## Academic Governance Council Meeting Minutes: April 29, 2014

**Chair:** David Atkinson

**Vice-Chair:** Chris Hancock

### Members Present:
- Rafat Alam
- Gerard Bellefeuille
- Sharon Bookhalter
- John Corlett
- Teresa Costouros
- Debbie Coves
- Nina Christine Delling
- Elsie Elford
- Kevin Friesen
- Rose Ginther
- Craig Gnauck
- Jim Head
- Gerard Bellefeuille
- Muhammad Hossain
- Norene James
- Alan Knowles
- Lucille Mazo
- Cory McAuley
- David McFadyen
- Valla McLean
- Ron Meleshko
- Susan Mills
- Margaret Milner
- Craig Monk

### Regrets:
- Jane Duffy
- Russ Powell

Presenters:
- Mark Arnison, Chair, Academic Policies Committee
- Ray Boudreau, Director, Security Services

Guests:
- Marian Anderson, Chair, Bachelor of Psychiatric Nursing
- John Friesen, Resource, AGC Review Task Team
- Cathryn Heslep, Chair, Student Participation Working Group
- David McLaughlin, Member, AGC Review Task Team
- Bill Richards, Member, AGC Review Task Team

**AGC Secretariat:** Kim Warkentine, Donna Harbeck (Scribe), David Epp

### 1.0 Call to Order

The meeting was called to order at 5:45 p.m. The Chair introduced the new Dean of the School of Continuing Education, Heather McRae, and the incoming Executive Director of the Grant MacEwan University Faculty Association, Jasmine French. The Chair, on behalf of AGC, thanked Ryan Roth for his two terms as Students’ Association of MacEwan University Vice President Academic and AGC member (ex officio).

### 2.0 Approval of Agenda/Consent Agenda

The following items were approved on the consent agenda:
- 2.1 AGC Open Meeting Minutes: March 18, 2014
- 2.2 Executive Committee Minutes: April 10, 2014
- 2.3 Nominations Committee Report

It was requested that the following amendments be made to the agenda, to which AGC consented:
- Discuss items under Agenda Item 5.5 Executive Committee in this order:
  - 5.5.1 Notice of Motion – AGC Bylaws
  - 5.5.4 AGC Review Report
  - 5.5.3 Student Participation Working Group Report
  - 5.5.2 Nominations Committee Student Member
- Discuss items under Agenda Item 5.5 Executive Committee after Item 3.1 University Medals of Excellence.
- Add Agenda Item 3.2 Presentation: Violence on Campus under 3.0 President’s Report, for discussion after 5.5.2 Nominations Committee Student Member.
- Add Agenda Item 3.3 Presentation: Happy Video under 3.0 President’s Report, for viewing after 8.0 Future Agenda Items/Next Meeting.
AGC-01-04-29-2014
Moved by K. Hood, seconded by R. Taylor to approve the agenda for April 29, 2014 and the items on the consent agenda, as amended.

Carried

3.0 Report of the President
David Atkinson, President of MacEwan University, reported on the following items:

- AGC elections are completed. Congratulations to Kevin Friesen, Jonathan Withey, Peter Roccia, Patricia Moore-Juzwishin, and Brian Parker for their re-election to AGC. New members start September 1 and will be invited to attend the May and June AGC meetings as observers.
- In May, the AGC Secretariat will send out a request for nominations for Vice-Chair of AGC as well as Executive Committee and Nominations Committee membership.

3.1 University Medals of Excellence
David Atkinson, President of MacEwan University, presented the proposed Medals of Excellence policy EXXXX, along with draft Terms of Reference and nomination form, to replace existing policy E4020: Distinguished Citizens, effective July 1, 2014. The policy was discussed at Academic Planning and Priorities Committee, and if AGC recommends it to the Board of Governors, it will be presented at the May 22 Board of Governors meeting for approval, with the first medals awarded in Fall 2014.

AGC-02-04-29-2014
Moved by A. Skye, seconded by R. Taylor to recommend to the Board of Governors to replace policy E4020: Distinguished Citizen(s) with policy EXXXX: Medals of Excellence, effective July 1, 2014, as presented in Agenda Item 3.1.

Carried

3.2 Presentation: Violence on Campus: Prevention and Response
[Scribe’s Note: This item was discussed after Agenda Item 5.5.2 Nominations Committee Student Member.]

