

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

MINUTES

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

1. Call to Order

Meeting was called to order by the Chair at 2:36 p.m.

2. Approval of the Agenda

The agenda was approved as distributed.

3. Approval of May 20, 1998 Minutes

Motion: It was moved by Jim McTaggart-Cowan and seconded by Jim Bayer

THAT THE MINUTES OF THE MAY 20, 1998 MEETING BE APPROVED.

MOTION CARRIED

4. Business Arising From Previous Minutes

b) Learner Code of Conduct Policy

Review of a revised draft of this policy is deferred to the August meeting of Academic Council to allow further revisions to be made to the document. Jim McTaggart-Cowan noted that he has assigned the students in his ethics course

the task of writing a student code of ethics and will share their work with Don MacMillan and the group working on the Learner Code of Conduct policy. It was suggested that students in each program should develop a code of ethics every year in order to keep it a living document and one which they have all bought in to.

5. New Business

a) Policies Referred from Academic Management for Approval by Academic Council

i) Prior Learning Assessment Policy

While the content of the policy was accepted, it was requested that the document be reworked to separate preamble from actual policy.

Motion: It was moved by Jim McTaggart-Cowan and seconded by Gerry Nixon

THAT ACADEMIC COUNCIL APPROVE THE PRIOR LEARNING ASSESSMENT POLICY AS EDITED AND AMENDED BY JIM McTAGGART-COWAN

MOTION CARRIED

Gerry Kelly noted that he has drafted an “umbrella” policy on RRU policies which will go to the Board of Governors on July 24. The policy will set out parameters such as content, style and font. When the policy has been approved by the Board, Rosemary Smedley will request a copy of it from Carolyn Levesque and will circulate it to the group.

It was agreed that policy should be kept short and in plain English.

ii) Policy on Extensions and Completions

There was extensive discussion regarding setting timelines for extensions.

Concern was expressed that in a program such as Leadership, one of the fundamental elements is the learning community; individuals who choose to absent themselves through an extension lose the essence of this element. Concern was also expressed over the fact that the content of some programs can change quite rapidly and students who are absent for a period of time may return to a program totally unlike that which they entered initially.

While an extended absence from a program could put a learner at a disadvantage and result in an extra workload for the student and faculty, putting tight timelines on an extension seems to be contrary to the University's philosophy of lifelong learning.

It was agreed that longer timelines are acceptable as long as re-entry expectations are clearly articulated; i.e. students will be assessed upon re-entry and advised of courses or readings that must be done before they can re-enter the program. The amount of catch-up required will depend on the program as some have a shorter "shelf life" than others and some programs are in the process of being redesigned. The policy will also include a statement to the effect that it is expected that most learners will complete the program with their cohort.

It was suggested that a charge for the re-entry assessment be levied.

Jim Bayer agreed to rework the policy, taking into consideration the discussion and concerns of Academic Council, and will circulate a copy to the group in advance of the next meeting.

It was suggested that the group revisit the use of the terms "learners" and "students" at a future meeting.

iii) Ethics in Research Policy

Discussion of this draft policy was deferred until the August meeting; Jim McTaggart-Cowan volunteered to review the current draft before that time and suggest any needed changes in organization.

6. Other Business

a) Alumni - Endowments, Continued Access to RRU

Discussion around ways to keep graduates connected to Royal Roads took place. It was noted that David Krauel, Davorka Edgar and the alumni office are working to set up a list server for each class. While it would be desirable for graduates to have electronic access to the University beyond a list server, at this point the cost of hardware and software and rules of our licensing agreements don't allow this. The alumni office is looking at ways to keep graduates in touch with the University.

Gerry Kelly advised the Council that several initiatives are being looked into towards the goal of keeping in touch with RRU graduates. Gerry will ask Davorka Edgar to address the group on this topic at a future meeting.

It was noted that many institutions have developed a culture of graduates financially “giving back” to the institution. It was agreed that continued contact with the University would help foster this culture at Royal Roads. Gerry Kelly noted that, currently, every dollar donated by students and graduates will be matched by \$2 from the University.

7. Adjournment

The meeting adjourned at 4:18 p.m.