1.0 Call to Order
The meeting was called to order at 5:45 p.m. by Chris Hancock, Vice-Chair of AGC. The Vice-Chair, on behalf of AGC, thanked Josh Stock, Faculty of Arts and Science student member, for his service on AGC.

2.0 Approval of Agenda/Consent Agenda
The following item was approved on the consent agenda:

- 2.1 AGC Meeting Minutes: March 12, 2013

AGC-01-04-23-2013
Moved by M. Sekulic, seconded by C. Wild to postpone until a future meeting agenda items 6.5.2 Bachelor of Arts Admission Criteria and 6.5.3 Bachelor of Science Admission Criteria.

AGC-02-04-23-2013
Moved by L. Blyth, seconded by C. Gnauck THAT Academic Governance Council approve the agenda for April 23, 2013 and the item on the consent agenda, as amended.

3.0 Report of the President
David Atkinson, President of MacEwan University, was not able to attend the April 23, 2013 AGC meeting; therefore, no report was made.

4.0 Board of Governors Report
The Board of Governors Report was distributed with the AGC meeting package.

5.0 Report of the Provost and Vice President Academic
John Corlett, Provost and Vice President Academic, presented information regarding instructional strategies as they pertain to the current budget environment.
6.0 Committee Reports

6.1 Nominations Committee

6.1.1 Nominations Committee Report
Teresa Costouros, Nominations Committee member, presented the Nominations Committee Report for the following AGC Committees:

• Academic Planning and Priorities Committee
• Academic Policies Committee
• Information and Technology Management Committee
• MacEwan International Council
• MacEwan Sabbatical Leave Committee
• Research Council
• Research Ethics Board
• Student Services Policy Committee
• Student Success Committee
• University Rank and Title Committee

The following points arose during discussion:

• How did Nominations Committee make sure the committees had a balance of members while allowing for faculty workload?
  o Nominations Committee was aware that service was a component of faculty workload; however, they were not privy to workload information. The Committee reviewed the information provided in the nomination form, which asked for nominee background, why the nominee thought they would be a valuable addition to the committee, and what interested the nominee about the committee(s) they wanted to serve on. Diversity of members was also taken into consideration.

It was noted that Jane Hewes, Early Learning and Child Care, had requested her name be removed from the Student Services Policy Committee slate after the slate was distributed to AGC, and thus, was presented as an amendment.

Amendment #1
Moved by T. Costouros, seconded by R. Ginther THAT Jane Hewes, Early Learning and Child Care, Faculty of Health and Community Studies, be removed from the Student Services Policy Committee slate.

Carried

A Nomination from the Floor was presented by Rose Ginther, AGC member, on behalf of Chandelle Rimmer to fill the Centre for the Arts and Communications faculty member position on the Academic Policies Committee for a three-year term.

Amendment #2
Moved by R. Ginther, seconded by K. Hood THAT Chandelle Rimmer, Music, Centre for the Arts and Communications, be added to the Academic Policies Committee slate for a three-year term (July 1, 2013 to June 30, 2016).

Carried

AGC-03-04-23-2013
Moved by T. Costouros, seconded by M. Milner THAT Academic Governance Council elect the slate of faculty nominees for Academic Planning and Priorities Committee, Academic Policies Committee, Information and Technology Management Committee, MacEwan International Council, MacEwan Sabbatical Leave Committee, Research Council, Research Ethics Board, Student Services Policy Committee, Student Success Committee, and University Rank and Title Committee, as amended in Recommendation 1 of Agenda Item 6.1.1.

Carried
AGC-04-04-23-2013
Moved by T. Costouros, seconded by R. Roth THAT Academic Governance Council elect the slate of dean and administrative nominees for Academic Planning and Priorities Committee, Academic Policies Committee, Research Council, and University Rank and Title Committee, as presented in Recommendation 2 of Agenda Item 6.1.1.

Carried

A Nomination from the Floor was presented by Margaret Milner, AGC member, on behalf of Carmen Chan to fill the Support/Supervisory Staff member – Student Advisor position on the Admissions and Selections Committee for a three-year term.

AGC-05-04-23-2013
Moved by T. Costouros, seconded by M. Sekulic THAT Academic Governance Council elect Carmen Chan to Admissions and Selections Committee as Support/Supervisory Staff member – Student Advisor for a three-year term (July 1, 2013 to June 30, 2016).

