Chair: Dean Elsie Elford

1.0 Call to Order (Chair)
The meeting was called to order at 4:35 pm. Quorum was met.

The Chair introduced new members of School Council: Bruno Vanasse, who is the new Acting Chair of the HR Dip program, and Rebecca Walliser, a BCom Management student, who was selected by the Student’s Association. The Chair thanked Lyle Benson for his contributions as Acting Chair of the HR Dip. Program.

The Chair recognized three members of faculty who are retiring and thanked them for their contributions: Leslie Blyth, Joanne Christie and Maureen Wagner.

2.0 Agenda/ Consent Agenda (Chair)

SOBC-01-11-27-2013

2.1 Motion: Moved by Tom Carter, seconded by Bob Graves that School of Business Council approve the Agenda that was presented, as well as the Consent Agenda as presented, which included the Minutes for the School Council meeting of September 25, 2013, as well as Motions from Executive Committee, Business Programs and Curriculum Committee, Faculty Development/ Sabbatical Leave Committee, Standards Approval Committee and the Academic Title Committee.
Further to a request from Mike Henry, the Chair of Academic Title Committee (ATC), agenda item 9.1 was moved forward to follow item 4.1. This change accommodated the schedules of some faculty members on the committee who were teaching at 6:00 p.m.

**Motion:** The motion by Tom Carter, seconded by Bob Graves, to adopt the Agenda/Consent Agenda, with the change in order, passed unanimously. **CARRIED**

### 3.0 Announcements (Chair)

3.1 Norene James was acclaimed as the new School of Business member of the Academic Governance Council. Norene’s term started with the meeting the previous evening.

3.2 The University Rank and Title Committee approved standards for the School of Business. The Chair thanked the members of the *Ad Hoc* Committee – School Standards for Academic Rank for their efforts. Chaired by Bob Graves, the other committee members were Muhammad Hossain, Stephanie Ibach, Norene James and Michael Roberts.

3.3 The Chair announced that the 2014 Allard Chair will be Dave Mowat, CEO of ATB Financial. The Allard Chair Luncheon is planned for April 8 at the Westin, with classroom visits planned for February and March.

3.4 The Chair announced that the BCom Accounting Club and the MacEwan Sustainability Club (currently led by BCom students), will be funded by a University Student-Led Initiative Grant for a leadership development program for all SOB club executives, a tax clinic and Sustainability Week activities.

3.5 Darlene Lowe advised that the Amazing Case Competition will be on Saturday, January 25, 2014. There will be 8 teams presenting to a panel of judges with 2 teams from BCom. Darlene invited all chairs to attend the competition as next year it will be at City Centre Campus.

### 4.0 Guest speakers

4.1 **MacEwan University United Way Campaign** (Kimberly Sicoli, International Advisor and Christa Bobowski, HR Advisor, Co-Chairs)

Several initiatives were described that employees and students could participate in. Those who had already donated were thanked.

(9.1) **Academic Title Committee** (Mike Henry, Chair)
SOBC-02-11-27-2013

Motion: Moved by Mike Henry and seconded by Evandro Bocatto that School of Business Council approve the Terms of Reference of Peer Committees for Academic Rank and Title, as presented.

Mike described the proposed Terms of Reference of Peer Committees for Academic Rank and Title, which were distributed at the meeting. Committee members had deliberated and reached consensus on the terms until close to the meeting date. Mike thanked Travis Huckell for reviewing the document line by line. Members of the committee joined Mike at the front and in the discussion. The following comments and concerns arose in the discussion:

- The committee members were thanked for the fantastic job they did, and for all the hard work that they put into the document.
- It was noted that the deadline for faculty members to provide notification that she or he wishes to submit a titling application is the middle of December and then the formal application is to be submitted by Feb. 17, 2014.
- It was noted that an unsuccessful applicant must wait one year to reapply.
- There was a concern that probationary faculty members on a committee could be in a conflict of interest.
- The proposed peer committee process may be too complicated - forming committees, developing rules for voting, getting approvals from ATC; aligning with department structures.
- Under these Terms, the composition of Peer Committees would not be consistent, so it would not be a fair process.
- Having more than one committee can lead to inconsistency, so there should only be one for the School of Business.
- In response to the concerns raised above, it was noted that in order to get things done, at times processes can be complicated, but there is confidence that the committees will be able to work things out and accomplish their tasks.
- The Terms of Reference can be revisited at a later date if needed.
- The academic rank and title development process has been going on for 2 years and movement is needed. SOB needs to get on with it and get it done because faculty are ready to submit their applications.

