



NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY
Board of Governors

ACADEMIC COUNCIL

Tuesday, October 20, 2015
11:15 a.m. to 1:15 p.m.
O102P Governors' Boardroom

MINUTES

PRESENT: Dr. Glenn Feltham Dr. Neil Fassina Keith Meagher
Dr. Alexander Ondrus Alicia Christianson Allannah Wrobel
Anna Foshay Arlana Moskalyk Nicolas Brown
Coleten Leblanc Darrell Cruz Justin Nand
Jeff Mason Kim Watamaniuk Malcolm Haines
Max Arevalo Michael MacComb Norm Hill
Yang Yu

RESOURCES: Sandy Timmer (recorder) Dr. Ray Block Lara McClelland

GUESTS: None

REGRETS: Chris Redford George Andrews

1. Opening

1.1 Introductions

Glenn welcomed all to the meeting and asked for a round of introductions.

1.2 Call to Order

The meeting was called to order at 11:25 a.m.

1.3 President's Update

Glenn provided an update as to his activities in the past several months:

- Glenn is the Chair of the Council of Post-Secondary Presidents of Alberta (COPPOA) whose mandate is to elevate the post-secondary system. The Council meets quarterly.
- Glenn is also Chair of Polytechnics Canada which advocates at the federal level for polytechnic institutions.
- Also noted were: the impact of the recent changes to the provincial and federal governments, changes in administration, and CAT construction and move-ins planned.

1.4 Approval of the Agenda

Moved by Neil Fassina that the agenda be approved as presented.

Carried

1.5 Review of the Minutes of April 21, 2015

Moved by Coleten Leblanc that the minutes of April 21, 2015 be accepted as presented.

Carried

2. Information Items

2.1 Academic Council Membership List for 2015/16

The Council's membership list was reviewed and accepted for information.

3. Business Arising

There was no business arising from the past meeting.

4. Presentations

4.1 Administrative Changes to the Academic Portfolio

Glenn noted that at the October 6th Board of Governors' meeting, on the Provost's recommendation, it was recommended that various groups provide their perspective on the administrative changes to the Board in the form of written reports. To provide the Provost the broadest perspective and input and allow the Board to better understand the changes, reports are being requested from:

- Academic Council
- The Transition Team
- Provost's Council
- President's Council
- NASA
- AUPE
- NAITSA

Why receive input from Academic Council? Although the changes are administrative in nature, they may also have an indirect impact on the academic mission. Therefore, the frame for Academic Council, given its mandate, would be on potential impacts on the academic mission and on student success – that is, to provide a report related to academic success.

Glenn noted that he would like to have at least one more meeting prior to the next Board meeting to address Academic Council's report to the Board. Submissions have been asked to be received by November 23rd.

Glenn asked for three individuals to help with drafting of the report. The three volunteers are Alicia Christianson, Malcolm Haines and Justin Nand.

4.2 Enabling Skills

Glenn spoke to the importance of Enabling Skills.

Sue Fitzsimmons then provided a presentation on Enabling Skills. Sue noted that responses from students was that they wanted to have a good educational foundation with skills that include: effective communication, doing presentations, critical thinking and problem-solving, working with groups, and participating in projects or tasks.

Sue noted that enabling skills has also been called, "core work skills". From engagement sessions, it was suggested that enabling skills be incorporated into the students' curriculum which will better enhance their job readiness.

It is anticipated that the key deliverables will be completed by May 2016.

5. Administration

5.1 By-Laws and Constitution

a) By-Law Update

Neil advised that the Constitution and By-Laws of the Academic Council remain in draft form as they have yet to be reviewed by the Board's Governance Committee. He thanked Kim Watamaniuk and Justin Nand for their tireless efforts working on this draft. Council had reviewed the draft Constitution and By-Laws during the 2014/2015 academic year. No changes have been made since.

Moved by Anna Foshay that the Constitution and By-Laws of the Academic Council be accepted and presented to the Governance Committee for approval.

Carried

5.2 Sub-Committees

The updated Sub-Committees list of members is attached as Appendix 'A' to these minutes.

a) Academic Policy Review Committee

(i) Terms of Reference

Moved by Anna Foshay that the Terms of Reference for the Academic Policy Review Committee be approved as presented and forwarded to the Board's Governance Committee for approval.

Carried

(ii) Membership

The membership list was reviewed and amended for 2015/2016.

Moved by Nicolas Brown that the membership list for the Academic Policy Review Committee be approved as presented in Appendix 'A'.

