# Open Agenda
October 28, 2019
3:00 – 6:00 p.m.
9-201 City Centre Campus

## Agenda Item | Action | Attachment
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### Call to Order
1.0 **Approval of Agenda and Consent Items**<br>1.1 Meeting Agenda<br>1.2 Approval of Draft Minutes of the GFC Meeting held on September 23, 2019<br>1.3 Approval of Faculty of Arts and Science Program of Study Revisions – Effective Fall 2020<br>1.4 Approval of Faculty of Arts and Science Curriculum Change – Effective Fall 2020<br>1.5 Approval of Faculty of Health and Community Studies Curriculum Changes – effective Fall 2020<br>1.6 PSLA Changes Update Report as of October 15, 2019 – Office of the General Counsel<br>1.7 School of Business Council Annual Report<br>1.8 Minutes of the GFC Executive Committee Meeting held on October 7, 2019<br>2.0 **Conflict of Interest Declaration**<br>3.0 **Acting President’s Report** *(John McGrath)*<br>4.0 **Report of the Provost and Vice-President, Academic** *(Craig Monk)*<br>5.0 **Faculty of Arts and Science Termination of General Studies diploma, effective July 1, 2020** *(Edvard Lorkovic)*<br>6.0 **FoN Termination of Disability Management in the Workplace certificate, effective July 1, 2020** *(Fred McGinn)*<br>7.0 **eCV and Annual Reports** *(Craig Monk)*<br>8.0 **Update on GFC Standing Committees**<br>9.0 **Revised Student Academic Integrity Policy** *(Lynn Wells)*<br>10.0 **Student Non-Academic Misconduct Policy and Procedure** *(Lynn Wells)*<br>11.0 **Free Expression on Campus Policy** *(Craig Monk)*<br>12.0 **Draft Chancellor’s Profile** *(John McGrath)*<br>13.0 **President’s Medal of Excellence Terms of Reference** *(John McGrath)*<br>14.0 **Election of a GFC Member to the Board of Governors**<br>15.0 **Next Meeting** – November 25, 2019

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### Decision

**Attach 1**

**Attach 2**

**Attach 3**

**Attach 4**

**Attach 5**

**Attach 6**

**Attach 7**

**Attach 8**

**Attach 9**

**Attach 10**

**Attach 11**

**Attach 12**

**Attach 13**

**Attach 14**

**Attach 15**

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### Announcement
Adjournment

Please advise in advance if you are unable to attend by contacting the GFC staff at gfc@macewan.ca.

Note: The meeting package is not an official record until approved by the General Faculties Council (GFC). All final decisions are recorded in the approved minutes of GFC and can be accessed online at https://www.macewan.ca/wcm/ExecutiveandGovernance/GeneralFacultiesCouncil/Meetings/index.htm
Call to Order

The meeting was called to order at 3:02 p.m.

Craig Monk, Chair, General Faculties Council, introduced Lyndon Aginas, Elder, kihêw waciston, and requested a blessing for the meeting. Mr. Aginas performed a blessing and drum song.

1.0 Approval of Agenda and Consent Items

GFC-01-09-23-2019
Mover/Seconder: F. McGinn/L. Gelmini

BE IT RESOLVED THAT
“The General Faculties Council approves the September 23, 2019 open meeting agenda and consent items as presented.

The consent items included the following:

- Approval of draft Minutes of the GFC Meeting held on June 7, 2019
- Approval of Faculty of Arts and Science Program of Study and Curriculum Updates – effective Fall 2020
- PSLA changes Update Report as of August 31, 2019 – Office of the General Counsel
- GFC Interim Bylaws
• Terms of Reference of the GFC Executive Committee
• Minutes of the GFC Executive Committee Meetings held on
  o July 16, 2019
  o August 22, 2019

**ACTION:** Secretariat to amend GFC minutes of the meetings held on April 23 and May 9. Amend April 23 minutes with respect to Postdoctoral Scholars Policy (Agenda item 8.0) to reflect clarification that responsibility for criteria for selection of post-docs lies with Dean at faculty/school level.

2.0 **Conflict of Interest Declaration**
No conflicts were declared.

3.0 **Election of Vice-Chair**
The Chair outlined the election process.

GFC-02-09-23-2019
Mover/Seconder: D. McLaughlin/C. Bailey

BE IT RESOLVED THAT
“The nominations for the position of the Vice-Chair be open.”

**Carried**

GFC-03-09-23-2019
Mover/Seconder: B. Graves/E. Gray

Nominated Dave Kato for the position of the Vice-Chair of the General Faculties Council.

D. Kato accepted the nomination.

Nominations ceased.

GFC-04-09-23-2019
Mover/Seconder: B. Irwin/K. Hood

BE IT RESOLVED THAT
“The nominations for the position of the Vice-Chair be closed.”

**Carried**

D. Kato was elected as Vice-Chair of the General Faculties Council by acclamation. D. Kato took a seat at the head table.

4.0 **Acting President’s Report**
John McGrath, Acting President of MacEwan University, reported on the following:
• Carolyn Graham was appointed as the University’s new Chair of the Board of Governors. Adam Guiney, Samantha Kernahan, and Janice Sarich were appointed as public members
• Update on the Presidential search: town hall consultation meetings took place and a position profile was under development for Board consideration
• The recently released report of the Blue Ribbon Panel on Alberta’s Finances included several recommendations that could impact the post-secondary sector
• Uncertainty with our future base grant funding, along with the potential for a new funding formula and changes to financial models, impacts university planning and so Mr. McGrath decided to pause MacEwan’s strategic planning process in the interim
• More information on the budget and impacts on the University would be communicated after the release of the provincial budget in October
• Please be aware of forthcoming guidelines for political activity on campus in light of the approaching federal election

The Acting President took questions from the floor.

5.0 Report of the Provost and Vice-President, Academic

Dr. Craig Monk, Provost and Vice-President Academic, reported on the following:

• PSLA implementation update:
  o GFC Executive Committee would continue to serve as a task force to recommend actions to further the implementation of the PSLA requirements and adopt best academic governance practices
  o Interim secretariat was established during summer
  o Interim GFC bylaws were adopted with sunset clause
  o Core standing committees have now been staffed
• Enrollment and expenses:
  o Student enrollment was down this year compared to last year
  o Strategic Enrolment Management committee was formed, chaired by the Registrar and reporting to the Provost and Deans’ Council
  o Greater attention must be paid to limiting expenses given uncertainties
• Staffing updates:
  o More than 30 new academic staff members were recruited in 2018-2019
  o Deans submitted their requests for the current hiring season, for faculty appointments starting July 1, 2020
  o The academic staffing plan for 2019-20 would be developed through October and faculty positions would be (re)allocated to Faculties and Schools as approved

The Provost took questions from the floor.

6.0 Faculty and School Councils Annual Reports

2018-2019 Annual Reports from Faculty and School Councils were provided for information and circulated as part of the meeting package.

Verbal updates were invited at the meeting:

6.1 Faculty of Arts and Science – no additional information was provided to the written report and no questions were raised
6.2 Faculty of Fine Arts and Communications – no additional information was provided to the written report and no questions were raised

6.3 School of Continuing Education Council – a verbal update was provided to supplement the written report

6.4 School of Business – a verbal report was provided noting creation of a program review self-study committee, appointment of two new Department Chairs, use of an improved faculty search process, and extensive presentations made to School of Business Council by other business units

6.5 - 6.6 Faculty of Nursing and Faculty of Health and Community Studies – a verbal update was provided to supplement the written reports

7.0 Academic Schedule (D. McLaughlin)

7.1 Approval of Revised Academic Schedule Regulation Document

The briefing note on the issue and proposed Academic Schedule Regulations were circulated as part of the meeting package prior to the meeting. A debate on the presented document took place.

GFC-05-09-23-2019
Mover/Seconder: F. McGinn/N. Zadorozhna

BE IT RESOLVED THAT
“The General Faculties Council approves the revised Academic Schedule Regulations as amended.”

Carried

ACTION: Registrar to amend paragraph 2.5. Last sentence to read as follows:
- “Clinical, field and performance placements may continue into the exam period if necessary.”

7.2 Approval of the 2020-2021 Academic Schedule

The briefing note on a proposed 2020-2021 Academic Schedule was circulated as part of the meeting package prior to the meeting.

GFC-06-09-23-2019
Mover/Seconder: T. Hatt/P. Myhre

BE IT RESOLVED THAT
“The General Faculties Council approving the 2020-2021 Academic Schedule as submitted.”

Carried

7.3 Amendment of the Current Academic Schedule 2019-2020

The briefing note on the issue and a proposed amendment to the current academic schedule 2019-2020 were circulated as part of the meeting package prior to the meeting.

GFC-07-09-23-2019
Mover/Seconder: K. Harcombe/A. Pergelova
BE IT RESOLVED THAT
“The General Faculties Council approves the change of Spring Convocation dates for the 2019/20 Academic Schedule from June 23-25 to June 16-18.”

Carried

8.0 Emeritus Designation Policy (C. Monk)
The briefing note with a revised proposed policy was circulated as part of the meeting package prior to the meeting.

C. Monk stepped down as the Chair. D. Kato assumed the position of the Chair.

GFC-08-09-23-2019
Mover/Seconder: C. Zutter/F. McGinn
BE IT RESOLVED THAT
“The General Faculties Council approves the Emeritus Designation policy as presented and recommends this policy to the Board of Governors for its approval.”

Carried

ACTION: Resource Staff in the Provost Office to amend the paragraph 4.2.6 to read as follows:
- “Professors, Librarians, or Counsellors Emeriti shall be entitled to all privileges accorded to retired faculty as shall exist at a particular time.”

9.0 Statement on Free Expression (C. Monk)
Dr. C. Monk gave a verbal update on the work that took place on the Statement on Free Expression, including the consultations and feedback received so far. The statement would serve as a foundation for Free Expression related policy and procedures.

ACTION: Secretariat to circulate the most recent Statement on Free Expression to GFC members.

10.0 Standing Committees of General Faculties Council (C. Monk)
B. Snejfella spoke about the recently staffed GFC Standing Committees, i.e. Program and Curriculum Committee, Admission and Transfer Committee, and Faculty Development Committee. The Committees' membership was approved by GFC Executive Committee. The following considerations were given in developing the slates for membership:
- Recommendation of the Marshall Report to have 50% of members to be GFC members
- Seeking volunteers from GFC as well as faculty at large
- Recommendations from GFC Executive Committee members
- Governance experience and interest, including previous service on these committees
- Representative per faculty/school where possible, although proportion depended on the pool of volunteers
- Need to appoint Deans amongst three committees
- Need for student membership
- Additional members without whom each committee would have difficulty functioning or developing a mandate – the Registrar/AVP Planning and Analysis in the case of PCC and ATC, and Director of OTLS for Faculty Development
C. Monk spoke about the work that the Standing Committees need to do this year:
- Terms of reference
- Committee size and composition
- Mandate and functions
- Invited to send feedback on committees to gfc@macewan.ca.

The membership of the GFC Standing Committees was shared as follows:

**Program and Curriculum Committee**
- John McGrath, Acting President (*ex-officio*)
- Craig Monk, Provost (Chair) (*ex-officio*)
- David McLaughlin, Registrar (or designate) (*ex-officio*)
- Allan Gilliland, Dean (FFAC) (*ex-officio*)
- Sean Waddingham, VP Academic, SAMU (*ex-officio*)

*Current GFC Members*
- Bob Irwin (A&S)
- Emily Khalema (Nursing)
- Joanne Loh (Business)
- Travis Hatt (FFAC)

*Non-GFC Members*
- Dawn Sadoway (FFAC)
- Terry McLean (SCE)
- Terri Yaremko (H&CS)
- Lisa Prichard (A&S)

*Other: Invited resource/advisory participants (non-members; non-voting)*

**Admissions and Transfer Committee**
- John McGrath, Acting President (*ex-officio*)
- Craig Monk, Provost (Chair) (*ex-officio*)
- David McLaughlin, Registrar (or designate) (*ex-officio*)
- Heather McRae, Dean (SCE) (*ex-officio*)
- Sean Waddingham, VP Academic, SAMU (*ex-officio*)

*Current GFC members*
- Calin Anton (A&S)
- Murli Muralidharan (Business) (name corrected for minutes)
- Kim Harcombe (A&S)
- Kathy Miller (Nursing)

*Non-GFC Members*
- Jenny McGrath (H&CS)
- Raj Namaware (Nursing)
- Bill Richards (FFAC)
- Noufou Ouedgraogo (Business)

*Other: Invited resource/advisory participants (non-members; non-voting)*
Faculty Development Committee

John McGrath, Acting President (ex-officio)
Craig Monk, Provost (Chair) (ex-officio)
Ed Lorkovic, Interim Dean (A&S) (ex-officio)
Lynne Honey, Director, Office of Teaching and Learning (ex-officio)

Current GFC members
Peter Myhre (SCE)
Andrea Wagner (A&S)
Kari Krell (Nursing)
Nataliya Zadorozhna (A&S)

Non-GFC Members
Jeff Davis (A&S)
Valla McLean (Library)
Jody Marshall (H&CS)
Michael MacDonald (FFAC) (name corrected for minutes)

Other: Invited resource/advisory participants (non-members; non-voting)

11.0 Annual Reports and CV Formats (C. Monk)
C. Monk spoke about the annual report and CV formats that were developed in the last three years within the eCV platform. He advised that faculty members had a right to use the CV format that was built-in to the eCV platform for institutional processes or to submit their own curated CVs. It is the Provost's intent to return the issue to GFC for a formal motion.

C. Monk resumed the position of the Chair.

12.0 Election of the GFC Member on the Presidential Search Committee
K. Hood had stepped down as the GFC representative on the Presidential Search Committee. For this reason, it was necessary to elect a new GFC member for appointment by the Board.

GFC-09-09-23-2019
Mover/Seconder: E. Muralidharan/T. Hatt

BE IT RESOLVED THAT
"The nominations to elect a GFC member to the Presidential Search Committee be open."

Carried

GFC-10-09-23-2019
Mover/Seconder: K. Hood/L. Gelmini

Nominated Cynthia Zutter as GFC Member on the Presidential Search Committee.

C. Zutter accepted the nomination.

Nominations ceased.
GFC-11-09-23-2019  
Mover/Seconder: L. Gelmini/B. Irwin

BE IT RESOLVED THAT  
“The nominations to elect a GFC member to the Presidential Search Committee be closed.”

Carried

C. Zutter was elected as a GFC member to the Presidential Search Committee by acclamation.

13.0 Notice of Election of a GFC Member to the Board (C. Monk)  
C. Monk gave notice of the election of a GFC Member to the Board of Governors at the next GFC meeting. The purpose of a GFC representative on the Board of Governors was to create a stronger connection between the Board and GFC. GFC members were encouraged to provide their feedback to Executive Committee via email at gfc@macewan.ca.

14.0 Next Meeting  
• October 28, 2019, 3:00 – 6:00 p.m.

Adjournment
The meeting was adjourned at 5:15 p.m.

Reference Items
<table>
<thead>
<tr>
<th>Submission to</th>
<th>General Faculties Council</th>
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</thead>
<tbody>
<tr>
<td>Meeting Date</td>
<td>Submitted by</td>
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<tr>
<td>2019-10-28</td>
<td>Faculty of Arts and Science Council</td>
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<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Faculty of Arts and Science Program of Study Updates</th>
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</thead>
</table>
| Resource Staff          | • Naomi Beke, Director, Programs and Curricular Planning  
                          | • Dr. Robert Wiznura, Associate Dean, Students |
| Action Requested        | For Approval |
| Recommendation/Motion   | That General Faculties Council approve Faculty of Arts and Science program of study revisions effective Fall 2020 |

| Context and Background  | • As part of regular curricular review and renewal processes, Departments within the Faculty of Arts and Science update programs of study. These actions ensure that programs of study are current and that the updates have been documented.  
                          | • Changes to course and program curriculum impact student and faculty in the Faculty of Arts and Science as well as students and programs in other Faculties/Schools throughout the University. |
| Summary                 | The Faculty of Arts and Science is presenting, for approval, revisions to the degree regulations for the BA and the BSc, the English Major and Honours, and Sociology Honours. All have an effective date of Fall 2020. |
| Implications            | Program of study revisions are necessary for ongoing curriculum renewal for the Faculty of Arts and Science. |
| Review History          | • As required, Faculty of Arts and Science Committees and Councils including various Department Curriculum Committee, Department Councils, Faculty of Arts and Science Program and Curriculum Committee, and Arts and Science Faculty Council  
                          | • University-wide consultation conducted by IAP |
| Next Steps              | • The Office of the University Registrar will be notified of approvals. |
| Policy                  | • Program Approvals and Changes  
<pre><code>                      | • Program Approvals and Changes Procedures |
</code></pre>
<p>| 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. 2019-10-28b FAS Program of Study Updates.xlsx |</p>
<table>
<thead>
<tr>
<th>Faculty</th>
<th>New/Revised/Deactivated</th>
<th>Program</th>
<th>Description of changes/rationale</th>
<th>Effective Date</th>
<th>Consultation Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>BA Degree Regulations</td>
<td>Remove six credit D or D+ restriction</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>BSc Degree Regulations</td>
<td>Remove six credit D or D+ restriction</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>English Major and Honours</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>Sociology Honours</td>
<td>Swap SOCI 498 requirement with SOCI 398; swap SOCI 400 requirements with SOCI 496; update programs for the Criminology and the Family, Youth, and Diversity Honours Streams</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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**Agenda Item**

Faculty of Arts and Science Course Curriculum Updates

**Resource Staff**

- Naomi Beke, Director, Programs and Curricular Planning
- Dr. Robert Wiznura, Associate Dean, Students

**Action Requested**

For Approval

**Recommendation/Motion**

That General Faculties Council approve Faculty of Arts and Science new curriculum, and curriculum updates and deactivations, effective Fall 2020

**Context and Background**

- As part of regular curricular review and renewal processes, Departments within the Faculty of Arts and Science update, deactivate, and propose new courses. These actions ensure that the curriculum is current and that the updates or new courses have been documented.
- Revised, deactivated, and newly developed courses impact student and faculty in the Faculty of Arts and Science as well as students and programs in other Faculties/Schools throughout the University.

**Summary**

The Faculty of Arts and Science is presenting, for approval, 6 new and 45 revised courses. All have an effective date of Fall 2020.

**Implications**

Course revisions and developments are necessary for ongoing curriculum renewal for the Faculty of Arts and Science.

**Review History**

- As required, Faculty of Arts and Science Committees and Councils including various Department Curriculum Committee, Department Councils, Faculty of Arts and Science Program and Curriculum Committee, and Arts and Science Faculty Council
- University-wide consultation conducted by IAP

**Next Steps**

- The Office of the University Registrar will be notified of approvals.

**Policy**

- Course Approvals and Changes
- Course Approvals and Changes Procedures

**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. 2019-10-28b FAS Curriculum Updates.xlsx
<table>
<thead>
<tr>
<th>Faculty</th>
<th>New/Revised/Deactivated</th>
<th>Course Number</th>
<th>Title</th>
<th>Description of changes/rationale</th>
<th>Effective Date</th>
<th>Consultation Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS</td>
<td>New</td>
<td>HIST 364</td>
<td>Topics in Western Canadian History</td>
<td>Several years ago, we taught western Canadian history in two chronologically-based courses (HIST 365/366). When the department introduced the specialized Alberta History course (HIST 362), it decided to deactivate HIST 365 and change HIST 366 to include some of that course material. Although the current consolidated HIST 366 course provides students with a breadth of knowledge about western Canada, it means most topics are covered with less depth. It has become apparent that responding to current events and interests requires a course that can be focused on specific topics and offers depth on a particular issue. A topic-based course provides the Department with this required capacity.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>New</td>
<td>PABA 281</td>
<td>Principles of Behaviour</td>
<td>To create a cross-listed PABA course that is equivalent to PSYC 281 that can be offered by the School of Continuing Education Behaviouralist Interventionist Certificate of Achievement program.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>New</td>
<td>PABA 385</td>
<td>Introduction to Applied Behaviour Analysis</td>
<td>To create a cross-listed PABA course that is equivalent to PSYC 385 that can be offered by the School of Continuing Education Behaviouralist Interventionist Certificate of Achievement program.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>New</td>
<td>PHIL 235</td>
<td>Medieval Philosophy</td>
<td>The new course reflects a new departments member’s interest and expertise in teaching medieval philosophy. Fills a gap in the history of western philosophy not covered by PHIL 230 (ancient western philosophy) and PHIL 240 (Descartes to Kant). Also fills a gap in the history of non-European philosophy not covered by PHIL 201 (Buddhist philosophy) and PHIL 202 (Philosophies of China and Japan).</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>New</td>
<td>PHIL 303</td>
<td>Studies in Philosophy and Religion</td>
<td>In Philosophy, there has been a transition towards specific topic-oriented courses at the 300 level the new course in in line with this. This course will be in addition to a more general survey in the philosophy of religion at the 300-level.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>New</td>
<td>PSYC 315</td>
<td>Computational Thinking</td>
<td>This course is equivalent to MGTS 315. This course is co-taught by faculty from Department of Psychology, Faculty of Arts &amp; Science, and the Department of Decision Sciences, School of Business, to provide interdisciplinary and practical problem-solving experiences for students.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>BIOL 361</td>
<td>Marine Biology</td>
<td>Update calendar description, course content, and learning outcomes. Include program outcomes with the course learning outcomes.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>BOTN 405</td>
<td>Plant Behaviour and its Applications</td>
<td>The course is almost entirely based on primary sources, current application of knowledge and student participation, and as such aligns better with expectations for a fourth level course. Update course number, title, calendar description, prerequisites, course content, learning outcomes, textbooks, and methods of evaluation.</td>
<td>Fall 2020</td>
<td>11-Oct-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>EASC 409</td>
<td>Geology of Western Canada</td>
<td>The course will become a capstone course for Earth and planetary science disciplines. Renumber from 209 to 409, update course title, calendar description, prerequisites, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 215</td>
<td>Sports in Literature</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 238</td>
<td>Reading Gender</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 219</td>
<td>Readings in Speculative Fiction</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 240</td>
<td>The Bible as Literature</td>
<td>Update calendar description, course content, learning outcomes, and methods of evaluation.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 243</td>
<td>Genesis of English Literary Forms: Old English to Late Renaissance</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 282</td>
<td>Introduction to the Short Story</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 283</td>
<td>Introduction to the Novel</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 284</td>
<td>Introduction to Drama</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 285</td>
<td>Introduction to Poetry</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 286</td>
<td>Introduction to Literary Non-Fiction</td>
<td>Update calendar description, course content, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 288</td>
<td>Introduction to Film Narrative</td>
<td>Update calendar description, learning outcomes, methods of evaluation, and textbooks.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 319</td>
<td>Earlier Medieval English Literature</td>
<td>Update prerequisites and textbooks</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 320</td>
<td>Later Middle English Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 324</td>
<td>Chaucer</td>
<td>Update prerequisites and textbooks</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 336</td>
<td>Studies in Shakespeare</td>
<td>Update prerequisites and textbooks</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 337</td>
<td>English Renaissance Literature</td>
<td>Update prerequisites and textbooks</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 340</td>
<td>Studies in 17th Century English Literature</td>
<td>Update learning outcomes, prerequisites and textbooks</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 341</td>
<td>Augustan Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 342</td>
<td>Topics in the Long 18th Century Literature</td>
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<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 348</td>
<td>Milton</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 350</td>
<td>Topics in Romantic Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 352</td>
<td>Early Victorian Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 353</td>
<td>Later Victorian Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 358</td>
<td>19th Century American Literature</td>
<td>Update prerequisites and course content.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 361</td>
<td>Early 20th Century American Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<td>FAS</td>
<td>Revised</td>
<td>ENGL 362</td>
<td>Contemporary American Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 364</td>
<td>Topics in 20th and 21st Century Literature</td>
<td>Update learning outcomes and prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 365</td>
<td>Early 20th Century British &amp; Anglophone Literature</td>
<td>Update learning outcomes and prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 366</td>
<td>Contemporary British and Anglophone Literature</td>
<td>Update learning outcomes and prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 368</td>
<td>Topics in Race and Gender</td>
<td>Update learning outcomes and prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 374</td>
<td>Early Canadian Literature</td>
<td>Update learning outcomes and prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<td>FAS</td>
<td>Revised</td>
<td>ENGL 376</td>
<td>Contemporary Canadian Literature</td>
<td>Update learning outcomes and prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<td>FAS</td>
<td>Revised</td>
<td>ENGL 377</td>
<td>Studies in Indigenous Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>Faculty</td>
<td>New/Revised/Deactivated</td>
<td>Course Number</td>
<td>Title</td>
<td>Description of changes/rationale</td>
<td>Effective Date</td>
<td>Consultation Completion Date</td>
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<td>FAS</td>
<td>Revised</td>
<td>ENGL 381</td>
<td>Topics in Post-Colonial Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 382</td>
<td>Topics in Literary Studies</td>
<td>Update learning outcomes and prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 383</td>
<td>Topics in World Literature</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 388</td>
<td>Topics in Film Studies</td>
<td>Update prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
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<tr>
<td>FAS</td>
<td>Revised</td>
<td>ENGL 389</td>
<td>Topics in Children’s Literature</td>
<td>Update course content, learning outcomes, and prerequisites</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>LING 100</td>
<td>Introduction to Human Language</td>
<td>LING 100 is part of the program of study for the Speech Pathology program. As the Faculty has entered into laddering agreement with this program, it is best to update the calendar description and inform students that this course cannot be used to fulfill the breadth requirements of the BA or the BSc. This course can be used to fulfill degree options.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>MATH 099</td>
<td>Precalculus Mathematics</td>
<td>Include statement in calendar description to inform students that MATH 099 cannot be used to fulfill the requirements of the Bachelor of Arts, the Bachelor of Commerce, or the Bachelor of Science. Also remove the requirement designation from this course to ensure it is not deemed university- or diploma-level.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>PHIL 203</td>
<td>Philosophy of Religion</td>
<td>Revised PHIL 357. The current philosophy of religion course is a general survey of key themes in the philosophy of religion at the 300 level. It is felt that this works better as a 200-level course, similar to other 200 level general courses that introduce students to different areas of philosophy. Update calendar description, course content, learning outcomes, methods of evaluation, and textbook.</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>FAS</td>
<td>Revised</td>
<td>SOCI 100</td>
<td>Introductory Sociology</td>
<td>Update textbook</td>
<td>Fall 2020</td>
<td>27-Sep-19</td>
</tr>
<tr>
<td>Submission to</td>
<td>General Faculties Council</td>
<td></td>
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<td>Meeting Date</td>
<td>Submitted by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-10-28</td>
<td>• Dr. Fred McGinn, Dean Faculty of Health and Community Studies</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Agenda Item

**Program and Curriculum updates**

### Resource Staff

- Jeff Moggach, Chair Faculty of Health and Community Studies Curriculum Committee
- Dr. Fred McGinn, Dean Faculty of Health and Community Studies
- Cassie Prochnau, Associate Dean, Faculty of Health and Community Studies
- Sharon Hobden, Associate Dean, Faculty of Health and Community Studies
- Faculty of Health and Community Studies Curriculum Committee

### Action Requested

For **Approval**

### Recommendation/Motion

To approve the Faculty of Health and Community Studies curriculum changes in a single omnibus motion, effective for the academic year indicated.

