



**NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY  
Board of Governors**

**ACADEMIC COUNCIL**

**Monday, November 18, 2019  
2:00 p.m. to 4:00 p.m.  
Governor's Boardroom T811**

**MINUTES**

---

**PRESENT:**

Dr. Glenn Feltham (Chair)	Dr. Sue Fitzsimmons	Sandra Marocco	Malcolm Haines	Jen Crothers
Jamie Corfield	Garry Wilson	Dong Ye	Robert Ackroyd	Steve Chattaroon
Norman Hill	Max Varela	Matt Rigby	Karen Velasco	Emi Oke
Alexis Flinkert	Khevna Dave			

**RESOURCES:** Dr. Ray Block Sandy Timmer (recorder)

**GUESTS:** Natasja Saranchuk Sonia Jevne

**REGRETS:** Sonja Wojdak Aleksandra Jaruga Gurtar Singh

---

**1. OPENING**

**1.1 Call to Order and Approval of the Agenda**

Dr. Feltham welcomed everyone to what is his last meeting as Chair of Academic Council before his retirement on December 15<sup>th</sup>. He called the meeting to order at 2:00 p.m.

No conflicts of interest were declared with today's agenda.

***Moved by Garry Wilson that the Agenda be approved as presented.***

***Carried***

**1.2 Approval of the Minutes of the Meeting of September 16, 2019**

***Moved by Malcolm Haines that the Minutes of the meeting of September 16, 2019 be approved as presented.***

***Carried***

### **1.3 Business Arising from the Previous Meeting**

There was no business arising from the previous meeting.

## **2. UPDATE FROM THE PRESIDENT**

Dr. Feltham wished to thank everyone on Academic Council for being a part of Council and for all they do to make our institution outstanding.

Glenn commented that he has been proud to have been part of this committee and for all the discussions over the years. Many informative and thoughtful discussions have been had at Academic Council all with the lens to ensuring our students have the best learning experience they can.

Dr. Feltham briefly talked about what his next chapter will hold and that he will continue to be involved in Alberta's educational system. The many conversations he has been involved in at NAIT over the past eight years will help inform the dialogue he will be having with the educational task forces he is on.

## **3. ADMINISTRATION**

### **3.1 Academic Progression Policy and Procedures**

Dr. Sue Fitzsimmons welcomed Huong Bui, Associate Registrar, to provide Academic Council with the Academic Progression Policy and Procedures for review. It was noted that this policy and these procedures impact many stakeholders. They are up for review and Academic Council's feedback is requested.

Ms. Bui led the discussion on the Policy. She noted that the Policy and Procedures outline how NAIT supports our learners' progress towards attaining their educational goals.

The five Procedures that support the Policy are:

- a) Academic Standing Procedure
- b) Grades Procedure
- c) Academic Progression Appeals Procedure
- d) Withdrawal Procedure
- e) Graduation Procedure

An Academic Progression Advisory Group was struck that consists of several stakeholders from the four Schools, Student Advising, Learning and Teaching Services, Continuing Education, Programs & Pathways and the Registrar's Office, with additional resources as needed.

To help inform the development of the Policy and Procedures, the Advisory Group created Guiding Principles. These are:

- There is a shared accountability between students, academic, and administrative areas at NAIT for a learner's progress toward the attainment of their educational goals.

- We facilitate student progression through equitable, transparent, and consistent processes.
- Students are expected to adhere to NAIT's policy and procedures in order to progress towards their educational goals.
- Our grading systems and processes support students in achieving course and program learning outcomes.

Feedback from Academic Council will be combined with feedback from other areas including NAITSA, NASA, APLC and various other areas within the academic portfolio. Once all feedback has been gathered, the final Policy and Procedures will be brought back to Academic Council in April for final review.

The Guiding Principles were discussed, and Academic Council was supportive of the Guiding Principles.

The engagement list was reviewed with some minor adjustments made such as adding the Director of Government Relations for feedback.

Dr. Fitzsimmons thanked Ms. Bui for her presentation and discussion.

### **3.2 New Program Proposals**

Dr. Fitzsimmons welcomed Sonia Jevne to discuss the proposed new programs and the one program suspension. All of the relevant background information on these programs is in the meeting package.

#### **3.2.1 Cybersecurity** (post-diploma certificate)

Ms. Jevne noted that with the many changes and challenges in the technology industry today, this program has been developed to address the demand for cybersecurity professionals.

#### **3.2.2 Data Analytics** (post-diploma certificate)

The Data Analytics program was created to meet the demand for data-informed decisions that industry needs. There is a high need for experts who can analyse data and present it in a way that is meaningful and clearly understood to make informed decisions.

Both the Data Analytics and Cybersecurity programs are new credentials for post-diploma certificates. Post-diploma certificates are sought-after by many graduates to enhance their skills.

Dr. Fitzsimmons noted that similar programs exist in our non-credit area, and that we are working to build the bridge between these non-credit and credit programs to meet the demands of industry.

