1.0 CALL TO ORDER
The meeting of Academic Governance Council (AGC) was called to order at 5:00 p.m. The Chair welcomed new Faculty of Arts and Science student member, Robbie Lepp.

2.0 APPROVAL OF AGENDA/ CONSENT AGENDA
The Chair presented the agenda for March 14, 2017 for approval. The following items were approved/reviewed on the consent agenda:
- 2.1 AGC Open Meeting Minutes: January 24, 2017
- 2.2 Executive Committee Minutes: February 16, 2017
- 2.3 School of Business Curriculum Changes

AGC-01-03-14-2017
Moved by C. Hancock, seconded by T. Lade to approve the agenda for March 14, 2017 and the items on the consent agenda, as presented.

Carried

3.0 PRESENTATION
3.1 Safe Disclosure Reporting: ConfidenceLine
Michelle Plouffe, Vice President, General Counsel and Compliance Officer, presented information regarding the safe disclosure program and implementation of ConfidenceLine at MacEwan University, effective March 20, 2017. The following points arose during discussion:
• M. Plouffe confirmed that it will be made clear to those reporting that there will not be enough information available to investigate a complaint if they choose to anonymously report. They will be encouraged to reveal their name and reminded that the University has a safe disclosure policy and procedure.

• It was confirmed that while the University does not have an overarching policy or procedure for investigating complaints, faculty and staff are governed by collective agreements.
  o M. Plouffe did not feel that such policy and procedure should be developed before ConfidenceLine is implemented, as investigations occur throughout the year. She will advise those who report via ConfidenceLine that the University will follow the usual process to investigate, whatever that may be for each area or Faculty/School.

• It was confirmed that other universities offer a confidential phone line, which may be managed internally rather than externally. It is very common in other sectors to offer this option and is the best practice approach. ConfidenceLine is utilized in a variety of sectors.

• Craig Monk, Dean, Faculty of Arts and Science, expressed concern that promotion of ConfidenceLine without also communicating the normal procedures for resolving academic concerns within the Faculty/School may lead to ConfidenceLine becoming the default reporting mechanism. The fact that the Line exists and is promoted and visible makes it more difficult to talk about other mechanisms for resolving academic disputes. If there is an exchange in the classroom, students should be discussing first with their instructor and if no resolution, with the Chair, then Associate Dean-Students or the Dean.
  o Should awareness of the academic issues resolution processes be promoted along with ConfidenceLine?
  o M. Plouffe stated that this campaign is focused on ConfidenceLine. The University needs to find ways to promote those main lines of communication, but not as part of this campaign. She emphasized that ConfidenceLine is just another tool. She reminded that her role is not to investigate the reports collected over ConfidenceLine; rather, it is simply to intake the ConfidenceLine reports for distribution to the appropriate area for resolution, with academic reports forwarded to the appropriate Dean.

• What is planned for educating staff who are not part of Faculties/Schools, but who deal with students on a daily basis?
  o The communications plan will roll out information about the ConfidenceLine program to all faculty and staff.

• Concerned was expressed about a record being created for imagined or unsubstantiated accusations if a student does not like the advice they receive from faculty or staff.
  o M. Plouffe stated that the focus is on protecting staff, students, and faculty. If faculty and staff have not done anything wrong, they should not worry. Whomever is responsible for the area will decide how to deal with the information. MacEwan Staff Association and Grant MacEwan University Faculty Association were consulted and provided input on the proposal.

• Does MacEwan University have a policy regarding expungement? Even if MacEwan University does not archive these records, ConfidenceLine will be creating records.
  o M. Plouffe reminded that MacEwan University has policies for privacy, records management, and records retention; however, she agreed to determine whether or not a special category for safe disclosure records should be created.

• K. Garlough noted that appeals may come through that are not academically based, so it is helpful that there is a non-academic route for reporting. ConfidenceLine will filter students through the appropriate channel.

• Heather McRae, Dean, School of Continuing Education, enquired how a Dean would handle a situation where a student contacted the Line while an investigation was already in progress. Concern was expressed that the Dean may or may not know about the investigation if it is being handled by Student Affairs or Security Services.
  o M. Plouffe stated that if an issue has engaged Security Services or Student Affairs, it means there is some form of violence or fear for personal safety and may not be communicated to the Dean, unless it involves an instructor. H. McRae reminded that the issues might not always be that clear.
• The Chair reiterated that students are not always clear about how best to address their academic concerns, and the University must discuss how to improve that situation, so students are not intimidated and feel they have an appropriate venue to express their concerns.
• The Chair requested that AGC Executive Committee discuss a strategy for communicating the academic issues resolution processes at their next meeting.

D. Atkinson vacated the Chair, and L. Honey presided.

4.0 BOARD OF GOVERNORS’ REPORTS
David Atkinson, President, MacEwan University, reported that the Board of Governors’ Report was included in the meeting package.

