



## NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

### **ACADEMIC COUNCIL**

**Monday, November 20, 2023  
2:00 pm – 4:00 pm  
via Microsoft Teams**

### **MINUTES**

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#### **MEMBERS PRESENT:**

Peter Leclaire (Chair)	Jen Crothers	Jodi Howick	Matt Lindberg
Dennis Sheppard	Denise MacIver	Shauna MacDonald	Steve Chattaroon
Jocelyn Crocker	Jackie MacDuffie	Max Varela Arevalo	Spenser Rawluk
Starr Zhang	Tyleen Saison	Marina Bruno	Travis Luscombe
Jenna Williams	Poojan Ribbonwala	Mubshra Arshad	Eduardo Lembcke

#### **REGRETS:**

Gerard Hayes

#### **RESOURCE:**

Lynda Robertson

#### **GUESTS:**

Natasja Saranchuk      Susan Maheden      Alana Fukushima

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### **1. OPENING**

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

Peter Leclaire welcomed everyone and called the meeting to order.

Jodi Howick declared a conflict of interest and would abstain from voting on proposals she was personally involved with.

There were no additions to the agenda.

***Moved by Denise MacIver that the agenda be approved as presented.***

***Seconded, Carried***

## **2. CONSENT AGENDA**

### **2.1. Accepting Minutes and Proposals**

**2.1.1.** Approval of the Minutes of Academic Council for the meeting held October 23, 2023

**2.1.2.** Academic Council recommends the Board of Governors approve the proposal to change Bachelor of Technology to Bachelor of Technology in Management.

**2.1.3.** Academic Council recommends the Board of Governors approve the proposal for the termination of Geoscience Technology - Exploration.

***Moved by Dennis Sheppard that the Consent Agenda items be approved as presented.***

***Seconded, Carried***

## **3. BUSINESS ARISING FROM PREVIOUS MEETING**

To be brought forward to a future meeting.

***ACTION: Academic Excellence will bring a draft process on Paused Admission forward to the next Academic Council meeting with the intent to provide clear guidelines around pausing of enrolment and the differences between pausing and suspension.***

## **4. ACADEMIC UPDATE**

Peter Leclaire provided an update on enrolment – both Domestic and International – and where it follows suit into a strategic enrolment management plan to help grow enrolment by creating efficiencies and increase access.

Peter Leclaire provided an update on the plans moving forward for the Advanced Skills Centre.

## **5. ADMINISTRATION**

### **5.1. Academic Integrity Policy and Academic Misconduct Procedure**

Jodi Howick and Alana Fukushima led Academic Council through a presentation on the Academic Integrity Policy and Academic Misconduct Procedure, explaining the serious need for such a policy to create a culture of academic integrity. Intended as an interim policy and procedure – edits will be noted for clarity.

Academic integrity goes beyond academic misconduct. Ensuring the process support administration fairness and experience of students and instructors. New process allows for a more streamlined approach.

Section 5.3.1 of the procedure changed to: *If a Sanction will result in a reasonable certainty that the student will fail the course at the time the decision is made and impacts academic progression or the ability to make a full course load the decision will be reviewed by the Associate Dean Academic.*

Section 7.2.3 of the procedure changed to: *The appropriate process was not followed, was demonstrably unfair, or flawed.*

***UPDATED MOTION: Moved by Max Varela Arevalo that Academic Council approve the working Academic Integrity policy and procedure (with modifications as noted to 5.3.1 and 7.2.3) with mandatory review brought back to Academic Council in April.***

***Seconded, Carried***

## **5.2. Program Suspensions**

### **5.2.1. Applied Financial Services certificate**

Jodi Howick led Academic Council through a presentation to support the proposal for suspension for the Applied Financial Services certificate. Jodi explained the process and steps that were taken to come to this decision and the benefit of evolving the certificate into a diploma by merging with the Finance Diploma which will also provide an additional pathway for International Students.

Next steps will require Ministry approval, stop out student communication and accommodation, complete active student and moving the curriculum to the diploma.

***Moved by Denise MacIver that the Suspension Proposal for Applied Financial Services certificate be recommended for approval by the Board of Governors.***

***Seconded, Carried***

### **5.2.2. Photographic Technology diploma**

Dennis Sheppard and Sonja Gauvin led Academic Council through the history, steps taken, and process used to come to the decision to bring forward the proposal for suspension of the Photographic Technology Diploma and answered all questions that followed. The second time this proposal has come forward for consideration, the due diligence in further investigation produced even greater evidence in support of the suspension and uncovered support to bring forward a one-year certificate program for consideration. (later in this meeting)

The suspension motion was defeated in the spring because there were gaps that could not be answered. That information has since been gathered and a new decision based on a big body of evidence is why we are back here today with the suspension proposal.

Fiscal constraint would make it very difficult to support both a diploma and a certificate program and does not allow for clear and concise programming.

Very little implication to study permits for international students – historically, photography has 1-2 international students

Removal of the career investigation in was questioned – however the reduction of students continuing in the second year of the program had begun before the removal.

