1.0 Call to Order / Quorum

The meeting was called to order at 4:35 p.m. Quorum was met.

2.0 Approval of Agenda/ Consent Agenda

The Chair asked if there were any suggestions for changes or additions to the agenda. E. Bocatto, Vice Chair, proposed that agenda item 6.1.3, a Discussion of Enrolment Management Issues and Options be moved to the Open Discussion item, 11.0.

Motion:
SoBC-01-02-05-2013
Moved by T. Carter, seconded by S. Ibach that School of Business Council (SoBC) approve the agenda and the consent agenda for February 5, 2013, as amended.

Carried

3.0 Announcements

1. The Chair announced that George Roter, Co-Founder and CEO of Engineers without Borders, is the School of Business Speaker for Global Awareness Week. He will be speaking on Thursday, February 7, at 11:00 a.m. at the CN Lecture Theatre.

2. The Chair announced that S. Steinhauer-Mozejko, Associate Dean, will be receiving the Exemplary Leadership Award from the Chair Academy, in April 2013, at the Annual Conference.

4.0 Dean’s Update

The Dean, E. Elford, distributed a written report to members prior to the meeting. She noted that Jodi Campbell has resigned his position at MacEwan as Diploma/Certificate program advisor. The Dean wished Jodi success in his future endeavors and wanted to thank him for his contribution to the School of Business and Golf Management Program.

Jodi was recently elected as a member of the School Council. A call for nominations will be issued to have another advisor from the diploma/certificate programs selected as a School Council non-voting member.

The Executive Committee is planning elections for all of the positions on Standing Committees that open up in 2013. Some or all of the positions will become vacant on every Standing
Committee except for Executive Committee. The official call will go out to School Council in the near future. Upcoming vacancies:

- Business Programs and Curriculum Committee: FOUR (4) faculty members
- Faculty Development/ Sabb. Leave Committee: FIVE (5) continuing faculty members and ONE sessional faculty member
- Standards Approval Committee: THREE (3) Academic staff members, at least one of whom is a Dept or Program Chair
- Academic Title Committee: FIVE (5) continuing faculty members

5.0 Update on Academic Governance School Council by School Council Members on AGC

At its last meeting, the Executive Committee decided that it would be more helpful if the AGC Update was earlier on the Agenda, so as to better inform the discussions that follow.

T. Costouros gave an update on the AGC meeting on January 22, 2013:
- AUCC President is visiting our campuses next month. Dates TBD.
- Vice President of Advancement, Dale Bayley, is no longer with the University. Recruitment for this position is underway and there will be changes in the positions’ responsibilities.
- There are consultations about the new key pillar for rebranding and initiative.
- There is a new hire in the President’s Office: Kevin Shufflebotham – Executive Advisor, Office of the President.
- The Nursing Program was given very strong kudos by three external reviewers that came to provide feedback.
- Five policies were brought to the table, three have passed (Academic Schedule; Research Institutes & Research Centres; Research Partnerships & Affiliation) and two were sent back for minor changes (Distinguished Teaching Awards and Distinguished Research Award).
- Admission Criteria for two programs (Bachelor of Applied Human Services Administration; Bachelor of Music in Jazz and Contemporary Popular Music) have passed.
- Student Services Policy Committee Revised Terms of Reference were brought forward with significant changes – carried.
- CFAC name change was carried: going forward the new name will be Faculty of Fine Art and Communication.
- Janet Paterson-Weir presented the Winter/Spring Schedule for University Rank and Title.

C. Hancock, Chair of the AGC Nominations Committee, presented an update. A Call for Nominations Letter and a Nomination Form were distributed to the Council members prior to the meeting.
- A letter will be sent out soon to announce the openings for AGC standing committees.
- One new committee has been created that combined three committees: Academic Planning and Priorities Committee (APPC). They are looking for 10 faculty members from all Faculties and Schools, including one Professional Resource Faculty.
6.0 Updates from School Council Standing Committees

6.1 Executive Committee
E. Bocatto reported that the Executive Committee met on January 21 to prepare the agenda for this meeting.

6.1.1 Executive Committee Motion to Elect Erin Rennick as the Advisor (degree program) Member of School Council
The Bylaws of School Council gave School Council the power to “elect as determined” additional members, including two Advisors, one for diploma/certificate programs and one for the degree program. School Council’s policy is that the Advisors will elect two Advisors as representatives, one from a degree program and one from a diploma/certificate program.

The Chair of Executive Committee issued a call for nominations but none were received for the position of Advisor (degree program), even after an extension of the deadline. As a result, the position has remained vacant. On December 20, 2012, Erin Rennick, a Faculty Advisor for the BCom program, submitted a completed nomination form.

Motion:

SoBC-02-02-05-2013
Moved by E. Bocatto, seconded by G. Lucyk, that School of Business Council elect ERIN RENNICK to serve as the Advisor (degree program) member of School Council, effective immediately upon the passage of this motion.

Carried

6.1.2 Motion to Refer Admissions and Selections Matters to the Business Programs and Curriculum Committee
The AGC Admissions and Selections Committee is a Standing Committee of Academic Governance Council and it reviews and recommends all proposals for new or changed Program Admission and Selection Criteria.

The Chairs and Dean of the School of Business are responsible for ensuring that programs review their admissions criteria every five years.

The Dean currently signs off on all proposals that go to the AGC Admissions and Selection Committee for review.

