1.0 Call to Order
The meeting was called to order at 5:45 p.m. The Chair of the Academic Governance Council (AGC) acknowledged the incoming AGC members.

2.0 Approval of Agenda/Consent Agenda
The following items were approved on the consent agenda:
• 2.1 AGC Meeting Minutes: September 18, 2012
• 2.2 Executive Committee Minutes: August 28, 2012
• 2.3 Executive Committee Minutes: October 2, 2012
• 2.4 Nominations Committee Report
• 2.5 Nominations Committee Annual Report 2011/12 and Work Plan 2012/13
• 2.6 Academic Policies Committee Annual Report 2011/12 and Work Plan 2012/13
• 2.7 Policy C1000: Academic Integrity
• 2.8 MacEwan Curriculum Committee Annual Report 2011/12 and Work Plan 2012/13
• 2.9 Distance & Distributed Education Committee Work Plan 2012/13

The Chair requested that agenda item 6.6.1 Student Services Policy Committee Revised Terms of Reference follow Agenda Item 5.0 Report of the Provost and Vice President Academic, to which AGC consented.

AGC-01-10-23-2012
Moved by T. Costouros, seconded by C. Wild THAT Academic Governance Council approve the agenda for October 23, 2012 and the items on the consent agenda, as presented.
3.0 Report of the President
David Atkinson, President of Grant MacEwan University, reported on the following items:

- The Campus Alberta Quality Council review report will be received November 9, 2012.
- The Globe and Mail newspaper released its annual Canadian University Report, with MacEwan University ranking first in the categories of Most Satisfied Students, Student/Faculty Interaction, Instructors’ Teaching Style, Quality of Teaching and Learning, and Class Size.
- Terms and Conditions of the AGC Review Task Team have been established, including review of AGC committee governance structure. An impartial external consultant will be utilized.
- Fall Convocation runs November 6, 2012 at Winspear Centre.
- Susan May, Associate Vice-President Academic and Research tendered her resignation from the university. The Chair, on behalf of AGC, thanked S. May for her contributions to Grant MacEwan University in the areas of research, development of learning initiatives, and accreditation processes.

3.1 Space Standards Summary
The “Space Standards Summary for the Single Sustainable Campus” report was provided for information by Brent Quinton, Vice-President Finance and Administration. It was noted that the standards will be applied equitably over time for new buildings and renovations.

4.0 Board of Governors Report
David Atkinson, President of Grant MacEwan University, reviewed the new degree development process, noting that the Board of Governors approved in principle the new Bachelor of Social Work degree program.

5.0 Report of the Provost and Executive Vice President Academic
Janet Paterson-Weir, Provost and Executive Vice President Academic, reported on the following items:

- A revised Graduate Student Liaison pamphlet, with focus on student stories, was distributed.
- The site review for the Bachelor of Psychiatric Nursing degree program will be held November 1 and 2, 2012.
- Committees being amalgamated into the new Academic Planning and Priorities Committee and Faculties/Schools affected are being prepared for the implementation of the new committee in 2013-2014 academic year.

6.0 Committee Reports
6.1 Executive Committee
6.1.1 AGC By-elections
Chris Hancock, Vice-Chair of Executive Committee, reported that two AGC vacancies were declared, and By-election results will be announced November 16, 2012, for:

- Faculty of Arts and Science Faculty member: 1 position
- Professional Resource Faculty: 1 position

6.1.2 Amendments to AGC Bylaws
Chris Hancock, Vice-Chair of Executive Committee, presented a Notice of Motion outlining AGC Bylaw amendments, for information. A Submission of Motion will be presented for decision at the November 20, 2012 AGC meeting.

6.1.3 Housekeeping Edits to Terms of Reference Procedures
Chris Hancock, Vice-Chair of Executive Committee, presented a recommendation that the Executive Committee receive all forthcoming housekeeping and textual edits to AGC committees’ Terms of Reference. It was noted that all substantive amendments would still go to AGC for approval.
AGC Meeting Minutes: October 23, 2012

Moved by C. Hancock, seconded by C. Blatz THAT Academic Governance Council approve the recommendation that the Executive Committee receive all forthcoming textual and housekeeping edits to AGC committees' Terms of Reference, effective October 24, 2012, as presented in Agenda Item 6.1.3.

Carried

6.2 Academic Policies Committee

6.2.1 Terms of Reference
Ryan Roth, Academic Policies Committee member, presented revised Terms of Reference in which the role of Vice-Chair was clarified.

AGC-03-10-23-2012
Moved by M. Sekulic, seconded by D. McFadyen THAT Academic Governance Council approve the revised Academic Policies Committee Terms of Reference (October 2012), as presented in Agenda Item 6.2.1.

