## Open Agenda
October 30, 2018 (5:00 – 8:00 pm)  
MacEwan University, 9-201 City Centre Campus

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<td><strong>1.0 Call to Order</strong></td>
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<td><strong>6.0 Board of Governor’s Report</strong></td>
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<td><em>(Deborah Saucier)</em></td>
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<td>*(Marg Leatham) <em>(myShare Addendum 1)</em></td>
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<td><strong>8.0 Report of the Provost and Vice-President Academic pro tempore</strong></td>
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<td><em>(Craig Monk)</em></td>
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2.0 Approval of Agenda

5 min  **10.0 Question Period**  

5 min  **11.0 Future Agenda Items/Next Meeting –**  
**November 27, 2018**

2 min  **12.0 Items for Information**  
**12.1 Indigenous Ceremonial Practices Policy and Indigenous Ceremonial Procedures (myShare)**  

**13.0 Adjournment**  
**Brief Recess: Move to Closed Session**

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**Reference Items**
1. [Membership List](#)  
2. [Attendance Record](#)  
3. [Meeting Schedule 2018-2019](#)

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Please advise in advance if you are unable to attend by contacting the Office of University Governance at [academicgovernance@macewan.ca](mailto:academicgovernance@macewan.ca).

Note: the information and documents presented in this meeting package are not considered of official record until reviewed and approved by Academic Governance Council (AGC). All final decisions are recorded in the approved minutes of AGC and can be accessed by contacting the Office of University Governance at [academicgovernance@macewan.ca](mailto:academicgovernance@macewan.ca) or online at [www.macewan.ca/acadpemicgovernance](http://www.macewan.ca/acadpemicgovernance).
Open Session

Draft Minutes

Chair: Deborah Saucier
Vice-Chair: Lynne Honey

Present:
- Raymond Baril
- Nina Bernstein
- Michael Buhr
- Karen Buro
- Colin Campbell
- Wanda Costen
- Debbie Couves
- Nancy Digdon
- Rickard Enstroem
- Pam Farvolden
- Makarand Gulawani
- Krista Hanscomb
- Catherine Hedlin
- Andrew Howell
- Robert Irwin
- David Johnson
- Jackie Kent
- Shawna Large
- Colleen Maykut
- Fred McGinn
- Debbie McGugan
- Heather McRae
- Susan Mills
- Craig Monk
- Abigail Parrish-Craig
- Paul Prince
- William Richards
- Raina Rudko
- Vince Salyers
- Mike Sekulic
- Masoud Shadnam
- Elizabeth White-MacDonald
- Nataliya Zadorozhna

Alternate Student Members:
- Emma Patterson
- Tansy Spyker

Regrets:
- Sarah Copland
- Allan Gilliland
- Shahidul Islam
- Randy Jenne
- David Johnson
- Dave Kato
- Taegan Lloyd
- Audrey Luchianov
- Brian Parker
- Kathaleen Quinn
- Sony Raj
- Lindsey Whitson
- Tara Winsor

Guests/Speakers:
- Roxanne Tootoosis, Indigenous Knowledge Keeper and Facilitator, kihêw waciston
- Mark Arnison, Chair Ad Hoc Committee on Academic Policy Process Review
- David McLaughlin, Executive Director, Institutional Analysis and Planning
- Anthony Norrad, Associate Registrar, Admissions and Transfer
- Roxanne Runyon, Sexual Violence Prevention and Education Coordinator
- Michelle Plouffe, General Counsel and Vice-President, Governance, Diversity and Inclusion
- Calin Antun, Vice-Chair, Committee on Admissions and Transfer
- Stuart MacLean, Associate Vice-President, Facilities
- Jacqueline McLeod, Director, Space Management

AGC Secretariat:
- David Epp
- Irene Hacke, Scribe

1.0 Call to Order

The meeting was called to order at 1:02 p.m.

Deborah Saucier, President, MacEwan University, presented ceremony protocol to Roxanne Tootoosis, Indigenous Knowledge Keeper and Facilitator, kihêw waciston, and requested a blessing for the meeting. R. Tootoosis led a ceremony and prayer in Plains Cree and in English.
Chair Saucier thanked each outgoing AGC member for their service and explained that, in appreciation, each of the books on display will be donated to MacEwan Libraries on behalf of a member.

**2.0 Approval of Agenda**

Chair Saucier requested the following three proposed changes to the June 8 agenda and called for a vote:

- To change Agenda Item 6.2, Admissions Policy Revisions, from presentation ‘For Decision’ to ‘For Discussion’
- To postpone Agenda Item 7.1.3, Bachelor of Early Childhood Curriculum Studies Admission Criteria
- To add the student named on the Exception List to the List of Spring 2018 MacEwan University Graduands.

— Carried

The Academic Governance Council (AGC) agenda for June 8, 2018, as amended, and the following items on the consent agenda were approved:

- 2.1 AGC Open Meeting Minutes: May 10, 2018
- 2.2 Executive Committee Minutes: May 22, 2018
- 2.3 Faculty of Arts and Science Curriculum Changes
- 2.4 Faculty of Fine Arts and Communications Curriculum Changes
- 2.5 School of Business Curriculum Changes

**AGC-01-06-08-2018**

Mover/Seconder: M. Buhr, R. Baril

To approve the Academic Governance Council agenda for June 8, 2018, as amended, and the items on the consent agenda, as presented.

— Carried

**3.0 Board of Governor’s Report**

Deborah Saucier, President of MacEwan University, presented the Board of Governor’s report.

**4.0 President’s Report**

Deborah Saucier, President of MacEwan University, reported on the following:

- Spring Convocation is June 19 through 21; members are encouraged to attend.
- A second Indigenous Knowledge-keeper will be hired to keep up with demand. This hiring, funded by the Faculties and Schools, demonstrates the University’s commitment to the Truth and Reconciliation Calls to Action.
- Spring Faculty/Staff Appreciation BBQ will be held June 27.
- President Saucier and Terri Suntjens, kîhêw waciston Director, are invited to attend Blue Quills First Nations College graduation this year. Chair Saucier expressed it is an honour to be invited.
- Chair Saucier thanked all AGC members for their service. She was especially happy that Council discussions were thought-provoking, critical, and conducted with respect.

**5.0 Report of the Provost and Vice-President Academic pro tempore**

Craig Monk, Provost and Vice-President Academic pro tempore, offered the following updates:
• Debbie McGugan has agreed to renew her role as Dean of Libraries through June 30, 2019.
• Cynthia Zutter, Associate Vice-President, Research and Teaching, expressed her desire for renewal, and a reappointment process has begun.
• Heather McRae, Dean, School of Continuing Education, expressed her desire for renewal, and a reappointment process will begin soon.
• A search is underway for a third Associate Dean, Faculty of Arts and Science, who would be interim and hold office for the 2018-19 academic year.
• Lynne Honey, Chair and Associate Professor, Psychology, begins a one-year term as Interim Director, CAFÉ on July 1. She will develop programming for the 2018-19 year, consult to learn expectations of CAFÉ, and recommend a governance model. The director search begins July 2019.
• Cynthia Puddu, Assistant Professor, Health and Community Studies, begins a 22-month term as Director, Research Development and Innovation, September 1, 2018. She will support and expand the Board of Governor’s Research Chair program and the Canada Research Chairs program.
• Toward the development of an Integrated Strategic Plan (ISP) for 2019-20 and beyond, a Foundation Plan Development Committee is being formed. Consultation and drafting of the ISP will occur over Winter 2019, with a draft Plan expected to be completed in a year’s time.
• Because programs and curricula are not aligned under the legislative powers of AGC due to its definition in the Post-secondary Learning Act (PSLA), C. Monk proposes re-engaging legislative governance to be able to introduce changes. Another possible change could be to re-establish the Provost in a more active role in AGC.
• C. Monk would like to see AGC used much more as a forum for discussing issues of interest as described in section 4.1.1 of the AGC Bylaws. Discussions of important, difficult conversations can provide leadership and guidance in day-to-day processes of the academy.

Questions were invited and the following points arose in the discussion:
• Since expectations and a new model of CAFÉ were discussed, is it fair to understand that there are some existing problems?
  o Though C. Monk would like to share the review report further, the charter specifies limits of confidentiality, and it cannot be shared more widely. While CAFÉ has done fabulous things, a renewal of its mission should be considered by the University community.
  o The Provost is accountable for the activities in CAFÉ.
• What decisions went into the development of AGC at the time of its establishment? Is there interest among its members for a review of AGC’s current structure?
  o The first AGC met in Jan 2009. Some legislative requirements in the PSLA as to structure, chairs and other matters, were involved in AGC’s development. Should Government wish to change the University to have a GFC, which may happen, it would mean opening the PSLA. Then, the question of a review would become prescriptive and important.
  o More on the possible change from AGC to GFC will be known in late October, when the next legislative session is held.
• It was suggested the topic of reviewing AGC be discussed by AGC to bring to light, not only to potential changes, but to where AGC has come as a Council, and what its responsibilities are in the Baccalaureate and Applied Studies Institution sector of the PSLA.
• C. Monk invited members to write to him directly with any thoughts or questions.
6.0 Presentations

6.1 Academic Policy Process Review Report and Recommendation
Mark Arnison, Chair of the Ad Hoc Committee on Academic Policy Process Review (APPR), and David McLaughlin, Executive Director, Institutional Analysis and Planning, presented APPR’s review report and its recommendation of an Academic Policy Committee.

AGC-02-06-08-2018
Mover/Seconder: R. Irwin, A. Parrish-Craig
To approve the creation of a new Academic Policy Committee as an Academic Governance Council standing committee, effective Fall 2018.
— Carried

6.2 Admissions Policy Revisions
Tony Norrad, Associate Registrar, Admissions and Transfer, presented revisions to the Admissions policy.

The following points arose in discussion:

- Though the policy explicitly prohibits admission interviews, one Faculty holds auditions. This appears to be in opposition to the policy.
  - The Admissions and Transfer office, is satisfied that the requirements under section 4.5 allow auditions. Interviews differ from auditions in that they allow a conversation.
- If an applicant’s primary language is English, and the student was on an exchange for the last 3 years, would they be required to demonstrate English as their primary language?
  - In 2011, the University moved from using ‘first language’ wording, to ‘primary language’. It does make determinations more challenging, but is not aimed to be onerous.
- Section 5.2.2 talks of further documentations of criminal record or detention checks, but there is nothing else in the procedure about these. Are the checks done at the program level?
  - Yes, the checks are not required for admission, but for practice within programs.
- AGC is responsible for approving admission requirements, has there been any discussion about Faculty/School Councils involvement with approvals?
  - No such discussion was had. The Admissions Office will agree to any process a Faculty/School Council puts forward with the only requirement that this step be completed before the proposal goes to the Committee on Admissions and Transfer (CAT) for approval.
- The Admissions policy and related procedures will be posted for comment on the policy website for 20 days and will be presented for final approval at the July 17, 2018 AGC Executive Committee meeting.

6.3 Sexual Violence Policy Revisions
Roxanne Runyon, Sexual Violence Prevention and Education Coordinator, presented the proposed revisions to the Sexual Violence policy for AGC approval. Michelle Plouffe, General Counsel and Vice-President, Governance, Diversity and Inclusion, was on hand to help with questions.

Highlights of R. Runyon’s presentation were:

- The revisions provide clarity, especially on two important areas, the first is understanding disclosure versus complaint so that responsibilities are understood: Disclosure is the sharing of information about sexual violence with a member of the MacEwan University community. Complaint is the sharing of information for the purpose of filing a report under policy.
The second is understanding the First Responder’s role and responsibilities; to receive disclosure and connect to resources to provide options. The policy states first responders cannot take action against the informing person, and if an imminent or ongoing risk to community safety exists, there is a requirement to pass information on to Security Services or to the Sexual Violence Response Coordinator. The procedures also outline support for first responders, both in their roles and for themselves.

