OPEN SESSION

Minutes

Tuesday, January 23, 2018
5:00 – 8:00 p.m.
Room 9-201 CCC

Chair: Deborah Saucier    Vice-Chair: Lynne Honey

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

Guests and Speakers: Kathleen Miller, Chair, Committee on Admissions and Transfer
Paul Sopcak, Academic Integrity Officer, Student Affairs
Roxanne Tootoosis, Indigenous Knowledge Keeper and Facilitator, kihêw waciston

AGC Secretariat: Kim Warkentine    David Epp    Irene Hacke

1.0 Call to Order
The meeting of Academic Governance Council (AGC) was called to order at 5:00 p.m.

Deborah Saucier, President of MacEwan University, presented ceremony protocol to Roxanne Tootoosis, Indigenous Knowledge Keeper and Facilitator of kihêw waciston, and requested a blessing for the meeting. R. Tootoosis led a ceremony and prayer in Plains Cree language and in English.

D. Saucier welcomed Wanda Costen, Dean, School of Business, to AGC.

2.0 Approval of Agenda/ Consent Agenda
The Chair presented the agenda for January 23, 2018 for approval. The following items on the consent agenda were approved:

- 2.1 AGC Open Meeting Minutes: November 28, 2017
- 2.2 Executive Committee Minutes: December 19, 2017
- 2.3 Executive Committee Minutes: January 2, 2018
- 2.4 AGC & Committees rolling schedule 2019/2020
- 2.5 Faculty of Nursing Curriculum Changes
- 2.6 Enrolment Report
Moved by F. McGinn, seconded by K. Quinn, to approve the agenda for January 23, 2018 and the items on the consent agenda, as presented.
Carried

3.0 Report of the President
Deborah Saucier, President, MacEwan University, reported on the following:
- Universities Canada December 2017 annual meeting in Toronto: D. Saucier participated in discussions on university governance and the relationship between senates and bodies such as MacEwan University’s Academic Governance Council (AGC) and boards of governors.
- The Conference Board of Canada 2017 conference on diversity and inclusion: D. Saucier presented on MacEwan University’s implementations of the Truth and Reconciliation Commission (TRC) Calls to Action: so far and in-progress, to a wide range of educators.
- D. Saucier attended Universities Canada’s seminar for new university presidents and found it valuable to meet with other presidents.
- D. Saucier thanked Kim Warkentine, Secretary to Academic Governance Council, who is leaving AGC and MacEwan to go travelling. D. Saucier presented Kim with a photograph of MacEwan University, which included AGC members signatures and farewell wishes. Kim thanked everyone and remarked she has had a great experience working in governance.

4.0 Report of the Provost and Vice President Academic
John Corlett, Provost and Vice President Academic, reported on the following items:
- The Academic Schedule Principles Task Force is working on the academic schedule, which is a very complex process. The schedule is expected to be completed by the end of Winter term.
- The search for the Associate Vice President Students has reached the long-list stage and an announcement is anticipated in early March.
- This year’s sabbatical leaves have been adjudicated. In future years, with more faculty members applying, financial and staffing considerations will become challenging.
- An Academic Affairs working group is helping to determine the implications of the July 1, 2018 legalization of cannabis. This issue can affect many facets of the institution. The group will report on its determinations campus-wide.
- It was stressed that the importance of contributions of those who take on service in University governance to help guide the University is considerable and requires dedication.
- Introducing the Choluteca River bridge, ‘the Bridge to Nowhere’, J. Corlett used the bridge as a metaphor, to say MacEwan University should reflect on its well-designed innovation agenda of the past to ask, ‘has our river moved?’; have the bases of previous plans changed to where the institution is building with plans that are no longer relevant, or is it ‘building its bridge’ in the right place, with the right things still being done.
  - Do Faculty/ School committees have the right procedures to adjudicate sabbatical applications or does policy need to be changed to accommodate the increasing number of applications?

5.0 Committee Reports
5.1 Committee on Admissions and Transfer
5.1.1 Bachelor of Applied Human Service Administration Degree Admission Criteria Review
Kathleen Miller, Chair, Committee on Admissions and Transfer (CAT) presented a motion to approve the proposed changes to the admission criteria for the Bachelor of Applied Human Service Administration, effective Fall 2019, as presented for final approval.
Moved by R. Lepp, seconded by B. Parker, to approve the proposed changes to the admission criteria for the Bachelor of Applied Human Service Administration, effective Fall 2019. As presented in agenda item 5.1.1.

