1.0 CALL TO ORDER
The meeting of Academic Governance Council (AGC) was called to order at 5:00 p.m. The Chair, on behalf of AGC thanked outgoing member, Sharon Hobden, and welcomed new members:
- Michael Buhr, faculty, University Prep, School of Continuing Education
- Sarah Copland, faculty, English, Faculty of Arts and Science
- Steve Gatenby, student, Bachelor of Communication, Faculty of Fine Arts and Communications
- Makarand Gulawani, faculty, International Business, Marketing, Strategy and Law, School of Business
- Andrew Howell, faculty, Psychology, Faculty of Arts and Science
- Randy Jenne, faculty, Decision Sciences, School of Business
- Colleen Maykut, faculty, Bachelor of Science in Nursing, Faculty of Nursing
- Paul Prince, faculty, Anthropology, Economics and Political Science, Faculty of Arts and Science
- Sony Raj, faculty, Communication Studies, Faculty of Fine Arts and Communications

2.0 APPROVAL OF AGENDA/ CONSENT AGENDA
The Chair presented the agenda for September 20, 2016 for approval. The following items were approved/reviewed on the consent agenda:
- 2.1 AGC Open Meeting Minutes: June 7, 2016
- 2.2 Executive Committee Minutes: September 1, 2016
- 2.3 AGC Annual Summary 2015-2016
- 2.4 Notice of AGC Committee Rolling Schedules

An amendment to the agenda was submitted September 12 by the AGC Chair to change item 7.2.4 from a decision item to a discussion item due to procedural concerns. Craig Monk, AGC Executive Committee decanal member, spoke against the amendment.
Moved by R. Baril, seconded by D. Roy that the September 20, 2016 Academic Governance Council agenda be amended to have item 7.2.4 Nominations Committee Dissolution for discussion rather than for decision. 

Defeated

AGC-01-09-20-2016
Moved by C. Hancock, seconded by E. Elford to approve the agenda for September 20, 2016 and the items on the consent agenda, as presented.

Carried

D. Atkinson vacated the Chair, and L. Honey presided.

3.0 Board of Governors’ Report
David Atkinson, President, MacEwan University, reported that the Board of Governors’ (Board) Report was included in the meeting package. The President noted that Enzio Barichello will serve as Acting Chair of the Board, effective October 14, 2016, until the Chair is selected by the Government of Alberta.

4.0 REPORT OF THE PRESIDENT
David Atkinson, President, MacEwan University, reported on the following:
- The President’s newsletter was distributed in September.
- D. Atkinson thanked those who attended the memorial for Misha Bazelevskyy on September 8, 2016.
- Nominations for the President’s Medal for Academic Leadership and Student Leadership close October 8, 2016.

L. Honey vacated the Chair, and D. Atkinson presided.

5.0 REPORT OF THE PROVOST AND VICE PRESIDENT ACADEMIC
John Corlett, Provost and Vice President Academic (Provost), reported on the following items:
- An electronic CV template is being developed for use by faculty when reporting on annual activities, and also when submitting their CV for grants or application for rank and title. February 2017 is the target for implementation.
- A brief update on the Office of Research Services (ORS) was provided. The Provost noted that even with the recent changes, ORS is well positioned to support faculty in their research efforts.

6.0 PRESENTATIONS

6.1 Faculty Evaluation Report
Sarah Flynn, Faculty Evaluation Coordinator, Centre for the Advancement of Faculty Excellence, presented the faculty evaluation report for the Winter 2016 term. The following points arose during discussion:
- Student response rates increased.
- Start date “January 40” was corrected on the original document distributed.
- It was confirmed that results for smaller sections can be combined in PeopleSoft using a combination field that can be coded by the Faculty/ School person responsible for that.
- As helping faculty members interpret the data is important, a series of workshops are being offered in the Fall term on how to interpret evaluation data, as well as how to coach students to give constructive feedback.
  - Faculty should also be encouraged to explain to students how they use the information provided in evaluations.
- It was noted that there is an open-ended question where students can include comments on course materials.

Chris Hancock, Policy Advisory Group (PAG) member, presented the PAG Work Plan 2016-2017 for information. The Policy website will allow reviewers to access a policy in process and see all revisions as
well as add their comments. It was explained that policies will no longer have numbers and will be searchable by keyword.

7.0 COMMITTEE REPORTS

7.1 Research Ethics Board
7.1.1 Revised Terms of Reference
John Corlett, Provost and Vice President Academic, presented revised Research Ethics Board Terms of Reference (August 4, 2016), effective September 21, 2016, for approval. The following points arose during discussion:

- Are two student members adequate on Research Ethics Board (REB)?
  - The composition presented is the core of the operating structure of REB; however, if more expertise is required to adjudicate particular applications, additional members would be invited to serve as non-voting members. Since the committee works by consensus, it would not preclude adding student members when necessary.
- J. Corlett clarified that the term “report” in section 2.2 referred to the annual summary of events for AGC review, rather than the reporting structure.

