



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

**ACADEMIC COUNCIL**

**Monday, November 20, 2017  
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	Keith Meagher	Malcolm Haines	Anna Foshay
Garry Wilson	Dr. Alexander Ondrus	Len Sperling	David Wagstaff	Dr. Mohammed Elbarkouky
Gary Gora	Boni Ehmann	Jeff Mason	Brenda Needham	Naomi Pela
Calli-Rae Barker-Poole	Robert Alan	Jeffrey Trainor	Erick Estrada Aguirre	

**RESOURCES:** Sandy Timmer (recorder)

**GUESTS:** Sonia Jevne Susan Maheden

**REGRETS:** Dr. Ray Block Doris Car

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**1. Opening**

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

***Moved by Anna Foshay that the Agenda be approved as presented.***

***Carried***

**1.2 Approval of the Minutes of the Meeting of September 18, 2017**

The minutes were reviewed and accepted.

***Moved by Malcolm Haines that the minutes of September 18, 2017 be approved as presented.***

***Carried***

**2. Update from the President**

Dr. Feltham opened the meeting by explaining to Academic Council that there would be an institutional focus this year on the development of NAIT 2021+ – an updated vision for NAIT. He

further noted that this would provide an opportunity for Academic Council to provide direction on our academic mission. He further noted that NAIT 2021+ would be a focus of the Board this year.

Glenn then discussed his tour to WorldSkills in Abu Dhabi. WorldSkills is essentially the Olympics of skilled trades. NAIT had three competitors at the competition – NAIT can be proud of their accomplishments. But we have much to learn from the other countries who are at this skills competition.

From Abu Dhabi, Glenn, Kevin and Malcolm visited skilled trades' high schools, innovation centres, and world-leading sport institutes in Europe. Glenn discussed the skilled trades' high school they visited in Bolzano, Italy – a school Glenn believes is likely the world's best high school in the skilled trades. Glenn noted the parity of esteem is evident in the school.

A brief discussion with Council and Dr. Feltham was held and he then concluded his report.

### **3. Business Arising**

There was no business arising from the last meeting.

### **4. Administrative Items**

#### **4.1 Proposed Program Suspensions**

Kevin welcomed Sonia Jevne, from Program Pathways, to speak to the program suspension items.

##### **4.1.1 Industrial Sector Emergency Management Certificate**

Sonia spoke to the first program that is proposed for suspension. The Industrial Sector Emergency Management Certificate is recommended for suspension. The program no longer meets the needs of Emergency Management professionals who are entering the field. The program is being recommended for suspension in order to re-envision and re-develop it to meet current industry needs.

Sonia advised that there is no reduction in FLEs or impact to staff as this program is all on-line. The date for the program to be re-instituted is still to be determined.

*Moved by Anna Foshay that the suspension of the existing Industrial Sector Emergency Management (certificate) be approved by Academic Council, and recommended to the Board of Governors for approval.*

*Carried*

##### **4.1.2 Public Sector Emergency Management Certificate**

Sonia advised that this certificate program follows the same criteria for suspension as the Industrial Sector Emergency Management Certificate. The Council discussed this suspension with Sonia.

*Moved by Dr. Mohammed Elbarkouky that the suspension of the existing Public Sector Emergency Management (certificate) be approved by Academic Council, and recommended to the Board of Governors for approval.*

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*Carried*

## **4.2 Proposed New Programs**

Sonia then spoke to two new programs being put forward for approval. Sonia indicated that both the Instrumentation Engineering Technology and Chemical Technology programs have put forward proposals to create a duplicate program record. This means that there will be two parchments available for each program – the second for students that enrolled in co-op. This will not affect FLEs. Students will apply into the regular program and, if they are eligible for co-op positions, will be transferred into the co-op program record. They will then graduate with a Chemical Technology Program Co-op parchment or an Instrumentation Engineering Technology Co-op parchment.

Discussion ensued on the programs. It was noted that the Co-op placement does not off-set other courses. Students in the Co-op program will have additional credits. The primary advantage to these co-op placements is to allow students who do not have relevant prior work experience in these areas to gain that experience.

### **4.2.1 Instrumentation Engineering Technology Co-op Diploma**

*Moved by Anna Foshay that the new program, Instrumentation Engineering Technology Co-op (diploma), be approved by Academic Council, and recommended to the Board of Governors for approval.*

*Carried*

### **4.2.2 Chemical Technology Co-op Diploma**

*Moved by Erick Estrada Aguirre that the new program, Chemical Technology Co-op (diploma), be approved by Academic Council, and recommended to the Board of Governors for approval.*

*Carried*

## **4.1 Scholarships and Bursaries Policy (Susan Maheden)**

Kevin then introduced Susan Maheden who spoke to the Scholarships and Bursaries Policy. Susan advised that she was speaking on behalf of Advancement as this is their policy.