Carried

5.1.2 Correctional Services Admission Criteria Review
Kathleen Miller, Chair, Committee on Admissions and Transfer (CAT) presented a motion to approve the proposed changes to the admission criteria for the Correctional Services program, effective Fall 2019, as presented for final approval.

The following question arose:

- This was the first year this process was implemented. Is it effective in getting the number of qualified candidates as expected?
  - The numbers are up but can still be improved.

Moved by A. Parrish-Craig, seconded by W. Richards, to approve the proposed changes to the admission criteria for the Correctional Services program, effective Fall 2019, as presented in agenda item 5.1.2.

Carried

5.1.3 Hearing Aid Practitioner Admission Criteria Review
Kathleen Miller, Chair, Committee on Admissions and Transfer (CAT) presented a motion to approve the proposed changes to the admission criteria for the Hearing Aid Practitioner, effective Fall 2019, as presented for final approval.

AGC-04-01-23-2018
Moved by R. Rudko, seconded by A. Howell to approve the proposed changes to the admission criteria for the Hearing Aid Practitioner, effective Fall 2019, as presented in agenda item 5.1.3.

Carried

5.1.4 Bachelor of Child and Youth Care Admission Criteria Review
Kathleen Miller, Chair, Committee on Admissions and Transfer (CAT) presented a motion to approve the proposed changes to the admission criteria for the Bachelor of Child and Youth Care, effective Fall 2019, as presented for final approval.

The following question arose in the discussion:

- Is the rationale to support the diploma students laddering into the degree program?
  - Yes, this helps diploma students attain entrance to the degree program.
- Is an overabundance of applicants anticipated?
  - Yes, there is an overabundance of applicants.

Moved by C. Hedlin, seconded by D. Kato to approve the proposed changes to the admission criteria for the Bachelor of Child and Youth Care, effective Fall 2019, as presented in agenda item 5.1.4.

Carried
5.2 Executive Committee

5.2.1 Academic Integrity Policy and Academic Misconduct Procedure
Paul Sopcak, Academic Integrity Officer, Student Affairs, presented the Academic Integrity Policy (AIP), to be implemented on July 1, 2018, for final approval. P. Sopcak presented the changes that were requested at the last AGC meeting.

The following points arose in the discussion:

- In Section 3.3.3 vs 3.5.9 of the procedure, the language around severe misconduct, non-severe and no severe is inconsistent. Should ‘no severe’ be changed to “non-severe”?
  - No, in the case cited in this text, at end, the adjudicator determined not that there was misconduct that was non-severe, but that no misconduct occurred.
- Section 3.10.2: There is wide spread precedent for the removal of a record of misconduct.
  - This point was not included in the last draft that AGC saw. Current policy states that transcript notation can be expunged after 24 months. The time span seemed unfair when comparing first-year students, whose records can be expunged prior to graduating, to third-year students, for whom a transcript notation has harsher consequences. The change was deemed to be fair to students.
- Who decides what is a severe misconduct?
  - There is a definition in the policy, and also the academic integrity coordinator would come to a determination based on established standards and precedent.
- Students are uploading course materials to websites, and consequently, others download the material, and it appears the policy is silent on these types of scenarios as misconduct.
  - Infractions that could be committed uploading or downloading material are covered under types of misconduct. The website contains scenarios beneath the terms that describe precisely what could be misconduct.
  - Some things are copyright problems and not misconduct problems, and some are misconduct but not copyright issues. Instructors must be clear about what can and cannot be copied.
  - The Office of Academic Integrity (OAI) encourages faculty to review material on Course Hero, a course guide/tutoring website, to see if any of their material is located there. OAI is registered with this site and can search for concerned faculty, if their material is posted.
- There will be a Centre for Academic Faculty Excellence (CAFÉ) workshop on how restorative justice might look, academically and non-academically, on Thursday, January 25, 2018, 11:00 to 12:30 pm. A training session for facilitators is being organized for May 16 and 17, 2018.
- Is there a definition of “Working Days”?
  - There is a definition in the Procedures.