The topic was opened for discussion and the following points arose:

- Section 3.3.6 of the procedures regarding an investigator: This section was intentionally left open because there could be any number of people who will investigate, including a Dean if the survivor is faculty. There is a sexual response team, and there is a guide with a criterion for when the University is to go outside of campus for an investigator.
- Section 5.5.2, in bundling ‘policy, the collective agreements and law’, it appears to muddy the waters between policy and law.
  - There is a close relationship between policy and law and there are instances where a breach of policy aligns with a breach of law (such as involving a minor).
  - An inconsistency between policy and procedure was noted where, in the policy, it is stated the first responder will refer to the law, while in the procedure, it is stated the first responder will refer to the law only if the survivor desires.
- Can the policy ensure that the support offered to first responders are registered psychologists or other trained professionals? There is a risk associated with paraprofessional treatment, especially in trauma, and crisis debriefing could have counter-productive and dangerous effects. It is hoped these procedures would not be mandated unless and until validated.
  - Hiring of professionally trained staff, a social worker and a full-time psychologist in the Sexual Violence Response Coordination office is in progress. As well, MacEwan Wellness and Psychological Services is available to faculty and staff.
- Regarding broad language about people in a condition of unconsciousness or being unable to speak, what about people with standing conditions such as cerebral palsy?
  - This language is broadened from what was before, it is in alignment with the criminal code, and the aim is to be inclusive.
- Does the survivor have a role in the investigation?
  - There are circumstances where a report will go forward even though the survivor does not make a complaint. The onus is on the University; if anyone in the community is at risk, there is an obligation to investigate. Although, if the complainant is not the survivor, it is rare that it would go forward.
- The Sexual Violence Policy revisions will be posted for comment on the policy website.

6.4 Fall Term Break Extension

- Jackie Kent, Vice-President Academic of Students’ Association of MacEwan University, presented for discussion a draft proposal to implement a week-long Fall Term Break for 2019. J. Kent explained the full week is beneficial as two extra days will give students time for a mental health break, to get help with studies, and visit family.

The following points arose in discussion:

- The week-long break makes the break between Fall and Winter terms shorter; some would prefer the guarantee of a longer break around Christmas.
Should everyone agree, the majority of students prefer an earlier start, before Labour Day, if necessary.

- It was suggested to engage Institutional Analysis and Planning (IAP) to see what might be learned. For instance, in the Faculty of Nursing, a set number of clinical hours must be met.
- IAP offered to link information it has already in possession; however, students must know this information will be published.
- It would allow more confidence to know how many students and who want the week-long break, such as 100 percent of music students want this, or 100 percent of social students do not. And bringing the data to AGC early in the Fall will avoid further delay.
- A 61 percent rate from students is low, it is concerning to not know what the other students think of this possibility, and perhaps should they not want it, that is a large percentage.
- It must be considered, whether there is programming in Fall term that is in condensed format, for which missing a week greatly impacts this program, such as a 12-week program. English as an Additional Language, is a four-month term, already condensed from a five-month.
- It was noted, no opposition to this proposal was voiced, just the desire for more information.
- President Deborah Saucier offered to arrange a meeting to confirm what data is wanted and determine a tool to get more students from a wider spectrum.
- It was suggested students poll faculty and students, ask their department/program information, if a condensed or 12-week program or has certain requirements to take into consideration, to determine how best to schedule the break, and then present it to AGC in the Fall.

7.0 Committee Reports

7.1 Committee on Admission and Transfer
Calin Anton, Vice-Chair of the Committee on Admissions and Transfer (CAT) presented the following proposals for approval:

7.1.1 English Language Proficiency Requirements Recommendations

AGC-03-06-08-2018
Mover/Seconder: H. McRae, R. Irwin.
To approve the changes to the English Language Proficiency requirements, effective the 2019-2020 academic year, as presented.
— Carried

7.1.2 Theatre Arts Diploma Admission Criteria Review
These criteria align with current practice of the University. While a change in requirements for mature students seems as though more is added than others, it is actually less.

AGC-04-06-08-2018
Mover/Seconder: W. Richards, R. Baril
To approve changes to the Theatre Arts Diploma admission criteria, effective Fall 2019, as presented.
— Carried

7.2 Executive Committee

7.2.1 AGC Vice-Chair Election
Lynne Honey, Vice-Chair, AGC Executive Committee, conducted an election for the 2018-2019 AGC Vice-Chair.
AGC-05-06-08-2018  
Mover/Seconder: L. Honey, C. Hedlin  
That Raymond Baril be appointed as Vice-Chair of Academic Governance Council for a one-year term beginning September 1, 2018 and ending August 31, 2019, or until a successor is elected.  
— Carried

7.2.2 AGC Executive Committee Election  
Lynne Honey, Vice-Chair, AGC Executive Committee, conducted an election for the 2018-2019 AGC Executive Committee members.

AGC-06-06-08-2018  
Mover/Seconder: L. Honey, A. Howell  
That Wanda Costen, Kevin Hood, Robert Irwin, Annetta Leatham, Peter Myhre, Raina Rudko, Lindsey Whitson, and Randi Ziorio-Dunlop, be appointed to the Academic Governance Council Executive Committee for a term beginning September 1, 2018 and ending August 31, 2019.  
— Carried

7.2.3 AGC Committees Nominations Slate  
AGC reviewed the list of names of students appointed by the Students’ Association of MacEwan University (SAMU) to AGC and AGC standing committees, presented for information.

7.2.3 ConfidenceLine Report  
AGC Executive Committee received and accepted the ConfidenceLine Review Report, indicated its satisfaction with ConfidenceLine’s functioning in its first year of operation, expressed support for ConfidenceLine’s continued operation, and agreed that the report would remain confidential at the executive level.

8.0 Faculty and School Councils

8.1 Faculty of Nursing Council Bylaws  
Vince Salyers, Dean, Faculty of Nursing, proposed changes to the Faculty Council’s Bylaws.

AGC-07-06-08-2018  
Mover/Seconder: V. Salyers, F. McGinn  
To approve the proposed changes to the Faculty of Nursing Council Bylaws, effective for the 2018-2019 academic year, as presented.  
— Carried

8.2 School of Business Council Bylaws)  
Wanda Costen, Dean, School of Business, presented the Faculty Council’s Bylaws for approval.

AGC-08-06-08-2018  
Mover/Seconder: W. Costen, R. Rudko  
To approve the School of Business Council Bylaws, effective September 1, 2018, as presented.  
— Carried

8.3 Faculty of Health and Community Studies Curriculum Changes  
Fred McGinn, Dean, Faculty of Health and Community Studies, proposed curriculum changes in a single omnibus motion, effective for the academic year indicated, as presented.
Academic Governance Council Meeting Minutes: June 8, 2018

AGC-09-06-08-2018
Mover/Seconder: F. McGinn, W. Richards
To approve the Faculty of Health and Community Studies curriculum changes in a single omnibus motion, effective for the academic year indicated, effective Fall 2019, as presented. — Carried

9.0 Campus Master Plan
Stuart MacLean, Associate Vice-President, Facilities, and Jacqueline McLeod, Director, Space Management, presented the Campus Master Plan for information.

Since many objectives of the Single Sustainable Campus Plan were met, a new Master Campus Plan that provides a 20- to 30-year horizon, with a focus on the first 10 years, is now needed. Facilities is finalizing the Master Campus Plan, and this will be brought to the Board of Governors. With Board approval, the Plan will be implemented.

The following points arose in the discussion:

• Concern was expressed about the possible closure of parking lots.
  o Where there are presently surface parking lots, the plan locates underground parking lots, with the possibility of multiple levels below ground.
• The plan is intended for a campus that benefits from a transformed downtown that has attracted a lot of downtown residents, many of whom are faculty, staff, and students.
• Current surface parkade and University Service Centre will be transformed into green space.
• There will be no reduced use of pedways, rather, increased alternatives will be offered.
• It was advocated for a walkable campus through January and February.
  o Exterior changes will enhance the use of campus in Winter.
• The greater idea is to make buildings and campus more permeable (easier to access).
• The current amphitheatre is now underutilized and will be reanimated.

10.0 Question Period
No questions were posed.

11.0 Future Agenda Items/Next Meeting September 25, 2018
The next meeting is September 25, 2018.

13.0 The meeting adjourned at 3:50 p.m.
1.0 Call to Order
The meeting of Academic Governance Council (AGC) was called to order at 5:30 p.m.

Deborah Saucier, Chair, AGC 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 welcomed new and returning members to AGC, and introduced the new Director of University Governance, Gina DeVeaux.
2.0 Approval of Agenda
AGC-01-09-25-2018
Mover/Seconder: Dave Kato, Lucio Gelmini
To approve the Academic Governance Council agenda for September 25, 2018, as presented.
—Carried

3.0 AGC Open Minutes: June 8, 2018
The June 8, 2018 minutes will be on the October 30, 2018 AGC Agenda for decision.

4.0 Approval of Consent Agenda
The following items were approved/reviewed on the consent agenda:

- 4.1 AGC Annual Summary 2017-2018
- 4.2 Executive Committee Minutes: September 4, 2018
- 4.3 Dissolve Ad Hoc Committee on Academic Policy Process Review
- 4.4 Faculty of Arts and Science Curriculum Changes

AGC-02-09-25-2018
Mover/Seconder: Karen Buro, Bob Graves
It was requested to defer Item 4.5, Faculty of Nursing Curriculum Changes, for approval at a future meeting.
To approve the items on the consent agenda, as amended.
—Carried

5.0 Report of the Provost and Vice-President Academic pro tempore
Craig Monk, Provost and Vice-President Academic pro tempore, reported on the following items:

- Myrna Khan, Vice-President University Relations, began her term September 1, 2018, and is attending today’s AGC meeting.
- Welcomed David McLaughlin to AGC in his new role as Associate Vice-President, Planning and Analysis and Registrar, reporting to the Provost. David will lead the combined functions of the Office of the University Registrar, Institutional Analysis and Planning, and Student Financial Aid within Academic Affairs.
- Future faculty recruitment postings will include a new inclusion and diversity statement.
- Code of Conduct question follow-up from a previous AGC meeting:
  - The Associate Vice-President, Students and the Deans are putting together a “What If …” one-pager to address concerns about Code of Conduct policies.
- Research Council question follow-up from a previous AGC meeting:
  - As all AGC Standing Committees, Research Council has Terms of Reference subject to AGC’s review.
  - Research funding adjudication is never flawless and internal grants applications must be accessible for general audience.
- Search and Reappointment for the Dean of the Library has committed to two rounds of interviews.
- Research
Policy and procedure development underway to support post-doctoral fellows and other visitors;
Dr. Kristopher Wells, Faculty of Health and Community Studies, has been awarded the Tier II Canada Research Chair in Sexual and Gender Minority Youth Issues, effective September 1, 2018;
Further investment in Board of Governors Research Chair program that rebalances workload towards scholarly activity;
Article 12 = Alternative Workload Assignments:
  ▪ Averaging of teaching over three years;
  ▪ Accommodate “significant” research and creative demands.

Student Course Evaluation Survey Results
Ryerson arbitration case finds numerical averages to be meaningless in tenure and promotion;
There is currently a widespread use of averages for comparison within and across departments.

Questions were welcomed, and the following point arose in the discussion:
Further consideration must be given to the reliance on student evaluations when considering faculty performance appraisals.

