Academic Governance Council Meeting Minutes:

MINUTES

Tuesday, April 28, 2015
5:00 p.m. – 8:00 p.m.
Room 9-202 City Centre Campus

Chair: David Atkinson  Vice-Chair: Kevin Hood

Members
Tom Carter  David McFadyen  Russ Powell
Nina Christine Delling  Debbie McGugan  Kathaleen Quinn
Elsie Elford  Valla McLean  Bill Richards
Kevin Friesen  Heather McRae  Ryan Roth
Rose Ginther  Susan Mills  Denise Roy
Chris Hancock  Margaret Milner  Mike Sekulic
Karen Heslop  Craig Monk  Kristen Stoik
Sharon Hobden  Pat Moore-Juzwisin  Ali Taleb
Lynne Honey  Brian Parker  Rebecca Taylor
Norene James  Abigail Parrish-Craig  Adi Tcaciu
Alan Knowles  Richard Pereschitz  Liz White-MacDonald
Tim Lade  Taylor Peters  Jonathan Withey
Cory McAuley  Brittany Pitruniak

Regrets:
John Corlett  Brent Quinton  Aimee Skye
Jim Head  Peter Roccia

Presenters and Speakers:
Mark Arnison, Chair, Academic Policies Committee
Frances Billingsley, Associate Registrar, Records and Registration
Cathryn Heslep, Vice President Student Services
Paul Martin, Faculty Development Coordinator
Tony Norrad, Associate Registrar, Admissions and Transfer

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

1.0 CALL TO ORDER
The meeting was called to order at 5:05 p.m. The Chair, on behalf of AGC, welcomed new Faculty of Health and Community Studies faculty member, Kathaleen Quinn. The Chair also thanked Rebecca Taylor, outgoing Students’ Association of MacEwan University (SAMU) Vice President Academic and past School of Business student member, for her service and welcomed incoming SAMU Vice President Academic, Sam Karras.

The AGC Chair also noted that Cathryn Heslep, Vice President Student Services, will be retiring on April 30. Though not a formal AGC member, the President thanked Cathryn, on behalf of AGC, for her contributions.

2.0 APPROVAL OF AGENDA/CONSENT AGENDA
The Chair presented the agenda for April 28, 2015 for approval. The following items were approved on the consent agenda:

• 2.1 AGC Open Meeting Minutes: March 17, 2015
• 2.2 Executive Committee Minutes: April 7, 2015
• 2.3 FFAC Theatre Production Diploma Admission Criteria – No Change
• 2.4 SoB Public Relations Diploma Admission Criteria – No Change
• 2.5 Fall Reading Week Proposal Memo

AGC-01-04-28-2015
Moved by D. Roy, seconded by L. Honey to approve the agenda for April 28, 2015 and the items on the consent agenda, as presented.

Carried

D. Atkinson vacated the Chair, and K. Hood presided.
3.0 REPORT OF THE PRESIDENT
David Atkinson, President of MacEwan University, reported on the following:
- MacEwan University’s Comprehensive Institutional Plan will be announced after the Government of Alberta elections.
- Announcement of the MacEwan University budget will be made after May 11, 2015.

4.0 REPORT OF THE PROVOST AND VICE PRESIDENT ACADEMIC
The Report of the Provost and Vice President Academic will be presented at the May 19, 2015 meeting.

