OPEN SESSION

Tuesday, April 17, 2018
5:00 – 8:00 p.m.

Draft Minutes
Room 9-201, City Centre Campus

Chair: Deborah Saucier  Vice-Chair: Lynne Honey
Present: Raymond Baril  Andrew Howell  Craig Monk
  Nina Bernstein  Shahidul Islam  Brian Parker
  Michael Buhr  Randy Jenne  Abigail Parrish-Craig
  Karen Buro  David Johnson  Paul Prince
  Colin Campbell  Dave Kato  Sony Raj
  Sarah Copland  Shawna Large  William Richards
  Wanda Costen  Robbie Lepp  Raina Rudko
  Nancy Digdon  Taegan Lloyd  Mike Sekulic
  Rickard Enstroem  Audrey Luchianov  Masoud Shadnam
  Pam Farvolden  Colleen Maykut  Elizabeth White-Macdonald
  Allan Gilliland  Debbie McGugan  Lindsey Whitson
  Makarand Gulawani  Heather McRae  Tara Winsor
  Catherine Hedlin  Susan Mills  Nataliya Zadarozhna

Regrets: Debbie Couves  Krista Hanscomb  Robert Irwin
  Fred McGinn  Kathaleen Quinn  Vince Salyers

Guests/Speakers: Roxanne Tootoosis, Indigenous Knowledge Keeper and Facilitator, kîhêw waciston
  Jim Ross, Executive Director, Risk and Assurance Services
  Robyn Hall, Librarian, University Libraries
  Ion Bica, Chair, Academic Planning and Priorities Committee
  Kathleen Miller, Chair, Committee on Admissions and Transfer

AGC Secretariat: Irene Hacke, Scribe    David Epp

1.0 Call to Order
The meeting was called to order at 5:05 p.m.

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

The Chair thanked Robbie Lepp, outgoing Students’ Association of MacEwan University (SAMU) Vice-President Academic, for his contribution to AGC.

2.0 Approval of Agenda
The agenda for April 17, 2018 was presented for approval.

The following items on the consent agenda were approved:

• 2.1 AGC Open Meeting Minutes: March 20, 2018
• 2.2 Executive Committee Minutes: March 27, 2018
• 2.3 FHCS Curriculum Changes
• 2.4 FHCS Therapist Assistant Program (PTA/OTA) Revised Program Graduation Regulations 2019-2020
• 2.5 FHCS Correctional Services Program of Study Changes

AGC-01-04-17-2018

Mover/Seconder: A. Parrish-Craig, B. Parker
To approve the agenda for April 17, 2018, and the items on the consent agenda, as presented.
— Carried

3.0 President’s Report
Deborah Saucier, President of MacEwan University, reported on the following activities:
• Search for Vice-President Relations is progressing with good interest from across the nation.
• The 10-year anniversary of the Robbins building was a success, and it was gratifying that the Robbins family was present. F. McGinn, V. Salyers and Conference Services were thanked.
• Thanks were given to the School of Continuing Education and Conference Services for the President’s Recital at Muttart Hall. Attendance is encouraged as world class artists perform.
• The promotion of actions in response to Truth & Reconciliation calls continue. A recent event was a blanket exercise with Deans’ and Executive Councils.
• The President will attend Universities Canada and will host a discussion on free speech. There is large discourse that free speech is under attack in universities in Canada. At MacEwan University, not only is there academic freedom, but the University is also committed to free speech.

4.0 Report of the Provost and Vice-President Academic
John Corlett, Provost and Vice-President Academic, reported on the following:
• Distinguished Teaching award winners were announced: Cristina Anton, Lynne Honey, and Diane Symbaluk, of the Faculty of Arts and Science, and Joan Mills, Faculty of Nursing. Distinguished Researcher award winner is Sandy Jung, Faculty of Arts and Science. Acknowledgement and awards will be presented at convocation.
• Lynn Wells has been appointed Associate Vice-President, Students, beginning July 1, 2018. As AVP, Students, Lynn’s responsibilities encompass student development, student life and student support. She will lead the planning, development, organization and administration of student-related policy and services in support of student success strategies.
• Reminder of convocation, which will be held June 19, 20, and 21, 2018. Faculty attendance is a meaningful recognition to students and all are encouraged to attend.
• Medals of Excellence award winners will be announced soon.