6.0 Committee Reports
6.1 Academic Planning and Priorities Committee
6.1.1 Annual Report 2017-2018
Dawn Sadoway, Chair, Academic Planning and Priorities Committee (APPC), presented the APPC Annual Report 2017-2018 for information.

6.2 Committee on Admissions and Transfer
6.2.1 Annual Report 2017-2018
Calin Anton, Chair, Committee on Admissions and Transfer (CAT), presented the CAT Annual Report 2017-2018 for information.

6.3 MacEwan Committee on Internationalization
6.3.1 Annual Report 2017-2018
Jenny McGrath, Chair, MacEwan Committee on Internationalization (MCI), presented the MCI Annual Report 2017-2018 for information.

6.4 Research Council
6.4.1 Annual Report 2017-2018
The Research Council (RC) Annual Report 2017-2018 will be included on the Consent Agenda at the October 30, 2018 AGC meeting.

6.5 Research Ethics Board
6.5.1 Annual Report 2017-2018
Michael Seredycz, Chair, Research Ethics Board (REB), presented the REB Annual Report 2017-2018 for information.

6.5.2 Focus Statement 2018-2019
Michael Seredycz, Chair, Research Ethics Board (REB), presented the REB Focus Statement 2018-2019 for information.
6.6 Student Services Committee
6.6.1 Annual Report 2017-2018
Carolee Pollock, Chair, Student Services Committee Board (SSC), presented the SSC Annual Report 2017-2018 for information. She noted that one task on last year’s Focus Statement, developing an Online Degree Audit system, was beyond the scope of the Committee. The University Registrar reported that work on an Online Degree Audit system will begin in February 2019 with an anticipated completion date of mid-2020.

7.0 Faculty and School Councils
7.1 Faculty of Arts and Science Council
7.1.1 Annual Report 2017-2018
Melike Schalomon, Interim Chair, Faculty of Arts and Science Council, presented the Faculty of Arts and Science Council Annual Report 2017-2018 for information.

7.2 Faculty of Fine Arts and Communications Council
7.2.1 Annual Report 2017-2018
Allan Gilliland, Chair, Faculty of Fine Arts and Communications Council, presented the Faculty of Fine Arts and Communications Council Annual Report 2017-2018 for information. He noted that the Official Opening of Allard Hall will be held on September 27, 2017 and everyone is welcome.

7.3 Faculty of Health and Community Studies Council
7.3.1 Annual Report 2017-2018
Fred McGinn, Chair, Faculty of Health and Community Studies Council, presented the Faculty of Health and Community Studies Council Annual Report 2017-2018 for information.

7.4 Faculty of Nursing Council
7.4.1 Annual Report 2017-2018
Vince Salyers, Chair, Faculty of Nursing Council, presented the Faculty of Nursing Council Annual Report 2017-2018 for information.

7.5 School of Business Council
7.5.1 Annual Report 2017-2018
Wanda Costen, Chair, School of Business Council, presented the School of Business Council Annual Report 2017-2018 for information.

7.6 School of Continuing Education Council
7.6.1 Annual Report 2017-2018
Heather McRae, Chair, School of Continuing Education Council, presented the School of Continuing Education Council Annual Report 2017-2018 for information.

All Faculty and School Councils were commended on their work accomplished throughout the past year.

8.0 President's Report
D. Saucier vacated the Chair, and R. Baril presided.

Deborah Saucier, President of MacEwan University, reported on the following:

- On August 3, MacEwan was honoured with a visit from the Lieutenant Governor of Alberta, the Honourable Lois Mitchell. The President accompanied her on a MacEwan University campus
tour and their interactions resulted in an invitation from the Lieutenant Governor to the Global Business Forum in Banff on September 27-28.

- On September 24, the President and Terri Suntjens, Director, Indigenous Initiatives and kihew waciston, had an introductory meeting with the Association of First Nations (AFN) Regional Chief Marlene Poitras and AFN Advisor – NCO Jed Johns (former SAMU President). MacEwan University's actions to implement the Truth and Reconciliation Calls to Action were discussed.
- The President will participate in a scoping session at the University of Melbourne, from 8 to 10 October 2018, for a proposed Commonwealth Peace and Reconciliation Network.
- As a Universities Canada Education Committee member, beginning in October, the President will assist in the implementation of the Athena SWAN initiative, as announced in Budget 2018, to enhance the participation of women in the sciences.
- A PSLA Governance Changes Task Force is being struck in anticipation of the Government of Alberta opening the Post-secondary Learning Act (PSLA) in the Fall of 2018, for potential implementation prior to the 2019-2020 academic year.
- Institutional Analysis and Planning completed a draft survey with questions on the Fall Reading Break, which was projected for members to view. The one-page document includes background information and two multiple choice questions on different options for the break, and will be sent to all students, faculty, and staff.
  - A member suggested revising the introduction to ensure clarity that a four- day break, when combined with Remembrance Day, would result in five concurrent days off.

9.0 Question Period

D. Saucier noted that sending her questions in advance would result in more complete responses. Questions should be directed to Gina DeVeaux or Marg Leatham. Questions arising from topics discussed at the current AGC meeting are also welcome from the floor.

The following questions arose during question period:

- Why does the cost of hosting a conference or event at MacEwan seem higher than elsewhere?
  - Conference Services is run on a complete cost recovery basis. The Vice-President, Resources and People, will be reviewing those structures to determine costs compared to competitors. It was noted that Allard Hall is not a strictly educational space and is more expensive to rent than facilities in other buildings.
- Where would base funding come from for proposing conferences to use as leverage for matching funds?
  - The Provost replied that in most cases discretionary funds should probably come from the local, or Department level, as they will have a better understanding of the value of the event.

R. Baril vacated the Chair, and D. Saucier presided.

11.0 Future Agenda Items/Next Meeting

The next meeting is October 30, 2018.

12.0 The meeting adjourned at 7:15 p.m.

Moved by Vince Salyers to adjourn the meeting.
<table>
<thead>
<tr>
<th>Submission to</th>
<th>Academic Governance Council</th>
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<tbody>
<tr>
<td>Meeting Date</td>
<td>Submitted by</td>
</tr>
<tr>
<td>2018-10-30</td>
<td>Samuel Mugo, Chair, Research Council</td>
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<tr>
<td>Agenda Item</td>
<td>Research Council Annual Report 2017-2018</td>
</tr>
<tr>
<td>Resource Staff</td>
<td>Nicole Colantin, Administrative Assistant</td>
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<tr>
<td>Action Requested</td>
<td>For Information</td>
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<tr>
<td>Recommendation/Motion</td>
<td>N/A</td>
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**Context and Background**
As a standing committee of Academic Governance Council (AGC), the Research Council:
- advises the University community on research policy and supports faculty in making a contribution to their disciplines and the wider world, informing teaching and learning.
- takes a leadership role in encouraging an environment in which research will flourish and enrich teaching and learning at MacEwan University.
- encourages and values all forms of faculty research and scholarly activity. In this sense, “research” shall refer to all forms of research, scholarly activity and creative achievement.

The Research Council submits the attached Annual Report to AGC for information.

**Summary**

**Implications**
N/A

**Review History**
The attached Annual Report will be approved at the September 12, 2018 meeting of the Research Council.

**Next Steps**
N/A

**FOIP**
This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Public distribution.

**Attachment(s)**
1. 2017-2018 Research Council Annual Report
2. 2017-2018 Strategic Plan Worksheet
Research Council is pleased to submit to Academic Governance Council (AGC) an Annual Report of our activities for the 2017-2018 academic year for information.

Introduction
Research Council’s mandate is to advise the University community on research policy and support faculty in making a contribution to their disciplines and the wider world, informing teaching and learning. Research Council takes a leadership role in encouraging an environment where research will flourish and enrich teaching and learning. It encourages and values all forms of faculty research, defined as “research, scholarly activity, and creative achievement.”

1. Membership

Chairs
Dr. Adi Tcaciuc, Mathematics and Statistics, Faculty of Arts and Science
Ex-officio
Dr. John Corlett, Provost and Vice President Academic
Dr. Cynthia Zutter, Vice-Provost
Carolyn Ives (Interim)
Deans/Associate Deans (2)
Dr. Melike Schalomon, Associate Dean, Faculty of Arts and Science
Dr. William Wei, Associate Dean, School of Business
Faculty (7)
Dr. Anna Pienkowski, Physical Sciences, Faculty of Arts and Science
Dr. Samuel Mugo, Physical Sciences, Faculty of Arts and Science
Dr. Constantin Colonescu, Economics, Faculty of Arts and Science
Dr. Paul Johnston, Music, Faculty of Fine Arts and Communications
Dr. Etayankara Muralidharan, International Business, School of Business
Dr. Jiulin Wang, Acupuncture, Faculty of Health and Community Studies
Dr. Judee Onyshiw, Nursing Science, Faculty of Nursing
Robyn Hall, Library Reference Services, University Library
Student (1)
Robbie Lepp, SAMU, VP Academic

Administrative Support
Garson Law, MSc, Grants Facilitator and Research Development
Bryce Wicks, Manager, Finance
Nicole Colantin, Administrative and Communications Assistant
2. **Meeting Dates**
   - September 1, 2017
   - October 12, 2017
   - November 16, 2017
   - January 11, 2018
   - March 15, 2018
   - April 19, 2018
   - May 17, 2018

3. **Internal Grants Program**

   The internal grants program provides small or seed project funding or dissemination funding to support development of faculty research programs. It is intended to both improve faculty understanding of and skills in crafting research projects, as well as to benefit their research in general to become more competitive in securing external funding and pursuit of partnerships. The adjudication of these grants is done by Grants Adjudication Committee.

   a) In 2017-18, 60 new grants were awarded to faculty, totaling almost $295,000. This represents approximately $20,000 more than the previous year. A total of 79 applications were received, out of which 44 were for Dissemination, 24 for Project, and 11 for Strategic Research. Both Dissemination and Strategic Research (for interdisciplinary teams) grants were markedly increased, exemplifying both the success of research during the previous year and an evolution of single projects into cross-disciplinary collaborative work, building on the five goals of the Research Strategic Plan.

   b) The Strategic Project Fund received 11 applications, and the call for this substantive fund was changed to November 1, 2017. Five grants were awarded totaling $99,462.

   c) The Publishing Support fund received two applications, and both applicants were awarded $1,500 each.

   These results were reported to Research Council throughout the year and are recorded in meeting minutes for information.

4. **Undergraduate Student Research Initiative (USRI) Subcommittee**

   The USRI provided funds has two core components: celebrating and supporting the dissemination of student research, and a competitive grant fund.

   a) The USRI granting call received 59 applications (24 for Dissemination and 35 for Project), with 47 successful applicants (17 for Dissemination and 30 for Project). The total value of grants awarded was $103,420, a substantial increase over the previous year.
b) Student Research Day is an annual, interdisciplinary event for students and recent graduates to showcase their research, scholarly and creative activities. This year the event was held on Monday, April 23, 2018 on the second floor of the Robbins Health Learning Centre. 108 students conducted oral presentations and 76 students presented posters, project displays and creative installations for viewing in the atrium during two sessions. The oral presentation sessions were moderated by 26 faculty members, many of whom were mentors for student research projects.

c) MacEwan Undergraduate Student eJournal (MUSe) Subcommittee has been suspended.

5. Research Award

The Distinguished Research Award was awarded at the Spring 2017 Convocation to Dr. Sandy Jung, Psychology, Faculty of Arts and Science.

6. Scholarship of Teaching and Learning (SoTL) Fellowship

In addition to the 11 SoTL projects from 2016-2017, there were 3 new SoTL projects which were awarded funding in 2017. An interactive retreat bringing together the new and experienced SoTL fellows is planned for October. More than 10 MacEwan faculty are participating in this program.