Following the discussion, amendments to the Terms of Reference were proposed.

SOBC-03-11-27-2013
9.1.1 Motion to Amend: Moved by Travis Huckell seconded by Bob Graves that the following amendments to the proposed Terms of Reference be approved:

That the sentence of section 2.2 of the Terms of Reference as presented be amended by deleting the word “an” before “applicant” and replacing it with “the,” so that the section would read as follows:

Each Peer Committee shall normally be composed of the following voting members, none of whom shall be the applicant:

And that a new section 4.10 be added after 4.9, as follows:

The Academic Title Committee shall normally review these Terms of Reference on an annual basis.

CARRIED

Main Motion: The main motion, moved by Mike Henry and seconded by Evandro Bocatto, was approved, as amended.

4.2 Guest speaker: Ancillary Services Strategy (Retail, Bookstore, Parking)
(Cory Good, Senior Director, Campus and Community Services, Office of the Vice President Finance and Administration)

Cory Good gave an overview of the master plan and market research. The purpose is to provide a better student experience and a sustainable retail model that can be supported by the revenue it generates. The plan would include retail locations throughout the campus that are easily accessible from the outside. Possible ventures include an organic supermarket, medical and wellness services centre providing opportunities for HCS students, and expanded parking to serve the arena district. A new building would add approximately 20,000 more square feet. There would be a major orientation to the new LRT station at 105 Avenue and 105 Street. The retail services plans have been approved by the Board of Governors.

School Council members expressed concern that the Saturday downtown market be taken into consideration when planning an organic supermarket. Cory was asked about parking rates. He noted that even with an increase they will be below market rates for downtown.

5.0 Dean’s Report

As the meeting was running behind schedule, the Dean did not present a formal report.

6.0 Academic Governance Council Update (Muhammad Hossain, SOB member)
A synopsis of the October 22 AGC meeting was provided in the meeting package. Muhammad gave a brief report on the November 26 AGC meeting:

- In 2012-13, the AGC University Rank and Title Committee (URTC) reviewed individual applications for academic title for the first time. URTC recommended a total of 59 applications to the President for title, broken down as follows:
  - Twenty-three applications for Assistant Professor:
    - six from Centre for the Arts and Communications
    - twelve from Faculty of Arts and Science
    - four from Faculty of Health and Community Studies
    - one from School of Business
Twenty-nine applications for Associate Professor
  o all from Faculty of Arts and Science
  ▪ Four applications for Associate Teaching Professor:
    o two from Faculty of Arts and Science
    o two from Faculty of Health and Community Studies
  ▪ Three applications for Full Professor:
    o two from Faculty of Arts and Science
    o one from Faculty of Health and Community Studies

• Of the two calls from the MacEwan University Research, Scholarly Activity, and Creative Achievements Fund (October 26, 2012 and March 1, 2013), seventy applications were received, requesting a total of $264,234.50. Fifty-five applicants were successful, with Research Council awarding $205,934.65. The MacEwan University Conference, Exhibition and Performance Travel Fund received twenty-four applications, requesting $52,927.09, with fifteen successful applicants awarded grants totaling $33,173.52.
  Research Council introduced a new fund, the Special Project Fund, with a June 2013 deadline for funding in 2013-14. This fund was created to assist in forwarding strategic initiatives outlined in the AGC Research Council’s Strategic Plan for Research 2012-17, and supporting university priorities. The Special Project Fund received five applications, requesting $71,832.58, with three applicants being awarded grants totaling $42,440.57.

• The AGC Faculty Evaluation Committee ran a marketing campaign (“Now It’s Our Turn to Learn from You”) from March 8 to April 9 aimed at increasing overall participation by 10%. The effort achieved a 5.7% improvement in response rate to 41.3% (versus the 35.6% response rate from Winter 2012).
• The President noted in his report that an additional $50 million is to be given back to post-secondary institutions by the Province of Alberta. MacEwan is to receive $2.4 million.
• The draft Code of Conduct (Non-Academic) document was presented by John Corlett, the Provost and Vice President Academic. There will be a Code of Conduct that is divided into academic staff and non-academic staff.
• The draft Strategic Directions and Core Strategies for MacEwan University document was presented. Significant revisions had taken into account input that had been provided by faculty. There were 10 strategic directions to be referred to the Board of Governors for approval.
  There was also a discussion about integrating the diploma certificate programs.

