OPEN SESSION

Minutes

Tuesday, October 24, 2017
5:00 – 8:00 p.m.
Room 9-201 CCC

Chair: Lynne Honey, Vice-Chair, presiding

Present: Raymond Baril, Robert Irwin, Brian Parker
Nina Bernstein, Shahidul Islam, Abigail Parrish-Craig
Michael Buhr, Randy Jenne, Paul Prince
Karen Buro, David Johnson, Kathaleen Quinn
Sarah Copland, Dave Kato, William Richards
John Corlett, Shawna Large, Raina Rudko
Debbie Couves, Robbie Lepp, Spiros Sakellariou
Nancy Digdon, Taegan Lloyd, Vince Salyers
Elsie Elford, Audrey Luchianov, Mike Sekulic
Pam Farvolden, Fred McGinn, Masoud Shadnam
Allan Gilliland, Debbie McGugan, Elizabeth White-Macdonald
Makarand Gulawani, Susan Mills, Lindsey Whitson
Catherine Hedlin, Craig Monk, Tara Winsor
Andrew Howell

Regrets: Rickard Enstroem, Heather McRae, Deborah Saucier
Colleen Maykut, Sony Raj, Nataliya Zadarozhna

Guests and Speakers: Ion Bica, Chair, Academic Planning and Priorities Committee
Krista Hanscomb, incoming Academic Governance Council member
Ian Hanson, Legal Counsel
Iain Macpherson, Vice-Chair, MacEwan Committee on Internationalization
Kathleen Miller, Chair, Committee on Admissions and Transfer
Carollee Pollock, Chair, Student Services Committee
Michelle Plouffe, Vice President and General Counsel
Michael Seredycz, Chair, Research Ethics Board
Adi Tcaciuc, Chair, Research Council

AGC Secretariat: Kim Warkentine, David Epp, Irene Hacke (Scribe)

1.0 Call to Order
The meeting of Academic Governance Council (AGC) was called to order at 5:00 p.m.
Vice-Chair Lynne Honey presided as AGC Chair Deborah Saucier could not attend. AGC welcomed incoming AGC Support/Supervisory Staff member Krista Hanscomb, Student Advisor/Recruiter, kihêw waciston (Indigenous Centre) whose term has been sent to the Board for ratification at its October 26 meeting.

2.0 Approval of Agenda/Consent Agenda
The Chair presented the agenda for October 24, 2017 for approval. The following items were approved/reviewed on the consent agenda:

- 2.1 AGC Open Meeting Minutes: September 19, 2017
- 2.2 Executive Committee Minutes: October 3, 2017
- 2.3 Student Services Committee Terms of Reference
- 2.4 Faculty of Arts and Science Curriculum Changes
- 2.5 Faculty of Health and Community Studies Curriculum Changes
- 2.6 Faculty of Nursing Curriculum Changes
- 2.7 School of Business Curriculum Changes
The Chair introduced an amendment to the agenda to postpone Item 4.2.2 Terms of Reference of the Academic Planning and Priorities Committee (APPC) until the November 28, 2017 meeting.

Moved by V. Salyers, seconded by R. Lepp to amend the October 24, 2017 Academic Governance Council agenda to postpone agenda item 4.2.2 (APPC’s) Terms of Reference until the November 28, 2017 AGC meeting.
Carried

AGC-01-10-24-2017
Moved by M. Buhr, seconded by R. Irwin, to approve the agenda for October 24, 2017 and the items on the consent agenda, as amended.
Carried

3.0 Report of the Provost and Vice President Academic
John Corlett, Provost and Vice President Academic, reported on the following items:
- MacEwan University should be aware of, and assertively work to capture, the opportunities education has in the City of Edmonton.
  - It is time for MacEwan to look for opportunities with business groups, public services, and charities because, as these groups develop economic and business opportunities, they look to post-secondary.
  - MacEwan’s aim should be to make sure business, municipal and charitable groups are not waiting, but that the University is coming to them with partnership ideas.
- Introduction of a new orientation of our graduating students’ mindset.
  - Apart from what is studied in programs, MacEwan should aim to orient student thinking toward an entrepreneurial mindset.
  - The University needs to expand our sense of how entrepreneurs think, and do a better job at this. For example, case competitions, the European Innovation Academy (EIA) do this well. Also, the University must think about innovation, how to develop ideas and products that can be a source for the good.
  - The Provost’s aim is to bring Deans and faculty on board as much as possible, to bring this orientation into curriculum as well as co-curricular programs.

