1.0 Call to Order
The meeting was called to order at 4:05 p.m.

2.0 Approval of Agenda/Consent Agenda
The following items were approved on the consent agenda:

- 2.1 AGC Meeting Minutes: April 24, 2012
- 2.2 Executive Committee Minutes: April 3, 2012

AGC-01-05-22-2012
Moved by J. Nethercote, seconded by R. Irwin THAT Academic Governance Council approve the agenda for May 22, 2012 and the items on the consent agenda as presented.
Carried

3.0 Report of the Provost and Executive Vice President Academic
On behalf of Janet Paterson-Weir, Provost and Executive Vice President Academic, Susan May, Associate Vice-President Academic and Research, reported on the following items:

- External reviewers for the Therapist Assistant program are conducting a site visit today and tomorrow as part of an Academic Program Review.
- The webpage for Research and Scholarly Activity has gone live on the MacEwan University website.
- Copies of the Report on Research, Scholarship and Creative Activity 2010/2011 were distributed to AGC members for information. It was noted that this is compiled through a voluntary self-report process.
- A new Student Intellectual Property Form is available for faculty who do research with students.
- A letter has been submitted to Natural Sciences and Engineering Research Council of Canada (NSERC) indicating that the University has complied with the Tri-Council Policy statement and the Tri-Agency Framework: responsible Conduct of Research. As well, a request was made to change MacEwan University's funding eligibility status from that of a college to a university.
- A letter was submitted to the Canadian Council on Animal Care (CCAC) indicating that MacEwan University has accomplished the required conditions prescribed by CCAC when we received our certificate for Good Animal Practice last year.

The following upcoming events from Faculty Commons were highlighted:
- *Measuring What We Value* workshop with Dr. Trevor Davis on May 24, 2012.
- The National Great Teachers Seminar in the Canadian Rockies will be held June 17 – 22, 2012.

### 4.0 Report of the President

David Atkinson, President of Grant MacEwan University, reported on the following items:
- AGC was given a brief update on the progress of the ERP stabilization project, with an eye to creating a sustainment plan for the University.
- PricewaterhouseCoopers is acting as consultant to Finance to review and improve the processes of that department.
- Planning for the new Fine and Performing Arts Facility continues, including programming and preliminary drawings. Faculty, staff, and students from Centre for the Arts and Communications were thanked for their input and participation in the project.
- A brief update was given on the progress of the senior administrative search committees. It was noted that the Chief Librarian search had concluded.

### 5.0 Board of Governors Report

The Board report for April 26, 2012 was included in the May 22, 2012 AGC meeting package.

### 6.0 Committee Reports

**6.1 Executive Committee**

#### 6.1.1 Bylaws Amendment: Leave

David Atkinson, Chair of the Executive Committee, requested that Academic Governance Council revise section 7.0: Membership of Council of the AGC Bylaws to read: *A member who is to be on leave for a period longer than four months shall resign from Academic Governance Council. The vacant position will be filled according to 7.4.1.* It was recommended that a Submission of Motion be presented for decision at the June 12, 2012 Academic Governance Council meeting.

#### 6.1.2 AGC Nominations Committee Membership

David Atkinson, Chair of the Executive Committee, called for nominations from the floor for two faculty members to sit on the Academic Governance Council Nominations Committee for a two-year term. It was noted that Denise Roy, Dean, Centre for the Arts and Communications had submitted a nomination form during the regular nomination period for the Dean member. Faculty members Rose Ginther, Chair, Arts and Cultural Management, Centre for the Arts and Communications, and Margaret Milner, Instructor, Bachelor of Science in Nursing, Faculty of Health and Community Studies, were nominated for a two-year term each.
AGC-02-05-22-2012
Moved by R. Irwin, seconded by C. Gnauck THAT Rose Ginther, Margaret Milner, Denise Roy be appointed to the Nominations Committee of the Academic Governance Council for a two year term from September 1, 2012 to August 31, 2014, or until a successor is elected.

Carried

6.2 Nominations Committee
6.2.1 AGC Vice-Chair
Chris Hancock, Chair of the Nominations Committee, called for nominations for one eligible current or incoming member of the Academic Governance Council, from the list provided, to serve as Vice-Chair of Academic Governance Council for a one-year term (September 1, 2012-August 31, 2013). No nominations were received during the regular nominations period so nominations were requested from the floor. Chris Hancock, Instructor, Management Studies, School of Business, was nominated from the floor.

