1.0 CALL TO ORDER
The meeting was called to order at 5:00 p.m. The Chair, on behalf of AGC, welcomed Sharon Hobden, Associate Dean, as the new Faculty of Health and Community Studies (FHCS) AGC Dean member and thanked Christy Raymond-Seniuk, who had to step down as FHCS faculty member on AGC due to her new appointment as acting Associate Dean in FHCS.

The Chair, on behalf of AGC, also thanked outgoing Students’ Association of MacEwan University (SAMU) Vice President Academic and past School of Business AGC Student member, Rebecca Taylor. SAMU Executive elections were held and Faculty of Fine Arts and Community Studies (FHCS) AGC student member, Brittany Pitruniak, was elected as SAMU President, with Sam Karras elected as SAMU Vice President Academic, effective May 1, 2015. School of Business AGC student member, Kristen Stoik, also ran for SAMU Vice President Operations. The Chair, on behalf of AGC, congratulated all who ran.

2.0 APPROVAL OF AGENDA/CONSENT AGENDA
The Chair presented the agenda for March 17, 2015 for approval. The following items were approved on the consent agenda:
- 2.1 AGC Open Meeting Minutes: January 20, 2015
- 2.2 Executive Committee Minutes: February 24, 2015
- 2.3 Nominations Committee Report
- 2.4 MacEwan University Medals of Excellence

The Chair requested that Item 7.3.3 Business Management Diploma: Professional Golf Management Major Suspension Proposal be added to the agenda for decision in order to meet University print deadlines.
A correction to a typo was also noted, correcting 7.2.1 [Faculty Evaluation Committee’s] Revised Work Plan 2014-2015 to 7.2.2 on the agenda.

Moved by A. Skye, seconded by D. Roy to add agenda item 7.3.3 Business Management Diploma: Professional Golf Management Major Suspension Proposal to the agenda for decision. Carried.

AGC-01-03-17-2015
Moved by M. Milner, seconded by B. Petruniak to approve the agenda for March 17, 2015 and the items on the consent agenda, as amended. 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
David Atkinson, President of MacEwan University, reported on the following:
• Following the release of the Provincial Budget, town hall meetings will be held to discuss implications to the University budget.
• The Ministry has not yet decided if there will be an adjustment to tuition rates.
• AGC Elections are underway. Nominations close on March 26.
• AGC Committee nominations period opens March 18 and closes April 8. Approximately 50 vacancies need to be filled as of July 1, 2015, due to implementation of the approved AGC Review Report (2014).

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

5.0 REPORT OF THE PROVOST AND VICE PRESIDENT ACADEMIC
John Corlett, Provost and Vice President Academic (the Provost), reported that after meeting with various provincial and national peer organizations, MacEwan University seems to be positioned well today and for the future.

6.0 PRESENTATION
6.1 MacEwan University Information Management Policy
Idowu (ID) Ohioze, Information Management and Privacy Coordinator, presented the MacEwan University Information Management Policy, for information. Questions regarding policy D7500: Privacy, Freedom of Information and Privacy Legislation, and provisions under the collective agreements were discussed. A communications plan is being developed to disseminate information about the Information Management and Privacy Policy to the University community.

7.0 COMMITTEE REPORTS
7.1 ACADEMIC POLICIES COMMITTEE
7.1.1 Substantive Housekeeping of Academic “C” Policies
Sharon Hobden, Academic Policies Committee member, presented substantive housekeeping changes to the following academic “C” policies in an omnibus motion, for approval:
• C1000: Academic Integrity
• C1050: Service Courses
• C2015: Continuing Education
• C5050: Research, Scholarship and Creative Activity
• C5051: Responsible Conduct of Research and Scholarly Activity
• C5052: Ethical Review of Research with Human Participants
Changes included resolving difficult to replace/update terminology (e.g. Program Services, Associate Vice-President Academic and Research), in order ensure that all C policies were current and accurate in their terminology and nomenclature. It was noted that those changes deemed more significant than an update to terminology would be reviewed during regularly-scheduled policy reviews. The following points arose during discussion:

- Regarding policy C5055, section 4.1.4, last sentence: Delete redundant wording: “as recommended by the director.” The Provost agreed that this wording should have been deleted.
- Regarding policy C5055, section 4.1.4: Is oversight of the Research Institutes and Research Centres an academic or administrative responsibility?
  - The Provost stated that this section deals with administrative oversight only and not with academic leadership oversight, to ensure Research Institutes and Research Centres align with University policies, the Integrated Strategic Plan, etc. Any concerns identified by the Director of Research Services would be elevated to the appropriate Dean, and if not resolved, then to the Provost.
- Regarding policy C5056, section 4.6.3.2: Will consultation also occur with faculty who are connected to an Affiliation Agreement that may be terminated?
  - Section 4.6.3.1 gives the Provost authority to require the Principal Investigator, who would be faculty, to provide additional information at their request. It does not require consultation necessarily in cancelling an Affiliation Agreement.
- A request was made to split the omnibus motion in order to exclude section 4.6.3.2 of policy C5056, since it was felt that it may require a more significant change. AGC agreed with all of the other proposed housekeeping changes in C5056.

