



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

ACADEMIC COUNCIL

**Monday, September 16, 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	Sonja Wojdak	Robert Ackroyd	Steve Chattargoon
Norman Hill	Max Varela	Dong Ye	Karen Velasco	Emi Oke
Aleksandra Jaruga	Alexis Flinkert	Matt Rigby	Gurtar Singh	Khevna Dave

RESOURCES: Dr. Ray Block Sandy Timmer (recorder)

GUESTS: David McDine

REGRETS:

1. OPENING

1.1 Call to Order and Approval of the Agenda

Dr. Glenn Feltham welcomed Academic Council members to their first formal meeting of the academic year. He asked if any members had a conflict. Non were declared.

Moved by Malcolm Haines that the Agenda be approved as presented.

Carried

1.2 Approval of the Minutes of the Meeting of April 15, 2019

Moved by Robert Ackroyd that the Minutes of the meeting of April 15, 2019 be approved as presented.

Carried

1.3 Business Arising from the Previous Meeting

Dr. Sue Fitzsimmons addressed the business arising items from the last meeting related to scheduling.

2. UPDATE FROM THE PRESIDENT

Dr. Feltham started his update with a reflection of his time at NAIT and his upcoming retirement on December 15th. He noted that NAIT has grown and changed considerably in its 58 years while still staying true to the original path it set out – to be a technology-based hand-on, experiential educational institution with industry as a partner.

Dr. Feltham was recently at the World Skills competition which took place in Kazan, Russia. He discussed his learnings. He noted that attending World Skills was both informative and joyful. He stated that it allowed him to better understand how to build parity of esteem. Prior to being at World Skills, Glenn and some of our senior leaders visited a world-leading polytechnic high school in Italy and also met with three leading innovation companies in Germany and Sweden. Glenn noted that overall, the trip affirmed the direction NAIT has set.

Post-retirement, Glenn would like to work with all levels of government on policy, skills and curriculum. As always, we will work with all governments and continue to share the story of NAIT.

3. ADMINISTRATION

3.1 Academic Council Constitution and By-laws (annual review)

Dr. Fitzsimmons reviewed the Academic Council Constitution and By-laws with the group. We review this annually for any updates.

Sue also noted that the Executive Committee of Academic Council has traditionally been the President and CEO, the VP Academic/Provost, the President of the NAIT Staff Association (NASA) and the President of the NAIT Students' Association (NAITSA). However, the Bylaws section 4.1.3 do not specify the presidents of the two associations. The By-laws do indicate that these two positions to Executive Committee are elected; however, it has been our tradition to appoint these members to the Executive Committee of Academic Council. It was suggested to amend the wording in Section 4.1.3 to "appoint" from "elected" and to clarify the positions for the Executive Committee.

The other section that Sue reviewed with Council is Section 8.1.2.4 relating to the Academic Policy Committee. As that committee is no longer in existence, it was suggested that this section be removed from the By-laws. There is now one NAIT Policy Committee that has combined both academic and administrative policies. Sue provided a handout on the membership for the new NAIT Policy Committee. Members from Academic Council to the NAIT Policy Committee will be: 1 AUPE, 2 NASA and 2 NAITSA representatives.

Members of Academic Council reviewed these suggested amendments to the Constitution and By-laws and agreed with the amendments.

Moved by Malcolm Haines that Academic Council recommend that Governance Committee of the Board review the amendments to the Academic Council Constitution and By-laws.

Carried

3.2 Sub-Committees of Academic Council Terms of Reference and Membership

3.1.1 Faculty Emeritus Sub-committee and Timelines

It was pointed out that the Faculty Emeritus Sub-Committee Terms of Reference are under review to ensure they provide the broadest range of terms for nominees for Faculty Emeritus. Garry Wilson agreed to Chair this committee.

Members of Academic Council on Faculty Emeritus Sub-committee are:

- 1) Norman Hill – NASA
- 2) Dong Ye – NASA
- 3) Aleksandra Jaruga – NAITSA
- 4) Khevna Dave - NAITSA

Moved by Malcolm Haines that the Terms of Reference for Faculty Emeritus Sub-Committee be amended to be chaired by the President of the NAIT Staff Association.

Carried

3.1.2 Honorary Degree Sub-committee and Timelines

Sue advised that the Term of Reference for the Honorary Degree Sub-Committee are also under review to ensure more diversity of nominees.

The Chair of this committee will be Max Varela.

Members of Academic Council on the Honorary Degree Sub-committee are:

- 1) Garry Wilson – NASA
- 2) Robert Ackroyd – NASA
- 3) Emi Oke – NAITSA
- 4) Sherri Krastel – Corporate Communications

3.1.3 Instructional Excellence Awards Sub-committee

There are no changes to the Terms of Reference for the Instructional Excellence Sub-committee.

The Chair for this committee is Natasja Saranchuk, Manager Teaching Services from Learning and Teaching Commons.

Members from Academic Council to be on Instructional Excellence Awards Sub-committee are:

- 1) Steve Chattargoon – NASA
- 2) Sonja Wojdak – NASA
- 3) Matt Rigby – NAITSA
- 4) Gurtar Singh – NAITSA
- 5) Khevna Dave – NAITSA
- 6) Alexis Flinkert – NAITSA

3.3 NAIT Policy Committee Terms of Reference

Sue provided a brief overview of the new NAIT Policy Committee and its role. Under Academic Council's Constitution and By-laws and the *Post-secondary Learning Act*, Academic Council recommends specific types of policies to the Board. These policies would include those related to admissions, academic programming, and awards.