### Context and Background

- Revisions to policy C1020: Course Approvals and Changes and its accompanying procedures C1020-1, effective as of July 1, 2015, require that General Faculties Council (GFC) receive all new and revised credit courses for information only, with final approval delegated.
- However, since the November 2015 discovery of the Post-secondary Learning Act, Part 2, that GFC cannot sub-delegate, and therefore, by extension, must approve all curricular changes, the Faculties and Schools will present omnibus motions on the GFC consent agenda for the approval of curricular changes that would otherwise be presented for information.
- Any questions or request to debate must be received by the GFC Secretariat at least 48 hours prior to the GFC meeting, and must be accompanied by an Agenda Change Request cover page.

### Summary

- These changes are effective for Fall 2020.
- The courses are listed in the attachment.

### Implications

Any member wishing to debate a proposal must contact the GFC Secretariat at least 48 hours prior to the meeting to request that the item be placed on the Agenda as a separate item. This item is subject to GFC Special Rules of Order: Agenda Procedures.

### Review History

See attached for review history of each course.
- Curriculum Committee: FHCSCC-02-09-05-2019
- Faculty Council: FHCSFC-01-09-18-2019

### Next Steps

General Faculties Council for approval.

### Policy

- General Faculties Council Bylaws
- Course Approval and Changes
- Course Approval and Changes Procedure

### 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. Faculty of Health and Community Studies Curriculum Changes
<table>
<thead>
<tr>
<th>Faculty</th>
<th>New/Revised/Deactivated</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Description of changes/rationale</th>
<th>Effective Academic Year</th>
<th>Date SENT for Consultation</th>
<th>Consultation Completion</th>
<th>Pass Consultation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA</td>
<td>REVISED</td>
<td>PSSC 212</td>
<td>Mental Health Foundations in Public Safety</td>
<td>Course name change to reflect current practice in mental health and wellness research. Revision to course content to reflect best practice.</td>
<td>Fall 2020</td>
<td>6-Sep</td>
<td>20-Sep</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA</td>
<td>REVISED</td>
<td>TAST 107</td>
<td>Students with Diverse Learning Support Needs I</td>
<td>Update terminology and course content. Revised course description</td>
<td>Fall 2020</td>
<td>6-Sep</td>
<td>20-Sep</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA</td>
<td>REVISED</td>
<td>TAST 117</td>
<td>Students with Diverse Learning Support Needs II</td>
<td>Update terminology and content. Revise course description.</td>
<td>Fall 2020</td>
<td>6-Sep</td>
<td>20-Sep</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Briefing Note

**Submission to:** General Faculties Council  
**Meeting Date:** 2019-10-28  
**Submitted by:** Michelle Plouffe, Vice-President and General Counsel

**Agenda Item:** PSLA Changes Update Report

<table>
<thead>
<tr>
<th>Resource Staff</th>
<th>Action Requested</th>
<th>Recommendation/ Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For Information</td>
<td>It is recommended that General Faculties Council receive this update with respect to the governance changes required at the University as a result of amendments to the <em>Post-secondary Learning Act</em>.</td>
</tr>
</tbody>
</table>

**Context and Background**
- A report from the Office of General Counsel is provided to General Faculties Council at each of its regular meetings in order to ensure General Faculties Council is kept apprised of the progress of the PSLA Governance Changes Task Force (“Task Force”) relating to the changes required to existing bylaws, policy, processes and University governance and operations to implement the amendments to the *Post-secondary Learning Act* (PSLA) which came into force on February 1, 2019.
- The Task Force utilizes its comprehensive work plan which includes detailed deliverables and accompanying actions and activities, to monitor and track progress of the implementation and status of projects and initiatives relating to the PSLA amendments.

**Summary**
- Attached to this Submission as Attachment 1 is the PSLA Changes Update Report as at October 15, 2019 which provides information relating to:
  - major projects and initiatives being undertaken to effectively implement changes required resulting from the amendments to the PSLA;
  - policy changes being made in order to ensure alignment with the PSLA; and
  - any PSLA-related decisions that have been made by Executive Council, the Board of Governors, and Academic Governance Council/General Faculties Council relating to the PSLA amendments.

**Implications**
There is a risk to the reputation of the University if it does not properly implement the changes to the PSLA. This risk is mitigated by the creation of the Task Force to plan and oversee the changes, and ensuring that the Task Force reports regularly on its activities to Deans’ Council, the Board of Governors, and General Faculties Council.

**Review History**
N/A

**Next Steps**
- The Task Force will continue to meet on a regular basis.
- Actions and activities will proceed in accordance with the Task Force work plan.
- An updated report on actions and progress will be provided to General Faculties Council at each of its regular meetings.

**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 *Internal* distribution.

**Attachment(s)**
1. PSLA Changes Update Report as at October 15, 2019.
OFFICE OF GENERAL COUNSEL

PSLA CHANGES UPDATE REPORT TO GENERAL FACULTIES COUNCIL as at October 15, 2019

Submitted by:
Michelle Plouffe
Vice-President and General Counsel
Office of General Counsel
MacEwan University
A. Introduction

On October 29, 2018, the Government of Alberta introduced Bill 19 (An Act to Improve the Affordability and Accessibility of Post-secondary Education) which significantly amends the Post-secondary Learning Act (“PSLA”). Bill 19 received Royal Assent on December 11, 2018 and came into force on February 1, 2019.

A PSLA Governance Changes Task Force (“Task Force”), chaired by the Vice-President and General Counsel, was struck to oversee the University’s response to and actions required as a result of the amendments, including any necessary changes to existing bylaws, policy, processes and University governance and operations.

Through the Vice-President and General Counsel, the Task Force provides an updated report on actions and progress to Deans’ Council on a monthly basis, and to Academic Governance Council/General Faculties Council and the Board of Governors at each of their regular meetings.

B. Major Initiatives/Projects

Schedule A to this report includes information relating to the significant initiatives and projects currently being worked on and/or overseen by the Task Force in order to implement the changes required by the amendments to the PSLA.

C. Policy Change

A review of all University policies was conducted in order to determine those requiring a change in policy authority or revision to content in order to ensure alignment with the PSLA. The Vice-President and General Counsel, working with the Task Force, is overseeing those policy changes. Attached to this report as Schedule B is the PSLA Policy Changes Status Chart as at October 15, 2019 which lists all policies requiring revision in order to comply with the amendments to the PSLA, the individuals responsible for bringing forward those revisions, and the current status of each policy.

Of particular note, all minor policy revisions have been approved by the appropriate policy sponsor and implemented effective February 1, 2019, to coincide with the effective date of the amendments to the PSLA. Those policies requiring comprehensive revision are being advanced through the University’s policy approval process, with a view to being ready for approval by either the Board of Governors or General Faculties Council (as appropriate) at the earliest possible opportunity once all necessary consultation has occurred.

D. Decisions Related to PSLA Amendments

Attached to this report as Schedule C is the PSLA-related Decision Register as at October 15, 2019, which sets out all decisions made by Executive Council, the Board of Governors, and Academic Governance Council/General Faculties Council relating to the PSLA amendments and resulting impact on the University.
Schedule A
MAJOR INITIATIVES/PROJECTS

1) Alumni Association

The University will establish a formal Alumni Association.

Status: Recruitment for the Alumni Advisory Council closed on August 30, 2019 with 54 applications received. The Alumni Office is in the final stages of reviewing and confirming council membership. The first Alumni Advisory Council meeting is scheduled for November 7, 2019.

2) Board of Governors Membership and Bylaws

The Board of Governors membership will be expanded to include the Chancellor (if one is appointed), 2 alumni nominated by the alumni association (if there is an alumni association), 1 academic staff, 1 student, plus any additional persons appointed by the Lieutenant Governor in Council on the recommendation of the Minister. The Board of Governors Bylaws will be reviewed and revised to ensure alignment with the PSLA.

Status: The revised Board Bylaws were approved by the Board of Governors at its meeting on October 3, 2019. At its meeting on October 28, 2019 General Faculties Council will be seeking a nomination for a member to be added to the Board of Governors.

3) Chancellor and Vice-Chancellor

MacEwan is permitted (but not required) to have a Chancellor. The Chancellor is appointed by the Board of Governors from a list created by a nominating committee established in accordance with PSLA terms. The President is the Vice-Chancellor.

Status: No update to August 31, 2019 report.

4) General Faculties Council Membership and Bylaws

A General Faculties Council will be established to replace the current Academic Governance Council. Membership will be transitioned to align with General Faculties Council model under the PSLA, including the election of members from Faculty and School Councils and members appointed in compliance with the PSLA. The General Faculties Council has the authority to approve its own Bylaws.

Status: On September 23, the first General Faculties Council meeting of 2019-2020 was held under interim Bylaws with core membership as defined under the PSLA.

5) Student Affairs and Discipline Appeals

The General Faculties Council will have general supervision of student affairs, which authority requires a change to policy authority. The Board of Governors has the ability to hear appeals on student discipline matters.

Status: It is anticipated the revised Student Academic Integrity Policy, Student Academic Misconduct Procedure, and Student Non-Academic Misconduct Policy and Procedure will be submitted for approval by General Faculties Council at its meeting on October 28, 2019 and by the Board of Governors on December 19, 2019.
6) **General Faculties Council Standing Committees (including Faculty/School Councils)**

Review existing Academic Governance Council committee structure in order to determine changes required as a part of the transition to General Faculties Council. Faculty and School Councils to be formally established. Current membership, roles, responsibilities, authorities, policies and procedures will be reviewed in order to ensure alignment with the PSLA.

**Status:** On August 31, 2019, new membership on the Executive Committee to General Faculties Council was confirmed. In early September, the Executive Committee to GFC appointed provisional membership to three of the other newly established standing committees (Program and Curriculum, Admissions and Transfer, and Faculty Development) in order to ensure core business progresses through the GFC system. These committees have met, or will be meeting in October, and will support Executive Committee in developing recommendations with respect to their permanent mandates. On October 7, 2019, the Executive Committee to GFC received initial analysis on standing committee composition at comparable institutions and established a sub-taskforce to begin consultations and analysis to determine what standing committees would be recommended for establishment to the GFC. This consultative work will continue during October and November 2019.

7) **Officers and Employees**

The Board of Governors is responsible for appointing the Registrar and the Deans. The President is responsible for appointing academic staff and may, subject to any collective agreement, suspend from duty and privileges any officer, employee of the university, or academic staff member.

**Status:** No update to August 31, 2019 report.

8) **Sector Mandate**

Implications of the mandate of Undergraduate Universities sector as defined in the PSLA is being considered in order to ensure alignment with the University’s mandate.

**Status:** No update to August 31, 2019 report.

9) **Honorary Degrees**

MacEwan is permitted to grant honorary degrees up to and including doctorate degrees.

**Status:** No update to August 31, 2019 report.

10) **Communications**

Ongoing key messages and communications are being provided to the University community to encourage engagement.

**Status:** The Provost continues to provide regular updates on the progress of the implementation of changes to the General Faculties Council. These updates are posted on the GFC website. The communications team is currently planning for communicating progress on upcoming developments related to the PSLA, including implementation of the Alumni Association and honorary degrees.
### Outstanding Revisions

#### Policy/Procedure Revision Details

<table>
<thead>
<tr>
<th>Policy/Procedure</th>
<th>Revision Details</th>
<th>Policy Sponsor</th>
<th>Area/Position Accountable for Revisions</th>
<th>Date to PAG for Initial Review</th>
<th>Date to PAG for Final Review</th>
<th>Date to PPC or GFC Executive</th>
<th>Date to Board Committee</th>
<th>Date to Board or GFC for Approval</th>
<th>Current Status</th>
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<tr>
<td><strong>Academic:</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Awarding Posthumous Credentials Procedure</td>
<td>Presentation of posthumous credential has option of small private ceremony with President - consider whether chancellor is more appropriate</td>
<td>President Marg Leatham David McLaughlin</td>
<td>1-Mar-19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mar 1/19: PAG recommended to proceed with proposed revisions. Procedure undergoing consultation regarding proposed revisions.</td>
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</tr>
<tr>
<td>International Education Agreements</td>
<td>26(1)(c) specifies GFC has authority to make recommendations to the board with respect to affiliation with other institutions</td>
<td>Provost Carrie Hunting Ian Hanson</td>
<td>24-Jan-17</td>
<td></td>
<td></td>
<td></td>
<td>Jun 10/19: Policy proposed for rescission once related procedure is finalized and approved.</td>
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<tr>
<td>Student Academic Misconduct Procedure</td>
<td>Right of appeal to Board</td>
<td>Provost Lynn Wells Ian Hanson</td>
<td>4-Jan-19</td>
<td></td>
<td></td>
<td></td>
<td>Oct 4/19: Revised procedure recommended to proceed for approval by the PAG.</td>
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<tr>
<td>Acting Senior Administrator Procedure</td>
<td>Consider whether 3.4 (Extended Absence or vacancy) for Deans and Registrar should mirror process for President (re: both appointed by Board)</td>
<td>President Deb Saucier Craig Monk Marg Leatham</td>
<td>21-Nov-18</td>
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<td>May 23, 2019: Revisions being finalized to ensure alignment with revised Senior Administrator Appointments Policy.</td>
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<tr>
<td>Senior Administrator Appointments Procedures</td>
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<td>President Deb Saucier Craig Monk Marg Leatham</td>
<td>21-Nov-18</td>
<td></td>
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<td>May 23, 2019: Revisions being finalized to ensure alignment with revised Senior Administrator Appointments Policy.</td>
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<tr>
<td>Reappointments Procedures</td>
<td>Need to align &quot;Dean Reappointment Process&quot; with recommendation to Board</td>
<td>President Deb Saucier Craig Monk Marg Leatham</td>
<td>21-Nov-18</td>
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<td>May 23, 2019: Revisions being finalized to ensure alignment with revised Senior Administrator Appointments Policy.</td>
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<tr>
<td>Media</td>
<td>Consider whether Chancellor should be named in policy as a part of media relations requirements</td>
<td>VP Student Services Myrna Khan Ian Hanson</td>
<td>4-Jan-19</td>
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<td></td>
<td>Feb 5/19: Policy undergoing consultation regarding proposed revisions.</td>
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<tr>
<td>Distinguished Alumni Award</td>
<td>Consider changes that may be required with the addition of an Alumni Association and rescission of Medals of Excellence policy.</td>
<td>VP Student Services Michelle Stevenson</td>
<td></td>
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<td></td>
<td>Feb 4/19: Revisions to this policy will be considered once the Alumni Association is in place.</td>
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</table>

*Note: changes made since the last review have been made in red*
<table>
<thead>
<tr>
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<tr>
<td>Scheduling Policy</td>
<td>Consider whether this policy should transfer to GFC responsibility over student affairs</td>
<td>ED Student Services</td>
<td>David McLaughlin</td>
<td>4-Jan-19</td>
<td></td>
<td></td>
<td></td>
<td>Jan 4/19: PAG recommended to proceed with revisions. Feb 1/19: Policy transferred to GFC.</td>
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</tr>
<tr>
<td>Student Appeals</td>
<td>Transition policy to GFC - will be subject to revision once all appeal mechanisms are contained within relevant policy/procedure</td>
<td>VP Student Services</td>
<td>Lynn Wells Ian Hanson</td>
<td>22-Mar-16</td>
<td></td>
<td></td>
<td></td>
<td>Jan 7/19: Proposed revision on hold until finalization of related policy document development and revision.</td>
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<tr>
<td>Student Discipline</td>
<td>Transition policy to GFC - will be subject to revision once Student Non-Academic Conduct Policy is complete</td>
<td>VP Student Services</td>
<td>Lynn Wells Ian Hanson</td>
<td>22-Mar-16</td>
<td></td>
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<td></td>
<td>Sept 18/19: Proposed for revision to coincide with approval of Student Non-Academic Conduct Policy and Procedure anticipated during the fall 2019.</td>
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<tr>
<td>Student Rights and Responsibilities</td>
<td>Transition policy to GFC - will be subject to revision or rescission after the student discipline suite of policy documents is complete</td>
<td>VP Student Services</td>
<td>Lynn Wells Ian Hanson</td>
<td>22-Mar-16</td>
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<td></td>
<td>Sept 18/19: Proposed to proceed for revision in conjunction with development of proposed new Student Code of Conduct.</td>
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<tr>
<td>AGC Bylaws</td>
<td>GFC to approve its own Bylaws (transition approval authority to GFC from BOG); Bylaws to account for transition to GFC; committees; authority; membership</td>
<td>President</td>
<td>Gina DeVeaux</td>
<td></td>
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<td></td>
<td>Aug 31/19: Executive Committee to GFC approved interim GFC Bylaws to allow GFC to operate until recommended revisions are available and open for consultation in the fall 2019.</td>
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</tr>
<tr>
<td>AGC Faculty Reapportionment Procedure</td>
<td>Procedure to account for transition to GFC; GFC not Registrar, establishes membership on GFC (242)(b)(i)</td>
<td>President</td>
<td>David McLaughlin</td>
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<td></td>
<td>Jan 18/19: PAG recommended to proceed with amendment.</td>
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## COMPLETED PSLA POLICY CHANGES

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<td><strong>MINOR REVISIONS:</strong></td>
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<td><strong>ACADEMIC:</strong></td>
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<tr>
<td>Admissions</td>
<td>Policy references “Academic Governance Council” (1.1, 4.3, 4.4)</td>
<td>Provost</td>
<td>Office of General Counsel</td>
<td>N/A</td>
<td>17-Dec-18</td>
<td>N/A</td>
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<td>Approved by Policy Sponsor on Dec 12/18. Minor revision confirmed by PAG on Dec 17/18. Revisions effective Feb 1/19.</td>
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<tr>
<td>Academic Schedule</td>
<td>Policy references “Academic Governance Council” (4.6) - note 26(1)(g)</td>
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<td>Office of General Counsel</td>
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<tr>
<td>Awarding Posthumous Credentials</td>
<td>Policy references “Academic Governance Council” (5.2.1, 5.2.2)</td>
<td>President</td>
<td>Office of General Counsel</td>
<td>N/A</td>
<td>17-Dec-18</td>
<td>N/A</td>
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<td>Credentials</td>
<td>Policy references “Academic Governance Council” (4.5.1)</td>
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<td>17-Dec-18</td>
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<td>Graduation</td>
<td>Policy references “Academic Governance Council” (3.3.6)</td>
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<td>17-Dec-18</td>
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<td>Baccalaureate Program Review</td>
<td>Policy references “Academic Governance Council” (4.2.2)</td>
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<td>Course Approvals and Changes</td>
<td>Policy references “Academic Governance Council” (5.2.2)</td>
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<td>N/A</td>
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<td>Course Approvals and Changes Procedures</td>
<td>Procedure references “Academic Governance Council” (4.3.3)</td>
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<tr>
<td>Program Approvals and Changes Procedures</td>
<td>Procedure references “Academic Governance Council” (4.1.5.1)</td>
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<td>N/A</td>
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<td>Faculty Development</td>
<td>Policy references “Academic Governance Council” (5.1.1)</td>
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<td>Titled Chairs</td>
<td>Policy references “Academic Governance Council” (4.1.2, 4.2.2)</td>
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<td>Ethical Review of Research with Human Participants</td>
<td>Policy references “Academic Governance Council” (4.5.1.2)</td>
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<td>Research Institutes and Research Centres</td>
<td>Policy references “Academic Governance Council” (Definition of Research Institute, Research Centre, and Terms of Reference; and 5.1.2, 5.1.5, 5.3.1, 5.6.1 and 5.6.2)</td>
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<td>Professor Emeritus</td>
<td>Academic Governance Council” used in 2.2</td>
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<td>Functional Naming of Physical Entities Procedure</td>
<td>Policy references “Academic Governance Council”</td>
<td>VP Resources</td>
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<td>Honorific Naming of Academic Entities Procedure</td>
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<td>Philanthropic Naming of Academic Entities Procedure</td>
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<tr>
<td>Contracts Review and Signing Authority Policy</td>
<td>Policy references “Academic Governance Council” (5.2.6 and D).</td>
<td>VP General Counsel</td>
<td>Office of General Counsel</td>
<td>N/A</td>
<td>17-Dec-18</td>
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<td>Approved by Policy Sponsor on Dec 11/18. Minor revision confirmed by PAG on Dec 17/18. Revisions effective Feb 1/19.</td>
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<td>Establishing University Policy Documents</td>
<td>Policy references “Academic Governance Council”</td>
<td>VP General Counsel</td>
<td>Office of General Counsel</td>
<td>N/A</td>
<td>17-Dec-18</td>
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**COMPREHENSIVE REVISIONS:**