AGC-03-05-22-2012
Moved by T. Costouros, seconded by C. Hancock THAT Chris Hancock be appointed as Vice-Chair of the Academic Governance Council for a one-year term from September 1, 2012 to August 31, 2013, or until a successor is elected.

Carried

6.2.2 AGC Executive Committee Members
Chris Hancock, Chair of the Nominations Committee, explained that a call for nominations for two faculty members and one Dean with a list of eligible current and incoming Academic Governance Council members, to serve on the AGC Executive Committee for a one-year term (September 1, 2012-August 31, 2012) had been sent out on May 7 with a deadline of May 15, 2012. It was reported that Ron Meleshko, Chair, Computer Science, Faculty of Arts and Science had submitted a nomination form during the regular nomination period as faculty member. The following nominations were received from the floor: Rose Ginther, Chair, Arts and Cultural Management, Centre for the Arts and Communications; Sharon Bookhalter, Dean, Faculty of Health and Community Studies.

AGC-04-05-22-2012
Moved by M. Milner, seconded by J. Stock by THAT Rose Ginther, Ron Meleshko, Sharon Bookhalter, be appointed to the Executive Committee of the Academic Governance Council for a term beginning September 1, 2012 and ending August 31, 2013, or until a successor is elected.

Carried

6.3 MacEwan Curriculum Committee
6.3.1 Disability Management in the Workplace: Diploma Program Closure
Bill Richards, Vice-Chair of the MacEwan Curriculum Committee, presented the Disability Management in the Workplace diploma program for closure, effective June 30, 2013. It was noted that AGC approved the suspension of the program on March 9, 2010 (motion number AGC-14-03-09-2010).

AGC-05-05-22-2012
Moved by B. Richards, seconded by C. Wild THAT the Academic Governance Council approve the closure of the Disability Management in the Workplace diploma program effective June 30, 2013, as recommended by the MacEwan Curriculum Committee (April 16, 2012), as presented in Agenda Item 6.3.1.

Carried
6.4 Admissions and Selections Committee
6.4.1 Bachelor of Applied Business Administration – Accounting: Admissions Criteria
Mike Sekulic, Admissions and Selections Committee Chair, presented the Bachelor of Applied Business Administration – Accounting revised admission criteria for decision. The Committee had revised the Regular Admission category to align the GPA requirements of the two applicant paths per the request of the Academic Governance Council (motion AGC-05-03-13-2012). In response to the question of why the Accounting course requirements were not more generic to allow for other institutions’ transfer credits, it was noted that these requirements were written with the idea that students would be laddering from one MacEwan University program to the next and that other institutions’ courses would be considered afterward.

AGC-06-05-22-2012
Moved by M. Sekulic, seconded by E. Elford THAT the Academic Governance Council approve the changes to the admission criteria for the Bachelor of Applied Business Administration – Accounting, effective for the Fall 2013 intake of the program, as recommended by the Admissions and Selections Committee (April 18, 2012), as presented in agenda item 6.4.1.

Carried

6.5 Faculty Standards Committee
6.5.1 Faculty Standards Implementation and Follow-Up
Susan May, Chair of the Faculty Standards Committee, presented for decision documents on faculty standards implementation and transition process, as follow up to the approval of the Bipartite, Tripartite, Librarian and Counsellor Guidelines for the Development of Department/Area Standards at the April 24, 2012 AGC meeting (AGC-07-04-24-2012). It was noted that the Committee felt that the Guidelines provide sufficient information on the weighting of various requirements (e.g. teaching, service, research).

The following point arose during discussion:

• Appeals will be handled by a University-wide committee which will hear the appeals of individual faculty members who have applied for a particular rank and title, and have been denied.
• Further information on teaching innovation will be provided by an ad hoc committee at a future AGC meeting.
• Regarding the Implementation Plan’s Role Definition and Application section, point number 9, it was explained that this applies to faculty members who have taught at the institution for many years who wish to apply for rank 2 or 3 titles.

AGC-07-05-22-2012
Moved by D. Atkinson, seconded by R. Ginther THAT the Academic Governance Council approve the Transition Plans for Rank and Title (May 2012) and Implementation Plans for Rank and Title (May 2012) as recommended by the Faculty Standards Committee as presented in Agenda Item 6.5.1.

