1.0 Call to Order
The meeting was called to order at 2:05 p.m.

2.0 Adoption of Agenda
The agenda for the June 15, 2010 Academic Governance Council (AGC) meeting was adopted as presented.

AGC-01-06-15-2010
Moved by D. Roy, seconded by D. McLaughlin THAT the agenda for June 15, 2010 be adopted as presented in Agenda Item 2.0. Carried

3.0 Approval of May 18, 2010 Minutes
The minutes of the May 18, 2010 AGC meeting were adopted with amendments to the following:

- Item 8.4.1: Wording of first and second bullet on page 6 of the June 15, 2010 meeting package, as follows:
  - from "In comparison to requirements for Assistant Professors at other universities, it seemed that..." to "In comparison to requirements for Assistant Professors at other universities, concern was voiced that..."
  - from "Regarding ‘Evidence of Scholarly Activity’ (section 3), the diversity of scholarly activity that takes place at MacEwan..." to "Regarding ‘Evidence of Scholarly Activity’ (section 3), it was suggested that the diversity of scholarly activity that takes place at MacEwan..."
AGC-02-06-15-2010
Moved by R. Alam, seconded by E. Elford THAT the minutes of May 18, 2010 as presented in Agenda Item 3.0 be approved as amended.

Carried

4.0 Report of the President
Paul Byrne, President and CEO of Grant MacEwan University was not able to attend the June 15, 2010 AGC meeting and so no report was made.

5.0 Board of Governors Report
The Board of Governors Report for May 20, 2010 was included in the June 15, 2010 AGC package (Agenda Item 5.0). Included was information on the membership of the Presidential Search Committee.

6.0 Report of the Provost and Executive Vice-President Academic
Janet Paterson-Weir, Provost and Executive Vice-President Academic, reported on the following items:
- Spring convocation: Council members were invited to attend the convocation ceremonies held on June 17 and 18 at the Winspear Centre.

7.0 Committee Reports

7.1 Executive Committee Minutes
The Chair presented the AGC Executive Committee meeting minutes for the May 4, 2010 meeting for the information of AGC.

7.2 Nominations Committee Report
Chris Hancock, Chair of the AGC Nominations Committee, presented the results of the AGC nomination process for the following AGC standing and sub-committees:

**Academic Policies Committee**
Instructional Faculty: Yvonne Briggs, Bachelor of Science in Nursing, Faculty of Health and Community Studies (July 1, 2010 to June 30, 2012)

**Strategic and Resource Planning Advisory Committee**
Students: Paul Schmermund, Bachelor of Science, Faculty of Arts and Science and Christianne Chabot, Bachelor of Arts, Political Science (July 1, 2010 to June 30, 2011)

**Animal Care and Ethics Committee**
Students: Renata Ruch, 4th year Psychology, Honours B.A. and Teana Imbeau, 3rd year Biological Sciences, B.Sc. (July 1, 2010 to June 30, 2011)
Instructional Faculty: Trevor Hamilton, Psychology, Faculty of Arts and Science (May 28, 2010 to April 30, 2013)

**MacEwan Sabbatical Leave Committee**
Coleen Finlayson, Design Studies, Centre for the Arts and Communications (July 1, 2010 to June 30, 2012)
Moved by M. Arnison, seconded by D. Pfeffer THAT Academic Governance Council elect the slate of nominees [for Academic Policies Committee, Strategic Resource and Planning Advisory Committee, Animal Care and Ethics Committee, and MacEwan Sabbatical Leave Committee] as presented in Agenda Item 7.2. Carried

7.3 Distance and Distributed Education Committee
7.3.1 Annual Report and Work Plan
Lynn Feist, Chair of the Distance and Distributed Education (DDE) Committee, presented the Committee’s Annual Report and Work Plan for the information of AGC. It was noted that the 2010-11 work plan included major goals and activities based on the eLearning Strategic Plan (2008). L. Feist highlighted the following Committee activities detailed in the report:

- **Marketing**: the Committee suggested guiding principles for marketing online learning at MacEwan, consulting with Strategic Communication and Corporate Marketing.
- **Course Quality Assurance**: Developed quality assurance guidelines for online courses and quality standards based on eCampusAlberta Essential Quality Standards.
- **Course Evaluation**: Worked with Faculty Commons to develop evaluation materials specific to distance education.

The work of DDE sub-committees:

- **Online Course Development and Maintenance Fund**: developed a coordinated online course development and maintenance plan, which will allow for coordinated plan to fund course development.
- **Internal eCampus Alberta Subcommittee**: forum to discuss and resolve issues and make use of opportunities arising through MacEwan’s participation in eCampus Alberta.
- **Learning Management System (LMS) Operational and Management Subcommittee**: looked at Blackboard issues, including identifying roles and positions at MacEwan that affect the operation of Blackboard; identifying who should have access to different administrative areas within Blackboard and who should be responsible if there are different operational issues; and looking at services within the Computer Managed Learning (CML) lab. Have adopted an LMS data standard which looks at how long courses should be kept on Blackboard.

Annual Work Plan of the DDE Committee included:

- **Looking at developing a definition of distance and distributed education at MacEwan.** This needs to be clear for internal and external users.
- **John McGrath, Chief Information Officer, is sponsoring the design of a technology roadmap for MacEwan.** This will include looking at: programs at MacEwan, content management systems, the Learning Management System, and what kind of planning and timelines are needed to go forward.