**ACADEMIC:**

None to date

**ADMINISTRATIVE:**

<table>
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<tr>
<th>Policy</th>
<th>Consider whether 5.3.1.1 and 5.3.4.2 (Administrative Leave) for Deans should mirror process for President (re: both appointed by Board).</th>
<th>VP, Finance and Administration</th>
<th>Deb Sauzier Craig Monk Marg Leathem</th>
<th>21-Nov-18</th>
<th>3-May-19</th>
<th>7-May-19</th>
<th>21-May-19</th>
<th>23-May-19</th>
<th>May 23/19: Approved by the Board of Governors.</th>
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<td>Deb Sauzier Craig Monk Marg Leathem</td>
<td>21-Nov-18</td>
<td>3-May-19</td>
<td>7-May-19</td>
<td>21-May-19</td>
<td>23-May-19</td>
<td>May 23/19: Approved by the Board of Governors.</td>
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<tr>
<td>Policy</td>
<td>Chancellor will need to comply with policy as a Board member. Consider impacts on creating role documents or other policy change</td>
<td>VP Finance and Administration</td>
<td>John McGrath Ian Hanson</td>
<td>11-Sep-17</td>
<td>15-Mar-19</td>
<td>22-May-19</td>
<td>23-May-19</td>
<td>23-May-19</td>
<td>May 7/19: Approved by the President's Policy Committee.</td>
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<tr>
<td>Policy</td>
<td>Consider procedures for approval of Chancellor expenses and whether Chancellor expenses must be disclosed</td>
<td>VP Finance and Administration</td>
<td>John McGrath Ian Hanson</td>
<td>11-Sep-17</td>
<td>15-Mar-19</td>
<td>22-May-19</td>
<td>23-May-19</td>
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<td>May 23/19: Approved by the Board of Governors.</td>
</tr>
<tr>
<td>Policy</td>
<td>Consider changes required to create an Alumni Association and to account for Alumni on Board of Governors, GFC and Joint committee</td>
<td>VP Information and Communications Services</td>
<td>Myrna Khan Ian Hanson</td>
<td>4-Jan-19</td>
<td>12-Apr-19</td>
<td>21-May-19</td>
<td>23-May-19</td>
<td>23-May-19</td>
<td>May 23/19: Approved by the Board of Governors.</td>
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<tr>
<td>Policy</td>
<td>Consider whether this policy should transfer to GFC responsibility</td>
<td>ED Strategic Planning</td>
<td>To be determined</td>
<td>23-May-19</td>
<td>23-May-19</td>
<td>23-May-19</td>
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<tr>
<td>Board of Governors Bylaws</td>
<td>Changes required on membership and GFC authority; Currently under review</td>
<td>President</td>
<td>Gina DeVeaux, Ian Hanson</td>
<td>Oct 3/19: Approved by the Board of Governors.</td>
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<td>RESCISSIONS:</td>
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<td>Decision Date</td>
<td>Decision-Making Body</td>
<td>Subject</td>
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<td>Comments</td>
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<td>30-Oct-18</td>
<td>Academic Governance Council</td>
<td>AGC/GFC Review</td>
<td>APPROVED</td>
<td>AGC approved retaining an external resource to conduct a review of AGC and advise on the transition to a General Faculties Council in response to Bill 19: Amendments to the PSLA.</td>
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<td>6-Nov-18</td>
<td>Executive Council</td>
<td>PSLA Governance Changes</td>
<td>OTHER</td>
<td>PSLA Governance changes will be added to EC as a standing item. Plouffe and Hansen have conducted a review of related AGC and Board policies in relation to GFC. A complete review of all policies will be done to assist task force members with their pieces of the workplan. HR review of employment (role of the president) need to be considered: impacts of vice-chancellor change needs to be considered and ability to dismiss, suspend and appoint. McGrath, Leathem, Saucier will take this on with the support of Plouffe.</td>
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<td>6-Nov-18</td>
<td>Executive Council</td>
<td>Policy Decisions in relation to PSLA Governance Changes</td>
<td>APPROVED</td>
<td>Death of a Student Policy and Interuniversity Athletics Policy will stay with the authority of the Board of Governors. Student Discipline, Student Appeals, Student Rights and Responsibilities will move to General Faculties Council authority. Definition of president will be added to policies: means president can delegate.</td>
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<td>19-Nov-18</td>
<td>Executive Council</td>
<td>PSLA Policy Changes</td>
<td>OTHER</td>
<td>EC made the following policy decisions:</td>
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<td>• Scheduling Policy - Policy to transfer jurisdiction from Board of Governors to General Faculties Council</td>
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<td>27-Nov-18</td>
<td>Executive Council</td>
<td>PSLA Policy Changes</td>
<td>OTHER</td>
<td>EC made the following policy decisions:</td>
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<td>• Student Government Policy - To be rescinded by Board of Governors</td>
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<td>• Evaluation of Service and Academic Support Departments Policy - Policy to transfer jurisdiction from Board of Governors to General Faculties Council</td>
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<td>• Rank and Title Determination of Senior Administrative Appointees Policy - To be rescinded by Board of Governors</td>
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<td>5-Mar-19</td>
<td>Executive Council</td>
<td>Governance Review</td>
<td>APPROVED</td>
<td>EC reviewed the recommendations in the Marshall Report and endorsed the adoption of recommendations and those that would not be adopted. Saucier will provide a summary of recommendations in her president’s report at the next GFC.</td>
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<td>23-Apr-19</td>
<td>General Faculties Council</td>
<td>Faculty/School Councils</td>
<td>APPROVED</td>
<td>GFC approved the adoption of the following MacEwan University faculty and school councils as standing committees of the GFC: Faculty of Arts and Science, Faculty of Fine Arts and Communications, Faculty of Health and Community Studies, Faculty of Nursing, School of Business, School of Continuing Education. Existing Standing Committees continue as constituted until further notice.</td>
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<td>23-May-19</td>
<td>Board of Governors</td>
<td>PSLA Policy Changes</td>
<td>APPROVED</td>
<td>The Board of Governors approved PSLA-related revisions to the following policies:</td>
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<td>• Academic Senior Administrator Policy</td>
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<td>• Senior Administrator Appointments Policy</td>
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<td>• Allowable Expenses Policy and Procedures for Reimbursement of Allowable Expenses</td>
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<td>• Alumni Policy</td>
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<td>and approved the rescission of the Medals of Excellence Policy.</td>
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<td>7-Jun-19</td>
<td>General Faculties Council</td>
<td>Standing Committees/Committee Survey/Membership/Schedule</td>
<td>APPROVED</td>
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<td>GFC adopted the Marshall recommendations in principal, subject to review and consideration of individual recommendations for implementation in the academic years 2019-2021. GFC acclaimed a slate of members that will constitute quorum on September 1, 2019. GFC approved dissolving former AGC standing committees, effective August 31, 2019, and the establishment of four new standing committees and an Executive Committee. The GFC approved the current GFC Executive Committee serving as the task force including circulating a survey to determine the size and composition of GFC Standing Committees.</td>
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<td>23-Sep-19</td>
<td>General Faculties Council</td>
<td>General Faculties Council Bylaws</td>
<td>APPROVED</td>
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<td>GFC approved GFC Interim Bylaws.</td>
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<td>3-Oct-19</td>
<td>Board of Governors</td>
<td>Board of Governors Bylaws</td>
<td>APPROVED</td>
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<td>The Board of Governors approved revised Board Bylaws which include updates to ensure alignment with the PSLA changes.</td>
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<td>Submission to</td>
<td>General Faculties Council</td>
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<td>October 28, 2019</td>
<td>Dr. Wanda Costen, Chair, Executive Committee of School of Business Council</td>
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<td>Agenda Item</td>
<td>Annual Report of School of Business Council, 2018-19</td>
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<td>Resource Staff</td>
<td>• Colin Macdonald, Governance (interim)</td>
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<td>Recommendation/</td>
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<td>Context and</td>
<td>As part of its ongoing efforts to enhance communication and transparency between Faculty/School Councils, GFC and the University community, GFC requested that School/ Faculty Councils submit their Annual Reports.</td>
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<td>Summary</td>
<td>On behalf of School of Business Council, its Executive Committee hereby submits for information the Annual Report for 2018-19 (Attachment 1). The School of Business Council is the senior academic governance body of the School of Business. The 2018-2019 annual report outlines the previous year’s academic decision-making, major program change approvals, issues, decisions, presentations, reports received, and meeting dates.</td>
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<td>Implications</td>
<td>School Council has complied with GFC’s request and has demonstrated School Council’s commitment to promoting good governance, communication and transparency.</td>
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<td>Review History</td>
<td>• Approved by Executive Committee, School of Business Council by electronic vote on September 17, 2019, on behalf of School Council.</td>
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<td>Next Steps</td>
<td>• File with General Faculties Council</td>
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<td>Policy</td>
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<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 complies and deemed to be appropriate for Public distribution.</td>
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<td>Attachment(s)</td>
<td>Annual Report of the School of Business, 2018-19</td>
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School of Business Council (School Council) is pleased to submit to General Faculties Council (GFC) this report of its activities for 2018-19.

1. Membership (the list for 2018-19 is posted on the GFC website)

2. Matters arising during the year at School Council

- School Council approved Performance Evaluation Criteria for Faculty.
- School Council approved motions that incorporated MacEwan’s culture of consent into facets of the School, including administration and course content.
- School Council approved terms of reference changes to Executive Committee, Business Programs and Curriculum Committee, and Faculty Development Committee.
- Formation of the Bachelor of Commerce Self-Study Committee.
- Draft Bachelor of Commerce self-study report is being created and is projected to be completed by December 2019.
- Formation of steering committee for new School of Business building
- School received budget approval for ten new faculty positions; are currently in the process of hiring 6 new faculty.
- Honours programs have been added to the Bachelor of Commerce program and have begun their first cohort.
- University’s enrolment capped at 13,000 FLEs and currently sits at 12,600.

3. Program of Study Changes; Course Changes; New Course Proposals, Reviews; Suspensions; Closures

School Council recommended new or revised Programs of Study for 2018-19:

- Revisions to Co-operative Education
- Revisions to Accounting Major and Minor
- New Minor in Finance
- Revisions to Human Resources Major and Minor
- Revisions to Management Major, Minor, and Honours
- Revisions to Marketing Major, Minor & Honours
- Revisions to International Business Major, Minor, and Honours
- Revisions to Legal Studies in Business Major and Minor
- Revisions to Property Management Minor
- Revisions to Supply Chain Major & Minor
- Specifying Arts and Science Minors for the Bachelor of Commerce
School Council recommended Revised Programs of Study for 2019-20:

- Accounting and Strategic Measurement
- Business Management – Certificate Exit
- Business Management – Diploma
- Business Management – Aviation Management
- Human Resources Management

In addition, School Council recommended:

- New courses for Legal Studies in Business; a major course change for Property Management; minor changes to Master Course Syllabi, as recommended by Department Councils; and minor course changes (INTB 413, LEGL 261)
- Revisions to courses in the departments of International Business, Marketing, Strategy & Law, and Organizational Behaviour, Human Resources & Management.
- Major course change proposals and Master Course Syllabus revisions in the departments of Accounting and Finance, and Organizational Behaviour, Human Resources and Management.

4. Presentations to School Council

- **President D. Saucier**: solicited feedback on the development of a new vision for the University.
- **President D. Saucier**: update on Integrated Strategic Plan and University Mission.
- **D. Braun, Teaching and Learning Services (Prev. CAFÉ)**: overview of PD funding options for full-time and sessional faculty. More information at: macewan.pdplace.com
- **M. Arnison and T. Kriz**: update on Comprehensive Assessment of Team Member Effectiveness (CATME) Software.
- **D. Dempsey & R. Jindal (MU Grants Adjudication Committee)**: overview on university-level grants.
- **K. Boros**: Access to Learning Account update
- **G. Kemp, Experiential Learning at Career Services**: Community Engaged Learning update
- **P. Sopčak, Student Affairs**: Academic Integrity update; change in policy and appeal process.
- **R. Jenne**: update on inclusion of academic integrity text in course outlines, and IT security awareness training.
- **L. Wells, Associate VP Students and Teaching**: update on student affairs.
L. Feist, Director of eLearning Office: update.

J. Stroebel, Learning Specialist: Services for Students with Disabilities (SSD) update. SSD use increasing each year and resources may not be able to keep up with demand. Update on new documentation requirement.

L. Wong, Director of Social Innovation Institute (SII): update on Roundhouse.

F. Angulo: update on the University Promotion Committee.

R. Jenne: update on academic integrity verbiage for course outlines.

J. Ross, Director of Risk Management Services, Internal Audit & Risk Management & L. Longo, Director of Health, Safety, & Environment: update on new travel policy.

L. Charron, Senior Development Officer of Fund Development & F. Billingsley, Director of Student Financial Aid: update on campus campaign and student financial aid update.

R. Runyon & M. Simon, Coordinators of the Office of Sexual Violence Response: overview of services

A. Stewart & A. Raposa of Jack.org MacEwan: overview of their mental health services.


L. Honey, Office of Teaching and Learning Services Interim Executive Director: update on student evaluations; recommended not relying on student evaluations for probationary faculty.

A. Pergelova: overview of student independent studies; increasing number of students want to take independent studies.

R. Boudreau, Director of Security Service: overview of campus security services.

5. Information Items shared with School Council

- **Budgets**: At various times, the President, Dean, both associate deans, and the Director of Finance and Business Operations, gave updates on the development of budgets.
- **E. Perez** was awarded the CPA Excellence in Teaching Award.
- **S. Elbarrad** was awarded the CPA Distinguished Service Award.

Updates, Associate Deans

- Update to university transfer credit system.
- $85,000 was allocated to faculty research seed funding.
- 40 students will attend study tours over the summer (Europe and Asia)
• Selected four School of Business students to attend European Innovation Academy, Portugal in the summer.
• Continuation of the School of Business Research Strategic Plan: regular newsletters, research seminars, workshops, and the annual Research Showcase.
• Update to Guidelines for Allocation of Research Seed Funding.

Updates, Department Chairs

Accounting and Finance
• Two new faculty members: Dr. Dorothee Feils (Finance) and Neetu Sharma (Accounting).
• Finance Minor starting in Fall 2019.
• E. Perez organized Connecting with Tomorrow conference (Mar. 6, 2019).
• Initiated Honours in Accounting program.
• A tax clinic was organized by the Accounting club that saw a record number of tax returns filed.

Decision Sciences
• Renewing Supply Chain Management Association (SCMA) accreditation.
• Developing Business Intelligence Minor. Predicted Fall 2020 start time.
• In the process of hiring 3 faculty.

Organizational Behaviour, Human Resources Management, and Management
• New faculty member: Dr. Francoise Cadigan (Management)
• Dr. Norene Erickson (Library & Information Technology) completed her PhD.
• Initiated Honours for Human Resources program.

International Business, Marketing, Strategy and Law
• Initiated Honours program

Updates, Librarian

• New librarian member – Kymberly Sobchysyn
• Trialing a business and management video database from Sage (software company).

Updates, Committees (School Council and Collective Agreement)

• Faculty of Fine Arts and Communications Council: Approved new 2018-19 faculty performance evaluation criteria.
• Ad Hoc EPAS Accreditation Committee: The School is a member of the European Federation of Management Education (EFMD) and has received
eligibility in the “EPAS” application process in the multi-year application process for accreditation of our BCom. The School is currently preparing for the peer review visit.

6. Meeting dates and Chair
   - September 5, 2018 (Dr. Wanda M. Costen, Dean)
   - October 3, 2018 (Dr. Wanda M. Costen, Dean)
   - November 1, 2018 (Dr. Wanda M. Costen, Dean)
   - November 28, 2018 (Dr. Wanda M. Costen, Dean)
   - January 16, 2019 (Dr. Wanda M. Costen, Dean)
   - February 13, 2019 (Dr. Wanda M. Costen, Dean)
   - March 27, 2019 (Dr. Wanda M. Costen, Dean)
   - April 30, 2019 (Dr. Wanda M. Costen, Dean)
Executive Committee Meeting  
Minutes  
October 7, 2019  
4:30 – 6:00 p.m.  
Room 7-218

Chair: Craig Monk  
Co-Chair: Dave Kato

Present: Bob Graves, Kevin Hood, Karen Keiller, Annetta Latham, Kathleen Miller, Peter Myhre, Sean Waddingham, Cynthia Zutter

Regrets: John McGrath

Resources: Bronwyn Snefjella, Tatiana Hagerty

Call to Order
The meeting was called to order at 4:33 p.m.

Motions that took place between the meetings

GFC-EC-01-09-13-2019  
Mover/Seconder: P. Myhre/K. Keiller
BE IT RESOLVED THAT  
“The General Faculties Council Executive Committee approves minutes of the meeting held on September 9, 2019 as circulated.”

Carried

GFC-EC-01-09-19-2019  
Mover/Seconder: C. Zutter/K. Keiller
BE IT RESOLVED THAT
“Executive Committee to the General Faculties Council appoints membership to the GFC standing committees for 2019-2020 as follows:

1. Program and Curriculum Committee
   a. John McGrath, President (ex-officio)
   b. Craig Monk, Provost (Chair) (ex-officio)
   c. David McLaughlin, Registrar (or designate) (ex-officio)
   d. Allan Gilliland, Dean (FFAC) (ex-officio)
   e. Sean Waddingham, student member of GFC (ex-officio)
   f. Current GFC Members
      i. Bob Irwin (A&S)
      ii. Emily Khalema (Nurs)
      iii. Joanne Loh (Business)
      iv. Travis Hatt (FFAC)
   g. Non-GFC Members
      i. Dawn Sadoway (FFAC)
      ii. Terry McLean (SCE)
      iii. Terri Yaremko (H&CS)
      iv. Lisa Prichard (A&S)
2. Admission and Transfer Committee
   a. John McGrath, President (ex-officio)
   b. Craig Monk, Provost (Chair) (ex-officio)
   c. David McLaughlin, Registrar (or designate) (ex-officio)
   d. Heather McRae, Dean (SCE) (ex-officio)
   e. Sean Waddingham, student member of GFC (ex-officio)
   f. Current GFC members
      i. Calin Anton (A&S)
      ii. Etayankara Muralidharan (Business)
      iii. Kim Harcombe (A&S)
      iv. Kathy Miller (Nurs)
   g. Non-GFC Members
      i. Jenny McGrath (H&CS)
      ii. Raj Narnaware (Nurs)
      iii. Bill Richards (FFAC)
      iv. Noufou Ouedgraogo (Business)
   h. Other: Invited resource/advisory participants (non-members; non-voting)

3. Faculty Development Committee
   a. John McGrath, President (ex-officio)
   b. Craig Monk, Provost (Chair) (ex-officio)
   c. Ed Lorkovic, Interim Dean (A&S) (ex-officio)
   d. Lynne Honey, Director, Office of Teaching and Learning (ex-officio)
   e. Current GFC members
      i. Peter Myhre (SCE)
      ii. Andrea Wagner (A&S)
      iii. Kari Krell (Nurs)
      iv. Nataliya Zadorozhna (A&S)
   f. Non-GFC Members
      i. Jeff Davis (A&S)
      ii. Valla McLean (Library)
      iii. Jody Marshall (H&CS)
      iv. Michael MacDonald (FFAC)
   g. Other: Invited resource/advisory participants (non-members; non-voting)

1.0 Approval of Agenda
Agenda Item 14 – Other Business was added to the agenda.

GFC-EC-01-10-07-2019
Mover/Seconder: A. Latham/K. Keiller
BE IT RESOLVED THAT
“The General Faculties Council Executive Committee approves the October 7, 2019 meeting agenda as amended.”

2.0 Conflict of Interest Declarations
No conflicts of interest were declared.
3.0 Election of Co-Chair of the GFC Executive Committee

The Chair welcomed the new member of the Committee, Dave Kato, who was elected as the GFC Vice-Chair at the GFC meeting held on September 23, 2019. The Chair reminded the members that this Committee had to elect a Co-Chair. The election of the GFC Executive Committee Co-Chair took place.

_GFC-EC-02-10-07-2019_

Mover/Seconder: P. Myhre /B. Graves
BE IT RESOLVED THAT
“Dave Kato be nominated for the position of the Co-Chair of the GFC Executive Committee.”
Carried

Nominations ceased.

Dave Kato was elected as Co-Chair of the GFC Executive Committee by acclamation.

4.0 Bachelor of Commerce Admission Criteria (from May 2019)

The briefing note on the issue was circulated to the Committee as part of the meeting package prior to the meeting.

_GFC-EC-03-10-07-2019_

Mover/Seconder: K. Miller/P. Myhre
BE IT RESOLVED THAT
“The GFC Executive Committee approves the revised Bachelor of Commerce Admission Requirements, effective Fall 2020.”
Carried

5.0 New – Student Non-Academic Misconduct Policy and Procedure

The briefing note on the issue and draft policy and procedure were circulated to the Committee as part of the meeting package prior to the meeting.

A discussion of the policy and procedure took place. The following items came up at the discussion:

- Inconsistency in the language between Student Non-Academic Misconduct Policy and Procedure, Student Academic Integrity Policy and Procedure, and Free Expression on Campus Policy in paragraphs 1.1: “pursuit of truth” vs “pursuit of knowledge”
- Recommended keeping consistency throughout the policies
- Recommended updating the briefing note to reflect the compliance with PSLA
- Address the relationship to Campus Security Policy, if any

_GFC-EC-04-10-07-2019_

Mover/Seconder: S. Waddingham/K. Hood
BE IT RESOLVED THAT
“The GFC Executive Committee approves the Student Non-Academic Misconduct Policy and Procedure agenda item for October 28, 2019 GFC meeting and recommends to the General Faculties Council the approval of the Student Non-Academic Misconduct Policy and Procedure.”
Carried
6.0 Revised Student Academic Integrity Policy and Procedure

The briefing note on the issue and draft policy and procedure were circulated to the Committee as part of the meeting package prior to the meeting.

GFC-EC-05-10-07-2019
Mover/Seconder: K. Hood/K. Miller
BE IT RESOLVED THAT
“The GFC Executive Committee approves the Student Academic Integrity Policy and Student Academic Misconduct Procedure agenda item for October 28, 2019 GFC meeting and recommends to the General Faculties Council the approval of the Student Academic Integrity Policy and Student Academic Misconduct Procedure.”

Carried

7.0 Free Expression on Campus

The briefing note on the issue and a draft policy were circulated to the Committee as part of the meeting package prior to the meeting.

The Chair spoke about the issue, including the following:
- Specific deadline set by the provincial government to have the statement in place by November 15, 2019, and to have it on MacEwan University website by December 1, 2019
- The consultation and work that was done on the statement and policy
- The feedback received from the government

GFC-EC-06-10-07-2019
Mover/Seconder: K. Hood/K. Keiller
BE IT RESOLVED THAT
“The GFC Executive Committee recommends to the General Faculties Council to authorize the GFC Executive Committee to approve the Free Expression on Campus Policy on behalf of GFC to accommodate the quick turn-around time allocated by the provincial government.”

Carried

8.0 Draft Terms of Reference for President’s Medal of Excellence

The draft Terms of Reference was circulated to the Committee as part of the meeting package prior to the meeting. A discussion took place.

The Chair asked for any objections to including this item on the October 28, 2019 GFC meeting agenda. There was no objection. The item would be included on the GFC meeting agenda.

9.0 Draft Chancellor Profile

The Secretariat informed the Committee that the Office of the President requested to include this item on the October 28, 2019 GFC meeting agenda. The draft was not included in the meeting package. A discussion took place.

The Chair asked for any objections to including this item on the October 28, 2019 GFC meeting agenda. There was no objection. The item would be included on the GFC meeting agenda.
10.0 Initial Analysis of Standing Committees

Preliminary Analysis on Standing Committees with appendices were circulated to the Committee as part of the meeting package prior to the meeting. A discussion took place.

GFC-EC-07-10-07-2019
Mover/Seconder: K. Hood/P. Myhre
BE IT RESOLVED THAT
“The GFC Executive Committee strikes a working group to work on the GFC Standing Committees. The working group shall consist of the following members: C. Zutter, K. Keiller, and B. Graves.”

Carried

11.0 Approval of GFC Meeting Agenda for October 23, 2019 Meeting

The proposed meeting agenda for October 28, 2019 GFC Meeting was circulated to the Committee as part of the meeting package.

A discussion of the agenda items took place. The following changes were noted:
- Keep item 7 – GFC Standing Committees to update the GFC of the working group and other developments
- Remove item 8 – GFC Membership
- Change action in item 13 – Draft Chancellor’s Profile from a decision to a discussion

GFC-EC-08-10-07-2019
Mover/Seconder: A. Latham/K. Keiller
BE IT RESOLVED THAT
“The GFC Executive Committee approves the GFC meeting agenda for October 28, 2019 meeting as amended.”

Carried

12.0 Monday 3-6 p.m. Governance Time Slot

The Chair spoke about the decision approved last year to designate a time slot from 3:00 p.m. to 6:00 p.m. on Mondays to governance meetings throughout the institution. Faculties and School Councils should use this time when there is no GFC meeting scheduled.

13.0 Next Meeting

- November 5, 2019, 3:00 – 4:30 p.m.

14.0 Other Business

The following items were discussed:
- BA self-study
- Research Ethics Board – membership renewal, membership selection process, communication with GFC

Adjournment

The meeting was adjourned at 6:13 p.m.
<table>
<thead>
<tr>
<th>Submission to</th>
<th>General Faculties Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date</td>
<td>Submitted by</td>
</tr>
<tr>
<td>2019-10-28</td>
<td>Faculty of Arts and Science Council</td>
</tr>
</tbody>
</table>

**Agenda Item**

**Faculty of Arts and Science Program of Study Updates**

**Resource Staff**
- Dr. Robert Wiznura, Chair, Faculty of Arts and Science Program and Curriculum Committee
- Naomi Beke, Director, Programs and Curricular Planning

**Action Requested**
For Approval

**Recommendation/Motion**
That General Faculties Council approves and recommends to the Board of Governors the termination of General Studies diploma, effective July 1, 2020.

