1.0 CALL TO ORDER
The meeting was called to order at 5:05 p.m.

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

AGC-01-12-11-2014
Moved by B. Pitruniak, seconded by M. Milner to approve the agenda for December 11, 2014 as presented.  
Carried

3.0 PRESENTATION

3.1 UNIVERSITY REGISTRAR
3.1.1 Revised Academic Schedule 2015-2016
David Atkinson, Chair, reminded that at the November 25, 2014 Academic Governance Council (AGC) meeting, AGC Executive Committee presented for information the Academic Schedule 2015-2016, as approved by Executive Committee at its November 4, 2014 meeting. During the course of approving the November 25 AGC agenda, the Council voted to amend the agenda to make this item an approval item, rather than an information item, overriding the delegation of authority to approve the Academic Schedule as outlined in policy C2025: Academic Schedule (motion AGC-01-11-25-2014). After discussing the Academic Schedule 2015-2016, AGC decided to refer the Academic Schedule 2015-2016 to the Office of the University Registrar for consideration of AGC’s comments, for approval at the AGC special session on December 11, 2014 (motion AGC-10-11-25-2014).

The Chair reported that after the November 25 AGC meeting, he requested Michelle Plouffe, Vice-President, General Counsel and Compliance Officer, review AGC’s decision to override its delegation of authority to approve the Academic Schedule. This delegation is outlined in policy C2025, section 4.6. The Vice-President submitted her opinion to the Chair and the Executive Committee based on analysis of the Post-secondary Learning Act (PSLA), PSLA Alternative Academic Council Regulation 219/2006, AGC Bylaws, Policy
C2025, Executive Committee’s Terms of Reference, and taking into consideration general principles of administrative law. The following summarizes the findings:

- Once a power is properly delegated by Academic Governance Council, it is no longer able to exercise that power directly. Its remedy is to rescind the delegation (e.g. revise the policy), rather than attempt to exercise the delegated power.
- However, under the PSLA, Academic Governance Council does not have the ability to delegate its functions to Executive Committee or any other subsidiary body. This authority currently rests with the Board of Governors (the Board).
- The authority to approve the Academic Schedule does not exist in the Alternative Academic Council Regulation and was never formally delegated to AGC or its subsidiary bodies by the Board.

Thus, it was found that as the matter stands, AGC would need to recommend the Academic Schedule 2015-2016 for approval at the December 18, 2014 Board meeting.

Since this is a time-sensitive issue, the Academic Schedule 2015-2016 must be presented to the Board on December 18, 2014, in order to resolve the academic schedule issue. There will also be a larger request to the Board to ensure it properly delegates authority to where that authority needs to rest, either with AGC directly or an AGC committee. The following points arose during discussion:

- Are Faculty/School Councils properly empowered, and can they delegate authority to other bodies?
  - Yes, Faculties/Schools have that authority under the PSLA, and AGC has the authority to approve items brought forward by Faculty/School Councils.
- It was confirmed that AGC will have input into the Bylaws review, and if revised, the AGC Bylaws would then be presented to the Board for approval.
- The Bond Report noted a need for a mechanism for delegation, and it seems that recommendation was overlooked.
  - If the Board cannot override the authority in the regulations, the Bylaws can provide guidance for authority outside the regulations.
  [Scribe’s Note: The Bond Report (2013) was an external review report which informed many of the final AGC Review Report (2014) recommendations.]

AGC Executive Committee met December 9 on this issue and put forth four separate motions for approval by AGC. Should the Board agree to delegate authority to AGC at its next meeting, AGC needs to take a comprehensive look at the principles of how the University schedules exams, taking into account the interests of all affected parties and the factors discussed at the November AGC meeting. Also, instead of approving an Academic Schedule on an annual basis, the Chair recommended that the Institution should approve Academic Schedules for at least three academic years at one time, to clearly indicate when students would be expected to write final exams. If the Board does not approve the delegation of authority to AGC, the Chair would recommend that a task force be created to investigate these issues.

M. Plouffe also reported that based on her findings, the following reviews would be required. Executive Committee at its December 9 meeting tasked the AGC Secretariat with the following:

- A review of all decisions made by the AGC Executive Committee in the past that would need to be ratified by AGC in order to make them valid.
- Review all AGC committee Terms of Reference to ensure there is proper delegation of authority within the bylaws, whether it is to an AGC committee or AGC directly.

