School of Business Council
Meeting: Thursday, August 27, 2015
1:00 – 3:00 p.m.
Room 6-152
MINUTES
(Approved by School of Business Council, October 1, 2015)

1.0 Call to Order

The meeting was called to order at 1:07 pm. Quorum was met.

The meeting had been proceeded by a presentation by Jodi Campbell, General Manager and Amy Beard, Vice President, Operations and Finance (and BCom Marketing student) from the Students Association of MacEwan University (SAMU. They spoke about the planned addition to the west of the Christensen Family Centre for Sports and Wellness, which would accommodate SAMU. A SAMU promotional campaign for a vote by students on the project will commence soon.

The Chair welcomed new members to School Council: new faculty member – Joanne Loh, Accounting and Finance plus new students selected by SAMU: Colin Beecroft, VP Finance of the Enactus Club, and returning student member Jon Capus. Both are BCom Accounting Majors.

Heather Foster was thanked for her service, as she has left the Dean’s office to pursue her CPA. Nicole Lemay was thanked for her dedicated contributions to School Council since 2012 as she will be moving into her new position as Library Chair. Eva Revitt will be her replacement.

The chair acknowledged the four new Chairs: Sherif Elbarrad, Noufou Ouedraogo, Michael Roberts, and Rickard Enstroem.

The Chair also recognized the two new Associate Deans, Gordon and William, and thanked them for taking on these positions.

2.0 Approval of Agenda/ Consent Agenda

MOTION: SOBC-01-08-27-2015
Moved by Teresa Costouros and seconded by Noufou Ouedraogo that the School of Business Council approve the Agenda/Consent Agenda that was presented. The motion was carried.
2.1 Minutes of School of Business Council Meeting of April 1, 2015
2.2 Minutes of Executive Committee Meetings of April 16 and June 11
2.3 Motion re: review and confirmation of Executive Committee decisions made at its April 16 meeting in relation to Business Programs and Curriculum Committee motions
2.4 AGC Update (synopses for April 28, May 19 & June 5)
2.5 Motion re: School of Business Council annual report (requested by AGC)
2.6 Committee Items:
   2.6.1 Executive Committee:
   2.6.1.1 Motion to approve annual report & work plan
   2.6.1.2 Motion to elect Librarian member Eva Revitt
   2.6.2 Business Programs & Curriculum Committee:
   2.6.2.1 Motion to approve Admission criteria review & approval processes document
   2.6.2.2 Motion to approve annual report & work plan
2.6.3 Faculty Development/Sabbatical Leave Committee
   Motion to approve report
2.6.4 Standards Approval Committee
   Motion to approve report
2.6.5 Academic Title Committee
   Motion to approve report

3.0 Announcements

- Noufou Ouedraogo informed members that the School of Business is organizing the Administrative Sciences Association of Canada (ASAC) 2016 Conference from June 4 to June 7th at the Shaw Conference Centre. If you are interested in participating please contact Murli or Noufou. The chair of the ASAC 2016 Conference is Mike Henry. Updates on ASAC will be a standing item in Announcements.

- Chris Hancock reminded faculty members that the Faculty Association BBQ is on September 25 and those who are interested should RSVP.

4.0 Dean’s Report

4.1 The Dean reminded members of the Academic Priorities Summit to be held on Wednesday September 2 in the Kule Theatre. It will involve faculty, students and staff. The agenda and background documents were distributed on Aug. 26th.

4.2 The Dean stressed the importance of departments ratifying members chosen by their Chair for the Appointment Review and Promotions Committee (by October 1). Anyone looking to request a promotion in rank needs to have notice into their Chair by September 1, with documentation and a request into the Appointment Review and Promotions Committee by October 1, so it is important that the committees be operational by that date. There will only be one process that will take place for the whole year. A motion will be coming to the next Council meeting on October 1 to ratify the Dean’s choice of external members for each committee.
4.3 The Dean noted the upcoming call for nominations that members will receive by email in September for:
  ▪ Two Sessional Members and Two Advisors for School Council;
  ▪ Committee vacancies for BPCC and Faculty Development/Sabbatical Leave
  ▪ Members for Workload Review Panel

4.4 The Dean noted the Executive Committee will bring a motion to the October 1st Council meeting to establish an *Ad Hoc* Bylaws Review Committee. This committee would review Council bylaws to make sure they are functioning optimally. The Dean acknowledged sessional faculty present at the meeting and pointed out that membership could perhaps be extended to include more sessional faculty.

4.5 Michelle Stevenson, formerly with Community Relations is now the new Director of Alumni Relations, which is under Fund Development. The School of Business looks forward to working with her as we move forward with our Alumni Advisory Committee.