***Moved by Dennis Sheppard that the Suspension Proposal for Photographic Technology diploma be recommended for approval by the Board of Governors.***

***9 Opposed 5 In favor Motion defeated.***

***Action: Photographic Technology diploma discussed at next meeting.***

### **5.2.3. Bachelor of Technology in Construction Management**

Dennis Sheppard led Academic Council through the history, steps taken, and process used to come to the decision to bring forward the proposal for suspension of the Bachelor of Technology in Construction Management. The second time this proposal has come forward for consideration, the due diligence in further investigation produced even greater evidence in support of the suspension.

No questions were asked by council members.

***Moved by Jodi Howick that the Suspension Proposal for Bachelor of Technology in Construction Management be recommended for approval by the Board of Governors.***

### **5.3. New Program Proposals**

#### **5.3.1. Leadership in Healthcare post diploma certificate**

Denise MacIver reviewed the proposal for creation of a Leadership in Healthcare post-diploma certificate. Unique in that it is 100% online, flexible and tailored to the working professional. Letters of Support included in the proposal reflect support for the Allied Health Professional (everything except nurses and doctors). Program requirements offer a pathway for both healthcare and non-health related graduates.

***Moved by Denise MacIver that the new program proposal for Leadership in Healthcare post-diploma certificate be recommended for approval by the Board of Governors.***

**Seconded, Carried**

#### **5.3.2. Advanced Carpentry Technology diploma and co-op**

Matt Lindberg reviewed the proposal for creation of an Advanced Carpentry Technology diploma and co-op, the first co-op opportunity in a trade recognized in Alberta.

The diploma creates an additional pathway for individuals entering the carpentry trade, including newcomers and international students who are currently not eligible for an apprenticeship pathway.

No questions were asked following the review.

***Moved by Jocelyn Crocker that the new program proposal for Advanced Carpentry Technology diploma and co-op be recommended for approval by the Board of Governors.***

**Seconded, Carried**

#### **5.3.3. Applied Photography certificate**

Dennis Sheppard and Sonja Gauvin reviewed the proposal for an Applied Photography certificate program that was found after further investigation into the proposed suspension of the 2-year Photography Diploma program and answered all following questions.

High demand program aligned with what students and employers are looking for. An opportunity to create a pathway for students who are looking with this option.

1 year certificate with WIL opportunity built in. Proposed enrolment of 35 with proposed graduation of 30 each year.

The data found demonstrates the diploma is not what students and industry are looking for and NAIT has an opportunity to grow and evolve the program forward with the new 1-year certificate proposal that will allow for increased enrolment.

***Moved by Matt Lindberg that the new program proposal for Applied Photography certificate be recommended for approval by the Board of Governors.***

***8 Opposed, 7 In favor Motion defeated***

#### **5.4. Instructional Assistants**

The use of Instructional Assistant II's in the classroom was brought forward by Shauna MacDonald and Tyleen Saison.

Discussion continued around concern on the academic implications of having an IA II replacing instructors in the classrooms and the following questions were posted that NASA feels have been left unanswered:

- What is the academic problem NAIT sought to solve by introducing IA IIs?
- What are NAIT's projections going forward for IA IIs and NASA Instructors? What proportion should students expect?
- What research did NAIT review to determine that replacing a full scope Instructor with a secondary Instructor unable to perform the full scope of Instructor work would be of benefit to students?
- What other evidence did NAIT gather to determine that this would improve academic outcomes?
- What other institutes successfully deploy the educational plan NAIT is moving towards? What ratio of Instructor to IA do they use?
- Why did NAIT decide that this position should be introduced without any consultation with NASA/students/AC?
- What plans does NAIT have to communicate the new role to students and to help them understand how this new role can/cannot support them in their learning?
- Will BMI be mandatory for IA IIs? Will NSSI?

NAITSA wants to ensure the universal education experience is not affected by IA IIs in classrooms and is worried about a negative impact on their learning experience.

While these roles have been applied elsewhere successfully and, in some institutions are standard practice, it was explained that these roles are meant as support in spaces where instructors are present, following the direction of and supporting the lead instructor and are often used for safety reasons.

IA II's are not alone in the classroom. They are there to support instructors along with whatever staffing complement is determined necessary for that course. It is a business decision to evaluate what type of support is best for the classroom and making decisions from there.

The appropriateness of this for Academic Council and whether or not Council should be weighing in on this subject was questioned. Should these concerns progress through forums such as grievances through the Alberta Relations Board? It is not clear on what Academic Council is hoping to get from asking the Board to weigh in on something when there are formal forums for these conversations and decisions.

Differing opinions on how Council members are interpreting *replacement* was discussed. Student experience is absolutely an important concern, and we achieve that by having Instructors in all the classes in the event we have an IA II supporting them. However, there might be an opportunity to do things differently, and we all have an accountability to look at our business and how we are operating and figure out the most efficient way to do that. In those cases sometimes, the decision might be to bring in an IA II.

NASA disagrees, insisting that instructors are being removed from classrooms and replaced by IA IIs.

***Moved by Shauna MacDonald that the Academic Council recommends to the Board of Governors a complete review of the Instructional Assistant II position and its use to replace instructors in classrooms, labs, and/or shops.***

***6 Opposed, 9 In favor Motion carried***

## **6. NEW BUSINESS**

There was no new business brought forward.

## **7. NEXT MEETING**

Monday, February 12, 2024, from 2:00 pm to 4:00 pm

## **8. ADJOURNMENT**

***Moved by Jodi Howick that the meeting be adjourned at 5:31 pm.***

***Seconded, Carried***