4.0 Committee Reports

4.1 Faculty Development Committee
4.1.1 Focus Statement 2017-2018
Makarand Gulawani, member, Faculty Development Committee presented the Faculty Development Committee Focus Statement for information. It was noted that AGC committees presented focus statements this year rather than work plans, in compliance with AGC’s March 14, 2017 decision.

4.2 Academic Planning and Priorities Committee
4.2.1 Focus Statement 2017-2018
Ion Bica, Chair, Academic Planning and Priorities Committee presented the Academic Planning and Priorities Committee Focus Statement for information.

4.2.2 Terms of Reference
This item was postponed until the November 28, 2017 AGC meeting, per motion AGC-01-10-24-2017 above.
4.3 Committee on Admissions and Transfer
4.3.1 Focus Statement 2017-2018
Kathleen Miller, Chair, Committee on Admissions and Transfer presented the Committee on Admissions and Transfer Focus Statement for information.

4.4 MacEwan Committee on Internationalization
4.4.1 Focus Statement 2017-2018
Iain Macpherson, Vice-Chair, MacEwan Committee on Internationalization presented the MacEwan Committee on Internationalization Focus Statement for information.

4.5 Research Council
4.5.1 Research Strategic Plan
Adi Tcaciuc, Chair, Research Council presented the Research Strategic Plan 2017-2020 for the approval.
The following points were raised during discussion:
- The draft Research Strategic Plan 2017-2020 came to the AGC for discussion in June, and is now presented for decision.
- A housekeeping update was requested: updating ‘continuing status’ to ‘tenure’.
- There is mention of creating sabbatical opportunities, but how will RC do that?
- Craig Monk, Dean, Faculty of Arts and Science commented that he supported a motion to implement the strategy of applying for a Canada Research Chair (CRC), but that he was skeptical this can be achieved. What is the process to determine feasibility?
  - Research Council plans to have a working group, to see who is eligible to apply according to the collective agreement and other factors.
  - The Provost noted that a CRC is a faculty appointment; therefore, this comes through the Provost’s office with consultation with the Deans.

AGC-02-10-24-2017
Moved by R. Irwin, seconded by R. Lepp, to approve the proposed Research Strategic Plan 2017-2020, as presented in agenda item 4.5.1.
Carried

4.5.2 Focus Statement 2017-2018
Adi Tcaciuc, Chair, Research Council presented the Research Council Focus Statement for information.

4.6 Research Ethics Board
4.6.1 Focus Statement 2017-2018
Michael Seredycz, Chair, Research Ethics Board presented the Research Ethics Board Focus Statement for information.

4.7 Student Services Committee
4.7.1 Focus Statement 2017-2018
Carolee Pollock presented the Student Services Committee (SSC) Focus Statement for information.
The following points were raised during discussion:
- What is SSC’s role in an online degree audit?
  - SSC will form a working groups to investigate. It is not our business to do it, but to make investigations and report. There is a concern that students are being bounced from one service to another, and the SSC is trying to address this concern.
4.8 Executive Committee
4.8.1 Rescission of Sabbatical Leave Policy
John Corlett, Provost and Vice President Academic, presented the rescission of the Sabbatical Leave Policy, effective Fall 2017. It was noted that rescission of the Sabbatical Leave Policy is required because sabbatical leave is now part of the collective agreement.

AGC-03-10-24-2017
Moved by J. Corlett, seconded by A. Howell, to approve the rescission of Sabbatical Leave Policy, effective Fall 2017, as presented in agenda item 4.8.1.
Carried

4.8.2 Policy Advisory Group Work Plan

4.8.3 ConfidenceLine Records Management Guidelines
Michelle Plouffe, Vice President and General Counsel, presented the ConfidenceLine Records Management Guidelines for information. The bulletin follows the Information Management and Privacy office’s policy of how confidential records are treated. The plan is to continue handling information, including ConfidenceLine reports, as has been done with investigations. There already exists a records retention schedule, so what is in the guidelines is nothing special. They are meant to inform, as the program progresses, that this is what we have in mind.