5.0 Presentations
5.1 International SOS
Jim Ross, Director, Risk and Assurance Services, presented for information, a University contract that provides medical and travel security services to faculty, staff and students who travel as part of University activities. The agreement with International SOS was executed in December 2017.
Points of the presentation were:

- J. Ross provided background of the contract’s development and review process. International SOS is not another insurance company; it is a call-center referral service that provides medical and travel security assistance. Should an incident arise in another country, immediate and appropriate help must be accessible to the traveller. The service provides referrals, case management, pre-departure preparation, destination information, and travel safety education.
- The service is for outside of Canada only, and only MacEwan University related travel, and not for vacation or personal travel.
- Next step is working with Communications and Marketing, to build an awareness program.
- Service is planned to be available to travellers in the Fall.
- At a presentation to Executive Committee, it was asked, “What happens should SOS refer a traveller to one of its approved medical providers, but Great West Life does not approve the provider?” Because the direct billing arrangement ensures communication between SOS and Great West, Risk and Assurance Services is satisfied that this will not happen.

The following points arose in discussion:

- Ongoing implementation of the contract will be reviewed by the Travel Advisory Committee, with some portions by Risk and Assurances. Agreement renewal is on a yearly basis.
- At present, the entire payment is by the University, but this will be reviewed at renewals because the current set-up is based on the number of travellers, which could change.
- In the case of combined travel, while University related travel has 100% coverage, personal portions are only insured by Great West Life, and travellers could contact them.

5.2 Affordable Instructional Materials and Open Educational Resources

Robbie Lepp, SAMU Vice-President Academic, and Robyn Hall, Librarian, presented information, and asked for AGC feedback, on affordable instructional materials and open educational resources (OERs) for potential use at MacEwan University. Informational data cards and bookmarks were distributed to all attending.

Points of the presentation included:

- 1,233 Students participated in a survey. The data captured is stunning and tells of significant impacts on learning, education accessibility, course choices, and the stress students experience. (Data is included in meeting package materials, data card and bookmark.)
- SAMU is forming a committee with students, faculty, and bookstore staff, to invite publishers to present their initiatives. Initiatives include shipping large amounts from their warehouses, to reduce shipping costs, selling used/older editions.
- Solutions offered were: Use of older editions; use of Library textbook collection; scanning materials to make them accessible; use of wide variety of books already put online by the Ontario and British Columbia governments, or by the University of Alberta and other Albertan universities and colleges; and, offer ‘Zed creds’, classes with no materials to purchase.
- Advantages include: Flexible benefits under open copyright; faculty can share and adapt to suit their course; a less rigorous process, less cost to publish openly.

Issues are: University structure does not support faculty’s choice; faculty wish to choose open publication but fear no evaluation credit if they do; the May 1st order deadline; access codes to
textbooks is not feasible because the fee must be paid immediately and opt outs to avoid it are only allowed on day one, also, access cannot be resold; there is no flexibility.

AGC offered the following feedback/suggestions:

- Increasing faculty awareness of colleagues using alternative strategies, such as articles, producing own or using online materials, would encourage others to do the same. Maybe in each faculty, a student could put together a set of alternative materials faculty have used.
- Work with the bookstore-publishers to order older editions.
- Faculty could examine course outlines, explicitly say use of older editions is allowed. Perhaps organize students to buy into a group of textbooks together, to reduce costs.
- Review and use portions of textbooks that are good and have them on e-reserve.
- Make teachers aware that librarians provide helpful guidance to alternative materials.
- Discuss the May 1st deadline with the bookstore; faculty do not have sufficient time to review before choices must be made.
- Services for Students with Disabilities encourages the creation of accessible course materials. Resource links will be added to the BeBookSmart website so faculty can ensure academic materials for students with disabilities are designed to be accessible with minimal need for retroactive conversion to accessible formats for students.

In closing, R. Lepp encouraged everyone to access SAMU.ca/bebooksmart, for information for both students and faculty. He strongly urged AGC members to spread the word to other faculty.

5.3 SAMU Vice-President Academic Report

Robbie Lepp presented for information, his last report to AGC as SAMU Vice-President Academic. The list of his accomplishments included:

- Affordable instructional materials, researching, promoting, and presenting.
- Student Advisory Committee orientation for students on committees is a blackboard course,
- Worked with many subject matter experts and business analysts to learn the needs and wants of the wait-list program, and new solutions are being implemented in the next academic year,
- Assisted to complete the graduation policy review with Academic Planning and Priorities Committee and Office of the University Registrar,
- Acquired a classroom scheduled for students to use as quiet study space year-round,
- Assisted Research Council in planning and providing volunteers for MacEwan University’s first annex event,
- Worked with Andrew Howell, to survey students on attitudes toward reading break, results will be presented at next Student Research Day,
- Worked with Academic Schedule Principles Task Force to edit/update the academic schedule regulations toward implementing the week-long reading break and fixing outdated principles,
- Attended an international student conference in Ukraine, provided and listened to insights on student issues,
- Worked with other SAMU executive committee members to interview and hire a new General Manager.

