



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

**ACADEMIC COUNCIL**

**Monday, February 5, 2018  
2:00 p.m. to 4:00 p.m.  
Governor's Boardroom O102P**

**MINUTES**

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**PRESENT:**

Dr. Glenn Feltham (Chair)	Kevin Shufflebotham	Dr. Ray Block	Malcolm Haines	Anna Foshay
Garry Wilson	Dr. Alexander Ondrus	Len Sperling	David Wagstaff	Dr. Mohammed Elbarkouky
Doris Car	Boni Ehmann	Jeff Mason	Brenda Needham	Naomi Pela
Calli-Rae Barker- Poole	Robert Alan	Jeffrey Trainor	Erick Estrada Aguirre	

**RESOURCES:** Sandy Timmer (recorder)

**GUESTS:** Mike Meldrum      John Kent      Lisa Selvey      Niki Anderson

**REGRETS:** Gary Gora

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**1. OPENING** (*Dr. Glenn Feltham*)

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

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

***Moved by Garry Wilson that the Agenda be approved as presented.***

***Carried***

**1.2 Approval of the Minutes of the Meeting of November 20, 2017**

***Moved by Dr. Alex Ondrus that the Minutes of the meeting of November 20, 2017 be approved as presented.***

***Carried***

## 2. UPDATE FROM THE PRESIDENT

Dr. Feltham noted that he would discuss three topics with Academic Council:

- 1) The role of Academic Council in defining our vision – NAIT 2021+
- 2) Impacts of legislative changes to the *Conflicts of Interest Act* (Bill 27) and to the *Occupational Health and Safety Act* (Bill 30)
- 3) Enabling Skills

Dr. Feltham stated that Academic Council will be a key contributor to the updated vision plan which is NAIT 2021+. Overall, the plan is consistent with the original NAIT 2021 vision document but some additions and updates are needed to make it more relevant to NAIT's future.

A copy of the draft of NAIT 2021+ was distributed to Academic Council for their review. Any comments/suggestions are appreciated and should be forwarded to Dr. Feltham.

Dr. Feltham advised that a recent legislation passed by the Alberta Government is Bill 27, which contains amendments to the *Conflicts of Interest Act*. He noted that NAIT's Conflicts of Interest Policy will need to be revised to align with this legislation. He further noted that these changes may impact our Academic Mission. NAIT's revised Conflicts of Interest Policy will come before the Board for approval. The deadline for submitting our revised Conflicts of Interest Policy to the Ethics Commissioner is April 30<sup>th</sup>. Given the timing of Board meetings, we will likely have to submit a draft Policy to the Ethics Commissioner by the deadline and seek formal approval at the May board meeting. Academic Council will be apprised as we progress with the changes.

Bill 30 will impact how NAIT manages health and safety. There are many more reporting requirements as well as mandated training and orientation in work places. The new changes include the required establishment of a Joint Worksite Health and Safety Committee. It also mandates Health and Safety programs with prescribed and specific requirements. There will be some financial impact to NAIT with these changes. Changes are to be in place by July 1, 2018.

We expect that more legislative changes will be coming from the Alberta Government.

Dr. Feltham completed his update by noting that he continues to work with Sue Fitzsimmons and Alison Lewis on a draft of an Enabling Skills document – an initiative discussed previously with Academic Council. He anticipated that this will be brought back to Academic Council in the near future for their input and review.

## 3. BUSINESS ARISING

Kevin Shufflebotham discussed the Business Arising from the last meeting. He noted that the Scholarships and Bursary Policy had come before Academic Council at that meeting and some questions were raised. Those questions were answered subsequent to the last meeting (with responses sent via email to Academic Council). Accordingly, the Policy is now before Academic Council for their approval and recommendation to the Board of Governors for approval.

### 3.1 Student Awards Policy (previously Scholarships and Bursaries Policy)

Mike Meldrum, Associate Vice President Advancement, spoke to Academic Council on Student Awards Policy, which was previously the Scholarships and Bursaries Policy. Mike advised some clean-up of the previous policy was undertaken to provide greater clarity. This policy introduces a new award threshold of \$1,000 from the previous \$500 to ensure the gift can provide students

with a meaningful award. He noted that the previous \$500 awards were grandfathered, although those donors were approached to determine if they wished to top-up their gifts.

Mike was asked about the name change and he advised that this new name is more appropriate as it includes both scholarships and bursaries.

Discussion on the new Student Awards Policy ensued and Council accepted the new Policy and Procedures. Mr. Meldrum then departed the meeting.

