



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

ACADEMIC COUNCIL

**Tuesday, September 20, 2016
2:30 p.m. to 4:12 p.m.
Governors' Boardroom**

MINUTES

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

1. Opening

1.1 Call to order and approval of the Agenda

Glenn welcomed everyone to the first meeting of the academic year and called the meeting to order at 2:30 p.m.

Moved by Allannah Wrobel that the agenda be approved as presented.

Carried

1.2 President's Update

Glenn discussed NAIT's history, and how we are continuing to build on the foundation laid 54 years ago. He noted that it is important that NAIT has stayed true to itself, but has always looked forward. We want to ensure we support our academic staff members to provide an outstanding learning experience that enable our students to have outstanding careers.

Glenn discussed the importance of "enabling skills" in providing the foundation for an outstanding career. These are broader non-technical skills that employers are also looking for. Our graduates, and industry, have told us that these skills are critical to their success in their career.

Glenn touched on the fact that we are undergoing a significant transition on our board – we could potentially replace up to seven public board members this year. Glenn requested that if members of Academic Council have recommendations for suitable candidates for our board, that they pass on the person's contact information and either he or the board chair would follow up with them.

We have a change in our executive leadership. Dr. Neil Fassina, NAIT's Provost and VP Academic, will assume the role as President of the University of Athabasca. Glenn welcomed Kevin Shufflebotham as interim Provost and Sue Fitzsimmons as interim VP Academic. Glenn acknowledged the strong leadership Neil provided, and welcomed Kevin and Sue to their new roles.

Glenn spoke about the changes to the academic structure and how it aligns with our vision in NAIT 2021. It was important to make these changes to keep NAIT moving forward. He noted that the majority of those leaders have come through NAIT.

Campus development has been busy! We will be putting the shovel in the ground in the coming weeks for the new Productivity and Innovation Centre. This centre will be "where industry comes to succeed". Glenn noted that PIC will be the front door to industry for productivity, applied research and innovation. It will be where we can take industry and elevate it.

Glenn reflected that CAT is now open, as is the new Crane and Hoisting facility in Spruce Grove. These are transformative buildings for NAIT. We continue to talk to government about the Skills Centre as this is still a priority for NAIT. This will allow us to be the epicentre for trades learning.

We are focused on working with all levels of government to keep NAIT on their radar.

Glenn discussed many other great things that are happening at NAIT. New maker spaces are open, we have 3D printing and one for electronics. PD day in CAT was very successful and provided an opportunity to experience this incredible new building. Glenn also wanted to congratulate Ross Wilson, our Internal Auditor, for his fantastic accomplishments at the Rio Paralympic games where he won two silver medals in cycling.

This concluded Glenn's report. No other questions were raised for the Chair.

1.3 Review of the Minutes of April 19, 2016

Moved by Anna Foshay that the minutes of April 19, 2016 be approved as presented.

Carried

2. Business Arising

There was no business arising from the previous minutes.

3. Administration

3.1 Academic Council Bylaws – for information only

The bylaws were provided for information. Minor editorial changes were identified (e.g., the Program Excellence Committee has been dissolved). Academic Council members were asked to forward any other editorial changes to Kevin.

3.2 Subcommittees of Academic Council

3.2.1 Academic Policy Review Committee

The terms of reference for the committee were reviewed. This committee is responsible for regular review and revision of academic policies as needed.

Members appointed to this committee are:

- Keith Meagher – Board member
- Malcolm Haines - Dean
- Anna Foshay – Registrar
- Karen Bennett – Associate Vice President, Campus Life
- John Kent – Director, Program, Pathways and Enrolment Planning
- Clint Galloway – Director, Student Well-being & Community
- Alex Ondrus – NASA member (2nd year)
- Max Arevalo – NASA member (2nd year)
- John Perozok – NAITSA member
- Dan Hein – NAITSA member
- Susan Maheden – Project Manager

A question was asked about whether a member of Academic Council who is not formally a member of the committee could attend the meetings. Glenn noted that, while the formal composition of the committee is defined by the terms, it would be reasonable for members of Academic Council to attend committee meetings as guests.

3.2.2 Instructional Excellence Committee

The Council reviewed the terms of reference for this committee and had no concerns. This committee recommends the winners of the Instructional Excellence awards to Academic Council.

Members appointed to this committee are:

- David Wagstaff – NASA member
- Silvie Forest – NASA member
- Allannah Wrobel – NAITSA member
- Tamara Russell – NAITSA member

Alison Lewis will oversee this committee and will help with non-Academic Council members

3.2.3 Faculty Emeritus Committee

The Faculty Emeritus Committee recognizes retired faculty members for their outstanding contributions to NAIT. The terms of reference were reviewed.

Members appointed to this committee are:

- Kevin Shufflebotham – Chair
- Mohammed Elbarkouky – NASA member
- Len Sperling – NASA member
- Katie Spencer – NAITSA member
- Allison Richels – NAITSA member

3.2.4 Honorary Degree Committee

This committee recognizes individuals who are widely recognized for their outstanding leadership and achievements and who have made significant contributions to their communities in their areas of expertise. The terms of reference were reviewed.

Members appointed to this committee are:

- Kevin Shufflebotham – Chair
- George Andrews – Executive member, representative of Corporate Communications
- Max Arevalo – NASA member
- Alex Ondrus – NASA member
- Josh Stock – NAITSA member

Moved by George Andrews to approve all subcommittees of Academic Council as presented and accept members as appointed to each committee.

Carried

4. Presentation

4.1 Quality Curriculum Instruction Policy and Procedures

Alison Lewis presented the Quality Curriculum Instruction Policy and Procedures to the Council. She indicated that this policy is not required to go to the Board for approval; it is approved at Executive Committee and then to Academic Council for their information.

Alison indicated that after a review of several policy and procedure quality curriculum documents, it was found that many inconsistencies existed and that elements were outdated. They also did not address quality instruction, just curriculum.

The updated policy would also include a definition of polytechnic education. A cross-functional team from NASA and NAITSA were put together to review the documents. After several meetings, the revised Quality Curriculum Instruction Policy and Procedure was created.

Alison discussed the new policy in detail with Academic Council. Extensive discussion with Academic Council ensued on various parts of the policy and procedure. There was discussion about potential amendments to provide clarification and to strengthen the Policy and Procedures.

The Chair suggested that Kevin work further with a team including Alison, Arlana and Allannah, and bring the revised documents back to Academic Council for further discussion.

4.2 Enabling Skills

The Chair noted that the topic of enabling skills continues to evolve – it has been previously presented (multiple times) to Academic Council and the Board of Governors. At its heart, enabling skills (sometimes called soft skills) are those non-technical skills that provide the foundation for outstanding careers. The definition of enabling skills are “a broad set of skills (beyond job-specific skills) that enables a person throughout their career”.

Extensive work has categorized seven potential enabling skills:

- Problem-solving
- Team work
- Interpersonal skills
- Work ethic
- Personal skills
- Entrepreneurship
- Safety

Discussion ensued on the various skills. Glenn commented that these are important discussions to keep having, and this is fundamental to our mission and achieving our vision as set out in NAIT 2021

5. Open Questions to the Chair

No questions were raised for the Chair.

6. Next Meeting

The next meeting date is November 28, 2016 at 2:30 p.m.

7. Adjournment

Moved by Dr. Glenn Feltham that the meeting be adjourned at 4:12 pm.

Carried