Members from Academic Council will also sit on this committee. These members are:

- 1) Jamie Corfield – AUPE
- 2) Emi Oke – NAITSA
- 3) Karen Velasco – NAITSA
- 4) Garry Wilson - NASA
- 5) Steve Chattargoon - NASA

3.4 Committee Membership Placement

Members of each sub-committee were read back to Academic Council and all memberships were confirmed as read.

3.5 The Role of Engagement

Dr. Fitzsimmons discussed the role of engagement and the Engagement Spectrum that NAIT has developed. The five key roles of engagement are: Inform, Discuss, Involve, Collaborate, and Empower. Each of these roles were reviewed for their function.

This Engagement Spectrum was developed a few years ago and has been helpful to many areas across NAIT for use in decision-making. Using this framework, stakeholder groups are now viewed to see who will be impacted by decisions and to determine the level of engagement before decisions are made.

Discussion ensued on the Engagement Spectrum for those who have used it. It was suggested that this framework also be provided to the students to assist them with decisions.

Dr. Feltham reiterated that much of what Academic Council will do is 'Involve' and 'Collaborate', as decisions are ultimately made by the Board of Governors. It was noted we must always endeavour to be clear about the nature of engagement.

3.6 Future Topics for Discussion – raised at Academic Council Orientation Meeting

The list of suggestions was provided from the Academic Council Orientation meeting. The Executive Committee of Academic Council will use this list to determine presentations for the coming year.

4. INFORMATION ITEMS

There were no items for information.

5. OTHER BUSINESS

Moved by Jamie Corfield that Academic Council move to an in-camera session.

Carried

Academic Council discussed options for adopting the Chicago Principles.

Moved by Garry Wilson that Academic Council exit the in-camera session.

Carried

After exiting the *in-camera* discussion, the motion made *in-camera* was reiterated.

Moved by Robert Ackroyd that Academic Council recommend that the Board of Governors approves the recommendation to adopt the following eight key principles of the Chicago Statement as follows:

- a) Free speech may not violate Canadian law.
- b) Institutions are places of free and open inquiry in all matters, and all members of our institution's community are guaranteed the broadest possible latitude to speak, write, listen, challenge, and learn.
- c) Community members have the right to criticize and question other views expressed on campus but cannot obstruct or interfere with others' freedom of speech.
- d) Institutions should not attempt to shield students from ideas or opinions they disagree with or find offensive. Mutual respect and civility are valued, but do not constitute sufficient justification to limit free speech.
- e) The institution may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the institution.
- f) The institution may restrict expression that violates the law, falsely defames an individual, or constitutes a genuine threat or harassment that unjustifiably invades substantial privacy or confidentiality of interests.
- g) Debate or deliberation may not be suppressed because the ideas put forward are thought by some, or even most, to be offensive, unwise, immoral, or wrong-headed.

- h) It is for individuals, not the institution, to make those judgments for themselves and to act not by seeking to suppress speech, but by openly and vigorously contesting the ideas they oppose.

Carried

It was noted that NAIT can still create its own specific policy and procedure on freedom of speech but use these principles as a guideline.

6. PRESENTATION: NAIT Student Survey on Instruction (NSSI) – Update

Dr. Fitzsimmons welcomed David McDine, Director Strategic Initiatives, to provide an update on the NAIT Student Survey on Instruction (NSSI). Sue expressed her thanks to students for their patience in the development and implementation of the survey, and to the academic staff who played a critical role in making NSSI a success this past year. David also thanked students and staff for their participation in the survey and willingness to provide feedback on the survey process over the past year.

David re-iterated the purpose of NSSI: to give students the opportunity to support the growth and development of instructors by providing feedback on their instructional experience with results informing a discussion between the instructor and program chair about what is working well and opportunities for instructor growth. Instructor growth and development, which is critical to ensuring program quality and responsiveness, is informed by student feedback, along with other sources of feedback.

David provided a brief update on how the survey was rolled out over the 2018/2019 academic year. An expansive pilot was launched Fall 2018 in which all permanent and sessional instructors were asked to validate and survey at least one of their classes. Starting January 2019, we fully launched NSSI for all permanent and sessional instructors, asking them to validate and survey *all* of their classes. David reported that 90% of our permanent and sessional instructors surveyed for at least one of their classes in the winter 2019 term and instructors surveyed between 75 and 90% of their eligible classes with some variability across schools. This participation data will continue to be tracked and shared with school leadership to drive greater participation.

Over the 2018/2019 academic year, David's team also worked in collaboration with Learning and Teaching Commons (LTC) and ODS developing resources for how instructors and academic leaders understand and respond to survey results. An Advisory Group was also struck to provide clarity on the purpose and guiding principles of NSSI, including what groups have access to what level of NSSI results. Some members of the Advisory Group will also be on an ongoing NSSI Steering Committee that will launch this fall with a plan of meeting twice-yearly to discuss what is going well with the survey and where adjustments may be needed.

David also clarified some details about the survey, including when the survey is sent out (~80% through the class) and how we're going to track potential issues around survey fatigue. David continues to work with the Communications department, LTC and other important stakeholders around the institute to help people understand the purpose of the survey and how instructors use the results.

David thanked Academic Council for their feedback on the survey and he will address challenges or opportunities raised at Academic Council with the Steering Committee when they meet later this fall.

David then departed the meeting.

- 7. NEXT MEETING** – Monday, November 18, 2019 at 2:00-4:00 p.m. in Governor's Boardroom, T811

8. ADJOURNMENT

Moved by Malcolm Haines that the meeting be adjourned at 3:53 p.m.

Carried