

**Royal Roads University
ACADEMIC COUNCIL
December 20, 2006, HC315
(revised January 2007)
Minutes**

PRESENT ELECTED MEMBERS

Cory Cleveland
David Black
Nancy Greer
Terry Power

EX OFFICIO MEMBERS

Steve Grundy (Chair)
David Rees
Ken Stratford
Mary Bernard
Nancy Arsenault
Rosie Croft
Stephen Long

Bette Kosmolak, Recording

REGRETS Tracy James
Paz Buttedahl

Bob Skene
Jim Bayer

GUEST Doug Hamilton

1. Call to Order – Mary Bernard, Acting Chair called the meeting to order at 3:10 p.m. She welcomed new members, Cory Cleveland and Nancy Arsenault, as well as guest Doug Hamilton. She noted that Paz Buttedahl, unavoidably absent, was also a new member of Council.

2. Approval of the Agenda

On a motion by Nancy Greer, seconded by Stephen Long, the agenda was adopted after being amended to include the names of all council members.

3. Approval of Minutes

Motion: It was moved by David Rees, seconded by Rosie Croft THAT THE MINUTES OF November 15, 2006 BE ADOPTED AS DISTRIBUTED.

CARRIED

4. Business Arising

a) Curriculum Quality Assurance Policy

Motion: It was moved by Stephen Long, seconded by Nancy Greer THAT THE CURRICULUM QUALITY ASSURANCE POLICY, DATED DECEMBER 20, 2006, BE ADOPTED AS DISTRIBUTED.

CARRIED

Steve Grundy arrived and assumed the position of Chair.

b) Terms of Reference – Curriculum Committee

Discussion: As Chair of the Curriculum Committee, Doug Hamilton was invited to present the committee's revised terms of reference. He outlined the changes that were being proposed, primarily: a) widening membership to include all three Faculties and, b) extending the length of term for members. It was questioned why only one representative was included from executive education programs, even though three Faculties offer for-credit executive education. It was explained that this limit was implemented to ensure that the majority of committee members were academics, an important consideration when constituting a committee to review curriculum.

Doug also noted the shift taking place in the kinds of revisions required to be presented to the committee. For the most part, the committee's approval would be required only for revisions to 40 or more per cent of the course or program.

Motion: It was moved by Nancy Greer, seconded by David Rees THAT THE TERMS OF REFERENCE FOR CURRICULUM COMMITTEE, DATED DECEMBER 20, 2006 BE APPROVED AS DISTRIBUTED.

CARRIED

Action: The terms of reference for Curriculum Committee are to be reviewed again in one year's time.

c) Terms of Reference – Awards Committee

Motion: It was moved by Nancy Greer, seconded by Rosie Croft THAT THE TERMS OF REFERENCE FOR THE AWARDS COMMITTEE, DATED DECEMBER 20, 2006, BE APPROVED AFTER THE DELETION OF 'TRI-COUNCIL' FROM 'TRI-COUNCIL STUDENT RESEARCH GRANTS.'

CARRIED

d) Terms of Reference – Admissions Committee

Discussion: David Rees reported to council on the initial terms of reference for an Admissions Committee. He noted the one of the tasks of the Admissions Committee would be to develop, review and recommend admissions policies for credit programs.

Motion: It was moved by David Rees, seconded by Stephen Long

THAT THE TERMS OF REFERENCE FOR THE ADMISSIONS COMMITTEE, DATED DECEMBER 20, 2006 BE APPROVED AFTER REVISING 'COMPRISED OF FIVE MEMBERS' TO READ 'COMPRISED OF FIVE VOTING MEMBERS.'

CARRIED

e) Thesis Definition

Discussion: The Chair provided background regarding the development of the thesis policy, reminding Council of the thesis sub-committee report of June 2005. In 2005, programs were given 24 months to conform to new regulations; however, the Chair noted that there had been little compliance by the programs to date.

The issue of the quality of theses at RRU was also raised. Theses submitted to the national lending library, through which they become available to the public, puts RRU's reputation as a quality university under public scrutiny on a daily basis. The Chair noted that the form and quality of theses at RRU needed to be more uniformly and rigorously supervised, and that theses supervisors needed more diligent orientation, education and training regarding issues of quality. This message was re-iterated for major projects which, although often focused on a company project, could also be publicly disseminated.

It was concluded that although 18 credits was a standard level for a scientific thesis, 12 credits was the mark at most universities in non-scientific programs.

Motion: It was moved by Nancy Greer, seconded by David Rees THAT THE CREDIT REQUIREMENT FOR A THESIS BE MODIFIED FROM 18 CREDITS TO A RANGE OF 12 TO 18 CREDITS.

CARRIED

5. Announcements and Communications

a) DQAB Exemption

The Chair provided an update on RRU's request for exemption from Degree Quality Assessment Board (DQAB) program review. Although the exemption process seemed to be delayed, recent discussions with the Ministry were moving it forward. The DQAB external review is now expected to be scheduled for early February.

b) Campus 2020

The process for public input had now closed for the Ministry's Campus 2020 program, and final consultations were being conducted with Geoff Plante. During the Campus 2020 discussion, the creation of Tier 1 / Tier

2 positions for universities was proposed. Should a tiered system be implemented, RRU would strive to garner a Tier 1 position. The approval of a doctorate program would assist in assuring Tier 1 status, so completion on a Doctorate of Social Science submission (which Steve expects to present to the Deputy Minister in the next few weeks) was seen as a high priority.

6. Notices of Motion - none

7. Adjournment

On a motion by Stephen Long, the meeting adjourned.

Next Meeting
Wednesday, January 15, 2006
3 pm, HC 315