OPEN SESSION
MINUTES

Chair: David Atkinson Vice-Chair: Chris Hancock

Members Present: Rafat Alam Muhammad Hossain Russ Powell
Gerard Bellefeuille Norene James Brent Quinton
Sharon Bookhalter Alan Knowles Peter Roccia
John Corlett Lucille Mazo Ryan Roth
Debbie Couves Cory McAuley Denise Roy
Nina Christine Delling David McFadyen Mike Sekulic
Elsie Elford Valla McLean Aimee Skye
Kevin Friesen Susan Mills Holly Symonds-Brown
Rose Ginther Margaret Milner Rebecca Taylor
Craig Gnauck Craig Monk Liz White-MacDonald
Jim Head Pat Moore-Juzwishin Jonathan Withey
Kevin Hood Brian Parker

Regrets: Teresa Costouros Joseph Kubelka
Jane Duffy Ron Meleshko

Presenter: Alan Vladicka, Strategic Planning Consultant
Mary Anne Wilkinson, Associate Vice President, Human Resources

AGC Secretariat: Kim Warkentine Donna Harbeck (Scribe)

1.0 Call to Order
The meeting was called to order at 5:45 p.m. The Chair welcomed the new faculty members.

2.0 Approval of Agenda/Consent Agenda
The following items were approved on the consent agenda:
   • 2.1 AGC Open Meeting Minutes: October 22, 2013
   • 2.4 Research Council Annual Report 2012-2013 and Work Plan 2013-2014
   • 2.5 Research Ethics Board Annual Report 2012-2013 and Work Plan 2013-2014
   • 2.6 Animal Research Ethics Board Annual Report 2012-2013 and Work Plan 2013-2014
   • 2.7 Student Services Policy Committee Annual Report 2012-2013, Work Plan 2013-2014, and 5-Year Cycle

It was requested that the following Items be discussed after Item 2.0 Approval of Agenda/Consent Agenda, to which AGC consented:
   • 2.2 Nominations Committee Report
   • 2.3 University Rank and Title Committee Annual Report 2012-2013 and Work Plan 2013-2014
   • 2.8 Faculty Evaluation Committee Annual Report 2012-2013 and Work Plan 2013-2014
   • 2.9 MacEwan International Council Annual Report 2012-2013 and Work Plan 2013-2014

The Chair requested that a closed session be held after item 8.0 Future Agenda/Next Meeting – January 21, 2014 to discuss confidential items, to which AGC consented.

AGC-01-11-26-2013
Moved by K. Hood, seconded by B. Parker to approve the agenda for November 26, 2013 and the items on the consent agenda, as presented.

Carried
2.2 Nominations Committee Report
Chris Hancock, member of Nominations Committee, presented the Nominations Committee Report for approval. The following slates were presented to AGC for election:

**Student Services Policy Committee**
(three-year term from November 27, 2013 to June 30, 2016):
Andrea Chute, Instructor, Bachelor of Science in Nursing program, Faculty of Health and Community Studies

**Student Success Committee**
(three-year term from November 27, 2013 to June 30, 2016):
Nicolle Lemay, Librarian, Access and Discovery Unit, Library

AGC-02-11-26-2013
Moved by C. Hancock, seconded by D. Roy to elect the slate of nominees for Student Services Policy Committee and Student Success Committee, as presented in Agenda Item 2.2.

Carried

As student vacancies still remain on some AGC committees, the Students’ Association of MacEwan University (SAMU) will continue to place interested students on committees until all vacancies are filled. C. Hancock noted that the student name originally presented in the Nominations Committee Report sent with the meeting package for election to the Academic Policies Committee was incorrect, and so a corrected version of the Report had been circulated to AGC members via email prior to the AGC meeting. The following nomination was presented to Nominations Committee by the SAMU Vice President Academic for recommendation to AGC for election:

**Academic Policies Committee**
(one-year term from November 27, 2013 to August 31, 2014):
Charlotte McCartan, Student, Faculty of Health and Community Studies

AGC-03-11-26-2013
Moved by P. Moore-Juzwishin, seconded by A. Skye to elect Charlotte McCartan for a one-year term on Academic Policies Committee, as presented in Agenda Item 2.2.