Carried

6.3 Strategic and Resource Planning Advisory Committee

6.3.1 University Goals & Priority Objectives for 2013
Sherrell Steele, Co-Chair of Strategic and Resource Planning Advisory Committee (SRPAC), presented recommended revisions to the University Goals & Priority Objectives for 2013 document. The following points arose during discussion:

- The purpose of the document is to guide institutional planning and resource allocation.
- The President clarified that value propositions are being defined separately for the institution and will constitute a framework from which to develop a Comprehensive Institutional Plan. The Dean of Business will chair a small committee to determine the process.
- MacEwan University's Strategic Planning office consolidates points from all institutional plans into one Comprehensive Institutional Plan that is sent to faculty reviewers before submission to AGC and the Board of Governors.
- Definitions, such as “downtown university”, have not been finalized.
- It was clarified that if the motion is not approved, the Chair would report to the Board that the recommendations did not meet the requirements of AGC. The recommendations would not go to the Board and would not impact the Board's work.

AGC-04-10-23-2012
Moved by K. Hood, seconded by T. Costouros THAT Academic Governance Council accept the recommendations of the Strategic and Resource Planning Advisory Committee, as outlined in Agenda Item 6.3.1, and provide these recommendations to the President and Board of Governors for consideration in the development of the University's Comprehensive Institutional Plan 2013/14 to 2015/16.

Carried

6.4 Faculty Standards Committee

6.4.1 Revised Terms of Reference
Janet Paterson-Weir, Chair of Faculty Standards Committee (FSC), presented the revised Terms of Reference. The following points arose during discussion:

- It was suggested that the Terms of Reference be referred back to Faculty Standards Committee for further deliberations regarding the most appropriate levels for a two-stage review.
- It was suggested that the most appropriate level of review was first at the department-level, then the Faculty-level, and that university-level review was inappropriate.
• Small departments may find it difficult to conduct reviews when department and Faculty are the two levels of reviewers.
  o Small departments should work through a larger, related department.

AGC-05-10-23-2012
1. Moved by K. Hood, seconded by S. Manouchehri THAT Academic Governance Council approve the revised Terms of Reference for Faculty Standards Committee, as presented in Agenda Item 6.4.1.
   Defeated

AGC-06-10-23-2012
2. Moved by K. Hood, seconded by S. Manouchehri THAT the Revised Terms of Reference for Faculty Standards Committee be referred back to the Faculty Standards Committee, for revision.
   Carried

AGC-07-10-23-2012
3. Moved by C. Blatz, seconded by H. Symonds-Brown THAT Academic Governance Council approve the name change of Faculty Standards Committee to University Rank and Title Committee, as presented in Agenda Item 6.4.1.
   Carried

6.4.2 Ad Hoc Committee on Teaching Innovation and Excellence Terms of Reference
Janet Paterson-Weir, Chair of University Rank and Title Committee, presented the Ad Hoc Committee on Teaching Innovation and Excellence’s Terms of Reference. The following amendments to the membership of the committee were proposed, due to the resignation of the Associate Vice-President Academic and Research from the university:
• Under 4.2 Standing Members, remove “a) Associate Vice-President Academic and Research – Chair”
• Under 4.2 Standing Members, add “a) 1 Dean or Associate Dean – Co-Chair (with 1 Faculty member as Co-Chair)”

AGC-08-10-23-2012
Moved by C. Hancock, seconded by P. Roccia THAT section 4.2 a) in the Ad Hoc Committee on Teaching Innovation and Excellence be revised, to state:
“4.2 Standing Members:
   a) 1 Dean or Associate Dean – Co-Chair (with 1 Faculty member as Co-Chair)”.
   Carried

AGC-09-10-23-2012
Moved by C. Hancock, seconded by T. Costouros THAT Academic Governance Council approve the Terms of Reference of the Ad Hoc Committee on Teaching Innovation and Excellence (October 2, 2012), as amended in Agenda Item 6.4.2.
   Carried

6.5 MacEwan Curriculum Committee
6.5.1 Journalism Diploma – Program Closure
Bill Richards, Chair of MacEwan Curriculum Committee, reported that the Journalism diploma program closure will be effective July 1, 2013, based on the suspension period previously approved. The program closure aligns with the September 2011 opening of the Bachelor of Communication Studies (BCS), which has a journalism major stream.
AGC-10-10-23-2012
Moved by R. Meleshko, seconded by D. Roy THAT Academic Governance Council approve the closure of the Journalism diploma program, effective July 1, 2013, as recommended by the MacEwan Curriculum Committee (September 2012), as presented in Agenda Item 6.5.1.

Carried

6.6 Student Services Policy Committee
6.6.1 Revised Terms of Reference
Cathryn Heslep, Interim Chair of Student Services Policy Committee (SSPC), presented revised Terms of Reference. C. Heslep requested, on behalf of SSPC, that Term of Office, point 5.1, be revised, to state: “Student members (with the exception of the Students’ Association Vice-President Academic and the Students’ Association Vice-President Operations) …”, to which AGC consented. Other revisions to the Terms of Reference included clarification of the appointment process, a Vice-Chair role from the teaching Faculty was added, as well as an increase to the number of students on the committee. The revised membership will include three students-at-large, three teaching Faculty, and three staff members representing the broader range of employees who work in direct support of students. The following points were raised during discussion:

- All committees should follow the same composition pattern, where the Chair would be Faculty and there would be a Faculty majority on the committee.
  - SSPC felt that teaching members were reflected through the Vice-Chair and the other members.
- Under Committee Operations, points 6.1 - “suitable alternate” and 6.2 - “simple majority” seem at odds, requiring 100 percent attendance in one form or another at every meeting.
  - SSPC would likely revise the “suitable alternate”.
- The committee can continue their work while revising the Terms of Reference.
- It may be useful to have someone familiar with developing policies for AGC involved on the committee.