The proposals are developed by the Program Chair with the support of Diane Emberg, Academic Coordinator for Business, and with the input and advice of Debbie Couves, Manager of Admissions and Enrolment, Registrar’s Office. Ms. Couves is also a resource on the AGC Admissions and Selection Committee.
The functions and responsibilities of the School Council enumerated in the Bylaws include:

a) Recommending to Academic Governance Council standards and policies respecting the admission of persons to all programs of study in the School of Business, AND

b) Recommending to AGC standards and policies respecting the withdrawal, continuation or reinstatement of persons to all programs of study offered by the School of Business.

Given the complexity of Program Admissions and Selections Criteria Proposals, it is recommended that School Council delegate the review of these proposals to the same Standing Committee that reviews curricular changes, the Business Program and Curriculum Committee (BPCC).

Input from the BPCC would provide a School level review of Program Admissions and Selections Criteria Proposals.

In order for BPCC members to be able to provide more valuable feedback to programs, it will be desirable for them to be oriented by appropriate resources from the Admissions and Selections Committee and the Registrar’s Office so that they may be better informed about relevant factors, including:

a) The differences between the various admissions categories (regular, mature, probationary),

b) The criteria (academic, other), and

c) The principles (bona fide requirements, duty to accommodate, etc.)

Motion:
SoBC-03-02-05-2013
Moved by E. Bocatto, seconded by T. Costouros that School Council delegate to the Business Programs and Curriculum Committee the tasks of reviewing and recommending all Admissions and Selections Criteria Proposals submitted to the Dean, prior to submission of to the AGC Admissions and Selections Committee.

Carried

6.2 Business Programs and Curriculum Committee

R. Rudko, a member of BPCC presented an update on behalf of the committee Chair, D. Schepens.

Since the last School Council, BPCC has met twice. The committee recommended minor changes to 15 Master Course Syllabi. At the upcoming meeting, two new Academic Quality Assurance Managers from AQuAA who are assigned to Business will be introduced to the
committee (Carolyn Ives and Ken Ristau). These staff members will be consulted on all curriculum changes.

6.3 Faculty Development/ Sabbatical Leave Committee

S. Steinhauer-Mozejko, the Chair of the Faculty Development/ Sabbatical Leave Committee, provided a brief update.

At the January 7 meeting, L Benson shared his experiences with the pilot On-boarding/Settlement process in the BCom area, which would orient and assist new faculty with organizational socialization related to work.

The Committee identified that there is a constant and pervasive need in almost all programs for the on-boarding of new sessional instructors each term.

Committee members perceived that the pilot project described by Lyle was targeted at only the new full time faculty members, so further examination will is required to see if it will be helpful for new sessional faculty.

Chair E. Elford suggested that L. Benson share the pilot project and best practices with other faculty.

Discussions arose and it was suggested that course leaders should have a more important role in orienting new sessional faculty within the program.

S. Steinhauer-Mozejko also added that School of Business had Professional Development funds to distribute for sessional faculty in the amount of $18,000. FDSL Committee will soon provide more information on how these funds will be distributed.

6.4 Standards Approval Committee/ Academic Title Committee

M. Henry provided a written report on recent activities in the areas of standards and rank and title, and gave a detailed verbal report. The committees mentioned above have not met since the last School Council meeting on Dec 11, 2012. AGC met in December 2012 in special session to revise the terms of reference for the University Rank and Title Committee.

7.0 Updates from Other Committees

AGC Faculty Evaluation Committee

Executive Committee asked for a presentation by the Faculty Evaluation Committee, an Advisory Committee to Academic Governance Council. M. Henry, the Co-Chair of Faculty Evaluation Committee, provided an update regarding student feedback portion, particularly online student feedback. In order to have a valid instrument to measure the instructors’ performance, students are required to provide feedback. It has been noted that the number of participating students is dropping and evaluation is no longer as valid.

Chairs and faculty are advised to encourage students to participate. Students Association is also working with the Committee on this issue. More research is underway.
8.0 Updates from Other Committees

Performance Evaluation Committee
Presentation on Article 16 of the Collective Agreement & the Performance Evaluation Process
(M Henry):
A report was provided to members prior to the meeting.
As well, the Annual Report time frame for continuing faculty was brought to members’
attention. This document was distributed in the package prior to the meeting.
PEC is in the process of drafting the performance criteria. As soon as they are in place, they
will be distributed. The Dean is temporarily chairing the PEC until the process is in place,
then the Dean will step down and a committee member will be elected as Chair.
On January 21st, the Provost issued a letter to the University’s Academic Chairs outlining the
outcome of a meeting of the Faculty Association and Administration that discussed and
clarified the original intent on the important issues that were raised. As a result, probationary
faculty should not be included in PEC and they need to be replaced by continuing faculty.
Therefore, there are now three openings in School of Business PEC. As Chair of Executive
Committee, E. Elford will be issuing a call for nominations for three continuing faculty
members for the PEC in the near future, and if an election is required, it will be conducted so
that we have the new members in place by mid February.
Another question raised by the Chair was if elections will be conducted, should probationary
faculty be entitled to vote to have members in place for the PEC? The general opinion of the
Council was that if probationary faculty are voting members of the School Council, then they
should be allowed to vote to elect committee members.

9.0 Old Business (None)

10.0 New Business (None)

11.0 Question Period (None)

AGENDA ITEM – 6.1.3 MOVED TO QUESTION PERIOD/ OPEN DISCUSSION

Item deferred to next meeting, due to time constraints.

12.0 Future Agenda Items, Next Meeting

Next meeting is on April 2nd, 2013 in room 6-136, from 4.30 PM.

13.0 Adjournment (6.30 PM) SOBC-04-05-02-2013

Moved by T. Huckell, seconded by N. Ouedraogo. Carried.
Minutes taken by Manuela Buretia.