Ray Boudreau, Director, Security Services, presented a video and information on Violence on Campus: Prevention and Response. The following points arose during discussion:

- How will this information be disseminated to faculty, staff, and students?
  - Beginning in May, sessions on how to prevent and respond to workplace violence and active shooter situations will be available to all faculty and staff. Violence on Campus: Prevention and Response sessions will show the active shooter and also provide information on workplace violence and how to report a concern or incident.
  - Instructions have also been posted in each classroom, explaining what to do in the event of workplace violence.
- What do the current environment statistics refer to?
  - The current environment statistics refer to emergency call types for all MacEwan University campuses. The current state map is the Edmonton Police Service crime map and pinpoints offenses around all MacEwan University campuses.

3.3 Presentation: Happy Video
[Scribe’s Note: This item was discussed after Agenda Item 8.0 Future Agenda Items/Next Meeting.]

A video regarding the South Campus move was presented for information.

4.0 Report of the Provost and Vice President Academic
John Corlett, Provost and Vice President Academic, updated AGC on the feedback received on the Academic Plan.
4.1 Enrolment Report
John Corlett, Provost and Vice President Academic, provided an update on enrolment reporting, noting that Institutional Analysis and Planning (IAP) will be the single source of information for enrolment reporting to internal and external bodies, and resource allocations will be based on the IAP official information. He also reported that course sections have been added for Spring/Summer 2014 enrolment.

5.0 Committee Reports
5.1 Academic Policies Committee
5.1.1 Policy C5010: Admissions
Mark Arnison, Chair, Academic Policies Committee (APC), presented the revised policy C5010: Admissions, effective immediately, for approval. He noted that the first definition on the top of page 17 of the policy was included in error and should have been deleted prior to submission, because it was replaced by the second definition.

AGC-03-04-29-2014
Moved by D. McFadyen, seconded by T. Costouros to approve the revisions to Policy C5010: Admissions, effective immediately, as recommended by Academic Policies Committee (February 28, 2014), as amended in Agenda Item 5.1.1.

Carried

5.2 Admissions and Selections Committee
It was requested that the five School of Business Admission Criteria be considered in one omnibus motion, to which AGC consented.

Mike Sekulic, Chair, Admissions and Selections Committee, presented revised Admission Criteria, effective for Fall 2015 intake, for the following School of Business programs, for approval:

- 5.2.1 Accounting and Strategic Measurement Admission Criteria
- 5.2.4 Legal Assistant Admission Criteria
- 5.2.5 Library and Information Technology Admission Criteria
- 5.2.6 Office Assistant Admission Criteria
- 5.2.7 Travel Admission Criteria

The following points arose during discussion of the above School of Business Admission Criteria:

- Under Regular Admission, why is point 1b Applicants must have a minimum overall average of 65% with no course grade lower than 50% in the following high school courses:... included along with point 1a Applicants must have an Alberta high school diploma (or equivalent)?
  o Point 1b addresses university-level admission criteria, which is higher than the minimum of a high school diploma. It was previously decided not to combine the two points into one criterion.
  o The flexibility of the above School of Business Admission Criteria allows admission for applicants that the School knows will be successful. The dean of the School of Business reminded that faculty members also have the opportunity to put forward rationale for admission of applicants. The School of Business looks at statistics and student outcomes in making admission decisions.
- What is the relationship between the Regular Admission criteria and the Skills Appraisal?
  o Skills Appraisal is conducted if applicants do not meet certain coursework requirements.
- It was noted that in the Submission of Motion for the Travel program Admission Criteria, the third bullet regarding a keyboard test under Aligning across the School of Business was an error and should be deleted. This was not included in the Admission Criteria document itself.
Moved by D. Roy, seconded by T. Costouros to approve the changes to the following School of Business Admission Criteria, effective for Fall 2015 intake, as recommended by the Admissions and Selections Committee:

- Accounting and Strategic Measurement program (March 5, 2014), as presented in Agenda Item 5.2.1.
- Legal Assistant program (April 9, 2014), as presented in Agenda Item 5.2.4.
- Library and Information Technology program (March 5, 2014), as presented in Agenda Item 5.2.5.
- Office Assistant program (April 9, 2014), as presented in Agenda Item 5.2.6.
- Travel program (March 5, 2014), as presented in Agenda Item 5.2.7.