**Context and Background**
General Studies is a 60-credit program initially developed to provide general education for those who are seeking post-secondary education for general interest or for those who require post-secondary education for a vocation. As degree programs evolved at MacEwan University, student interest in General Studies diminished. This is evidenced by declining applications, admissions, and enrolments of newly admitted students. Following years of low retention and completion rates as well as poor academic performance, the Faculty of Arts and Science requested the Office of the University Registrar to close admissions to the program effective Fall 2016. The suspension for General Studies was approved by the Ministry of Advanced Education for the term July 1, 2018 to June 30, 2020.

**Summary**
The Faculty of Arts and Science is seeking approval to terminate the General Studies program. The purpose for terminating the program is to deal with issues of low student demand, poor student performance, high attrition, and to allocate resources to provide students with more suitable educational opportunities.

**Implications**
Terminating General Studies will have minimal risks for students at MacEwan University and at institutions within Campus Alberta. It is a relatively small program and the number of students who could potentially apply to this program could apply and enrol in other programs at MacEwan University or at other institutions.

**Review History**
Faculty of Arts and Science Committees and Councils including Faculty of Arts and Science Program and Curriculum Committee, Arts and Science Faculty Council, and MacEwan University Program and Curriculum Committee. Review of the suspension of General Studies included the MacEwan University community and students in the Faculty of Arts and Science.

**Next Steps**
The Board of Governors, Alberta Advanced Education

**Policy**
- Program Approvals and Changes
- Program Approvals and Changes Procedures

**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. 2019-10-28b FAS General Studies Termination.docx
Program Termination

SECTION 1: PROPOSAL INFORMATION

1.1 Fill in the table below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Grant MacEwan University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program/specialization name</td>
<td>General Studies</td>
</tr>
<tr>
<td>Credential awarded</td>
<td>Diploma</td>
</tr>
<tr>
<td>Proposed effective date of termination</td>
<td>July 1, 2020</td>
</tr>
</tbody>
</table>

1.2 Confirm whether:

1.2.1 ☒ This termination proposal was preceded by a ministry-approved suspension period.

☐ This termination proposal was not preceded by a ministry-approved suspension period.

1.2.1a If this proposal was preceded by a suspension, attach approval letter (see Appendix 1).

1.2.1b If this proposal was not preceded by a suspension, explain why ministry approval for a suspension was not sought prior to requesting a termination.

1.2.1c If not preceded by suspension, indicate when students were last admitted into the program/specialization.

1.2.2 ☐ No active students remain in the program.

☒ Active program students remain in the program.

SECTION 2: RATIONALE

2.1 Identify reason(s) for termination with supporting evidence (e.g., low student demand, declining labour market demand, institutional capacity, provincial priorities, etc.).

General Studies (GS) is a 60-credit program initially developed to provide general education for those who are seeking post-secondary education for general interest or for those who require post-secondary education for a vocation (see program of study in Appendix 2). The purpose for terminating GS is to deal with issues of low student demand, poor student performance, high attrition, and to allocate resources to provide students with more suitable educational opportunities.
The program was established in the early 1970s but as degree programs evolved at MacEwan University, student interest in GS diminished. This can be seen by declining applications, admissions, and enrolments of newly admitted students (Table 1). Between 2011-12 and 2015-16, applications fell by 58% from 1,377 to 578. Decreases to admit counts and new student enrolments were similar at 63% and 54%, respectively.

More alarming for the Faculty has been the performance of students in GS. Admission requirements for GS are more lenient than degree programs; thus, many of those who entered GS were weak students and inadmissible to other programs at the University. Once students commenced GS, a relatively large proportion found themselves in poor academic standing. Between Fall 2013 and Winter 2016, 27% to 47% of all GS students were either placed on academic probation or required to withdraw (Table 2). These results lead to the conclusion that poor academic performance is a likely contributor to high attrition rates for the program.

Following years of low retention and completion rates as well as poor academic performance, in the summer of 2015, the Faculty of Arts and Science requested the Office of the University Registrar to close admissions to the program effective Fall 2016. The suspension for General Studies was approved by the Ministry of Advanced Education for the term July 1, 2018 to June 30, 2020.

Table 1: Fall General Studies Application, Admission, and New Student Enrolments

<table>
<thead>
<tr>
<th>Year</th>
<th>Applicant Count</th>
<th>Admit Count</th>
<th>New Student Enrolments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>1,377</td>
<td>785</td>
<td>503</td>
</tr>
<tr>
<td>2012-13</td>
<td>1,263</td>
<td>813</td>
<td>475</td>
</tr>
<tr>
<td>2013-14</td>
<td>1,196</td>
<td>789</td>
<td>452</td>
</tr>
<tr>
<td>2014-15</td>
<td>1,139</td>
<td>774</td>
<td>454</td>
</tr>
<tr>
<td>2015-16</td>
<td>578</td>
<td>292</td>
<td>229</td>
</tr>
</tbody>
</table>

Source: Alberta Advanced Education (https://psdata.ae.alberta.ca/DCaR.Web.External/ASIHome/Index)

Table 2: Academic Standing Results for Students in General Studies

<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>2013 Fall</th>
<th>2014 Winter</th>
<th>2014 Fall</th>
<th>2015 Winter</th>
<th>2015 Fall</th>
<th>2016 Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS students required to withdraw (RTW)</td>
<td>12</td>
<td>38</td>
<td>11</td>
<td>31</td>
<td>11</td>
<td>30</td>
</tr>
<tr>
<td>Percentage of term head count RTW</td>
<td>2.1%</td>
<td>7.4%</td>
<td>3.5%</td>
<td>11.7%</td>
<td>4.1%</td>
<td>11.6%</td>
</tr>
<tr>
<td>GS students on academic probation (PRB)</td>
<td>146</td>
<td>99</td>
<td>133</td>
<td>90</td>
<td>115</td>
<td>72</td>
</tr>
<tr>
<td>Percentage of head count PRB</td>
<td>25.1%</td>
<td>19.4%</td>
<td>42.9%</td>
<td>33.8%</td>
<td>42.9%</td>
<td>27.9%</td>
</tr>
<tr>
<td>Proportion of enrolled GS students either RTW or PRB in a term</td>
<td>27.2%</td>
<td>26.8%</td>
<td>46.5%</td>
<td>45.5%</td>
<td>47.0%</td>
<td>39.5%</td>
</tr>
</tbody>
</table>

Source: Office of the University Registrar, MacEwan University
In addition to leaving the program because of poor academic standing, a good number of students used GS to become admissible and segue into other University programs. An analysis of students who were admitted and enrolled in the fall terms for 2011 to 2014 demonstrated that only 23 to 29% of GS students persisted and enrolled in year two of the program. A larger proportion of those who began GS, 36 to 43%, transferred to other MacEwan University programs a year after being admitted to year one of GS (see Table 3). These programs include the Bachelor of Arts (BA), Bachelor of Science, Bachelor of Commerce, as well as Social Work and other diploma programs. Overall, roughly three quarters of all students who entered GS left after the first year. Because of this high level of attrition and the desire of students to transfer to other programs, only 13 students have graduated from GS since fall 2011 (see Table 4).

### Table 3: General Studies Student Progression

<table>
<thead>
<tr>
<th>Admit Term</th>
<th>GS Admit Term</th>
<th>GS Subsequent Fall</th>
<th>Other MacEwan Subsequent Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>% of Admit Term</td>
<td>No.</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>345</td>
<td>100%</td>
<td>81</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>332</td>
<td>100%</td>
<td>84</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>279</td>
<td>100%</td>
<td>64</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>253</td>
<td>100%</td>
<td>73</td>
</tr>
</tbody>
</table>

Source: Institutional Analysis and Planning, MacEwan University

### Table 4: General Studies Graduates by Year

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates</td>
<td>1</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Source: Institutional Analysis and Planning, MacEwan University

Results presented in this section suggest that there are other MacEwan programs that are better suited to meet the needs of GS students. These include University Preparation for those who require high school upgrading, or direct entry to the BA where students can either remain or access a vast selection of courses that will help them transition into other programs. Admission to the BA became easier when the University changed the admission criteria in Fall 2016 to include a Group D subject. This change allowed some students, who were previously admissible only to General Studies, the opportunity to enter a degree program.

A secondary concern accompanies poor student performance. An assessment of student records demonstrates that because these students have had little success, they have repeated many courses adding to the debt load of those who require financial aid. As a result, many students have significant debt loads and no tangible outcome or benefits from GS.
2.2 Provide specific information about which internal governance body approved the termination and provide date of approval. (Attach copy of minutes or motions.)

<table>
<thead>
<tr>
<th>Authority</th>
<th>Motion</th>
</tr>
</thead>
</table>
| Faculty of Arts and Science Program and Curriculum Committee | September 6, 2019  
*Moved and seconded that the Program and Curriculum Committee recommends to Faculty of Arts and Science Council, the termination of General Studies* |
| Arts and Science Faculty Council | September 18, 2019  
*Moved and seconded that Faculty of Arts and Science Council, approve and recommend to General Faculties Council or its designated subsidiary body, the termination of General Studies* |
| MacEwan University Program and Curriculum Committee | October 7, 2019  
*Moved and seconded that Program and Curriculum Committee approve and recommend to General Faculties Council or its designated subsidiary body, the termination of General Studies* |
| General Faculties Council | October 28, 2019  
| MacEwan University Board of Governors | December 19, 2019  

SECTION 3: ACCESS

3.1 Identify student access considerations and risks for Campus Alberta (include information about related programs or other avenues available to students to prepare for careers/employment and/or further educational opportunities).

Terminating the GS program will have minimal risks for students at MacEwan University and at institutions within Campus Alberta. GS is a relatively small program and the number of students who could potentially apply to this program could apply and enroll in other programs at MacEwan University or at other institutions. Students who would have chosen GS can enter the BA at MacEwan University, if they meet the admission criteria. Loosening the admission criteria for the BA and allowing students to present a Group D has made this a viable option for those that may have chosen GS in the past. Alternatively, GS students can also choose to upgrade their high school marks through University Preparation.
Other institutions within the Edmonton area, such as the Northern Alberta Institute of Technology and Norquest College, also provide programs for students who are looking to upgrade and become admissible to other degree and diploma programs. Students can also upgrade high school subjects through Edmonton Public School’s Metro Continuing Education program.

3.2 If this program or specialization is unique in the province, describe the consultation(s) undertaken within Campus Alberta to investigate the feasibility of program/specialization transfer.

GS is not a unique or specialized program as it is comprised of twenty university-level courses from the Humanities, Social Sciences, and Natural Sciences (see Appendix 2). Students can obtain a similar set of courses through the BA or through Open Studies.

3.3 Describe the consultation process that occurred with students at your institution regarding this programming change.

In Winter 2017, 71 GS students were actively enrolled in classes. Of these students, 43 persisted and enrolled the subsequent fall. In October 2017, all 71 students were sent an email message to let them know the Faculty of Arts and Sciences was considering suspending the GS program (Appendix 3). For those students that were currently enrolled in the fall term, attempts were made to contact them by phone throughout the month of October.

The purpose of communicating to GS students was to inform them of potential program changes and ask:

1) if they planned to complete the General Studies program,
2) if they planned to apply to another program, and
3) regardless of their plans, if they required assistance with planning their programs.

The advisor who telephoned the active students spoke to 15 students and all had plans to transition to another program. Less than ten students responded to the emails and four students came to the Faculty of Arts and Science, Program Services Office, to speak with an advisor.

In addition to communicating directly with GS students, a message was distributed three times during October through the Arts and Science student newsletter (see Appendix 4). Students in General Studies, the Bachelor of Arts, and the Bachelor of Science receive the newsletter. A drop-in session was scheduled for November 6, 2017 so that students could stop by and discuss any concerns they have regarding the potential suspension of the program with an advisor. No students attended the session. Further to this, the Associate Dean, Students and the Director of Programs and Curricular Planning for the Faculty of Arts and Science, met with the VP Academic from the Students’ Association of MacEwan University to discuss the pending suspension of GS. No concerns were raised by the Students’ Association.

Following Ministry approval of the suspension, the Office of the University Registrar sent a letter to the 33 remaining students who were active in the program (see Appendix 5). The letter advised the students of the approved suspension of the program and informed them they would have until June 30, 2020 to complete program requirements.
As of September 2019, there are six students remaining in GS, of which three are on academic probation. On August 28, 2019, the Associate Dean, Students, sent an email to the students to remind them they have until June 30, 2020 to complete their program (see Appendix 6). The message also indicated the Faculty’s desire to support the students and requested students to contact an advisor if they need any assistance or have any questions.

**SECTION 4: IMPACT**

4.1 **Describe the consultation process that occurred with other stakeholders (e.g., advisory committees, regulatory bodies, employers, etc.) affected by this programming change.**

Intentions of a potential suspension to GS were communicated to the Faculty of Arts and Science in the Faculty’s October 2017 Newsletter (see Appendix 7). Faculty and staff were given the opportunity to share comments or concerns with the Dean. Additionally, the entire MacEwan University community was notified three times in October 2017 via the weekly news forum, MacEwan Today. Neither members of the Faculty of Arts and Science nor anyone from the MacEwan Community expressed concerns regarding the suspension of GS.

Given that GS is not a career program, no other organizations require consultation of the University’s intention to suspend the program.

4.2 **Describe plans for communicating the termination decision to stakeholders, particularly regulatory bodies (if applicable) and other Campus Alberta institutions.**

The impact of terminating GS is minimal and there are no stakeholders that would be concerned with the termination of the program. As this program has been on the decline for many years, there are no plans to inform Campus Alberta institutions.

4.3 **Describe plans for reallocation of resources previously used for this program/specialization and identify budget and staffing impacts.**

GS is a diploma comprised of twenty university-level courses from the Humanities, Social Sciences, and Natural Sciences. Classes that were once scheduled for the GS program are now available for students in the BA, BSc, and other programs at MacEwan University. Eliminating admission to GS has had no impact on the courses offered by Academic Departments within the Faculty because the courses taken by GS students are the same courses taken by students in the BA and BSc. As a result, the Faculty of Arts and Science has not experienced a change in budget or faculty complement from declining number of GS students.

**OTHER CONSIDERATIONS**

Please indicate if there are additional factors you would like the ministry to consider when reviewing this proposal.

There are no other considerations to support the proposed termination of the GS program.
RECOMMENDATION (FOR DEPARTMENT USE)

Recommendation(s):

Rationale for Recommendation:

Reviewer(s):

Date Completed:
Appendix 1: Letter of Approval from the Ministry of Advanced Education to Suspend General Studies

*****************************************************************

Item 5.0
Attachment 8

June 4, 2018

Dr. Deborah Saucier
President
Grant MacEwan University
10700 104 Avenue
Edmonton AB T5J 4S2

Dear Dr. Saucier:

Advanced Education has completed its review of Grant MacEwan University’s proposal to suspend the General Studies diploma program. The department approves the suspension for the term July 1, 2018 to June 30, 2020.

The department approves the suspension on the understanding that active program students will be assisted to complete their programs of study successfully. It is further understood that the program is no longer serving the needs of students well. Student demand has declined, completion rates are poor, and students have not been successful in achieving occupation goals. Students will be better served in the future through direct entry into the Bachelor of Arts program or the University and College Preparation program.

I request that, six months prior to the suspension end date, the institution confirm with the department, through the Provider and Program Registry System, its plan to terminate the program.
I appreciate Grant MacEwan University's commitment to high-quality programming and your ongoing processes of program review and renewal.

Sincerely,

Rod Skura
Deputy Minister

cc: Honourable Marlin Schmidt
    Minister of Advanced Education

    Ione Challborn
    Chair, Board of Governors, Grant MacEwan University
Appendix 2: General Studies Program of Study

All courses taken to satisfy certificate and diploma requirements must have a minimum value of 3 credits. Diploma requirements must be satisfied with non-duplicative course work. With approval, additional courses maybe used to satisfy course and discipline requirements.

Course Requirements

<table>
<thead>
<tr>
<th>Program Element</th>
<th>Credits</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6</td>
<td>Any course in English except upgrading and developmental courses</td>
</tr>
<tr>
<td>Social Science</td>
<td>15</td>
<td>Any course in anthropology, economics, political science, psychology (except PSYC 104) or sociology</td>
</tr>
<tr>
<td>Canadian Studies</td>
<td>6</td>
<td>Two of: ECON 102, HIST 260, HIST 261, SOCI 101</td>
</tr>
<tr>
<td>Humanities</td>
<td>12</td>
<td>Any course in classics, history, or philosophy</td>
</tr>
<tr>
<td>Sciences</td>
<td>3</td>
<td>One of: BIOL 101, BIOL 103, PSYC 104, CMPT 101, PHIL 125</td>
</tr>
<tr>
<td>Electives</td>
<td>18</td>
<td>Any baccalaureate-level course worth a minimum of 3 credits</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 3: Email Message to Active General Studies Students, November 3, 2017

From: XXX  
Sent: Friday, November 03, 2017 11:10 AM  
To: XXX  
Subject: Suspending the General Studies Program

Good morning!

As you may or may not be aware, The Faculty of Arts and Science at MacEwan University has suspended admissions to the General Studies program as of Fall 2016 and is now considering suspending the program on a permanent basis (likely effective Spring 2020-ish).

I have previously attempted to telephone each student currently enrolled in courses in the General Studies program, and this email is a follow up to that phone call. I am wanting to ensure that every student potentially impacted by this situation is aware of the situation. I want to give everyone the opportunity to discuss your academic intentions/ plans and goals to ensure a successful transition. Are you planning on completing the General studies diploma (if so, when?)? Are you planning on transferring to another program/ school? Do you have a different intention? I would be interested to know what your intentions are in the General Studies program and would be happy to discuss them with you if you would like. I want to ensure no one is blindsided by this and ensure that no one is left without a program should this change go through.

Secondly, I want to also make you aware that the Faculty of Arts and Science will be hosting a drop-in discussion regarding the General Studies program on Monday, November 6 (11:00 – 12:00 in room 6-213), as was indicated in the Weekly Update. You are invited to come and discuss any concerns or comments that you may have regarding the closure of the program. Alternately, feel free to email concerns to me and I can voice them for you if you are unable to attend.

Regards,

XXX  
Academic Advisor, Program Services  
Faculty of Arts and Science  
MacEwan University  
Room 6-211, City Centre Campus
Appendix 4: Message in the Arts and Science Student Newsletter

Suspending General Studies

General Studies (GS) is a 60-credit diploma program, offered by the Faculty of Arts and Science, consisting of coursework in the humanities, social sciences, and natural sciences with an historical purpose of preparing students for university transfer or diploma programs. Once admitted, many GS students apply to another program after a few semesters instead of completing the program and, since 2010, less than a dozen students have graduated from the GS program. Given the poor completion rates of GS students, the Faculty of Arts and Science asked the Office of the University Registrar to stop accepting applications to GS in Fall 2016. This action has had no impact on the Faculty’s enrolment targets, and, if nothing else, we have seen an increase in the number of students entering the BA and BSc over the last two years. Considering these outcomes, the time has come to start the process of suspending GS. As a student in the Faculty of Arts and Science, if you have any comments or concerns regarding the suspension of this program, please contact artsandscience@macewan.ca. Students can also drop in and discuss this matter on Monday, November 6, from 11 to 11:50 p.m. in room 6-213.
Appendix 5: Letter from the Office of the University Registrar, October 3, 2018

October 3, 2018

«LTREQADDRESS1»
«LTREQADDRESS2»
«LTREQADDRESS3»
«LTREQADDRESS4»

General Studies Student

Dear «FIRSTNAME»:

Student ID# «LTREQPERSON»

This letter is to inform you of some important changes that may affect your graduation from the General Studies Program. MacEwan’s Academic Governance Council and Alberta Advanced Education have approved the Suspension of this program.

The last intake for this program was the Fall 2016 term and there will be no further intakes to this program. To successfully complete your diploma, you will be required to meet graduation requirements by June 30, 2020, at the latest.

We would like to support you in the completion of your program. Please contact (or assistance with planning your classes. We wish you continued success in your studies.

Thank you
Bonny Matfin
Office of the University Registrar
Appendix 6: Email Message to Active General Studies Students, August 28, 2019

From: Robert Wiznura <wiznurar@macewan.ca>
Sent: Wednesday, August 28, 2019 3:36 PM
To: XXX
Subject: General Studies program

Dear student,

This email is to remind you of important changes that may affect your graduation from the General Studies Program. You have been previously notified by the Faculty of Arts and Science Program Services Office (in Fall 2017) and the Office of the University Registrar (in Fall 2018) that the General Studies Program has been formally suspended. You have until June 30, 2020 to complete the graduation requirements of this program. Students who do not complete the remaining requirements from this program by June 30, 2020 will be discontinued from General Studies and will be ineligible to enrol in classes unless they apply and are admitted to another program.

We would like to support you in the completion of your program. Please contact an advisor at the Faculty of Arts and Science Program Services Office located at 6-211 or call 780-497-4505 to set up an appointment or email artsandscience@macewan.ca with any questions you may have.

Dr. Robert Wiznura
Associate Dean, Students, Faculty of Arts and Science
Grant MacEwan University
CCC 7-310T
(780) 633-3919
wiznurar@macewan.ca
Appendix 7: Message in the Faculty of Arts and Science Newsletter and MacEwan Today

************************************************************

Suspending General Studies

General Studies (GS) is a 60-credit diploma program, offered by the Faculty of Arts and Science, consisting of coursework in the humanities, social sciences, and natural sciences with an historical purpose of preparing students for university transfer or diploma programs. Students typically apply to GS because the admission criteria are more lenient, they cannot get into their program of choice (such as the Bachelor of Commerce or the Social Work diploma), or they do not understand the purpose of the program and feel that it is a good place for an undecided/undeclared student to start their university studies.

Since 2010, less than a dozen students have graduated from the GS program. Once admitted, most GS students either find themselves in poor academic standing (placed on academic probation or required to withdraw), apply to another program after a few semesters, or drop out of the University. Given the poor completion rates of GS students, the Faculty of Arts and Science asked the Office of the University Registrar to stop accepting applications to GS in Fall 2016. This action has had no impact on the Faculty's FLE targets, and, if nothing else, we have seen an increase in the number of students entering the BA and BSc over the last two years. These students have benefited from immediate access to the full range of supports for degree students. Considering this, the time has come to start the process of suspending GS. The first step is to collect feedback from faculty and staff in the Faculty of Arts and Science. If you have any comments or concerns regarding the suspension of this program, please contact FASGovernance@macewan.ca.
Submission to: General Faculties Council  
Meeting Date: 2019-10-28
Submitted by: Fred McGinn, Interim Dean, Faculty of Nursing

**Agenda Item**  
Disability Management Certificate Termination

**Resource Staff**  
- Cheryl Pollard, Associate Dean Nursing  
- Sharon Hobden, Interim Dean Nursing  
- Jill Vihos Chair, Department of Interprofessional Education and Simulation Learning (DIESL)  
- Jessica Wylie, Academic Coordinator, DIESL - Centre for Professional Nursing Education

**Action Requested**  
For Recommendation

**Recommendation/Motion**  
BE IT RESOLVED THAT the General Faculties Council approve and recommend to the Board of Governors the termination of the Disability Management Certificate

**Context and Background**  
The Disability Management Certificate (also referred to as Disability Management in the Workplace) is currently under suspension (July 1, 2016 – June 30, 2020).

During the suspension period, exploratory discussions took place with external partners, Everest Educational Services and Bow Valley College but the discussions did not suggest the credential would be viable and they declined.

The School of Continuing Education was also consulted but upon review, the program did not appear viable based on lack of interest and lack of personal care curriculum.

As domestic interest has not emerged since program suspension was initiated, recommendation is to terminate.

**Summary**  
Domestic interest in the Disability Management in the Workplace Program has not emerged since program suspension was initiated. Termination of this program would facilitate greater resource allocation to viable programs to uphold three of MacEwan University’s pillars: student centred learning, sustainability and quality education.

**Implications**  
Approval of termination will not negatively impact current students or enrollment. There are no students presently enrolled and no interest in the program has emerged since suspension.

**Review History**  
- DIESL Curriculum Committee, April 1, 2019, Motion #3  
- DIESL Council, April 9, 2019, Motion #8  
- Faculty of Nursing Council, August 26, 2019, Motion #FN-04-08-26-2019
<table>
<thead>
<tr>
<th>Next Steps</th>
<th>• Board of Governors for final approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>• C1010-1: Program Approvals and Changes Procedures of the MacEwan University Policy Manual.</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 Public distribution.</td>
</tr>
</tbody>
</table>
| Attachment(s)              | 1. Proposal Template: Program Termination  
2. Proposal Template: Program Suspension, Reactivation and Termination—approved by AGC (motion 2019-01-22a ACG)  
4. Proposal Template: Program Suspension and Extension of Suspension |
Proposal Template: Program Termination

Use this template for proposals to terminate ministry-approved programs or specializations.