Moved by A. Skye, seconded C. Hancock to exclude section 4.6.3.2 of policy C5056 from the omnibus substantive housekeeping changes motion.

Carried

AGC-02-03-17-2015
Moved by P. Moore-Juzwishin, seconded by K. Heslop to approve the substantive housekeeping changes to the affected academic “C” policies, excluding section 4.6.3.2 of policy C5056, effective immediately, as recommended by Academic Policies Committee (February 5, 2015), as amended in Agenda Item 7.1.1.

Carried

7.2.1 Revised Annual Report 2013-2014
Sharon Hobden, Co-Chair, Faculty Evaluation Committee (FEC), presented the revised FEC Annual Report 2013-2014, for information, in response to AGC’s request from the November 25, 2014 meeting to include statistics comparing response rates to previous years.
7.2.2 Revised Work Plan 2014-2015
Sharon Hobden, Co-Chair, Faculty Evaluation Committee (FEC), presented the revised FEC Work Plan 2014-2015, for information. AGC requested at its November 25, 2014 meeting that the marketing plan be updated in the plan to reflect new strategies for increasing response rates.

7.3 ACADEMIC PLANNING AND PRIORITIES COMMITTEE
7.3.1 Bachelor of Communication Studies Residency Exemption
John Corlett, Chair, Academic Planning and Priorities Committee (APPC), presented the Faculty of Fine Arts and Communications (FFAC) request for the Bachelor of Communications Studies degree program residency requirement to be set at 35 per cent, effective immediately, for approval. The following points arose during discussion:

- The purpose of the residency exemption seems to address a specific transfer issue, which is not reflected in the motion. The example program provided ties their 35 per cent exemption to block transfer students only.
  - Denise Roy, FFAC Dean, confirmed that the exemption request was being made in response to a block transfer, although the motion does not phrase it in that way.
- Would this change affect the general education requirements in Humanities, Social Science, Science, and Fine Art and Performing Art?
  - Lucille Mazo, Program Chair, reported that potentially 20 students would be affected over the next two years.
- L. Mazo noted that because the current policy C2100: Graduation, section 3.3.6, does not allow exemptions on an individual basis, this residency exemption had to be presented on a program-level basis.
  - It was suggested that C2100 should be reviewed in order to reconsider allowing residency exemptions on an individual basis.
  - The APPC Chair added that if a student had been advised incorrectly at some point about residency requirements, the Deans are confined by the current policy.
- The APPC Chair suggested the Institution must attempt to tailor policies to accommodate the expanded education pathways that students currently and in the future may take to achieve degrees.
- Brittany Petruniak, FFAC student member, reported that this policy causes student frustration.
- Heather McRae, School of Continuing Education Dean, noted that residency implies students are part of the University’s culture, embedded within courses, and have a strong relationship with faculty. However, there is a trend in other institutions towards a degree completion program to allow for current student education pathways, and Communications is a good topic for that. She recommended that while the 35 per cent exemption may work within the Bachelor of Communication Studies, it should not become a trend within MacEwan University.
- Craig Monk, Faculty of Arts and Science Dean, requested that a timeframe be added to the motion, such as, “… residency requirement be set at 35 per cent for two years, …”
  - The AGC Chair clarified that whatever residency requirement is in place when a student enters the University will be grandfathered until they complete their coursework.
- The AGC Chair suggested the following wording may be more appropriate to indicate that the exemption is a temporary measure: “… until such time as appropriate review of the policy has been completed.”

