1.0 Call to Order
   The meeting was called to order at 5:45 p.m.

2.0 Approval of Agenda/Consent Agenda
   The following items were approved on the consent agenda:
   - 2.1 AGC Meeting Minutes: June 11, 2013
   - 2.2 Executive Committee Minutes: September 5, 2013
   - 2.3 AGC Annual Summary 2012-2013
   - 2.6 MacEwan Curriculum Committee Final Report
   - 2.7 Strategic and Resource Planning Advisory Committee Final Recommendations
   - 2.8 Research Council Memo

   It was requested that consent agenda item 2.5 Admissions and Selections Committee Annual Report 2012-2013 and Work Plan 2013-2014 be moved onto the agenda after Agenda Item 6.4.1 Nominations Committee Report, to which AGC consented.

   The Chair also requested that a closed session be held after Item 10.1 Conferring of Degrees to discuss a confidential item, to which AGC consented.

   **AGC-01-09-24-2013**

   Moved by M. Sekulic, seconded by L. Mazo to approve the agenda for September 24, 2013 and the items on the consent agenda, as amended.

   Carried
2.5 Admissions and Selections Committee Annual Report 2012-2013 and Work Plan 2013-2014
Mike Sekulic, Chair of Admissions and Selections Committee, presented the Annual Report 2012-2013 and Work Plan 2013-2014, for approval. The following point was raised:

- Does the final authority for admission criteria lie with Admissions and Selections Committee or the program?

It was noted that AGC has the final authority for admission criteria, as per section 4.2 of the AGC Bylaws.

**AGC-02-09-24-2013**
Moved by R. Alam, seconded by R. Meleshko to approve the Admissions and Selections Committee Annual Report 2012-2013 and Work Plan 2013-2014. Carried

3.0 Board of Governors Report
The Board of Governors Report was distributed with the AGC meeting package.

4.0 Report of the Provost and Vice President Academic
John Corlett, Provost and Vice President Academic, made a presentation regarding academic decision making. He noted that a review of academic decision making related to programs and courses will require a review of seven academic policies: C1010 Program Approvals and Changes, C1020 Course Approvals and Changes, C1025 Course Outlines, C1065 Internal Recognition of Credit Courses, C2020 Grading, C2050 Attendance, and C5054 Academic Freedom. This item will be discussed further at the October AGC meeting.

4.1.1 Faculty Commons Update
Valerie Henitiuk, Director of Faculty Commons, reported that as of this fall, Faculty Commons will be renamed the Centre for the Advancement of Faculty Excellence (CAFÉ). The renaming included a new logo and new programming to support faculty excellence.

5.0 Presentation
5.1 Student Participation
Ryan Roth, Students’ Association of MacEwan University Vice President Academic, made a presentation regarding encouraging and recognizing student participation in academic governance at MacEwan University. The following points arose during discussion:

- How can AGC further assist the Students’ Association of MacEwan University (SAMU) with increasing student participation in academic governance?
  - It would be beneficial for the University and SAMU to work together to determine solutions.
- It was suggested that Community Service Learning could be one avenue to recognize student participation in academic governance.
- Are there any strategies used by similar institutions to encourage students to remain on campus after their classes end?
  - It appears that most post-secondary institutions are combatting the same issue, whereby students attend their classes and then leave campus.

**AGC-03-09-24-2013**
Moved by K. Hood, seconded by M. Milner to refer the issue of student participation in academic governance to AGC Executive Committee to investigate possible solutions and report back to AGC. Carried

6.0 Committee Reports
6.1 Executive Committee
6.1.1 AGC Special Session Procedures
Ron Meleshko, Acting Vice-Chair, presented draft AGC Special Session Procedures for approval, with the following recommendations:

- **Recommendation 1**: Advance notice of a special session: 5 calendar days
• **Recommendation 2**: During the months of May to September, it is recommended that advance notice be sent out at least 10 calendar days in advance.

• **Recommendation 3**: AGC Executive Committee (with the advice and assistance of the AGC Secretariat) should set the date and agenda of the meeting.

• **Recommendation 4**: Length of sessions: Regular and Special meetings of AGC should not continue any longer than three hours from the start of the meeting, except by the affirmative vote of two-thirds majority of those present and voting.