Carried

2.3 University Rank and Title Committee Annual Report 2012-2013 and Work Plan 2013-2014
John Corlett, Chair of University Rank and Title Committee, presented the Annual Report 2012-2013 and Work Plan 2013-2014 for approval. The following points arose during discussion:

- Is there a reason the Work Plan does not mention a review of the overarching academic titling model?
  - It is part of point 3, and the point will be clarified around that.

- Is there an implicit deadline for submission of standards?
  - It was requested that all standards be submitted in Fall 2013. The Provost encouraged all Departments/Areas who have not yet submitted their standards to do so as soon as possible, in order that faculty have the opportunity to apply for academic title in a timely manner.

- There is still concern over the definitions of “outstanding” and “excellent” in the standards.
  - In the final recommendations of the Ad Hoc Committee on Teaching Innovation and Excellence, as approved by AGC April 23, 2013, it was noted that the Ad Hoc Committee reviewed the definitions of these terms and did not recommend any changes to the definitions in the standards.

- Is there a grandfathering clause for long-time faculty who are Instructors but who have decided to not submit a titling application?
  - No, there is not a grandfathering clause; those faculty who did not apply for academic title would remain with their titles unchanged.

AGC-04-11-26-2013
Moved by K. Hood, seconded by B. Parker to approve the University Rank and Title Committee Annual Report 2012-2013 and Work Plan 2013-2014, as presented in Agenda Item 2.3.

Defeated
2.8 Faculty Evaluation Committee Annual Report 2012-2013 and Work Plan 2013-2014
Peter Roccia, Co-Chair of Faculty Evaluation Committee (FEC), presented the FEC Annual Report 2012-2013 and Work Plan 2013-2014 for information. The following points arose during discussion:

- Regarding the Work Plan, has there been any discussion on an expanded scope for FEC?
  - The Work Plan includes reviewing policy and administration of the policy. The Terms of Reference would need to be revised to incorporate any change in the role of FEC.
- How binding is the Faculty Evaluation Handbook in the absence of expression of it in the Faculty Evaluation policy C5065?
  - FEC will add to its Terms of Reference to review the Faculty Evaluation Handbook, to ensure that it complies with C5065.
- The Work Plan does not mention the use of eXplorance Blue (training experience management software) or adoption of best practice instruments to assist with evaluation of faculty.
  - In the interval between submission of the Work Plan by the AGC materials deadline and today, Mike Henry, Co-Chair of FEC, has been working with Marketing & Communications to develop a communications plan to promote Blue and its features for this academic year. FEC is also gathering information on best practices instruments.
- Based on AGC’s comments, Faculty Evaluation Committee was requested to update their Work Plan for AGC’s next meeting.

Rick Lewis, Chair of MacEwan International Council (MIC), presented the MIC Annual Report 2012-2013 and Work Plan 2013-2014 for information. The following points arose during discussion:

- How will the University achieve its enrolment target for international students across all programs, and how will that impact domestic students?
  - The Provost stated that the University is looking at reasonable Board of Governors-directed activity, and that the 8% goal for international enrolment is modest compared to other Canadian universities. While this will not be a revenue-generating goal, it will create the environment that the University wants to provide for its students.
- Has the additional support and services that will be required for more international students been determined by MacEwan International or is that another office’s responsibility?
  - R. Lewis stated that MacEwan International recognizes that the increased number of international students will need support; however, that would not affect the support for domestic students. International students do not require more support; rather, they need a different type of support. The University’s Strategic Plan will identify how that support will be provided.

3.0 President’s Report
David Atkinson, President of MacEwan University, reported that the Government of Alberta reinstated about $2.6 million in funding to the University. The University is planning for a balanced budget for the 2014-2015 academic year.

3.1 Strategic Directions Draft Document

AGC-06-11-26-2013
Moved by R. Ginther, seconded by A. Skye that Academic Governance Council resolve itself into a committee of the whole at 6:20 p.m. to consider and discuss the draft Strategic Directions document.
Carried

Chris Hancock, Vice-Chair of AGC, assumed the role of Chair of the Committee of the Whole.

At 7:25 p.m., the Committee was required to rise and report. C. Hancock, Chair of the Committee, reported that the Committee of the Whole recommended that its comments, as recorded on November 26, 2013, be forwarded.
to the President and Board of Governors for consideration in the final drafting of the MacEwan University Strategic Plan 2014-2019.

