1.0 CALL TO ORDER
The meeting was called to order at 5:00 p.m.

2.0 APPROVAL OF AGENDA/CONSENT AGENDA
The Chair presented the agenda for approval.

The following items were approved on the consent agenda:
- 2.1 AGC Open Meeting Minutes: September 23, 2014
- 2.2 Executive Committee Minutes: September 30, 2014
- 2.3 Nominations Committee Report

It was requested that Consent Agenda Item 2.5 Research Council Annual Report 2013-2014 be discussed after Item 5.2.1 Research Council Work Plan 2014-2015, to which AGC consented.

The Chair requested that a closed session be held after item 7.0 Future Agenda/Next Meeting – November 25, 2014, to discuss two confidential items, to which AGC consented.

Moved by A. Skye, seconded by P. Roccia to amend the agenda by:
- Postponing 2.4 MacEwan Sabbatical Leave Committee Annual Report 2013-2014
- Postponing 2.6 University Rank and title Committee Annual Report 2013-2014
- Revising 4.0 to “Report of the President”
- Postponing 5.4.1 MacEwan Sabbatical Leave Committee Work Plan 2014-2015
- Postponing 5.5.1 University Rank and Title Committee Work Plan 2014-2015

Carried
Moved by M. Sekulic, seconded by L. Honey to approve the agenda for October 28, 2014 and the items on the consent agenda, as amended.

Carried

2.5 Research Council Annual Report 2013-2014
[Scribe’s Note: This item was discussed after 5.2.1 Research Council Work Plan 2014-2015.]

Tara Stieglitz and Michael Roberts, Co-Chairs, Research Council, presented the Research Council Annual Report 2013-2014 for approval. The following points arose during discussion:

- Regarding point 5. Policy Revision and Approval: What did the review of the listed policies include, since the policies were not reviewed by Academic Policies Committee (APC)?
  - It was noted that academic policies are not approved by Research Council, because that is the role of AGC via APC.
  - It was suggested that the first sentence be revised from: “Policies reviewed and approved by Council …” to “Policies reviewed and recommended for approval by Council…”
- Regarding point 6. Adjudication: Why is Research Council not pursuing the two external reviewers for applications to the Special Project Fund?
  - Research Council agreed that the pilot did not work. Since there was little interest, it also created more administrative work for what in the end was just a different interdisciplinary group to evaluate research funding.

Moved by A. Skye, seconded by R. Ginther to approve the Research Council Annual Report 2013-2014 as presented.

Carried

D. Atkinson vacated the Chair, and K. Hood presided.

3.0 BOARD OF GOVERNORS’ REPORT
David Atkinson, President of MacEwan University, noted that the Board of Governors’ Report was distributed with the meeting package.

4.0 REPORT OF THE PRESIDENT
[Scribe’s Note: During approval of the agenda, AGC requested that this item be revised from “Report of the Provost and Vice-President Academic” to “Report of the President”.]

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

- MacEwan University Open House is November 1, 2014.
- Fall 2014 Convocation is November 18, 2014.
- The ground breaking ceremony for MacEwan University’s Centre for the Arts and Culture (CFAC) building is November 4, 2014.
- The Board of Governors will be discussing the final approval of the new CFAC building at their October 29 meeting; in particular, appointment of the construction manager. If approved, construction would begin as soon as possible after the official ground breaking ceremony.
- Construction of the new parking area on 105 Avenue is on schedule. It will be completed before construction of the new CFAC building begins.
- The business case regarding MacEwan University’s status will be presented to AGC on November 25 for discussion and recommendation to the Board of Governors on December 18 for approval.
- The 2015-2016 Budget Advisory Committee met to consider 40 submissions received. The Committee will make recommendations for funding based on the following parameters, for presentation to the Board of Governors for approval:
  - Requests must be for funding of items that support the Integrated Strategic Plan.
The President noted that the Committee had also requested submissions to include opportunities for savings or reallocation of funds within a unit.

4.1 President’s and Deans’ Medals
David Atkinson, President of MacEwan University, reported that a President’s Medal will not be awarded at the Fall 2014 Convocation. He presented the following Deans’ Medal recipients for information:

*Faculty of Arts and Science*
- (Degree): Ana Saleh, Bachelor of Science

*Faculty of Fine Arts and Communications*
- (Degree): Michael Liam Paul Francoeur, Bachelor of Communication Studies, Professional Communication
- (Certificate/Diploma): Krista Posyniak, Arts and Cultural Management Diploma

*Faculty of Health and Community Studies*
- (Degree/Applied Degree): Krisztina Pap, Bachelor of Applied Human Service Administration
- (Certificate/Diploma): Dena Florence Wright, Hearing Aid Practitioner