Moved by C. Monk, seconded by A. Skye to amend the motion to review the 35 per cent residency exemption for the Bachelor of Communication Studies degree in two years, after which it will revert back to the 50 per cent residency requirement. Carried

AGC-04-03-17-2015
Moved by J. Corlett, seconded by L. Honey to approve that the Bachelor of Communication Studies degree program residency requirement be set at 35 per cent for two years, after which it will revert back to the 50 per cent residency requirement, effective immediately, as recommended by Academic Planning and Priorities Committee (February 10, 2015), as amended in Agenda Item 7.3.1. Carried (1 Opposed)
7.3.2 Faculty of Fine Arts and Communications Department Structure

John Corlett, Chair, Academic Planning and Priorities Committee (APPC), presented the proposed Faculty of Fine Arts and Communications (FFAC) department structure, effective July 1, 2015, for approval. The following points arose during discussion:

- Peter Roccia, AGC FFAC faculty member, spoke against the proposal.
- Bill Richards, AGC FFAC faculty member, spoke in favour of the proposal.
- It was observed that the FFAC department structure differed from the School of Business structure previously presented to AGC, which organized their departments based on critical mass in order to ensure completion of the business of the department.
  - Rose Ginther, AGC FFAC faculty member, reminded that Faculties/ Schools were advised at a previous AGC meeting that department structures would vary depending on the requirements of each Faculty/ School, and that there was not a minimum number of faculty or a specific type of structure required; the department structures in universities are very much dependent on disciplines.
- Were any of the other MacEwan University Faculties/ Schools used as comparators, such as the Faculty of Arts and Science (FAS) interdisciplinary departments?
  - The Ad Hoc Committee looked at comparable programs in other universities, including Theatre, Music, Arts Management, etc., to determine best practices of other Canadian universities.
- Craig Monk, FAS Dean, noted that it was very important that unless a proposed department structure was against the spirit of what was set out for the Faculties/ Schools to accomplish, AGC could not advise that the Faculty/ School could not implement it. Therefore, he noted his support for the motion.
- A concern was raised regarding the use of administrative titles not covered in the collective agreements, but required to assist with administration and coordination across departments within a Faculty/ School, such as Program Head or Program Coordinator.
  - The Provost stated that he will not approve any formal titles that are not included in the collective agreements. However, the Deans need to be able to assign workloads to meet the needs of the Faculties/ Schools. “Department Chairs” is anticipated in the collective agreements regarding governance administration. The Department Chair will be the position authorized to do the administration of a department, not the Program Head.
- P. Roccia requested that it be noted in the minutes that he opposed this motion.

AGC-05-03-17-2015

Moved by D. Roy, seconded by R. Ginther to recommend to the Board of Governors approval of the proposed Faculty of Fine Arts and Communications departmental structure, as recommended by the Academic Planning and Priorities Committee (January 6, 2015), as presented in Agenda Item 7.3.2.

Carried (5 opposed)

7.3.3 Business Management Diploma: Professional Golf Management Major Suspension Proposal

[Scribe’s Note: During approval of the agenda, this item was added to the agenda for decision.]

John Corlett, Chair, Academic Planning and Priorities Committee, presented a proposal for suspension of the Business Management Diploma: Professional Golf Management Major, effective for Fall 2015, for approval. The following points arose during discussion:

- Raina Rudko, Chair, Business Management, reported that their Program Advisory Committee met, the Program Chair met with the Dean, and different marketing efforts were employed. One challenge has been since marketing functions were centralized, it may have been more difficult to focus on the Golf Management Major when marketing the University.
- R. Rudko noted that while they had not requested Institutional Analysis and Planning to review the situation, they did look at a number of issues which could have contributed to the drop in enrolment. For example, due to the Canadian Professional Golf Association (CPGA) requirements, a third year was added to the major. However, most students in the Professional Golf Management major tend to block transfer to the Bachelor of Commerce degree in their third year rather than continuing in the major.
• Elsie Elford, School of Business Dean, noted that while this major attempted to meet the requirements of the CPGA, the other two Golf majors were also terminated for decreased enrolment. Perhaps marketing may have an impact on enrolments, but the program may not have been able to sustain the major.
• Allan Riley, Curriculum Coordinator, noted that enrolment has been in the low teens for the past two years, and as of today, the Professional Golf Management major had eight applicants, with three accepted.