#### **3.2.3 BBA Co-op** (specialization)

Ms. Jevne noted that both the federal and provincial governments are creating funding opportunities and policies for work integrated learning (WIL) for students in post-secondary. The BBA Co-op aligns with these new government priorities.

This is a new specialization that will allow students to apply to a regular BBA program and after completing at least 60 credits, if they are successful in securing a work experience opportunity, then they will be transferred into the co-op specialization. If they are successful in completing their three co-ops, they will graduate with a BBA Co-op parchment.

Sonia noted that the tuition for these programs is “proposed” at this time and will have to be approved by the ministry.

It was also noted that there is no new funding for these programs so we will have to live within our current budget.

Academic Council discussed these three programs with Ms. Jevne.

***Moved by Dr. Sue Fitzsimmons that Academic Council recommend to the Board of Governors the approval of the proposed programs: (1) Cybersecurity (post-diploma certificate), (2) Data Analytics (post-diploma certificate) and (3) BBA Co-op (specialization) effective July 1, 2020.***

***Carried***

### **3.3 Proposed Program Suspension**

#### **3.3.1 Bachelor of Applied Business Administration – Finance**

Ms. Jevne reviewed the proposed suspension of the Bachelor of Applied Business Administration-Finance credential. Programs can be suspended for eventual termination or re-envisioning of a program. This program will be terminated.

This program is being terminated as the credential doesn't meet today's requirements.

Existing students have until June 30, 2023 to complete the program or transfer to a BBA program. Suspension of the program will be effective July 1, 2020. Ms. Jevne also noted that the provincial government is phasing out applied degrees.

***Moved by Dr. Sue Fitzsimmons that Academic Council recommend to the Board of Governors the approval of the suspension of the Bachelor of Applied Business Administration-Finance, effective July 1, 2020.***

***Carried***

### **3.4 Faculty Emeritus**

Garry Wilson, Chair of the Faculty Emeritus Sub-committee, reviewed the recommended nominees for a Faculty Emeritus award. There were six nominations made and three were selected after review by the committee.

The three nominees are: Colleen Lowe, Don Moar and Jim Otteson.

Mr. Wilson provide a brief bio on each of the nominees. The nominees will receive their awards at the Long Service and Employee Recognition Awards in February 2020.

No concerns were raised with the recommendation of these three nominees.

***Moved by Garry Wilson that Academic Council recommend that the Board of Governors approve that Faculty Emeritus Awards be presented to Colleen Lowe, Don Moar and Jim Otteson.***

***Carried***

[Action Item]

### **3.5 Fall Break**

Dr. Fitzsimmons discussed implementing a Fall Break for students. This has come before Academic Council a number of times in the past. Sue advised that information was gathered from many stakeholders on the pros and cons of a fall break.

It was subsequently determined that we will implement two extended long weekends which will provide flexibility. An extra day will be added to the Thanksgiving long weekend and one extra day will be added to the Remembrance Day long weekend. Some flexibility may be needed for this weekend depending on the day that November 11<sup>th</sup> falls.

These breaks will be implemented for 2021 to allow enough time for scheduling changes. The Fall Break will only apply to students in the Degree, Diploma and Certificate programs.

A formal communication will be coming out shortly.

### **3.6 Provincial Budget**

Dr. Feltham updated Academic Council on what the October 24<sup>th</sup> Provincial Budget means for NAIT. Significant cuts to our provincial funding have been made and we will have to make some hard decisions in the coming weeks and months.

We will continue to engage and inform Academic Council as we know more. Glenn noted that although these cuts are significant, we will also realize new opportunities as we work to transform how we deliver our programs.

## **4. INFORMATION ITEMS**

### **4.1 Board Committee Membership**

Accepted for information.

## **5. PRESENTATION: Issues and Opportunities in Teaching and Learning**

Natasja Saranchuk, Manager of Teaching Services, was welcomed to the meeting by Sue. Natasja presented on issues and opportunities in teaching and learning.

Sue noted that, with the budget challenges, we have to be purposeful in what we do to align with our vision but still manage with reduced funding.

Academic Council reviewed Natasja's presentation and information from EduCAUSE. These are results are from a survey to 1400 community members and was narrowed down to 15 key issues in teaching and learning. These are opportunities for change and new possibilities.

Discussion ensued. Natasja noted that learner success is the ultimate goal.

Dr. Fitzsimmons thanked Ms. Saranchuk for her presentation.

**6. OTHER BUSINESS**

There was no other business to come before Academic Council. Dr. Feltham thanked everyone once more for all they do on Academic Council and for NAIT.

**7. NEXT MEETING – Monday, February 3, 2020 at 2:00-4:00 p.m. in Governor’s Boardroom, T811**

**8. ADJOURNMENT**

*Moved by Bob Ackroyd that the meeting be adjourned at 4:00 p.m.*

***Carried***