Moved by T. Costouros, seconded by P. Moore-Juzwishin to approve the changes to the Bachelor of Psychiatric Nursing Admission Criteria, effective for Fall 2015 intake, as recommended by the Admissions and Selections Committee (April 9, 2014), as presented in Agenda Item 5.2.2.

Moved by D. Couves, seconded by R. Ginther to approve the changes to the Disability Studies - Leadership and Community Admission Criteria, effective for Fall 2015 intake, as recommended by the Admissions and Selections Committee (April 9, 2014), as presented in Agenda Item 5.2.3.

AGC-05-04-29-2014
Moved by T. Costouros, seconded by P. Moore-Juzwishin to approve the changes to the Bachelor of Psychiatric Nursing Admission Criteria, effective for Fall 2015 intake, as recommended by the Admissions and Selections Committee (April 9, 2014), as presented in Agenda Item 5.2.2.

Moved by D. Couves, seconded by R. Ginther to approve the changes to the Disability Studies - Leadership and Community Admission Criteria, effective for Fall 2015 intake, as recommended by the Admissions and Selections Committee (April 9, 2014), as presented in Agenda Item 5.2.3.
Academic Governance Council Meeting Minutes: April 29, 2014

senior management, President’s Group, and APPC and was presented to AGC for information. The following points arose during discussion:

- **Recommendation 10: point 2:** What are the implications for abandoning University Studies International for international students? Will the bridging portion of the program also be eliminated?
  - The purpose is to eliminate the appearance that international students are not actually enrolled in their programs of study.

- The report focuses mostly on international recruitment. Are there plans to increase study abroad opportunities for MacEwan University domestic students?
  - Study abroad is discussed in the report, and it is recognized that this is an area MacEwan University needs to grow. There is a concern, however, regarding how to subsidize the program equitably to ensure students from all socioeconomic backgrounds are able to participate.

- Due to the retirement of Rick Lewis, Director, MacEwan International, a new Executive Director will be hired in Summer 2014.
  - Will the Executive Director be an academic or administrative staff member?
    - That will depend upon their qualifications.

- Will all international activities at MacEwan University be centralized under MacEwan International?
  - Not at this point. The incoming Executive Director will be charged with developing a strategic plan for MacEwan International.

- It was requested that Program Chairs be consulted by MacEwan International to discuss potential degrees and programs to market to international students.

- AGC members were encouraged to email the Chair of APPC with any further input on this topic.

5.4 Nominations Committee

5.4.1 Executive Committee Student Member

Teresa Costouros, Chair, Nominations Committee, requested nominations for the AGC student member to serve on Executive Committee for a one-year term, from May 1, 2014 to April 30, 2015.

AGC-07-04-29-2014

Moved by R. Alam, seconded by M. Milner that Rebecca Taylor, AGC student member, be appointed to the Academic Governance Council Executive Committee for a one-year term, from May 1, 2014 to April 30, 2015.

Carried

5.5 Executive Committee

[Scribe’s Note: This item was discussed after Agenda Item 3.1 University Medals of Excellence.]

5.5.1 Notice of Motion – AGC Bylaws

Chris Hancock, Vice-Chair, Executive Committee, presented a Notice of Motion three weeks in advance for AGC Bylaws Amendment: School of Continuing Education membership on AGC, for consideration at the May 20 AGC meeting. The request is to increase AGC membership to include the dean of the School of Continuing Education and one faculty member, effective October 2014. If approved by AGC, the revised AGC Bylaws will be ratified by the Board of Governors in Fall 2014. The following amendments will be recommended to the AGC Bylaws:

7.1.2 The Council has 26 Academic Staff members including (a) eight from the Faculty of Arts and Science, (b) four from the School of Business, (c) four from the Centre Faculty for the of Fine Arts and Communications, (d) eight from the Faculty of Health and Community Studies, (e) one from the School of Continuing Education, and (f) two from Professional Resource Faculty.