7.0 **AGC Research Council** (*William Wei, SOB member*)

7.1 Feedback on Strategic Plan for Research 2012-17 was requested by the Council Chair.
7.2 Proposal for a subcommittee: Faculty/school councils were asked to consider the establishment of a subcommittee that would assist with ranking faculty applications for research project and dissemination funds. The goal is to have faculty members most knowledgeable in the research area of the applicants performing an initial review of applications, according to the guidelines established by the AGC Research Council.

William gave a brief presentation on 7.1 and 7.2. Due to time limitations, the Chair requested that faculty provide written feedback following the meeting, which would be provided to William and the AGC Research Council.

8.0 SOB Research Institutes (Policy C5055) (M. Henry, Assoc. Dean & Dir., Institute for Innovation in Management Education)

Mike Henry gave background on two motions designed to ensure that School of Business Research Institutes comply with the updated MacEwan University Policy C5055. Background information was contained in the meeting materials.

SOBC-04-11-27-2013

8.1 Motion: Moved by Mike Henry and seconded by Odette Pinto that School of Business Council refer to Academic Governance Council the date of June 30 as the Annual Review Date for the Institute for Asia Pacific Studies (IAPS) and for the Institute for Innovation in Management Education (IIME), as per Policy C5055. CARRIED

SOBC-05-11-27-2013

8.2 Motion: Moved by Mike Henry and seconded by Lorrie Adams that School of Business Council refer to Academic Governance Council the Terms of Reference of the Institute of Asia Pacific Studies and the Institute for Innovation in Management Education, as presented.

The membership clause was discussed. It was explained that there was a broad invitation for members at the outset, but once a council is set up, further membership rules could be established.

SOBC 06-11-27-2013

Motion to Amend: Moved by Evandro Bocatto and seconded by Gordon Lucyk that IAPS and IIME be made accountable to School Council by adding the words “to be submitted to School of Business Council and other bodies as required by policy” following the words “financial statements” in section 4.2.10 of each TOR. As a result, the section in each would read:
(The IAPS/ IIME Director) Reports on activities as required including goals achieved and financial statements, to be submitted to the School of Business Council and other bodies as required by policy. **CARRIED**

**Main Motion:** The main motion, moved by Mike Henry and seconded by Lorrie Adams, was approved as amended. **CARRIED**

**9.0 SOBC Committee Reports**

**9.1 Academic Title Committee** was considered above, following item 4.1.

**9.2 Executive Committee (Evandro Bocatto, Vice Chair of Executive Committee)**

**9.2.1 Executive Committee motion to amend the Bylaws to add Full-Time Limited Term academic staff**

Evandro noted that the template for Bylaws for Faculty and School Councils approved by Academic Governance Council did not contemplate the inclusion of Full-Time Limited-Term academic staff as members. This category was introduced in the most recent Collective Agreement.

**SOBC-07-11-27-2013**

**Motion:** Moved by Bob Graves and seconded by Carla Lemaire that School of Business Council refer to AGC that Section 5.1.3 of the Bylaws of School of Business Council be amended by adding full-time limited-term academic staff as members, so that the section would read as follows:

**5.0 Membership**

**5.1 The School of Business Council is composed of the following voting members:**

**5.1.3 All probationary, continuing and full-time limited term academic staff of the School of Business.**

**CARRIED**

**9.4 Faculty Development/ Sabbatical Leave Committee (Sheila Steinhauer-Mozejko, Chair)**

There were no Sabbatical leave applications for the 2013/14 academic year. CAFÉ had not yet provided the allocation for the School of Business sessional Professional Development funds. The Committee received 6 applications to this fund ranging from $70 to $1200. All applications are on hold until the allocation is disclosed.

**10.0 Old Business (none)**
11.0 **New Business** (none)

12.0 **12.0 Question Period/ Discussion**

In response to a request, the Chair gave a brief update on the transfer of South Campus to City Centre Campus. With Con Ed Offices moving to Alberta College in December, the space they are vacating will become a combination of student space and term faculty space. The Chair also advised that the Transition Team has indicated that all faculty and staff will be accommodated into the School of Business footprint. The Team is also looking into an advising centre that might take on a more integrated role. Unfortunately with limited space City Centre Campus is unable to accommodate the Golf Lab at this time, but recommendations for what to do are being sought.

13.0 **Future Agenda Items** (none)

14.0 **Next Meeting**

The next meeting is planned for February 5.

15.0 **Adjournment**

**SOBC-08-11-27-2013**

**Motion:** Adjournment was moved by Travis Huckell at 6:45 p.m. **CARRIED**

*Minutes were taken by D. Tymchuk*