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

5.0 COMMITTEE REPORTS

5.1 ACADEMIC POLICIES COMMITTEE
5.1.1 Revised Policy C5010: Admissions
Mark Arnison, Chair, Academic Policies Committee, presented revised policy C5010: Admissions, effective September 1, 2015, for approval. Frances Billingsley, Associate Registrar, Records and Registration, explained that the revisions to C5010 are the result of a larger investigation looking at the success of Open Studies students. Currently, students who are Required to Withdraw (RTW) from a MacEwan University program or from another university can then enroll in Open Studies without an adjudication as to whether or not they should be continuing their studies. Statistics show that students who have been RTW and immediately enrol in Open Studies are not academically successful. The following points arose during discussion:
- The statistics provided from MacEwan University’s Institutional Analysis and Planning (IAP) department indicate that it is beneficial for students to have a break between a RTW and admission into a different program. Other institutions have a 12-month waiting period between a RTW and admission into a different program.
- Concern was expressed that this implies a judgment is being made about students that are not repaying their student loans, since the University would not be aware of any factors affecting that.
  - The student loans report compares all MacEwan University programs, and Open Studies has been the only one that continuously identifies issues regarding loan repayment. One reason could be that strategies for student repayment success do not exist within Open Studies at this time. Student loan repayment results from successful students having retention support at the University. This is just one aspect of how students may be successful.
- Will the benchmarks for the English Language Proficiency (ELP) requirement also be in place for bridging programs? Will they be included in program-specific Admission Criteria or included in the ELP requirement charts?
  - Open Studies students will now be required to demonstrate English Language Proficiency as part of the Admission Criteria. ELP should have always been part of Admission Criteria, and it is not a policy change.
  - Tony Norrad, Associate Registrar, Admissions and Transfer, clarified that the only change to section 4.26 in C5010 is the ELP definition. The individual requirements are outlined in the ELP requirement charts for degree, diploma, and certificate programs.
- Heather McRae, Dean, School of Continuing Education, confirmed that the changes to C5010 would not affect students in English as a Second Language and other courses in the Preparation for University and College program.
- It was noted that MacEwan University is the only institution in Edmonton that allows students to immediately enter Open Studies after receiving a RTW rating. The report data indicates that students are not improving in that subsequent year.
  - The AGC Chair clarified that this situation is a historic artifact from when MacEwan University was a college, where other universities would recommend students that received a RTW rating complete college courses that would enhance their return to university studies upon transferring back in with good academic standing.
Moved by L. Honey, seconded by K. Heslop, to approve the revisions to policy C5010: Admissions, effective September 1, 2015, as recommended by Academic Policies Committee (February 9, 2015), as presented in Agenda Item 5.1.1.

Carried

5.1.2 Revised Policy D2090/C5090: Faculty Development
Paul Martin, Faculty Development Coordinator, Centre for the Advancement of Faculty Excellence, presented recommendations for the current administrative policy D2090: Faculty Development to be replaced with academic policy C5090: Faculty Development, for the following reasons:

- There are currently two versions of D2090 in circulation. The official and active policy (December 11, 2008) was supposed to have been replaced by a version that was agreed to by both the Grant MacEwan University Faculty Association and Administration bargaining teams at the collective bargaining round completed in 2011 (November 14, 2011). While the revised D2090 was never approved by the Board of Governors, the University has, on some matters, been using the latter unapproved policy to inform decisions.
- Elements of D2090 conflict with the provisions for faculty development in the collective agreement.
- The Faculty Development policy is better suited as an academic “C” policy, so as to give AGC more oversight over faculty development, especially since the Faculty Development Committee is set to become a standing committee of AGC.
- The procedures surrounding the purchase of resources by faculty with faculty development funds need to be updated and streamlined to match the needs of faculty.
- D2090 contains elements that are better suited to standalone documents or the collective agreement. These include the Terms of Reference for the Faculty Development Committee, the hiring procedures and reporting structures for the Faculty Development Coordinator position, and the procedures surrounding the purchase of resources.

Moved by M. Milner, seconded by P. Moore-Juzwishin to recommend that the Board of Governors retire administrative policy D2090: Faculty Development, effective May 29, 2015, as presented in Agenda Item 5.1.2.

Carried

Moved by A. Parrish-Craig, seconded by K. Heslop to recommend that the Board of Governors delegate authority of faculty development policy to the Academic Governance Council, effective May 29, 2015.

