School of Business Council Meeting  
Wednesday, October 1, 2014  
4:00 – 6:00 p.m.  
Room 6-156 CCC  
MINUTES

1.0 Call to Order

The meeting was called to order at 4:05 pm, as quorum had been met.

The chair welcomed new members to School Council: new full-time faculty members - Subhadip Ghosh, Launa Linaker, Greg Springate, Allan Wesley, re-elected sessional (degree) member Kerry Couet; re-elected advisors Heather Molzan and Cheryl Kuehn; and new students selected by SAMU - Jon Capus and Scott Schweiger.

2.0 Agenda/Consent Agenda

The minutes of the April 23 School Council meeting were removed from Consent Agenda and moved to item 6A.

SOBC-01-10-01-2014

MOTION: Moved by Lyle Benson, and seconded by Mark Arnison that School of Business Council approve the Agenda that was presented, as well as the Consent Agenda as amended, which includes motions for Executive Committee, Business Programs & Curriculum Committee, Faculty Development/Sabbatical Leave Committee, Standards Approval Committee and the Academic Governance Council update.

CARRIED

3.0 Announcements

3.1 Nicolle Lemay, the Librarian member of School Council, presented an update on library initiatives:
   - Research on line – ROAM@macewan.ca
   - MacEwan Scholarly & Creative Works
   - eReserves (reserve materials) reserves@macewan.ca
   - CURBA (Canadian University Reciprocal Borrowing Agreement)

3.2 The Chair advised the Vice President Student Services is looking for a School of Business representative for the Student Led Initiatives Committee. There would be 2 meetings to review and adjudicate project applications by students. Interested council members were to contact the Dean.

3.3 Michael Roberts advised that the findings report from the April Canada-Asia Energy Technology & Services Forum has been published. It can be viewed on the website of the Asia-Pacific Foundation of Canada. Michael will also be working on new projects with the Foundation and the Government of Alberta.

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3.4 Evandro Bocatto went to Brussels in September to accept an award from the International Education Business Partnership Network in relation to the Brazil field school. The ‘Born Global Innovation’ program was the Global Best Award winner for Category 5 – Innovative and Creative Partnerships in the North America Region.

3.5 November, Evandro will be in Toronto to present at The Conference Board of Canada’s 2nd Skills and Post-Secondary Education Summit 2014: Developing the Skills and PSE Strategy for Canada.

3.6 Teresa Costouros was pleased to announce that the Insurance and Risk Management Program industry mixer event that was held in September was well-attended by employers and students.

4.0 Report of the Dean

4.1 Strategic Planning Update

The Chair gave a brief update on the development of the new Strategic Plan which will guide the School of Business for the next 5 years, consistent with the University’s Strategic Plan. The School of Business Vision and Mission was launched in March of this year after a lengthy consultation process. It is a precursor for the new Strategic Plan. The Chair and Mike Henry met with Chairs in for a full-day session to initiate the work of translating the new Vision and Mission into a Strategic Plan and identifying its areas of focus. These were shown in a handout to Council members and PowerPoint as follows:

1. Connections and partnerships
2. Students and alumni
3. Faculty and staff
4. School organization and operations in the University context.

In order to get the strategic plan to the next phase the Dean asked for faculty’s participation on 1 of 4 Strategic Planning Teams. The Teams are to meet up to 4 times from now until Christmas to ensure there will be a strategic plan in place by December 31. If interested, Council members were to contact the Dean’s Office by Friday, October 3, to advise which team she or he would like to participate on. A general introductory meeting for all teams would be held by October 24.

5.0 Committee Reports

5.1 Executive Committee

5.1.1 Effective Meetings (Chris Hancock)

Chris Hancock, the new Vice-Chair of Executive Committee, shared rules and procedures that can strengthen the effectiveness of meetings. He highlighted items in

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the Parliamentary Procedure and Robert’s Rules document (part of the AGC Orientation Manual) that was included in the meeting materials.

- Chris explained that a motion is some information that you are trying to put forward to make a decision on and then to record that decision. He stated that it should be clear to everyone what they are voting on and that the motion should be phrased in the positive.
- If someone has a concern about a motion and wants to make a small change to it, then that would be an amendment to the motion. This change needs to be resolved first before the main motion can be approved. If there are more than 2 or 3 amendments then the motion should be killed and the motion started over.
- The amendment needs a mover and a seconder and it needs to be resolved before moving on. The amendment is either accepted or not, then the motion needs to be clear whether the vote is on the motion as amended or not amended. Council would then vote on the main motion.
- The rest of the document talks about the many exceptions that can occur. The document can be found on the AGC website.

5.2 **Ad Hoc Reorganization Committee**

5.2.1 **Report of the Ad Hoc School Reorganization Committee** *(Elsie Elford)*

The Chair thanked all the committee members for all their hard work. The committee met four times over the summer and reviewed many drafts of documents as they developed a reorganization plan for the School of Business. The committee’s working documents were shared with Council in the meeting materials, and faculty will continue to have input as the process moves forward.

The Board of Governors recently endorsed the use of a departmental administrative structure within Schools and Faculty’s, in keeping with practice at Canadian universities, to be in place by July 1, 2015.