7.1.4 The Council has seven senior officials including (a) four Deans/Associate Deans as Board appointees (one each from the Faculty of Arts and Science, the School of Business, the Centre Faculty for the of Fine Arts and Communications, and the Faculty of Health and Community Studies, and the School of Continuing Education), (b) one University Registrar as Board appointee, (c) one Dean of Libraries as Board appointee, and (d) one Vice President Finance as Board appointee.
12.7.4 A simple majority (50%+1) is required to pass motions in Council with the exception of bylaw changes, which require a two-third majority of voting members. Quorum is established at 26 members, 16 of whom shall be Academic Staff members.

The following points arose during discussion:

- Is the School of Continuing Education in operation?
  - Yes, courses are being offered through the new School of Continuing Education.

5.5.2 Nominations Committee Student Member
[Scribe's Note: This item was discussed after Agenda Item 5.5.3 Student Participation Working Group Report.]

Chris Hancock, Vice-Chair, Executive Committee, requested nominations for the AGC student member to serve on Nominations Committee for a one-year term, from May 1, 2014 to April 30, 2015.

**AGC-08-04-29-2014**
Moved by M. Milner, seconded by D. Roy that Rebecca Taylor, AGC student member, be appointed to the Nominations Committee of the Academic Governance Council for a one-year term, from May 1, 2014 to April 30, 2015.

Carried

5.5.3 Student Participation Working Group Report
[Scribe's Note: This item was discussed after Agenda Item 5.5.4 AGC Review Report.]

Ryan Roth, Member, Executive Committee, presented the Student Participation Working Group (SPWG) Report, which addressed policy implications and provided recommendations to encourage and recognize student engagement at MacEwan University, including participation in various university governance structures. The Working Group submitted its final report and recommendations for approval at the April 10, 2014 AGC Executive Committee meeting. Upon review of the report, Executive Committee agreed to present the report to AGC for discussion and recommendation. The following points arose during discussion:

- Recommendation 8 regarding a common time for student leadership activities: What would a common time entail?
  - No structured learning would occur during the common time. Instead, students would be encouraged to participate in university activities, leading to more student engagement and potentially more student involvement in governance activities.

Due to the potentially far-reaching impact of implementation of the recommendations, it was recommended that the Report be tabled for discussion at the first AGC meeting of the 2014-2015 academic year.

**AGC-09-04-29-2014**
Moved by R. Taylor, seconded by R. Alam to approve the recommendations of the Student Participation Working Group Report (April 2, 2014), as presented in Agenda Item 5.5.3.

Moved by J. Withey, seconded by T. Costouros to table the recommendations of the Student Participation Working Group Report (April 2, 2014), as presented in Agenda Item 5.5.3, for discussion at the first AGC meeting of the 2014-2015 academic year.

Carried

5.5.4 AGC Review Report
[Scribe's Note: This item was discussed after Agenda Item 5.5.1 Notice of Motion – AGC Bylaws.]

Chris Hancock, Vice-Chair, Executive Committee, presented the AGC Review Report, prepared by the AGC Review Task Team, for approval. Once approved, the Report will be presented to the Board of Governors for information, with any policy B3000-related revisions, in particular AGC composition and structure, presented for Board of Governors’ approval. Following approval, an implementation and communications plan, with a schedule, will need to be developed.
AGC-10-04-29-2014  
Moved by T. Costouros, seconded by K. Hood to approve the recommendations of the Academic Governance Council Review Task Team (March 24, 2014), as presented in Agenda Item 5.5.4.

Moved by A. Skye, seconded by J. Withey to divide the resolution in order for Academic Governance Council (AGC) to approve each section of recommendations separately in the AGC Review Task Team AGC Review Report (March 24, 2014), as presented in Agenda Item 5.5.4.  
	Carried

Section A: AGC Membership
The following points arose during discussion:

- In recommendation A3, why does the Report propose four non-voting and five voting student members?
  - AGC determined they wanted to increase the number of voting student members to nine; however, AGC would have been in contravention of the Post-Secondary Learning Act, and any decisions made by AGC with an incorrect membership could be deemed void. Consequently, the Review Task Team researched what other universities in Alberta have done to increase student participation and this model seemed the most viable option.

