Academic Governance Council Meeting Minutes: October 25, 2016

1.0 CALL TO ORDER
The meeting of Academic Governance Council (AGC) was called to order at 5:00 p.m. The Chair thanked the following outgoing members:
- Kristen Stoik, School of Business student member
- Hailie Rondeau, Faculty of Nursing student member

The Chair also welcomed new and returning members:
- Pamela Farvolden, Academic Staff Member-at-Large, English, Faculty of Arts and Science
- Kathaleen Quinn, Academic Staff Member-at-Large, Social Work, Faculty of Health and Community Studies
- Nataliya Zadorozhna, faculty member, Mathematics and Statistics, Faculty of Arts and Science
- Lindsey Whitson, Professional Resource Faculty member, Librarian, University Library
- Tim Lade, Support/Supervisory Staff member, Residence Life

2.0 APPROVAL OF AGENDA/ CONSENT AGENDA
The Chair presented the agenda for October 25, 2016 for approval. The following items were approved/reviewed on the consent agenda:
- 2.1 AGC Open Meeting Minutes: September 20, 2016
- 2.2 Executive Committee Minutes: October 6, 2016
- 2.3 Fall 2016 AGC By-election Report
- 2.4 AGC Faculty Membership Reapportionment Procedure
- 2.5 Faculty of Arts and Science Curriculum Changes
- 2.6 Faculty of Fine Arts and Communications Curriculum Changes
2.7 Faculty of Health and Community Studies Curriculum Changes
2.8 Faculty of Nursing Curriculum Changes

AGC-01-10-25-2016
Moved by D. Roy, seconded by A. Howell to approve the agenda for October 25, 2016 and the items on the consent agenda, as presented. Carried

3.0 BOARD OF GOVERNORS’ REPORT
John Corlett, Provost and Vice President Academic, reported that the Board of Governors’ (Board) Report was included in the meeting package.

4.0 REPORT OF THE PROVOST AND VICE PRESIDENT ACADEMIC
John Corlett, Provost and Vice President Academic (Provost), reported that the 2017-2018 budget process is underway, and the Budget Advisory Committee will begin reviewing budget proposals in November.

5.0 COMMITTEE REPORTS
5.1 Academic Planning and Priorities Committee
5.1.1 Annual Report 2015-2016
Bob Graves, Chair, Academic Planning and Priorities Committee (APPC), presented the APPC Annual Report 2015-2016 for information. It was clarified that the work of APPC’s Indigenous Principles ad hoc committee was completed, and the ad hoc committee was dissolved. Valerie Henitiuk, Executive Director, Centre for the Advancement of Faculty Excellence, was appointed as University Advisor for Indigenous Initiatives for the new advisory committee that reports to the President.

5.1.2 Work Plan 2016-2017
Bob Graves, Chair, Academic Planning and Priorities Committee (APPC), presented the proposed APPC Work Plan 2016-2017 for approval.

AGC-02-10-25-2016
Moved by K. Garlough, seconded by A. Parrish-Craig to approve the proposed Academic Planning and Priorities Committee Work Plan 2016-2017, as presented in agenda item 5.1.2. Carried

5.2 Committee on Admissions and Transfer
5.2.1 Annual Report 2015-2016
Bob Irwin, Chair, Committee on Admissions and Transfer (CAT), presented the CAT Annual Report 2015-2016 for information.

5.2.2 Work Plan 2016-2017
Bob Irwin, Chair, Committee on Admissions and Transfer (CAT), presented the proposed CAT Work Plan 2016-2017 for approval. He clarified that with the re-establishment of the English-Language Proficiency (ELP) Subcommittee, CAT was examining if standardization of ELP requirements across the University was possible or necessary. CAT considers ELP requirements on a case-by-case basis, but could draft a policy if AGC determined standardization is required.

