

**(Revised January 20, 1999)**  
**Royal Roads University**  
**ACADEMIC COUNCIL**  
**DECEMBER 16, 1998**

**MINUTES**

<b>PRESENT</b>	<b>COUNCIL MEMBERS</b>	<b>EX OFFICIO MEMBERS</b>
	Anton Boegman	Ramona Lumpkin, Chair
	Doug Bright	Gerry Kelly
	Nicole Grimm	David Krauel
	Steve Grundy	
	Cathy McKenzie	Rosemary Smedley, Recording
	Jim McTaggart-Cowan	
	Penny Mills	Guest: Lynn Anderson
	Gerry Nixon	
	Eric West	
<b>ABSENT</b>	Jim Bayer	Peter Turner
	Russel Hotsenpiller	
	Stephen Long	

**1. Call to Order**

Meeting was called to order by the Chair at 4:05 p.m.

**2. Approval of the Agenda**

The agenda was approved as distributed.

**3. Approval of November 18, 1998 Minutes**

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

The minutes were approved with the following change under Section 6 a) Posting of Information on Web Pages: At the time of the Academic Council meeting, it was not known if the student participation marks were available on the web. It has since been verified that the marks are not available.

**THAT THE MINUTES OF THE NOVEMBER 18, 1998 MEETING BE APPROVED AS AMENDED.**

**MOTION CARRIED**

#### **4. Business Arising From Previous Minutes**

##### **a) Ethics in Research Policy**

The Council reviewed and approved the draft Policy on General Ethical Principles for Research at Royal Roads University which was prepared by Jim McTaggart-Cowan and Steve Grundy.

**Motion: It was moved by Steve Grundy and seconded by Anton Boegman**

**THAT THE POLICY ON GENERAL ETHICAL PRINCIPLES FOR RESEARCH BE APPROVED BY COUNCIL.**

#### **MOTION CARRIED**

It was agreed that faculty should make students aware of the RRU policies on research.

David Krauel noted that it is important that students are aware of Freedom of Information/Protection of Privacy issues and guidelines. It was agreed that the wording in the research policies covers FOI/POP.

##### **b) Posting of Information on Web Pages**

Eric West informed the Council that precautions are being taken to ensure that confidential information is not posted on the web and that information from courses is being posted in a password-protected area.

To avoid information being passed from cohort to cohort, it was agreed that Program Directors will inform IT when a link is to be removed from the web.

There is still some concern over the possibility of copyright infringement with class notes being posted on the web. To minimize the possibility of infringement, David Krauel will add a note regarding it to the computer user guidelines; a reminder of copyright will be e-mailed to all learners periodically; and, learners will be informed of copyright laws during the Foundations Program.

The Distributed Learning Committee will explore strategies for avoiding future problems of this sort on the web.

David Krauel noted that a letter has recently arrived from CanCopy stating that a Canadian university is currently being prosecuted for copyright violation. It is important that everyone be made aware of copyright policies.

**c) Student Assessment of Faculty**

The Chair advised that she has worked with Sherman Waddell to prepare a new introduction for the student evaluation of faculty.

**5. New Business**

**a) Future Academic Council Meeting Times**

It was agreed that, in the new year, the meeting time of Academic Council will be moved to a start time of 3:00 p.m. This will take effect with the January 20<sup>th</sup> meeting of Academic Council.

**6. Other Business**

None.

**7. Adjournment**

The meeting adjourned at 4:37 p.m. The next meeting of Academic Council will be January 20, 3:00 p.m., Castle 3<sup>rd</sup> Floor Boardroom.