- Recommendation A3, Note regarding sessional-extended faculty:
  - How will sessional-extended faculty members on AGC be managed in terms of election and possible appointments? For example, will they only be allowed to serve in their first or second year of a three-year contract in order to mirror AGC terms? They may also have an expectation for inclusion and recognition for their service.
    - Operationalization of this would have to be in the first instance the responsibility of Executive Committee. Implication to workload was debated at a previous AGC meeting.
  - Will sessional-extended faculty be precluded from serving on AGC if the Note is struck from the Report?
    - Yes, since the report defines in the Scope of the Review section that a faculty member is a probationary or full-time continuing faculty member.

AGC-11-04-29-2014  
Moved by A. Skye, seconded by R. Alam to strike the Note under Recommendation A3 regarding sessional-extended faculty membership on AGC.  
Defeated

A revision was proposed to the definition of faculty members, as provided in the last paragraph under Scope of Review, to include associate deans, especially for AGC and its committees. The following points arose during discussion:

- Are associate deans currently considered to be faculty members?
  - A policy was established by the Board of Governors that all deans and associate deans must hold academic appointment.

- Does the motion imply that if a dean cannot sit on AGC, they cannot delegate to an associate dean?
  - If the motion passes, then associate deans would not be allowed to vote at AGC on their dean's behalf, which is also the current policy.

- Associate deans actively participate in governance through serving in dean/associate dean positions on AGC committees. Since the number of deans is small compared to available positions on AGC committees, associate deans also serve.

AGC-12-04-29-2014  
Moved by C. Monk, seconded by M. Sekulic that, by virtue of holding one of eight seats allotted to senior administrators, deans may not delegate their membership on Academic Governance Council (AGC), and associate deans may offer themselves for election to AGC as faculty members while maintaining their eligibility to serve on AGC committees.  
Defeated
Relating to Recommendation A4, the following revision was requested in Appendix One Note 3 regarding the formula for calculation of faculty member seats on AGC per Faculty/School:

If the sum of the number of seats is less than 18 due to rounding down, the extra seat will be allocated to the member-at-large category.

To:

The calculated number of seats will be rounded up. If the total number is greater than 18 due to rounding up, then the extra seat will be taken from the Member-at-Large category.

AGC-13-04-29-2014
Moved by J. Withey, seconded by K. Hood to replace point 3 in the Notes in Appendix One to Recommendation A4 regarding the formula for calculation of faculty member seats per Faculty/School, with: 3. The calculated number of seats will be rounded up. If the total number is greater than 18 due to rounding up, then the extra seat will be taken from the Member-at-Large category.

Carried

AGC-14-04-29-2014
Moved by R. Meleshko, seconded by C. Monk to approve the recommendations in Section A: AGC Membership of the AGC Review Task Team Report (March 24, 2014), as amended.

Carried

Section B: AGC Committee Structure

AGC-15-04-29-2014
Moved by T. Costouros, seconded by C. Gnauck to approve the recommendations in Section B: Committee Structure of the AGC Review Task Team Report (March 24, 2014), as presented.

Carried

Section C: AGC Committee Membership

The following points arose during discussion:

- Recommendation C7: Why are staff members on AGC committees not allowed to be voting members?
  - The Review Task Team discussed whether or not staff should be included as a voting membership category on AGC committees and decided staff should not be voting members due to the nature of academic governance. Staff may be included on AGC committees in ex-officio or resource categories. The principle underlying the decision was that academic staff should be making academic decisions.

- Recommendation C8 regarding faculty members Chairing most AGC committees: Why does it state, “in most cases”?
  - To provide for any instance where a faculty member does not volunteer to Chair an AGC committee, then someone other than a faculty member may be required to Chair.

AGC-16-04-29-2014
Moved by M. Milner, seconded by B. Parker to approve the recommendations in Section C: AGC Committee Membership of the AGC Review Task Team Report (March 24, 2014), as presented.

Carried

(2 Opposed)

Section D: Delegation of Authority

The following points arose during discussion:

- Recommendation D1 regarding subsidiary bodies of AGC: Is a future Librarian Council and a School of Continuing Education Council reflected in the Report?
  - Yes, “Faculty/School/Division” terminology was used in the Report to ensure possible inclusion of a Librarian Council, at the request of the Dean of Libraries. A School of Continuing Education Council would be included under the Faculty/School classification.
AGC-17-04-29-2014
Moved by A. Skye, seconded by K. Hood to approve the recommendations in Section D: Delegation of Authority of the AGC Review Task Team Report (March 24, 2014), as presented.