Carried

The following points arose during discussion of the proposed academic policy C5090:

- Section 4.2.3 regarding unpaid leave of absence: How is faculty development funding calculated during an unpaid leave of absence?
  - Faculty would retain unused funds from previous allocations, and their time would be frozen until they return.
- It was requested that Professional Resource Faculty be included in section 5.3 regarding establishment of faculty development committees.
- Section 4.5 regarding ownership of the property purchased through faculty development funds: it was noted that this clause shields faculty members from the requirement to claim any equipment purchased as a tax credit, since it is the property of the University.
- It was clarified that standalone guidelines will be developed regarding the use of individual allocations, in order to identify eligible and ineligible expenses. Consultations will be held, and the guidelines will be presented to Executive Committee.
Moved by V. McLean, seconded by P. Moore-Juzwishin to amend proposed academic policy C5090, section 1.0 Policy to: “Grant MacEwan University places great importance on … research, scholarly and creative activity; professional practice; and service …”

Carried

Moved by V. McLean, seconded by A. Parrish-Craig to amend proposed academic policy C5090, section 5.3 to: “The Dean or Director of each Faculty/School or equivalent entity shall be responsible for establishing a Faculty Development Committee … as approved by their Faculty/School Council or equivalent body.”

Carried

AGC-05-04-28-2015
Moved by A. Parrish-Craig, seconded by K. Heslop that, contingent on the Board of Governors’ approval of the previous recommendations, Academic Governance Council approve the proposed academic policy C5090: Faculty Development, effective May 29, 2015, as recommended by Academic Policies Committee (February 24, 2015), as amended in Agenda Item 5.1.2.

Carried

5.2 ACADEMIC PLANNING AND PRIORITIES COMMITTEE
5.2.1 Bachelor of Science in Nursing Program Change
Margaret Milner, Assistant Professor, Bachelor of Science in Nursing, presented the Faculty of Health and Community Studies’ (FHCS) request for the following changes to the Bachelor of Science in Nursing degree program, effective Fall 2016, for approval:

- Amend the English course requirement in Year One, Term I from ENGL 102, Analysis and Argument, to University-level English, 3 credits.
- Further clarify the Senior Nursing Elective requirement of Any 300 or 400 level NURS course, to indicate that it must be a university-level course, thus Senior Nursing Elective (Any 300 or 400 university-level NURS course).
- Amend the descriptor from “degree” to “university-level” for the Open and Senior electives.

AGC-06-04-28-2015
Moved by M. Milner, seconded by L. Honey to approve the proposed changes to the Bachelor of Science in Nursing degree, effective Fall 2016, as recommended by the Academic Planning and Priorities Committee (April 7, 2015), as presented in Agenda Item 5.2.1.

Carried

5.2.2 Correctional Services Diploma Program Change
Sharon Hobden, Associate Dean, Faculty of Health and Community Studies (FHCS), presented the FHCS request for the following changes to the Correctional Services Diploma program, effective Fall 2016, for approval:

- Remove PSYC104 (Introductory Psychology I) from program of study and replace it with PSYC105 (Introductory Psychology II)
- Add ENG102 (Analysis & Argument) as an alternative to ENG111 (Communications).
- Course name changes for Field Placement.

The following points arose during discussion:

- Does removal of the PSYC104 prerequisite have to be approved by AGC before this program change can be approved by AGC?
  - The prerequisite was approved by the Faculty of Health and Community Studies Council.
  - AGC requested that confirmation be provided regarding where final approval of prerequisite changes occur (i.e. AGC versus Faculty/School Councils or equivalent bodies).

Moved by M. Sekulic, seconded by L. Honey to amend the motion to include “..., with the change to the PSYC104 prerequisite contingent upon confirmation by the appropriate approval body, as recommended by …”

Carried
Moved by B. Pitruniak, seconded by K. Hood to approve the proposed changes to the Correctional Services Diploma program, effective Fall 2016, with the change to the PSYC104 prerequisite contingent upon confirmation by the appropriate approval body, as recommended by the Academic Planning and Priorities Committee (April 7, 2015), as presented in Agenda Item 5.2.2.  