7. Strategic Planning Outcomes

In collaboration with OTS, the Research Council developed an Annual Business Plan with the aim of implementing the goals of MacEwan Research Strategic Plan (please see attached worksheet). The goals achieved for the 2017-2018 are summarized below. The numbering in brackets refer to the goals listed in the Strategic Plan.

- Two Board of Governors Research Chair were awarded, to Dr. Sandy Jung and Dr. Samuel Mugo (1.1, 1.8)
- Celebrate faculty at Author Recognition Day (1.2)
- Implementation of Grants Module Project (1.3)
- Initiate hiring for a Canada Research Chair (1.4)
- Hiring of RDOs to provide assistance for external grant applicants and funding proposals (1.5)
- Implementation of ROMEO, strengthening Research Ethics Board (1.7)
- 300% increase in the number of awards for undergraduate students. One more call added to the timeline this year (2.1)
- Research day program & abstracts have been submitted into RO@M (2.5)
- Held indigenous research methods workshop that was organized by kîhêw waciston. Roxanne Tootoosis and Terri Suntjens from kîhêw waciston, has also attended a Research Council meeting to discuss goals. (4.2)
• This year 1/3 funding went to strategic research grants, several were community based. (5.1)
• NSERC Engagement grant (awarded to Dr. Matt Ross) and the PromoScience grant (awarded to Dr. Jeffrey Davis) (5.3)
• Hosted David Hanauer workshop, Enhancing Undergraduate Research Experiences and Disciplinary Persistence through Project Ownership. (5.5)

8. Communication Subcommittee

Communication Subcommittee works with the Office of Communications and marketing to craft a general plan regarding how to present and communicate research and research support to the University. The Subcommittee met on the following dates:

September 6, 2017
October 11, 2017
November 7, 2017
January 29, 2018
March 8, 2018
May 16, 2018

The Subcommittee developed the Office of Research Services Communication Plan, which gives an overview of all events related to the Office of Research Services and Research Council. This includes all grant call dates as well. Some of the larger events include TEDx, Author Celebration, Student Research Day, Science Odyssey, and BEERx. The plan also allows OCM to be involved and engaged in all upcoming events.

9. TEDxMacEwanU

The TEDxMacEwanU event took place the evening of January 19, 2018. The theme of the event was “Laying New Tracks” and it celebrated MacEwan’s innovations, the people behind them, and the impact these contributions have made within MacEwan and in the community at large. TEDxMacEwanU was held in the Betty Andrews Recital Hall and opened by Roxanne Tootoosis from kihew waciston, and the Blackstone Singers. The evening’s MC was Leigh Rivenbark from the Faculty of Fine Arts and Communications. TEDxMacEwanU was sold out and we were happy to welcome the Mayor of Edmonton, Don Iveson, on the night. The ten speakers included faculty, staff, current and past MacEwan students, and President Deborah Saucier. The talks can be viewed on https://tedx.macewan.ca/talks.

The next TEDx will take place on Jan 23, 2019, and the theme chosen by the council is “Truth Told”.

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<table>
<thead>
<tr>
<th>#</th>
<th>Strategy</th>
<th>Lead</th>
<th>Year 1 Initiative(s)</th>
<th>Year 2 Initiative(s)</th>
<th>Year 3 Initiative(s)</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Recognize (and promote) excellence in research and scholarship, by faculty, staff, and students, through awards, grants, and media</td>
<td>ORS, OCM, Comm. Sub.</td>
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<td>1.2</td>
<td>Celebrate faculty and staff who mentor other faculty and students in research</td>
<td>ORS, Comm. Sub.</td>
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<td>1.3</td>
<td>Explore innovative ways to expand and improve (or simply improve access to) research facilities and infrastructure</td>
<td>ORS</td>
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<td>1.4</td>
<td>Initiate and prepare an application for a Canada Research Chair</td>
<td>ORS, Research Council</td>
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<td>1.5</td>
<td>Provide assistance for external grant applications and funding proposals</td>
<td>ORS</td>
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<td>1.6</td>
<td>Work across the institution to achieve and maintain a standard of research that ensures programs meet or exceed relevant accreditation standards</td>
<td>Research Council</td>
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<td>1.7</td>
<td>Uphold and strengthen protocols ensuring sound and ethical research</td>
<td>ORS, REB, AREB</td>
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<td>1.8</td>
<td>Identify, investigate, and encourage the adoption of models to improve support for faculty with intensive, externally funded research programs</td>
<td>ORS, Office of the Provost</td>
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<td>2.1</td>
<td>Provide more financial support for student research projects and dissemination</td>
<td>ORS, Provost</td>
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<td>2.2</td>
<td>Advocate for research skills development as essential to a MacEwan education</td>
<td>Research Council, CAFÉ, ORS, USRI</td>
<td>*</td>
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<td>2.3</td>
<td>Encourage the development of more research-intensive classes</td>
<td>Research Council, ORS</td>
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<td>2.4</td>
<td>Promote (and support) the creation of student-led peer review and support networks</td>
<td>Research Council, ORS, USRI, SAMU, Research Council, Library</td>
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<td>2.5</td>
<td>Catalogue a broader range of student-led research projects, including honours theses and independent studies, in collaboration with the University Library</td>
<td>Research Council, Library</td>
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<td>2.6</td>
<td>Highlight undergraduate research and undergraduate research opportunities at public and community events</td>
<td>Research Council, ORS, OCM, SAMU</td>
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<td>2.7</td>
<td>Invite successful alumni back as keynotes at MacEwan Student Research Day to talk about how their research experience enhanced their career and life skills</td>
<td>ORS, OCM, Comm. Sub.</td>
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<td>3.1</td>
<td>Increase support for Disciplinary-Based Educational Research (DBER) and the Scholarship of Teaching and Learning (SoTL)</td>
<td>ORS, CAFÉ</td>
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<td>3.2</td>
<td>Celebrate teachers who draw on pedagogical research and who guide, train, and empower students to acquire the skills to conduct sound and ethical research</td>
<td>ORS, CAFÉ, REB, AREB</td>
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<td>3.3</td>
<td>Support, as appropriate, evidence-based pedagogical interventions that contribute to research skills development within courses or programs of study</td>
<td>Research Council, CAFÉ, REB</td>
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<td>4.1</td>
<td>Enhance the civic contributions, public profile and reputation of MacEwan University by supporting innovative and pioneering community-engaged scholarship</td>
<td>ORS, Comm. Sub. Social Innovation Hub</td>
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<td>4.2</td>
<td>Demonstrate commitment to the social, cultural and economic advancement of the broader community, particularly Indigenous and Métis communities</td>
<td>Research Council, ORS</td>
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<td>4.3</td>
<td>Engage industry, community and alumni networks to create and expand opportunities for student internships and fellowships</td>
<td>ORS, SOB, Office of Advancement, ORS, Office of Provost, Student Services</td>
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<td>4.4</td>
<td>Investigate and, as feasible, implement potential models for improving coordination and facilitation of community-engaged scholarship and outreach initiatives</td>
<td>ORS, Office of Advancement, ORS, Office of Provost, Student Services</td>
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<td>5.1</td>
<td>Support collaborative multi-year research projects by providing more grants exclusively targeted to such research</td>
<td>ORS, Adjudication Committee</td>
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<td>5.2</td>
<td>Develop and expand opportunities for collaborative research with Indigenous and Métis communities and community organizations</td>
<td>ORS, Research Council</td>
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<td>5.3</td>
<td>Foster collaborative research opportunities with industry, business, government, and other academic and research institutions</td>
<td>ORS, Research Council, SOB</td>
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<td>5.4</td>
<td>Create a collaborative sabbatical opportunity, such that faculty can apply jointly for a common research program</td>
<td>Research Council, Office of Provost</td>
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<td>5.5</td>
<td>Encourage the creation of collaborative and interdisciplinary research courses to model the importance of this practice for students</td>
<td>Research Council, Office of Provost, International</td>
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<td>Paragraph</td>
<td>Responsible Party</td>
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<td>5.6 Champion the creation of research clusters to promote collaborative</td>
<td>ORS, Research Council</td>
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<td>research within and across disciplines</td>
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<td>5.7 Monitor and report on research output in the research clusters with a</td>
<td>ORS, Research Council, Library</td>
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<td>view to identifying emerging strengths, growth areas, and efficient</td>
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<td>allocation of resources</td>
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1.0 Call to Order
The meeting was called to order at 1:00 p.m.

2.0 Approval of Agenda
Item 7.6.3, Off-cycle Nomination Call, will be added to the agenda.
The agenda for the October 16, 2018 meeting was approved as amended.
Mover/Seconder: Wanda Costen, Robert Irwin

3.0 Declarations of Conflict
No conflicts were declared.

4.0 Executive Committee Minutes
4.1 May 22, 2018
The September 4, 2018 Academic Governance Council (AGC) Executive Committee minutes were approved by e-mail on September 12, 2018 and were provided to Committee members for their information.

5.0 Academic Schedule
5.1 2019-2020 Academic Schedule
Michelle Fraser, Associate Registrar, Information Systems and Scheduling, provided background information on the Academic Schedule for 2019-2020. Originally the plan was to offer one option for the 2019-2020 schedule which included a 3-day Fall Term Break. A second option was provided in hard copy in the event that the current campus-wide survey on the Fall Term Break indicates support for a 5-day Fall Term Break. It was noted that the final survey results have not been tabulated and Option 2 was provided for speculation purposes.
The following points arose during discussion:

- Committee members generally thought that there would not be time, following the results of the survey, to properly implement a 5-day Fall Term Break (FTB) for 2019-2020.
- The Office of the University Registrar is creating nine academic schedule scenarios based on when Labour Day falls.

Moved by Kevin Hood, seconded by Wanda Costen, to amend the motion to “That the Option One, 3-day Fall Term Break, 2019-2020 Academic Schedule be considered for approval.”

— Carried

**EC-01-10-16-2018**
Mover/Seconder: Kevin Hood, Raina Rudko

That the Option One, 3-day Fall Term Break, 2019-2020 Academic Schedule be considered for approval

— Carried

**EC-02-10-16-2018**
Mover/Seconder: Kevin Hood, Wanda Costen

Subject to receipt of the final Fall Term Break survey results endorsing a 5-day Fall Term Break, an academic schedule which incorporates a 5-day Fall Term Break for 2020-2021 shall be created by the Office of the University Registrar, subject to an implementation plan from Academic Governance Council.

— Carried

**5.2 Dissolve the Academic Schedule Principles Task Force**

With the approval of the Academic Schedule Procedure at AGC in May 2018, the Academic Schedule Principles Task Force has fulfilled its mandate and it is requested that it be dissolved.

**EC-03-10-16-2018**
Mover/Seconder: Craig Monk, Raina Rudko

To dissolve the Academic Schedule Principles Task Force, effective October 17, 2018.

— Carried

**6.0 Policies and Procedures**

**6.1 Admissions Policy Revisions**

Tony Norrad, Associate Registrar, Admissions, presented the revised Admissions policy, noting that it had moved through the policy approval process during the 2017-2018 academic year. However, due to an oversight, an important consultation element was missed, the MacEwan Community Feedback. While the policy received the necessary support/recommendations to proceed to AGC in June 2018, the final approval was deferred by AGC until the MacEwan Community Feedback step was complete. On the completion of the consultation step, the policy was to go back to AGC Executive Committee for final approval.
EC-04-10-16-2018
Mover/Seconder: Robert Irwin, Kevin Hood
To approve the revised Admissions Policy, effective September 1, 2018, as presented.
— Carried

6.2 Indigenous Ceremonial Practices Policy and Indigenous Ceremonial Procedures
The Indigenous Ceremonial Practices Policy and Procedures were provided for members’ information.
Action: Contact the authors of this policy and suggest revisions to the definition section and to confirm the briefing note’s review history section (C. Monk).