AGC-06-03-17-2015
Moved by J. Corlett, seconded by B. Pitruniak to approve the suspension of the Business Management Diploma: Professional Golf Management Major, effective Fall 2015, as recommended by the Academic Planning and Priorities Committee (March 3, 2015), as presented in Agenda Item 7.3.3. Carried

7.4 ADMISSIONS AND SELECTIONS COMMITTEE
7.4.1 Bachelor of Science Admission Criteria
Shahidul Islam, Vice-Chair, Admissions and Selections Committee (ASC), presented revised Bachelor of Science Admission Criteria, effective for Fall 2016 intake, for approval. The following points arose during discussion:
• The ASC Vice-Chair clarified that the Additional Admission Criteria section was originally included in the Bachelor of Science (BSc) Admission Criteria when it was first approved by the Campus Alberta Quality Council in 2009, but was subsequently removed. The Bachelor of Arts Admission Criteria already includes this section.
• Would this section apply to many students?
  o There have been instances where students with two Required to Withdraw notations in the BSc program changed their program to Open Studies the next year and were still unsuccessful.

AGC-07-03-17-2015
Moved by C. Monk, seconded by L. Honey to approve the changes to the Bachelor of Science Admission Criteria, effective for Fall 2016 intake, as recommended by the Admissions and Selections Committee (January 12, 2015), as presented in Agenda Item 7.4.1. Carried

7.4.2 Post-Basic Nursing Practice Admission Criteria
Shahidul Islam, Vice-Chair, Admissions and Selections Committee, presented revised Post-Basic Nursing Practice Admission Criteria, effective for Fall 2016 intake, for approval. [Scribe’s Note: The full title of the program is Post-Basic Nursing Practice: Hospice/Palliative Care Major or Gerontology Major.]

AGC-08-03-17-2015
Moved by P. Moore-Juzwishin, seconded by M. Milner to approve the changes to the Post-Basic Nursing Practice Admission Criteria, effective for Fall 2016 intake, as recommended by the Admissions and Selections Committee (February 9, 2015), as presented in Agenda Item 7.4.2. Carried

7.5 EXECUTIVE COMMITTEE
7.5.1 AGC Review Implementation Working Group Report and Recommendations
Kevin Hood, Vice-Chair, Executive Committee, presented the Executive Committee’s AGC Review Implementation Working Group Report and Recommendations, requesting AGC’s approval, in-principle, of the revised compositions for Academic Planning and Priorities Committee, Admissions and Selections Committee, and Research Council, as well as approval-in-principle of the composition for the new Student Services Committee, as described in the approved AGC Review Report (2014). The following points arose during discussion:
• In the Research Council Terms of Reference, section 2.5: fix the wording to “Faculties/ Schools” instead of “School and Faculty”. This will be updated.
K. Hood clarified that the purpose today was to approve, in principle, the compositions of each committee and the Terms of References will be reviewed for further housekeeping and substantive changes at a later date.

AGC-09-03-17-2015
Moved by C. Hancock, seconded by L. Honey to approve, in principle, the revised compositions and AGC Review-related changes in the Terms of Reference (effective July 1, 2015) for Academic Planning and Priorities Committee, Admissions and Selections Committee, and Research Council, as presented by AGC Executive Committee in Agenda Item 7.5.1.

Carried

The following points arose during discussion of the proposed draft composition of the new Student Services Committee:
- Regarding section 4.1.4: How will the one employee be selected, and who qualifies as an “employee” (e.g. can a professional resource faculty (PRF) be nominated in this category as well?)
- What is the rationale for why the employee members cannot vote?
  - AGC policy is that 60% of voting members have to be faculty. [Scribe’s Note: the staff member on the new Student Services Committee is a voting member.]
- Regarding the total number of faculty members: Are the two PRF included or excluded from the nine faculty member total?
  - The two PRF are included in the total of nine faculty members.
- Cathryn Heslep, Student Success Committee Chair, noted that there is a more recent version of the composition section of the Terms of Reference.
- Given that the composition in the Student Services Committee Terms of Reference distributed with the AGC meeting package was not the most recent version, the AGC Chair suggested that the updated composition be presented to Executive Committee for approval, in principle, on behalf of AGC with adherence to Nominations Committee deadlines, for ratification at the April 28 AGC meeting.

AGC-10-03-17-2015
Moved by R. Taylor, seconded by L. Honey to refer to AGC Executive Committee the approval-in-principle decision, on behalf of AGC, regarding the composition of the Student Services Committee (effective July 1, 2015), as discussed in Agenda Item 7.5.1.

Carried

7.5.2 Academic Governance Council Special Rules of Order: Agenda Procedures
Kevin Hood, Vice-Chair, Executive Committee, presented draft Academic Governance Council (AGC) Special Rules of Order: Agenda Procedures, for discussion. The following points arose during discussion:
- AGC suggested that the removal of items from the consent agenda should not require 48-hours’ notice, since the items would be postponed to the next AGC meeting.
- It was clarified that 48-hours’ notice means the deadline would normally be the Sunday, rather than the Friday, before a Tuesday AGC meeting.