SECTION 1: PROPOSAL INFORMATION

1.1 Fill in the table below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>MacEwan University</th>
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</thead>
<tbody>
<tr>
<td>Program/specialization name</td>
<td>Disability Management Certificate</td>
</tr>
<tr>
<td>Credential awarded</td>
<td>Certificate</td>
</tr>
<tr>
<td>Proposed effective date of termination</td>
<td>July 1, 2020</td>
</tr>
</tbody>
</table>

1.2 Confirm whether:

1.2.1 X This termination proposal was preceded by a ministry-approved suspension period.

☐ This termination proposal was not preceded by a ministry-approved suspension period.

1.2.1a If this proposal was preceded by a suspension, attach approval letter.

1.2.1b If this proposal was not preceded by a suspension, explain why ministry approval for a suspension was not sought prior to requesting a termination.

1.2.1c If not preceded by suspension, indicate when students were last admitted into the program/specialization.

1.2.2 X No active students remain in the program.

☐ Active program students remain in the program.
SECTION 2: RATIONALE

2.1 Identify reason(s) for termination with supporting evidence (e.g., low student demand, declining labour market demand, institutional capacity, provincial priorities, etc.).

Program enrolment has declined to unsustainable levels. Between 2011/12 and 2014/15, annual enrollments ranged between 20 and 29 students. Over the course of these years, a total of 19 students graduated. Many students who initially enrolled in courses did not follow through to graduation. Individual course sizes ranged from 2 to 22 students per semester. Those numbers were too low to maintain course offerings. To date, there has been no expressed interest in the program from domestic students.

2.2 Provide specific information about which internal governance body approved the termination, and provide date of approval. (Attach copy of minutes or motions.)

Attached – DIESL Council April 9, 2019 Minutes.

SECTION 3: ACCESS

3.1 Identify student access considerations and risks for Campus Alberta (include information about related programs or other avenues available to students to prepare for careers/employment and/or further educational opportunities).

Program has been suspended since January 1, 2016.

If this program or specialization is unique in the province, describe the consultation(s) undertaken within Campus Alberta to investigate the feasibility of program/specialization transfer. Preliminary discussions did occur with Bow Valley College. In discussions, it was identified that the focus of the certificate was on disability management rather than rehabilitation and direct personal care. Consequently, the interest in transferring responsibility for the certificate delivery decreased as there was insufficient alignment with programming at Bow Valley.

3.2

Program has been suspended since January 1, 2016.

3.3 Describe the consultation process that occurred with students at your institution regarding this programming change.

This program has been suspended since January 1, 2016. To date, there has been no expressed interest from domestic students in this program.
SECTION 4: IMPACT

4.1 Describe the consultation process that occurred with other stakeholders (e.g., advisory committees, regulatory bodies, employers, etc.) affected by this programming change.

The Disability Management in the Workplace certificate program has been suspended since January 1, 2016. To date, there has not been an expressed interest from domestic students or institutions to reactivate this program.

4.2 Describe plans for communicating the termination decision to stakeholders, particularly regulatory bodies (if applicable) and other Campus Alberta institutions.

Previous consultation with Bow Valley College has occurred to discuss transferring responsibility for the certificate delivery. Following discussions, Bow Valley College declined the transfer of responsibility. The Disability Management Certificate program is not a regulatory requirement and is not subject to accreditation processes in Alberta.

4.3 Describe plans for reallocation of resources previously used for this program/specialization and identify budget and staffing impacts.

The Disability Management Certificate program has been suspended since January 1, 2016. Since this time, there have not been any resources allocated to this program.

OTHER CONSIDERATIONS

Please indicate if there are additional factors you would like the ministry to consider when reviewing this proposal.

RECOMMENDATION (FOR DEPARTMENT USE)

Recommendation(s):

Rationale for Recommendation:
Reviewer(s):

Date Completed:
Submission to: Academic Governance Council
Meeting Date: 2019-01-22
Submitted by: Vince Salyers, Dean, Faculty of Nursing

Agenda Item: Disability Management Certificate Suspension Extension

Resource Staff:
- Cheryl Pollard, Associate Dean, Faculty of Nursing
- Jill Vihos, Chair - DIESL
- CPNE Faculty and Staff Committee
- Linda Janz, Institutional Analysis and Planning

Action Requested: For Final Approval

Recommendation/Motion: THAT Academic Governance Council approve the Disability Management Certificate suspension extension to July 1, 2020.

Motion #2019-01-22a ACG

Context and Background:
Disability Management Certificate (also referred to as Disability Management in the Workplace) is currently under suspension (July 1, 2016 – June 30, 2019). There is renewed interest in the program. One of our international community partners, Everest Educational Services Inc. (an organization that specializes in recruiting international students for specialized cohort programs with Canadian institutions), has indicated that they would have at least 30 qualified students per year seeking admission into this program. As such, there is interest in re-activating the program and revising it to face-to-face delivery. Domestic students could also enroll if this program is reopened.

More time is required to work on this issue.

Summary:
If this extension of suspension is supported by MacEwan and Advanced Education, the Disability Management Certificate would be suspended for an additional year. During this time the curriculum would be reviewed and revised as necessary, courses would be revised to update content and to adjust delivery modality to face-to-face, and faculty workload assignments would be planned to start program delivery in September 2020. Additionally, the implications for international student admissions will also be further investigated.

Implications:
- Marketing changes, and perhaps even a name change, may be required to ensure that potential applicants are aware that this is a course to advance students’ case management skills rather than learning how to assist an individual with a disability with their personal care needs.
- Workload for curriculum and course refreshing would need to be assigned.
**Review History**

Between 2011/2012 and 2014/2015 annual enrollments ranged between 20 and 29 students. Over the course of these years a total of 19 students graduated. Many students who initially enrolled in courses did not follow through to graduation. Individual course sizes ranges from 2 to 22 students per semester. Those numbers were too low to maintain course offerings and the program enrolment was no longer at sustainable levels.

The Ministry response to the suspension request clearly identified that this was a unique program in Alberta and that graduates of the program could have an important role to play in creating effective workplace disability management programs. The Ministry encouraged discussions with other Campus Alberta institutions about transferring program delivery. Discussions occurred with Bow Valley College and due to the case management focus of the program rather than the personal care nature of course offerings there was not sufficient alignment with their current programming.

- Approved by Faculty of Nursing Council on October 17, 2018
- Recommended by APPC on December 7, 2018, motion # APPC 04-12-07-2018
- Recommended by AGC Executive on January 8, 2019, motion # EC-03-01-08-2019

**Next Steps**

- Request Ministry approval for suspension extension until July 1, 2020.

**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 Access. This information is in compliance and deemed to be appropriate for Public distribution.

**Attachment(s)**

1. Proposal Template: Program Suspension and Extension of Suspension
February 8, 2019

Dr. Craig Monk
Interim Provost and Vice-President, Academic
Grant MacEwan University
10700 104 AVE
Edmonton AB T5J 4S2

Dear Dr. Monk:

Advanced Education has completed its review of Grant MacEwan University’s proposal to extend the period of suspension of the Disability Management Certificate program. The original period of suspension was approved for the period of January 1, 2016 through June 30, 2019. The department approves a one-year extension to the suspension so that the duration now extends until June 30, 2020.

The department approves the suspension extension to allow additional time for consultation and market demand analysis. As noted in your proposal, during the one-year extension period, work will be undertaken to build market demand and a sustainability model. I request that six months prior to the suspension end date, the institution advises the department, through the Provider and Program Registry System, of its plan to reactivate or terminate the program.

Under the Programs of Study Regulation, proposed changes to the Disability Management Certificate program require ministry approval, including changes to program name, load, or duration, as well as to program termination, reactivation, or transfer.

I appreciate Grant MacEwan University’s commitment to providing Albertans with programs enhancing their educational and career opportunities.

Sincerely,

[Signature]

Paul Gaudette
Director
Post-secondary Programs

cc: Linda Janz,
PAPRS contact, Grant MacEwan University
Proposal Template: Program Suspension and Extension of Suspension

Use this template for proposals to suspend approved programs or specializations or to propose an extension to a current suspension.

Fill in the section below that is relevant to your proposal:

- Section A: if you are proposing a suspension of a ministry-approved program or specialization;
- Section B: if you are proposing an extension to a suspension previously approved by the ministry which is still in effect for a program or specialization;

Basic Information (all proposals must complete this section)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Grant MacEwan University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program/specialization name</td>
<td>Disability Management Certificate</td>
</tr>
<tr>
<td>Credential awarded</td>
<td>Certificate</td>
</tr>
<tr>
<td>Proposed start date of suspension</td>
<td>July 1, 2019                      (Note: Program is currently under Suspension: January 1, 2016 to June 30, 2019)</td>
</tr>
<tr>
<td>Proposed end date of suspension</td>
<td>June 30, 2020</td>
</tr>
</tbody>
</table>

SECTION A: PROGRAM SUSPENSION

SECTION 1: RATIONALE

1.1 Identify the purpose for the suspension with supporting rationale and evidence (e.g., low student demand, declining labour market demand, institutional capacity, need for program redevelopment, quality assurance review recommendation, etc.).

1.1.1 Document enrolments (by FLE and headcounts) for the most recent 5-year period, including the current academic year if available.

<table>
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<tr>
<th>Enrolment</th>
<th>20XX</th>
<th>20XX</th>
<th>20XX</th>
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<tr>
<td>• Full-Time Year 1</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
1.1.2 Indicate when admissions into program/specialization will be or were closed.

1.1.3 Explain how the proposed end date of the suspension was determined.

1.1.4 Provide specific information about which internal governance body approved the suspension, and provide date of approval. (Attach copy of minutes or motions.)

1.2 Check the applicable box to specify the longer-term plan.

☐ To terminate the program.
☐ To reactivate the program.

SECTION 2: ACCESS

2.1 Identify potential student access considerations and risks for Campus Alberta that the suspension of this program could pose (include both (a) information about related programs available to prospective students internally at your institution; and (b) externally at other Alberta institutions).

2.1.1 If the program or specialization is unique in the province, describe consultation within Campus Alberta to investigate feasibility of program/specialization transfer.

2.2 Describe the consultation process that occurred with students at your institution regarding this programming change.

2.3 Describe your institution’s plans to assist active students, if any remain, in completing graduation requirements during the suspension period, including information about formal communication and student advising plans.

2.4 Describe your institution’s plans to accommodate stop-out students, if any have been identified, including information about formal communication plans.

SECTION 3: IMPACT

3.1 Identify which stakeholder groups were consulted:

☐ Faculty
☐ Regulatory and other Accreditation Bodies
3.1.1 Describe the consultation process conducted with these stakeholders and summarize the feedback received.

3.2 Identify financial impacts and plans for reallocation of internal resources, particularly staff and classroom and lab space.

SECTION B: SUSPENSION EXTENSION

SECTION 1: RATIONALE

1.1 Describe the rationale for original suspension request. (Attach ministry approval letter for the original suspension).

Program enrolment had declined to unsustainable levels. Between 2011/2012 and 2014/2015 annual enrollments ranged between 20 and 29 students. Over the course of these years a total of 19 students graduated. Many students who initially enrolled in courses did not follow through to graduation. Individual course sizes ranges from 2 to 22 students per semester. Those numbers were too low to maintain course offerings.

1.1.1 Explain why the extension is needed and include supporting evidence (e.g., active students have not completed graduation requirements).

There is renewed interest in the program. One of our community partners, Everest Educational Services Inc. (an organization that specializes in recruiting international students for specialized cohort programs with Canadian institutions), has indicated that they would have at least 30 qualified students per year seeking admission into this program. As such, there is interest in re-activating the program and revising it to face-to-face delivery. Domestic students could also enroll if this program is reopened. There has been an expression of interest from the Continuing Nursing Education Advisory Committee regarding once again offering the program. Marketing changes, and perhaps even a name change, may be required to ensure that potential applicants are aware that this is a course to advance students’ case management skills rather than learning how to assist an individual with a disability with their personal care needs.

1.2 If there are students still in the program, describe how they will be supported to complete graduation requirements while the suspension is in place.

There are no students currently enrolled in the program.

1.3 Explain how the duration of the suspension extension was determined.
An extension of the suspension (until June 30, 2020), will accommodate the need to update courses, plan for face-to-face delivery, and reassign teaching faculty.

**OTHER CONSIDERATIONS**

Please indicate if there are additional factors you would like the ministry to consider when reviewing this proposal.

As indicated in the suspension approval letter preliminary discussions did occur with Bow Valley College. Once identifying that the focus of the certificate was on disability management rather than rehabilitation and direct personal care, the interest in transferring responsibility for certificate delivery decreased.

With the interest from the international community, sustained program enrollment will support ongoing program viability. Additional marketing strategies for Canadian/Albertan students will also be reviewed during the suspension extension.

**RECOMMENDATION (FOR DEPARTMENT USE)**

Recommendation(s)

Rationale for Recommendation:

Reviewer(s)

Date Completed
**Agenda Item:** Annual Reports and CV Formats

**Resource Staff:** Bronwyn Snefjella, Governance Officer

**Action Requested:** For Discussion

**Recommendation/Motion:**

1. BE IT RESOLVED THAT General Faculties Council recognizes the categories in the eCV system as MacEwan University’s annual report template, reviewed regularly through feedback from Faculty Association Members.

2. BE IT RESOLVED THAT General Faculties Council recognizes the format of the “MacEwan CV,” generated through the eCV system, as its approved CV format.

**Context and Background:**

- On September 25, 2019, Dr. Craig Monk, Provost and VP, Academic, presented an initial item for discussion in order to provide notice of intent to seek a motion to confirm and clarify these issues.
- eCV system upgrades have been released several times since implementation, which have made refinements both to its capacity as a platform for annual reports and to produce an institutional “MacEwan CV.”

**Summary:**

**Faculty Annual Reports**

- The Faculty Collective Agreement provides for a review of the template for annual reports every three years. Article 14.2 Annual Reports states “14.2.1 An annual report template will be provided by the University. Review of the template will be conducted by the University at least every three (3) years, once feedback has been sought from Members.”
- The GFC does not have approval of the template for annual reports, which is developed by the University. However, the motion presented provides a formal recognition that the eCV platform is the template for annual reports.

**Curricula Vitae produced by eCV – “MacEwan CV”**

- The eCV platform has been designed to, in addition to the annual report function, produce an institutional CV. This is relevant to Faculty Collective Agreement articles on the Probation, Tenure, and Promotion processes. Specifically, 10.1.8.2.2 Curriculum vitae which states “This part of the dossier will consist of an up-to-date curriculum vitae, covering the Member’s entire academic career. All Members will use the format approved by Academic Governance Council.” It could also apply in other processes where members submit CVs, such as sabbatical applications or applications for funding.
- The motion presented to recognize the eCV “MacEwan CV” as its approved CV format does not preclude Faculty Members from using CVs produced outside the eCV system for formal processes such as applications in Promotion.
<table>
<thead>
<tr>
<th>Briefing Note</th>
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</thead>
<tbody>
<tr>
<td>• Ongoing evaluation and refinements to the system have provided, and will continue to provide stability and enhance its use as a platform for annual reports and CVs.</td>
</tr>
<tr>
<td>Review History</td>
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<tr>
<td>Next Steps</td>
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<td>Policy</td>
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<td>FOIP</td>
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<td>Attachment(s)</td>
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### Fields which Comprise the eCV Template (July 2019)

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<td><strong>Email/Phone/Website</strong></td>
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<td><strong>Education</strong></td>
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<td><strong>Employment</strong></td>
<td>Academic Administrative Position</td>
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<td>Other Relevant Work Experience</td>
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<td>Academic Work Experience</td>
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<td><strong>Teaching Experience</strong></td>
<td>MacEwan University Courses (can be auto-downloaded)</td>
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<td></td>
<td>Non-MacEwan University Courses</td>
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<td>Peer Reviewed Artistic Contributions</td>
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<td>Bibliography (Reviews / Articles / Catalogues / Interviews)</td>
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<td></td>
<td>Fiction</td>
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<td>Exhibitions</td>
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<td>Exhibitions – Group</td>
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<td>Musical Compositions</td>
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<td>Sound Design</td>
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<td>Seminars and Workshops</td>
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**Non-Peer Reviewed Publications / Scholarly Activities**

| Book Reviews |  |
| Books |  |
| Books Edited |  |
| Case Studies |  |
| Clinical Care Guidelines |  |
| Conference Publications |  |
| Dictionary Entries |  |
| Encyclopaedia Entries |  |
| Journal Articles |  |
| Journal Issues |  |
| Litigations |  |
| Magazine Entries |  |
| Manuals |  |
| Newsletter Articles |  |
| Newspaper Articles |  |
| PubMed Articles |  |
| Reports |  |
| Supervised Student Publications |  |
| Tests |  |
| Translations |  |
| Working Papers |  |

**Non-Peer Reviewed Artistic Contributions**

<p>| Audio Recordings |  |
| Choreography |  |
| Bibliography (Reviews / Articles / Catalogues / Interviews) |  |
| Fiction |  |
| Light / Video Design |  |
| Exhibitions – Solo or Two-Person |  |
| Exhibitions – Group |  |
| Musical Compositions |  |
| Musical Performances / Directions |  |
| Arts and Cultural Management Activities / Other Artistic Contributions |  |
| Performance Arts and Sound Arts |  |
| Poetry |  |
| Radio and TV Programs |  |
| Scripts |  |</p>
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<td>Awards, Recognitions and Artistic Residency (Research and Scholarly Activity)</td>
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**Service**

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<td>Tenure / Promotion Status Assessment Activities</td>
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**Agenda Item**
Revised Student Academic Integrity Policy + Student Academic Misconduct Procedure

**Resource Staff**
- Dr. Lynn Wells, Associate Vice-President, Students and Teaching

**Action Requested**
For **Recommendation**

**Recommendation/Motion**
BE IT RESOLVED THAT the General Faculties Council approve and recommend to the Board of Governors the revised Student Academic Integrity Policy and Student Academic Misconduct Procedure.

**Context and Background**
The Associate Vice-President, Students and Teaching, Dr. Lynn Wells, has proposed the revision of the Student Academic Integrity Policy to align with the new Student Non-Academic Misconduct policy, as well as update new roles in Student Affairs. Throughout the past year, Dr. Wells has introduced discussions at Provost’s Group, Deans’ Council, and Executive Council about the revisions to this policy.

Dr. Wells’ office has facilitated the revision of the Student Academic Integrity policy as well as its associated procedural document, Student Academic Misconduct. The following individuals and groups have been consulted: Deans’ Council, Executive Council, MacEwan Ombudsperson, Provost’s Group, and Students’ Association of MacEwan University. Issues identified throughout the consultation process, including the 20-day general consultation online, have been addressed in the final draft of this policy. At their October 7, 2019 meeting, General Faculties Council Executive Committee was supportive of the full suite of policies pertaining to academic and non-academic misconduct.

Once this policy is effective, the Responsible Office will issue a communication to Faculties and Schools. Training for appropriate faculty and staff will be provided by the Office of the Associate Vice-President, Students and Teaching.

**Summary**
The Student Academic Integrity Policy and its associated procedural document, Student Academic Misconduct, have been revised to align with the new Student Non-Academic Misconduct policy and procedure.

**Implications**
An effective Academic Integrity policy is necessary to: maintain public confidence in MacEwan’s role as an academic institution as well as to protect both MacEwan staff and students. These revisions have been made to benefit MacEwan University students and their learning experiences.

**Review History**
- Deans’ Council
- General Faculties Council Executive Committee
- MacEwan Ombudsperson
- Policy Advisory Group
- President’s Policy Committee
- Provost’s Group
- Students’ Association of MacEwan University
**Next Steps**
- This policy will be implemented upon final approval by Board of Governors meeting.

**Policy**
- Student Non-Academic Misconduct 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 Access. This information is in compliance and deemed to be appropriate for Public distribution.

**Attachment(s)**
- Attachment 1 – Student Academic Integrity Policy
- Attachment 2 – Student Academic Misconduct Procedure
1.0 POLICY STATEMENT

1.1 MacEwan University (the “University”) is a community of scholarship and service dedicated to the pursuit of truth and knowledge through teaching, research; and study. Academic Integrity is at the core of this enterprise and aligns with the University’s commitment to academic excellence and quality education. The University is committed to promoting and upholding an environment of Academic Integrity through education, compliance with standards, and prevention of violation of those standards.

2.0 PURPOSE

2.1 Academic Integrity ensures that academic successes are gained fairly. This policy explains the University’s expectations of Students, Instructing Faculty, and the University concerning Academic Integrity, so Students can understand their rights and responsibilities, make informed decisions, and be accountable for those decisions in a fair manner and to a fair outcome.

2.2 Academic Misconduct undermines the efforts and achievements of other students, detracts from the University’s reputation and the integrity of its credentials, and threatens the integrity of the broader scholarly community. Suspected Academic Misconduct shall be investigated and resolved by the University, including disciplinary action in accordance with this policy.

3.0 APPLICABILITY

3.1 This policy applies exclusively to Academic Integrity of Students in the teaching and learning enterprise.

3.2 This policy does not apply to Academic Integrity related to research and scholarly activity as addressed in the following policies:

- Research, Scholarship and Creative Activity;
- Responsible Conduct of Research and Scholarly Activity;
- Ethical Review of Research with Human Participants; and
- Animal Research Ethics.

3.3 All members of the University community share responsibility for complying with and enforcing Academic Integrity standards.

4.0 DEFINITIONS

Academic Integrity
A “commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action.”

Academic Integrity Office
The Academic Integrity Office provides direction, advice, and leadership on Academic Integrity to all members of the University community.

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Academic Misconduct
Participating in acts by which a person gains or attempts to gain an unfair academic advantage thereby compromising the integrity of the academic process, including, without limitation, Cheating, Fabrication and Falsification, Improper Collaboration, Multiple Submissions, Plagiarism, or helping or attempting to help another person commit an act of Academic Misconduct, and any other form of Obtaining an Unfair Advantage.

Academic Work
Any assessment event in any course offered by the University, whether a paper, essay, test, report, project, or other evaluation, whether oral, in writing or in other media.

Cheating
Copying the Academic Work of others; or the use, or attempted use, of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity.

Fabrication and Falsification
Falsifying or altering information; fabricating or Falsifying, altering, inventing or counterfeiting information for use in an academic exercise, or to gain unfair academic advantage, except in creative writing type exercises.

Improper Collaboration
Inappropriate sharing of Academic Work on an assignment that was intended as an individual assignment, or when Students working together in groups beyond the degree of permissible collaboration set out by the instructor.

Instructing Faculty
Individual acting as instructor in a course regardless of whether that person is a member of the Grant MacEwan University Faculty Association of Grant MacEwan University.

Multiple Submissions
Submitting the same Academic Work in multiple courses (or different sections of the same course) without permission of the instructors.

Obtaining an Unfair Advantage
Gaining, or attempting to gain, an unfair advantage not afforded to all students in an authorized fashion.

Plagiarism
The use and submission of another's words, ideas, results, work, or processes without providing appropriate credit to the individual(s) responsible for same.

Student
An individual enrolled in a course offered by the University. Any individual registered in any program, Ministry-approved or not, while on University premises, participating in a University activity, or representing the University, on or off campus.

Student Conduct Officer
An Officer whose role includes the investigation of non-academic and administration of academic disciplinary matters involving students.
5.0 POLICY ELEMENTS

5.1 Student Responsibilities

5.1.1 All Students are responsible for:

5.1.1.1 Gaining the skills and knowledge related to proper citation and for applying these skills to all borrowed information (words, ideas, work, etc.);

5.1.1.2 Doing their own Academic Work;

5.1.1.3 Refraining from attempts at Obtaining an Unfair Advantage;

5.1.1.4 Taking reasonable precautions to prevent their Academic Work from being used by others;

5.1.1.5 Refraining from helping or attempting to help another person commit an act of Academic Misconduct;

5.1.1.6 Respecting and following expectations regarding the accepted degree of collaboration and copy-editing assistance, as laid out in assignment and exam instructions; and

5.1.1.7 Clarifying with Instructing Faculty aspects of instructions that are unclear to the Student.

5.1.2 Students shall not engage in Academic Misconduct, whether intentional or unintentional.

5.1.3 Educational resources will be available to Students through the Academic Integrity Office of the Associate Vice-President, Students and Teaching.

5.2 Instructing Faculty Responsibilities

5.2.1 Instructing Faculty members are responsible for:

5.2.1.1 Making expectations under this policy clear and explicit to Students in assignment and exam instructions;

5.2.1.2 Reducing the occurrence of academic integrity violations through appropriate design and administration of assignments and exams; and

5.2.1.3 Responding to suspected Academic Misconduct in accordance with this Policy and related procedures, which includes reporting all suspected violations to the Academic Integrity Office of the Associate Vice-President, Students and Teaching.