***Moved by Len Sperling that the Student Awards Policy and Procedures be accepted by Academic Council and recommended to the Board of Governors for approval.***

***Carried***

### **3.2 NAIT Student Survey on Instruction (NSSI)**

Niki Anderson was invited back to speak to Academic Council on the progress of the student survey on instruction. Niki advised that the pilot survey is starting. She has received 65 instructor volunteers for the pilot. This pilot will allow us to work out kinks and evaluate processes.

Academic Council discussed the survey with Ms. Anderson. She noted that instructors will have to validate their course and mentor information before the survey goes out. Further discussion occurred on a number of implementation questions.

Ms. Anderson has been invited to attend future meetings to keep Academic Council informed on implementation of the survey. [Action Item]

## **4. ADMINISTRATIVE ITEMS (Kevin Shufflebotham)**

### **4.1 Proposed Program Suspension – Cytotechnology (Diploma)**

Kevin welcomed John Kent and Lisa Selvey to speak to the proposed program suspension for the Cytotechnology Diploma program.

John advised that this program was up for review in the past as intake for the program has declined. He noted that it is no longer viable to keep the program running. The information in the meeting package documented the steps taken for the proposed suspension. John noted that there is declining labour market demand for this area with the rise in automation. As such, fewer students are registering for the program. John advised that through consultations, he learned that there are no immediate employment opportunities for graduates. This is inconsistent with our promise to students to prepare them for a meaningful career.

Lisa Selvey advised that if the government approves the suspension, the program would not be terminated until the cohort has completed the program in December 2018.

Academic Council discussed the program with John and Lisa and agreed that it is prudent to recommend the suspension of the program.

***Moved by Jeffrey Trainor that the suspension of the existing Cytotechnology (diploma) be approved by Academic Council, and recommended to the Board of Governors for approval.***

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**Carried**

#### **4.2 Honorary Degree Awards**

Kevin provided biographical information to Academic Council on the recommendations from the Honorary Degree Sub-Committee for the nominees to receive an Honorary Degree Award at Convocation in May. The names and information on these recipients is confidential until they have been contacted and agree to accept their award at Convocation.

All were nominated for their significant achievements and/or contributions to the community.

***Moved by Garry Wilson that the four nominees to receive an Honorary Degree Award be accepted and recommended to the Board of Governors for approval.***

**Carried**

### **5. INFORMATION ITEMS**

#### **5.1 Honorary Degree Sub-Committee Terms of Reference – non-substantive changes**

Kevin advised that there were no substantive changes to the Terms of Reference for the Honorary Degree Sub-Committee and Academic Council accepted the changes for information.

### **6. PRESENTATION AND DISCUSSION**

#### **6.1 Update on NAIT 2021+**

Dr. Feltham provided a handout to Council of the draft of NAIT 2021+ for their review and comments/feedback. Glenn would be pleased to receive any and all comments on the document.

The key topics related to the Academic Mission are:

- Industry Services & Applied Research
- Enabling Skills
- Student Success

Glenn discussed each of these topics as they are described and will invite smaller groups from Academic Council to come together to discuss each of these topics.

#### **6.2 Scholarly Activity vs. Industry Services and Applied Research**

Dr. Sue Fitzsimmons presented on Scholarly Activity vs. Industry Services and Applied Research at NAIT. She noted that several years ago, the Government broadened our mandate to offer degrees and applied research. This changed how NAIT looked and was viewed externally.

Under Dr. Feltham's leadership and through feedback from the NAIT community, we defined what it meant to be a polytechnic. We then defined what "applied research" means in a

polytechnic – that it is industry driven, moves at the speed of industry, with industry holding the intellectual property. We are further defining applied research in relation to industry services – that applied research is a vital component of industry services.

At the same time, educating students is supported by instructor-driven scholarly activity – scholarship. We believe that in a polytechnic scholarly activity centre on two elements: remaining current (understanding best practice and emerging best practice in their field), and teaching excellence (continuing to build one’s teaching skills and pedagogical understandings). Sue further noted that this is consistent with how scholarly activity is defined by CAQC (Campus Alberta Quality Council) for polytechnics.

Discussion ensued with Academic Council on the various aspects of applied research and scholarly activity. It was suggested to include student research for Capstone projects as well.

Dr. Feltham thanked Sue for her insightful presentation.

## **7. NEXT MEETING**

Monday, March 19, 2018 at 2:00-4:00 p.m.

## **8. ADJOURNMENT**

***Moved by Garry Wilson that the meeting be adjourned at 4:00 p.m.***

***Carried***