

**Royal Roads University  
ACADEMIC COUNCIL  
June 21, 2000**

**Minutes**

<b>PRESENT</b>	<b>COUNCIL MEMBERS</b> Ken Crewe Donna March (for Stephen Long) Jim McTaggart-Cowan Gerry Nixon	<b>EX OFFICIO</b> Ramona Lumpkin, Chair Jim Dunsdon (for Ann Nightingale) Gerry Kelly Bette Kosmolak, Recording
<b>REGRETS</b>	Jim Bayer Doug Bright Barb Carter Steve Grundy Saila Hull Sarah Kirby Dylan Perrault Ken Stratford Eric West	Tom Austin David Krauel
<b>GUEST</b>	Mary Bernard	

**1. Call to Order**

The Chair called the meeting to order at 3:05 pm.

**2. Approval of the Agenda**

The agenda was amended by the addition of an item under New Business: 5. b) Research Ethics Policy (Mary Bernard). It was also agreed that 5.b) would be brought to the floor after the approval of the minutes.

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

**THAT THE AGENDA BE APPROVED AS AMENDED.**

**MOTION CARRIED**

**3. Approval of Minutes, May 10, 2000**

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

**THAT THE MINUTES OF MAY 10, 2000 BE ADOPTED AS DISTRIBUTED.**

**MOTION CARRIED**

#### **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **i) Academic Council Reorganization**

The Registrar's proposal for Council membership had been distributed before the meeting. Some Council members thought the proposed requirement for a quorum was too low, several suggesting a quorum of at least 50% of the voting members.

It was suggested the following be forwarded to the Registrar for inclusion in her proposal:

- A quorum shall be 50% of voting members.
- "At the Chair's discretion, business may be conducted without a quorum, provided motions are ratified either at the next Academic Council meeting or by an email vote."
- "In the event of a delay of elections, sitting members shall continue to sit until their replacement is duly elected."
- The section of *The Royal Roads Act*, which empowers Academic Council and outlines its membership, be included in the Terms of Reference.

Some members also suggested that the term of alumni and of associate faculty be extended to two years. Consensus, however, was that Associate Faculty terms remain at one year to ensure currency with RRU programs. Alumni terms, however, might be more effective as two-year terms.

#### **5. NEW BUSINESS**

##### **a) Graduant**

**Motion: It was moved by Jim Dunsdon, seconded by Jim McTaggart-Cowan**

**THAT ARDITH RIDDELL WHO HAD MET THE ACADEMIC REQUIREMENTS FOR THE DEGREE OF BACHELOR OF SCIENCE BE GRANTED HER DEGREE.**

**MOTION CARRIED**

## **b) Research Ethics Policy**

The Chair explained that the RRU Research Ethics Policy had come into being, in part, as a response to Tri-Council requirements for NSERC funding. The Chair also noted, on further research by Mary Bernard, it appears that RRU policy exceeds Tri-Council requirements in a couple of areas.

Mary Bernard stated she had recently attended the national research administration meeting, and had been in touch with the Tri-Council. These discussions had led her to believe that RRU could relax their regulations in certain areas, in particular, those areas which involved only minimal risk to subjects. Gerry Nixon pointed out that currently over 100 second-year MALT learners were submitting research proposals, and that rapid processing of these proposals was desired.

It was suggested the required questionnaires involving research on human subjects initially be attached to the ethics review as a "best draft," and that the final form of the questionnaire be submitted after it had reached final draft stage. (This is particularly relevant in action research projects.)

It was also suggested proposals be vetted by the faculty supervisor, the Dean of the division, and the Chair of the Ethics in Research Committee in order to expedite the approval process for proposals which involved only minimal risk.

**MOTION: It was moved by Jim McTaggart-Cowan, seconded by Gerry Nixon**

**THAT APPROVAL IN PRINCIPLE BE GIVEN TO PROCEED, IN THE INTERIM, WITH 1) REVIEW AND APPROVAL OF REQUESTS FOR ETHICAL REVIEW OF MINIMAL RISK PROPOSALS BY THE FACULTY SUPERVISOR, DEAN OF THE DIVISION, AND CHAIR OF THE RESEARCH ETHICS BOARD AND 2) THAT, WHERE NECESSARY, THE RESEARCH INSTRUMENT BE APPENDED IN DRAFT TO THE REQUEST, WHILE THE RESEARCH ETHICS POLICY IS RE-ASSESSED AND AMENDMENTS BROUGHT BACK TO COUNCIL IN JULY.**

**MOTION CARRIED**

*Action: Mary Bernard to assess the policy and to propose amendments where appropriate. The amended policy is to be re-introduced at the next meeting of Council by a formal notice of motion.*

**6. Adjournment / Next Meeting.**

On a motion by Jim McTaggart-Cowan, seconded by Gerry Nixon, the meeting adjourned at 3:55 p.m.

**Next Academic Council Meeting  
July 19, 2000, 3 p.m. Castle 3<sup>rd</sup> floor boardroom  
Gerry Nixon, Acting Chair**