*School of Business*
- (Degree): Darryl Glen, Bachelor of Commerce
- (Certificate/Diploma): Vivian Joy Binnema, Public Relations

K. Hood vacated the Chair, and D. Atkinson presided.

5.0 COMMITTEE REPORTS

5.1 ACADEMIC POLICIES COMMITTEE

5.1.1 Policy C5053: Animal Research Ethics
Mark Arnison, Chair, Academic Policies Committee, presented the revised policy C5053: Animal Research Ethics, effective immediately, for approval. The following points arose during discussion:

- Is the current functioning of Animal Research Ethics Board (AREB) consistent with the administrative structure outlined for Research Services in the new policy?
  - Shannon Digweed, Chair, Animal Research Ethics Board, reported that the updated structure meets the Canadian Council on Animal Care (CCAC) requirements. She noted that some education may be required to ensure that the culture of the reporting structure is accepted as readily as the structure itself by AREB committee members, principle investigators, and Research Services. Historically, there has never been a clear reporting structure, and thus, Research Services has often been involved in the day-to-day activities of AREB.

- Regarding sections 4.1 to 4.3 under 4.0 Responsibility: Since the Director of Research Services reports to the Provost and Vice-President Academic (the Provost), who provides direction to the AREB Ethics Coordinator, AREB, Research Services, or the Provost in his capacity as Vice-President Research?
  - It was noted that the Provost also fills the role of de facto Vice-President Research at MacEwan University.
  - The AREB coordinator continues to work closely with the AREB Chair. The Animal Ethics Coordinators and the Animal Care Technician report to the Director of Research Services (their immediate supervisor). The Research Officer (from the Research Office) is the supervisor, but needs to generally take a hands-off approach to AREB itself in accordance with CCAC policy. This is primarily due to the fact the Research Office is often in charge of soliciting scientific merit reviews of animal research projects (seeking ethics). If the Research Office is also involved with AREB, this represents a conflict of interest according to the CCAC. Therefore, the Research Office is the direct supervisor to the Animal Ethics Coordinator, but cannot, in any way, steer their work with AREB, according to CCAC policy.

- What types of animal research does MacEwan University undertake?
  - The University has zebrafish in both the Psychology and Biology departments used in research and teaching activities, as well as a small betta fish lab conducted in Biology 371. There are also two major field research projects that are also used for primary research and teaching of students. There are no rodent labs on campus.
AGC-03-10-28-2014
Moved by D. McFadyen, seconded by M. Sekulic to approve the revisions to Policy C5053: Animal Research Ethics, effective immediately, as recommended by Academic Policies Committee, as presented in Agenda Item 5.1.1.

Carried

5.1.2 Housekeeping Changes to C Policies
Mark Arnison, Chair, Academic Policies Committee presented housekeeping changes to all academic (C) policies, for approval.

AGC-04-10-28-2014
Moved by A. Parrish-Craig, seconded by K. Heslop to approve the housekeeping and textual changes to all affected C policies, effective immediately, as recommended by Academic Policies Committee (September 2014), as presented in Agenda Item 5.1.2.

Carried

The following point arose during discussion:
- C. Monk, Dean, Faculty of Arts and Science, noted the recommendation to have the office that maintains the University policy manual take on the responsibility for correcting housekeeping errors in policies was a reasonable action.

AGC-05-10-28-2014
Moved by C. Monk, seconded by M. Sekulic to delegate to the office that maintains the University policy manual the responsibility for correcting typographical and grammatical errors and register each in the annual C policy housekeeping registry, effective immediately, as recommended by Academic Policies Committee (September 2014), as presented in Agenda Item 5.1.2.

Carried

5.2 RESEARCH COUNCIL
5.2.1 Work Plan 2014-2015
Tara Stieglitz and Michael Roberts, Co-Chairs, Research Council, presented the Research Council Work Plan 2014-2015 for approval. The following points arose during discussion:
- The deadlines for grants are October 1 and March 1, and many more applications tend to be received for the March deadline. For example, if there are 20 percent more applicants for funding in March, 20 percent more funding should be available then. Or, perhaps the deadline could be extended to later in the Fall term.
  - Moving the Fall deadline to later in the term would prevent faculty from starting projects earlier in the fall term. It may be possible to change the funding model.
  - Perhaps more communication regarding the October deadline is required.
  - It was requested that Research Council examine this further.
- Some research grants are required to be used within one academic year, which has caused issues.
  - That issue is in the process of being fixed. It was noted that this issue does not apply to the Project Grants, for which two years are allowed for execution of a project.
- In the past, there have been restrictions on how grant funding could be spent; specifically, on publishing of research.
  - A Publisher Support Fund will be launched in the near future, allowing for more freedom in where to publish.
- It was suggested that the Work Plan should indicate that the above and other issues are being addressed.
- What does the theme “Urban Spaces” refer to under the Strategic Research Fund 2015-2016? Who decides the theme?
  - The theme was chosen last year by Research Council, because it linked to the pillar, At The Heart of the City – A vibrant and vital urban experience. We are a hub of creative, scholarly, and cultural activity in the core of the city – building, sharing in, and contributing to its growth and prosperity.
  - It was suggested that the term “Community Engagement” could be used instead of “Urban Spaces”, since it was more easily understandable.
• Funding decisions should be academic decisions, rather than administrative decisions.
  o The Chair requested this issue be included on the next AGC agenda for further discussion.