Carried

6.2 Academic Planning and Priorities Committee
6.2.1 Amended Terms of Reference
John Corlett, Chair of Academic Planning and Priorities Committee (APPC), presented proposed amended Terms of Reference (8 April 2013) for approval. Based on the diversity of current staff members of the three committees that APPC will subsume (MacEwan Curriculum Committee, Strategic and Resource Planning Advisory Committee, and Distance and Distributed Education Committee), the requested change aimed to make the membership more inclusive. The following points arose during discussion:

• Are deans eligible to serve on APPC?
  o There is provision for one dean to sit on the Committee.
• Assistant Dean membership would be valuable on APPC, since they deal with operational aspects of their Faculty/School. Perhaps they could be added as an option to section 4.1 e).
  o Concern was expressed that Section 4.1 e) includes an institution-wide representation of administration members, and Assistant Deans only have specialized knowledge applicable to their Faculty/School.
  ▪ Assistant Deans also serve on central committees.
• Under 4.1 c), how does the Committee decide where the other 6 faculty members come from out of the 10 faculty required, 4 of which include one from each Faculty/School?
  o Nominees for the other six faculty positions would be recommended by the Nominations Committee.

AGC-06-04-23-2013 (Amendment)
Moved by D. Roy, seconded by T. Costouros THAT section 4.1 e be amended to say “4 members recommended from Student Services, Finance, Human Resources, ITS, Facilities, or an Assistant Dean”.

Carried

AGC-07-04-23-2013
Moved by J. Corlett, seconded by P. Roccia THAT Academic Governance Council approve the amended Academic Planning and Priorities Committee Terms of Reference (8 April 2013), as amended in Agenda Item 6.2.1.

Carried

A concern was raised about inclusion of section 6.4, regarding alternates. AGC has historically not agreed with this practice for other AGC committees. It was recommended that section 6.4 be struck from the APPC Terms of Reference.
AGC-08-04-23-2013
Moved by J. Withey, seconded by R. Alam THAT Academic Governance Council refer back to the Chair of Academic Planning and Priorities Committee the Academic Planning and Priorities Committee Terms of Reference to strike section 6.4 regarding alternates. 

Carried
(2 Opposed)

6.3 Academic Policies Committee
6.3.1 Policy C1030: Required English Course
Mark Arnison, Acting Chair of Academic Policies Committee, presented revisions to Policy C1030: Required English Course, effective July 1, 2013, for approval.

AGC-09-04-23-2013
Moved by R. Roth, seconded by J. Stock THAT Academic Governance Council approve revised Policy C1030: Required English Course, effective July 1, 2013, as recommended by the Academic Policies Committee (March 1, 2013), as presented in Agenda Item 6.3.1.

Carried

6.3.2 Policy C5035: Adjunct Faculty
Mark Arnison, Acting Chair of Academic Policies Committee, presented Policy C5035: Adjunct Faculty, effective September 1, 2013, for approval. The following points arose during discussion:

• It was suggested that stronger wording was required in section 3.4, because Adjunct faculty would never be the primary investigator on a research grant funded through MacEwan University.
• What was the feedback from the Grant MacEwan University Faculty Association (GMUFA) on this policy?
  o GMUFA expressed concern that Adjunct faculty should not be taking office space or employment away from MacEwan University faculty members.
• Regarding the statement in the summary and observation of the Submission of Motion that Adjunct faculty normally hold an appointment at another university, would they be excluded from an appointment if they instead held a position outside of a university setting?
  o No, they would not be excluded, as professional practice is also considered; in some cases, faculty under consideration may not be employed by any institution. This is clarified in the policy itself.
• Is there any instance where Adjunct faculty would be funded through MacEwan University?
  o No, Adjunct faculty should not be funded by MacEwan University, and they should not be guaranteed an office.
• Would Adjunct faculty follow the academic rank and title process?
  o No, Adjunct faculty would have the title of Adjunct Professor or Adjunct Faculty, because the position is not part of the MacEwan University academic rank and title process.

Amendment #1
Moved by N. Zadorozhna, seconded by M. Milner that section 3.4 be revised to: “Adjunct faculty must not be the primary investigator on a research grant funded through MacEwan University.” This was pre-empted by a further amendment to strike must not and replace with cannot.

AGC-10-04-23-2013 (Amendment #1 to Amendment #1)
Moved by M. Spears, seconded by P. Moore-Juzwishin THAT section 3.4 be revised to: “Adjunct faculty cannot be the primary investigator on a research grant funded through MacEwan University.”

Carried

AGC-11-04-23-2013 (Amendment #2)
Moved by J. Corlett, seconded by B. Quinton to strike section 3.3, which reads: “Adjunct faculty are normally employed or funded by external sources.” and renumber the policy accordingly.