5.0 REPORT OF THE PRESIDENT
David Atkinson, President, MacEwan University, reported on the following items:
• The January President’s Newsletter was included in the meeting package, and the most recent was available on the Office of the President’s website.
• A reception for the incoming President was held earlier today, March 14, 2017.
• The Students’ Association of MacEwan University recently held executive and student council elections, with their highest turnout rate to date, at 32.66 per cent.

5.1 United Nations Academic Impact Affiliation
David Atkinson, President, MacEwan University, announced that on January 17, 2017, he approved the request for MacEwan University to become a signatory of the United Nations Academic Impact (UNAI), as recommended by MacEwan Committee on Internationalization (MCI). MCI will be responsible for identifying and implementing a University-wide activity each year that supports 1 of the 10 UNAI principles. The President noted that any questions about the UNAI Affiliation should be directed to Kimberley Howard, Executive Director, MacEwan International.

L. Honey vacated the Chair, and D. Atkinson presided.

6.0 REPORT OF THE PROVOST AND VICE PRESIDENT ACADEMIC
John Corlett, Provost and Vice President Academic (Provost), reported on the following items:
• Recruitment is underway for the Dean, School of Business.
• The budget process is on hold until the Government of Alberta budget is announced. The University is also awaiting the Ministry’s review of student financial aid, funding formulas, Campus Alberta Quality Council, and Alberta Council on Admissions and Transfer.

The Provost requested that Katelyn Garlough, Students’ Association of MacEwan University Vice President Academic, speak to the issue of Online Assignment Registration Fees. She explained that sometimes a course will have a requirement for students to purchase an online component typically sold with textbooks. Some instructor assign a percentage grade to the online component (e.g. 10 per cent). Students want to know how the fees are being monitored and assessed. Students are informed about the requirement to purchase this extra resource for the course after they enter the course, when they receive the course outline. The expense can equal half of the cost of the textbook, and students cannot buy used textbooks due to the one-time use allowed for the online resource. If a student cannot afford to buy a new textbook as well as the online resource and must complete the class to fulfill degree requirements, it means the student will need to forfeit a percentage of their grade attached to the online resource. The grading component of purchasing the online resource makes it a mandatory fee.

The Provost suggested the University will need to determine how the online component fees fit into the University’s fee structure. The Chair reminded that all fees must be approved by the Board of Governors.

It was agreed that AGC Executive Committee will discuss this at their next meeting.
7.0 PRESENTATION
7.1 Indigenous Initiatives at MacEwan University
Valerie Henitiuk, Special Advisor to the University, Indigenous Initiatives, presented an update on Indigenous initiatives at MacEwan University, for information. The Chair commended V. Henitiuk on the work accomplished.

8.0 COMMITTEE REPORTS
8.1 Committee on Admissions and Transfer
8.1.1 Proposed Asia Pacific Management Admission Criteria
Tony Norrad, Member, Committee on Admissions and Transfer, presented the proposed Asia Pacific Management Admission Criteria for approval.

AGC-02-03-14-2017
Moved by F. McGinn, seconded by R. Lepp to approve the proposed changes to the Asia Pacific Management Diploma Admission Criteria, effective Fall 2018, as presented in agenda item 8.1.1. Carried

8.1.2 Proposed Bachelor of Social Work Admission Criteria
Tony Norrad, Member, Committee on Admissions and Transfer, presented the proposed Bachelor of Social Work Admission Criteria for approval.

AGC-03-03-14-2017
Moved by B. Ripley, seconded by K. Hood to approve the proposed changes to the Bachelor of Social Work Admission Criteria, effective Fall 2018, as presented in agenda item 8.1.2. Carried

8.1.3 Proposed Social Work Diploma Admission Criteria
Tony Norrad, Member, Committee on Admissions and Transfer, presented the proposed Social Work Diploma Admission Criteria for approval. The following points arose during discussion:

- Is removal of the requirement for a high school diploma a trend in the Admission Criteria?
  - T. Norrad reminded that in Alberta, a high school diploma is not a requirement for admission to university, and the trend is to remove this requirement as a result of changing to a competitive admissions process. Applications for admission will be assessed based on high school courses completed that are required to be successful in a program.

AGC-04-03-14-2017
Moved by E. Elford, seconded by V. Salyers to approve the proposed changes to the Social Work Diploma Admission Criteria, effective Fall 2018, as presented in agenda item 8.1.3. Carried

8.2 Executive Committee
8.2.1 AGC Committees Nominations Slate
Lynne Honey, Vice-Chair, Executive Committee, presented the AGC Committee Nominations Slate for approval. The following faculty vacancy arose in Fall 2016:

- MacEwan Committee on Internationalization (MCI): 1 faculty member from Faculty of Arts and Science.

