MINUTES

Chair: Janet Paterson-Weir  
Vice-Chair: Lucio Gelmini

Members Present:  
- Rafat Alam  
- Cristina Anton  
- Mark Arnison  
- Leslie Blyth  
- Sharon Bookhalter  
- Barry Boroditsky  
- Paul Byrne  
- Elsie Elford  
- Chris Hancock  
- John-Paul Hermann  
- Cathryn Heslep  
- Kevin Hood  
- Allan Gilliland  
- Craig Gnauck  
- Susan May, Chair, Academic Policies Committee  
- Joan Fraser, Registrar, Registrar’s Office  
- Melike Schalomon, Chair, Animal Care and Ethics Committee  
- Davar Rezania, Chair, MacEwan Curriculum Committee  
- Matthew Mowbrey  
- Dennis Pfeffer  
- Brent Quinton  
- Denise Roy  
- Ruth Stewart  
- Michael Stock  
- Diane Symbaluk  
- Pamela Taylor  
- Adele Wardley  
- Wayne Williams

Regrets:  
- Chery-Ann Hoffmeyer  
- Alice Nycholat

Presenters:  
- Lynn Feist, Chair, Distance and Distributed Education Committee  
- Dorothy Ritz, Graduate Studies Liaison

Secretariat:  
- Peter Geller  
- Kim Warkentine (Recorder)

1.0 Call to Order  
The meeting was called to order at 5:46 pm.

2.0 Adoption of Agenda  
The agenda for the March 9, 2010 Academic Governance Council (AGC) meeting was adopted as presented.

AGC-01-03-09-2010  
Moved by J. Minaker, seconded by S. Islam THAT the agenda for March 9, 2010 be adopted as presented.

Carried

3.0 Approval of January 19, 2010 Minutes  
The minutes of the January 19, 2010 AGC meeting were adopted as presented in the March 9, 2010 AGC meeting package.

AGC-02-03-09-2010  
Moved by R. Stewart, seconded by C. Anton THAT the minutes of January 19, 2010 be adopted as presented.

Carried
4.0 Report of the President
Paul Byrne, President and CEO of Grant MacEwan University (MacEwan), presented the Report of the President. Four items were presented to AGC for information:

Program initiatives:
- Official announcement of Bachelor of Music program implementation held February 23, 2010 at Centre for the Arts and Communications (CFAC).

Model for the Single Sustainable Campus:
- A video presentation of the proposed single sustainable campus was presented. This was previously presented to the external community and the media.
- The President explained that this concept would be a 20-25 year plan and that the presentation shown to Council was based on concepts for the one campus model.
- The President noted that it is critical to the long-term benefit of the institution to consolidate MacEwan’s services and campuses to one site. Funding will be sought from the province and from private donors, much like the funding model for the Robbins Health Learning Centre.

University Service Centre:
- Construction has begun for the University Service Centre, which is located on the top of the 109 Street parkade.

MacEwan Budget:
- Received official notice from the Ministry of Advanced Education and Technology that the grant for MacEwan will be $103 million for 2010-11, resulting in a shortfall of $5.5 million in grant funding.
- Reserves of $14.1 million will be used to bridge this funding gap over the next several fiscal years.
- A number of strategies are being looked at for this new budget environment, predicated on maintaining MacEwan’s current level of enrolment including:
  - Complement control for staffing; this does not affect the hiring of academic staff required for program needs;
  - Reengineering business processes and consequent cost reductions;
  - Closure of the City Centre Campus pool and conversion to fitness facilities.

5.0 Board of Governors Report
The Board of Governors Report for February 18, 2010 was included in the March 9, 2010 AGC package. Paul Byrne, President and CEO of MacEwan, announced that Chaldeans Mensah has been re-elected as the MacEwan Faculty Association representative on the Board of Governors. As the term of the current Chair, Eric Young will end on June 20, 2010, a new Chair is to be appointed by the Minister for Advanced Education and Technology.

The President noted that the unfortunate release of the pool closure and conversion information necessitated a curtailment of the normal discussion and consultation process. The closure and conversion responds to two things: firstly, the $528 000 deficit in terms of the annual costs of running the pool; and secondly, the growing requirement for fitness space at City Centre Campus.