**AGC-07-11-26-2013**

Moved by K. Hood, seconded by D. Roy that the committee of the whole rise and report to Council regarding the discussion of the draft Strategic Directions document.  

Carried

**AGC-08-11-26-2013**

Moved by R. Taylor, seconded by C. Gnauck to accept the Committee's report as presented.  

Carried

[Scribe's Note: Normally, proceedings of the Committee of the Whole do not form part of the minutes of AGC; however, the discussions are summarized in the meeting notes of the Committee of the Whole, which form the Council’s recommendations on the Strategic Directions Draft Document (Attachment 1).]

**AGC-09-11-26-2013**

Moved by K. Hood, seconded by D. Roy to recommend to the Board of Governors to approve the strategic directions, as amended in Agenda Item 3.1, as the basis for MacEwan University's 2014-2019 Integrated Strategic Plan.  

Carried

**4.0 Board of Governors Report**

David Atkinson, Chair of AGC, reported that the Board of Governors' Report was included with the meeting package. The following points arose during discussion:

- What do the Campus Development and Student Technology Reserve refer to?
  - The amount refers to a reinvestment of funds regarding MacEwan University's acquisition of land surrounding the City Centre Campus.
  - Student Technology Fee goes into a fund and a committee of staff and students decide what projects are undertaken.

**5.0 Report of the Provost and Vice President Academic**

**5.1 MacEwan University Code of Conduct**

Presentation of the Code of Conduct was tabled to a future AGC meeting. Mary Anne Wilkinson, Associate Vice-President, Human Resources, reported that Code of Conduct information sessions were being held over the next few months, with John Corlett, Provost and Vice President Academic, presenting. A global email had been sent out to the University indicating dates.

**5.2 Student Code of Conduct**

John Corlett, Provost and Vice President Academic, presented a draft Student Code of Conduct for discussion. The document aims to ensure the environment of academic freedom and expression is upheld at MacEwan University, while maintaining a standard of behaviour that respects the rights of others. The following points arose during discussion:

- What is going to happen to the Academic Integrity policy?
  - As part of an academic code of conduct initiative, it will be reviewed to address many due process difficulties in the current policy.

- Will MacEwan University consider a restorative justice approach to discipline?
  - Yes, that is being considered.

- Several terms need to be defined, such as “student group”, “student at risk”. Who will define all of the terms in the document?
  - It will be a collaborative exercise.

- Concern was expressed that student organizations may be held responsible for conduct of their members and that other sections contradicted this by stating that the individual was responsible for his or her conduct.

- If illegal activities are defined in legislation, why are they also mentioned in the Code of Conduct?
  - It is the University’s responsibility to ensure students are informed.

- Concern was expressed regarding the length of the document. Simplification was recommended.
AGC comments will be forwarded to the Provost and Vice President Academic for consideration in the non-academic Student Code of Conduct.

6.0 Committee Reports
6.1 Executive Committee
   6.1.1 Academic Schedule - Update
   Chris Hancock, AGC Vice-Chair and Executive Committee member, provided an update on the review of the academic scheduling policies, practices, and procedures for information. He reported that:
   - At the September 24 and October 22, 2013 AGC meetings, several questions and issues were raised regarding current scheduling policies, procedures, and practices. It was noted that these issues have been raised at AGC before.
   - AGC members Aimee Skye and Russ Powell presented discussion item memo “Request for Discussion of Academic Scheduling Policies, Practices, and Procedures” to AGC Executive Committee at its November 5 meeting.
   - The AGC Executive Committee Chair met with Mike Sekulic (University Registrar) and Michelle Fraser (Associate Registrar, Enrolment) to answer Executive Committee’s questions about the policies and procedures of scheduling at MacEwan University, in particular around D4140: Scheduling Policy.
   - After the presentations, AGC Executive Committee agreed to forward A. Skye and R. Powell’s memo to the Office of the University Registrar. AGC Executive Committee has requested a written report from the Office of the University Registrar on this matter. Once the response has been received, the AGC Chair will meet with the Provost to discuss how to proceed.
   - Any questions can be directed to John Corlett, Provost, as he will be working with the Office of the University Registrar on this matter.