• **Recommendation 5**: Special sessions will be communicated to the University community on the AGC website and via MacEwan Today.

• **Recommendation 6**: AGC Bylaws: Any changes to the AGC Bylaws resulting from the above recommendations are to be made during the next scheduled AGC Bylaw review.

The following points arose during discussion:

• In recommendation 3, should there be wording to state that the special meeting agenda can only deal with one topic?
  - No, the wording of the recommendation is flexible to allow for urgent topics to be added to the agenda by either the AGC Chair, AGC members, or the Board of Governors, as per section 12.2.2 of the AGC Bylaws, and if two requests are received at once, a special session could then have two agenda items.
  - A survey of post-secondary institutions across Canada was conducted, and best practices were incorporated into the AGC Special Session Procedures.

**AGC-04-09-24-2013**

Moved by R. Meleshko, seconded by T. Costouros to approve all recommendations on Academic Governance Council Special Session Procedures, as recommended by Executive Committee (September 5, 2013), as presented in Agenda Item 6.1.1.

Carried

(1 opposed)

6.1.2 Executive Committee Revised Terms of Reference

Ron Meleshko, Acting Vice-Chair, presented Executive Committee’s revised Terms of Reference for approval. Due to the regular use of electronic approval for routine documents, the following amendment to the Executive Committee’s Terms of Reference was proposed:

“5.4 Where the Executive Committee cannot meet to approve a time-sensitive but routine or previously addressed resolution, the Committee Chair may request that a decision be made by use of electronic vote, which must pass by 2/3 majority and must be discussed at the next Committee or AGC meeting as a matter of record.”

**AGC-05-09-24-2013**

Moved by R. Meleshko, seconded by R. Ginther to approve the revised Academic Governance Council Executive Committee Terms of Reference (September 2013), as presented in Agenda Item 6.1.2.

Carried

6.2 Student Success Committee

6.2.1 Revised Terms of Reference

John Corlett, Provost and Vice President Academic, presented the Student Success Committee revised Terms of Reference for approval. At its December 11, 2012 meeting, the Academic Governance Council (AGC) Executive Committee received a request from the then-Chair of Student Success Committee (SSC), Alan Vladicka, to suspend the activities of the SSC until the new Provost and Vice President Academic started and could provide direction regarding the future of SSC. In March 2013, shortly after John Corlett began his work as the University’s Provost, he gave his decision regarding SSC. Dr. Corlett felt that a Student Success Committee had a unique opportunity to help ensure that AGC and the
University remained focused on the success of MacEwan University’s students, and so, suggested revisions to the Terms of Reference to reflect this. The following points arose during discussion:

- There seems to be a lack of administrative members on the new Student Success Committee composition.
  - In the Terms of Reference, resource administrative staff is non-voting, and AGC requires a faculty majority on all of its committees.
  - The revised Terms of Reference reflect the history of the committee; therefore, the Provost stated he was open to revision of the composition, based on AGC input.

- Will the Terms of Reference be brought back to AGC for approval after the new Student Success Committee reviews them?
  - Yes, AGC is reconstituting the Committee that would then review their Terms of Reference and present them to AGC for approval.

- Will there be staggered membership terms?
  - Yes, that is the usual practice for AGC committees.

- The Professional Resource Faculty position is currently vacant on the Committee. Will that be filled with a Librarian?
  - The vacancy will be filled via the AGC committee nominations process, using the Terms of Reference and current membership as guiding factors.

- Is the Committee an advisory or standing committee?
  - This will be addressed during the current review of AGC; however, currently, it is designated as an advisory committee.

- Is the Committee going to be strategy-driven rather than operational?
  - Yes, the Committee will address the overall strategy for student success.

AGC-06-09-24-2013
Moved by J. Corlett, seconded by C. Gnauck to establish the Student Success Committee under the revised Terms of Reference (September 2013), with the currently-elected complement and Vice President Student Services as Chair, effective September 25, 2013, as presented in Agenda Item 6.2.1.

Carried

AGC-07-09-24-2013
Moved by J. Corlett, seconded by A. Skye that the Student Success Committee review its Terms of Reference at its next meeting.