Mike Sekulic, University Registrar, presented the revised Academic Schedule 2015-2106 for approval. The following points arose during discussion:

- All feedback received at the November 25 AGC meeting was considered when revising the Academic Schedule 2015-2016.
- Fall Term 2015: the last day of the examination period was changed from December 18 to December 16, providing three working days for grade submission. The exam period changed from 10 days to 9 days, beginning on December 7. This, in turn, reduced the student break from three to two contiguous days—the weekend.
• **Winter Term 2016:** the last day of examinations was changed from April 22 to April 20, to parallel the change to the Fall 2015 term, again providing three working days for grade submission. Similarly, the start of exams was moved to Monday, April 11.

• **Spring Session 2016:** The grade submission deadline was changed from June 28 to June 29, to parallel the other changes that provided at least three working days for grade submission at the end of a session.

• Each of the grade submission deadlines includes a weekend, affording five elapsed days for the grading of any exams written on the last day.

• Lab examinations could be scheduled into the first part of the final examination period.

• Other issues mentioned included the payment deadline, starting classes after Labour Day, the number of instructional hours in a session, and the number of labs in a session.

• It was noted that students will be happy with the revised schedule, because of the weekend between the last day of classes and the start of exams.

• Can classes extend beyond the end of classes date in the Academic Schedule?
  - Yes, non-standard classes can have their own range of dates for classes.

The Chair thanked M. Sekulic and M. Plouffe for their presentations.

**AGC-02-12-11-2014**
Moved by T. Lade, seconded by R. Taylor to recommend the approval of the Academic Schedule 2015-2016 (December 4, 2014) to the Board of Governors, as presented in Agenda Item 3.1.1.

Carried

Regarding the original intent to delegate the review of the Academic Schedule to AGC Executive Committee, the following points arose during discussion:

- Why is the Academic Schedule reviewed at Executive Committee and not at AGC?
  - A highly-detailed document such as the Academic Schedule does not lend itself well to discussion by a large body.

**AGC-03-12-11-2014**
Moved by P. Moore-Juzwishin, seconded by K. Heslop to recommend that the Board of Governors delegate authority of the approval of the Academic Schedules to the Academic Governance Council, effective December 19, 2014.

Carried

**AGC-04-12-11-2014**
Moved by T. Carter, seconded by C. Raymond-Seniuk to direct Academic Policies Committee to revise Policy C2025: Academic Schedule, section 4.6, to reflect the Board of Governors’ December 18, 2014 decision regarding delegation of authority.

Carried

Regarding the recommendation to revise policy E2112: Refunds of Tuition and Student Fees to reflect the requirements of the University’s academic schedules, the following points arose during discussion:

- The new student fee approach should ensure the University optimizes seats in popular courses.

- It was suggested that the University must ensure that there is a mechanism where courses are not launched with students who are registered, but not intending to attend.
AGC-05-12-11-2014
Moved by A. Parrish-Craig, seconded by B. Richards to recommend that the Board of Governors approve the deletion of sections 4.14.2 and 4.15.2 in Policy E2112: Refunds of Tuition and Student Fees, effective September 1, 2015, to align with the Academic Schedules for 2015-2016 and beyond.
Carried

Aimee Skye requested that AGC strike a task force, as described by the AGC Chair earlier in the meeting. The task force would review the current process and principles for creating the Academic Schedule.

AGC-06-12-11-2014
Moved by A. Skye, seconded by T. Lade that AGC strike a task force in order to review the way the current Academic Schedule is determined and the principles on how the Academic Schedule is created.
Carried

4.0 FUTURE AGENDA ITEMS/NEXT MEETINGS – JANUARY 20, 2015
While discussing the upcoming January 20, 2015 AGC meeting, the question was raised regarding when there will be an update on MacEwan University’s Status? The Chair reported that an update will be given at the next AGC meeting.

5.0 ADJOURNMENT
The meeting adjourned at 6:05 p.m.

Approved by Academic Governance Council
January 20, 2015 (motion AGC-01-01-20-2015)