[Scribe’s Note: In order to break the tie in voting whether or not to approve the revised Terms of Reference, the AGC Chair voted to send the Terms of Reference back to Committee.]

AGC-11-10-23-2012
Moved by J. Stock, seconded by M. Sekulic THAT Academic Governance Council approve the revised Student Services Policy Committee Terms of Reference (September 2012), as presented in Agenda Item 6.6.1.

Defeated

AGC-12-10-23-2012
Moved by R. Alam, seconded by J. Withey THAT the revised Student Services Policy Committee Terms of Reference be referred back to the Student Services Policy Committee, for presentation at the next AGC meeting.

Carried

6.7 Admissions & Selections Committee
6.7.1 Bachelor of Science in Nursing Admission Criteria
Mike Sekulic, Chair of Admissions & Selections Committee, presented the addition of Math 30-2 into the admission criteria for the Bachelor of Science in Nursing degree program, effective for Fall 2013 intake. M. Sekulic explained that even though the official effective date for the addition of Math 30-2 to admission criteria is for Fall 2014 intake, the Office of the University Registrar will accept applicants with Math 30-2 for Fall 2013 intake.
AGC-13-10-23-2012
Moved by D. Couves, seconded by D. McFadyen THAT Academic Governance Council approve the change to the Bachelor of Science in Nursing program admission criteria to include MATH 30-2 as an acceptable course to meet the Math requirement, effective for the Fall 2013 intake, as recommended by the Admissions and Selections Committee, as presented in Agenda Item 6.7.1.
Carried

6.7.2 Psychiatric Nursing Diploma Program Admission Criteria
Mike Sekulic, Chair of Admissions & Selections Committee, presented the addition of Math 30-2 into the admission criteria for the Psychiatric Nursing diploma program, effective for Fall 2013 intake. M. Sekulic explained that even though the official effective date for the addition of Math 30-2 to admission criteria is for Fall 2014 intake, the Office of the University Registrar will accept applicants with Math 30-2 for Fall 2013 intake.

AGC-14-10-23-2012
Moved by H. Symonds-Brown, seconded by M. Milner THAT Academic Governance Council approve the change to the Psychiatric Nursing diploma program admission criteria to include MATH 30-2 as an acceptable course to meet the Math requirement, effective for the Fall 2013 intake, as recommended by the Admissions and Selections Committee, as presented in Agenda Item 6.7.2.
Carried

7.0 Business Arising
7.1 University Registrar
7.1.1 Approval of Graduands
Mike Sekulic, University Registrar, presented the granduand lists for Fall Convocation. Out of 742 graduands, there were 254 certificates, 385 diplomas, and 103 degrees (82 degrees, 21 applied degrees). It was noted that Executive Committee would have the power to correct errors where it is found that students have or have not completed all requirements by the deadline.

AGC-15-10-23-2012
Moved by D. Roy, seconded by P. Moore-Juzwishin THAT Academic Governance Council recommends the graduands on the attached list be admitted to the degrees, diplomas, and certificates to which they are entitled.
Carried
(1 Abstention)

8.0 Question Period
A question was raised regarding Policy C2005: Final Assessment, that point 4.2.5.1 does not address accommodating students taking a heavy final exam load over more than one day. The point reads:
4.2.5.1 Program students are not expected to complete more than two final assessment and/or final assessment activities on any given day except in cases of take-home examinations and outreach credit courses.
AGC referred Policy C2005 to the Academic Policies Committee for clarification.

An issue was raised that Policy C2020: Grading, point 4.5, does not make an exception for when a student's mid-term exam and final exam constitute greater than 60% of the course grade. Point 4.5 states:
4.5 Student performance in a course shall normally be assessed on more than one occasion. No single evaluation event shall have a value of greater than 60% of the course grade, with the following exceptions: …
It was noted that students are asked to sign a consent form if they miss a midterm exam in order to roll it into something else, or the student can take the midterm exam at a later date. Faculty decides what constitutes a single evaluation event, based on their syllabus.

A question was raised about the tight timeline of the academic calendar in January 2013 for resuming classes. M. Sekulic, University Registrar, stated that the academic calendar is constrained by university policy, but noted that January dates are more generous in the approved 2013-2014 academic calendar.

9.0 Future Agenda Items/Next Meeting – October 23, 2012
The next meeting will be held on November 20, 2012, at 5:45 p.m. - 8:45 p.m. In Room 9-202 City Centre Campus. The meeting materials deadline is November 5, 2012.

10.0 The meeting adjourned at 7:00 p.m.

Approved by Academic Governance Council
November 20, 2012 (Motion AGC-01-11-20-2012)