

**Royal Roads University
ACADEMIC COUNCIL
APRIL 15, 1998**

MINUTES

PRESENT	COUNCIL MEMBERS	EX OFFICIO MEMBERS
	Jim Bayer	Ramona Lumpkin, Chair
	Anton Boegman	Peter Turner
	Steve Grundy	David Krauel
	Laurie Maslak	Gerry Kelly
	Stacey Foley	Don MacMillan
	Tom Hickman	Rosemary Smedley, Recording
	Doug Bright	
	Monique Cikaliuk	
	Robert Gale	
ABSENT	Rick Roskin	
	Gerry Nixon	
	Jim McTaggart-Cowan	

1. Call to Order

Meeting was called to order by the Chair at 2:38 pm.

2. Approval of the Agenda

Under "Other Business" two items were added:

- a) Microsoft Certified Systems Engineer (MCSE) Course
- b) AUCC Membership

3. Approval of March 18, 1998 Minutes

Motion: It was moved by Doug Bright and seconded by Tom Hickman

THAT THE MINUTES OF THE MARCH 18, 1998 MEETING BE APPROVED.

MOTION CARRIED

4. Business Arising From Previous Minutes

b) MBA and B.Com. Proposals

It had been hoped that the proposals would go forward to the DPRC on April 24 for approval; however, the DPRC is now asking for an external review of the proposals. The Chair has forwarded the names of three out-of-province people who could undertake the review (an out-of-province reviewer removes the problem of conflict of interest and allows an arms-length perspective). Dan Birch of DPRC has pledged to make the review process as fast as possible. It is anticipated that the review will take place in early May.

The Digital Technologies B.Com. proposal has been withdrawn, at the Chair's request, because this delay makes it impossible to start the program in September of 1998.

b) External Review of Academic Programs

Following input from Academic Council in March, Sherman Waddell has produced two further drafts of the External Academic Review Procedure document. The drafts have been reviewed by the Program Directors and they are preparing to begin the self study section. The Chair and Sherman are continuing to revise the other sections of the document.

The Chair reminded Academic Council that she is still looking for names of people who could sit on the review team. Credentials for candidates include a strong academic background, familiarity with distributed learning, a demonstrated innovative approach to education, and familiarity with non-traditional delivery methods of education. Members are to forward the names to the Chair for consideration.

5. New Business

a) Academic Freedom Policy

The group reviewed the draft document "Royal Roads University: Rights and Responsibilities of University Staff Members", which the Chair drafted last summer and the Academic Freedom Policy from the University of Calgary. Discussion followed as to whether the policy for Royal Roads should be formalized as one policy which encompasses faculty, staff and learners or as separate policies for each group.

It was agreed that a third sample policy, from TechBC, will be circulated prior to the May 20th meeting. Council members are asked to review all three and

come prepared for a focused, 30-minute discussion. After that meeting, a policy will be drafted in accordance with the discussion.

b) Future Agenda Items for Academic Council

The Chair requested input from the group as to what tasks they feel Academic Council should be undertaking in the future. Referring to the Role/Composition of Academic Council document (Fall 1997), the Council is mandated to:

- develop educational policies applicable to all Royal Roads University programs.
- outline criteria for the development of new and existing programs at Royal Roads University based on the Royal Roads University Education Plan.
- periodically review the Royal Roads University Educational Plan and recommend changes.
- review all programs to ensure they meet the criteria and standards consistent with the Royal Roads University Educational Plan.

The Chair and the Recorder are currently drawing up a list of policies which have been reviewed by Academic Management and will bring these forward to Academic Council for review and approval. The Chair will also undertake the task of creating a list of areas in which policy is needed. Suggestions from Academic Council for areas currently needing policy: IP Standings, Plagiarism (noted that this will be dealt with under the Student Rights and Responsibilities policy currently being worked on by Don MacMillan), and Guidelines for Group Work.

It was agreed that when developing policy, it must be considered in the context of whether it makes sense for the policy to be generic or specific and must recognize that there is a great deal of program latitude within the framework set by Academic Council and the other governing bodies at the University. It was further agreed that it is essential to have appropriate policy but we must avoid becoming overly bureaucratic. This item will be brought forward to the May 20th meeting of Academic Council.

The Chair noted that the first program review will be undertaken this summer and that Academic Council will have a role in it in terms of meeting with the External Review Team and also in receiving the final report from the Team.

The Chair suggested an annual review of the Royal Roads University Education Plan. It was agreed that the review will take place after completion of the External Academic Review. At the suggestion of the Council, the Chair will also include questions regarding the Education Plan in the External Academic Review so that input to the Plan may be obtained from the External Academic Review Team.

It was agreed that it would be useful for Academic Council to be sent, for information only, Advisory Board annual reviews and meeting minutes. The Program Directors will arrange for this to be done. Academic Council will also review Advisory Board terms of reference to clarify role and scope of those Boards.

It was suggested that guest speakers be invited periodically to address the Council. MALT students who are undertaking research projects related to Royal Roads' academic performance were identified as possible guests. Monique Cikaliuk will discuss the request with Gerry Nixon.

The idea of an annual planning day involving the University Board of Governors, Academic Council and Advisory Board members was discussed and agreed upon as a good strategy.

6. Other Business

a) Microsoft Certified Systems Engineer (MCSE) Course

Roger Mundell joined the meeting to discuss the MCSE course which is currently being offered in partnership with SHL Systemhouse Learning Technologies. In order to secure approval from the Student Services Branch for student loan funding for this course, approval of the course by Academic Council is needed. After lengthy discussion, and with the understanding that there will be further discussion in future to develop criteria by which non-credit programs are approved and certificates of completion are given, the Council agreed to give approval to the program.

Motion: It was moved by Robert Gale and seconded by Steve Grundy

THAT ACADEMIC COUNCIL APPROVES THE APRIL AND JUNE MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE) PROGRAM DELIVERED BY SYSTEMS HOUSE LEARNING TECHNOLOGIES AT ROYAL ROADS UNIVERSITY.

MOTION CARRIED

The Chair apologized to Academic Council for this submission coming forward to Academic Council without the 24-hour notice which is normally required.

b) AUCC Membership

Some RRU students are having problems with the Ontario College of Teachers which doesn't recognize degrees from universities which do not have AUCC membership. The Chair indicated that institutions cannot apply for AUCC membership until they have been operating for three years and that Royal Roads will be moving forward this Fall with a submission for membership.

Until AUCC membership has been obtained, it was agreed that, when cases such as the above arise, the Program Directors and Registrar will be vigorous in advocating on behalf of the students.

7. Adjournment

The meeting adjourned at 4:45 pm.