Carried

6.6 Student Services Policy Committee
6.6.1 Student Services Policy Committee Revised Terms of Reference
Tony Norrad, member of the Student Services Policy Committee, presented the revised Terms of Reference for the Student Services Policy Committee. It was proposed that the Committee’s composition needed to reflect a broader, more representative membership, including striking a balance between the number of students, service staff and instructional faculty. It was explained that the Committee membership would also include the Director of Student Life.
The following points arose during discussion:

- Why is there a separate committee which only reviews E (Student Services) Policies?
  - Why is there a need to separate student policies from academic and administrative policy review?
- Request was made to review the need for the Committee or whether to subsume its work under other University committees, as part of the 2012/13 AGC review.
  - As well as to review how the membership is populated (i.e. why the majority of this AGC sub-Committee’s membership is at the discretion of the Vice President Student Services).

Members of the Academic Governance Council debated whether or not the composition and constitution of the Committee were sufficiently clear to bring the matter to vote at this time. It was proposed that the motion be referred back to the Executive Committee for consideration in the AGC committee structure review process.

AGC-08-05-22-2012
Moved by M. Sekulic, seconded by T. Costouros THAT the Academic Governance Council accept for approval, the revised membership of the Terms of Reference of Student Services Policy Committee, as presented in Agenda Item 6.6.1.

Defeated

AGC-09-05-22-2012
Moved by D. Higgins, seconded by R. Irwin THAT the Academic Governance Council refer the Student Services Policy Committee Revised Terms of Reference back to AGC Executive Committee for consideration in the AGC committee structure review process.

Carried

6.7 Centre for the Arts and Communications Council
6.7.1 Centre for the Arts and Communications Council Revised Bylaws
Denise Roy, Chair of the Centre for the Arts and Communications (CFAC) Council, presented the revised CFAC Council Bylaws for consideration. It was noted that the CFAC Bylaws had been presented at the April 24, 2012 AGC meeting and had been referred back to CFAC Council (motion number AGC-14-04-24-2012).

AGC-10-05-22-2012
Moved by D. Roy, seconded by J. Stock THAT the Academic Governance Council approve the Bylaws of the Centre for the Arts and Communications Council, as approved by the Centre for the Arts and Communications Council (28/02/12), and subsequently amended as requested, as presented in Agenda Item 6.7.1.

Carried

6.8 Faculty of Health and Community Studies Council
6.8.1 Faculty of Health and Community Studies Council Revised Bylaws
Sharon Bookhalter, Chair of the Faculty of Health and Community Studies (FHCS) Council, presented the revised FHCS Council Bylaws for consideration. It was noted that the FHCS Bylaws had been presented at the April 24, 2012 AGC meeting and had been referred back to FHCS Council (motion number AGC-17-04-24-2012).
AGC-11-05-22-2012
Moved by S. Bookhalter, seconded by C. Maykut THAT the Academic Governance Council approve the Bylaws of the Faculty of Health and Community Studies Council, as approved by the Faculty of Health and Community Studies Council 4 May 2012, as presented in Agenda Item 6.8.1.

Carried

6.9 School of Business Council
6.9.1 School of Business Council Amended Bylaws
Elsie Elford, Chair of the School of Business Council, presented the amended School of Business Council Bylaws for consideration. It was noted that the School of Business Bylaws had been presented at the April 24, 2012 AGC meeting and had been referred the back to School of Business Council (motion number AGC-19-04-24-2012). The School of Business Ad Hoc Bylaw Review Committee proposed further amendments to the Bylaws which were approved at School of Business Council meeting April 30, 2012. The following points arose during discussion:

- In reply to the question of why there are fewer students than other Faculties/Schools, it was noted that the student membership is in relative proportion to the smaller size of the School of Business.
- Regarding section 7.5 Quorum, it was explained that “…35 of whom must be continuing faculty members,” meant continuing faculty members (i.e. not including probationary, term, etc.).

AGC-12-05-22-2012
Moved by E. Elford, seconded by C. Hancock THAT the Academic Governance Council approve the Amended Bylaws of the School of Business Council, as approved by School of Business Council on April 30, 2012, as presented in Agenda Item 6.9.1.

Carried

6.10 Strategic and Resource Planning Advisory Committee
6.10.1 Strategic and Resource Planning Advisory Committee Annual Report for 2011/12 and Work Plan for 2012/13
Sherrell Steele, Co-Chair of the Strategic and Resource Planning Advisory Committee (SRPAC), presented the SRPAC Annual Report for 2011/12 and Work Plan for 2012/13 to the Academic Governance Council for information.

AGC-13-05-22-2012
Moved by D. Roy, seconded by M. Sekulic THAT the Academic Governance Council accept for information the 2011/12 Annual Report and the 2012/13 Work Plan of the Strategic and Resource Planning Advisory Committee as presented in Agenda Item 6.10.1.