5.3 Education and Training

5.3.1 The University will be proactive and take reasonable action to prevent Student Academic Misconduct through educational strategies and opportunities specifically designed for Students and faculty, including:
5.3.1.1 Conducting presentations and classroom visits;
5.3.1.2 Providing information contained on course outlines distributed to students;
5.3.1.3 Maintaining an online Academic Integrity student resource page; and
5.3.1.4 Providing in person Academic Integrity consultations.

5.3.2 The Provost and Vice-President, Academic shall appoint an Academic Integrity Coordinator.

5.3.3 The Academic Integrity Coordinator is responsible for coordination of education within this policy.

5.4 Response to Alleged Misconduct

5.4.1 The University will establish procedures to respond to incidents of Student Academic Misconduct, including investigations and resolution, which may include disciplinary sanctions if appropriate.

5.5 Information Tracking and Retention of Records Management

5.5.1 The Office of the Provost and Vice-President, Academic is responsible for holding official Academic Integrity records.

5.5.2 The Office of the University Registrar is responsible for student records, the issuing of transcripts and preparation of parchments.

5.5.3 The Academic Integrity Office of the Associate-Vice President, Students and Teaching is responsible for tracking incidents of Academic Misconduct, and shall prepare an annual report for the Provost and Vice-President, Academic by September 30th.

6.0 ASSOCIATED PROCEDURES

- Student Academic Integrity-Misconduct Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Privacy Policy
- Records Management Policy
- Student Non-Academic Misconduct Policy and Procedure
- Student Rights and Responsibilities

8.0 ACCOUNTABILITY

Policy Sponsor
Provost and Vice-President, Academic
### 9.0 HISTORY

#### Relevant Dates
- **Approved:** 18.01.23
- **Effective:** 18.07.01
- **Next Review:** 23.01.23

#### Modification History

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<td>06.06.08</td>
<td>Recommended by Academic Council 06/05/16, and approved 06/06/08 by Board motion 01-6-8-2005/06.</td>
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<td>06.10.26</td>
<td>Change of implementation date to 07/09/01 recommended by Academic Council 06/10/10, approved 06/10/26 by Board motion 01-10-26-2006/07.</td>
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<td>07.06.14</td>
<td>The addition of Hearing procedures and alignment with Student Services Policies were recommended by Academic Council 07/04/18, and approved 07/06/14 by Board motion 01-06-14-2006/07.</td>
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<td>09.10.08</td>
<td>Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.</td>
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<td>12.03.13</td>
<td>Revisions approved as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-06-03-13-2012 (for amendments), AGC-07-03-13-2012 (to change section 8.1), AGC-08-03-13-2012 (approval of the policy upon revision of 8.1).</td>
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<td>12.10.23</td>
<td>Revisions to section 6.3 approved by Academic Governance Council motion AGC-01-10-23-2012.</td>
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<td>14.10.28</td>
<td>Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014</td>
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<td>14.12.22</td>
<td>Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.</td>
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<tr>
<td>15.03.17</td>
<td>Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-02-03-17-2015.</td>
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<td>18.01.02</td>
<td>The new Academic Misconduct Procedure (AMP) is approved by Academic Governance Council Executive Committee AGC EC-01-01-02-2018.</td>
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<td>18.01.23</td>
<td>The revised Academic Integrity Policy (AIP) is approved by Academic Governance Council (AGC) and the new Academic Misconduct Procedure is reviewed by AGC (AGC-06-01-23-2018). The approved revised Academic Integrity Policy and new Academic Misconduct Procedure (AMP) are to replace the current Academic Integrity Policy C1000.</td>
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1.0 ASSOCIATED POLICY

- Academic Integrity Policy

2.0 DEFINITIONS

The definitions contained within the Academic Integrity Policy apply to this Procedure, in addition to the following:

Appeal Hearing
An adjudicative hearing presided over by a panel chaired by the Dean, or designate thereof, to review a decision made during a Review Hearing, a Severe Misconduct Hearing or a Repeat Misconduct Hearing.

Associate Dean
The Associate Dean of the Faculty or School in which the Student is enrolled.

Contract Cheating
A form of severe academic misconduct consisting of outsourcing or attempting to outsource academic work to a third party.

Dean
The Dean of the Faculty or School through which the course is listed. However, if no such Dean is available, the Dean will be the Dean of the Faculty or School in which the Student is enrolled. In the case of students registered in Open Studies, the Registrar (or designate) will serve as Dean.

Department Chair
The Department Chair of the Faculty or School through which the course the Instructing Faculty is instructing is offered.

Faculty Adjudicator
A member of the Faculty Association of Grant MacEwan University appointed to adjudicate Review Hearings pursuant to this Procedure.

Impersonation
Having someone assume one's identity in connection with any type of Academic Work.

Repeat Misconduct Hearing
A hearing presided over by a Faculty Adjudicator to review incidents relating to Students with a history of Academic Misconduct and to determine whether further action should be taken.

Restorative Resolution
Any of a number of restorative processes involving the harmed parties, including representatives of the community, in reaching a resolution that repairs harms caused and rebuilds trust between the responsible party, the harmed parties, and the community.

Review Hearing
An adjudicative hearing presided over by a Faculty Adjudicator to review the Instructing Faculty's findings of Academic Misconduct.

Severe Misconduct
An extreme act of Academic Misconduct involving deception or fraud, including Contract Cheating, Falsification, or Impersonation.

**Severe Misconduct Hearing**
An adjudicative hearing presided over by a Faculty Adjudicator to review findings of Severe Misconduct and determine appropriate disciplinary action.

**Student Conduct Officer**
An Officer whose role includes the investigation of non-academic and administration of academic disciplinary matters involving students.

**University Appeal Tribunal Panel**
A tribunal panel chaired by the Provost and Vice-President, Academic, delegated by the Board of Governors to hear final appeals from Students on disciplinary matters.

**Working Day**
Any day that is not a Saturday, Sunday, a holiday as defined in the Interpretation Act, or a day where the University is closed for business.

### 3.0 PROCEDURE ELEMENTS

#### 3.1 Purpose

3.1.1 This procedure outlines the University's response to incidents of Academic Misconduct of Students. The University is committed to promptly, thoroughly, and impartially responding to Academic Misconduct in a manner that ensures due process and fairness.

#### 3.2 Responding to Academic Misconduct

3.2.1 An Instructing Faculty, who suspects a Student of an incident of Academic Misconduct will investigate whether the suspected Academic Misconduct has, in fact, occurred. All investigations must comply with the Privacy Policy and all relevant legislation.

3.2.2 The Instructing Faculty will advise the Student in writing that an investigation into an incident of Academic Misconduct is proceeding. During the investigation, the Instructing Faculty must make reasonable attempts to arrange a meeting with the Student who is suspected of Academic Misconduct to discuss the specifics of the incident.

3.2.3 If a Student does not respond to the Instructing Faculty’s attempts to arrange a meeting or drops the course after the commencement of an Academic Misconduct investigation, the Academic Misconduct investigation will continue to its conclusion and may result in disciplinary action.

3.2.4 In the event a Student withdraws from a Course or the University in advance of a final decision, the decision-making body will complete the decision-making process contained in this Procedure and render a final decision as though the Student had not withdrawn.

#### 3.3 Determination of Academic Misconduct

3.3.1 An Instructing Faculty will determine whether there has been Academic Misconduct on a balance of probabilities.
3.3.2 Where the Instructing Faculty determines there has been no Academic Misconduct, the Instructing Faculty will advise the Student of the result in writing.

3.3.3 Upon determining an incident of Academic Misconduct has occurred, the Instructing Faculty will advise the Student, in writing, with a copy provided to the Department Chair and the Academic Integrity Office, of:

3.3.3.1 the specifics of the Academic Misconduct;
3.3.3.2 the action taken;
3.3.3.3 a copy of the written report of the Academic Misconduct investigation;
3.3.3.4 the availability of a Review Hearing; and
3.3.3.5 a list of resources for the Student.

3.3.4 Where the Instructing Faculty determines the incident of Academic Misconduct is Severe Misconduct, and the conditions for a Restorative Resolution process are not met, the Instructing Faculty shall direct the Academic Integrity Office to schedule a Severe Misconduct Hearing for determination of disciplinary action. Once such a referral to the Academic Integrity Office has been made, the Instructing Faculty shall not assign disciplinary action or take any further steps, unless the Instructing Faculty is advised by the Academic Integrity Coordinator that the incident is not Severe Misconduct, as defined by the University, and must be addressed as non-Severe Academic Misconduct.

3.3.4 Resolution of Academic Misconduct may include, but is not limited to, one or more of the following:
3.3.4.1 Restorative Resolution where agreed to by the Student, the Instructing Faculty, and the Department of Student Conduct, Community Standards and Values in Student Affairs. The following conditions must be met before Restorative Resolution can proceed:

- Both the party (or parties) harmed and the Student must voluntarily agree to the approach; and
- The Associate Vice-President Students and Teaching must be satisfied that proceeding will not risk further harm to members of the University Community.

3.3.4.2 A written warning;

3.3.4.3 Requiring the Student to re-do the Academic Work that was the subject of the investigation, with a mark reduction;

3.3.4.4 Partial reduction of a Student’s mark on the Academic Work;

3.3.4.5 Reduction of a Student’s mark on the Academic Work to zero; or

3.3.4.6 Requiring the Student to complete training on Academic Integrity, whether offered online or otherwise.

3.3.5 Upon determining an incident of Academic Misconduct has occurred, the Instructing Faculty will advise the Student, in writing, with a copy provided to the Department Chair and the Academic Integrity Office, of:

3.3.5.1 The specifics of the Academic Misconduct;

3.3.5.2 The action taken;

3.3.5.3 A copy of the written report of the Academic Misconduct investigation;

3.3.5.4 The availability of a Review Hearing; and

3.3.5.5 A list of resources for the Student.

3.3.6 In the event a Student withdraws from a Course or the University in advance of the Instructing Faculty completing the process detailed in 3.3.5, the Instructing Faculty will nonetheless complete the process detailed in 3.3.5.
3.3.76 Where the action includes a reduction of a Student’s mark, the reduction will apply immediately upon notifying the Student of the disciplinary action.

3.3.87 Within ten (10) Working Days of being notified of the Instructing Faculty’s determination and penalty, a Student who is the subject of action arising from Academic Misconduct can apply, in the prescribed form, to the Academic Integrity Office/Student Conduct Officer for a Review Hearing to appeal the finding of Academic Misconduct, in accordance with Article 3.4. A Student cannot appeal only the penalty assigned for the Academic Misconduct.

3.4 Review Hearing

3.4.1 Prior to the Review Hearing, the Academic Integrity Office/Student Conduct Officer will take the following steps:

3.4.1.1 provide a disclosure package to the Student, which will include, at a minimum:

3.4.1.1.1 a copy of the written report of the Academic Misconduct investigation;

3.4.1.1.2 disclosure received from the Instructing Faculty, including the course outline, a copy of the assignment instructions provided to the class, the Student’s assignment, and any relevant source material.

3.4.1.2 appoint a Faculty Adjudicator for the Review Hearing;

3.4.1.3 set a day and time for the Review Hearing;

3.4.1.4 arrange for exchange of further documents or written arguments from the Student or Instructing Faculty; and

3.4.1.5 advise the Student and Instructing Faculty of the identity of the Faculty Adjudicator and the day and time of the Review Hearing.

3.4.2 A Review Hearing is presided over by a single Faculty Adjudicator. During the Review Hearing:

3.4.2.1 the Student, the Instructing Faculty, and the Faculty Adjudicator will normally be in attendance;

3.4.2.2 the Instructing Faculty shall present all evidence regarding the alleged Academic Misconduct;

3.4.2.3 the Student shall be given an opportunity to fully answer the alleged Academic Misconduct;

3.4.2.4 both the Student and the Instructing Faculty may be accompanied by a support person, who may consult, but will not normally speak on behalf of the Student or the Instructing Faculty;

3.4.2.5 the Instructing Faculty has the onus to establish the Student has committed Academic Misconduct;
3.4.2.6 decisions of the Faculty Adjudicator shall be made on a balance of probabilities.

3.4.3 In the event the Instructing Faculty is unable to attend the Review Hearing, the Instructing Faculty may delegate their role in the Review Hearing to the Department Chair.

3.4.4 In the event either the Student or Instructing Faculty is not present at the Review Hearing, the Faculty Adjudicator may grant an adjournment or, upon being satisfied that the Student or Instructing Faculty was given proper notice of the Review Hearing, may make a decision on the evidence available.

3.4.5 Where the Faculty Adjudicator determines Academic Misconduct has not occurred, the action taken by the Instructing Faculty will be set aside.

3.4.6 If the Faculty Adjudicator determines that Academic Misconduct did indeed occur, within ten (10) Working Days of the Review Hearing, the Faculty Adjudicator, through the Academic Integrity Office/Student Conduct Officer, will advise the Student, in writing, with a copy provided to the Instructing Faculty, the Chair, and the Dean, or designate thereof, of:

3.4.6.1 the decision of the Faculty Adjudicator to either uphold or overturn the Instructing Faculty's determination of Academic Misconduct;

3.4.6.2 the reasons for the decision;

3.4.6.3 the disciplinary action taken, if any; and

3.4.6.4 the availability of an appeal.

3.4.7 Where the finding of the Faculty Adjudicator has an impact on a Student's grade, the impact will apply immediately upon notifying the Student of the finding of the Faculty Adjudicator.

3.4.8 Within ten (10) Working Days of being notified of the Faculty Adjudicator's determination, a Student who is the subject of disciplinary action arising from a Review Hearing can appeal the decision of the Faculty Adjudicator by filing an appeal pursuant to section 3.7 of this policy.

3.5 Severe Misconduct Hearing

3.5.1 On receiving direction from an Instructing Faculty that Severe Misconduct has occurred, the Academic Integrity Office/Student Conduct Officer shall determine whether the alleged Academic Misconduct, if proven, would qualify as Severe Misconduct.

3.5.2 If the Academic Integrity/Student Conduct Officer determines the alleged Academic Misconduct is not Severe Misconduct, the Instructing Faculty will be advised in writing of the decision, and the Instructing Faculty shall proceed with the Academic Misconduct Procedure under section 3.3.
3.5.3 If the Academic Integrity Office Student Conduct Officer determines the Academic Misconduct is Severe Misconduct and the conditions for a Restorative Resolution process are not met, the Instructing Faculty will be advised in writing of the decision, and a Severe Misconduct Hearing will occur.

3.5.4 Prior to the Severe Misconduct Hearing, the Academic Integrity Office Student Conduct Officer will take the following steps:

3.5.4.1 provide a disclosure package to the Student, which will include, at a minimum:

3.5.4.1.1 a copy of the written report of the Academic Misconduct investigation;

3.5.4.1.2 disclosure received from the Instructing Faculty, including the course outline, a copy of the assignment instructions provided to the class, the Student’s assignment, and any relevant source material.

3.5.4.2 appoint a Faculty Adjudicator for the Severe Misconduct Hearing;

3.5.4.3 set a day and time for the Severe Misconduct Hearing;

3.5.4.4 arrange for exchange of further documents or written arguments from the Student or Instructing Faculty; and

3.5.4.5 advise the Student and Instructing Faculty of the identity of the Faculty Adjudicator and the day and time of the Severe Misconduct Hearing.

3.5.5 A Severe Misconduct Hearing is presided over by a single Faculty Adjudicator. During the Severe Misconduct Hearing:

3.5.5.1 the Student, the Instructing Faculty, and the Faculty Adjudicator will normally be in attendance;

3.5.5.2 the Instructing Faculty shall present all evidence regarding the alleged Severe Misconduct;

3.5.5.3 the Student shall be given an opportunity to fully answer the alleged Severe Misconduct, and make submissions regarding what disciplinary action, if any, is warranted;

3.5.5.4 both the Student and the Instructing Faculty may be accompanied by a support person, who may consult, but will not normally speak on behalf of the Student or the Instructing Faculty;

3.5.5.5 the Instructing Faculty has the onus to establish the Student has committed Severe Misconduct;

3.5.5.6 decisions of the Faculty Adjudicator shall be made on a balance of probabilities.

3.5.6 In the event the Instructing Faculty is unable to attend the Severe Misconduct Hearing, the Instructing Faculty may delegate their role in the Severe Misconduct Hearing to the Department Chair.
3.5.7 In the event either the Student or Instructing Faculty is not present at the Severe Misconduct Hearing, the Faculty Adjudicator may grant an adjournment or, upon being satisfied that the Student or Instructing Faculty was given proper notice of the Severe Misconduct Hearing, may make a decision on the evidence available.

3.5.8 Where the Faculty Adjudicator determines Academic Misconduct, whether Severe Misconduct or otherwise, has occurred, the Faculty Adjudicator shall take disciplinary action, which may include, but is not limited to, one or more of the following:

3.5.8.1 a written warning;
3.5.8.2 requiring the Student to re-do the Academic Work, with a mark reduction;
3.5.8.3 partial reduction of a Student’s mark on the Academic Work;
3.5.8.4 reduction of a Student’s mark on the Academic Work to zero;
3.5.8.5 requiring the Student to complete training on Academic Integrity;
3.5.8.6 reduction of a Student’s grade in a course;
3.5.8.7 assigning a grade of F in a course, with or without a transcript notation of “academic discipline” which will be applied to the transcript even in the event the Student withdraws from the course;
3.5.8.8 rescission of the credential, with a transcript notation of “academic discipline”;
3.5.8.9 requirement to withdraw from the University for a specified period, with a transcript notation of “academic discipline”; or
3.5.8.10 permanent expulsion, with a transcript notation of “academic discipline”, on approval by the Dean in consultation with the Dean of the Faculty or School in which the Student is enrolled, if available.

3.5.9 Where the Faculty Adjudicator determines Academic Severe Misconduct, whether Severe or otherwise, has not occurred, no disciplinary action will be taken.

3.5.10 Within ten (10) Working Days of the Severe Misconduct Hearing, the Faculty Adjudicator, through the Academic Integrity Office/Student Conduct Officer, will advise the Student, in writing, with a copy provided to the Instructing Faculty and the Dean, or designate thereof, of:

3.5.10.1 the decision of the Faculty Adjudicator;
3.5.10.2 the reasons for the decision;
3.5.10.3 the disciplinary action taken, if any; and
3.5.10.4 the availability of an appeal.
3.5.11 A Student who is the subject of disciplinary action arising from a Severe Misconduct Hearing can appeal the decision of the Faculty Adjudicator and/or the disciplinary action taken by filing an appeal pursuant to section 3.7 of this policy.

3.6 Repeat Misconduct Hearing

3.6.1 A Repeat Misconduct Hearing will be held after a final determination of Academic Misconduct (i.e. after the expiration of the period to request a Review Hearing, or after the decision of a Faculty Adjudicator at a Review Hearing), which is not the first incident of Academic Misconduct for a student, and if the conditions for a Restorative Resolution process are not met.

3.6.2 Prior to the Repeat Misconduct Hearing, the Academic Integrity OfficeStudent Conduct Officer will take the following steps:

3.6.2.1 provide a disclosure package to the Student, which will include, at a minimum, copies of written reports of all previous findings of Academic Misconduct;

3.6.2.2 appoint a Faculty Adjudicator for the Repeat Misconduct Hearing;

3.6.2.3 set a day and time for the Repeat Misconduct Hearing; and

3.6.2.4 advise the Student of the identity of the Faculty Adjudicator and the day and time of the Repeat Misconduct Hearing.

3.6.3 A Repeat Misconduct Hearing is presided over by a single Faculty Adjudicator. During the Repeat Misconduct Hearing:

3.6.3.1 the Student and the Faculty Adjudicator will normally be in attendance;

3.6.3.2 the Faculty Adjudicator shall be given an opportunity to ask the Student questions regarding the Student’s conduct, including previous incidents of Academic Misconduct;

3.6.3.3 the Student shall be given an opportunity to fully answer questions regarding the Student’s conduct, including previous incidents of Academic Misconduct;

3.6.3.4 the Faculty Adjudicator must determine whether the Student’s conduct, with respect to all incidents of Academic Misconduct, attracts disciplinary action in addition to that taken by the Instructing Faculty; and

3.6.3.5 the Student may be accompanied by a support person, who may consult, but will not normally speak on behalf of the Student.

3.6.3.6 the Faculty Adjudicator may invite an observer to the hearing, who will not participate in the hearing and has agreed to keep the hearing confidential. The Faculty Adjudicator will provide the name of the observer, if any, prior to the hearing.
3.6.4 After the Repeat Misconduct Hearing, the Faculty Adjudicator may take additional disciplinary action to that taken by the Instructing Faculty, which may include, but is not limited to, one or more of the following:

3.6.4.1 a written warning;
3.6.4.2 requiring the Student to re-do the Academic Work, with a mark reduction;
3.6.4.3 partial reduction of a Student’s mark on the Academic Work;
3.6.4.4 reduction of a Student's mark on the Academic Work to zero;
3.6.4.5 requiring the Student to complete training on Academic Integrity;
3.6.4.6 a reduction of a Student’s grade in a course;
3.6.4.7 assigning a grade of F in a course, with or without a transcript notation of “academic discipline” which will be applied to the transcript even in the event the Student withdraws from the course;
3.6.4.8 rescission of the credential, with a transcript notation of “academic discipline”;
3.6.4.9 requirement to withdraw from the University for a specified period, with a transcript notation of “academic discipline”; or
3.6.4.10 permanent expulsion, with a transcript notation of “academic discipline”, on approval by the Dean in consultation with the Dean of the Faculty or School in which the Student is enrolled, if available.

3.6.5 Within ten (10) Working Days of the Repeat Misconduct Hearing, the Faculty Adjudicator, through the Academic Integrity Office/Student Conduct Officer, will advise the Student, in writing, with a copy provided to the Chair and the Dean, or designate thereof, of:

3.6.5.1 the decision of the Faculty Adjudicator;
3.6.5.2 the reasons for the decision;
3.6.5.3 the disciplinary action taken, if any; and
3.6.5.4 the availability of an appeal.

3.6.6 A Student who is the subject of disciplinary action arising from a Repeat Misconduct Hearing can appeal the decision of the Faculty Adjudicator and/or the disciplinary action taken by filing an appeal pursuant to section 3.7 of this policy.

3.7 Appeal Hearing

3.7.1 A Student who is the subject of a decision arising from a Review Hearing, a Severe Misconduct Hearing or a Repeat Misconduct Hearing can apply, in the prescribed form, to the Academic Integrity Office/Student Conduct Officer within ten (10) Working Days of the receipt of the decision, for an appeal of the decision.
3.7.2 Prior to the Appeal Hearing, the Academic Integrity Office/Student Conduct Officer will take the following steps:

3.7.2.1 provide a disclosure package to the Student, which will include, at a minimum, copies of written reports of all previous findings of Academic Misconduct;

3.7.2.2 advise the Dean and the panel members of the need for the Appeal Hearing;

3.7.2.3 set a day and time for the Appeal Hearing; and

3.7.2.4 advise the Student of the identity of the Dean and the panel members and the day and time of the Appeal Hearing.

3.7.3 An Appeal Hearing is presided over by a panel, consisting of:

3.7.3.1 the Dean, or designate thereof, who will act as chair;

3.7.3.2 a member of the instructional faculty appointed by the General Faculties Council/Faculty Association of Grant MacEwan University; and

3.7.3.3 a Student appointed by the Students' Association of MacEwan University.

3.7.4 During the Appeal Hearing:

3.7.4.1 the Student, the Instructing Faculty, unless the Appeal Hearing arises out of a Repeat Misconduct Hearing, the Faculty Adjudicator, and the Dean, or designate thereof, will normally be in attendance;

3.7.4.2 the Instructing Faculty, or the Faculty Adjudicator where the Appeal Hearing arises out of a Repeat Misconduct Hearing, shall present all evidence regarding the decision;

3.7.4.3 the Student shall be given an opportunity to fully answer the decision arising from a Review Hearing, a Severe Misconduct Hearing or a Repeat Misconduct Hearing, and make submissions regarding what disciplinary action, if any, is warranted;

3.7.4.4 both the Student and the Instructing Faculty or Faculty Adjudicator may be accompanied by a support person, who may consult, but will not normally speak on behalf of the Student or the Instructing Faculty;

3.7.4.5 unless the Appeal Hearing arises out of a Repeat Misconduct Hearing, the Instructing Faculty has the onus to establish the Student has committed Academic Misconduct;

3.7.4.6 the decision of the panel shall be determined solely by the Dean on being advised by the panel members and shall be made on a balance of probabilities.