The needs of the students in the Physical Education program was acknowledged as a priority. As there are public pools within a close proximity to MacEwan, and that to properly repair the MacEwan pool would cost an estimated $2.8 million, the current plan is the most feasible. The planned conversion will allow for the potential of a future conversion back to a pool when funds are available. The three full-time employees of the pool will be offered redeployment opportunities. In response to questions regarding consultation with students, it was noted that an information session would be held later in the week.

Note: On March 18, 2010 it was announced that the decision to close the aquatics facility was deferred until a
thorough review is conducted. An internal review task team will be struck and recommendations will be brought forth to the University by March 31, 2011.

6.0 Report of the Provost and Executive Vice-President Academic
Janet Paterson-Weir, Provost and Executive Vice-President Academic, reported on the following programs:
- The Ministry of Advanced Education and Technology has required MacEwan to offer the Wound Management and Cardiac Nursing programs as “post-basic certificates,” instead of post-diploma certificates.
- Bachelor of Commerce, Accounting Major will be going to the Minister for approval based on the recommendation from Campus Alberta Quality Council, with a possible program launch in 2011.
- As noted previously, the Bachelor of Music degree was announced for a fall 2011 implementation. As it is initially self-funded, tuition fees will reflect this.

7.0 AGC Governance

7.1 Academic Governance Council Elections for 2010-12
Janet Paterson-Weir, Chair of AGC, drew members’ attention to the upcoming AGC elections. The Elections Procedures for Academic Governance Council Spring 2010 and the AGC Membership List (including term deadlines) were included in the March 9, 2010 meeting package.

7.2 Ad Hoc Committee on Faculty Standards Terms of Reference
The Chair presented the Ad Hoc Committee on Faculty Standards (AHCFS) Terms of Reference for decision. The AGC Executive Committee and Nominations Committee met January 29, 2010 to discuss the AHCFS mandate, responsibilities, the composition of AHCFS, as well as some suggested timelines.

The Chair explained that the name of the Committee had changed from “Ad Hoc Committee on Assistant Professor Title” to “Ad Hoc Committee on Faculty Standards” as the latter was externally recognized.

There were requests to amend the composition section of the AHCFS Terms of Reference to better reflect the 60% academic staff member composition of the AGC. An amendment was put forth to increase the Academic Staff members from six to seven.

AGC-03-03-09-2010
Moved by R. Stewart, seconded by D. Symbaluk THAT Academic Governance Council amend section 4.0: Composition of the Ad Hoc Committee on Faculty Standards Terms of Reference from "six academic staff members" to "seven academic staff members."

Carried

The motion was put forward to accept the AHCFS Terms of Reference with the amendment “seven academic staff members.”

AGC-04-03-09-2010
Moved by R. Alam, seconded by W. Williams THAT Academic Governance Council approve the Terms of Reference of the Ad Hoc Committee on Faculty Standards as amended.

Carried

7.3 Nominations Committee
7.3.1 Ad Hoc Committee on Faculty Standards Nominations
Chris Hancock, the Chair of the Nominations Committee, presented for AGC approval the slate of Ad Hoc Committee on Faculty Standards nominees. Further to the amended composition of the Committee, Aimee Skye was nominated to the AHCFS as an additional academic staff member.
AGC-05-03-09-2010
Moved by J. Minaker, seconded by R. Alam THAT Academic Governance Council nominate Aimee Skye as an additional academic staff member to the Ad Hoc Committee on Faculty Standards. Carried

It was moved to accept the AHCFS nomination slate with the addition of academic staff member Aimee Skye.

AGC-06-03-09-2010
Moved by C. Hancock, seconded by D. McLaughlin THAT Academic Governance Council approve the following members for the Ad Hoc Committee on Faculty Standards: Rafat Alam, Lyle Benson, Kevin Hood, Allan Gilliland, Colleen Maykut, Cyrus Panjvani, Elsie Elford, Sharon Hobden, David McLaughlin, Denise Roy, Jason Campbell, and Aimee Skye. Carried

7.4 Ad Hoc Committee on Faculty/School Councils Terms of Reference
The Chair presented the Ad Hoc Committee on Faculty/School Councils Terms of Reference, as recommended by the AGC Executive Committee, for decision.

AGC-07-03-09-2010
Moved by B. Boroditsky, seconded by C. Anton THAT Academic Governance Council approve the Terms of Reference of the Ad Hoc Committee on Faculty/School Councils. Carried

8.0 Committee Reports
8.1 Executive Committee Minutes
The Chair presented the AGC Executive Committee meeting minutes for December 17, 2009 and January 29, 2010 for the information of the AGC.

