



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

**ACADEMIC COUNCIL**

**Monday, April 23, 2018  
2:00 p.m. to 4:00 p.m.  
Ernest's Dining Room – Small Side**

**MINUTES**

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**PRESENT:**

Dr. Glenn Feltham (Chair)	Kevin Shufflebotham	Dr. Ray Block	Malcolm Haines	Jen Glenday
Garry Wilson	Dr. Alexander Ondrus	Len Sperling	David Wagstaff	Dr. Mohamed Elbarkouky
Gary Gora	Doris Car	Brenda Needham	Naomi Pela	Calli-Rae Barker-Poole
Erick Estrada Aguirre	Jeffrey Trainor	Robert Alan		

**RESOURCES:** Sandy Timmer (recorder)

**GUESTS:** Dr. Sue Fitzsimmons David McDine John Kent Wendy Wilson  
Clint Galloway

**REGRETS:** Boni Ehmann Willow Shelley

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**1. OPENING**

Dr. Feltham welcomed everyone to the final Academic Council meeting for the academic year. Glenn expressed his thanks to Council for all their contributions this year.

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

Dr. Feltham called the meeting to order at 2:00 p.m.

***Moved by Dr. Alexander Ondrus that the Agenda be approved as presented.***

***Carried***

**1.2 Approval of the Minutes of the Meeting of March 19, 2018**

***Moved by Doris Car that the Minutes of the meeting of March 19, 2018 be approved as presented.***

***Carried***

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

Dr. Feltham updated Academic Council on some items of interest for Council.

He discussed progress toward reaching an agreement between NAIT and the City on the Bus Barn lands. He expected that an agreement would be reached soon. He further noted that, once an agreement is reached, NAIT would begin to focus on planning for the future development of the Skills Centre on that site. The Skills Centre will bring almost all skilled trades together (but for those at Spruce Grove). This will bring NAIT closer to the one campus-plus model. Dr. Feltham further noted that, once the agreement on the Bus Barns is finalized, NAIT will be working with the City to conclude an agreement on Blatchford.

Management continues to focus on financial sustainability for the institution. Dr. Feltham noted that we will have to learn to do more with less. The funding from the provincial government has declined, and we need to change how we operate in order to remain sustainable.

As mentioned in previous meetings, we continue to work on the NAIT 2021+ draft. Our board had their strategic planning meeting and discussed this document at length.

The search for the new Vice President External Relations is continuing and we hope to have someone in place by the end of the summer.

Several administrative departments are now moved into the Tower, including Executive. Renovation plans for the vacant Executive offices will be underway soon with the NAITSA offices moving into that space.

## **3. BUSINESS ARISING**

Kevin Shufflebotham reported that an item on the NAIT Student Survey from the last meeting would be addressed by David McDine and welcomed him to the meeting.

### **3.1 NAIT Student Survey on Instruction (NSSI) – Update**

David McDine provided an update report to Academic Council on the progress of the Student Survey. He advised that the winter pilot of the survey has gone well overall and we expect to wrap up the pilot shortly. Good feedback was received. He noted that the response rates are higher when the surveys are done in class. This will be kept in mind for future surveys.

In respect of the question that was raised at the last Academic Council meeting regarding who has access to the results and what will be done with it once collected, David indicated that the instructors and Chairs will have the individual results and perhaps the curriculum instruction specialist; for the rolled-up data, it will be leadership such as Chairs, Deans, Associate Dean Academic, members of Executive, who will have access to those results. Historical data will be tracked.

Town Halls will be held the last week of May and first week of June for any questions from staff. David noted that this survey is not intended to replace the teaching services questionnaires.

The Council briefly discussed the survey with David and he departed the meeting.

#### **4. ADMINISTRATIVE ITEMS**

##### **4.1 New Program – Advanced Accounting (post-diploma certificate)**

John Kent and Wendy Wilson joined the meeting to discuss a new program in the School of Business. This program aligns with the CPA advanced certificate in accounting and finance requirements. It was reported that the CPA asked NAIT to provide this program – it is at an accounting technician level. This is for students who do not wish to pursue a full degree in Accounting but want more than a two-year diploma.

A national exam would still be required to be written.

Discussion ensued on the credential.

***Moved by Dr. Mohamed Elbarkouky that the new program, Advanced Accounting (post-diploma certificate), be recommended to the Board of Governors for approval.***  
***Carried***

##### **4.2 Credentials Policy**

Jen Glenday provided a report on the Credentials Policy. She noted that the Policy is simply formalizing the process of issuing parchments for credit and non-credit programs. The Procedures outlines the framework which is now standardized.

The Council discussed the policy with Jen and did not raise any concerns.

***Moved by Erick Estrada Aguirre that the Credentials Policy be recommended to the Board of Governors for approval.***

***Carried***

##### **4.3 Impairment Policy**

The new Impairment Policy was presented by Clint Galloway. It is intended as a broad impairment policy and not specifically a cannabis policy. Clint noted that as the legalization of cannabis is looming nearer, all post-secondaries are working on their impairment policies to address health and safety in the work place. Clint advised that NAIT is one of only five institutes in Alberta that is a non-smoking campus.

Several departments were canvassed for their input into the Policy for impacts affecting their areas. There will be a plan communicated on the roll-out of the Policy. There will be training for all peace officers.

It was also noted that at the same time, we are looking into educational opportunities – i.e. creating a health and safety program to address this issue.

Clint advised that the Board's Governance Committee has also reviewed the Policy. Currently, the Policy is a broad policy and it may come back at a later date for modifications once we see how it is working.

***Moved by Garry Wilson that the Impairment Policy be recommended to the Board of Governors for approval.***

***Carried***

Dr. Feltham noted that if there are substantive changes to the Policy it will come back to Academic Council for review and further recommendation for Board approval.

#### **4.4 Faculty Emeritus Terms of Reference and Nomination Process**

Kevin reported on the Faculty Emeritus Terms of Reference and nomination process. He advised that the Terms of Reference changes are to clarify the process and the terms of reference as there was cross-over.

***Moved by Kevin Shufflebotham that the Faculty Emeritus Terms of Reference and Nomination Process be accepted for information.***

***Carried***

#### **5. INFORMATION ITEMS**

There were no information items to be addressed.

#### **6. PRESENTATION AND DISCUSSION – Continuation of NAIT 2021+ presentation with feedback from K. Shufflebotham, S. Fitzsimmons, R. Block**

Glenn discussed the Board Retreat and the input received from Board members on the NAIT 2021+ document. At the retreat, each Executive led a group discussion. They discussed the input they received. Glenn concluded that several helpful comments and suggestions were brought forward by the board members that will be incorporated into the next draft of NAIT 2021+. The next draft will come back to Academic Council in the fall.

#### **7. NEXT MEETING**

- Monday, September 10, 2018 at 2:00 p.m. – Academic Council Orientation
- Monday, September 17, 2018 at 2:00 p.m. – Academic Council Meeting

#### **5 ADJOURNMENT**

***Moved by Dr. Feltham that the meeting be adjourned.***

***Carried***