School of Business Council Meeting  
Wednesday, November 5th, 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.

2.0 Approval of Agenda / Consent Agenda

Motion: SOBC-01-11-05-2014

Motion to approve the Agenda/ consent Agenda was moved by Mark Arnison and seconded by Tom Carter. The motion was carried.

3.0 Presentation

3.1 Policy Document Framework (Michelle Plouffe)

- Michelle Plouffe (Vice President, General Counsel and Compliance Officer) discussed the development of the new Policy Document Framework, which she has been leading. There were concerns with the current policy development processes in place at MacEwan and she outlined new approaches which could make the process more productive and efficient.

- A new Policy Advisory Group (PAC) is being formed. With respect to academic policies, the PAC would look at revisions or new policies by coming together to consult with stakeholders and make recommendations for approval to Academic Governance Council.

- For administrative policies, the Provost would pre-approve them prior to their submission to the Board of Governors (BOG.)

- Michelle would like the following to be accomplished:
  1) A policy website, with a searchable resource that is more robust and includes procedures.
  2) Implementation of a stronger review process and a mandatory review every five years for each policy.
  3) A review of education about and communication of our policies.
• The PAC will look at all policies. They will not develop the policy, but rather assign someone to write a policy and have it brought forward to the PAC. The PAC role would be to shepherd the policy through the approval process.

• Michelle requested feedback in relation to what will or won’t work, specifically on the academic side. Chris Hancock asked if school council bylaws will go through the PAC. Michelle clarified that policies and processes would go through PAC, but not bylaws.

4.0 Announcements

4.1 United Way Campaign hopes to raise $70,000:
• Greg Alstad, Chair of the MacEwan United Way Committee, discussed this year’s fundraising goal of $70,000. There was a friendly competition with other institutions such as NAIT, NORQUEST, King’s etc.

• Michelle Stevenson introduced Catherine Brown from the United Way, who noted that 12,000 live in poverty in Edmonton. United Way has 50 funded partners in Edmonton who in turn fund 100 programs. Catherine introduced a representative of one of their partners - Gary Semply, Executive Director of the Edmonton Epilepsy Association. He spoke of how United Way helps his organization support those with epilepsy. He left literature and his contact information.

4.2 Simon O’Byrne, the 2015 Allard Chair
• The Chair announced the Allard Chair for 2015 is Simon O’Byrne, Stantec’s Vice President, Planning, Community Development. Simon has been involved in significant planning projects such as the revitalization of downtown Edmonton and the arena district. He is honored to accept the role as Allard Chair.

4.3 Fall Convocation November 18th
• The School of Business approved a graduate list of 429 students for fall convocation. Leo Wong will address the morning session.

5.0 Report of the Dean

5.1 Strategic Planning Update
• A general kick off Strategic Planning meeting was held on October 24, facilitated by Katie Soles and Axel Meisen. Four key strategic planning teams were formed and had already met by that point. These include: Connections and Partnerships, Students and Alumni, Staff and Faculty and School Organization and Operation in the University Context.

• Future steps include an interim meeting of all the teams on November 18th. There will be final “summit” meetings of all of the teams in mid-January, with the goal of Katie and Axel having a draft plan for review by mid-February.
6.0 Update of Oct. 28 Academic Governance Council Meeting

- A synopsis of AGC’s meeting was sent out prior to the meeting. Noteworthy items included:
- The Golf Program Post Diploma Certificate closure will be effective on June 30th, 2015.
- The School of Business Academic Administration Structure was recommended for approval by the Board of Governors at their Dec. 18 meeting.

7.0 Committee Reports

7.1 Executive Committee (Chair)

7.1.1 Approval of the draft Master Course Syllabus for Sustainability 101

- On October 1st, 2014, School of Business Council recommended in principle the new course proposal for the university-wide SUST 101: Introduction to Sustainability. The next step in the approval process is recommendation in principle of the Draft Master Course Syllabus (MCS.) The MCS arose from a Faculty Subgroup of the MacEwan Sustainability Committee Education Subgroup. The Faculty Subgroup included Leo Wong, and the Education Subgroup’s composition includes the Provost, Deans, faculty members and Chantal Beaudoin, Head of Sustainability
- Leo Wong is the Business representative and drafter of the course outline. The approval process of this course is unique and one of the first examples of a multi-disciplinary approach. The vision is that all students can hopefully engage and participate with other faculty.
- It is uncertain where this course’s home will be. The process is moving cautiously at this point, and it is hoped it will be implemented in fall 2016.
- The Chair said the Provost had asked that the MCS come to Councils for review and approval in principle. The question is - are we happy with the content? **Motion: 02—11-05-2014**
- The Chair read the motion to recommend in principle the MCS for SUST 101. Mover: Gordon Luyck. Seconder: Ali Taleb. Discussion ensued, as follows:

**Questions from the floor:**

- Chris Hancock – Will there be a role for PRME (Principles of Responsible Management Education)? The Chair responded that PRME is more of a business initiative.
- Fernando Angulo - We have BUSN 201 in the International Business Department. Is there any overlap? The Chair invited Leo Wong to respond. He commented that he wouldn’t call it overlap; there will be some complimentary aspects of this course and a nice flow of closely related courses in each school.
- Patti Callaghan – Is this an option course or a business option course?
Leo Wong commented that each school could have a different approach. Some schools might see it as an elective and some might see it as a requirement.

