



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

ACADEMIC COUNCIL

**Monday, September 18, 2017
2:00 p.m. to 4:00 p.m.
Governor's Boardroom O102P**

MINUTES

PRESENT:

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

RESOURCES: Dr. Ray Block Sandy Timmer (recorder)

GUESTS: Tracey Scarlett, Susan Maheden, Craig Whitton, Sonia Jevne

REGRETS: Jeff Mason

1. Opening

1.1 Call to Order and Approval of the Agenda

Dr. Glenn Feltham, Chair of Academic Council, called the meeting to order at 2:00 p.m. and welcomed everyone to the first official Academic Council meeting of the year. He expressed regret that he was unable to attend the Academic Council Orientation on September 11th as he was in China.

Dr. Feltham started with a President's Update and provided a brief summary of his recent trip to China. His visit to China was to attend the 70th Anniversary of Heilongjiang University of Science and Technology (HUST) – a longstanding partner of NAIT. He noted that having NAIT representation at the event meant a great deal to HUST, and was important to the partnership.

While in China Dr. Feltham also had a chance to visit the BYD electric bus plant in Hangzhou. In the spring, Dr. Feltham visited Beijing to sign a Letter of Intent with BYD, the Province and SAIT to develop curriculum for the repair and maintenance of electric buses. Having an opportunity to see a manufacturing plant first-hand was an amazing experience. It demonstrated to Glenn how competitive the world has become, the importance of being nimble, and the critical role polytechnics need to play in this competitive environment.

Glenn then spoke on our vision. He noted that, six years ago, we created a vision – NAIT 2021. Its development was inclusive. Over 2500 people were involved in its development including staff, students, alumni, industry, and the provincial government. For the last six years, this vision has guided our institution.

Glenn noted that much has been accomplished over this period, including many of the aspirations set out in this vision document including the building of CAT. Some important accomplishments even went beyond what we had envisioned. But also, over this period, much in the environment has changed. Further, our understanding of what it means to be a leading polytechnic has evolved.

Glenn noted that over the course of this academic year we will affirm core elements of NAIT 2021, and update the document to NAIT 2021+. He further noted that the purpose of this is not to create a new vision, but rather to ensure that our vision remains current and aspirational.

At our next meeting, Glenn stated that Academic Council would look at core elements of NAIT 2021 that relate to the Academic Mission, and discuss how these will relate to the updated vision plan. Throughout the year, Glenn will ask Academic Council to provide input into relevant elements of NAIT 2021+.

Glenn then discussed growth. He noted that growth at the institution continues in the credit programs. He further noted that we need to be purposeful in how we grow. It must relate to our promises to students, industry and Alberta.

Development around campus continues at a torrid pace. Recently, the City announced that they had reached an agreement with NAIT to move forward with the Blatchford lands development. Glenn noted that this agreement is still in broad terms, and that there are still important elements that need to be worked out. Once this agreement comes to fruition and NAIT is able to build on the Blatchford lands, this will enable us to consolidate almost all of our programs onto this single campus. He noted, however, that Spruce Grove is also critical to our future for programs and activities that are not suitable to an inner-city campus (e.g., crane and hoisting).

PIC continues to move towards completion – the project must be substantially completed by April 2018. Thus far, we are tracking to be on schedule and on budget. We continue to work on the operating model for PIC. Further updates will be provided at upcoming meetings of Academic Council as the model is further defined.

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

Carried

1.2 Approval of the Minutes of the Meeting of April 24, 2017

The minutes were reviewed and no changes were noted.

Moved by Anna Foshay that the minutes of April 24, 2017 be approved as presented.

Carried

2. Business Arising

There was no business arising from the last meeting.

3. Administration

3.1 Academic Council Constitution and By-laws

Kevin Shufflebotham noted that the Constitution and By-laws of Academic Council are reviewed annually. The Constitution was recently updated and approved at the May 16, 2017 Board of Governors meeting to approve the splitting of the Academic Portfolio to have a VP Academic and a Provost as two separate positions. There were no new changes to recommend.

Academic Council accepted the Constitution and By-laws as presented.

3.2 Sub-Committees of Academic Council Terms of Reference and Membership

3.2.1 Faculty Emeritus Sub-committee

The Terms of Reference for the sub-committee were reviewed and no changes were made.

Members of the Faculty Emeritus Sub-Committee will be:

- Kevin Shufflebotham – Chair
- Dr. Mohamed Elbarkouky – NASA rep
- Dr. Alex Ondrus – NASA rep
- Naomi Pela – NAITSA rep
- Doris Car – NAITSA rep

3.2.2 Honorary Degree Sub-committee

The Terms of Reference for the sub-committee were reviewed and no changes were made.

Members of the Honorary Degree Sub-Committee will be:

- Kevin Shufflebotham – Chair
- Mike Meldrum – Corporate Communications Representative
- Boni Ehmann – NASA rep
- Gary Gora – NASA rep
- Calli-Rae Barker Poole – NAITSA rep

3.2.3 Instructional Excellence Sub-committee

The Terms of Reference for the sub-committee were reviewed and no changes were made.

Members of the Instructional Excellence Sub-Committee will be:

- David Wagstaff – NASA rep
- Len Sperling – NASA rep
- VP Academic – NAITSA* rep (currently Brenda Needham)
- VP Student Services – NAITSA* rep (currently Calli-Rae Barker-Poole)
- TBA – Learning and Teaching Commons Executive Director

*It was advised that as this Committee's term runs over the term of the current NAITSA Executive to the new NAITSA Executive, it was recommended by NAITSA that the next VP-elect Academic and VP-elect Student Services will sit on this Committee. There were no concerns raised with this recommendation.

The remaining non-Academic Council members to be populated by the Chair of the Sub-Committee.