Carried

5.2.3 Psychiatric Nursing Diploma Program Change
Brian Parker, Instructor, Psychiatric Nursing programs, presented the Faculty of Health and Community Studies’ (FHCS) request for the following change to the Psychiatric Nursing Diploma program, effective Fall 2016, for approval: Amend the English course requirement in Year One, Term II from ENGL 102, Analysis and Argument, to University-level English, 3 credits.

Moved by B. Parker, seconded by M. Milner to approve the proposed change to the Psychiatric Nursing Diploma program, effective Fall 2016, as recommended by the Academic Planning and Priorities Committee (April 7, 2015), as presented in Agenda Item 5.2.3.

Carried

5.2.4 Bachelor of Communication Studies Program Change
Denise Roy, Dean, Faculty of Fine Arts and Communications (FFAC), presented the FFAC request for the following changes to the Bachelor of Communication Studies degree program, effective Fall 2016, for approval:

- **Professional Communication Major:** add two courses: Organizational Communication Theory and Foundations in Sustainability Communication.
- **Journalism Major:** add four courses, such as Foundations of Journalism, Online News Production, Advanced News Reporting, and Journalism in the Digital Age; delete two courses from core; rename two courses; and, move two courses from core to options.

The following points arose during discussion:

- Why are there program changes when only one cohort has graduated from the degree?
  - The program changes were not extensive, and they were based on courses being analyzed as they were delivered. It was noted that there were no load changes; rather, the changes reflect improvements to the programs of study.
  - Brittany Pitruniak, AGC student member from FFAC, noted that the changes reflect the input from FFAC students.

Moved by R. Ginther, seconded by B. Pitruniak to approve the proposed changes to the Bachelor of Communication Studies program, effective Fall 2016, as recommended by the Academic Planning and Priorities Committee (April 7, 2015), as presented in Agenda Item 5.2.4.

Carried

5.2.5 Fine Art Diploma Program Change
Denise Roy, Dean, Faculty of Fine Arts and Communications (FFAC), presented the FFAC request for the following changes to the Fine Arts Diploma program, effective Fall 2016, for approval:

- Conversion of all four-, five-, and eight-credit courses to three-credit courses.
- Redesign of some courses to include more emphasis on other media and approaches relevant to both current art pedagogy and to the intended degree focus.
- Students will be required to take ENGL 102 instead of having a choice of taking ENGL 111 in lieu of ENGL 102. Faculty of Arts and Science was notified of this proposed change.
Moved by L. Honey, seconded by K. Friesen to approve the proposed changes to the Fine Art Diploma program, effective Fall 2016, as recommended by Academic Planning and Priorities Committee (April 7, 2015), as presented in Agenda Item 5.2.5.

Carried

5.2.6 Bachelor of Music and Music Diploma Program Change
Denise Roy, Dean, Faculty of Fine Arts and Communications (FFAC), presented the FFAC request for the following changes to the Bachelor of Music (BMus) degree and Music Diploma programs, effective Fall 2016, for approval:

- The merging of two separate programs (BMus and Music diploma) into one, albeit providing for a diploma exit option for students if they so desire.
- Harmonization and realignment of credits and courses for a more efficient and effective program delivery. Intake into the diploma will be suspended effective 2016-2017 and revisions to admission criteria are forthcoming.

The following points arose during discussion:

- Are the Admission Criteria the same for both the degree and the diploma?
  - The Admission Criteria are being reviewed, and they will be presented at the May AGC meeting for approval.
- How will the changes affect transfer students?
  - FFAC is attempting to make it seamless for block transfer of internal and external diploma students into the third and fourth years of the Bachelor of Music degree.

AGC-11-04-28-2015
Moved by C. Hancock, seconded by B. Pitruniak to approve the proposed changes to the Bachelor of Music Degree and Music Diploma programs, effective Fall 2016, as recommended by the Academic Planning and Priorities Committee (April 7, 2015), as presented in Agenda Item 5.2.6.