Susan indicated that this policy is a refresh of the previous policy and guideline from 2006. This policy is coming to Academic Council as under the *Post-Secondary Learning Act* Academic Council is to review all items in regards to awards and scholarships.

Discussion took place on scholarships and bursaries procedures and requirements. A question was raised on Endowments and grandfathering endowment values prior to the new guidelines. Susan will look into this and provide that information back to Academic Council. [Action item]

A question was raised on the balance between scholarships and bursaries – awards based on achievement and need, respectively. Some donors express where they wish their donations to go. Susan will take the comments raised and bring them to the policy writers to ensure clarity. [Action item]

Dr. Feltham recommended that the motion be made subject to the modifications raised and have a report come back to Academic Council with the modifications as suggested.

*Moved by Dr. Mohamed Elbarkouky that the Scholarships and Bursaries Policy and Procedure be accepted by Academic Council and recommended to the Board of Governors for approval, subject to the amendments as recommended by Academic Council and report to Academic Council on the changes.*

*Carried*

#### **4.2 Faculty Emeritus Awards (Kevin Shufflebotham)**

Nominations to receive the Faculty Emeritus Award were received by the Faculty Emeritus Sub-Committee. Kevin noted that there were eight applications submitted to the Committee for this award. This is an honorary title given to retired instructors for recognition by students, peers and their superiors. One of the criteria to receive this award is that the instructor made a contribution and an impact to the students' learning experience. They are living the NAIT values.

Kevin advised that the awards are presented at the Long Service Awards in January.

Of the eight nominations, five were selected. Kevin provided a brief bio on each of the nominees.

*Moved by Kevin Shufflebotham that the following individuals receive a Faculty Emeritus Award:*

- *Sam Fefferman*
- *Al Green*
- *Robin Leech (posthumously)*
- *Laurie Semotiuk*
- *Leanne Telford*

*Carried*

#### **4.3 NAIT Standard Survey on Instruction (NSSI) (Niki Anderson)**

Niki Anderson was welcomed into the meeting to provide Academic Council with a presentation on the NAIT Standard Survey on Instruction (NSSI). Niki discussed how the survey will work, its timing and implementation.

Niki informed Academic Council that we will be introducing a survey. There is still testing to be done and Academic Council will be advised when this survey will be implemented. The survey on instruction will be consistent institution-wide and will be repeated over time. It will be an additional source of information that supports faculty development and performance. The survey will be one part of larger holistic feedback for instructors. It will not be used as a sole indicator of instructor performance. Niki wants to ensure that the survey will be accurate, efficient and adopted.

Why do we need a survey on instruction? Niki indicated that:

- 1) Students have asked for it.
- 2) Having timely and consistent data for how students perceive their instruction is a helpful measure on what we are doing.
- 3) The governing body that issues degrees requires this measurement.
- 4) Many NAIT employees have asked for it.

Testing will start in the winter term with 100 volunteer instructors. If all goes well with the testing and results, it is hoped to have this ready to go for September 2018. It is anticipated that the instrument will be administered at approximately 70% of the way through the course.

The timing of the survey for the apprentices will be advised by Niki. For one-offs, these will be addressed separately.

Surveys will be done in class time and is voluntary for students. There is one survey per course with the instructor validating the course information first. It will be mandatory for instructors to give students the opportunity to do the survey.

Discussion ensued. Dr. Feltham invited Ms. Anderson to provide a progress report on the survey for the next Academic Council meeting.

## **5. INFORMATION ITEMS**

### **5.1 Faculty Emeritus Terms of Reference – non-substantive changes**

Kevin indicated that the Terms of Reference were reviewed by the sub-committee to ensure they are relevant and meet our needs. There was a slight amendment for clarity but no substantive changes were made. The Terms of Reference were accepted for information.

## **6. PRESENTATION AND DISCUSSION – Role of Academic Council in NAIT 2021+ (Dr. Glenn Feltham)**

Dr. Feltham indicated that an important focus for Academic Council this year will be the updating of our vision to create NAIT 2021+. He discussed the role of Academic Council in this process – that of reviewing elements of the vision related to our academic mission.

It was suggested that we may have subgroups of Academic Council work on various elements of the vision document and then have those presented back to Academic Council. We will focus on areas related to NAIT's Academic Mission. These will likely include enabling skills, the notion of best practice and emerging best practice, lifelong learning pathways, and international.

Glenn invited everyone to start thinking about NAIT 2021+ from an academic mission lens. He asked that people forward suggestions or ideas to him.

## **7. NEXT MEETING**

Monday, February 5, 2018 at 2:00-4:00 p.m.

## **8. ADJOURNMENT**

*Moved by Dr. Glenn Feltham that the meeting be adjourned at 4:08 p.m.*

*Carried*