R. Lepp introduced Jackie Kent, incoming SAMU VP Academic.

Deborah Saucier, President, led the AGC in offering R. Lepp congratulations on his graduation.
6.0 Committee Reports

6.1 Academic Planning and Priorities Committee
Ion Bica, Chair of the Academic Planning and Priorities Committee (APPC) presented the following proposal for approval:

6.1.1 Faculty of Arts and Science Proposal to Suspend General Studies Program
Ion Bica provided the background and reasons why the program is proposed for suspension.

AGC-02-04-17-2018
Mover/Seconder: W. Richards, R. Lepp
To approve the suspension of General Studies, effective July 1, 2018, as presented in agenda item 6.1.1.
— Carried

6.2 Committee on Admission and Transfer
Kathleen Miller, Chair of the Committee on Admissions and Transfer (CAT) presented the following proposals for approval:

6.2.1 Bachelor of Arts Admission Criteria Review
Asked if regular stream admission criteria should also change, Craig Monk, Dean of the Faculty of Arts and Science, responded that analysis indicated changing it would have no impact.

Regarding the suitability of the English course, C. Monk explained that Faculty Council delegated to an Associate Deans group and all chairs to form this proposal, and the English Chair, being included in this group, approved the English course requirement.

AGC-03-04-17-2018
Mover/Seconder: R. Lepp, M. Shadnam
To approve changes to the Bachelor of Arts Admission Criteria, effective Fall 2019, as presented in agenda item 6.2.1.
— Carried

6.2.2 Bachelor of Science Admission Criteria Review
EC-04-04-17-2018
Mover/Seconder: D. Johnson, H. McRae
To approve no changes to the Bachelor of Science admission criteria, effective Fall 2019, as presented in agenda item 6.2.2.
— Carried

6.2.3 Bachelor of Science in Engineering University Transfer Admission Criteria Review
AGC-05-04-17-2018
Mover/Seconder: R. Jenne, K. Buro
To approve no changes to the Bachelor of Science in Engineering University Transfer admission criteria, effective Fall 2019, as presented in agenda item 6.2.3.
— Carried
6.2.4 Paralegal Studies Admission Criteria Review
AGC-06-04-17-2018
Mover/Seconder: A. Gilliland, D. Kato
To approve the admission criteria for the Paralegal Studies program, effective Fall 2019, as presented in agenda item 6.2.4.
— Carried

7.0 Faculty and School Councils
7.1 Faculty of Fine Arts and Communications
7.1.1 FFAC Council Bylaw Changes
Allan Gilliland, Dean of the Faculty of Fine Arts and Communications (FFAC), presented the FFAC Council Bylaw Changes for AGC for approval.
AGC-07-04-17-2018
Mover/Seconder: A. Gilliland, R. Baril
To approve the proposed changes to the Faculty of Fine Arts and Communications Council Bylaws, effective for the 2018-19 academic year, as presented in agenda item 7.1.1.
— Carried

8.0 Question Period
Chair Deborah Saucier opened the question period and the following questions arose:

• We have policies that we as faculty must treat fellow faculty members with respect. Are there policies that say students must treat faculty with respect? How are faculty supported?
  o The University has policies such as the Student Rights and Responsibilities, which outlines a student code of conduct, the Academic Integrity Policy, which is now in place, and a non-academic conduct policy, now in the final stages of approvals. There are also standard procedures for when a student is being disruptive and there is imminent threat, such as the ability to call on Security, and there is a Student-at-Risk protocol in Student Affairs to advise the University through that process.
  o It is important to be aware that sometimes misconduct is a matter of a student’s inability in dealing with behavioural issues, issues of mental illness, and such, and faculty must be attentive to the duty to accommodate students with these. Misconduct and issues of faculty safety, are generally managed on a case by case basis.

• How do faculty find out what they can do to deal with these things when they happen?
  o The relevant pieces are the student code of conduct and non-academic offense policy.
  o Regarding duty to accommodate students with behavioral issues, policy improvements bring optimism that these can be responded to more robustly in future.

• There is concern for a lack of expertise in assessing applications for research funds. Faculty are supposed to write about research, but at a level everyone can understand, which seems counter to research. Is there a way to encourage committees to ask for expertise if they do not understand the research application?
  o J. Corlett explained that the University has never run up on a limit on money, so no one is being disadvantaged because of priority in money decisions. He disagreed with the perception that people on the panel do not have the expertise to adjudicate. He
stated he was not aware of any applications turned down on the basis that the panel did not know what the researcher was talking about.

- Coming from mathematics, it is a problem for us. If someone, trying to get funding internally, is more successful in getting NSERC money, this could be a clue.
  - If someone in mathematics, in trying to get funding internally, is more successful with NSERC, it could be that NSERC is not as particular about including students in its research.

9.0 Future Agenda Items/Next Meeting May 10, 2018

The next meeting is Thursday, May 10, 2018, from 5:00 to 8:00 p.m. in Room 9-201 CCC.

10.0 The meeting adjourned at 6:30 p.m.