Moved by A. Skye, seconded by B. Pitruniak to approve the Research Council Work Plan 2014-2015, as presented in Agenda Item 5.2.1.

AGC-06-10-28-2014
Moved by A. Skye, seconded by R. Ginther to refer the Research Council Work Plan 2014-2015 back to Research Council for consideration of AGC’s comments. Carried

5.3 Academic Planning and Priorities Committee
5.3.1 School of Business Academic Structure
Peter Roccia, Vice-Chair, Academic Planning and Priorities Committee (APPC), presented the proposed School of Business academic structure, for approval. He noted that Elsie Elford, Dean, School of Business, was present to answer any questions. The following points arose during discussion:

• In the Submission of Motion, first bullet under Placement of faculty in departments: Why is the School of Business striving for equity in terms of department size?
  o E. Elford, Dean, School of Business, explained that the proposed administrative structure addresses administrative inefficiencies, such as avoiding having one small department that in fact would be a group of small programs. The School wanted to be inclusive, finding a home for those faculty who taught in small diploma programs within a larger department, resulting in having a faculty from a range of interdisciplinary, multidisciplinary areas within a department.

• In the Submission of Motion, second bullet under Placement of faculty in departments: How will the notion of faculty self-selection of their department work to ensure an equitable number of faculty and course sections in each department? Is the self-selection approved by the dean? What is the process to change their department?
  o E. Elford reported that much discussion occurred during consultations in determining the agreed-upon guiding principles for the administrative structure of the School. E. Elford noted that faculty members would be required to fill out a form, indicating courses taught, discipline-specific activities, etc., that provide a rationale for their choice of department. The dean will have final approval of program placement within departments of the School of Business, which was also agreed to by the faculty members.
  o The dean noted that this administrative structure was the only one that received unanimous support from School of Business faculty members.
  o AGC members C. Hancock and T. Carter from the School of Business echoed their support for the proposed administrative structure.

• In recommending the proposed School of Business administrative structure to AGC for approval, P. Roccia noted that APPC took into consideration the fact that the School of Business Council approved the proposed structure based on the guiding principles, including self-selection of departments. A second consideration was that the motion was to only approve the proposed structure, not the implementation plan.

• C. Monk, Dean, Faculty of Arts and Science, commended the School of Business on the multidisciplinary nature of its proposed departments.
  o E. Elford noted that much discussion was around collegiality, with anticipation that collaboration will increase within the new departmental structures and between multidisciplinary units.

• With the decreasing number of program chairs in the School of Business, was the workload of support staff also examined?
  o The School of Business will ensure the capacity to allow people time to carry out their roles effectively.

• It was noted that it may have assisted AGC to visualize the proposed structure if an organizational chart with positions below the department chairs had been included.

• The dean stated that she felt the School of Business faculty members could be trusted to approve the motion, which they did unanimously. If they had gotten into implementation details, the proposal would have become rigid. The proposed structure provides a guide to assist the School with setting up the new departments.
- Will all Faculties/Schools have the same titles and job descriptions for similar roles? If so, how will the University ensure uniformity between the Faculties/Schools?
  - D. Atkinson reminded that the initial motion passed by the Board of Governors suggested the University move into a structure within Faculties/Schools that is consistent with best practice of Canadian universities. There was never any intention to impose a one-size-fits-all structure.
- It was suggested that if the implementation plan will be presented to AGC for approval, it would be helpful to show distinct boundaries of what AGC is to approve and what the dean is to implement, along with a detailed organizational chart.
- The Chair noted that some of the requests from AGC members to review details of an organizational chart and role descriptions for coordinators/course leaders were treading on the dean's administrative authority.

**AGC-07-10-28-2014**
Moved by E. Elford, seconded by K. Heslop to recommend to the Board of Governors approval of the proposed School of Business academic structure, as recommended by the Academic Planning and Priorities Committee (October 14, 2014), as presented in Agenda Item 5.3.1.  
Carried

**5.3.2 Professional Golf Management Post-Diploma Certificate Program Closure**
Peter Roccia, Vice-Chair, Academic Planning and Priorities Committee, presented the Professional Golf Management Post-Diploma Certificate Program Closure, effective June 30, 2015, for approval.