7.0 Committees
7.1 Academic Planning and Priorities Committee (APPC)
7.1.1 Terms of Reference
APPC are recommending changes to the Composition section of their Terms of Reference.
It was noted that APPC should be also acting as a coordinating body, and future Terms of Reference will clarify their role in that area.

EC-05-10-16-2018
Mover/Seconder: Raina Rudko, Robert Irwin
To recommend that Academic Governance Council approve the Academic Planning and Priorities Committee (APPC) Terms of Reference, as presented, subject to approval by APPC.
— Carried

7.1.2 Focus Statement
The APPC 2018-2019 Focus Statement was provided for information.

7.1.3 Bachelor of Early Childhood Curriculum Studies (ECCS) Degree Proposal
Fred McGinn, Dean, Faculty of Health and Community Studies (FHCS), provided background information on the new Bachelor of Early Childhood Curriculum Studies degree proposal.
The following points arose in discussion:

- The program will be operated on a cost-recovery basis.
- Will additional space considerations be required?
  - The existing specialised space will be utilised.

Dean McGinn was thanked for all the work that he and his team put into this excellent proposal.

EC-06-10-16-2018
Mover/Seconder: Kevin Hood, Lindsey Whitson
To recommend for approval to Academic Governance Council, the proposed Bachelor of Early Childhood Curriculum Studies degree, first intake Fall 2020.
— Carried

7.2 Committee on Admissions and Transfer (CAT)
7.2.1 Focus Statement
The CAT 2018-2019 Focus Statement was provided for information.
7.2.2 Bachelor of Fine Arts Admission Criteria
The Committee reviewed the new Bachelor of Fine Arts admission criteria for recommendation to AGC for approval.

**EC-07-10-16-2018**

Mover/Seconder: Kevin Hood, Wanda Costen

To recommend that Academic Governance Council approve the proposed Bachelor of Fine Arts admission criteria (intake year TBD), as presented, subject to approval by CAT.

— Carried

7.3 MacEwan Committee on Internationalization (MCI)

7.3.1 Terms of Reference
MCI are recommending changes to their Terms of Reference.

**EC-08-10-16-2018**

Mover/Seconder: Wanda Costen, Lindsey Whitson

To recommend the MacEwan Committee on Internationalization (MCI) Terms of Reference amendments for approval to Academic Governance Council, as presented, subject to approval by MCI.

— Carried

[Scribe’s Note: Further changes to the Terms of Reference were made at the subsequent MCI meeting so the revised Terms of Reference amendments will come back to AGC Executive Committee before going to AGC for final approval.]

7.4 Research Council

7.2.1 Focus Statement
The Research Council 2018-2019 Focus Statement was provided for information.

7.5 Student Services Committee (SSC)

7.5.1 Terms of Reference
SSC are recommending changes to the composition section of their Terms of Reference.

**EC-09-10-16-2018**

Mover/Seconder: Wanda Costen, Annetta Latham

To recommend to Academic Governance Council to approve the proposed change to the Student Services Committee Terms of Reference regarding ex-officio members.

— Carried

7.6 AGC Committee Nominations

7.6.1 Faculty By-election update
D. Epp provided an update on the extended call for AGC committee nominations and the election currently underway.

7.6.2 Academic Policy Committee (APC) members
The Chair recommended that the update on required APC members that are not elected or ex-officio should be delayed until the next meeting.

Craig Monk, Provost pro tem, provided a response to the question from the last meeting concerning the inclusion of a Professional Resource Faculty (PRF) member on APC. He noted
that AGC Executive Committee reviews Terms of Reference regularly and if changes are requested in the future they will be reviewed as required.

7.6.3 Off-cycle Nomination Call
An Academic Planning and Priorities Committee (APPC) faculty member from the Faculty of Arts and Science resigned on October 12, too late to be added to the Fall AGC By-election. AGC Standing Committee Procedures for an off-cycle nomination call were referenced.

The following points arose in discussion:

- A name will be brought forward from the Faculty of Arts and Science to AGC Executive Committee for approval by email, and then to AGC for final approval.

8.0 Academic Governance Council

8.1 AGC Draft Minutes September 25, 2018
The Executive Committee reviewed the September 25, 2018 AGC draft minutes and approved the minutes for recommendation to AGC.

EC-10-10-16-2018
Mover/Seconder: Kevin Hood, Annetta Latham
To recommend to the Academic Governance Council, the AGC September 25, 2018 Draft Minutes for final approval, as presented.
— Carried

8.2 AGC Draft Agendas October 30, 2018

8.2.1 Open Agenda
The Committee reviewed and discussed the AGC October 30, 2018 draft Open Agenda.

EC-11-10-16-2018
Mover/Seconder: Raina Rudko, Lindsey Whitson
To approve the Academic Governance Council October 30, 2018 Open Agenda as presented.
— Carried

8.2.2 Closed Agenda
The Committee reviewed and discussed the AGC October 30, 2018 draft Closed Agenda.

EC-12-10-16-2018
Mover/Seconder: Annetta, Raina Rudko
To approve the Academic Governance Council October 30, 2018 Closed Agenda as presented.
— Carried

8.3 Curriculum Items for the AGC Consent Agenda
Curriculum changes are listed on the AGC October 30, 2018 Consent Agenda for the following Faculty/Schools:

8.3.1 Faculty of Fine Arts and Science
8.3.2 Faculty of Health and Community Sciences
8.3.3 Faculty of Nursing
8.3.4 School of Business
9.0 Next Meeting: November 6, 2018, 1:00-3:00 p.m.

8.0 Adjournment
Mover/Seconder: Wanda Costen, Randi Zioro Dunlop
The meeting adjourned at 2:40 p.m.

Approved by AGC Executive Committee by email on October 19, 2018.
**Submission**

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<tr>
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<th>Academic Governance Council</th>
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<tr>
<td><strong>Meeting Date</strong></td>
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<tr>
<td><strong>Submitted by</strong></td>
<td>Board of Governors</td>
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<tr>
<td><strong>Agenda Item</strong></td>
<td>Board of Governors’ Report</td>
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<tr>
<td><strong>Resource Staff</strong></td>
<td>Gina DeVeaux, Director of University Governance</td>
</tr>
<tr>
<td><strong>Action Requested</strong></td>
<td>For Information</td>
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<tr>
<td><strong>Recommendation/ Motion</strong></td>
<td>n/a</td>
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</table>

**Context and Background**
The Board of Governors (Board) provides reports to Academic Governance Council (AGC) summarizing the open sessions of its meetings. These reports help keep AGC apprised of the work of the Board as part of the University’s shared governance model.

**Summary**

- June 22, 2018: An off-cycle Board meeting was held to review and approve of the Campus Master Plan. This Campus Master Plan was approved (motion #02-06-22-2017/18).
- September 27, 2018: A regular meeting of the Board of Governors was held, with the Board welcomed by new Indigenous Knowledge Keeper Curtis McAdam. The following items were approved:
  - Minutes from the May 24 and June 22 meetings
  - Revised Academic Governance Council By-laws
  - Revised Safe Disclosure Policy and Public Interest Disclosure (Whistleblower Protection Framework)
  - Annual Transfer Agreement
  - Banking Resolution
  - International Student Tuition
  - Custodial Service Contract (all of the above motion #01-09-27-2018/19) and Consolidated Financial Statements for the Year Ended June 30, 2018 (motion #02-09-27-2018/19).

**Implications**
n/a

**Review History**
Report last submitted for the May 10 AGC meeting.

**Next Steps**
The next regular Board of Governors meeting will be held on Thursday, December 13, 2018 at 4:00 p.m. at City Centre Campus, room 7-218.

**Policy**
n/a

**FOIP**
This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Public distribution.

**Attachment(s)**

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Board of Governors’ Report
<table>
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<tr>
<th>Meeting Date</th>
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<tbody>
<tr>
<td>2018-10-30</td>
<td>Dawn Sadoway, Chair, Academic Planning and Priorities Committee</td>
</tr>
</tbody>
</table>

**Agenda Item**

Academic Planning and Priorities Committee Terms of Reference

**Resource Staff**

- Craig Blatz
- Craig Monk
- Robert Wiznura

**Action Requested**

For **Final Approval**

**Recommendation/Motion**

That Academic Governance Council approve the Academic Planning and Priorities Terms of Reference, as presented.

**Context and Background**

Academic Planning and Priorities Committee Terms of Reference Working Group met on October 3, 2018 to discuss revising the APPC’s Terms of Reference. While the entire document is still undergoing revision, it was determined there was a need to approve the changes to the Composition of the Committee in order to clarify the voting rights and responsibilities of all committee members.

**Summary**

The Terms of Reference as they now exist, along with the recommended revisions to Section 4 – Composition, are attached. The changes to Section 4 are as follows:

1. Section 4.1.4.1: President or designate
2. Section 4.1.4.2: Provost and Vice President Academic, or designate
3. Section 4.1.4.3: Executive Director, Institutional Analysis and Planning
4. Section 4.2.1: Three staff with expertise relevant to the mandate of the Committee, elected by the AGC.
5. Section 4.2.2: One staff member from Institutional Analysis and Planning, elected by the AGC.

**Implications**

N/A

**Review History**

- Academic Planning and Priorities Committee: September 21, 2018
- APPC Terms of Reference Working Group: Oct. 3, 2018
- APPC Oct 19, 2018 APPC-06-10-19-2018
- AGC Executive Committee: October 16, 2018 EC-05-10-16-2018

**Next Steps**

- APPC Terms of Reference Group to continue reviewing the remaining sections of the APPC Terms of Reference for presentation to the APPC before or by February 8, 2019

**Policy**

Academic Governance Council Bylaws

**FOIP**

This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Public distribution.

**Attachment(s)**

1. APPC Amended Terms of Reference

Academic Planning and Priorities Committee Terms of Reference
Academic Planning and Priorities Committee
Terms of Reference
(Effective November 29, 2017)

1.0 Mandate
1.1 Academic Planning and Priorities Committee (APPC) will:
   1.1.1 Review and recommend to Academic Governance Council (AGC) all new program proposals and recommended program closures tabled by the Faculty/School Councils.
   1.1.2 Review and recommend all academic directions of the University, such as general education, sustainability inclusion, interdisciplinary directions, etc.
   1.1.3 Review all internal and external domestic collaborative agreements that have University-wide impacts.
   1.1.4 Ensure quality assurance in academic programming for the University.
   1.1.5 Review, monitor, and make recommendations to AGC relating to the alignment and harmonization of institutional strategic and budget plans with the academic plans.

2.0 Responsibilities
2.1 The Committee will examine proposals for new programs tabled by Faculty/School Councils and recommend for approval to AGC. In carrying out the above, APPC will:
   2.1.1 Review both Ministry-approved and Institution-approved credentials.
   2.1.2 Take responsibility for ensuring the academic quality of the proposal.
   2.1.3 Require evidence that the proposal has emerged from Faculty/School planning processes; is aligned with mission, mandate, strategic directions, and academic policies; and, meets high quality standards consistent with relevant external bodies.
   2.1.4 Encourage cooperation and consultation among academic areas and service departments.
   2.1.5 Refer curriculum matters affecting academic policy to AGC Executive Committee.
   2.1.6 Publish forms, guidelines, and timelines to assist in the carrying out of its work.
2.2 The Committee will receive and recommend to AGC program suspensions and closures.
2.3 The Committee will examine proposals for new Faculties, Schools, Departments, and Institutes and recommend their approval, as appropriate, to AGC.
2.4 The Committee will receive and review program evaluation action plans, as presented by Faculty/School Councils, and submit comments to Faculty/ School Council Deans, when appropriate.
2.5 The Committee will develop and recommend institutional academic planning and priorities to AGC in consultation with Faculty/School Councils.
2.6 The Committee will review enrolment management strategies.
2.7 In consultation with Faculty/School Councils, review, monitor, and make recommendations to AGC relating to the alignment and harmonization of institutional strategic and budget plans with academic plans.