Carried
AGC-12-04-23-2013
Moved by S. Bookhalter, seconded by S. Manouchehri THAT Academic Governance Council approve Policy C5035: Adjunct Faculty, effective September 1, 2013, as recommended by the Academic Policies Committee (March 22, 2013), as amended in Agenda Item 6.3.2.

Carried
(1 Opposed)

6.3.3 Policy C6001:
Mark Arnison, Acting Chair of Academic Policies Committee, presented Policy C6001: Distinguished Teaching Awards, effective July 1, 2013, for approval. At its January 22, 2013 meeting, Academic Governance Council (AGC) voted to send C6001 back to Academic Policies Committee (APC) for revision. The following question arose during discussion:

• What is the reason for excluding sessional faculty from qualifying for this award?
  o Faculty members need a track record and history at MacEwan University in order for the adjudicators to be able to assess their teaching skills.

AGC-13-04-23-2013
Moved by C. Blatz, seconded by D. McFadyen THAT Academic Governance Council approve Policy C6001: Distinguished Teaching Awards, effective July 1, 2013, as recommended by the Academic Policies Committee (March 22, 2013), as presented in Agenda Item 6.3.3.

Carried

6.4 Ad Hoc Committee on Teaching Innovation and Excellence
6.4.1 Report and Recommendations
Bob Irwin, Co-Chair of the Ad Hoc Committee on Teaching Innovation and Excellence (AHC-TIE), presented the AHC-TIE report and recommendations on teaching innovation and excellence for approval. As part of the April 24, 2012 recommendations to AGC of then Faculty Standards Committee (now University Rank and Title Committee), the purpose of AHC-TIE was to further develop institutional definitions and standards regarding innovative teaching and teaching excellence. It was noted that Joan Patrick, Co-Chair, was in attendance to help field questions. The following points arose during discussion:

• How do you measure your impact on student learning, especially if results are not immediately noticeable?
  o We have to be able to measure student learning at some level to satisfy legislative rules. As well, consistent improvement over time is a demonstrable outcome.
• Do scalable outcomes preclude formal research studies?
  o No, the Scholarship of Teaching and Learning is formal research that would be part of your teaching dossier at certain ranks.
• Did AHC-TIE differentiate levels of innovation and excellence through the academic ranks?
  o AHC-TIE did not feel that they could realistically create a checklist for each rank regarding what constitutes teaching innovation or teaching excellence, because of variation by area.
  o The report is a guidepost for the academic rank and title committees. The approved academic rank and title standards already contain differentiation wording, particularly at the Associate Professor, Teaching Professor, and Full Teaching Professor ranks. Sustained and scalable excellence is required. Scholarship of Teaching and Learning should be on both the research and the teaching sides. This should be an ongoing discussion.
• How integrated are the approved standards for academic rank and title and the AHC-TIE recommendations?
In reviewing approved standards, AHC-TIE agreed that URTC’s definition for excellence in teaching was appropriate. AHC-TIE felt sustained excellence over time is what reviewers are looking for. AHC-TIE did not want to dictate what excellence meant.

- There should be a document that defines the progression language.

**AGC-14-04-23-2013**
Moved by P. Moore-Juzwishin, seconded by K. Hood THAT Academic Governance Council accept the recommendations of the Ad Hoc Committee on Teaching Innovation and Excellence, as presented in Agenda Item 6.4.1.

Carried

**AGC-15-04-23-2013**
Moved by J. Stock, seconded by J. Head THAT the Ad Hoc Committee on Teaching Innovation and Excellence be dissolved, effective April 24, 2013.

Carried

Thanks were extended to the Co-Chairs and the Committee for their work in researching and writing the recommendations.

**6.5 Admissions and Selections Committee**

6.5.1 Bachelor of Science in Engineering University Transfer Program – Admission Criteria
Mike Sekulic, Chair of Admissions and Selections Committee, presented Bachelor of Science in Engineering University Transfer Program revised admission criteria, effective for Fall 2014 intake, for approval. The admission requirements would be more stringent for students, as they would not be able to replace high school courses with equivalent post-secondary work. Given that students can only present Math 30-1, Math 31, Physics 30, Chemistry 30, and English 30-1 for admission to the Bachelor of Science in Engineering University Transfer Program, this “Note” will now prevent post-secondary course substitutions in the program due to the increasing competitiveness.

**AGC-16-04-23-2013**
Moved by S. Manouchehri, seconded by K. Hood THAT Academic Governance Council approve the changes to the admission criteria for the Bachelor of Science in Engineering University Transfer Program, effective for the Fall 2014 intake, as recommended by the Admissions and Selections Committee (March 13, 2013), as presented in Agenda Item 6.5.1.