AGC-06-01-23-2018
Moved by R. Lepp, seconded by S. Copland to approve the Academic Integrity Policy (AIP) as presented in agenda item 5.2.1, to be implemented on 2018-07-01.
Carried

5.2.2 AGC Bylaws and the BRWG draft final report
Lynne Honey, Chair, Bylaws Review Working Group (BRWG), presented the proposed Academic Governance Council Bylaws version 7.1 and the Bylaws Review Working Group’s draft final report for discussion.
The following points arose in the discussion:
- Minor housekeeping edits in academic staff definitions were noted.
• There was a request for clarity on who has the role of AGC Chair in the instance of the President’s absence. An acting president could serve as AGC Chair, but traditionally the AGC Vice-Chair chairs.
  o The current language does not preclude an acting president from chairing an AGC meeting.
  o The wording is unclear because there is always a president (president or acting president).
  o Some AGC members think the Vice Chair acts as AGC Chair for only short periods of presidential absence.
  o In a past meeting, AGC members agreed that the Provost should not be AGC Vice-Chair.
  o If the intent is the Vice-Chair chairs in the absence of the president, it should be made clear. And if so, it should be clear that the acting president role does not include chairing AGC.
  o The AGC Bylaws need to align with the Bylaws of the Board of Governors.
  o This matter will be taken back to Executive Committee for more discussion.
• The category of Support Supervisory Staff (SSS) in the AGC Bylaws includes MacEwan Staff Association (MSA) members and Out-of-Scope (OOS) staff. However, the term MSA cannot be included in the Bylaws because it differs from the terms and conditions of University employment. The term SSS is used since it explains the roles and is consistent with the previous Bylaws.
  o While associations may change, bylaws must retain the capacity to be effective, so terms cannot be based on an association’s terms.
• Section 4.8.2: “The Secretary can undertake, of his or her own volition…” Is the latter phrase necessary?
  o The phrase, here, links to Section 4.8.1, and is an important ability for the Secretary.
• The new option of Associate Deans eligibility for faculty positions on AGC was discussed. The Bylaws will go back to AGC Executive for further consideration and confirm alignment with Board of Governors Bylaws.

Action: Housekeeping edits in academic staff definitions to be made. (AGC Secretariat)
Action: The question of who chairs AGC at times of Presidential absence to be presented for discussion at AGC Executive Committee’s next meeting. (L. Honey)
Action: To confirm AGC Bylaws alignment with Board of Governors Bylaws. (L. Honey)

6.0 Faculty and School Councils

6.1 Faculty of Health and Community Studies Council Bylaws
Fred McGinn, Chair, Faculty of Health and Community Studies Council, presented the Faculty of Health and Community Studies Council Revised Bylaws for final approval.

AGC-07-01-23-2018

Moved by T. Winsor, seconded by D. McGugan, to approve the amendments to the Faculty of Health and Community Studies (FHCS) Council Bylaws, effective immediately, as presented in agenda item 6.1.
Carried

6.2 Faculty and School Council Bylaws – Deans as Chair revised wording
Lynne Honey, Vice-Chair, AGC Executive Committee, presented the motion to require Deans as Chairs of Faculty and School Councils, and thereby require any applicable amendments to Faculty and School Council Bylaws for final approval.
AGC-08-01-23-2018
Moved by W. Richards, seconded by D. Kato, to require Deans as Chairs of Faculty and School Councils, and thereby require any applicable amendments to Faculty and School Council Bylaws.
Carried, with one abstention.

Action: Faculty and Schools will make this change to their bylaws and register their changes with AGC for information.

7.0 Question Period
Chair Deborah Saucier opened the question period and the following questions arose:
• What is the status of the new Director, Human Rights, Diversity and Equity position?
  o There will be an announcement by early next week.
• What is the status the new Vice President External Relations position?
• The President’s Office is working on the timelines with the search consultant for an international search, so this is still in its early stages.
• A concern was expressed about the rule when a low number of student evaluations are submitted for a course and whether it is reported or evaluated.
  o The rules around this are not an AGC matter, but one falling under the collective agreement. The matter was handed to the Faculty Association for further consideration.
• Has there been a discussion for the use of gender neutral and gender inclusive pronouns at AGC?
  o No recollection of such a discussion was brought forward. If a member wanted an AGC discussion on this it can be submitted to be considered as an agenda item.

8.0 Future Agenda Items/Next Meeting March 20, 2018
The next regular meeting will be held Tuesday, March 20, 2018 at 5:00 p.m. – 8:00 p.m. in Room 9-201.

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

Approved by Academic Governance Council
March 20, 2018 (motion AGC-01-03-20-2018).