2.8 Review, recommend, and report Distance and Distributed Education proposals to AGC.

2.9 Review academic-related information and technology management work.

2.10 Assess the physical infrastructure, information technologies, and the formal and informal learning spaces necessary for the development and maintenance of strong academic programs.

2.11 Any other task requested by AGC.

3.0 Accountability

3.1 APPC is a standing committee of Academic Governance Council (AGC), and as such, is accountable to AGC.

3.2 The Committee will submit an Annual Report to AGC for information and submit recommendations to AGC as required.

4.0 Composition

4.1 The Committee will consist of the following voting members:

4.1.1 12 faculty (including at least 1 instructional faculty member from each Faculty/School and at least 1 Professional Resource Faculty) elected by AGC.

4.1.2 3 students appointed by the Students’ Association of MacEwan University.

4.1.3 1 Dean or Associate Dean appointed by AGC.

4.1.4 The ex-officio members of the Committee are:

4.1.4.1 President or designate

4.1.4.2 Provost and Vice President Academic, or designate

4.1.4.3 Executive Director, Institutional Analysis and Planning

4.1.4.4 University Registrar

4.2 Non-voting members:

4.2.1 4 staff with expertise relevant to the mandate of the Committee, elected by AGC.

4.2.2 1 staff member from Institutional Analysis and Planning, elected by AGC

4.3 One member from 4.1.1 will be elected annually to chair the Committee.

4.4 One member from 4.1.1 will be elected annually as Vice-Chair.

5.0 Terms of Office

5.1 Members shall serve two-year terms, except for student members, who shall serve one-year terms, and those serving by virtue of their positions. Terms may be renewed once.

6.0 Operations of Committee

6.1 The duties of the Chair will include:

6.1.1 approval of agendas prior to distribution

6.1.2 chairing APPC meetings and coordinating feedback processes
6.1.3 presenting recommendations at AGC meetings

6.2 Quorum is set at a simple majority of voting members. Ex-officio and School of Continuing Education faculty members do not count toward or against quorum.

6.3 The Provost and Vice President Academic is the ex-officio senior administrator who provides executive advice and support as needed.

6.4 The Vice-Chair will be a full-time faculty member of the Committee. The Vice-Chair will act for the Chair in his/her absence and to preclude a conflict of interest as may arise.

6.5 Faculty members from each Faculty/School will work as a liaison with the Faculty/School Councils. Members who are not in attendance for more than two meetings without an excused absence will be retired from the Committee.

6.6 The Committee will consult with other areas of the University (Office of the University Registrar, Student Services, and Facilities) as appropriate. The Committee has the discretion to invite resource persons to the Committee as non-voting members.

6.7 The Committee may establish subcommittees and ad hoc committees as required to do its business.

6.8 The Committee shall operate in a manner consistent with the Academic Governance Council’s Bylaws.

6.9 The Committee shall ensure a record of all decisions and discussions of the Committee is maintained in good order.

6.10 The Academic Governance Council Secretariat shall provide administrative and resource support to the Committee.

6.11 Meeting notes shall be filed with the Academic Governance Council Secretariat.

Approved by Academic Governance Council
June 12, 2012 (motion AGC-15-06-12-2012), effective September 1, 2013
Amendments: May 21, 2013 (motion AGC-01-05-21-2013)
Amendments: October 28, 2014 (motion AGC-09-10-28-2014)
Revised February 3 and March 11, 2016
Amendments: April 19, 2016 (motion AGC-10-04-19-2016)
Amendment to remove Work Plans, effective September 1, 2017: April 18, 2017 (motion AGC-09-04-18-2017)
Amendment to 4.0 Composition
<table>
<thead>
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<tr>
<td>2018-10-30</td>
<td>Dawn Sadoway, Chair, Academic Planning and Priorities Committee</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Academic Planning and Priorities Committee Focus Statement 2018-2019</td>
</tr>
<tr>
<td>Action Requested</td>
<td>For Information</td>
</tr>
<tr>
<td>Recommendation/Motion</td>
<td>N/A</td>
</tr>
<tr>
<td>Context and Background</td>
<td>On March 14, 2017 the Academic Governance Council (AGC) passed motion AGC-06-03-14-2017:</td>
</tr>
<tr>
<td></td>
<td>Moved by B. Richards, and 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.</td>
</tr>
<tr>
<td></td>
<td>This motion was passed in anticipation of changes to the AGC Bylaws that would remove the annual approval process of AGC Standing Committee Workplans. Rather than including the focus of the coming year in the annual report, AGC standing committees for the 2018-19 year are drafting Focus Statements that will be submitted to the AGC as part of their October 30, 2018 meeting package.</td>
</tr>
<tr>
<td>Summary</td>
<td>Academic Planning and Priorities Committee met on September 21, 2018 to discuss 2018-2019 focus statement. No changes were brought forward in the meeting, nor in writing after the meeting. The draft 2018-19 Focus Statement is now being brought to the Committee for approval.</td>
</tr>
<tr>
<td>Implications</td>
<td>N/A</td>
</tr>
<tr>
<td>Review History</td>
<td>• Academic Planning and Priorities Committee: September 21, 2018</td>
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<tr>
<td></td>
<td>• Academic Planning and Priorities Committee: October 19, 2018 motion number APPC 05-10-19-2018</td>
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<td>• AGC Executive Committee review: October 16, 2018</td>
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<tr>
<td>Next Steps</td>
<td>N/A</td>
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<tr>
<td>Policy</td>
<td>Academic Governance Council Bylaws</td>
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<tr>
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<tr>
<td>Attachment(s)</td>
<td>1. 2018-19 APPC Focus Statement</td>
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2018-19 Focus Statement

Academic Planning and Priorities Committee (APPC) will conduct the typical business as reflected by its mandate. APPC will be interested in continuing/establishing conversations and working relationships with established institutional groups to delineate APPC’s role in the following:

- Continue the communication with kihêw waciston.
- Continue the dialogue started with MacEwan Committee on Internationalization (MCI).
- Distance and Distributed Education.
- The Social Innovation Hub.

APPC intends to hold periodic Briefing Notes sessions to its members provided by institutional groups like Institutional Analysis and Planning or other relevant designates from our institution. APPC has a key role in many decisions that affect the way our university runs, and the scope of these sessions is to ensure that the decisions made at APPC are done by a very engaged and informed membership.

APPC intends to continue/create working groups that will focus on the following matters, insofar as they pertain to APPC’s mandate:

- Interdisciplinary Working Group; to submit final recommendations to APPC by May 2019, as approved by APPC on February 9, 2018, motion number APPC-03-02-09-2018.
- Institutional Self-Assessment; the possibility of creating a new working group.

In each of these existing/future working groups APPC will develop a plan that will recommend (to the AGC) its desired involvement in the academic directions of the University reflected in the last two points above.
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<tr>
<td><strong>2018-10-30</strong></td>
<td>Dr. Fred McGinn, Dean, Faculty of Health and Community Studies</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Bachelor of Early Childhood Curriculum Studies – Degree Proposal</td>
</tr>
</tbody>
</table>
| Resource Staff | • Cassie Prochnau, Interim Associate Dean, Faculty of Health and Community Studies  
• Jeff Moggach, Chair, Faculty of Health & Community Studies Curriculum Committee  
• Dr. Tricia Lirette, Chair, Department of Human Services and Early Learning  
• Anthony Norrad, Associate Registrar, Office of University Registrar  
• Linda Janz, Academic Program Review Coordinator, IAP  
• Jennifer Copp, University Advisor |
| Action Requested | For Final Approval |
| Recommendation/Motion | That Academic Governance Council approve the proposed Bachelor of Early Childhood Curriculum Studies degree, first intake, Fall 2020, as presented. |
| Context and Background | • The Bachelor of Early Childhood Curriculum Studies (ECCS) will offer students an undergraduate degree with an option for diploma exit.  
• The introduction of a provincial early childhood curriculum framework and compelling evidence of the importance of the early years prompts a growing demand for an educated workforce with knowledge and skills in working with children and families in leadership roles.  
• Based on research conducted during the degree development process, there is strong desire for the degree and significant interest is expected from diploma graduates from other Alberta public post-secondary programs and from MacEwan Early Learning and Child Care alumni. |
| The submission was presented to APPC on May 4, 2018 for review and on September 21, 2018 for recommendation. Committee suggestions have been addressed including:  
• References to SAMU corrected  
• Addition of a chart with responses to each of the Independent Academic Reviewers comments and recommendations  
• Confirmation of projected International enrollment numbers at less than 15% of total enrollment |
| Summary | • The Bachelor of Early Childhood Curriculum Studies is a new degree credential being developed |
The proposed degree has a unique focus on early learning curriculum and pedagogy, equity, diversity, social justice and advocacy. It combines inter-professional learning and electives, an indigenous studies course and applied undergraduate research courses.

- The admissions criteria being proposed are in line with other MacEwan undergraduate degrees.

### Implications

Admission criteria for the proposed Bachelor of Early Childhood Curriculum Studies degree are required for the CAQC approval process.

### Review History

- FHCS Curriculum Committee: FHSCCC-02-04-19-2018
- FHCS Faculty Council: FHCSFC-02-04-25-2018
- APPC: May 4, 2018
- APPC: September 21, 2018 Motion APPC-03-09-21-2018
- AGC Executive Committee: October 16, 2018 Motion EC-06-10-16-2018

### Next Steps

Submission to the Ministry

### Policy

Program Approvals and Changes

### FOIP

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### Attachment(s)

1. Bachelor of Early Childhood Curriculum Studies – Part A & Part B (myShare)
## Committee on Admissions and Transfer Focus Statement 2018-2019

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<td>2018-10-30</td>
<td>Calin Anton, Chair, Committee on Admissions and Transfer</td>
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<th>Committee on Admissions and Transfer Focus Statement 2018-19</th>
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<tbody>
<tr>
<td>Resource Staff</td>
<td>Elizabeth Hay, Governance Assistant, Office of University Governance</td>
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<tr>
<td>Action Requested</td>
<td>For Information</td>
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<tr>
<td>Recommendation/Motion</td>
<td>N/A</td>
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### Context and Background

During the July 20, 2017 AGC Executive Committee meeting the following arose regarding committee focus statements:

Executive Committee discussed what AGC standing committees should be presenting to AGC in Fall 2017 focus statements. It was noted that this is an exercise to strengthen committees rather than about reporting. Executive Committee suggested that the committees submit their focus statements after their first meeting in Fall 2017, with a format decided by the committee, keeping brevity in mind.

The Committee on Admission and Transfer (CAT), in support of its Mandate and Terms of Reference, in 2018-2019, will:

- Review and make recommendations regarding programs’ admission requirements that come through the regular governance processes to the Committee,
- Review applicable polices and make recommendations to the appropriate stakeholders, and
- Initiate discussions with AGC committees and other University stakeholders to streamline processes.