Carried

5.2.7 Theatre Arts Diploma Program Change
Denise Roy, Dean, Faculty of Fine Arts and Communications (FFAC), presented the FFAC request for the following changes to the Theatre Arts Diploma program, effective Fall 2016, for approval:

- Reduction in the total number of credits for the diploma program from 66 down to a standardized 60 credit units.
- Deletion of Music Theory and Ear Training courses and develop new replacement courses.
- Deletion of Play Analysis and Introduction courses.
- Deletion of Voice for the Actor, Voice and Diction I and II and amalgamation into proposed and newly revamped Vocal Music courses.
- Course title, credit unit, and instructional hours changes to Vocal Music I to IV which will now be known as Vocal Performance I to IV.
- Elimination of Year II elective requirements in the current Program of Study make up.
- Requiring ENGL 102 only instead of having the option of taking ENGL 111 in lieu.

AGC-12-04-28-2015
Moved by M. Milner, seconded by R. Ginther to approve the proposed changes to the Theatre Arts Diploma program, effective Fall 2016, as recommended by the Academic Planning and Priorities Committee (April 7, 2015), as presented in Agenda Item 5.2.7.

Carried
5.3 ADMISSIONS AND SELECTIONS COMMITTEE
5.3.1 Theatre Arts Diploma Admission Criteria
Mike Sekulic, Chair, Admissions and Selections Committee (ASC), presented revised Theatre Arts Diploma Admission Criteria, effective for Fall 2016 intake, for approval. The following points arose during discussion:

- Regarding the Writing section of the Additional Admission Criteria: what marking scale is used?
  - The minimum grade of 4 on the essay is also the highest mark that can be achieved.

AGC-13-04-28-2015
Moved by L. Honey, seconded by T. Lade to approve the changes to the Theatre Arts Diploma Admission Criteria, effective for Fall 2016 intake, as recommended by the Admissions and Selections Committee (March 2, 2015), as presented in Agenda Item 5.3.1.
Carried

5.4 EXECUTIVE COMMITTEE
5.4.1 AGC Special Rules of Order: Agenda Procedures
Kevin Hood, Vice-Chair, Executive Committee, presented the Academic Governance Council (AGC) Special Rules of Order: Agenda Procedures, for approval. It was noted that AGC provided input into the procedures at the March 17 meeting. The following points arose during discussion:

- What is the rationale for the requirement of a cover page when requesting a change to the agenda? It may be a deterrent to making changes.
  - K. Hood explained that the cover page was required to make clear the change(s) being requested, and for all AGC members have the same access to the same information.
- It was requested that the procedures be reviewed in the future for efficacy.

AGC-14-04-28-2015
Moved by K. Heslop, seconded by A. Parrish-Craig to approve all recommendations on Academic Governance Council Special Rules of Order: Agenda Procedures, as recommended by Academic Governance Council Executive Committee (April 7, 2015), effective September 1, 2015, as presented in Agenda Item 5.4.1.
Carried

5.4.2 AGC Bylaws Amendment: MacEwan University Academic Schedule
Kevin Hood, Vice-Chair, Executive Committee, presented the Academic Governance Council (AGC) Bylaws Amendment: MacEwan University Academic Schedule, effective May 29, 2015, for approval. A Notice of Motion was presented at the last AGC meeting, requesting approval at the April 28 meeting 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.

Moved by K. Stoik, seconded by B. Pitruniak to amend the motion to, “To recommend to the Board of Governors approval of…”
Carried

Moved by D. McFadyen, seconded by L. Honey to recommend to the Board of Governors approval of the amendments to Policy B3000: Academic Governance Council Bylaws, effective May 29, 2015, as recommended by the Academic Governance Council Executive Committee (April 7, 2015), as presented in Agenda Item 5.4.2.
Carried

5.4.3 Executive Committee Revised Terms of Reference
Kevin Hood, Vice-Chair, Executive Committee, presented the revised Executive Committee Terms of Reference, effective July 1, 2015, for approval. The substantive and housekeeping changes were required
to align them with the approved AGC Review Report (2014) for the 2015-2016 academic year. The following points arose during discussion:

- It was requested that one Professional Resource Faculty (PRF) be added to the composition of Executive Committee.
  - Would that align with the recommendation in the approved AGC Review Report (2014) regarding 60 percent faculty membership on AGC and all of its committees?
    - It was clarified that Professional Resource Faculty are faculty members; therefore, the addition fits within recommendation C10, where at least 60 percent of committee members must be faculty members.