Carried

6.5.2 Bachelor of Arts – Admission Criteria
[Scribe’s Note: This item was postponed to a future AGC meeting.]

6.5.3 Bachelor of Science – Admission Criteria
[Scribe’s Note: This item was postponed to a future AGC meeting.]

**6.6 Faculty Evaluation Committee**

6.6.1 Revised Terms of Reference
Peter Roccia, Co-Chair of Faculty Evaluation Committee (FEC), presented revised Terms of Reference for approval. FEC reviewed its membership as defined by the Committee’s Terms of Reference. The review was prompted by the concern that FEC was a committee of AGC, yet its membership was constituent-based and not consistent with a shared governance model that would have a committee of the AGC have a majority role for faculty. It was noted that Mike Henry, Co-Chair, was in attendance to help field questions. The following points arose during discussion:

- The one senior member from Human Resources should not be a voting member; they should be a non-voting resource.
- Why was the Director of Faculty Commons not included in the composition of FEC?
  - The Provost has the authority to appoint the Director of Faculty Commons to sit on the Committee. The Faculty Evaluation Coordinator, who reports to the Faculty Commons Director, sits on FEC.
AGC-17-04-23-2013 (Amendment #1)
Moved by R. Meleshko, seconded by R. Ginther THAT the words “, including one senior member of Human Resources” be struck from section 4.1 b) of the Faculty Evaluation Committee Terms of Reference, the words “1 senior member of Human Resources (non-voting)” be inserted as 4.1 g), and the original 4.1 g) be renumbered to 4.1 h).

Carried

AGC-18-04-23-2013
Moved by P. Roccia, seconded by C. Maykut THAT Academic Governance Council approve the Faculty Evaluation Committee revised Terms of Reference (March 2013), effective Fall 2013, as recommended by the Faculty Evaluation Committee, as amended in Agenda Item 6.6.1.

Carried

6.7 University Rank and Title Committee
6.7.1 Proposed Appeals Process
John Corlett, Chair of University Rank and Title Committee (URTC), presented a proposed appeals process for academic rank and title applications for approval. The following points arose during discussion:

• What is meant by the last sentence of point 3: “The Provost will forward the letter of appeal to the Chair of the Academic Governance Council and request the formation of an Appeal Committee with membership appropriate to the special appeal”?
  o Anyone who has been part of the academic rank and title application approval process before the appeal would not be eligible to sit on the Appeals Committee, as outlined in section 2. of the report.

• Where does the application for rank and title land once the Appeals Committee has reviewed an appeal?
  o Since the Provost cannot sit on the Appeals Committee (the Provost would have participated in the academic rank and title process as Chair of the University Rank and Title Committee), once the Appeals Committee makes their decision, it is forwarded as a recommendation to the President, who makes the final decisions on academic rank and title.

AGC-19-04-23-2013
Moved by J. Corlett, seconded by T. Costouros THAT Academic Governance Council establish a university-level Appeals Committee to hear appeals of final decisions on the awarding of title and rank.

Carried

AGC-20-04-23-2013
Moved by J. Corlett, seconded by S. Manouchehri THAT Academic Governance Council approve the Guidelines for the University Rank and Title Appeals Process, as recommended by the University Rank and Title Committee (March 28, 2013), as presented in Agenda Item 6.7.1.

Carried

7.0 Question Period

• When will an update regarding the AGC Review report be available?
  o The AGC Review report has been received, and the AGC Review Task Team will be meeting in early May to review. The Review Task Team will meet with Executive Committee to discuss the recommendations on May 24, 2013, after which the report will be presented to AGC.

• Would it be appropriate to add the item “Child Care Centre move to Ancillary Services” to the May 9 AGC special session agenda?
  o The item will be added to the Executive Committee meeting agenda for April 30, 2013.

• The November 19, 2013 AGC meeting has been rescheduled to November 26, 2013, due to Fall Convocation.

8.0 Future Agenda Items/Next Meetings – May 9, 2013 and May 21, 2013
[scribe’s note: There will be a special session of AGC on Thursday, May 9, 2013 at 2:30 p.m. – 4:00 p.m. in Room 9-323 (Kule Lecture Theatre), City Centre Campus, to discuss and make recommendations on the University budget. This will be an open meeting – guests were requested to observe the rules of AGC meetings.]
The next regular meeting of AGC is May 21, 2013 at 5:45 p.m. to 8:45 pm in Room 103, South Campus. Elections for next year’s AGC Vice-Chair, Executive Committee members, and Nominations Committee members will be held at this meeting.

9.0 The meeting adjourned at 8:00 p.m.

Approved by Academic Governance Council
May 21, 2013 (Motion AGC-01-05-21-2013)