The School of Business has already developed a detailed draft departmental reorganization plan and a time line that would have the plan in place by July 1, 2015.

The Dean had discussions with the President and Provost regarding the principles and they were both very supportive.

5.2.2 **Motion to recommend the Reorganization Plan**

Chris Hancock took over as chair for the discussion and decision on the motion put forward by the Reorganization Committee.

**SOBC-02-10-01-2014**

**MOTION:** Moved by Teresa Costouros and seconded by Makarand Gulawani to recommend the departmental reorganization plan of the School of Business, as recommended by the Ad Hoc Reorganization Committee, as presented in Agenda
Item 5.2.2.

A discussion ensued and the following comments/questions were made:

- The chair clarified that this motion is to approve the principles of the departmental reorganization plan and there will be further consultation on the implementation process. Approval of this motion would set the plan in motion and allows the School to take further steps. The plan and underlying principles will go forward to APPC and then to AGC. The plan lays out the departments but does not include the assignment of individuals or courses to those departments.

- The committee went into a lot of detail in making this plan. In order to consider whether certain groupings would make sense, with workable departments, the committee had to look at real people and real numbers.

- The principles are meant to provide guidance and are subject to change.

- The committee spent a lot of time talking about related disciplines and how they could fit. Some of it was based on organization, the size of the number of courses, size of faculty and function as well as for administrative purposes. Further discussions will take place before implementation is finished.

- Has the leadership of programs been dealt with? Chairs of large departments will have support from departmental committees, curriculum coordinators, course leaders, and discipline leads, whose roles and responsibilities would be defined and approved by the Dean. Programs would continue to need and have leadership. For example, a faculty member could be the lead on a program or course and students could go to her or him for advice on academic and career matters. This could be reflected as service in the workload agreement. In addition, advisors for the diploma/certificate programs are being cross-trained.

- This is one of the many topics that will be dealt with as we move forward. We will have lots of work ahead of us.

- The implementation date for all schools and faculty’s is July 1, 2015.

- The Dean and the committee did an incredible job wading through some very difficult issues for us and they were thanked.

**CARRIED**

5.3 Academic Title Committee *(Mike Henry)*

5.3.1 Motion re Annual Report 2014-14 and Work Plan 2014-15

Mike thanked all committee members - Raina Rudko, Randy Jenne, William Wei, Lorrie Adams and Victor Bilodeau - for the heroic work they did on behalf of the committee – especially dealing with short time lines.
**MOTION:** Moved by Mike Henry and seconded by Gordon Lucyk that School of Business Council approve the Annual Report for 2013-14 and the Work Plan for 2014-15 of the Academic Title Committee, as presented.

Mike reported that Academic Title Committee received 34 applications and recommended 29 for title and 5 were not recommended. The University Rank and Title Committee chaired by our Provost granted 22 and denied 12. The applications that were denied by URTC were reviewed and a pattern for why they were denied was not identified.

**CARRIED**

This year October 10 is the notification date to indicate to the department chair that one is interested in applying for academic title. The deadline to submit an application is October 31st. The committee will then have until January 15 to consider the applications. If faculty are applying and need feedback before submitting the application, faculty should not hesitate to ask for help from faculty, chairs, Associate Dean or the Dean. There may be changes to the process in the future but the standards will stay the same.

5.3.2 **Motion to empower Executive Committee to approve changes to processes**

**MOTION:** Moved by Mike Henry that the School of Business Council empower Executive Committee to approve changes to a peer/program/department processes for Academic Title Review Committees as recommended by the Academic Title Committee, for the 2014/15 cycle.

Seconded by Michael Roberts.

Mike explained that the purpose of this motion is to standardize the process for reviewing academic title applications.

**CARRIED**

6A.0 **Item removed from the Consent Agenda**

**Item 2.1 Minutes of the April 23 meeting of School of Business Council**

The Chair advised that Bob Graves had proposed corrections to the minutes. The proposed corrections relate to the motions regarding the establishment of the Ad Hoc Reorganization Committee. The number of motions were to be streamlined to better align with Robert’s Rule, and one motion was incorrectly recorded as passing.
The Chair noted that even with these proposed corrections, there would be no effect on the final motion that was passed.

There was no objection to accepting the changes to the Minutes.

6.0 Old Business

There was no business arising from the previous meeting.

7.0 New Business

Randy Jenne is a member of the Faculty Evaluations Committee and he noted that student evaluations response rate is low. If members have any ideas or suggestions on how the response rate can be improved, Randy is to be contacted by email.

8.0 Questions Period/ Open Discussion

Chris Hancock is involved in the Faculty Association and they have gotten together with John McGrath, the Chief Information Officer, to create a forum under his leadership. If members have any concerns about the way IT is operating, they can send information to Randy Jenne or Chris by email. This information will be brought forward to the forum which is to meet shortly to develop a plan to resolve issues.

9.0 Future Agenda Items – n/a

10.0 Next Meeting

November 5, 2014, 4:00 – 6:00pm
Room 6-156

11.0 Adjournment (5:30p.m.)

Adjournment was moved by Lyle Benson

Minutes taken by D. Tymchuk
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