3.2.4 Academic Policy Sub-committee

The Terms of Reference for the sub-committee were reviewed as non-substantive changes were recommended. The Committee approved these recommended changes.

Moved by Anna Foshay that the revised Terms of Reference for the Academic Policy Committee be approved as presented.

Carried

Members of the Academic Policy Sub-Committee will be:

- Keith Meagher – Board member
- Malcolm Haines – Dean
- Anna Foshay – Registrar
- Karen Bennett – Policy Advisor
- John Kent – Director-Program, Pathway, and Enrolment Planning
- Clint Galloway – Director-Student Well-being and Community Administration
- Gary Gora – NASA rep
- Dr. Alex Ondrus – NASA rep
- Robert Alan – NAITSA rep (Doris Car will attend when Robert is unable)
- Brenda Needham – NAITSA rep
- Susan Maheden – Project Manager

Moved by Dr. Mohamed Elbarkouky that the Terms of Reference for all Sub-committees of Academic Council are accepted as presented and members of each Sub-committee are accepted as appointed.

Carried

3.3 Bachelor of Business Administration – Health Stream Update

Kevin welcomed Tracey Scarlett, Dean of the JR Shaw School of Business, to the meeting to speak to the update on a new degree program being developed in the School of Business and the School of Health and Life Sciences. Market research is currently being undertaken to determine market needs.

Tracey updated Council that several discussions have taken place since the original presentation to Academic Council in April. She noted that this is a significant opportunity for NAIT and we are hoping to fast-track the development of the program to be in place for the academic year in 2019. Because of the fast-track, we will need to bring in external resources to help in the development of the program. There are many steps that will have to be completed before this program is brought for recommendation to Academic Council.

Tracey will return to Academic Council at a later meeting to provide a further update on the progress of the development of the program. Dr. Feltham affirmed the importance of pathways at NAIT – that pathways should be seamless with students having life-long learning opportunities. He thanked Tracey and Rick Trimp for all their efforts to advance this initiative forward.

There were no questions for Tracey and she departed the meeting.

3.4 Sexual Violence Prevention Policy and Procedures

Susan Maheden and Craig Whitton joined the meeting to discuss the policy and procedures for Sexual Violence Prevention. Dr. Feltham noted that all 26 post-secondary institutes are working with the government on a broader framework for institutions on sexual violence for adoption across the entire system. There was an overwhelming response from students across the system to have a policy implemented at all institutions.

Susan advised that the Sexual Violence Prevention Policy and Procedures were approved in the spring but some non-substantive changes have been made. These will go to the Board of Governors for information. Our Policy and Procedures were developed based on the provincial framework and we looked at best practices across Canada as well. Our Policy and Procedures were vetted through internal stakeholders and also sent out for external consultation. The recent changes included the creation of the Student Resolution Office and added in the Student Resolution Officer's roles and responsibilities into the Policy and Procedures. Susan also noted the few other changes made. This is part of a larger project to create a more robust sexual violence prevention training program at institutes.

These documents are provided to Academic Council for review and discussion for any non-substantive changes but approval is not required.

The documents were discussed and accepted for information.

3.5 Student Rights and Responsibilities Policy and Procedures

Craig Whitton described his role as the Student Resolution Officer. He is independent in his role. He is working to create an environment that is approachable and behaviour is supportive of the educational experience.

Craig described how the policy and procedures for Student Rights and Responsibilities were developed – they were based on the University of Michigan's spectrum model and redefined to provide a polytechnic context. Best practice was also reviewed as to what is done to resolve conflict with students and the institute.

This new policy and procedures are built on an existing policy. This is a living document and amendments may be made as needed. These documents are presented to Academic Council for information purposes, and to obtain feedback. These documents have been reviewed by Provost's Council and approved in principle by Executive Committee. Craig noted that this Policy and Procedures are scheduled for a full review in April 2018 to capture any recommended changes that arise.

The documents were reviewed and discussed by Council and accepted for information.

Susan Maheden and Craig Whitton then departed the meeting.

3.6 Bachelor of Applied Business Administration – Accounting: proposed program suspension

Sonia Jevne, Coordinator for Programs and Pathways, was invited to speak to the proposed program suspension in the Bachelor of Applied Business Administration program.

She advised that when a program is recommended for suspension, it can then be moved for termination or put into abeyance for future use. In this case, the Bachelor of Applied Business Administration – Accounting degree is recommended for termination. The original three-year degree was approved in 2007 and was accredited to lead to CA, CMA or CGA certification. But now the CA, CMA and CGA programs have all been amalgamated into one program – the CPA (Chartered Professional Accountant) Program which requires a 4-year program. As such, our program is no longer relevant to students as it does not lead to a designation. Enrolments have declined as it is not meeting the needs of industry. As well, this program was causing confusion in industry as an Applied degree.

Sonia indicated that students currently enrolled in the program were informed of the changes to the program and offered a transfer to a BBA degree. Sonia also noted that a suspension period has to be determined before applying for termination to allow adequate time for students enrolled in the program to complete it. The program will be open until December 2020 to ensure that all students currently registered are able to complete the program.

Discussion ensued on the program and the suspension.

Moved by Anna Foshay that the suspension of the existing Bachelor of Applied Business Administration in Accounting be approved by Academic Council and recommended to the Board of Governors for approval.

Carried

4. Information Items

The list of the Board of Governors members was accepted for information.

5. Presentation

There was no presentation for the meeting today.

6. Open Questions to the Chair

No further questions were raised for the Chair.

7. Next Meeting

The next meeting is Monday, November 20, 2017 at 2:00 p.m.

8. Adjournment

Moved by Garry Wilson that the meeting be adjourned at 3:40 p.m.

Carried