



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

**ACADEMIC COUNCIL**

**Monday, November 28, 2016  
2:30 p.m. to 4:30 p.m.  
Governors' Boardroom**

**MINUTES**

---

<b>PRESENT:</b>	Dr. Glenn Feltham Dr. Alexander Ondrus Malcolm Haines Silvie Forest John Perozok Josh Stock	Kevin Shufflebotham Arlana Moskalyk Dr. Mohammed Elbarkouky David Wagstaff Tamara Russell Dan Hein	Keith Meagher Anna Foshay Len Sperling Jeff Mason Katie Spencer Allison Richels
<b>RESOURCES:</b>	Dr. Ray Block	Sandy Timmer (recorder)	
<b>GUESTS:</b>	John Kent	Dr. Alison Lewis	Amanda Derksen
<b>REGRETS:</b>	George Andrews	Max Arevalo	Allannah Wrobel

---

Dr. Feltham welcomed everyone to the meeting and advised that we will be having a presentation on Open Educational Resources (OER).

**1. Opening**

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

Dr. Feltham called the meeting to order at 2:35 p.m.

***Moved by Anna Foshay that the Agenda be approved as presented.***

***Carried***

**1.2 President's Update**

Dr. Feltham provided an overview to Academic Council.

He noted that we are in a period of significant transition on the Board of Governors. Eight public members, including the Chair, have terms expiring (with only three eligible for renewal). He noted that we received many strong candidates for the Chair and member positions. He further noted that this included many exceptional women. Glenn stated that once we learn of the appointments from the Minister's office, he will further update Academic Council.

Glenn discussed the Academic Mission and where we are on meeting the needs of students and of Alberta. We continue to grow. Most programs in post-secondary are counter-cyclical – when the economy is down, registration goes up. The exception is the skilled trades where, in a down

cycle, enrolment declines. We are seeing indications of a significant decline in enrolment in the skilled trades.

It is encouraging to see that the Government is working with Malcolm and Kevin to find solutions for apprentices to complete their education. Glenn was proud that NAIT is taking the lead on this initiative. What we do now to strengthen the skilled trades model will have a significant impact on our economy going forward. Glenn did note, however, that as apprentices are registered under the Province, and not formally of NAIT, our ability to take certain actions is far less than in other areas. An important program that NAIT developed was Trades to Degrees, which will provide unemployed tradespeople a further option in these economic times.

As many may have noticed, construction has started on the Productivity and Innovation Centre (PIC). A stipulation of receiving federal funding for this initiative, is that the project must be substantially completed by April 2018. While this is a tight timeline, we have excellent project managers in the Facilities department who are overseeing this construction who will work to ensure we meet that criteria. Glenn noted that PIC will be the place industry comes to succeed. There will be some transfer of functions from the Shell Manufacturing Centre to PIC. This will be NAIT's focal point for applied research.

### 1.3 Approval of the Minutes of the Meeting of September 20, 2016

***Moved by Arlana Moskalyk that the minutes of September 20, 2016 be approved as presented.***

***Carried***

## 2. Business Arising

### 2.1 Quality Curriculum Instruction Policy

Kevin Shufflebotham addressed the item regarding the Quality Curriculum Instruction Policy. Kevin noted that this policy came before the Academic Council in September and some questions were raised on the policy. The questions have been addressed and this policy came before Executive Committee and was approved to go to Academic Council for approval. Kevin confirmed there is a communication plan in place to push this revised Quality Curriculum Instruction Policy out.

## 3. Administration

### 3.1 Proposed Amendments to the Academic Council Constitution and By-laws

Kevin discussed this item. He noted that the copy of the suggested amendments to the Academic Council By-laws were circulated to Academic Council 30 days ago. Kevin reviewed the suggested changes. No substantive changes are being made. No concerns were raised.

***Moved by Kevin Shufflebotham that the proposed changes to the Academic Council Constitution and By-laws be approved as presented and recommended to the Board of Governors for approval.***

***Carried***

### 3.2 New Diploma – Baking, Pastry and Confectionary Arts Diploma

John Kent joined the meeting to address this item in the meeting package. John indicated that, currently, NAIT has a one-year certificate in Baking. It has been recommended by industry to move the certificate to a two-year diploma in Baking, Pastry and Confectionary Arts. There is a broader skill-set required for this diploma and this is in response to a request from industry. Once the diploma is approved and available for students to apply to, the certificate will go into suspension and eventual termination. The curriculum is aligned with the apprenticeship part of the Baking program. This will take a few years to implement to ensure there are no longer students in the certificate program.

Discussion ensued with John on the reasons for the change. John noted that this diploma is more reflective of how other post-secondaries have structured this program. This is also aligned with the apprenticeship curriculum in culinary arts. And it is also supportive of students' employability.