Carried

6.3 Admissions and Selections Committee

6.3.1 Bachelor of Communication Studies Admission Criteria
Mike Sekulic, Chair of Admissions and Selections Committee (ASC), presented Bachelor of Communication Studies (BCS) Admission Criteria for approval. The following points arose during discussion:

- Faculty members voiced concern about the removal of the Writing Assessment test from the BCS Admission Criteria and the classification of it as a “barrier” to acceptance into the program.
  - It was noted that several degree programs at other post-secondary institutions were cited that also use a Writing Assessment test component in their Admission Criteria.
  - Administrative procedures such as delays in marking the Writing Assessment test and communicating the results due to the large number of applicants may have caused applicants to pursue post-secondary education elsewhere, not the fact that they were required to take the written test.
  - Since the portfolio is not mentioned in the Admission Criteria, where is that going to be addressed?
- A further concern was raised regarding the process of revising Admission Criteria, since BCS faculty members had not been consulted prior to the revision being submitted to ASC.
It was noted that the correct process was followed by Faculty administration for submission to ASC. Since existing processes were followed, it would be prejudicial for AGC to provide guidance to a Faculty/School Council regarding how they revise Admission Criteria.

AGC-08-09-24-2013
Moved by M. Sekulic, seconded by D. Couves to approve the changes to the Bachelor of Communication Studies Admission Criteria, effective for Fall 2014 intake, as recommended by the Admissions and Selections Committee (September 4, 2013), as presented in Agenda Item 6.3.1.

Defeated

AGC-09-09-24-2013
Moved by P. Roccia, seconded by K. Hood that removal of the Bachelor of Communication Studies (BCS) Writing Assessment test be discussed at the next BCS Faculty Meeting, with the resulting feedback presented at the next Admissions and Selections Committee meeting.

Defeated

[Scribe's Note: Since both motions were defeated, the revised BCS admission criteria, as presented to AGC, were sent back to Admissions and Selections Committee for consideration. The current admission criteria remain for Fall 2014 intake.]

6.3.2 Bachelor of Child and Youth Care Admission Criteria
Mike Sekulic, Chair of Admissions and Selections Committee, presented Bachelor of Child and Youth Care Admission Criteria for approval. The following points arose during discussion:

- Would it be beneficial to leave the volunteering criterion in the Admission Criteria, to signal to students that demonstrating volunteer hours would make their application stronger?
  - It is sometimes difficult to participate in volunteer work while attending classes and working.
  - When volunteer opportunities with field placement agencies are arranged, the agencies feel that 40 hours of volunteer work does not constitute community engagement. Most organizations want longer-term commitments from volunteers.
  - To date, the volunteer criterion has not been used for evaluating admission eligibility; rather, it has been used to determine field placement.
  - Applicants were not being denied admission if they did not have the volunteer hours.

- It was noted that the Social Work program is working towards strengthening their Admission Criteria due to accreditation requirements, including assessment of personal and professional suitability and volunteer hours, rather than eliminating requirements.

- Perhaps the word “barrier” could be replaced with “conditional criteria”.

AGC-10-09-24-2013
Moved by M. Sekulic, seconded by P. Roccia to approve the changes to the Bachelor of Child and Youth Care Admission Criteria, effective for Fall 2014 intake, as recommended by the Admissions and Selections Committee (September 4, 2013), as presented in Agenda Item 6.3.2.

Carried
(3 opposed)

6.4 Nominations Committee
6.4.1 Nominations Committee Report
Teresa Costouros, Chair of Nominations Committee, presented the Nominations Committee Report for the following AGC Committees:
- Academic Planning and Priorities Committee
- Academic Policies Committee
- Admissions and Selections Committee
- Faculty Evaluation Committee
- Information and Technology Management Committee
• MacEwan International Council
• Research Council
• Research Ethics Board
• Rank and Title Appeals Committee
• Student Services Policy Committee
• Student Success Committee
• University Rank and Title Committee

AGC-11-09-24-2013
Moved by T. Costouros, seconded by M. Milner to elect faculty member Donna McLean, Faculty of Health and Community Studies, to Research Council, as presented in Recommendation 1 of Agenda Item 6.4.1.
Carried