8.2 Academic Policies Committee
8.2.1 Policy C1020: Course Approvals and Changes
Susan May, the Chair of the Academic Policies Committee, presented the revised Policy C1020: Course Approvals and Changes for approval. S. May highlighted the following major changes to the policy; further changes were noted in the March 9, 2010 AGC meeting package:

- Mandatory course review changed from every 3 years to every 5 years.
- Policy item 4.1.3: the role of curriculum committees in reviewing Master Course Syllabi (MCS).
- 4.2.3: changes to MCS should align with approved programs of study and published timelines for calendar production.

AGC-08-03-09-2010
Moved by M. Stock, seconded by D. Roy THAT Academic Governance Council approve the revised Policy C1020: Course Approval and Changes, effective July 1, 2010, as recommended by the Academic Policies Committee (February 2, 2010). Carried

8.2.2 Policy C 2000: Subsequent Baccalaureate Credential
Susan May presented revised Policy C2000: Subsequent Baccalaureate Credential for approval. S. May explained that changes were made to provide clarity to the procedure of addressing the needs of students who are interested in pursuing a second or subsequent baccalaureate credential, to be applied in 2010-2011 to Bachelor of Arts, Bachelor of Commerce and Bachelor of Science programs.
AGC-09-03-09-2010
Moved by S. Mehsuria, seconded by M. Arnison THAT Academic Governance Council approve the revised Policy C2000: Subsequent Baccalaureate Credential, effective July 1, 2010, as recommended by the Academic Policies Committee (February 2, 2010).

Carried

8.2.3 Policy C2020: Grading
Joan Fraser, Registrar, presented revised Policy C2020: Grading for approval. J. Fraser explained that the policy revision was restricted to clause 4.3.2 regarding the grade of IN (Incomplete). In response to a question regarding why the fee for applying for an incomplete would not appear in the policy, J. Fraser explained that if the fee were included in the policy, every time that the fee was changed the policy would need to be revised.

In reply to the question about what would happen if an instructor wanted to give a student a grade of incomplete without the student applying for the incomplete, J. Fraser noted that under the revised policy this would not be possible as there needs to be a clearly documented process for granting a grade of Incomplete.

AGC-10-03-09-2010
Moved by C. Hancock, seconded by H. Symonds-Brown THAT Academic Governance Council approve the revised Policy C2020: Grading, effective July 1, 2010, as recommended by the Academic Policies Committee (February 2, 2010).

Carried

8.2.4 Policy C 2040: Study Abroad (currently International Study)
Susan May, the Chair of the Academic Policies Committee (APC), presented revised Policy C2040: Study Abroad for approval. S. May noted that this policy was approved by AGC in April 2009 (Motion AGC-07-04-14-2009). At that time a subsequent motion was approved “THAT Policy C2040 be referred back to the APC to make any changes to the policy required by the change of name to “International Study” (Motion AGC-09-04-14-2009). Since then, APC had consulted with MacEwan International Director, Rick Lewis. Based on R. Lewis’s advice, the APC proposed to change the name of Policy C2040 from “International Study” to “Study Abroad”.

AGC-11-03-09-2010
Moved by W. McLeod, seconded by C. Heslep THAT Academic Governance Council approve the revised Policy C2040, including the change of name to “Study Abroad,” effective July 1, 2010, as recommended by the Academic Policies Committee (February 2, 2010).

Carried

8.2.5 Policy C 5053: Animal Care and Ethics
Susan May presented the revised Policy C5053: Animal Care and Ethics for approval. S. May explained that the policy had been revised to reflect the accreditation requirements of the Canadian Council on Animal Care (CCAC). It was explained that CCAC accreditation is very important to the Bachelor of Science program.

AGC-12-03-09-2010
Moved by D. Symbaluk, seconded by C. Anton THAT Academic Governance Council approve the revised Policy C5053: Animal Care and Ethics, effective July 1, 2010, as recommended by the Academic Policies Committee (February 2, 2010).