L. Feist offered the following answers to questions posed by AGC members:

- **The plagiarism detection system software integrated in Blackboard should be available in the Fall 2010 term and the information about the system will be available through the Faculty Commons.**
- **Regarding data retention and archiving courses on Blackboard, particularly courses that are being used by instructors as templates and content for discussion groups which are not year specific, the archiving process was explained as follows:**
  - The administrators will look at those courses that have been created using a section number which is currently matched in Datatel; i.e. will look at a Fall 2007 end date course, and anything outside of that the owner of those courses will be contacted.
- **A copy of the quality assurance guidelines mentioned in the Committee report is available upon...**
Consent Agenda Item 2.1 - Academic Governance Council Minutes – June 15, 2010

Moved by A. Nycholat, seconded by M. Arnison THAT Academic Governance Council accept for information the 2009-2010 Annual Report and 2010-11 Work Plan for the Distance and Distributed Education Committee as presented in Agenda Item 7.3.1. 

Carried

7.4 Ad Hoc Committee on Faculty Standards

7.4.1 Guidelines for the Development of Department/Area Standards for Interim Title of Assistant Professor

Committee Co-Chairs Sharon Hobden and Cyrus Panjvani presented the Guidelines for the Development of Department/Area Standards for Interim Title of Assistant Professor for approval. The Co-Chairs explained that these Guidelines were a complementary document to the University-Wide Standards for Interim Title of Assistant Professor (AGC-10-05-18-2010). The Guidelines provide the basis for which departments and areas can create standards that will also address what individuals will require for application to the Interim Title. It was recognized that the criteria might vary from department to department, but they need to both align with university-wide standards and with the general conventions of each academic discipline. Departments can achieve the latter by completing a documented comparison of their standards to at least three external institutions.

Thus, the Guidelines ask departments to

• describe the requirements for academic credentials in their area;
• provide standards for professional practice, where appropriate, in their discipline; and
• provide the minimum standards for scholarly activity for the title of Assistant Professor in their department/area.

The following responses were provided in response to questions posed by AGC members:

• In terms of suggested institutions for comparison, the AGC Secretariat can act as a resource. It was noted that as these are department/area standards not all comparable institutions will have comparable programs.
• Regarding service (3.5 of the Guidelines) it was noted that the information as provided in the faculty member's Annual Reports could be used.
• Regarding whether newly hired faculty members will be able to apply for the interim title, it was confirmed that all those with probationary or continuing appointments would be eligible to apply and have their application assessed against the department/area standards.

AGC-05-06-15-2010

Moved by L. Mazo, seconded by D. McLaughlin THAT Academic Governance Council approve the Guidelines for the Development of Department/Area Standards for the Interim Title of Assistant Professor as presented in Agenda Item 7.4.1, attachment A.

Carried

7.4.2 Process for Approval of Department/Area Standards for Interim Title of Assistant Professor and Process for Approval of Applications for Interim Title of Assistant Professor

Committee Co-Chairs Sharon Hobden and Cyrus Panjvani presented the Process for Approval of Department/Area Standards for Interim Title of Assistant Professor and Process for Approval of Applications for Interim Title of Assistant Professor for the information of AGC. It was suggested that further clarity regarding the appeals process be considered in the implementation of the process for approval of individual applications.
8.0 Presentation: AGC and Academic Designation at MacEwan: Some Next Steps
Judith Hughes, Educational Consultant and resource to the Ad Hoc Committee on Faculty Standards presented on AGC and Academic Designation at MacEwan. Decision points regarding the academic designation process were identified as follows:

- Deciding about the general academic designation model.
- Consideration of professional resource faculty within the chosen model.
- Defining the relationship between appointment, tenure and promotion.
- What the membership of a standing committee on academic designation would require.

J. Hughes provided the following answers to Council’s questions:

- Regarding whether titling would in the future be tied to pay and/or rank, it was noted that at other institutions this is generally the case.
- Regarding some specific models from other comprehensive institutions, examples that have been looked at included Thompson Rivers University and Saint Mary’s University, with the tripartite being the common model.
- Regarding terminology, the most common title for faculty members with teaching responsibilities in the bipartite model was “Instructor.” In terms of professional resource faculty, “Librarian” was the most common title found, with no differentiation attempted to describe their activities.

9.0 Question Period
A timeline was requested for the formation of the new AGC standing committee on academic titling. Council was informed that this would be a priority for AGC in fall 2010.

10.0 Future Agenda Items/Next Meeting –October 12, 2010, 6-212
Members were reminded that nominations and elections for the new AGC Executive Committee would take place via e-mail in September.

11.0 The meeting was adjourned at 3:20 P.M.

Acknowledgement of Outgoing AGC Members
Janet Paterson-Weir, Chair, acknowledged the following outgoing Council Members for their service to the establishment of the Academic Governance Council:

**Academic Staff**
Lucio Gelmini, Chemistry, Faculty of Arts and Science (Vice-Chair of AGC)
Diane Symbaluk, Sociology, Faculty of Arts and Science
Mark Arnison, Management Studies, School of Business
Chery-Ann Hoffmeyer, Holistic Health Practitioner, Faculty of Health and Community Studies
Ruth Stewart, Bachelor of Science in Nursing, Faculty of Health and Community Studies
Holly Symonds-Brown, Bachelor of Science in Nursing, Faculty of Health and Community Studies
Pamela Taylor, Early Learning and Child Care, Faculty of Health and Community Studies

**Senior Officers/Academic Staff**
David McLaughlin, Associate Dean, Faculty of Arts and Science (and earlier academic staff member for the Faculty of Arts and Science and founding Vice-Chair of AGC)

**Support/Supervisory Staff Member**
Dennis Pfeffer, Laboratory Technician, Biology, Faculty of Arts and Science
**Student Members**
Brendon Legault, Faculty of Arts and Science
Matthew Mowbrey, School of Business
Whitney McLeod, Centre for Arts and Communications
Adele Wardley, Faculty of Health and Community Studies