AGC-12-09-24-2013
Moved by T. Costouros, seconded by M. Milner to elect the slate of student nominees for Academic Policies Committee, Academic Planning and Priorities Committee, and Research Ethics Board, as presented in Recommendation 2 of Agenda Item 6.4.1.
Carried

AGC-13-09-24-2013
Moved by T. Costouros, seconded by P. Moore-Juzwishin to elect the slate of decanal nominees for Research Council and University Rank and Title Committee, as presented in Recommendation 3 of Agenda Item 6.4.1.
Carried

AGC-14-09-24-2013
Moved by T. Costouros, seconded by R. Alam to approve the Rank and Title Appeals Committee membership and Chair, as presented in Recommendation 4 of Agenda Item 6.4.1.
Carried

David Atkinson, Chair of AGC, vacated the Chair, and Ron Meleshko, Acting Vice-Chair of AGC, presided.

7.0 Business Arising
7.1 AGC Review Task Team
David Atkinson, Chair of the AGC Review Task Team (RTT), reported that John Friesen is in the process of composing a final report on AGC on behalf of the RTT, taking Dr. Bond’s report into consideration, as well as the comments provided by AGC members. The RTT’s report will be presented to AGC for approval. The following points arose during discussion:
• Dr. Bond’s report recommends amalgamating the Faculty Development Committee, Faculty Evaluation Committee, and MacEwan Sabbatical Leave Committee. Would it be more appropriate for the Faculty Evaluation Committee to be subsumed into the reinstated Committee on Teaching Innovation and Excellence?
  o It was noted that this suggestion had also been submitted in the comments collected to date.
• Concern was expressed regarding recommendation 6 that called for increasing the number of members on AGC and recommendation 19 that called for increasing the number of members on Executive Committee. It was suggested that smaller committees would be more ideal, as long as there was clarity on the membership proportions.
  o The final report will include a recommendation on this item.

Further comments may be submitted to D. Atkinson, John Friesen, or AGC Secretariat.
8.0 Question Period  
A question was raised regarding the status of South Campus. It was explained that an update will be provided at a future meeting.

The following questions arose regarding the academic schedule, which were fielded by Mike Sekulic, University Registrar:

- Is the academic schedule being aligned to other local educational institutions?
  - Where possible, yes; however, the University considers its own requirements first.
- How are total instructional hours calculated for MacEwan University?
  - The total instructional hours for MacEwan University courses include the examination period; therefore, actual instructional hours are 36 to 39 hours per course.
- How are the University’s Winter term dates determined?
  - The University’s administrative procedures state that faculty will return January 2 and that classes will begin the next day, unless January 2 falls on a Thursday or Friday.
- Fall semester 2013 has a disparity in total instructional hours, depending on which days different sections are taught.
  - This has been brought to the attention of the Office of the University Registrar and work is being done to ensure this is mitigated in the future.
- It is important to maintain the return date for students of at least one day after faculty and staff return from break.

D. Atkinson stated that a solution to these academic schedule issues must be determined.

9.0 Future Agenda Items/Next Meetings – October 22, 2013  
The next meeting of AGC is October 22, 2013 at 5:45 p.m. to 8:45 p.m. in Room 9-201 City Centre Campus. It was noted that D. Atkinson will not be in attendance; therefore, Chris Hancock, AGC Vice-Chair, will Chair the meeting.

10.0 Report of the President  
10.1 Conferring of Degrees  
David Atkinson, President of MacEwan University, reported that MacEwan University will be introducing a Graduand Pledge into Fall Convocation, to align with other universities. An update will be provided at the next AGC meeting.

It had been indicated by the agenda and agreed earlier in the meeting that some items to come before AGC would be considered in a closed session. The Chair excused visitors from the meeting room.

R. Meleshko, Acting Vice-Chair of AGC, vacated the Chair, and D. Atkinson, Chair of AGC, presided.

11.0 The meeting adjourned at 8:20 p.m.

Approved by Academic Governance Council  
October 22, 2013 (motion AGC-01-10-22-2013)