AGC-02-09-20-2016
Moved by J. Corlett, seconded by K. Stoik to approve the revised Research Ethics Board Terms of Reference (August 4, 2016), effective September 21, 2016, as presented in agenda item 7.1.1.
Carried

7.2 Executive Committee
7.2.1 Academic Schedule
Mike V. Sekulic, University Registrar, presented the proposed final 2017-2018 Academic Schedule and tentative Academic Schedules from 2019 through to 2022 for approval. The following points arose during discussion:

- M. Sekulic clarified that the dates selected were based on the Academic Schedule Regulations.
- It was recommended that the Convocation dates be set as early as possible, to allow faculty to arrange their schedules to attend. It was noted that Faculty of Arts and Science encourages faculty members to attend Convocation as part of their service component.
- It was noted that for Fall 2017, the dates provided for Fall Reading Break include November 13 (which is in lieu of November 11, Remembrance Day). It was recommended and M. Sekulic agreed to revise the presentation to include only two dates (November 14 and 15) to align with how future years are presented, so that Fall Reading Break is not conflated with Remembrance Day.
- Is there flexibility for courses to begin earlier than listed in the Academic Schedule? The issue for University Preparation students, for example, is that they need to be finished by August 1 in order to submit their marks in time for consideration for attending a post-secondary institution.
  - The Academic Schedule applies to regular session courses. Courses offered outside of these dates can cause confusion for students regarding critical dates, but it is an operational choice.
  - Point 1 under the Notes states that “Not all classes follow the regular session dates listed on this schedule.”

AGC-03-09-20-2016
Moved by R. Baril, seconded by K. Garlough to approve the proposed Final 2017-2018 Academic Schedule, and Tentative Academic Schedules from 2019 through to 2022, as presented in agenda item 7.2.1.
Carried

7.2.2 Revised Academic Standing Policy
Mike V. Sekulic, University Registrar, presented the revised Academic Standing policy, effective September 21, 2016, for approval, and recommended that upon approval, the Academic Schedule Task Force be dissolved, effective September 21, 2016. He noted that the changes to the policy are to
accommodate the requirements of the new Academic Schedule Regulations that academic standing is run once per year, rather than after each semester. The following points arose during discussion:

- It was clarified that students in diploma programs should not be concerned if they are on probationary status in their second year, as long as they maintain a 2.0 GPA within the second year and are otherwise eligible to graduate. Students would not be asked to withdraw unless their performance was below an acceptable level in their second year.
- Frances Billingsley, Associate Registrar, noted that Deans have the ability to review a student record and to ask a student to withdraw at any time.
- For diploma programs with limited enrolment, if a student fails one course in the first year and has a GPA of 1.3, their ability to even repeat a course is limited.
  o If a student has a GPA of 1.3, they will be required to withdraw, and if they fail a prerequisite course, they are not able to proceed further in a program.
  o F. Billingsley noted that the new policy will be very beneficial for students overall.
- It was suggested that perhaps advisors could target students who have been flagged by instructors in smaller programs.
- The Faculty of Arts and Science Dean spoke in favour of the motion.
- Concern was expressed that the policy will not be reviewed again until 2021. C. Hancock, Policy Advisory Group member, noted that policies can be reviewed as necessary through the Policy Document Framework process.

AGC-04-09-20-2016
Moved by C. Monk, seconded by S. Mills to approve the changes to the Academic Standing policy, effective September 21, 2016; and, to dissolve the Academic Schedule Task Force, effective September 21, 2016, as presented in agenda item 7.2.2.

Carried

7.2.3 Faculty/ School Council Model
Lynne Honey, AGC Executive Committee Vice-Chair, presented the model for MacEwan University Faculty/ School Councils, effective September 21, 2016. It was reminded that the document included as Attachment 1 was provided for background information, and AGC was being asked to reaffirm that Deans will Chair all Faculty/ School Councils.

AGC-05-09-20-2016
Moved by C. Hancock, seconded by C. Monk to approve the model for MacEwan University Faculty/ School Councils, effective September 21, 2016, as presented in agenda item 7.2.3.

Carried

7.2.4 Nominations Committee Dissolution
Lynne Honey, AGC Executive Committee Vice-Chair, presented a recommendation to dissolve the Nominations Committee, effective September 21, 2016, for decision. The following points arose during discussion:

- Raymond Baril, Nominations Committee Chair, spoke against dissolution of Nominations Committee.
- Craig Monk, Faculty of Arts and Science Dean, spoke in favour of dissolution of Nominations Committee.
- Concern was expressed that if the nature of the work or the process was not going to change, it did not make sense to dissolve Nominations Committee. C. Monk noted that AGC would be obliging Executive Committee to develop a solution for the process.
- Denise Roy, Faculty of Fine Arts and Communications Dean, suggested that one of the challenges in recruiting Nominations Committee members was that they have to be members of AGC.
- It was confirmed that Executive Committee was willing to take on the workload for nominations.
- H. McRae noted that one School of Continuing Education faculty member on AGC is expected to be on Executive Committee and Nominations Committee, which is part of a larger problem with how AGC committees are structured regarding smaller Faculties/ Schools.
Moved by R. Baril, seconded by K. Hood to refer the dissolution of Nominations Committee to AGC Executive Committee for further consultation.  

