



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

**ACADEMIC COUNCIL**

**Monday, March 18, 2019  
2:00 p.m. to 4:00 p.m.  
Governor's Boardroom T811**

**AGENDA**

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**PRESENT:**

Dr. Glenn Feltham (Chair)	Dr. Sue Fitzsimmons	Sandra Marocco	David Migadel	Jamie Corfield
	Malcolm Haines	Jen Glenday	Garry Wilson	Dr. Alexander Ondrus
Gary Gora	Boni Ehmann	Dong Ye	Robert Ackroyd	
Naomi Pela	Karen Velasco	Willow Shelley	Aleksandra Jaruga	Chaimae Janah

**RESOURCES:** Dr. Ray Block Sandy Timmer (recorder)

**GUESTS:** Susan Maheden Gail Wall

**REGRETS:** Colin Doucet Brenda Needham

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**1. OPENING**

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

Dr. Feltham welcomed everyone to the meeting and called it to order at 2:00 p.m. Dr. Feltham welcome new member, Sonja Wojdak, to Academic Council.

Dr. Feltham asked if any members of Academic Council has conflicts of interest to declare for today's agenda. No conflicts of interest were declared by the members.

***Moved by Robert Ackroyd that the Agenda be approved as presented.***

***Carried***

**1.2 Approval of the Minutes of the Meeting of February 4, 2019**

***Moved by Jamie Corfield that the Minutes of the meeting of February 4, 2019 be approved as presented.***

***Carried***

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

Dr. Feltham touched on the Blatchford announcement on February 6<sup>th</sup> and how Blatchford will impact our academic mission. He advised that it secured NAIT's future. It will allow NAIT to grow, to enhance our student experience, to meet the needs of students and industry, and be a part of a new vibrant community. Dr. Feltham noted that we have started the process of updating our campus plan to include this new parcel of land as well as the Bus Barns land. We will be engaging many stakeholders across NAIT, including Academic Council, to provide input into the future of our campus.

It was also noted that with the upcoming elections, both provincial and federal, we are continuing our dialogue with all parties to remind them of the need for polytechnic education and to ensure Alberta remains competitive.

## **3. BUSINESS ARISING**

### **3.1 Honorary Degree Recipients for Convocation**

Dr. Feltham thanked Academic Council for their asynchronous vote after the last Council meeting for the additional honorary degree recipients. Academic Council was then asked for an asynchronous vote for acceptance and recommendation for approval by the Board.

It was noted that a review of the process for nominations for Honorary Degree and Faculty Emeritus will be undertaken before the next new academic year.

## **4. ADMINISTRATION**

There were no administration items to address.

## **5. INFORMATION ITEMS**

There were no new information items for Academic Council.

## **6. PRESENTATIONS:**

- Introduction to Scheduling

Dr. Feltham invited Susan Maheden to introduce Gail Wall from the Scheduling Office. Ms. Wall has been working in scheduling for about 11 years, the past six years at NAIT. Gail noted that scheduling at NAIT has existed since 1979 in some form or capacity.

Gail provided a presentation on the Scheduling Office. She reported that in 2013, the programming in the Scheduling Office was changed to meet the needs of NAIT 2021. We moved to a more centralized process and away from manual processes. We moved to a model where "all space is NAIT space" to more effectively use the classrooms and labs. The new software provided better management of the spaces. Ms. Wall noted that feedback was received from stakeholders and an external consultant was hired to provide recommendations. An advisory committee was struck that had members from across NAIT.

The new model has dedicated personnel from Scheduling which has helped the Office better understand the needs of the schools. Gail advised that there is a robust policy and procedure developed which is currently working through the approval process. Gail reviewed the principles of the scheduling function:

- All NAIT space is a shared resource, managed through the global scheduling function
- Schedule stability facilitates timely program progression for students, and is achieved through advanced planning
- NAIT endeavours to keep the published schedule intact
- Quality of the global schedule is a shared responsibility
- High quality schedules will be measured using scheduling parameters

It was requested to have a copy of the policy and procedures for the second part of the Scheduling Office presentation at the April Academic Council meeting. (Action Item)

Gail presented the overall function of the Scheduling Office:

- Centralized model focuses on a repository of information, versus the 'scheduling office'
- Collaboration with departments keeps process before technology
- Global understanding of space inventory
- Programs are working to be proactive instead of reactive
- Guiding committee of stakeholders

At the next Academic Council meeting in April, Gail and Susan will discuss scheduling functions further.

The Council members discussed scheduling with Ms. Wall. More on this topic will be provided at the next Academic Council meeting. Ms. Maheden and Ms. Wall then departed the meeting.

Dr. Feltham then moved on to the next subject for discussion with Academic Council.

- NAIT 2021+

Dr. Feltham reviewed the draft of the updated version of NAIT 2021+. Glenn noted that we are near the end of the consultations, and asked for members to provide him with any final feedback for changes or items missing. He advised that he will hold two Town Halls and a meeting with President's Council in the coming weeks. It is intended that the Board will then review the final draft at their strategic planning meeting in early April and then have this approved by the Board at their last meeting of the academic year at the end of May.

Glenn further advised that Sue is working on an update to our framework for strategic planning.

Dr. Fitzsimmons then provided a presentation on the renewed Strategic Plan for NAIT. Sue noted that the current strategic plan was created in 2015 to align with NAIT 2021, but now needs to be refreshed to align with the updated vision in NAIT 2021+. The Strategic Plan is driven by our vision document. It also has to be responsive to the priorities set by the provincial government. The

Strategic Plan articulates a set of common outcomes and broad strategies that apply to every single area within NAIT.

Sue commented that our Academic Plan was also created in 2015 and was intended to provide a strategic direction for the academic portfolio. The Academic Plan helped to clarify the academic mission and what was needed to achieve that mission. It also had value for external viewers to understand the academic mission.

So now the focus will be on updating our Strategic Plan to ensure we will meet our vision in NAIT 2021+.

A brief discussion ensued with Academic Council members on the refreshed Strategic Plan framework and Sue then concluded her presentation.

## **7. NEXT MEETING**

Monday, April 15, 2019 at 2:00-4:00 p.m. in Ernest's Dining Room, small side.

## **8. ADJOURNMENT**

*Moved by Garry Wilson that the meeting be adjourned at 3:55 p.m.*

*Carried*