3.7.5 The Dean, or designate thereof, assigned to an Appeal Hearing may make a determination on either the finding of Academic Misconduct or Severe Misconduct, or the appropriateness of the disciplinary action taken, or both.
3.7.6 Within ten (10) Working Days of the Appeal Hearing, the Dean, or designate thereof, through the Academic Integrity Office/Student Conduct Officer, will advise the Student, in writing, with a copy provided to the Instructing Faculty, unless the Appeal Hearing arises out of a Repeat Misconduct Hearing, of:

3.7.6.1 the decision of the Dean, or designate thereof;
3.7.6.2 the reasons for the decision; and
3.7.6.3 the disciplinary action taken, if any.

3.7.7 A Student who is the subject of disciplinary action arising from an Appeal Hearing can appeal the decision of the Dean and/or the disciplinary action taken by filing a final appeal pursuant to section 3.8 of this policy.

The decision of the Dean, or designate thereof, on the conclusion of the Appeal Hearing is final.
### 3.8 University Appeal Tribunal Panel

3.8.1 The decision of the Appeal Hearing may be appealed to the University Appeal Tribunal Panel only under two (2) conditions: a) the Respondent is able to identify and articulate an alleged procedural error at the Appeal Hearing stage; and b) the Respondent feels that there is a case to be made that the decision of the Appeal Hearing was manifestly unfair.

3.8.2 The application must be received by the Office of the Provost within ten (10) Working Days of the date of letter from the Dean communicating the decision of the Appeal Hearing. The Office of the Provost will, in consultation with the Provost and Vice-President, Academic, determine that the conditions in 3.8.1 have been satisfied and, if so, proceed to the Tribunal Panel.

3.8.3 The University Appeal Tribunal Panel comprises the following members:

- 3.8.3.1 The Provost and Vice-President, Academic, who will act as Chair; and
- 3.8.3.2 no fewer than three (3) Public Members of the Board, plus one (1) Student Board member and one (1) Academic Staff Member, upon recommendation by the Board Chair.

3.8.4 Within fifteen (15) Working Days of the receipt of the Appeal notice, the Chair of the University Appeal Tribunal Panel shall call a meeting of the Tribunal Panel.

3.8.5 The Chair of the Tribunal Panel may call the Dean and/or Faculty Adjudicator as a witness.

3.8.6 The onus is on the Respondent to articulate the procedural error or to demonstrate that the decision of the Appeal Hearing was manifestly unfair. No new evidence is entertained.

3.8.7 The Respondent may be accompanied by a support person, who will consult, but will not normally speak on behalf of the Respondent.

3.8.8 The decision of the Tribunal Panel will be communicated in writing to the Respondent by the Provost, with a copy to the Dean and Associate Vice-President, Students and Teaching, to be retained in the Student’s file in keeping with article 3.8.1. The decision of the Tribunal Panel is final.

### 3.8.9 Appointments and Training

3.98.1 Faculty Adjudicators will be appointed by the Deans, in consultation with the Academic Integrity Coordinator, for a two- or three-year term, to a maximum of two consecutive terms.

3.98.2 A Faculty Adjudicator may be appointed for subsequent terms after a period of three (3) years from the end of their last appointment.

3.98.3 On appointment, Faculty Adjudicators will receive training on the following:

- 3.98.3.1 Academic Integrity;
- 3.98.3.2 principles of natural justice; and
3.98.3 Conduct of Repeat Misconduct Hearings, Review Hearings, and Severe Misconduct Hearings.

3.98.4 Appeal Hearing panel members appointed by the Faculty Association of Grant MacEwan University and the Students' Association of MacEwan University will be appointed for one-year terms, and will receive appropriate training from the Academic Integrity Office prior to sitting on an Appeal Hearing panel.

3.10 Conflicts of Interest

3.109.1 Persons involved with the assessment and review of the incident of Academic Misconduct will not, to the extent possible, include any individuals who have a potential, perceived or real conflict of interest in the matter or persons involved in the matter.

3.109.2 In the event a Student or Instructing Faculty believes the persons involved with the assessment and review of the incident of Academic Misconduct has a potential, perceived or real conflict of interest, the Student or Instructing Faculty may request that the person recuse themself from the matter.

3.11 Records Management

3.110.1 The Academic Integrity Office/Office of the Associate Vice-President Students and Teaching will retain a copy of all Academic Misconduct investigation reports, letters, disclosure, and decisions of the Faculty Adjudicator for a period of ten (10) years after the last action taken on the file.

3.110.2 Transcript notations of "academic discipline" shall be removed upon student request by the Office of the University Registrar after a period of five (5) years from the date the final decision was communicated by the Academic Integrity Office to the Student.
Relevant Dates
Approved: 18.01.02
Effective: 18.07.01
Next Review: 23.07.01

Modification History
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<td>Submitted by</td>
<td>Dr. Craig Monk, Provost &amp; Vice-President, Academic</td>
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**Agenda Item**

New - Student Non-Academic Misconduct Policy + Procedure

**Resource Staff**

- Dr. Lynn Wells, Associate Vice-President, Students and Teaching

**Action Requested**

For Approval

**Recommendation/Motion**

BE IT RESOLVED THAT the General Faculties Council approve and recommend to the Board of Governors the new Student Academic Misconduct Policy and Procedure.

**Context and Background**

The Associate Vice-President, Students and Teaching, Dr. Lynn Wells, has proposed the development of a new university policy and procedure, Student Non-Academic Misconduct, to align with the revised Student Academic Integrity Policy as well as to update new roles in Student Affairs. Throughout the past year, Dr. Wells has introduced discussions at Provost’s Group and Deans’ Council about the need for a separate policy to address non-academic misconduct. The appeal mechanism presented in Attachments 1 and 2 brings MacEwan into compliance with Post-Secondary Learning Act requirements.

Dr. Wells’ office has facilitated the development of the Student Non-Academic Misconduct policy as well as the associated procedural document of the same name. The following individuals and groups have been consulted: Deans’ Council, Executive Council, General Faculties Council Executive Committee, Provost’s Group, Security Services, and Students’ Association of MacEwan University. Issues identified throughout the consultation process, including the 20-day general consultation online, have been addressed in the final draft of this policy. At their October 7, 2019 meeting, General Faculties Council Executive Committee was supportive of the full suite of policies pertaining to academic and non-academic misconduct.

Once this policy is effective, the Responsible Office will issue a communication to Faculties and Schools. Training for appropriate faculty and staff will be provided by the Office of the Vice-President, Students and Teaching.

**Summary**

The new Student Non-Academic Misconduct policy and procedure have been developed to encompass instances of non-academic misconduct. This policy aligns with the revised Student Academic Integrity policy.

**Implications**

As a public institution, it is imperative that MacEwan University have a policy in place to ensure the protection of MacEwan staff and students, as well as members of the public. The Student Non-Academic Misconduct policy was created to benefit the MacEwan University community and improve students’ learning experiences.

**Review History**

- Deans’ Council
- General Faculties Council Executive Committee
- MacEwan Ombudsperson
- Policy Advisory Group
- President’s Policy Committee
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<td>Attachment(s)</td>
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<td></td>
<td>Attachment 2 – Student Non-Academic Misconduct Procedure</td>
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1.0 POLICY STATEMENT

1.1 MacEwan University (the “University”) is a community of scholarship dedicated to the pursuit of truth and knowledge through learning, research, and service. Members of the University community live, learn, and work together in ways that fit with our collective values and standards. These values and standards include honesty, respect, fairness, openness, responsibility, and integrity. In keeping with these values, the University is committed to providing a principled and safe environment where students, faculty, and staff can engage fully and freely in academic studies, experiential learning, extracurricular pursuits, residence life, service, and scholarly and instructional work.

2.0 PURPOSE

2.1 This policy explains the University’s expectations for Student Non-Academic Conduct, so that all Students can understand their rights and responsibilities, make informed decisions about their behaviour, and be accountable for those decisions in a fair manner and to a fair outcome. Non-Academic Misconduct infringes upon the efforts and achievements of other students, detracts from the University’s ability to provide a safe and welcoming environment in which to learn and work, and undermines its reputation. Suspected Non-Academic Misconduct shall be investigated and resolved by the University, which may include Disciplinary Action in accordance with this policy and the associated procedure.

3.0 APPLICABILITY

3.1 This policy applies exclusively to the Non-Academic Conduct of Students. It does not apply to matters of Academic Integrity, which are covered by the Student Academic Integrity Policy. All Members of the University Community share responsibility for complying with and enforcing Non-Academic Conduct standards.

4.0 DEFINITIONS

Complainant
The Member of the University Community making a Complaint.

Complaint
A report that alleges Non-Academic Misconduct.

Dean
The Dean (or designate) of the School or Faculty in which the Respondent is registered. In the case of students registered in Open Studies, the Registrar will serve as Dean.

Disciplinary Action
Action taken to address established Non-Academic Misconduct in keeping with section 5.3.1 of this policy and the associated procedures.

Investigation
An investigation into an allegation of Non-Academic Misconduct led by the Student Conduct Officer or other individuals, as delegated by the Provost.
STUDENT NON-ACADEMIC MISCONDUCT POLICY

Member of the University Community
Persons involved in conducting University affairs, including all Students, employees, volunteers, contractors, and members of the Board of Governors.

Non-Academic Conduct
The behaviour of Students while engaged in University activities beyond those that relate specifically to matters of Academic Integrity.

Non-Academic Misconduct
Unacceptable Non-Academic Conduct, which undermines the orderly operations of the University or breaches any of the student responsibilities listed in Article 5.1 of this policy, including actions that endanger the health, safety, well-being, human rights, or property of others.

Respondent
Student named as the alleged wrongdoer in a Complaint submitted under this policy.

Retaliation
Any undesirable action taken against a Member of the University Community because that member has, in good faith, made an allegation against a Student, supported a Complaint, disclosed information to the University about a Complaint, and/or participated in an investigation of a Complaint.

Student
Any individual registered in any program, Ministry-approved or not, while on University premises, participating in a University activity, or representing the University, on or off campus.

Student Conduct Officer
An officer whose role includes the investigation of both academic and non-academic disciplinary matters involving students.

5.0 POLICY ELEMENTS

5.1 Student Responsibilities

5.1.1 Students will not commit Non-Academic Misconduct and will comply with the student responsibilities articulated in the Student Rights and Responsibilities Policy, which include the following:

5.1.1.1 Students will respect the safety, rights, and well-being of others and will not cause or threaten to cause harm to another individual, or endanger the safety of another individual through violent acts.

5.1.1.2 Students will not engage in behavior that is defined as harassment, bullying, or discrimination as defined in the Harassment policy or in behavior that is defined as sexual violence under the Sexual Violence policy.

5.1.1.3 Students will not disturb, disrupt, or otherwise interfere with the learning, work, or other activities of Members of the University Community.

5.1.1.4 Students will respect the property rights of other individuals and the University and will not cause damage or threaten to cause damage to another individual’s property or the property of the University.
5.1.1.5 Students will use University property, facilities, equipment, or materials only for authorized purposes.

5.1.1.6 Students will not interfere with the operations, functions, activities, and services of the University or recognized student groups.

5.1.1.7 Students will not participate in unauthorized and/or potentially hazardous activities.

5.1.1.8 Students will comply with all University policies and all municipal, provincial, and federal laws.

5.2 Education and Training

5.2.1 The University will be proactive and take reasonable action to inform all Students about Non-Academic Conduct expectations through educational strategies and opportunities specifically designed to promote positive decision-making in typical situations where upholding Non-Academic Conduct standards may be difficult. The Associate Vice-President, Students and Teaching will coordinate this training, which will include, but not be limited to:

5.2.1.1 establishing and maintaining a web and social media presence with resources about Non-Academic Conduct; and

5.2.1.2 providing learning events for Students throughout the academic year.

5.3 University Response to Non-Academic Misconduct

5.3.1 The University will establish procedures to respond to incidents of alleged Non-Academic Misconduct, including Investigations and resolutions of Complaints, which may include decisions resulting in Disciplinary Action, and avenues for appeal of those decisions.

5.3.2 The University will establish procedures to support those persons affected by Non-Academic Misconduct, including Complainants, Respondents, and other Members of the University Community.

5.3.3 The University recognizes its responsibility to encourage reporting of incidents of Non-Academic Misconduct and to respond to Complaints in a fair, effective, and timely manner.

5.3.4 Records involving a Complainant and any subsequent Investigation of a Complaint will be kept in a secure file in the Office of the Associate Vice-President, Students and Teaching. For Complaints that are initially reported through Security Services, records will also be kept in a secure file in Security Services.

5.3.5 All persons involved in an Investigation are expected to act in accordance with University policy and applicable legislation related to privacy. Information will be shared, however, when required, including those instances where an individual is judged to be at imminent risk of harming self and/or others; there are reasonable grounds to believe that Members of the University Community or wider community may be at risk of harm;
or confidentiality would make investigation untenable, would deny due process, or would disadvantage the Complainant.

5.3.6 An annual report will be compiled by the Associate Vice President, Students and Teaching containing statistics on the nature and number of Complaints, decisions, and sanctions applied. The reports will not include information that identifies specific individuals. The Provost will provide this report to the General Faculties Council and the Board of Governors.

5.4 Retaliation and False Accusations

5.4.1 It is unacceptable for a Student to threaten or engage in Retaliation against a Member of the University Community for:

5.4.1.1 filing, intending to file, or supporting a Complaint in good faith in accordance with this policy or associated procedures;

5.4.1.2 pursuing rights under this policy or the Alberta Human Rights Act; or

5.4.1.3 participating or cooperating in an investigation under this policy, associated procedure, or the Alberta Human Rights Act.

5.4.2 Any Student of the University Community who undertakes, participates in, or directs a Retaliation or who makes a report of Retaliation in bad faith in relation to a Complaint may be subject to Disciplinary Action.

5.4.3 Complaints that are intentionally dishonest or made with an ulterior purpose, including to purposely annoy, embarrass, or harm the Respondent are considered frivolous, vexatious, or bad faith Complaints. Such Complaints may result in sanctions against the Complainant, or Disciplinary Action, in the case of Students, and discipline in the case of non-students, up to and including termination of employment or contract.

6.0 ASSOCIATED PROCEDURES

● Student Non-Academic Misconduct Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

● Student Academic Integrity Policy and Student Academic Misconduct Procedure
● Student Rights and Responsibilities
● Harassment Policy
● Sexual Violence Policy and Procedure
● Privacy Policy
● Records Management Policy
● Violence in the Workplace Policy
● Safe Disclosure Policy and Reporting Allegations of Wrongful Conduct Procedure

8.0 ACCOUNTABILITY

Policy Sponsor
Provost and Vice-President, Academic
Responsible Office
Associate Vice-President, Students and Teaching

9.0 HISTORY

Relevant Dates
Approved: YY.MM/DD
Effective: YY.MM/DD
Next Review: YY.MM/DD

Modification History
YY.MM.DD: [Click to Enter Text Here] Summary of the changes made
YY.MM.DD: [Click to Enter Text Here]
1.0 ASSOCIATED POLICY

- Student Non-Academic Misconduct Policy

2.0 DEFINITIONS

**Appeal**
An adjudicative hearing to review a decision of Disciplinary Action related to Non-Academic Misconduct.

**Appeal Panel**
The panel established in section 3.6 of this Procedure.

**Associate Dean**
The Associate Dean of the Faculty or School in which the Respondent is registered. In the case of students registered in Open Studies, an Associate Registrar appointed by the Registrar will serve as Associate Dean.

**Complainant**
The Member of the University Community making a Complaint.

**Complaint**
A report that alleges Non-Academic Misconduct.

**Confidence Line**
A confidential service through which Complaints may be reported.

**Dean**
The Dean of the School or Faculty in which the Respondent is registered. In the case of students registered in Open Studies, the Registrar will serve as Dean.

**Disciplinary Action**
Action taken to address Non-Academic Misconduct in keeping with section 3.5 of this Procedure.

**Early Resolution**
The resolution of a Complaint without an Investigation.

**Interim Measures**
Reasonable changes made to certain rules, standards, policy requirements, workplace cultures, and physical environments to ensure the ability of Members of the University Community to study, work, or engage in other activities without negative effects from others.

**Investigation**
An investigation into an allegation of Non-Academic Misconduct led by the Student Conduct Officer or other individuals.
**Member of the University Community**
Persons involved in conducting University affairs, including all Students, employees, volunteers, contractors, and members of the Board of Governors.

**Non-Academic Misconduct**
Unacceptable non-academic student behaviour that undermines the orderly operations of the University or breaches any of the student responsibilities listed in Article 5.1 of the Student Non-Academic Misconduct Policy, including actions that endanger the health, safety, well-being, human rights, or property of others.

**Office of Student Conduct, Community Standards and Values**
A University Office in Student Affairs whose role includes the coordination of Restorative Resolution for matters involving student discipline.

**Respondent**
Student named as the alleged wrongdoer in a Complaint submitted under the Student Non-Academic Misconduct Policy.

**Restitution**
Compensation required of students who engage in the theft, misuse, damage, or destruction of University or Student property. The amount of restitution is dependent on the extent of damage as well as what is determined to be the most appropriate way for students to make amends for the damage they caused. The amount, form, and method of payment for restitution may be decided as one element of Disciplinary Action.

**Restorative Resolution**
An alternative method to Disciplinary Action that both repairs harm done and rebuilds trust amongst the Respondent, the Complainant and, others affected by the Non-Academic Misconduct.

**Student**
Any individual registered in any program, Ministry-approved or not, while on University premises, participating in a University activity, or representing the University on or off campus.

**Student Conduct Officer**
An Officer whose role includes the investigation of non-academic disciplinary matters and administration of academic misconduct matters involving students.

**Tribunal Hearing**
The hearing established in section 3.7 of this Procedure.

**University Appeal Tribunal**
A tribunal chaired by the Provost and Vice-President, Academic, delegated by the Board of Governors to hear final appeals from Students on disciplinary matters.

**Working Day**
Any day that is not a Saturday, Sunday, a holiday as defined in the *Interpretation Act*, or a day where the University is closed for business.

### 3.0 PROCEDURE ELEMENTS
3.1 Reporting Non-Academic Misconduct

3.1.1 Any Member of the University Community may make a Complaint after experiencing, witnessing, or otherwise becoming aware of an alleged incident of Non-Academic Misconduct. Complaints may be reported in person, in writing, by telephone, or through the University’s Confidence Line to the following individuals or offices:

3.1.1.1 Security Services (for cases requiring immediate response, outside of normal business hours, or when harm or the threat of harm to others or property damage exists);

3.1.1.2 Student Affairs;

3.1.1.3 Instructors, Chairs, Associate Deans or Deans;

3.1.1.4 Sexual Violence Response Coordinator (for cases involving allegations of sexual violence);

3.1.1.5 Student Ombudsperson.

3.1.2 All Complaints must be provided by the parties who have received them within ten (10) Working Days to the Student Conduct Officer, who will determine whether the Complaint can be resolved through Early Resolution or whether an Investigation is required.

3.1.3 On receiving a Complaint, the Student Conduct Officer will coordinate resources such as Wellness and Psychological Services to support those persons affected by the alleged Non-Academic Misconduct, including Complainants, Respondents, and other Members of the University Community.

3.1.4 A Complaint made to the University is not the same as reporting the incident to another agency, such as the police. A Complainant may also choose to file a concurrent report with another agency. If criminal charges are filed, the University will cooperate with law enforcement as appropriate.

3.2 Early Resolution

3.2.1 The Student Conduct Officer will determine the seriousness of the Complaint and whether it can be resolved through discussion with the Respondent. If the Complaint is resolved in a meeting between the Respondent and the Student Conduct Officer and no further action is required, a record of the discussion will be placed in the student’s confidential file in the Office of the Associate Vice-President, Students and Teaching.

3.3 Investigating Complaints

3.3.1 Upon receiving a Complaint, the Student Conduct Officer will oversee an Investigation into the Complaint, unless the Complaint:
3.3.1.1 is deemed to be resolvable through Early Resolution;

3.3.1.2 is required to be investigated under a University policy or procedure which addresses the specific conduct (e.g. the Responding to Sexual Violence Procedure);

3.3.1.3 is made in bad faith or is intentionally misleading;

3.3.1.4 is frivolous or vexatious;

3.3.1.5 does not provide sufficient information to permit an Investigation.

3.3.2 The Student Conduct Officer will follow all appropriate University guidelines relating to completing the Investigation.

3.3.3 The University may impose Interim Measures to support fair and timely Investigations, and/or to ensure security for Members of the University Community. These may include restriction of access or removal from an event or class, as deemed appropriate and reasonable by the Student Conduct Officer.

3.3.4 After investigating the Complaint, the Student Conduct Officer will provide a written report to the Associate Vice-President, Students and Teaching.

3.3.5 The Respondent will be given an opportunity to meet with the Student Conduct Officer to be made aware of the findings of the Investigation and to provide any additional information. In advance of the meeting, the Respondent will be given information regarding supports such as the Student Association of MacEwan University (SAMU) Student Advocacy Office, and the Student Ombudsperson.

3.4 Restorative Resolution

3.4.1 After reviewing a report of an Investigation into Non-academic Misconduct, either from the Student Conduct Officer or arising through another University policy or procedure, the Associate Vice-President, Students and Teaching will determine whether Restorative Resolution might be an appropriate method for resolving the Complaint.

3.4.2 The following conditions must be met before Restorative Resolution can proceed:

3.4.2.1 both the party (or parties) harmed and the Respondent must voluntarily agree to the approach; and

3.4.2.2 the Associate Vice-President, Students and Teaching must be satisfied that proceeding will not risk further harm to the Complainant or other Members of the University Community.

3.4.3 If Restorative Resolution is unsuccessful, whether through the failure to reach an agreement or non-compliance with the terms of an agreement, Disciplinary Action may be imposed.

3.4.4 A record of the agreement reached through the Restorative Resolution process, including conditions and follow-up measures, will be retained in the Office of the Associate Vice-President, Students and Teaching for a period of ten (10) years after the last action taken on the file.
3.5 Disciplinary Action

3.5.1 If a case is not referred for Restorative Resolution, the Associate Vice-President, Students and Teaching will render a decision regarding Disciplinary Action. When making this decision, the Associate Vice-President, Students and Teaching will consider the Respondent’s disciplinary history and the seriousness of the Non-Academic Misconduct, as well as the Respondent’s academic record, including any violations of the Academic Integrity policy, as background for the determination. The degree of Disciplinary Action should be commensurate with the seriousness of the Misconduct. Repeated acts of Misconduct will entail increasingly severe penalties.

3.5.2 Disciplinary Action may include, but is not limited to:

- A written warning;
- A written reprimand;
- A discretionary sanction, such as being required to issue formal apologies or make Restitution;
- Forfeiture of fees;
- Loss of, and/or requirement to repay, scholarship or other awards;
- A signed agreement of behavioural expectations;
- Loss of privileges such as the right to participate in certain programs or activities, and/or restriction of access to University property;
- Imposition of disciplinary probation, with terms and conditions on continued student status;
- Termination of any internship, practicum, clinical placement, or research project, without any refund of fees;
- Suspension from attending courses, programs, or activities pending Investigation of the alleged violation;
- Requirement to Withdraw from a course, program, activity, or the University temporarily or permanently;
- Exclusion from University campuses, lands, buildings, and/or on-line systems;
- Notation on official University transcript, as specified in the Grading Policy.

3.5.3 The decision will be communicated in writing to the Respondent by the Associate Vice President, Students and Teaching, with a copy to the Dean and, in the case of suspension, Requirement to Withdraw or transcript notation, to the Registrar. Security Services will be notified in the case of exclusion from University property.

3.5.4 The decision of the Associate Vice-President, Students and Teaching may be appealed only as provided in this procedure.

3.5.5 Students who have received the penalty of Required to Withdraw and who have not successfully appealed the penalty must reapply for admission to the University according to specific program admission requirements, as specified under the Admissions Policy.

3.6 Appeal of Disciplinary Action
3.6.1 A Respondent who is the subject of Disciplinary Action arising from a finding of Non-Academic Misconduct can appeal the imposition and/or the severity of the Disciplinary Action through an Appeal Hearing. The application for an Appeal must be received by the Office of the Provost within ten (10) Working Days of the date of letter from the Associate Vice President, Students and Teaching communicating the Disciplinary Action.

Within fifteen (15) Working Days of receipt of the Appeal notice, the Chair of the Appeal Panel shall call a meeting of the Appeal Hearing.

3.6.2 Prior to the Appeal Hearing, the Office of the Provost will take the following steps:

3.6.3

3.6.3.1 provide a disclosure package to the Respondent, which will include, at a minimum, copies of the letter communicating the Disciplinary Action and the report of the Student Conduct Officer;

3.6.3.2 advise the Dean and the Appeal Panel members of the need for the Appeal Hearing;

3.6.3.3 set a day and time for the Appeal Hearing; and

3.6.3.4 advise the Respondent of the identity of the panel members and the day and time of the Appeal Hearing.