<table>
<thead>
<tr>
<th>Summary</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Implications</td>
<td>N/A</td>
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### Review History

- CAT meeting September 19, 2018 (motion #CAT-04-09-19-2018)
- AGC Executive Committee review: October 16, 2018

### Next Steps

N/A

### Policy

AGC Bylaws v. 7.2.2

### FOIP

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| Attachment(s) | N/A |
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<td>Fred McGinn, Dean, Faculty of Health and Community Studies</td>
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**Agenda Item**

**Bachelor of Early Childhood Curriculum Studies Admission Criteria**

**Resource Staff**
- Cassie Prochnau, Interim Associate Dean, Faculty of Health and Community Studies
- Tricia Lirette, Chair, Department of Human Services and Early Learning
- Jeff Moggach, Chair, Faculty of Health and Community Studies Curriculum Committee
- Anthony Norrad, Associate Registrar, Office of University Registrar
- Jennifer Copp, University Advisor

**Action Requested**
For **Final Approval**

**Recommendation/Motion**
That Academic Governance Council approve the Bachelor of Early Childhood Curriculum Studies admission criteria, effective for the first intake in Fall 2020, as presented.

**Context and Background**
- The Bachelor of Early Childhood Curriculum Studies will offer students an undergraduate degree with an option for diploma exit.
- Based on research conducted during the degree development process, significant interest is expected from diploma graduates from other Alberta public post-secondary programs and from MacEwan Early Learning and Child Care alumni.

**Summary**
- The Bachelor of Early Childhood Curriculum Studies is a new degree credential being developed.
- The admissions criteria being proposed are in line with other MacEwan undergraduate degrees.
- Criteria are built on the current requirements for the Early Learning and Child Care diploma.
- A statistical assessment of the success of students admitted to Early Learning and Child Care having presented English 30-2 revealed these students were equally successful in comparison to those who presented English 30-1.
- English 30-2 as an admission requirement provides an opportunity for more students to gain access to the degree removing a barrier to entry.

**Implications**
Admission criteria for the proposed Bachelor of Early Childhood Curriculum Studies degree are required for the CAQC approval process.

**Review History**
- FHCS Curriculum Committee: FHSCCC-03-04-19-2018
- FHCS Faculty Council: FHCSFC-01-04-25-2018
- Committee on Admissions and Transfer: CAT-04-05-02-2018
- AGC Executive Committee: EC-08-05-22-2018

**Next Steps**
- Inclusion with the ECCS Degree proposal for the Ministry

**Policy**
Admissions Policy

**FOIP**
This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of

Bachelor of Early Childhood Curriculum Studies Admission Criteria
Access. This information is in compliance and deemed to be appropriate for **Public** distribution.

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<thead>
<tr>
<th>Attachment(s)</th>
<th>1. Bachelor of Early Childhood Curriculum Studies Admission Criteria</th>
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</thead>
</table>
Bachelor of Early Childhood Curriculum Studies

Approved program name: Bachelor of Early Childhood Curriculum Studies
Intake term effective: Fall 2020
Credential: Degree

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Social Studies 30-1 or 30-2
3. Three subjects from Group A, B, C or D

Applicants with nine or more University level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Notes:
1. Applicants are strongly encouraged to present a broad range of subjects across the humanities and sciences in order to benefit from the breadth of learning and to increase flexibility of future course choices.
2. A maximum of two Group B subjects may be presented; they must be from different disciplines.
3. A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g. two 3-credit subjects).

Mature Admission
To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Social Studies 30-1 or 30-2

Applicants with nine or more University level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Course Work
To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed the following from a recognized institution:

Chair:
Dean: Fred McGinn
Bachelor of Early Childhood Curriculum Studies

- Early Learning and Child Care Diploma or equivalent

OR

- A minimum of 24 University level credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

1. **English Language Proficiency**  
   To be evaluated through the Office of the University Registrar  
   Applicable to all admission categories

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s full-time calendar or online at MacEwan.ca/ELP.

2. **Other Admission Criteria**  
   To be evaluated through the Program  
   Applicable to all admission categories

Applicants offered admission are required to submit the following:

- A clear Police Information Check (or equivalent from another policing agency) that includes a Vulnerable Sector Search. The Police Information Check must be submitted by the published document deadline and have been issued within three months of the start of the program intake term.
- A current, valid child care first aid (standard level) certificate issued by the Canadian Red Cross or St. John Ambulance by the published document deadline.

Chair:
Dean: Fred McGinn
<table>
<thead>
<tr>
<th><strong>Submission</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Meeting Date</strong></td>
</tr>
<tr>
<td>2018-10-30</td>
</tr>
<tr>
<td><strong>Agenda Item</strong></td>
</tr>
</tbody>
</table>
| **Resource Staff** | • Sam Mugo, Chair, Research Council  
• Cynthia Zutter, Associate Vice President Research and Teaching |
| **Action Requested** | For **Information** |
| **Recommendation/ Motion** | N/A |
| **Context and Background** | • This statement provides direction for the fulfillment of the defined goals and obligations in the Strategic Research Plan 2017-2020. |
| **Summary** | As a standing committee of Academic Governance Council (AGC), the Research Council:  
• will create a clear annual focus statement.  
• will define clear outcomes and performance metrics.  
• will celebrate many achievements of MacEwan University researchers. |
<p>| <strong>Implications</strong> | • Realization of proposed measures. |
| <strong>Review History</strong> | • The statement was discussed &amp; approved at the Research Council meeting September 12, 2018. |
| <strong>Next Steps</strong> | • Realization of proposed measures. |
| <strong>Policy</strong> | N/A |
| <strong>FOIP</strong> | This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for <strong>Public</strong> distribution. |
| <strong>Attachment(s)</strong> | 1. Research Council Focus Statement 2018-2019 |</p>
<table>
<thead>
<tr>
<th>Submission to</th>
<th>Academic Governance Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date</td>
<td>Submitted by</td>
</tr>
<tr>
<td>2017-10-30</td>
<td>Craig Gnauck, Vice Chair</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Student Services Committee Terms of Reference</td>
</tr>
<tr>
<td>Resource Staff</td>
<td>Chelsea McNaughton, Governance Assistant, Office of University Governance</td>
</tr>
<tr>
<td>Action Requested</td>
<td>For Final Approval</td>
</tr>
<tr>
<td>Recommendation/</td>
<td>That Academic Governance Council approve the proposed change to</td>
</tr>
<tr>
<td>Motion</td>
<td>the Student Services Committee Terms of Reference regarding</td>
</tr>
<tr>
<td></td>
<td>ex-officio members.</td>
</tr>
<tr>
<td>Context and</td>
<td>On July 1, 2018 MacEwan University created a position for the</td>
</tr>
<tr>
<td>Background</td>
<td>Associate Vice-President (AVP) Students. The AVP Students’ job</td>
</tr>
<tr>
<td></td>
<td>description includes the following responsibilities:</td>
</tr>
<tr>
<td></td>
<td>Reporting directly to the Provost, the Associate Vice President,</td>
</tr>
<tr>
<td></td>
<td>Students (“AVP”) serves as an academic leader of student</td>
</tr>
<tr>
<td></td>
<td>development, student life and student support.</td>
</tr>
<tr>
<td></td>
<td>The AVP will be a collaborative and visionary leader offering a</td>
</tr>
<tr>
<td></td>
<td>dedicated senior presence for staff, faculty and students in</td>
</tr>
<tr>
<td></td>
<td>support of student success strategies. He/She will be responsible</td>
</tr>
<tr>
<td></td>
<td>for advancing specific Integrated Strategic Plan (ISP) outputs</td>
</tr>
<tr>
<td></td>
<td>and outcomes related to the student experience for which the</td>
</tr>
<tr>
<td></td>
<td>Provost is responsible as well as ensuring a successful flow of</td>
</tr>
<tr>
<td></td>
<td>information to and from student support areas and the rest of</td>
</tr>
<tr>
<td></td>
<td>the University. The AVP is the senior administrator in the</td>
</tr>
<tr>
<td></td>
<td>planning, development, organization and administration of</td>
</tr>
<tr>
<td></td>
<td>student-related policy and services.</td>
</tr>
<tr>
<td></td>
<td>The role requires the ability to recognize and acknowledge the</td>
</tr>
<tr>
<td></td>
<td>leadership of in their respective areas of responsibility. The</td>
</tr>
<tr>
<td></td>
<td>AVP will work with Vice Presidents, Deans, Chairs, Executive</td>
</tr>
<tr>
<td></td>
<td>Directors and Directors to move core student initiatives</td>
</tr>
<tr>
<td></td>
<td>forward through the appropriate administrative and governance</td>
</tr>
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<td></td>
<td>approval processes followed by successful ongoing</td>
</tr>
<tr>
<td></td>
<td>implementation, maintenance and development.</td>
</tr>
<tr>
<td>Summary</td>
<td>It is proposed that the Associate Vice-President Students replace</td>
</tr>
<tr>
<td></td>
<td>the Executive Director, Student Affairs as an ex-officio member</td>
</tr>
<tr>
<td></td>
<td>on the Student Services Committee.</td>
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<tr>
<td>Implications</td>
<td>N/A</td>
</tr>
<tr>
<td>Review History</td>
<td>• Approved by SSC September 20, 2018 (SSC 05-09-20-2018)</td>
</tr>
<tr>
<td></td>
<td>• AGC Executive Committee review: October 16, 2018 (EC-09-10-16-</td>
</tr>
<tr>
<td></td>
<td>2018)</td>
</tr>
<tr>
<td>Next Steps</td>
<td>N/A</td>
</tr>
<tr>
<td>Policy</td>
<td>N/A</td>
</tr>
<tr>
<td>FOIP</td>
<td>This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for <strong>Public</strong> distribution.</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Attachment(s)</td>
<td>1. Student Services Committee Terms of Reference</td>
</tr>
</tbody>
</table>
STUDENT SERVICES COMMITTEE
Terms of Reference
(Effective October 25, 2017)

1.0 Mandate
1.1 To provide a forum for dialogue and communication about issues of shared campus-wide interest related to the academic, social, and health determinants of student success.
1.2 To define, identify, develop, and evaluate or suggest student success strategies to support academic, social, and health determinants of student success.
1.3 To ensure that the needs of various student groups, including but not limited to Aboriginal students, international students, first-generation students, and students living with a disability, are reflected in institutional policies and procedures.
1.4 To develop recommendations to Academic Governance Council (AGC) on elements of the student experience and institutional policies that affect academic, social, and health determinants of student success.

2.0 Roles of the Committee
2.1 To gather, review and disseminate information relevant to the academic, social, and health determinants of student success at MacEwan University.
2.2 To determine and advocate for meaningful and measurable outcomes that describe student success. These indicators may speak to retention, program completion, learning outcomes, and student-intended outcomes.
2.3 To provide input on institutional policies that impact academic, social, and health determinants of student success.

3.0 Accountability
3.1 The Student Services Committee is a standing committee of Academic Governance Council (AGC).
3.2 The Committee will provide an Annual Report to AGC for information and submit recommendations as required for AGC’s consideration.

4.0 Committee Membership
4.1 The Student Services Committee shall consist of the following voting members:
   4.1.1 Members elected by AGC
      4.1.1.1 Faculty members, with at least one from each Faculty/School and two Professional Resource Faculty (PRF). In the event that the AGC Nominations Committee cannot secure desired membership from each Faculty/School, the number of faculty positions available for nomination may be redistributed to one of the other Faculties/Schools, to ensure the total number sought for faculty membership. *(9 members including 2 PRF)*
      4.1.1.2 One University employee (all employment categories) from Student Affairs, Student Advising, or Recruitment *(1 member)*
4.1.2 Two student members to be appointed by the Students’ Association of MacEwan University (2 members)

4.1.3 The following shall serve as ex-officio members of the Committee:
   - The President
   - The Provost and Vice President Academic
   - Executive Director, Student Affairs
   - Associate Vice President Students

5.0 Term of Office
5.1 Members shall serve a one- or two-year term, except those serving by virtue of their positions. Terms may be renewed.

