not see the need to be on the committee
  - Composition depends on what the role of the Committee is, what we want it to do
  - Strike an ad hoc committee to develop terms of reference for the committee, then can be clear on what the committee will be doing; some see the work of this committee as urgent, this could delay any action

AGC-14-01-19-2010
Moved by Rafat Alam, seconded by David McLaughlin THAT Academic Governance Council establishes an ad-hoc committee to develop the university guidelines for the interim titling of “assistant professor” level. The committee should be open to outside members and composition should reflect the composition of Academic Governance Council.

Carried (3 opposed)

12.0 Question Period
Rafat Alam asked if there was a possibility of calling a special February AGC meeting because an interim solution regarding titling needed to be expedited. Janet Paterson-Weir explained that the AGC Executive Committee and the Nominations Committee could meet together and discuss the process.

Chris Hancock asked about changes with the new Sabbatical Leave Policy, and possible funding issues now that sabbatical leaves are separate from Faculty Development. Janet Paterson-Weir replied that an overall amount is contributed from the University as outlined in the Collective Agreement.

13.0 Future Agenda Items/Next Meeting
Next Meeting: Tuesday, March 9, 2010, 5:45 p.m. – 8:45 p.m., Room 105, South Campus.

14.0 The meeting was adjourned at 8:44 p.m.