Defeated

AGC-06-09-20-2016
 Moved by C. Monk, seconded by B. Parker to dissolve the Nominations Committee, effective September 21, 2016.  

Carried

AGC-07-09-20-2016
 Moved by L. Honey, seconded by B. Parker to approve the revisions to the Academic Governance Council Executive Committee’s Terms of Reference to include the work of Nominations Committee, effective September 21, 2016, as presented in agenda item 7.2.4.  

Carried

7.3 Nominations Committee
  7.3.1 Executive Committee Elections
Raymond Baril, Chair, Nominations Committee, explained that a call for nominations for two faculty members on AGC Executive Committee, with a list of eligible current and incoming Academic Governance Council (AGC) members, was sent to all new and continuing AGC members via email with a closing deadline of the September 20, 2016 AGC meeting. One eligible nominations was received during the regular nominations period.

AGC-08-09-20-2016
 Moved by R. Baril, seconded by M. Sekulic that Michael Buhr, School of Continuing Education, be appointed to the Executive Committee of Academic Governance Council for a term beginning September 21, 2016 and ending August 31, 2017.  

Carried

As no faculty nominations were brought forward for the Faculty of Arts and Science vacancy, it will remain a standing vacancy. It was noted that the Executive Committee Terms of Reference lack flexibility in this respect, requiring one AGC faculty member from each Faculty/School, not counting the Vice-Chair.

7.3.2 Nominations Committee Report
Raymond Baril, Chair, Nominations Committee, presented the Nominations Committee Report for approval.

AGC-09-09-20-2016
 Moved by R. Baril, seconded by C. Hancock to elect the slate of faculty nominees for Research Ethics Board, as presented in agenda item 7.3.2  

Carried

AGC-10-09-20-2016
 Moved by R. Baril, seconded by A. Howell to elect Stew Schmidt, community member nominee, for Research Ethics Board, as presented in agenda item 7.3.2.  

Carried
Moved by R. Baril, seconded by K. Bowman to elect the student nominees for Committee on Admissions and Transfer and to MacEwan Committee on Internationalization, as presented in agenda item 7.3.2.  

Carried

8.0 FACULTY/SCHOOL COUNCILS  
8.1 Faculty of Arts and Science Council  
8.1.1 Annual Report 2015-2016  
Craig Monk, Dean, Faculty of Arts and Science, presented the Faculty of Arts and Science Council Annual Report 2015-2016 for information.

8.2 Faculty of Fine Arts and Communications Council  
8.2.1 Annual Report 2015-2016  
Denise Roy, Dean, Faculty of Fine Arts and Communications, presented the Faculty of Fine Arts and Communications Council Annual Report 2015-2016 for information.

8.3 Faculty of Health and Community Studies Council  
8.3.1 Annual Report 2015-2016  
Fred McGinn, Dean, Faculty of Health and Community Studies, presented the Faculty of Health and Community Studies Council Annual Report 2015-2016 for information.

8.4 School of Business Council  
8.4.1 Annual Report 2015-2016  
Elsie Elford, Dean, School of Business, presented the School of Business Council Annual Report 2015-2016 for information.

All Faculty/ School Councils were commended on their work accomplished throughout the year.

9.0 Question Period  
The following questions arose during question period:

- Regarding policy D2080: Sabbatical Leave, section 4.7.1: Concern was expressed that faculty on sabbatical continue to serve on academic and University committees while on sabbatical. The Provost noted that faculty should not be working on committees during Sabbatical Leave; faculty should devote their time to fulfilling their approved Sabbatical Leave plan.
  - Who has the global scope over service at MacEwan University?
  - AGC Bylaws state that if an AGC Member is on leave for more than four months, they must resign from AGC. AGC Secretariat does not monitor the AGC committee members.
  - Executive Committee will discuss this item at a future meeting.

- What is the financial commitment towards the Indigenous Initiative at MacEwan University?
  - A request was received through the budget process last year, and resources were enhanced to the Aboriginal Student Centre. The President requested that Valerie Henitiuk, University Advisor for Indigenous Initiatives, prepare an interim, one-time budget to the end of the year, and a full proposal is anticipated at the Budget Advisory Committee.
  - It was clarified that the internal advisory council on Indigenous initiatives is currently an advisory committee to the President.

10.0 Future Agenda Items/Next Meeting – October 25, 2016  
The next meeting is Tuesday, October 25, 2016 at 5:00–8:00 p.m. in Room 9-201 City Centre Campus.

12.0 The meeting adjourned at 6:37 p.m.

Approved by Academic Governance Council  
October 25, 2016 (motion AGC-01-10-25-2016)