This item will be revised and presented for approval at a future AGC meeting.

7.5.3 Notice of Academic Governance Council Bylaws Revision Re: Approval of Academic Schedule
Kevin Hood, Vice-Chair, Executive Committee, presented a Notice of Motion regarding Academic Governance Council (AGC) Bylaws Amendment: MacEwan University Academic Schedule, for information. A Submission of Motion will be presented at the next AGC meeting, requesting approval of the following amendment to policy B3000: Academic Governance Council Bylaws: adding section 4.4: The Council has the authority to determine the MacEwan University Academic Schedule. The amendment is required due to the Board of Governors’ delegation of approval of Academic Schedules to AGC. Upon AGC’s approval, the amended Bylaws will be presented to the Board of Governors for ratification.
7.5.4 Academic Schedule Task Force: Draft Mandate, Composition, and Timeframe

Kevin Hood, Vice-Chair, Executive Committee, presented the Academic Schedule Task Force draft mandate, composition, and timeframe, for approval, and to delegate the appointment of Task Force members and review of draft reports to Executive Committee.

AGC-11-03-17-2015
Moved by P. Roccia, seconded by B. Richards to approve the mandate, composition, and timeframe of the Academic Schedule Task Force 2015.

Carried

AGC-12-03-17-2015
Moved by A. Parrish-Craig, seconded by M. Milner to delegate the appointment of Academic Schedule Task Force members and the review and feedback of the Task Force’s draft documents to the Academic Governance Council Executive Committee.

Carried

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

8.0 QUESTION PERIOD

The following questions arose during discussion:

- Is there a universal understanding that changes to policies cannot be implemented following a student’s admission if the changes would adversely affect their program of study and/or graduation? How and when policy changes are communicated is important for students to understand how they may also benefit from a change.
  - The Provost noted that a common practice has traditionally been that when an academic regulation changed, students were to graduate per the calendar they were admitted under. However, when a regulation is put in place that advantages students over the calendar they entered under, the new policy is applied to all.

- What is the proper level of access for faculty and chairs across the University regarding budgets and financial information?
  - The President noted that financial information is currently passed down from the Provost to the Deans, and the Deans distribute that information at their discretion. He clarified that moving to a departmental structure would ensure Department Chairs had access to the appropriate financial information, which had not typically been shared with program chairs.

- Is there a way to provide support for assisting certificate and diploma programs to align with degrees within the required timeframe?
  - It was noted some one-, two-, and three-year programs naturally segue into degrees, and something artificial should not be forced. Resource availability and cost should be considered in providing assistance to certificate and diploma programs wanting to align with degrees. He reminded that MacEwan University made the decision not to eliminate one-, two-, or three-year programs, as pathways to degrees are implemented. If that is not possible, the University should look at alternatives before deciding to eliminate a one-, two-, or three-year program.

- Should AGC assign a committee to look at how to consult with and support programs that do not logically articulate into a degree?
  - The President reported that the Institutional Analysis and Planning department recently conducted a comprehensive analysis of enrolments for all of the one-, two-, and three-year programs. The results indicated that all of the programs are full. However, if the situation worsens, the University would first look to reduce the number of students admitted, rather than eliminate programs.
  - The Provost agreed that any decisions made regarding elimination of programs is not being top-down driven; that is, a program is not going to be eliminated only because there is not enough funding. He clarified that at the Faculty/ School level, however, there may be academic decisions to be made regarding whether or not a one-, two-, or three-year program is in line with its Faculty’s/ School’s strategic direction.

- Originally, the option for one-, two-, or three-year programs that did not naturally align with degrees was to offer them through the School of Continuing Education. Has that option changed?
The President noted this is still an option; however, there has not yet been an instance where that was a viable option.

- MacEwan University has 15 programs with residency exemptions at this time. MacEwan University must examine how the change in the trend of achieving an education affects what a normal residency requirement might need to be for the University as a whole, at present and in the future.
- The President requested that Academic Planning and Priorities Committee look into the residency exemption issue.

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

9.0 FUTURE AGENDA ITEMS/NEXT MEETINGS – April 28, 2015
The next meeting of AGC is scheduled for April 28, 2015 at 5:00 p.m. - 8:00 p.m. in Room 9-201 City Centre Campus.

10.0 The meeting adjourned at 7:30 p.m.

Approved by Academic Governance Council
April 28, 2015 (motion AGC-01-04-28-2015)