6.0 Operations of Committee
6.1 On an annual basis, one faculty member from the Committee will be elected by the Committee to chair the Committee.
6.2 The Provost and Vice President Academic is the ex-officio senior administrator who provides executive advice and support as needed.
6.3 Administrative support to the Committee is provided through the Academic Governance Council Secretariat.
6.4 The Committee will offer options, such as holding meetings via teleconference or integrating other technologies, to improve access to information, enhance members’ engagement, and increase flexibility around participation.
6.5 The Committee has the discretion to consult and invite appropriate resource persons to the meetings as resources.
6.6 The Committee may establish ad hoc subcommittees, as required.
6.7 The Committee shall operate in a manner consistent with the Academic Governance Council’s Bylaws
6.8 The quorum for the Committee will be a simple majority of voting members (not including ex-officio and School of Continuing Education faculty).
6.9 Meeting notes shall be filed with the Academic Governance Council Secretariat.

Approved by Academic Governance Council
Amendment to remove Work Plans, effective September 1, 2017: April 18, 2017 (motion AGC-09-04-18-2017)
Housekeeping amended by Student Services Committee (motion SSC-03-09-14-2017), approved by AGC October 24, 2017 (motion AGC-01-10-24-2017)
Amendment to Ex-Officio members by Student Services Committee (motion SSC-05-09-20-2018)
### Submission to

**Academic Governance Council**

**Meeting Date**  
2018-10-30

**Submitted by**  
Chair, AGC Executive Committee

### Agenda Item

**AGC Committee Nominations Slate**

### Resource Staff

- David Epp, Office of University Governance

### Action Requested

For **Information**

### Recommendation/Motion

N/A

### Context and Background

AGC Executive Committee was asked to fill faculty vacancies for the Fall 2018 Nominations Call for all AGC standing committees.

### Summary

**For Information: Faculty members**

The following faculty nominees were acclaimed or elected by electronic ballot.

**Academic Policy Committee**

*Required category*

- William Thompson, Faculty of Arts and Science
- Peter Roccia, Faculty of Fine Arts and Communications
- Natalia Rohatyn-Martin, Faculty of Health and Community Studies
- Cheryl Pollard, Faculty of Nursing
- Bob Graves, School of Business
- Son Doan, School of Continuing Education

*Open category*

- Alison Pitcher, Professional Resource Faculty
- Danica Rose, Professional Resource Faculty

**MacEwan Committee on Internationalization**

*Open category*

- Lana Krys, Faculty of Arts and Science

**Student Services Committee**

*Required category*

- Alison Foster, Professional Resource Faculty

### Review History

N/A

### Next Steps

Notify successful nominees and AGC committee Chairs.

### Policy

Academic Governance Council Bylaws

### FOIP

This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for **Public** distribution.

### Attachment(s)

N/A
Off-cycle Nomination

<table>
<thead>
<tr>
<th>Submission to</th>
<th>Academic Governance Council</th>
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<tbody>
<tr>
<td>Meeting Date</td>
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<tr>
<td>2018-10-30</td>
<td>Chair, AGC Executive Committee</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Off-cycle Nomination</td>
</tr>
<tr>
<td>Resource Staff</td>
<td>• David Epp, Office of University Governance</td>
</tr>
<tr>
<td>Action Requested</td>
<td>For Final Approval</td>
</tr>
<tr>
<td>Recommendation/Motion</td>
<td>That Gaelan Murphy be appointed to the Academic Planning and Priorities Committee for a term from October 31, 2018 to June 30, 2019.</td>
</tr>
<tr>
<td>Context and Background</td>
<td>An Academic Planning and Priorities Committee (APPC) faculty member from the Faculty of Arts and Science resigned on October 12, 2018, too late to be added to the Fall Academic Governance Council (AGC) By-election. According to the APPC Terms of Reference, this position is necessary to achieve the required number of faculty members. The following is from the AGC Standing Committee Procedures: <em>When a faculty vacancy arises that does not fit within the Spring or Fall nomination cycle, Deans, Chairs, Senior Administrators, Chairs of AGC committees, or AGC members will be asked to provide names of those who would be excellent members of AGC committees. Those names will be submitted to the AGC Executive Committee for review and recommendation, and then to AGC for final approval. Nominations will be accepted from the floor of AGC.</em> AGC Executive Committee members have recommended, electronically, that Gaelan Murphy, Assistant Professor, Political Science, be nominated to fill the APPC faculty position that was recently vacated.</td>
</tr>
<tr>
<td>Summary</td>
<td>APPC requires the approval of an off-cycle nomination of a faculty member.</td>
</tr>
<tr>
<td>Review History</td>
<td>AGC Executive Committee</td>
</tr>
<tr>
<td>Next Steps</td>
<td>The candidate and the Chair of APPC will be informed.</td>
</tr>
<tr>
<td>Policy</td>
<td>Academic Governance Council Bylaws</td>
</tr>
<tr>
<td>FOIP</td>
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<tr>
<td>Attachment(s)</td>
<td>N/A</td>
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</table>
# Academic Governance Council
## 2018-2019 Members

<table>
<thead>
<tr>
<th>Membership</th>
<th>Position</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President</strong></td>
<td>Deborah Saucier President (Chair of AGC) ex-officio</td>
<td></td>
</tr>
<tr>
<td><strong>Provost and Vice President Academic</strong></td>
<td>Craig Monk Provost and Vice President Academic pro tem ex-officio</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Staff (29)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty of Arts and Science (12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nina Bernstein</td>
<td>Assistant Professor, Biological Sciences</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Karen Buro</td>
<td>Chair, Mathematics and Statistics</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Sarah Copland</td>
<td>Associate Professor, English</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Nancy Digdon</td>
<td>Professor, Psychology</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Pamela Farvolden</td>
<td>Associate Professor, English</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Lucio Gelmini</td>
<td>Associate Professor, Psychology</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Kimberley Harcombe</td>
<td>Assistant Professor, Biological Sciences</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Robert Irwin</td>
<td>Associate Professor, History</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Shahidul Islam</td>
<td>Chair, Anthropology, Economics, and Political Science</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Susan Mills</td>
<td>Associate Professor, Philosphy</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Josh Toth</td>
<td>Associate Professor, English</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Andrea Wagner</td>
<td>Assistant Professor, Political Science</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Faculty of Fine Arts and Communications (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raymond Baril</td>
<td>Assistant Professor, Music (Vice-Chair of AGC)</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Travis Hatt</td>
<td>Assistant Professor, Theatre Production</td>
<td>31/Aug/21</td>
</tr>
<tr>
<td>Annetta Latham</td>
<td>Assistant Professor, Arts and Cultural Management</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Faculty of Health and Community Studies (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catherine Hedlin</td>
<td>Assistant Professor, Child and Youth Care</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Dave Kato</td>
<td>Interim Chair, Physical Education</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Kevin Hood</td>
<td>Chair, Public Safety and Justice Studies</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Faculty of Nursing (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kari Krell</td>
<td>Faculty, Centre for Professional Nursing Education</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Kathleen Miller</td>
<td>Assistant Professor, Bachelor of Science in Nursing</td>
<td>31/Aug/20</td>
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<tr>
<td>Randi Ziorio Dunlop</td>
<td>Assistant Professor, Psychiatric Nursing</td>
<td>31/Aug/19</td>
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<tr>
<td>School of Business (5)</td>
<td></td>
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<tr>
<td>Rickard Enstroem</td>
<td>Associate Professor, Decision Sciences</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Bob Graves</td>
<td>Associate Professor, International Business, Marketing, Strategy and Law</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Albena Pergelova</td>
<td>Chair, International Business, Marketing, Strategy and Law</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Raina Rudko</td>
<td>Associate Professor, Accounting and Finance</td>
<td>31/Aug/19</td>
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<tr>
<td>Masoud Shadnam</td>
<td>Assistant Professor, Organizational Behaviour, Human Resources Management</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>School of Continuing Education (1)</td>
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<tr>
<td>Peter Myhre</td>
<td>Instructor, English as an Additional Language</td>
<td>31/Aug/20</td>
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<tr>
<td>Professional Resource Faculty (2)</td>
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<tr>
<td>Tamara Lane</td>
<td>Counsellor, Student Affairs</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Lindsey Whitson</td>
<td>University Library</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Membership Position</td>
<td>Position</td>
<td>Term End</td>
</tr>
<tr>
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</tr>
<tr>
<td>Student Members (5)</td>
<td>Jackie Kent</td>
<td>SAMU Vice-President Academic</td>
</tr>
<tr>
<td></td>
<td>Taegan Lloyd</td>
<td>Faculty of Nursing</td>
</tr>
<tr>
<td></td>
<td>Emily Gryba</td>
<td>Faculty of Fine Arts and Communications</td>
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<tr>
<td></td>
<td>Samantha Hay</td>
<td>Faculty of Health and Community Studies</td>
</tr>
<tr>
<td></td>
<td>Bekah Rychliski</td>
<td>Faculty of Arts and Science</td>
</tr>
<tr>
<td>Senior Officials (2)</td>
<td>-</td>
<td>Vice-President, Finance and Administration</td>
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<tr>
<td></td>
<td>David McLaughlin</td>
<td>University Registrar</td>
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<tr>
<td>Deans (7)</td>
<td>Melike Schalomon</td>
<td>Acting Dean, Faculty of Arts and Science</td>
</tr>
<tr>
<td></td>
<td>Allan Gilliland</td>
<td>Dean, Faculty of Fine Arts and Communications</td>
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<tr>
<td></td>
<td>Fred McGinn</td>
<td>Dean, Faculty of Health and Community Studies</td>
</tr>
<tr>
<td></td>
<td>Vince Salyers</td>
<td>Dean, Faculty of Nursing</td>
</tr>
<tr>
<td></td>
<td>Debbie McGugan</td>
<td>Dean of Libraries</td>
</tr>
<tr>
<td></td>
<td>Wanda Costen</td>
<td>Dean, School of Business</td>
</tr>
<tr>
<td></td>
<td>Heather McRae</td>
<td>Dean, School of Continuing Education</td>
</tr>
<tr>
<td>Support/ Supervisory Staff (2)</td>
<td>Debbie Couves</td>
<td>Manager, Domestic Admissions</td>
</tr>
<tr>
<td></td>
<td>Krista Hanscomb</td>
<td>Student Advisor/ Recruiter, kihèw waciston</td>
</tr>
<tr>
<td>Alumnus (1)</td>
<td>David Johnson</td>
<td>Management Studies Diploma - 2003</td>
</tr>
</tbody>
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As of 30 October 2018
## AGC Meeting Attendance Record 2018-2019

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Sept 25, 2018</th>
<th>Oct 30, 2018</th>
<th>Nov 27, 2018</th>
<th>Jan 22, 2019</th>
<th>Mar 19, 2019</th>
<th>Apr 16, 2019</th>
<th>May 9, 2019</th>
<th>June 7, 2019</th>
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<td>Raymond</td>
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</tr>
<tr>
<td>Bernstein</td>
<td>Nina</td>
<td>R</td>
<td></td>
<td></td>
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- "-" = N/A
- "x" = Present
- "R" = Regrets Provided
- "A" = Absence without notice
# 2018-2019 Meeting Schedule

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<td>5:30-8:00 pm</td>
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(c) = contingency

*Updated September 24, 2018*