Moved by V. McLean, seconded by M. Miler to add a new 3.2 e) one Professional Resource Faculty and renumber as required in section 3.2.

Carried

Moved by R. Taylor, seconded by M. Milner to amend the motion by adding at the end: “; and, that the new subsection 3.2e) the Students’ Association of MacEwan University Vice President Academic be considered ex-officio on AGC Executive Committee, effective May 1, 2015.”

Carried

AGC-16-04-28-2015
Moved by C. Hancock, seconded by M. Milner to approve the revised Academic Governance Council Executive Committee Terms of Reference, effective July 1, 2015, as recommended by AGC Executive Committee (April 1, 2015), as amended in Agenda Item 5.4.3; and, that the new subsection 3.2f) the Students’ Association of MacEwan University Vice President Academic be considered ex-officio on AGC Executive Committee, effective May 1, 2015.

Carried

5.4.4 Executive Committee Decision Audit 2009-2015
Kevin Hood, Vice-Chair, Executive Committee, presented the decisions made by AGC Executive Committee on behalf of AGC from February 2009 to February 2015 that required ratification by AGC.

AGC-17-04-28-2015
Moved by A. Parrish-Craig, seconded by B. Richards to ratify those decision made by Academic Governance Council Executive Committee on behalf of AGC from February 2009 to February 2015 (April 7, 2015), as presented in Agenda Item 5.4.4.

Carried

5.4.5 Student Services Committee Terms of Reference
Kevin Hood, Vice-Chair, Executive Committee, presented the Student Services Committee (SSC) Terms of Reference, effective July 1, 2015, for ratification. It was noted that at the March 2015 AGC meeting, approval of the revised SSC Terms of Reference was delegated to Executive Committee on behalf of AGC. Executive Committee approved the SSC Terms of Reference on April 7, 2015, to align with the recommendations in the approved AGC Review Report (2014). The following point arose during discussion:

- It was noted that the following housekeeping change would also be made: Section 4.1.3 under Committee Membership: Director, Student Life, will be updated to Executive Director, Student Affairs.

AGC-18-04-28-2015
Moved by D. McFadyen, seconded by K. Friesen to approve the Student Services Committee Terms of Reference, effective July 1, 2015, as recommended by AGC Executive Committee (April 7, 2015), as amended in Agenda Item 5.4.5.

Carried
5.5 NOMINATIONS COMMITTEE

5.5.1 Nominations Committee Revised Terms of Reference
Margaret Milner, Chair, Nominations Committee, presented revised Nominations Committee Terms of Reference, effective July 1, 2015, for approval. The Terms of Reference were revised to reflect the recommendations in the approved AGC Review Report (2014).

Moved by A. Parrish-Craig, seconded by V. McLean to add a new 3.2 d) 1 Professional Resource Faculty and renumber as required in section 3.2.

Carried

Moved by R. Taylor, seconded by M. Milner to amend the motion by adding at the end: “; and, that the subsection 3.2 b) the Students’ Association of MacEwan University Vice President Academic be considered ex-officio on AGC Executive Committee, effective May 1, 2015.”

Carried

AGC-19-04-28-2015
Moved by M. Milner, seconded by S. Mills to approve the revised Academic Governance Council Nominations Committee Terms of Reference, effective July 1, 2015, as recommended by AGC Nominations Committee (March 11, 2015), as amended in Agenda Item 5.5.1; and, that subsection 3.2 b) the Students’ Association of MacEwan University Vice President Academic be considered ex-officio on AGC Nominations Committee, effective May 1, 2015.