4.8.4 Protection of Minors Policy and Procedure
Michelle Plouffe, Vice President and General Counsel, presented the Protection of Minors Policy for AGC’s endorsement for approval by the Board of Governors.
The following points were raised during discussion:

- The Protection of Minors Policy has been under development for two years, with consultation with those who have children in a MacEwan program.
- The effective date is planned for June 1, 2018 to allow time for those involved to be properly trained, understand their obligations, and be aware of what is needed to do.
- The program coordinator would maintain appropriate records of background checks. However, our program coordinator is a faculty member, and there are students in the program. It is not clear that it is appropriate for a faculty member to see students’ background checks when these same students may be in their classrooms next term.
  - Your program may have to rethink who should be the coordinator, for example.
- External programs are different. The vulnerable sector check pertains to on-campus programs only.
- Does this apply to our students who are under the age of 18? The definition of a minor excludes students.
- Gathering so many required vulnerable records is a concern because it is expensive; once produced, the records are kept on campus and must be stored appropriately; and, this requires preparation for where records are kept, who keeps them, and how we keep them appropriately.
  - As an institution, there needs to be a framework and we need to address risk.
  - If a faculty member is in charge of underage students then the faculty member must have the check, in which case, the University would pay for this.
- Will this affect open house?
  - No, open house is a public event. This does not affect public events.
• The guidelines require a list of participating minors be sent to security 15 days before the event. This is almost impossible. In our program, students register up to the day before.

AGC-04-10-24-2017
Moved by C. Hedlin, seconded by W. Richards, to endorse the Protection of Minors Policy for approval by the Board of Governors, as presented in agenda item 4.8.4.
Carried

4.8.5 Faculty/ School Councils Bylaws
Craig Monk, decanal member, Executive Committee presented new memberships to be added to Faculty/School Councils for AGC’s approval.

It was recommended that AGC require Faculty/School Councils to add the following ex-officio members on the basis of office or position:

1. The President;
2. The Provost and Vice President Academic;
3. The Deans of all other Faculties, Schools, and the University Library;
4. The University Registrar;
5. The Director, kihêw waciston.

(a) These members will be non-voting and will not count against quorum.
(b) These members may each delegate membership, on an annual basis, or choose to send an alternate to individual meetings. Delegates or alternates must be members of the University community.

The following points arose during discussion:
• In saying ‘subsidiary bodies’, it is hoped there is no intent that this should trickle down to department councils.
  o No, this will not affect department councils.

AGC-05-10-24-2017
Moved by C. Monk, seconded by D. McGugan, that AGC require Faculty and School Councils Bylaws to include the membership of the ex-officio members on the basis of office or position presented in agenda item 4.8.5.
Carried

4.8.6 Committee Nominations Slate
Craig Monk, decanal member, Executive Committee introduced the following nominations for decision:
• To appoint Anthony Norrad, Associate Registrar, Office of the Registrar, to the MacEwan Committee on Internationalization, from October 25, 2017 to June 30, 2020.

AGC-06-10-24-2017
Moved by C. Monk, seconded by A. Parrish-Craig, to approve Anthony Norrad, Associate Registrar, Office of the University Registrar to MacEwan Committee on Internationalization, from October 25, 2017 to June 30, 2020.
Carried

• To recommend to the Provost and Vice President Academic the appointment of Binthi Samuel, Assistant Professor, Faculty of Nursing, to the Research Ethics Board, from October 25, 2017 to June 30, 2019.
Moved by C. Monk, seconded by B. Richardson, to recommend the appointment of Binthi Samuel, Assistant Professor, Faculty of Nursing, to Research Ethics Board, from October 25, 2017 to June 30, 2019.
Carried

5.0 Question Period
The following questions arose during question period:

- Regarding the policy on Protection of Minors, if a student is volunteering to help a professor with a class with minors, is the student required to get a background check?
  - If the professor is in the room, the professor is responsible and is required to get the check. If it is a student athlete running a camp, and the professor is not always around, then, yes, the student would be required to get the check.

6.0 Future Agenda Items/Next Meeting November 28, 2017
The next meeting is Tuesday, November 28, 2017 at 5:00 p.m. in Room 9-201.

8.0 The meeting adjourned at 6:15 p.m.

Approved by Academic Governance Council
Reviewed by Academic Governance Council (AGC) on November 28, 2017.