Royal Roads University
ACADEMIC COUNCIL
February 21, 2007, HC315

Minutes

PRESENT	ELECTED MEMBERS	EX OFFICIO MEMBERS
	Charles Krusekopf	Steve Grundy (Chair)
	Marilyn Taylor	Jim Bayer
	Nancy Greer	Mary Bernard
	Paz Buttedahl	Nancy Arsenault
	Terry Power	Rosie Croft
	Tony Boydell	Stephen Long
	Tracy James	
	Wendy Rowe	
	Will Lowe	Bette Kosmolak, Recording

REGRETS	Chris Duff	Bob Skene
	Cory Cleveland	Dave Rees
	David Black	Ken Stratford
	Jonathan Moran	

GUESTS	Judith Blanchette

1. **Call to Order** – The Chair called the meeting to order at 3:05 pm, and welcomed the seven faculty recently elected to Council.

2. **Approval of the Agenda**

   On a motion by Tony Boydell, seconded by Charles Krusekopf, the agenda was adopted after including 'Agenda items from the previous meeting' under Business Arising.

3. **Approval of Minutes**

   Motion: It was moved by Jim Bayer, seconded by Rosie Croft
   THAT THE MINUTES OF January 17, 2006 BE APPROVED AS DISTRIBUTED.

   CARRIED

4. **Business Arising**

   a) **Agenda Items arising from the previous meeting**
      The Chair provided feedback and information regarding action items from the previous meeting that were deferred, namely:

Thesis definition: The Recording Secretary will follow up on the compliance to the thesis policy.

New Program Development Flow Chart: being handled by the New Program Oversight Committee, which is reviewing the management of the process for new program development. Council will be receiving regular reports from this group in future.

Student redress: Roberta Mason is surveying universities regarding their process and will report when her survey is complete.

b) New Course Proposals

The list of new course proposals grandfathered by Academic Council on January 17, contained an error. IHMN480 Strategic Management, approved by Curriculum Committee September 13, 2006, was not included.

Motion: It was moved by Nancy Greer, seconded by Jim Bayer THAT THE LIST OF NEW COURSE PROPOSALS GRANDFATHERED AND APPROVED BY COUNCIL ON JANUARY 17th BE CORRECTED BY THE INCLUSION OF IHMN 480 STRATEGIC MANAGEMENT.   CARRIED

5. Announcements and Communications

The 2008-09 investments proposed in the Academic Plan have been deleted, deferring for the moment a Master of Arts in Community Economic Development, a Master of Arts in Informatics and 2 certificate courses in tourism. Although the Academic Plan is still under discussion, it has been integrated into the university's three-year business plan which will be presented next week to the Board of Governors.

6. Notices of Motion

a) LRNT 505 Community Building Processes for Online Learning Environments

Judith Blanchette was invited to provide some context for this new course. She stated that LRNT 505, the 5th course in the MA in Learning and Technology, offers an overview of a variety of on-line and community-building tasks. As such, learners have a chance to experience on-line teaching.

Motion: It was moved by Tony Boydell, seconded by Marilyn Taylor THAT LRNT 505 COMMUNITY BUILDING PROCESSES FOR ONLINE LEARNING ENVIRONMENT BE APPROVED.   CARRIED

b) MALN Laddering Agreement

Laddering from the certificate to the masters program is seamless, in this particular case, because the courses offered in the certificate are the

courses offered in the masters. The certificate serves both as an introduction and entry to the masters program, as well as an accreditation for PLA entrants who do not wish to complete the degree.

Motion: It was moved by Terry Power, seconded by Tracy James
THAT THE MALN LADDERING AGREEMENT BE APPROVED.   CARRIED

A brief discussion ensued regarding the issue of double crediting, wherein a learner who proceeds through a program stepwise could collect a diploma, certificate and a degree in one program of study, whereas the student who completed the full degree at the outset is not eligible to 'go back' and collect the diploma or certificate.

Action: 1) The Chair to discuss double crediting with the Registrar.
2) Registrar to report on transfers, advanced standing and laddering at next meeting.

c) **Terms of Reference for Advisory Boards**
   The Chair positioned this issue in relation to the Board of Governor's quality policy which calls for:
   - monitoring program and advisory boards on a general ongoing basis
   - receiving an annual report from each program (to PRQR via Academic Council)
   - reviewing programs (externally) on a rotating 7-year cycle
   - surveying of employers regarding graduates' workplace effectiveness

   Not all of the above have been implemented, and the Chair requested feedback and suggestions from Council to propose and negotiate a revised quality policy, one less costly and more readily implemented than the current one. Discussion centered on whether:
   - in consideration of dispensing with 3 ½-year internal reviews, external reviews should be on a 5-year or 7-year cycle; Council felt that a 4-yeaer review cycle was appropriate
   - feedback from advisory boards could serve the purpose of costly employer surveys
   - templates for external reviews could direct the reviewers to provide more beneficial feedback in a more productive manner than currently exists.

   Discussion and questions directed to the discussion on advisory boards included:
   - how do members leave a board
   - what is the relationship between the Advisory Board, Program and Research Council (PRC), and the Program and Research

Quality and Relevance Committee (PRQR)
- are student representatives to advisory boards necessarily included or necessarily excluded

Motion: It was moved by Nancy Greer, seconded by Jim Bayer
THAT THE ADVISORY BOARD TERMS OF REFERENCE, INCLUDING THE DEVELOPMENT BOARD TERMS OF REFERENCE BE APPROVED, SUBJECT TO:
a) DELETING 14. To conduct formal…,
b) DELETING THE THIRD BULLET UNDER 'REPORTING' WHICH RELATES TO THE SAME FIVE-YEAR REVIEW CYCLE, AND
c) REPLACING "will consist of 75% of the Advisory Board members…" WITH "will consist of 50% of the Advisory Board members…"
                                                                        CARRIED

Action:
i) The Chair to develop a template for external reviews and bring it back to Council for approval.
ii) The Chair to present a revised quality policy to the Board of Governors.

d) Policy on the Establishment and Review of Organized Centres and Institutes
Mary Bernard proposed this policy after gathering input from current on-campus centres, deans and various other representatives within the RRU community. The policy is composed of two parts: i) the rationale for developing a centre and ii) the procedures for doing so.
Centres (which can exist within a school, a program, or could be university-wide) provide coherence and focus to areas which are beyond the scope of a program of a specific project.

Motion: It was moved by Jim Bayer and seconded by Will Lowe
THAT THE POLICY ON THE ESTABLISHMENT AND REVIEW OF ORGANIZED CENTRES AND INSTITUTES BE RECOMMENDED FOR APPROVAL TO THE PRESIDENT ANDTO THE PROGRAM AND RESEARCH COUNCIL.   **CARRIED**

7. New Business

a) Curriculum Committee - Membership

The Chair requested advice and suggestions on recruiting faculty members to serve on Curriculum Committee. Paz Buttedahl suggested that the lack of volunteers may stem from: a) some faculty not being aware of the committee's role, and b) others unwilling to take on the committee's perceived heavy workload.

Action: Steve Grundy and Doug Hamilton to meet to define the committee's roles, the time commitment required from faculty to serve as a members, and potential to reconfigure the committee to lighten the workload.

8. Adjournment

On a motion by Jim Bayer, the meeting adjourned.

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Next Meeting
Wednesday, March 21, 2007
3 pm, HC 315

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