- **Patti Callaghan** – Would it be the same course across the campus?
  Leo Wong said it would be one course and that all faculties and schools would be allowed into the course. There are two people that will co-teach it.

**Motion: 02—11-05-2014 was carried.**

**7.1.2 Motion to Fill Vacancy on Academic Title Committee**
A call for nominations went out for a replacement term from November 5th to June 30th, 2015 on the ATC committee, to fill a vacancy resulting from Victor Bilodeau’s leave. The Chair advised that Noufou Ouedraogo had nominated himself. He had advised that he was going to be late, so he had provided written consent. The Chair called for further nominations from the floor. None arose.

**Motion: 03-05-11-2014**
- The Chair read the motion to elect Noufou. Mover: Tom Carter, Seconder Randy Jenne. The motion was carried.

**8.0 Business Arising From Previous Meetings**

**8.1 Reorganization Update and Next Steps (Chair)**
- The next step is for the Academic Governance Council to bring the recommended Reorganization Plan to the Board of Governors for approval. The BOG meets on December 18.
- Departmental self-selection forms were distributed in the materials for the October 1st School Council meeting. The forms will be again distributed to faculty. The Chair will consult with an appropriate group of faculty in relation to draft organization documents describing the roles responsibilities of curriculum coordinators and course leaders who will support chairs.
- A meeting of School Council had been planned for December in the event another meeting was required to shepherd the Reorganization Plan through the approvals process. As the plan was approved by AGC and it will go to the BOG on December 18, a meeting is no longer needed and the next Council meeting is scheduled for February 4. Discussion ensued.

**9.0 New Business**
None

**10.0 Question Period / Open Discussion**
- **Tom Carter** asked if there any sense on the fate of certificate/diplomas for programs that do not ladder into degree programming. The Chair said there is no clear indication. She doesn’t foresee much change in the next year. She will have
conversations within the university leadership to see what makes sense with regard to the 5-year strategic plan.

- **Teresa Costouros** asked if there been some discussion that some programs might move to Continuing Education (ConEd.) The Chair responded that she has had some discussions with Heather McRae, the Dean of ConEd, who has indicated that business plans are being developed. Major items include a ConEd Faculty Council, IT infrastructure and a leadership structure. There are no real opportunities for the ConEd Dean to take on new programming at this time. She is coming up with new ideas and unique concepts to integrate with schools across campus.

- **Tom Carter** asked when exactly changes would come into play. The Chair replied that we have until really 2019 based on the strategic plan. It will take time to go through the review process.

- **Tom Carter** noted the announcement in the President’s Newsletter that Kimberley Howard has been appointed to be Executive Director of the International office. The Chair thanked Kimberley for her 9 years of service and noted that it was good for the School of Business to have a friend in the International office.

- **Patti Callaghan** noted that MacEwan does not have a Sexual Violence Policy, only a Sexual Harassment Policy, which is relevant in the context of the upcoming gender and sexual violence campaign. Patti emphasized that policy terminology is difficult to maneuver through. Statistics were provided which show that sexual harassment has been reported every year at MacEwan by staff, faculty and students. She explained there is a currently a general complaints system in place.

### 11.0 Future Agenda Items / Next Meeting

- **Patti Callaghan** indicated that some faculty do not know enough about what the Business students clubs are doing. Gordon Lucyk suggested it would be a good idea to have clubs present to share what they are working on. The Chair suggested that student clubs could present at Council and that there could be more communications to faculty about their activities.

- **Leo Wong** outlined The Mission Possible program’s “Mission Accomplished” wrap-up event on November 26th. There will be a Dragon’s Den-style judging component to showcase ventures created by students this year. It is expected that even more money will be donated to charities this year.

- **Noufou Ouedraogo** and **Joan Patrick** expressed a wish to have staggered meetings which do not always occur on the same day of the week. The Chair will look into this for next year, keeping in mind the difficulties in securing large rooms.
12.0 Adjournment

- Teresa Costouros moved to adjourn. Carried. The Meeting adjourned at 5:10 pm

- Minutes taken by Claire Duggan