



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

**ACADEMIC COUNCIL**

**Monday, March 19, 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	Jen Glenday
Garry Wilson	Dr. Alexander Ondrus	Len Sperling	David Wagstaff	Dr. Mohamed Elbarkouky
Gary Gora	Boni Ehmann	Doris Car	Brenda Needham	Naomi Pela
Calli-Rae Barker-Poole	Erick Estrada Aguirre			

**RESOURCES:** Sandy Timmer (recorder)

**GUESTS:** David McDine      Chris Fukushima      Craig Whitton      Willow Shelley

**REGRETS:** Jeff Mason      Robert Alan      Jeffrey Trainor

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**1. OPENING**

Dr. Feltham welcomed everyone to the last meeting to be held in the Governor's Boardroom, room O102P. He welcomed Jen Glenday as the new interim Registrar and Willow Shelley, a new NAITSA Executive member.

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

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

**Carried**

**1.2 Approval of the Minutes of the Meeting of February 5, 2018**

*Moved by Malcolm Haines that the minutes of the meeting of February 5, 2018 be approved as presented.*

**Carried**

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

Dr. Feltham discussed a recently released study of students entering post-secondary last year (2017). A “Wordle” (a word cloud) was included in the report. Of interest, a dominant word is “Polytechnic”. The study also detailed earnings of graduates. NAIT graduates earned above the Alberta average in every single category (certificates, diplomas, and degrees).

The Productivity and Innovation Centre continues to move towards completion. We have recently had several tours through the building including provincial government members and the Mayor and City Council members.

The budget from the provincial Government will be announced this week. We anticipate that the tuition freeze will continue, and that base funding will likely increase by 2%. Glenn commented that although some institutions have increased their international student tuition, NAIT will not be doing so this year.

Discussion ensued with Dr. Feltham and he concluded his update.

## **3. BUSINESS ARISING**

As Niki Anderson has departed NAIT, David McDine will provide the update on the progress of the Student Survey pilot. Kevin welcomed David to the meeting to present on the survey.

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

David McDine provided Academic Council with a brief overview of his background. David indicated that the survey pilot is working well with 66 volunteer instructors in the pilot. There has been beneficial feedback from the volunteer group. The survey is expected to be issued to students next week.

It was asked who will have access to the data and what will be done with the data once collected (what is the purpose of the data). David indicated that he will follow-up on the answer to who has access to the data. [Action Item] The results of the survey will go to the appropriate Chairs.

There were no further questions for David and he departed the meeting.

## **4. ADMINISTRATIVE ITEMS**

There were no Administrative Items for review.

## **5. INFORMATION ITEMS**

There were no Information Items for review.

## **6. PRESENTATION AND DISCUSSION**

### **6.1 Supporting Student Success**

Dr. Feltham welcomed Craig Whitton, Student Resolution Officer, and Chris Fukushima, Ombudsperson, to the meeting to present on Supporting Student Success.

Chris and Craig discussed their respective roles. Chris is involved where students have challenges with NAIT. Craig is responsible where NAIT has challenges with students. Both noted that the objective is to resolve situations at the lowest level before escalating. Listening and communication are the key tools to working towards resolution of an issue. Decisions must be transparent and consistent. Chris indicated that he reports to a committee, which makes the decision. There is overlap between the two roles on how to resolve issues and providing a fair and just decision.

Craig endeavours to coach students on conduct – restorative justice is used whenever possible. Craig also noted that instructors have approached him when there is a student conduct situation that needs his attention.

Both offices are focused on resolving student issues and improving the student experience at NAIT.

There were no additional questions for Craig or Chris and Dr. Feltham thanked them for their presentation.

## 6.2 Enabling Skills

Dr. Feltham introduced Dr. Alison Lewis who has taken the lead on Enabling Skills.

Enabling skills support students throughout their career. Alison noted that many people at NAIT have worked on this project. The five critical skills are:

- 1) **Communication** – communication is a key skill in any industry. It builds common understandings, supports effective decision-making and aligns with organizational values.
- 2) **Professionalism** – being professional in the workplace enables personal success and elevates not only the organization but the individual as well.
- 3) **Collaboration** – working together in the work place is essential to success. Success is not defined by an individual ability but by the achievement of collective outcomes.
- 4) **Problem solving** – being adept to exploring ideas and options, both in relation to the specific challenge(s) but also in relation to the organizational evolution is valuable to the organization and its success.
- 5) **Career Awareness** – being aware of the broad context of their industry or field and having an appreciation of how it is developed, where it is going, and how it fits into the broader economic and social landscape, will enhance a graduate's career.

These skills are valuable to all taking programming at NAIT.

Questions raised for Alison – how will these five skills impact the program objective for each program and how will we be able to measure that these skills have been achieved?

Alison advised that Angela Skuba, a teaching and learning specialist at NAIT, who has a strong background in developing enabling skills for the other institutions, will be the program lead. We have an advisory group that is made up of people from school leadership, program leadership, instructors and students. That advisory group will support how these skills can be included in programs and how objectives will be met. It will be purposeful where they are integrated.

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Alison indicated that we are hoping to have these skills published by the end of June.

Academic Council thanked Alison for her presentation.

**7. Update on NAIT 2021+**

Glenn indicated that he will bring forward relevant sections of NAIT 2021+ for groups from Academic Council to provide input.

**8. NEXT MEETING**

Monday, April 23, 2018 at 2:00-4:00 p.m. (Ernest's Dining Room – Small Side)

**9. ADJOURNMENT**

*Moved by Garry Wilson that the meeting be adjourned at 3:30 p.m.*

***Carried***