7.0 Question Period
   - When will the Faculty Development Committee Annual Report 2012-2013 and Work Plan 2013-2014 be reviewed by AGC? Can AGC request that it discuss faculty development funding?
     - It is scheduled to be distributed with the January AGC meeting package.
   - What training or education will be provided to enhance the Faculty/School Council relationship to AGC?
     - The AGC Review Task Team will be considering the relationship between AGC and Faculty/School Councils in the AGC Review Report.

8.0 Future Agenda Items/Next Meetings – January 21, 2014
The next meeting of AGC is January 21, 2014 at 5:45 p.m. to 8:45 p.m. in Room 9-201 City Centre Campus.

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.

10.0 The meeting adjourned at 8:00 p.m.

ATTACHMENT
   1 Committee of the Whole Minutes: November 26, 2013

Approved by Academic Governance Council
January 21, 2014 (AGC motion AGC-01-01-21-2014)
The Committee of the Whole observed the presentation by Alan Vladicka, Strategic Planning Consultant, on MacEwan University’s Strategic Directions 2014-2019. The Committee made the following points during their discussion:

**Strategic Directions 1 and 2:**
- There is confusion around the intent of MacEwan University regarding diploma and certificate programs. Does it mean that the course loads will be changed in diploma and certificate programs to align with university credit; or, does it mean that all diploma and certificate courses are now university credits?
  - Both interpretations are a possibility. The University should be looking at whether or not changes need to be made to diploma and certificate programs, so they segue into degree programs.
  - MacEwan University also needs to evaluate whether or not existing diploma and certificate courses would be considered university-level work.
- Does that mean courses not considered university-level work would then be offered through the School of Continuing Education?
  - The courses would be offered through the appropriate Faculty/School, because the University does not want to eliminate them.
- The statement reads as if the purpose of the diploma and certificate courses and programs is to integrate them into degree programs.
- Is this statement related to post-graduate certificate programs?
  - The Faculty of Health and Community Studies offers post-graduate certificate programs, which are in a separate category in the Core Strategies.
- Are there any similar Canadian universities who are doing what MacEwan University would like to do with diploma and certificate programs?
  - No, MacEwan University is breaking new ground in its attempt to be a dual-purpose institution. This could shift the way post-secondary education is organized in Alberta. We have to do something exceptional in order to tie the diploma and certificate programs to our baccalaureate degrees, because if we do not, it could mean that they will not exist at MacEwan University.
- Is it true that whatever AGC decides today is still subject to revisions to the Post-Secondary Education Act, and as a consequence, MacEwan University may lose the diploma and certificate programs?
  - Not necessarily. If the diploma and certificate courses are university-level work that segues into a degree, that is a powerful argument for MacEwan University to keep the programs. We are attempting to find a way to make that happen.
  - We may also look at new degree opportunities that allow our diploma and certificate programs to flow naturally into a degree.
- AGC members agreed that the statement was ambiguous and should be clarified. Further rewording was suggested including: “Diploma and certificate programs will be offered at the undergraduate university level to facilitate articulation into or enhance one or more degree programs.”
- AGC agreed that the wording should be amended to state: “Diploma and certificate programs will be offered at the undergraduate university level to facilitate bridging with one or more degree programs and to ensure maximum academic flexibility for students.”
- Bullet 3 under Context and Rationale: delete the words “may continue”.

**Attachment 1**

**PROCEEDING NOTES OF THE COMMITTEE OF THE WHOLE**

**Academic Governance Council Meeting, Tuesday, November 26, 2013**

Reference: Minute 3.1
Strategic Direction 3: under Issues/Concerns/Suggestions:

- How is Bullet 3 regarding research priorities included in the Strategic Directions document?
  - How endorsement of the strategic directions might work itself out relative to a research plan for
    the institution or how it may fit into a larger academic plan is a different order of consideration. A
    lot of this material is only intended at this point as advice and input into the next conversation. By
    endorsing the strategic directions, you are not enshrining in stone the core strategies.

Strategic Direction 7:

- The list of contributors did not seem inclusive enough. It was suggested to either expand the list of
  contributors to include faculty and staff, or remove the list so that it was implicit that we are all
  contributors.