Carried

6.11 Student Success Committee
6.11.1 SSC Annual Report for 2011/12
Mike Sekulic presented the Student Success Committee’ Annual Report for 2012/13 to Academic Governance Council for information. The Committee’s Work Plan for 2012/13 will be presented when the new Associate Vice-President Student Services is in place and will be able to provide input and direction for the Committee’s work.
Moved by M. Sekulic, seconded by M. Milner THAT the Academic Governance Council accept for information the 2011-12 Annual Report of the Student Success Committee as set forth in Agenda Item 6.11.1.

Carried

Academic Governance Council thanked Strategic and Resource Planning Advisory Committee and Student Success Committee for their continued work and contribution to academic governance at MacEwan University.

7.0 Business Arising

7.1 University Registrar

7.1.1 Approval of Graduands

Mike Sekulic, University Registrar, presented the list of graduands for approval as sent out in a separate notice on May 18, 2012 (Attachment 1). It was noted that Spring 2012 would be the first time the Academic Governance Council would fulfil the role of approving the granduand lists. The following points arose during the review of the list:

- Explanation was given of credential auditing, the process of late additions, and the verification of the spelling of certain names.
  - It was noted that because of the new electronic records management processes, a number of manual overrides were needed for this term.
- The University Registrar noted that MacEwan University may wish to examine the way that deferred graduands are recorded. In particular whether they should be included in the current year's convocation list or not.
- In response to whether they would be accepting late applications up until the June 1 deadline, it was explained that there had to be a balance struck between keeping deadlines in good faith while not punishing those students who would otherwise be eligible to graduate but due to exceptional circumstances were not included on the original list.
  - The University Registrar noted that further guidance on deadline processes would be sought from the University.
- Where exceptional circumstances arise and students need to be added to the list, Executive Committee will decide and approve the revisions on behalf of AGC. The changes will be presented for record at the next AGC meeting.
  - It was requested that the Executive Committee also have the power to correct errors where it is found that students have not completed all requirements by the deadline.
- The question of what constitutes “exceptional circumstances” was raised (i.e. whether on the part of the student or the program).
  - It was explained that a definition was not provided in order to give flexibility and latitude in decision making, however, if such circumstances do arise, they should be recognized by all stakeholders as “exceptional”.
- It was requested that technological and structural issues (such as the need for numerous manual overrides) which could affect the accuracy of graduand lists be addressed.

The following change was requested:
- Ceremony 5: Thursday, June 15 - 10:00 am. Change to Friday.

AGC members were reminded that their participation at the convocation ceremonies is appreciated and encouraged as representatives of the senior academic governance body of MacEwan University.
AGC-15-05-22-2012
Moved by M. Sekulic, seconded by J. Stock
1. THAT the Academic Governance Council approve the appropriate graduation award for the candidates listed and that the University admits graduands to the degrees, diplomas and certificates to which they are entitled.

Carried

Moved by M. Sekulic, seconded by R. Irwin
2. THAT AGC Executive Committee will approve the revised graduand list resulting from exceptional circumstances where a graduand who does not appear on the convocation list, but is found to have completed all of the requirements for his or her credential by deadline of convocation, is added.

AGC-16-05-22-2012
Moved by D. Higgins, seconded by J. Stock
THAT Motion 2 to Agenda Item 7.1.1 be amended to read: THAT Academic Governance Council Executive Committee will approve the revised graduand list resulting from exceptional circumstances where either:

• A student who does not appear on the convocation list, but is found to have completed all of the requirements for his or her credential by deadline of convocation, is added; or

• A student who does appear on the convocation list, but is found to have not completed all of the requirements for his or her credential by deadline of convocation, is removed.

Carried (1 Opposed)

8.0 Question Period
The subject was raised of whether there are mechanisms to promote interdisciplinary and jointly delivered courses at MacEwan University. It was suggested that such courses could be coordinated through Faculty/School Council curriculum and program committees with the review of the corresponding Deans.

It was observed that some committees have brought forth documents in various stages to AGC and for the sake of clarity, it would be helpful to have the stages of document completion defined. It was requested that Executive Committee examine the different procedures for the approval of draft and finalized documents.

A brief update was given on the selection process of the President’s Medal for Academic Excellence and Student Leadership, and the Deans Medals for Academic Excellence. It was noted that the selection committee for the President’s Medal had already met and would deliver its final decision at its next meeting.

9.0 Future Agenda Items/Next Meeting – June 12, 2012 – Room 9-102, City Centre Campus
• June 12th meeting is scheduled for 2 p.m. – 4 p.m., to be preceded by a luncheon.

10.0 The meeting adjourned at 5:30 p.m.