Carried

b) 2015/16 Instructional Excellence Awards Committee

(i) Terms of Reference

Moved by Michael MacComb that the Terms of Reference for the 2015/16 Instructional Excellence Awards Committee be forwarded to the Board's Governance Committee for approval.

Carried

(ii) Membership

The membership list was reviewed and amended for 2015/2016.

Moved by Coleten Leblanc that the membership list for the 2015/16 Instructional Excellence Awards Committee be approved as presented in Appendix 'A'.

Carried

c) Honorary Degrees Committee

(i) Terms of Reference

The Terms of Reference for the Honorary Degrees Committee were reviewed.

Moved by Coleten Leblanc that the Terms of Reference for the Honorary Degrees Committee be approved as presented and forwarded to the Board's Governance Committee for approval.

Carried

(ii) Membership

The membership list was reviewed and amended for 2015/2016.

Moved by Anna Foshay that the membership list for the Honorary Degrees Committee be accepted as presented in Appendix 'A'.

Carried

d) Faculty Emeritus Committee

i) Terms of Reference

The Terms of Reference for the Faculty Emeritus Committee were previously approved by an asynchronous vote and it was requested to forward the Terms of Reference to the Board's Governance Committee for approval.

Moved by Nicolas Brown that the Terms of Reference for the Faculty Emeritus Committee be presented to the Governance Committee for approval.

Carried

(ii) Membership

The membership list was reviewed and amended for 2015/2016.

Moved by Allannah Wrobel that the membership list for the Faculty Emeritus Committee be accepted as presented in Appendix 'A'.

e) Program Excellence Committee

(i) Terms of Reference

The Terms of Reference for the Committee were reviewed and it was noted that the Sunrise/Sunset Committee no longer exists and that the Program Mix & Quality Assurance Committee (PMQA) is now the name of the sub-committee. No motion was required for the name change.

It was recommended that the Terms of Reference for Program Excellence be reviewed during the 2015/2016 academic year.

(ii) Membership

The membership list was reviewed and amended for 2015/2016.

It was raised that Alexander Ondrus is a member of PMQA; however, no conflict was noted for him to sit on the Program Excellence Committee.

Moved by Michael MacComb that the membership list for the Program Excellence Committee be accepted as presented in Appendix 'A'.

Carried

(iii) Change of name of HVAC

A request was received by NAIT from Alberta Enterprise and Advanced Education to propose a new name for the Heating Ventilation Air Conditioning certificate program. The new name would include "Refrigeration" and be called, "Heating Ventilation Air Conditioning Refrigeration Technician". The Council reviewed the written request and had no objections to the name change.

Moved by Nicolas Brown that the change of name to "Heating, Ventilation, Air Conditioning, Refrigeration Technician" apprenticeship program be accepted as presented.

Carried

5.3 Academic Council Orientation

a) Action Steps for 2016/2017

Neil commented that a succession plan should be in place for the coming year to ensure continuity for the Council. He requested NASA and NAITSA reps to champion the orientation. This item will be further discussed at the next Academic Council meeting.

Neil requested that any written feedback on the document is to be submitted before November 20, 2015.

6. Open Questions to the Chair

No questions were raised for the Chair.

7. Next Meeting

It was requested that two meeting dates prior to December 15, 2015 would be set. The Council will be notified.

The next meeting is scheduled for **December 15, 2015** from **11:15 a.m. to 1:15 p.m.** in the Governor's Boardroom.

7. Adjournment

Moved by Dr. Glenn Feltham that the meeting be adjourned at 1:00 pm.

Carried



**Northern Alberta Institute of Technology
Academic Council Subcommittee Listing 2015/16**

Academic Policy Review Committee (7)		Faculty Emeritus (6)	
Karen Bennett	Chair designate for Dr. Fassina	Dr. Neil Fassina	Chair
Anna Foshay	Registrar	Coleten Leblanc	NAITSA
	NAITSA	Doug Short	NASA
Keith Meagher	Board Member	Norm Hill	NASA
Kim Watamaniuk	NASA		NAITSA
Max Arevalo	NASA (alternate)	Shauna MacDonald	NASA
	NAITSA		
Honorary Degree (4)		Instructional Awards of Excellence (4)	
Dr. Neil Fassina	Chair	Alison Lewis	Chair designate for Dr. Fassina
George Andrews	Resource		NAITSA
Max Arevalo	NASA		NASA
Justin Nand	NAITSA	Justin Nand	NAITSA
Program Excellence (8)			
	Dr. Neil Fassina	Chair	
	Anna Foshay	Registrar	
		NAITSA	
		NAITSA	
		Board Member	
		NASA	
	Keith Meagher	Board Member	
	Max Arevalo	NASA (alternate)	
		NASA	