Discussion took place on the change and John advised that we can likely see more of these changes to certificates in the near future.

***Moved by Malcolm Haines that the suspension of the existing Baking, Pastry and Confectionary Arts Certificate upon launch of the new Baking, Pastry and Confectionary Arts Diploma be approved by Academic Council and recommended to the Board of Governors for approval.***

***Carried***

### 3.3 Program/Specialization Name Changes – Applied Banking and Business changed to Applied Financial Services Certificate

John Kent spoke to this item and indicated that this too was in response to industry to enhance the program and this name change will provide clarity on the program and supports students' employability.

***Moved by Silvie Forest that the name of Applied Banking and Business be changed to Applied Financial Services Certificate be approved by Academic Council and recommended to the Board of Governors for approval.***

***Carried***

## Information Items

### 3.4 Program Ideas under Review

John referred to the Program Incubation document in the meeting materials. He noted that NAIT continues to explore new ideas for the "incubator" and the team works through the process and the required "gates" to obtain approval for these new programs. NAIT 2021 discusses new programming and this process addresses that topic.

John discussed the various programs that are in the incubator which are as a result of a response to industry requests. This is more transparent on the process of approving new programs. Currently, we are seeking instructors for several of these programs.

Discussion on new programs and the program incubator process ensued. John noted that questions are asked about the program to ensure it fits with a polytechnic education.

Glenn suggested that this item should come back to Academic Council at a future meeting for further discussion as to how we ensure we have “the right” programs come forward to meeting Alberta’s labour market needs in polytechnic areas.

### **3.5 Terms of Reference – Faculty Emeritus Sub-Committee**

Kevin reviewed the modifications made to the Terms of Reference for the Faculty Emeritus Sub-Committee. These are not substantive changes and are for Council’s information.

### **3.6 Terms of Reference – Honorary Degrees Sub-Committee**

Kevin reviewed the changes to the Terms of Reference for the Honorary Degree Sub-Committee and advised that the changes were not substantive and are for the Council’s information.

## **4. Presentation**

### **4.1 Open Educational Resources**

John Perozok and Amanda Derksen provided a presentation to Academic Council on Open Educational Resources (OER). Should NAIT consider materials that can be recirculated? Materials includes more than just books – it includes any type of educational materials that are publically available or introduced with an open license. Two factors to consider for OERs are: Is it free? Can they be repurposed? Costs are continually increasing for students and consideration should be given on how we can re-use materials appropriately.

Amanda suggested that there are five R’s of openness:

- Retain – able to download and own a copy
- Reuse – can adapt and repurpose in a different context
- Revise – more adaptability; remove content that’s not useful; add applicable content
- Remix – similar to Revise
- Redistribute – adopt and adapt; redistribute the revised content out

Amanda noted that not all materials can be considered OERs as there can be restrictions with the material and it would have to meet the five R’s above. However, there are still limitations and risks to be aware of.

Amanda further noted there are four Creative Commons conditions to be aware of:

- Attribution – the material can be copied, distributed or remixed but credit must be given to the author
- No Derivative Works – the material can only be copied/distributed but must be verbatim
- Share Alike – the material can be distributed under the exact same license
- Non-Commercial – the material can only be put out/remixed for non-commercial use

Benefits of OERs are not only cost-savings to students but the ability to adapt open materials and improve their quality of learning with an expanded realm of material. However, OER is a process of adoption and is not something that can be achieved overnight.

NAIT’s OER environment is somewhat sporadic but there is some cross-sharing in the four Schools, LTC and DCICE. The Library/LTC can help with searches for OER materials.

As to quality assurance of the material, it is up to the user to assess the quality of the content but there are some assessments available online. The Library can also help to ask more investigative questions to look into the legitimacy of the materials.

John Perozok provided a perspective from students on OERs. He noted that materials are only part of the overall education students receive. Materials are ever-changing. But students have various options available to them for material. It was noted that the Government of Alberta has committed \$2M to OERs. Students have the choice of print vs. digital media forms. It was pointed out that on a survey of use of OERs, the majority of students preferred to use the current recommended textbook for that program.

Instructors also vet materials amongst their colleagues.

Discussion ensued on: What would an ideal future for OER at NAIT look like?

The Council discussed content and the reliability and quality of that material. It was suggested that credentials should be used in the best possible way. Instructors should be vetting the material to ensure the material/information is valid, correct and reliable.

It was agreed that this discussion will come back to Academic Council at a further meeting to discuss this topic in more detail and expectations at NAIT.

Glenn thanked Amanda and John for their informative presentation.

## **5. Open Questions to the Chair**

## **6. Next Meeting**

Monday, February 6, 2017 at 2:30-4:30 p.m.

## **7. Adjournment**

***Moved by Kevin Shufflebotham that the meeting be adjourned at 4:30 p.m.***

***Carried***