**AGC-08-10-28-2014**
Moved by E. Elford, seconded by C. Hancock to recommend to the Board of Governors approval of the closure of the Professional Golf Management Post-Diploma Certificate program, effective June 30, 2015, as recommended by Academic Planning and Priorities Committee (October 14, 2014), as presented in Agenda Item 5.3.2.  
Carried

**5.3.3 Academic Planning and Priorities Terms of Reference**
Peter Roccia, Vice-Chair, Academic Planning and Priorities Committee (APPC), presented amended APPC Terms of Reference, effective immediately, for approval. He noted that the majority of changes were housekeeping items, with two substantive amendments: section 4.1.3 broadens the language to ensure that those staff members who should be on APPC are reflected in the Terms of Reference without an extensive list; and, section 6.2 clarifies the term and role of the Vice-Chair. The following points arose during discussion:
- Regarding section 2.1 on course approvals: APPC will review the responsibility for that. It was suggested that should be reflected in the Work Plan. For example: APPC has looked at parameters for approving course approvals.
- Regarding section 2.1.5: Given that Academic Policies Committee will be dissolved at the end of this academic year, what body will replace it to review curriculum matters affecting academic policy?
  - The Terms of Reference were revised based on the current AGC committee structure. When that changes, the Terms of Reference will be reviewed again.

**AGC-09-10-28-2014**
Moved by T. Carter, seconded by A. Skye to approve the amended Academic Planning and Priorities Committee Terms of Reference (October 14, 2014), effective immediately, as presented in Agenda Item 5.3.3.  
Carried

**5.4 MACEWAN SABBATICAL LEAVE COMMITTEE**

**5.4.1 Work Plan 2014-2015**
[**Scribe's Note:** During approval of the agenda, AGC requested that this item be postponed to the next AGC meeting.]
5.5 UNIVERSITY RANK AND TITLE COMMITTEE
5.5.1 Work Plan 2014-2015
[Scribe’s Note: During approval of the agenda, AGC requested that this item be postponed to the next AGC meeting.]

5.6 ADMISSIONS AND SELECTIONS COMMITTEE
5.6.1 Bachelor of Science in Nursing Admission Criteria
Mike Sekulic, Chair, Admissions and Selections Committee (ASC), presented revised Bachelor of Science in Nursing Admission Criteria for approval. The following points arose during discussion:
- Did the Faculty of Health and Community Studies (FHCS) Council approve the Admission Criteria before it was forwarded to Admissions and Selections Committee?
  - S. Bookhalter reported that the Curriculum Committee of the FHCS Council approved the Admission Criteria prior to submission to ASC.
  - C. Monk reminded that AGC has not delegated the responsibility for approval of Admission Criteria to the Faculty/School Councils.
- M. Sekulic clarified that the Admission Criteria were updated to reflect current practice and to communicate accurate information to potential students. He noted this was also the case for the Psychiatric Nursing Diploma Admission Criteria, next on the agenda.

AGC-10-10-28-2014
Moved by S. Bookhalter, seconded by N. Delling to approve the changes to the Bachelor of Science in Nursing Admission Criteria, effective for Fall 2016 intake, as recommended by the Admissions and Selections Committee (October 6, 2014), as presented in Agenda Item 5.6.1.
Carried

5.6.2 Psychiatric Nursing Diploma Admission Criteria
Mike Sekulic, Chair, Admissions and Selections Committee, presented revised Psychiatric Nursing Diploma Admission Criteria for approval.

AGC-11-10-28-2014
Moved by S. Bookhalter, seconded by C. Raymond-Seniuk to approve the changes to the Psychiatric Nursing Diploma Admission Criteria, effective for Fall 2016 intake, as recommended by the Admissions and Selections Committee (October 6, 2014), as presented in Agenda Item 5.6.2.
Carried

6.0 QUESTION PERIOD
The following questions were raised:
- Why was there only one student being presented with a Dean’s Medal from the Faculty of Arts and Science (FAS)?
  - No FAS students are graduating from a certificate or diploma program in Fall 2014.
  - It was noted that FAS has a General Studies diploma program, but there are no students graduating from that program in Fall 2014.
- What are the implications of the proposed change in MacEwan University’s status?
  - D. Atkinson noted the business case will be brought forward to AGC at the November 25 meeting for discussion and recommendation to the Board of Governors for approval.

7.0 FUTURE AGENDA ITEMS/NEXT MEETINGS – November 25, 2014
The next meeting of AGC is November 25, 2014 at 5:00 - 8:00 p.m. in Room 9-323 City Centre Campus.

It had been indicated by the agenda and agreed earlier in the meeting, that two 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 6:50 p.m.

Approved by Academic Governance Council
November 25, 2014 (motion AGC-02-11-25-2014)