Faculty nomination
On February 3, 2017, the FAS Governance Manager submitted a faculty member’s name for the MCI vacancy. As per the Committee’s Terms of Reference, the following faculty nominee is presented to AGC for election:

MacEwan Committee on Internationalization
(1.5-year replacement term: March 15, 2017 to June 30, 2018)
Required Category
Maritza Mark, Humanities, Faculty of Arts and Science
Moved by C. Monk, seconded by S. Mills to elect the faculty nominee for MacEwan Committee on Internationalization, as presented in agenda item 8.2.1. Carried

8.2.2 AGC Committees Nomination One-Pager
Lynne Honey, Vice-Chair, Executive Committee, presented the AGC Committees Nomination One-Pager explaining the procedural changes for the Spring 2017 AGC Committees Nominations Call, for information. A concern was expressed regarding elimination of the submission of candidate biographies and statements of interest. It was explained that the reasoning behind the decision was to eliminate barriers for nominees.

8.2.3 Removal of AGC Committee Work Plan Requirement
Lynne Honey, Vice-Chair, Executive Committee, presented for decision proposed removal of the requirement for AGC committees to submit annual Work Plans to AGC for approval. AGC discussed this item at the January 24, 2017 meeting and asked Executive Committee to consider their comments. The following points arose during discussion:
- It was clarified that committee Annual Reports would continue to be presented for information, with a focus statement for the upcoming year.
- If approved, AGC committees’ Terms of Reference and the AGC Bylaws will be updated and presented for decision at the April AGC meeting.

Moved by B. Richards, seconded by M. Buhr to approve the requirement of all Academic Governance Council standing committees to submit an Annual Report that includes the focus of the committee's work for the next year no later than the June AGC meeting each year, effective September 1, 2017, as presented in agenda item 8.2.3. Carried (2 opposed)

8.2.4 Policy Numbers update
Lynne Honey, Vice-Chair, Executive Committee, advised for information that in order to fit with current MacEwan University policy numbering conventions, the previously-approved Awarding Posthumous Credentials policy and procedure were given the following numbers:
- C2105 Awarding Posthumous Credentials policy; and,
- C2105-1 Awarding Posthumous Credentials procedure.

9.0 FACULTY/ SCHOOL COUNCILS
9.1 Faculty of Fine Arts and Communications Council
9.1.1 Recording and Production Major Proposal
Allan Gilliland, Chair, Faculty of Fine Arts and Communications (FFAC) Council, and Bill Richards, Interim Chair, Music, presented the Recording and Production Major proposal, for approval. The following points arose during discussion:
- The anticipated number of graduates seems low.
  - The estimate was derived from discussion between Institutional Analysis and Planning and the FFAC Dean, and the cohort could end up being higher.
- It was confirmed that consultation with impacted departments in other Faculties/ Schools was conducted through Institutional Analysis and Planning.
- The Chair commended the work of the Faculty of Fine Arts and Communications on the proposal.

Moved by R. Ginther, seconded by K. Hood to approve the Recording and Production Major proposal, effective Fall 2018, as presented in agenda item 9.1.1. Carried
9.2 School of Business Council
9.2.1 Legal Studies in Business Major Proposal
Elsie Elford, Chair, School of Business Council, and Michael Roberts, Chair, International Business, Marketing, Strategy, and Law, presented the Legal Studies in Business Major proposal, for approval. E. Elford recognized Lorrie Adams, Assistant Professor, International Business, Marketing, Strategy, and Law, for her work on the proposal. The following points arose during discussion:

- M. Roberts confirmed that a graduate from this major would not be considered a Paralegal, and it is not intended as preparation for law school. The Legal Studies diploma is being retired as of Fall 2017, when the new Paralegal diploma will be offered. He noted that graduates of this major in the Bachelor of Commerce program could secure the same type of employment as Management graduates (e.g. reading and writing legal and human resource contracts, conducting international business).
- E. Elford reported that this major fills a gap regarding education for Business graduates, who may do much better having this specialization in terms of employment. She noted that graduates may end up in a paralegal capacity within an organization within a regulatory or administrative environment.
- The Chair commended the work of the School of Business on the proposal.

AGC-08-03-14-2017
Moved by C. Hancock, seconded by R. Jenne to approve the Legal Studies in Business Major proposal, effective Fall 2018, as presented in agenda item 9.2.1.
Carried

10.0 Question Period
The following questions arose:
- The University Registrar confirmed that the School of Continuing Education sets prerequisites for admission to University Preparation courses.
- What role do instructors have in the student discipline process?
  - The Provost reported that the Student Conduct policy and procedure are under review and will be revised to define more clearly the role of faculty, decanal, and staff members. He noted that upon approval by the Board of Governors (Board) of the revised policy, non-academic issues will be adjudicated by the Board.
- The University Registrar confirmed that exam schedules were coordinated across the University, causing some schedules to change from the original draft.

11.0 Future Agenda Items/Next Meeting – April 18, 2017
The next meeting is Tuesday, April 18, 2017 at 5:00–8:00 p.m. in Room 9-201 City Centre Campus.

12.0 The meeting adjourned at 6:20 p.m.

Approved by Academic Governance Council
April 18, 2017 (motion AGC-01-04-18-2017)