AGC-03-10-25-2016
Moved by B. Richards, seconded by K. Hood to approve the proposed Committee on Admissions and Transfer Work Plan 2016-2017, as presented in agenda item 5.2.2. Carried

5.3 MacEwan Committee on Internationalization
5.3.1 Annual Report 2015-2016
Michael Roberts, Chair, MacEwan Committee on Internationalization (MCI), presented the MCI Annual Report 2015-2016 for information. In answer to the question posed, he noted that MCI discussed the student death in France this summer as it related to risk management at MacEwan University.
5.3.2 Work Plan 2016-2017
Michael Roberts, Chair, MacEwan Committee on Internationalization (MCI), presented the proposed MCI Work Plan 2016-2017 for approval. The following points arose during discussion:

- AGC faculty members were encouraged to participate in Global Awareness Week in January 2017.
- The issue of faculty members on sabbatical leave still serving on AGC committees was noted again by the Dean of the Faculty of Arts and Science as a concern. It was reported that the faculty member on MCI was requested to clarify whether or not participating on MCI was relevant to their sabbatical leave. Since no response was received, it was suggested that the faculty member’s position should be treated as vacant on MCI.
  o The Secretary to AGC clarified that AGC committee membership was reported as a courtesy and had no bearing on a proposed Work Plan. She noted that this issue was on the agenda for discussion at the next AGC Executive Committee meeting.

AGC-04-10-25-2016
Moved by R. Jenne, seconded by S. Elbarrad to approve the proposed MacEwan Committee on Internationalization Work Plan 2016-2017, as presented in agenda item 5.3.2.

Carried
(1 Opposed)

5.3.3 Implementation Plan for MacEwan University Strategic Internationalization Plan
Michael Roberts, Chair, MacEwan Committee on Internationalization (MCI), presented the Implementation Plan for MacEwan University’s Strategic Internationalization Plan for information. The following points arose during discussion:

- How are countries identified for Education Abroad opportunities?
  o M. Roberts clarified that MacEwan International arranges Education Abroad opportunities in countries where MacEwan University has reciprocal agreements.

5.4 Student Services Committee
5.4.1 Annual Report 2015-2016
Martina King, Chair, Student Services Committee (SSC), presented the SSC Annual Report 2015-2016 for information.

5.4.2 Work Plan 2016-2017
Martina King, Chair, Student Services Committee (SSC), presented the proposed SSC Work Plan 2016-2017 for approval. The following points arose during discussion:

- AGC committees should be pursuing big ideas in the fulfillment of their mandates.
  o The Chair noted that SSC had submitted three major documents in 2015-2016 that will have Institution-wide impact in the years to come.

AGC-05-10-25-2016
Moved by K. Stoik, seconded by K. Garlough to approve the proposed Student Services Committee Work Plan 2016-2017, as presented in agenda item 5.4.2.

Carried

5.5 Executive Committee
5.5.1 Committee Nominations Slate
The Fall 2016 nominations call for faculty members for the three committees was sent on September 6, with a deadline of Monday, September 26, 2016 at Noon. Announcements were run in MacEwan Today, posted on the AGC website, and sent to all Department Chairs for distribution, and copied to AGC committee chairs and Deans. Two (2) faculty nominations were received for one (1) vacancy on MacEwan Committee on Internationalization. No faculty nominations were received for the other two committees. As per the Committee’s Terms of Reference, the following faculty nominee is presented to AGC for election:
MacEwan Committee on Internationalization  
(one-year replacement term: October 26, 2016 to June 30, 2017)  
*Open Category*  
Jody Marshall, Allied Health and Human Performance, Faculty of Health and Community Studies:

**AGC-06-10-25-2016**  
Moved by C. Hancock, seconded by D. Kato to elect the faculty nominee for MacEwan Committee on Internationalization, as presented in agenda item 5.5.1.  
*Carried*

The Fall 2016 nominations call for staff members for Committee on Admissions and Transfer was sent on September 6, with a deadline of Monday, September 26, 2016 at Noon. Announcements were run in MacEwan Today, posted on the AGC website, and sent to MacEwan Staff Association and to the Out-of-Scope distribution list maintained by the President’s Office for distribution, and copied to AGC committee chairs and Deans. Three (3) staff nominations were received for one (1) vacancy on Committee on Admissions and Transfer. As per the Committee’s Terms of Reference, the following staff member nominee is presented to AGC for election:

**Committee on Admissions and Transfer**  
(one-year replacement term: October 26, 2016 to June 30, 2017)  
*Open Category*  
Shelly Brownlee, Academic Coordinator, School of Business

**AGC-07-10-25-2016**  
Moved by S. Gatenby, seconded by K. Hood to elect the staff nominee for Committee on Admissions and Transfer, as presented in agenda item 5.5.1.  
*Carried*

The following points arose during discussion:
- Should AGC have the information on all nominations received since AGC is voting to approve the candidates chosen by AGC Executive Committee?
- Nominations Committee had a process to look at the entire scope of populating committees, such as using a rubric to compare nominees, along with a wholistic review of membership already on a committee to determine the most appropriate candidate.
- What process was used by AGC Executive Committee to choose the faculty and staff candidates from the nominations received?
  - Craig Monk, Executive Committee decanal member, clarified that since no nominations were received for these vacancies during the Spring 2016 nominations call, Executive Committee chose candidates to fill the remaining vacancies, which AGC is being asked to approve. Therefore, in this instance, the decision was made by Executive Committee.
  - Executive Committee is in the process of determining a procedure for AGC to choose between multiple nominees, which should be in place for the Spring 2017 nominations call.

*Scribe’s Note:* As of September 21, 2016, AGC delegated to AGC Executive Committee the responsibility for “recommending to AGC candidates for the standing committees and AGC members to other MacEwan University committees where AGC representation is required.”

### 6.0 Faculty/School Councils

#### 6.1 Faculty of Health and Community Studies Council

#### 6.1.1 Revised Bylaws

Fred McGinn, Chair, Faculty of Health and Community Studies (FHCS) Council, presented revised FHCS Council Bylaws for approval.
AGC-08-10-25-2016
Moved by K. Hood, seconded by D. Kato to approve the Faculty of Health and Community Studies (FHCS) Council Bylaws, effective October 26, 2016, as recommended by FHCS Council (September 13, 2016), as presented in agenda item 6.1.1.

Carried

6.2 Faculty of Nursing Council
6.2.1 Bylaws
Vince Salyers, Chair, Faculty of Nursing (FN) Council, presented FN Council Bylaws for approval. The following points arose during discussion:
- The term “Academic Unit” should be defined under the Definitions section.

AGC-09-10-25-2016
Moved by B. Richards, seconded by K. Bowman to approve the Faculty of Nursing Council Bylaws, effective October 26, 2016, as recommended by Faculty of Nursing Council (September 22, 2016), as presented in Agenda Item 6.2.1.

Carried

The following points arose during general discussion of Faculty/ School Council membership:
- Suggestions for how to encourage sessional faculty to participate on Faculty/ School Councils was requested.
- A concern was expressed that there is a need for more cross-pollination between Faculty/ School Councils. For example, Deans or their Faculty/ School Council representative should attend other Faculty/ School Council meetings in a non-voting capacity in order to share ideas.

6.3 School of Continuing Education Council
Heather McRae, Chair, School of Continuing Education (SCE) Council, presented the SCE Council Annual Report 2015-2016 for information. The following points arose during discussion:
- What consultation process is followed for determining SCE Certificates?
  - Consultation for Certificates offered through SCE are conducted by SCE program managers in the Professional and Continuing Studies areas, who identify a need for new Certificates and work with applicable faculty and stakeholders to develop a proposal. Proposals are presented to the SCE Council’s Program and Curriculum Committee for recommendation, then to SCE Council Executive Committee and SCE Council for approval. In some instances, existing courses are being repurposed, with core courses offered across Certificates, based on a subject-matter expert identifying the core principles of a program and what the requirements should be.

7.0 Question Period
The following questions arose at the meeting:
- Various concerns were expressed regarding the method of communicating the recent threat received against MacEwan University.
- Is an email etiquette policy being developed to guide students in their communications?
  - Executive Committee will discuss this item at an upcoming meeting.

8.0 Future Agenda Items/Next Meeting – November 29, 2016
The next meeting is Tuesday, November 29, 2016 at 5:00–8:00 p.m. in Room 9-201 City Centre Campus.

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

Approved by Academic Governance Council
November 22, 2016 (motion AGC-01-11-22-2016)