Carried

Section E: Policy Development
The following revision to recommendation E1 regarding the Institutional Policy Framework was requested due to the in-process status of the new Framework. It was noted that the Framework is slated for AGC and the Board’s final approval in Fall 2014:

That AGC adopt the Institutional Policy Framework developed by the Vice President and General Counsel.

To:

That AGC will approve and adopt the Institutional Policy Framework developed by the Vice President and General Counsel.

AGC-18-04-29-2014
Moved by J. Withey, seconded by K. Hood to revise recommendation E1 to: That AGC will approve and adopt the Institutional Policy Framework developed by the Vice President and General Counsel.

Carried

AGC-19-04-29-2014
Moved by T. Costouros, seconded by R. Ginther to approve the recommendations in Section E: Policy Development of the AGC Review Task Team Report (March 24, 2014), as amended.

Carried

Section F: Administrative Support for AGC and its Committees
AGC-20-04-29-2014
Moved by D. Roy, seconded by M. Milner to approve the recommendations in Section F: Administrative Support for AGC and its Committees of the AGC Review Task Team Report (March 24, 2014), as presented.

Carried

The Chair thanked the Academic Governance Council Review Task Team for their work and John Friesen for his research and writing of the AGC Review Report.

6.0 Faculty/School Councils
6.1 Faculty of Fine Arts and Communications Faculty Council
6.1.1 Revised Bylaws
Denise Roy, Chair, Faculty of Fine Arts and Communications (FFAC) Faculty Council, presented revised Bylaws for approval. On April 10, 2014, AGC Executive Committee reviewed the submission of motion and approved the textual changes to the FFAC Faculty Council Bylaws. Recommended substantive changes include:

- Delete 5.1.4 “1 Librarian”.
- Move “Assistant Dean” from 5.1.6 to 5.2.5 under non-voting members.
- Remove items 8.1.4 “Standards Approval Committee” and 8.1.5 “Academic Title Committee”. Add new item 8.1.4 “Rank and Title Committee”.

The following points arose during discussion:

- What is the rationale for the Librarian position being deleted, when AGC approved in June 2011 the Report and Recommendations of the Ad Hoc Committee on Faculty and School Councils, which stipulated in Attachment 1, Section 3. Composition, 3.1 d) 1 Librarian or other Professional Resource Faculty for each Faculty and School Council?
The revision is to clarify voting rights on the FFAC Faculty Council. In this case, the Dean of Libraries delegated her position to the FFAC Librarian, who was also consulted about this revision.

- In Attachment 1, the rationale for the change to section 5.1.4 should be revised to state: ... to minimize a number of non-instructional faculty members allowed to vote.
- In a collegial governance model with guidelines approved by AGC, what is the procedural significance of AGC approving the removal of the librarian member from the Faculty of Fine Arts and Communications Faculty Council Bylaws?
  - The process followed for revising the Council Bylaws is correct, even though the content deviates from what was previously approved by AGC.
  - It was noted that other requirements, such as Academic Title Committee and Standards Approval Committee, had subsequently been changed in some Faculty/School Council Bylaws.

**AGC-21-04-29-2014**

Moved by H. Symonds Brown, seconded by L. Mazo to approve the Faculty of Fine Arts and Communications Faculty Council Bylaw revisions, effective July 1, 2014, as recommended by the Faculty of Fine Arts and Communications Faculty Council (January 2014), as presented in Agenda Item 6.1.1.

Carried (7 Opposed)

7.0 Question Period

- With the implementation of the AGC Review Report, will the change to a General Faculties Council change the scope of AGC’s responsibility?
  - This will be discussed at Executive Committee as part of the AGC Review Implementation Strategy and reported to AGC.
- When will there be an update on the issue of course scheduling?
  - J. Corlett will provide an update on scheduling as part of the Report of the Provost and Vice President Academic at a future AGC meeting.

8.0 Future Agenda Items/Next Meetings – May 20, 2014

The next meeting of AGC is May 20, 2014 at 5:45 p.m. to 8:45 p.m. in Room 9-202 City Centre Campus.

9.0 The meeting adjourned at 8:40 p.m.

Approved by Academic Governance Council
May 20, 2014 (motion AGC-01-05-20-2014)