Carried

5.5.2 Nominations Committee Report
Margaret Milner, Chair, Nominations Committee, presented the Nominations Committee Report, for approval. She noted that Russ Powell, Nominations Committee member, recused himself from voting for members in any AGC committee membership categories for which he was nominated. The following point arose during discussion:

• It was suggested that in future slates that only nominee names, departments, and Faculty/ School or equivalent entity be listed, since faculty titles provided during the nominations call may become outdated before the slates are presented to AGC for approval.

AGC-20-04-28-2015
Moved by S. Mills, seconded by D. Roy to elect the slate of faculty nominees for Academic Planning and Priorities Committee, Committee on Admissions and Transfer, Faculty Evaluation Committee, MacEwan Sabbatical Leave Committee, Research Council, Research Ethics Board, and Student Services Committee, as presented in Agenda Item 5.5.2.

Carried

AGC-21-04-28-2015
Moved by L. Honey, seconded by R. Ginther to elect the slate of Support/ Supervisory Staff nominees for Academic Planning and Priorities Committee and Committee on Admissions and Transfer, as presented in Agenda Item 5.5.2.

Carried

AGC-22-04-28-2015
Moved by D. McFadyen, seconded by P. Moore-Juzwishin to approve the slate of Dean and Director nominees for the above terms for Academic Planning and Priorities Committee, Faculty Evaluation Committee, and Research Council, as presented in Agenda Item 5.5.2.

Carried

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

6.0 QUESTION PERIOD
The following questions arose during discussion:

• It was requested that AGC and its committees include Professional Resource Faculty (PRF) when faculty members are required for membership, and descriptors should be used in documents to ensure
PRF are not overlooked (such as described in Agenda Items 5.1.2, 5.4.3, and 5.5.1 above). Inclusion of PRF should occur before items are presented to AGC for approval.

- What errors were on the Academic Schedule that caused it to be recalled?
  - M. Sekulic, University Registrar, reported that although the approved 2015-2016 Academic Schedule has been available online since December, an incorrect version of the Academic Schedule had been printed in the 2015-2016 Academic Calendar due to a printing error. Additionally, the spine of the Calendar was ‘blank’ and did not identify the year or identity of the document. A handful of the copies that were distributed from the office before these issues were identified were recalled. The printed version of the Academic Calendar is now available.

- How will students know if a class includes a lab, with the hours removed from the Academic Schedule?
  - M. Sekulic, University Registrar, noted that Academic Planning and Priorities Committee (APPC) approved removal of hours from the Academic Schedule. When students register online, hours show during course selection and in the student’s schedule of classes.

[Scribes Note: Subsequent to the meeting, the following correction was provided by the University Registrar: The Provost and Vice President Academic announced his decision to suppress course hours from the 2015-2016 Academic Calendar at President’s Group, not APPC.]

- An update was requested regarding the AGC Academic Schedule Task Force.
  - Membership on the Task Force will be finalized at Executive Committee on April 30, 2015, after which a memo will be sent to AGC identifying the composition. The meeting schedule has been set, with the first meeting on May 7.

- An update was requested on the School of Continuing Education.
  - H. McRae, Dean, School of Continuing Education, reported that a review of the School was completed, and recommendations, including establishing a new structure, were approved by the School of Continuing Education, the Provost, and the President/Vice Presidents group. The report has been presented at Faculty/School Council meetings as well as on an individual basis to interested parties. An implementation project team has been struck for a new registration process, and the Dean is reviewing current academic policies requiring housekeeping changes to reflect that there is a School of Continuing Education and to update term usage. The report will be included as an information item to AGC.

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

7.0 FUTURE AGENDA ITEMS/NEXT
The next meeting is May 19, 2015 at 5:00 p.m. - 8:00 p.m. in Room 9-202 City Centre Campus. The AGC Chair and Vice-Chair will be absent from the May 19 meeting. Chris Hancock will Chair the meeting.

8.0 The meeting adjourned at 6:25 p.m.

Approved by Academic Governance Council