3.6.4 The Appeal Hearing is conducted by an Appeal Panel consisting of:

3.6.4.1 the Dean (Chair);

3.6.4.2 a full-time program student appointed by SAMU;

3.6.4.3 a member of the instructional faculty appointed by the General Faculties Council.

3.6.5 During the Appeal Hearing:

3.6.5.1 the Respondent and the Associate Vice-President, Students and Teaching will normally be in attendance;

3.6.5.2 The Associate Vice-President, Students and Teaching shall present all evidence with regard to the alleged Non-Academic Misconduct and outline the rationale for the Disciplinary Action.

3.6.5.3 The Associate Vice-President, Students and Teaching has the onus to establish that the Respondent has committed Non-Academic Misconduct.

3.6.5.4 The Respondent shall be given an opportunity to fully answer the alleged Misconduct, and to make submissions regarding the Disciplinary Action that has been imposed.
3.6.5.5 The Respondent may be accompanied by a support person, who will consult, but will not normally speak on behalf of the Respondent.

3.6.5.6 Decisions of the Appeal Panel shall be determined by a majority vote of the Appeal Panel and shall be made on the balance of probabilities.

3.6.6 The Appeal Panel may make a determination on either the finding of Non-academic Misconduct, or the appropriateness of the Disciplinary Action taken, or both.

3.6.7 Within ten (10) Working Days of the Appeal Hearing date, the decision of the Appeal Hearing will be communicated in writing to the Respondent by the Dean, with a copy to the Associate Vice-President, Students and Teaching, to be retained in the Student’s file in keeping with article 3.8.1. This decision letter will indicate whether the finding of Non-Academic Misconduct will be upheld, and whether the Disciplinary Action will be upheld, revised, or overturned.

3.7 University Appeals Tribunal

3.7.1 The decision of the Appeal Panel may be appealed to the University Appeals Tribunal only where:

3.7.1.1 there is a procedural error at the Appeal Hearing stage; or

3.7.1.2 the decision of the Appeal Hearing was made in a manner that could be argued to be biased, unfair, or unreasonable.

3.7.2 The application for an Appeal to the University Appeal Tribunal must be received by the Office of the Provost within ten (10) Working Days of the date of letter from the Dean communicating the decision of the Appeal Hearing.

3.7.3 Prior to the Tribunal Hearing, the Office of the Provost will take the following steps:

3.7.3.1 provide a disclosure package to the Respondent, which will include, at a minimum, the letter from the Dean communicating the decision of the Appeal Hearing, as well as copies of the materials provided to the Appeal Hearing;

3.7.3.2 advise the members of the University Appeal Tribunal of the need for the Appeal Hearing;

3.7.3.3 set a day and time for the Tribunal Hearing;

3.7.3.3 advise the Respondent of the identity of the Appeal Tribunal members and the day and time of the Tribunal Hearing.

3.7.4 The University Appeals Tribunal comprises the following members:

3.7.4.1 The Provost and Vice-President, Academic, who will act as chair; and

3.7.4.2 no fewer than three (3) Public Members of the Board, plus one (1) Student Board member and one Academic Staff Member, upon recommendation by the Board Chair.
3.7.5 Within fifteen (15) Working Days of receipt of the Appeal notice, the Chair of the University Appeal Tribunal shall call a meeting of the Tribunal.

3.7.6 During the University Appeals Tribunal Hearing:

3.7.6.1 the only evidence accepted by the University Appeals Tribunal will be the evidence that was presented to the Appeal Panel, and any evidence related to the Appeal Panel’s procedure;

3.7.6.2 the Respondent will normally be in attendance;

3.7.6.3 The Chair of the Tribunal may call the Associate Vice-President, Students and Teaching as a witness.

3.7.6.4 The onus is on the Respondent to articulate the procedural error or to demonstrate that the decision of the Appeal Hearing was made in a manner that was biased, unfair, or unreasonable.

3.7.6.5 The Respondent may be accompanied by a support person, who will consult, but will not normally speak on behalf of the Respondent.

3.7.6.6 Decisions of the University Appeal Tribunal shall be determined by a majority vote of the Appeal Panel and shall be made on the balance of probabilities.

3.7.7 The University Appeal Tribunal will give deference to decisions of the Appeal Panel as those decisions relate to the appropriateness of Disciplinary Action. Only Disciplinary Action that is patently unreasonable will be modified, substituted, or overturned.

3.7.8 Within ten (10) Working Days of the date of the Tribunal Hearing, the decision of the Tribunal will be communicated in writing to the Respondent by the Provost, with a copy to the Associate Vice-President, Students and Teaching, to be retained in the Student’s file in keeping with article 3.8.1. This decision letter will indicate whether the finding of Non-Academic Misconduct will be upheld, and whether the Disciplinary Action will be upheld, revised or overturned. The decision of the University Appeal Tribunal is final.

3.8 Records Management

3.8.1 The Office of the Vice-President, Teaching and Students will retain a record of all Non-Academic Misconduct Investigation materials for a period of ten (10) years after the last action taken on the file.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Student Non-Academic Misconduct Policy
- Admissions Policy
- Grading Policy
- Student Academic Integrity Policy and Student Academic Misconduct Procedure
Student Rights and Responsibilities

Sexual Violence Policy and Procedure

Harassment and Violence Policy, and Responding to Harassment and Violence Procedure

Records Management Policy

5.0 ACCOUNTABILITY

Responsible Office
Associate Vice-President, Students and Teaching

6.0 HISTORY

Relevant Dates
Approved: YY.MM.DD
Effective: YY.MM.DD
Next Review: YY.MM.DD

Modification History
YY.MM.DD: [Click to Enter Text Here] Summary of the changes made
YY.MM.DD: [Click to Enter Text Here]
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Free Expression on Campus Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Staff</td>
<td>Stacey Martin, Strategy Analyst, Policy and Projects</td>
</tr>
<tr>
<td>Action Requested</td>
<td>For Approval</td>
</tr>
<tr>
<td>Recommendation/ Motion</td>
<td>That General Faculties Council delegate the General Faculties Council Executive Committee the authority to approve this item on behalf of General Faculties Council when online consultation has ended, and any necessary amendments have been made.</td>
</tr>
<tr>
<td>Context and Background</td>
<td>The Office of the Provost &amp; Vice-President, Academic developed the Free Expression on Campus policy in response to the July 10, 2019 letter sent to MacEwan’s former Board Chair, Ione Challborn, from Alberta’s Minister of Advanced Education. This letter mandates MacEwan, in addition to all Alberta Post-Secondary Institutions, to post an approved free speech policy, perhaps as early as mid-November 2019.</td>
</tr>
<tr>
<td>Summary</td>
<td>The climate around matters of free speech, particularly in post-secondary institutions, necessitates a formal policy concerning free speech at MacEwan. This policy will strengthen and protect the University’s academic community as well as its reputation.</td>
</tr>
<tr>
<td>Implications</td>
<td>MacEwan risks non-compliance with Government of Alberta direction within mandated timelines if this policy does not proceed to next steps (see below).</td>
</tr>
<tr>
<td>Review History</td>
<td>This is a new item.</td>
</tr>
<tr>
<td></td>
<td>This policy is currently available for consultation online.</td>
</tr>
<tr>
<td>Next Steps</td>
<td>This policy will become effective immediately upon approval by the Board of Governors at their November 2019 meeting. The MacEwan community will be advised of the policy’s approval via Global Mail or the “Today at MacEwan University” newsletter.</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 Public distribution.</td>
</tr>
<tr>
<td>Attachment(s)</td>
<td>Attachment 1 - Free Expression on Campus Policy</td>
</tr>
<tr>
<td></td>
<td>Attachment 2 - Appendix A – Statement on Free Expression</td>
</tr>
</tbody>
</table>
1.0 POLICY STATEMENT

1.1 MacEwan University (the “University”) recognizes that Free Expression is essential to the pursuit of knowledge. The University is a place of open enquiry and neither seeks to shield Members of the University Community from a full range of views, nor permits interference with Free Expression. The University welcomes its role as the appropriate venue for all positions to be tested through the scrutiny brought by discussion and debate.

2.0 PURPOSE

2.1 The purpose of this policy is to express formally the University's ongoing commitment to providing a space in which all Members of the University Community and visitors can engage in Free Expression.

3.0 APPLICABILITY

3.1 This policy applies to all Members of the University Community and all visitors while they are on University premises.

4.0 DEFINITIONS

Free Expression
The expression of ideas, thoughts, beliefs and opinions freely through speech, writing and other forms of communication.

Members of the University Community
Those persons involved in conducting University affairs, including all students, employees, volunteers, contractors and members of the Board of Governors of the University while they are either on or using University property or facilities or participating in University programs and activities, on or off University premises.

5.0 POLICY ELEMENTS

5.1 Statement on Free Expression

5.1.1 The University is committed to Free Expression as detailed in Appendix A—Statement on Free Expression.

5.2 Legal Obligations

5.2.1 Free Expression cannot violate the law, defame an individual, constitute harassment or a genuine threat, invade privacy or breach confidentiality.

5.3 Policy Compliance

5.3.1 Non-compliance with this policy may result in disciplinary action, up to and including dismissal of employment or expulsion.
6.0 ASSOCIATED PROCEDURES

- Appendix A—Statement on Free Expression

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

8.0 ACCOUNTABILITY

Policy Sponsor
Provost and VP Academic

Responsible Office
Provost’s Office

9.0 HISTORY

Relevant Dates
Approved: YY.MM/DD
Effective: YY.MM/DD
Next Review: YY.MM/DD

Modification History
YY.MM/DD: [Click to Enter Text Here] Summary of the changes made
YY.MM/DD: [Click to Enter Text Here]
Statement on Free Expression

An Undergraduate University in Alberta’s post-secondary system that has established its commitment to academic freedom in the collective agreement negotiated with its Faculty Association, MacEwan University extends to its community a further commitment to open enquiry. The University neither seeks to shield the community from a full range of views nor permits interference with the free expression of ideas, except where such speech violates the law, defames an individual, constitutes harassment or a genuine threat, invades privacy, or breaches confidentiality.

MacEwan University is a place of free and open enquiry. All members of its community—its faculty, its staff, and its students, acting in an individual capacity or as members of a group—have the right to express themselves freely, as do all visitors to campus. They have the right to speak, to write, to listen, to challenge, and to learn. While some people may find specific opinions unwelcome or even offensive, a university is the appropriate venue for all points of view to be tested through the scrutiny brought by discussion and debate. MacEwan University will not restrict the time, place, or manner of lawful conduct, except where it threatens to disrupt the ordinary activities of the institution. Individual members of the University community, and not MacEwan University itself, must judge the validity of ideas that have been shared and, where warranted, contest those ideas in a spirit of mutual respect, rather than seek to suppress free expression. Through rigorous exchange, some points of view will be validated, and other points of view will be discredited.

The University recognizes that free expression is essential to the pursuit of knowledge. All members of the MacEwan community and all visitors to campus are expected to uphold the free expression of other people while following the applicable policies of the University and the relevant legal responsibilities by which the institution is bound.
**Submission to** | General Faculties Council  
---|---  
**Meeting Date** | Submitted by  
2019-10-28 | John McGrath, Acting President  
**Agenda Item** | Role of Chancellor  
**Resource Staff**  
- Marg Leathem, Chief of Staff, Office of the President  
- Sumiko Yip, Director, Strategic Initiatives, Office of the President  
**Action Requested** | For Discussion  
**Recommendation/Motion**  
BE IT RESOLVED THAT the General Faculties Council endorses the Chancellor's profile as circulated.  
**Context and Background**  
The move to Part 1 of the *Post-secondary Learning Act* allows for MacEwan University to appoint a Chancellor. To inform recommendations on proceeding to appoint a Chancellor and on the model in which a Chancellor would operate, benchmarking was done with the University of Alberta, the University of Calgary, the University of Lethbridge and Concordia University of Edmonton. The areas of focus included: the structure of the Chancellor office, related policies and procedures, and internal relationships and roles of the Chancellor.

Results of the benchmarking were summarized with the recommendations on a model for MacEwan University, along with the proposed Roles and Responsibilities, and presented for discussion and feedback at the following meetings:
- Executive Council meeting held on January 29, 2019,
- Deans’ Council meeting held on February 4, 2019,
- Board of Governors meeting held on February 28, 2019

At their February 28, 2019 meeting, the Board of Governors approved in principle to proceed with the appointment of a Chancellor in accordance with the *Post-secondary Learning Act* (PSLA) in conjunction with the recommendations presented.

**Operational Support:**
In the models benchmarked from the other universities, the legislative structure for them also includes a senate. Additional administrative support required was primarily to support a 60+ member senate, in addition to the Chancellor. As an Undergraduate University, a Senate is not part of MacEwan’s governance structure.

A shared observation from the University of Calgary was that the engagement in the role of those selected as Chancellor is unique to each individual. The University of Calgary had Chancellors whose interest ranged from attending the minimum required meetings/functions to their current Chancellor who spends more than half of the week on campus being involved in university life.

**Recommendation:**
- University Governance Office to absorb administrative support functions for the Chancellor, in partnership with the President’s Office and with University Relations, depending on the activity.
- Given that space is at a premium, no additional space be allocated.
• A resources review be done the following year, after the Chancellor has been fully established and operated in the role for a period of time.

Policy Implications:
In gathering benchmark data from the other universities, it has been determined that there are no new policies and procedures, or additions to the Board of Governors by-laws that are needed should the university proceed with the appointment of a Chancellor. The framework outlined in the PSLA is clear and relatively detailed and, coupled with the role description, will provide the guidance required for establishment. However, in a scan of the university policies and procedures, some minor some revision to the Credentials Policy and related procedures to outline the conferral of credentials by the Chancellor is required. As well minor revisions will be made to the Awarding Posthumous Credentials Procedure to include the Chancellor in the presentation of the credential at a private ceremony.

Recommendation:
• The identified policy and procedure changes will be coordinated with other changes as part of the PSLA governance implementation.

Roles and Responsibilities:
Through benchmarking, role descriptions were reviewed from all four universities and in consideration of the legislative requirement outlined in the PSLA. From this, a basic role description was created. It was deemed that it would be best to start with a relatively simple role description and shift this over time as necessary. The role description is somewhat similar to that of the University of Calgary. A relationship to the university’s fund-raising portfolio has also been built into the role description. It was felt that the appointment of the Chancellor would co-incide with the timing of the 50th Anniversary Campaign that is under development and that this could leverage opportunities for the university, depending on the appointment. Attachment A is provided for consideration of the proposed Chancellor Roles & Responsibilities for the university. When the Chancellor is not available, the President & Vice-Chancellor may perform the functions and duties. When both offices are vacant, the Deans’ Council may designate a person to perform the Chancellor’s functions at credential-conferring ceremonies. The term for the Chancellor as per legislation is four years and is not eligible for reappointment.

Benchmarking results showed that a unique or special relationship between the Chancellor and the President & Vice-Chancellor or between the Board Chair did not exist outside of established Board/Senate Terms of References or convocation duties. It should be noted that at the University of Calgary, the President and Chancellor have standing monthly meetings, however both are fairly new to their roles.

Recommendation:
• The role description will be used as a guide to begin planning for the appointment of a Chancellor. Further consultation will occur with General Faculties Council and the role may be adjusted as a result. This will be reviewed again with the Board of Governors and the Joint Committee prior to soliciting nominations for a Chancellor.

Implementation Timelines:
Having received the Board of Governors’ approval in principle to proceed with the appointment of the Chancellor, university administration will begin to develop an
implementation plan in alignment with other components of the PSLA implementation plan, including the establishment of an Alumni Association that is needed in order to populate the Joint Committee which makes recommendations on nominations to the Board of Governors for the selection of a Chancellor.

The following identifies key milestones in relation to implementation. These are subject to change and are dependent on the broader PSLA implementation plan.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Timeline</th>
<th>Responsible Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a Proposed Model and implementation timeline</td>
<td>February 2019</td>
<td>President</td>
</tr>
<tr>
<td>Approval in principle to proceed with the appointment of a Chancellor</td>
<td>February 2019</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>Further Consultation with Academic Governance Council and adjustment of</td>
<td>Spring to Summer 2019</td>
<td>President</td>
</tr>
<tr>
<td>the Model</td>
<td></td>
<td></td>
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<tr>
<td>General Faculties Council and the Alumni Association Membership Established (will populate Joint Committee)</td>
<td>Fall 2019 to Spring 2020</td>
<td>University Governance Office / University Relations</td>
</tr>
<tr>
<td>In preparation for Joint Committee develop draft nomination process,</td>
<td>Summer 2020 – Fall 2020</td>
<td>President / University Relations /</td>
</tr>
<tr>
<td>including list of potential Chancellors and communication strategy to</td>
<td></td>
<td>Strategy &amp; Stakeholder Relations Board</td>
</tr>
<tr>
<td>attract interest in role.</td>
<td></td>
<td>Committee</td>
</tr>
<tr>
<td>Joint Committee established. Nomination process finalized. Nominations</td>
<td>Fall 2020</td>
<td>University Governance Office</td>
</tr>
<tr>
<td>reviewed for a recommendation to the Board of Governors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendations to the Board of Governors</td>
<td>Winter 2021</td>
<td>Joint Committee/President</td>
</tr>
<tr>
<td>Chancellor Appointed</td>
<td>Spring 2021</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>University announcement and communication strategy implemented</td>
<td>Spring 2021</td>
<td>University Relations</td>
</tr>
<tr>
<td>Liaise with government regarding appointment to Board of Governors</td>
<td>Spring 2021</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>Develop a transition plan to support Chancellor in this new role</td>
<td>Spring 2021</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>Chancellor confers credentials</td>
<td>June 2021</td>
<td>Office of the Registrar</td>
</tr>
</tbody>
</table>

**Summary**

The proposed roles and responsibilities of the Chancellor, including the recommended support model, is presented to the General Faculties Council for review and feedback.
**Briefing Note**

**Risk Implications**

<table>
<thead>
<tr>
<th>The university will not find a suitable individual to fill the role of Chancellor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The likelihood that this risk will occur is: Low</td>
</tr>
<tr>
<td>To mitigate this risk a robust nomination process will be developed, and work will commence well in advance of the Joint Committee being established to develop a list of potential candidates for this role. The Strategy and Stakeholder Relations Board Committee will be engaged in this process and a strong communication plan to attract interested individuals that would best fit the needs of the university will be developed.</td>
</tr>
</tbody>
</table>

**Review History**

- Executive Council: January 29, 2019,
- Deans’ Council: February 4, 2019,
- Board of Governors: February 28, 2019

**Next Steps**

- University administration will move forward in accordance with the implementation plan.
  - Begin discussions to allow MacEwan University to consider the kind of individual that would be an ideal candidate for the role of Chancellor and allow for the development of a Chancellor Attributes document.
  - Continue to work with the PSLA Governance Task Force to ensure timelines of other related activities are met, with the assumption that a formal recommendation would be presented to the Board in December 2021 to move forward on an appointment of a Chancellor.

**Related 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 **Closed** distribution.

**Attachment(s)**

- A. MacEwan University Chancellor Roles and Responsibilities
MacEwan University Chancellor Role and Responsibilities

ROLE OF THE CHANCELLOR

The Chancellor represents the public interest at MacEwan University and carries out the ceremonial and official functions of the University. The Chancellor acts as an ambassador in advancing the interests of the University and the post-secondary education sector, playing a key role in building relationships with the community and supporting the institution in advancing the University’s profile and philanthropic goals. The Chancellor presides over all credential-conferring ceremonies at the University.

RESPONSIBILITIES:

Each Chancellor brings his or her special talents and interests to the position and enhances the life of the University. The key responsibilities of the Chancellor are to:

1. **Represent the University**
   In consultation with the President & Vice-Chancellor, the Chancellor may:
   a. Participate in activities that represent the public interest of the University;
   b. Represent the University at events; and,
   c. Participate in alumni and development activities for the University.

2. **Serve as an ex-officio member of the Board of Governors**
   a. The Chancellor shall serve as a member of the Grant MacEwan University Board of Governors;
   b. Participate in Board of Governors meetings.

3. **Preside at convocation ceremonies and confer all degrees, diplomas, and certificates**
   a. The Chancellor shall preside over all credential-conferring ceremonies of the university, including the presentation of Honorary Degrees and other awards as determined;
   b. In accordance with University procedures, and with the authorization of the Board of Governors, the Chancellor shall confer an Honorary Degree on a person; and,
   c. Represent the University at other ceremonial occasions.

TERM:

The Chancellor shall serve for a period of four years and is not eligible for reappointment.

TIME COMMITMENT:

TBD

Last Updated: February 14, 2019
Submission to General Faculties Council

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-10-28</td>
<td>John McGrath, Acting President</td>
</tr>
</tbody>
</table>

**Agenda Item**

**President’s Medal Terms of Reference Revisions**

**Resource Staff**
- Marg Leatham, Chief of Staff, Office of the President
- Sumiko Yip, Director, Strategic Initiatives, Office of the President

**Action Requested**
For Approval

**Recommendation/Motion**
BE IT RESOLVED THAT the General Faculties Council approve the revised Terms of Reference for the President’s Medal for Academic Excellence and Student Leadership as presented.

**Context and Background**
The terms of reference for the President’s Medal for Academic Excellence and Student Leadership were created in 2012. The last revision was approved by Academic Governance Council on September 23, 2014 (motions AGC-05-09-2014 and AGC-06-09-23-2014).

It is timely to revisit the terms of reference and update them in accordance with a change to practice and organizational structure. For the awarding of the President’s Medal at the Spring 2019 convocation, the President delegated the function of the chair of the President’s Medal Committee to the Provost & Vice-President, Academic and requested that a recommendation on the medal winner be presented to the President for approval. This revised process was also followed for the awarding of the medal at the Fall 2018 convocation.

The Provost is deemed to be the appropriate individual to chair the committee and to review the nominations given the award is based on academic excellence and student leadership. It is recommended that the terms of reference be formally updated to reflect this practice.

As the awarding of the medal is an academic matter, the revised terms of reference are being brought forward to the General Faculties Council for approval following reviews by Executive Council and Deans’ Council.

**Summary**
Revised Terms of Reference for the President’s Medal for Academic Excellence and Student Leadership is presented to the General Faculties Council for approval.

**Risk Implications**
None

**Review History**
- Executive Council: October 1, 2019

**Next Steps**
- Review of revised terms of references by Deans’ Council
- Approval of revised terms of reference by the General Faculties Council

**Related Policy**
None

**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 Choose an item. distribution.

**Attachment(s)**
A. President’s Medal Terms of Reference – revised 27-Sep-2019
President’s Medal
Academic Excellence and Student Leadership
Terms of Reference

MacEwan University convocation recognizes and celebrates the academic achievements of graduates. Among the medals and awards presented at convocation is the President’s Medal for Academic Excellence & Student Leadership, which recognizes both academic achievement and contribution to enhancing the student experience at MacEwan University.

Number of Awards
Should there be candidates whose contributions merit special recognition, up to two President’s Medals may be presented at each of spring and fall convocation. One medal may be awarded for each of the two levels: 1) undergraduate degree and 2) certificate and diploma credentials and other credentials. For the purposes of this award, Applied Degrees shall be included in the undergraduate degree level.

Awards Criteria
A successful candidate exemplifies the best qualities of a MacEwan University student by contributing to the betterment of the university in the broader community, while maintaining a high grade point average. Award recipients must demonstrate student leadership which may be expressed through active participation in university committees, groups, organizations, extra-curricular activities or active participation in community engagement activities. In addition, the recipient may also have demonstrated involvement in research, scholarly activity and creative achievements. Recipients must demonstrate a minimum cumulative grade point average of 3.3.

Nomination & Selection
The selection committee, chaired by the University President, includes the Provost and Vice-President Academic, includes the Associate Vice-President Students and Teaching Services, two Faculty Members, a representative from the Students Association, a representative from the Alumni Association, and the University Registrar.

- The selection committee will solicit and accept nominations.
- Three letters of reference from among faculty members, committee chairs, or related organizations should attest to the contribution.
- The committee will consider all information available to them when making the awards, and will make such inquiries as necessary to select the best candidate.
- The committee will make a recommendation to the president who will make the final award decision of which the award decision will be final.

This committee shall establish procedures and regulations with respect to the review and selection process and the award decision of this body shall be final. Interpretation of these terms of reference rests with the President, who will chair the Committee.

Recipients will be recognized in the published program for the respective convocation, so selection of recipients must be completed in a timely fashion for publication. To be considered for this award, candidates who are graduating must therefore apply to graduate by University established deadlines, and their course work must be graded by the end of the term immediately preceding the term in which convocation occurs.

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Approved by GFC:

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