Carried
8.3 Animal Care and Ethics Committee
8.3.1 Animal Care and Ethics Committee Terms of Reference
Melike Schalomon, Chair of the Animal Care and Ethics Committee (ACEC), presented the Committee’s Terms of Reference for approval. M. Schalomon explained that the Terms of Reference as presented are one of the requirements for the CCAC “Certificate of Good Animal Practice”. In response to a question on the Committee’s composition, it was noted that the student members are from Biology and Psychology, as these were currently the only students at MacEwan using animals within their programs.

AGC-13-03-09-2010
Moved by D. Pfeffer, seconded by J. Minaker THAT Academic Governance Council approve the Terms of Reference for the Animal Care and Ethics Committee as presented. Carried

8.4 MacEwan Curriculum Committee
8.4.1 Disability Management in the Workplace Diploma Suspension
Davar Rezania, Chair of MacEwan Curriculum Committee (MCC), presented the recommendation to suspend the Disability Management in the Workplace Diploma program in the Faculty of Health and Community Studies. D. Rezania noted some of the factors behind the suspension: no academic staff would be terminated as a result of the program suspension; it is a cost recovery program with declining numbers; and students prefer the certificate option choosing not to carry on for the diploma.

AGC-14-03-09-2010
Moved by R. Stewart, seconded by S. Mehsuria THAT Academic Governance Council approve the suspension of the Disability Management in Workplace diploma program effective May 1, 2010, as recommended by the MacEwan Curriculum Committee (January 18, 2010), and forward the recommendation to the Board of Governors for approval. Carried

8.5 Distance and Distributed Education Committee
8.5.1 Distance and Distributed Education Committee Terms of Reference
Lynn Feist, the Chair of the Distance and Distributed Education(DDE) Committee, presented the Committee’s Terms of Reference for approval. The DDE Committee’s Terms of Reference were approved at the November 17, 2009 meeting of the AGC (Motion AGC-18-11-17-2009). The AGC requested at that time that the DDE Committee review the Composition section, particularly in terms of increasing faculty representation. L. Feist made note of the changes to the Composition, explaining that there were now six (instead of four) faculty members and that some members had been changed to non-voting resource members.

In response to the question of how many members there are in the DDE Committee composition, L. Feist replied that there are twenty-two members but one of the challenges is finding the full faculty member complement for the Committee.

AGC-15-03-09-2010
Moved by P. Byrne, seconded by K. Hood THAT Academic Governance Council approve the revised Terms of Reference for the Distance and Distributed Education Committee. Carried

8.6 Faculty Evaluation Committee
8.6.1 Faculty Evaluation Committee Terms of Reference
Denise Roy, Co-Chair of the Faculty Evaluation Committee, presented the Committee’s Terms of Reference for approval.

**AGC-16-03-09-2010**

Moved by D. McLaughlin, seconded by B. Legault THAT Academic Governance Council approve the Faculty Evaluation Committee Terms of Reference.

Carried

### 9.0 Other Business

#### 9.1 Presentation: Convocation

Joan Fraser, Registrar, informed the AGC about Convocation:
- Spring 2010 Convocation will be held June 17 & 18;
- Anticipate that close to 1550 students will convocate in June 2010;
- Some programs only graduate in the fall but the Registrar’s Office will accommodate those students who request to convocate in the spring;
- Two major awards are given to students at convocation: the Governor General’s Collegiate Bronze and the MacEwan Medal of Academic Excellence.

#### 9.2 Presentation: Where They Are, Where They Will Be: The Journey to Graduate School and Professional Education

Dorothy Ritz, Graduate Studies Liaison, presented to AGC about MacEwan students continuing to graduate school and the resources that MacEwan has available to students who are interested in applying. D. Ritz explained that her job as Graduate Studies Liaison entails the following:
- Providing information and resources about graduate schools;
- Tracking MacEwan graduates;
- Connecting with graduate schools.

D. Ritz reported that there is a growing awareness of degrees offered at MacEwan, and that MacEwan students have been successful at applying for SSHRC grants, resulting in excellent prospects for acceptance into graduate studies.

### 10.0 Question Period

In response to a question regarding revisions to the MacEwan budget, the Chair noted that the Strategic and Resource Planning Advisory Committee would be reviewing the strategic directions and presenting to Academic Governance Council.

### 11.0 Future Agenda Items/Next Meeting

The University Vision will be a future AGC meeting topic.

Next Meeting: Tuesday, April 20, 2010, 5:45 p.m. – 8:45 p.m., Room 9-102, City Centre Campus.

### 12.0 The meeting was adjourned at 8:32 p.m.