

**Royal Roads University  
ACADEMIC COUNCIL  
January 17, 2007, HC315**

**Minutes**

**PRESENT ELECTED MEMBERS**  
Cory Cleveland  
Terry Power  
Tracy James

**EX OFFICIO MEMBERS**  
Steve Grundy (Chair)  
David Rees  
Jim Bayer  
Mary Bernard  
Nancy Arsenault  
Rosie Croft  
Stephen Long

Bette Kosmolak, Recording

**REGRETS** David Black  
Nancy Greer  
Paz Buttedahl

Bob Skene  
Ken Stratford

**GUESTS** Colleen Hoppins  
Roberta Mason

1. **Call to Order** – The Chair called the meeting to order at 3:10 p.m.
2. **Approval of the Agenda**

On a motion by Stephen Long, seconded by Terry Power, the agenda was adopted after being amended to include two additional items under New Business: new course proposals and new program development.

3. **Approval of Minutes**

**Motion: It was moved by Jim Bayer, seconded by Nancy Arsenault THAT THE MINUTES OF December 20, 2006 BE APPROVED AFTER AMENDING THEM TO DELETE JIM BAYER’S NAME FROM THE LIST OF THOSE PRESENT.**

**CARRIED**

4. **Business Arising**

**a) Thesis Definition**

The Chair reminded Council of the newly established range of credits possible for theses. It was noted that several schools, such

Communication and Culture, were still discussing if and how they might re-vamp their programs in light of the options allowed by the range, while Leadership Studies is considering a return to their original concept and the development of a component akin to an OCP.

***Action: The Chair to send a note to each academic unit to get an update on their plans.***

## **5. Announcements and Communications**

### **a) Degree Quality Assessment Board (DQAB) Exemption**

The Chair brought Council up to date on recent meetings with the Deputy Minister and The University Presidents' Council (TUPC) regarding RRU's request to be exempted from DQAB's program review process and also from the process to acquire that exemption. Later this week, it is expected that TUPC will endorse RRU's request to be exempted from DQAB program reviews by policy rather than by process.

## **6. Notices of Motion**

### **a) Ethics Policy and**

### **b) Request for Ethics Review Form**

Discussion: Mary Bernard spoke to the revised ethics policy, noting that the policy was developed in 2000 and had been updated in August 2004. She also noted that the revisions were, in part, a response to formal reviews by the National Council of Ethics in Human Research (NCEHR) and the Canadian Institute for Health Research (CIHR), each a Tri-Council body. Most changes were minor updates; the most significant being the ethical review of animals. In the case of research requiring animals, rather than RRU's Research Ethics Board (REB) reviewing applications, such applications would be reviewed by Malaspina University-College or University of British Columbia. RRU's REB acts as the appeal board for the BC Institute of Technology.

It was also noted that the ethics policy applied to international students (China, Bangladesh, Malaysia, etc).

***Action: The Chair asked Dr. Bernard to discuss these issues with the Deans and Erik Hwang.***

**Motion: It was moved by Mary Bernard, seconded by Stephen Long**

**THAT THE REVISED ROYAL ROADS UNIVERSITY RESEARCH ETHICS POLICY (January 17, 2007) AND THE ROYAL ROADS UNIVERSITY**

**REQUEST FOR ETHICAL REVIEW (January 17, 2007) BE APPROVED AS PRESENTED.**

**CARRIED**

**7. New Business**

**a) Student Redress**

Robert Mason provided background regarding the current situation regarding student redress. She noted that, in the absence of defined internal processes, general law applies. The application of general law in RRU's case, could result in student redress being appealed to the Board level. This item was tabled to the next Council meeting for further discussion.

**Action:**

- i) Roberta Mason to survey other universities to determine at what levels appeal decisions are taken.***
- ii) This item to be included on the next agenda.***

**b) New Course Proposals**

The revised terms of reference for Curriculum Committee (CC), approved by Academic Council (AC) in December 2006, made it clear that the initiation of new courses needs approval from both CC and AC. A list of new course proposals which had been approved at CC but not at AC was distributed.

**Motion: It was moved by Dave Rees, seconded by Terry Power THAT, BASED ON THE FACT THAT INSTRUCTIONS REQUIRING NEW COURSE PROPOSALS BE APPROVED BY ACADEMIC COUNCIL WERE ONLY CLARIFIED IN December 2006 IN THE REVISED TERMS OF REFERENCE, THE 29 NEW COURSE PROPOSALS LISTED IN NEW COURSE PROPOSALS OF JANUARY 17, 2007 BE 'GRANDFATHERED' AND APPROVED.**

**CARRIED**

**c) New Program Development Flow Chart**

After a brief discussion, this item was deferred to the next meeting of Council for further discussion and endorsement.

**Action: *This item to be included on the next agenda.***

**8. Adjournment**

On a motion by Jim Bayer, the meeting adjourned.

Next Meeting  
Wednesday, February 21, 2006  
3 pm, HC 315