4.6 The Dean had discussions with the Business Advisory Council (BAC) at its June 11th meeting regarding the process of selection of the Allard Chair. The BAC suggested having a wider call for nominations, which the Dean plans to implement. This would be an alternative to having an advisory committee prioritizing a list of nominees.

4.7 The Dean shared information received from the Provost: a new position of Vice-Provost was created to assist the Provost, to be internally posted in the near future.

4.8 As well, the President will be making an announcement naming the new Chief of Staff.

4.9 The Dean reminded faculty that Annual Reports for 2014-15 are due by September 15th.

5.0 Committee Items

5.1 Executive Committee (*Chair*):

5.1.1 **Motion** – Review and Endorsement of Performance Evaluation Criteria:

**MOTION: SOBC-02-08-27-2015**

- Moved by Bob Graves and seconded by Subhadip Ghosh that the School of Business Council review and endorse the Faculty Performance Evaluation Criteria prepared by Executive Committee. Discussion:

  - Executive Committee established a subcommittee to review the existing Faculty Performance Evaluation Criteria and draft a new set of Criteria. The subcommittee consisted of Michael Roberts, Bob Graves and Teresa Costouros. The new Criteria was brought to Council for review and endorsement.
• The motion and background was provided in the package. Bob Graves provided more information about the Criteria:
• It gives lots of flexibility
• It is a starting point for discussions to be held in departments.
• Faculty members’ comments:
• It includes and incorporates university criteria - a living document (or “living tree”). Can mean different things in different departments.
• “I like the work done on this, good job!”
• There were concerns about the previous Criteria as it limited academic freedom in terms of what journals could be produced and at which conferences faculty could present.
• Now the onus will be on faculty members to present targets for research to peers.
• The challenge will be having fairness and consistency with four departments
• Chairs will have to have conversations amongst themselves and the Dean’s Office.

The motion was carried.

6.0 Presentation: Sexual Violence Prevention Program
(Michelle Plouffe, Vice President, General Counsel and Compliance Officer)

Michelle spoke about what can be expected in the fall and the supports that will be available to University Faculty as of September 1st.

The Sexual Violence Prevention Program was developed over the last couple of months. The first draft has been presented to the Board and it will now go to AGC and then back to the Board for final approval on September 24.

• What does it mean? It’s a term that encompasses a lot of harmful or violent behavior. The definition in the draft policy includes, sexual exploitation, stalking, and sexualized behavior on social media, sexual harassment and sexual assault without consent.
• This policy shows our community we are taking a stand as an institution against sexual violence and as well as prevention of sexual violence in our community. It covers all of our community - students and employees.
• The procedures are about protocol: to whom does one report; how to report; how to respond; and what kind of supports are available.
• The policy and procedure developed 2 committees:
  o Sexual Violence Prevention Education Committee – The need is to educate the entire community on sexual violence and focus on prevention.
  o Response Team – How to respond and bring in resources as necessary as when there are complaints.
• Goals: to educate and to eradicate sexual violence on campus.
• Materials and presentations that focus on education and support will be all over campus. Specialized training will be provided for groups such as residence assistants and security services. Technology training for staff and students will be available. A full website will be set up with all the resources that will assist our
faculty staff and students to navigate through all the questions that they may have.

- Michelle would like to encourage faculty and staff to participate in upcoming town hall meetings and training opportunities that will be provided at CAFE.

7.0 **Presentation:** APPC Community Engagement Working Group Report (Sharon Bratt, Carolyn Ives)

Sharon and Carolyn are seeking feedback from Faculty Council members on the above document by **September 30**. A document was provided in the package.

- This document is to provide APPC with an initial set of definitions and terms considered essential to establish a clear direction for formalizing an understanding of community engagement across the institution.
- Lists were developed of essential terms and definitions from across North America. Guidelines were customized so that the criteria was more MacEwan terms and specific to their needs.
- The document will be set up on the website in the near future.

8.0 **Presentation:** APPC Blended Learning Working Group Report (Lynn Feist)

Lynn presented a first draft of this Working Group Report to facilitate an academic dialogue around blended learning at MacEwan. A document was provided in the package.

- Lynn is looking for anyone interested in participating in further discussions in this working group. Any feedback given would be incorporated into the document before it goes to APPC. Please send feedback to fiestl@macewan.ca.
- What is blended learning? Blended learning is a course delivery model that combines face-to-face classroom time with online learning.

The following faculty volunteered to participate with further discussions: Mike Annett, Michael Roberts, Patti Callaghan and Lyle Benson.

9.0 **New Business** - N/A

10.0 **Question Period/Open Discussion** – N/A

11.0 **Future Agenda Items** – N/A

   **Next Meeting** – October 1

12.0 **Adjournment**

   *Minutes taken by Darlene Tymchuk*