

**Royal Roads University
ACADEMIC COUNCIL
June 20, 2007, 3 pm, HC315
(revised: July 18th)
Minutes**

PRESENT	ELECTED MEMBERS Charles Krusekopf Cory Cleveland David Black Jonathan Moran Marilyn Taylor Paz Buttedahl Steve Whiteside (teleconference) Terry Power Tony Boydell Tracy James Wendy Rowe	EX OFFICIO MEMBERS Steve Grundy (Chair) Dana McFarland (represented by Rosie Croft) David Rees Jim Bayer Ken Stratford Mary Bernard Nancy Arsenault Bette Kosmolak, Recording
REGRETS	Chris Duff Will Low	Allan Cahoon Stephen Long
GUESTS	Greg Cran Judith Blanchette Matt Dodd Roberta Mason	

- 1. Call to Order** – The Chair called the meeting to order at 3:05 pm.
- 2. Approval of the Agenda**

On a motion by Nancy Arsenault, seconded by Jim Bayer, the agenda was adopted after the titles for proposals ENSC 431 and DEMN 575 were corrected. It was also agreed that the proposal for DEMN 575 would be entertained before Business Arising.

- 3. Approval of Minutes**

**Motion: It was moved by Paz Buttedahl, seconded by Mary Bernard
THAT THE MINUTES OF May 23, 2007 BE APPROVED. CARRIED**

4. Business Arising

a) New Program Development Flowchart

Steve Grundy introduced a flowchart, developed by the New Program Implementation Oversight Committee, which defines the process for new program development. Nancy Arsenault, mentioned that that committee was attempting streamline and compress the process of approving new programs. To this end, they had designed a new template for new program proposals.

b) Survey of Attendance at Meetings

By consensus, the recommendation of the attendance survey was accepted and no statement regarding attendance will be added to Council's terms of reference.

5. Announcements and Communications

a) Returning Learner Fee

The Chair outlined the recommendation to introduce a returning learner fee for learners who had paid in full for their program but who had left before completing. The goal of the learner fee is to encourage learners to return to finish their thesis without unfairly penalizing them.

This item was referred to the Admissions Committee for consideration and the drafting of a policy statement.

Action: *Admissions Committee to draft policy statement regarding returning learner fee.*

b) Documents and Policy relating to Quality

The Chair brought Council's attention to the following policies and processes recently approved by the Board of Governors:

- Establishment and Review of Organized Research Centers/Institutions
- Intellectual Property Policy and Procedures (which forms part of the collective agreement with faculty)
- Terms of Reference: Program Advisory Board
- Terms of Reference: Development Advisory Board
- Procedures for Granting Professor Emeritus Status

As well, he mentioned two new policies, which had been approved at last week's Board of Governors' meeting: an overall quality policy and the motion to disband the Program and Research Quality and Relevance committee and its subsumption by the Program Research Council.

Action: *The Chair will circulate these two policies once they are finalized.*

6. Notices of Motion

a) Discretion of the University regarding Program Continuance

Roberta Mason brought Council's attention to infrequent but troublesome situations where a student is achieving academically in a program, but for non-academic reasons, is not suitable to continue in the program. Currently these situations are managed on a case by case basis, but without a policy in place, there is no avenue through which the student can be asked to leave or switch programs. The motion received lengthy discussion, and Roberta confirmed that the following motion had received legal review.

Motion: It was moved by David Rees, seconded by Ken Stratford THAT the university reserves the right to require a student to withdraw if the Faculty considers the student to be unsuited to the study or practice of the discipline for reasons unrelated to academic performance. Appeal of such a decision must follow the Process for Appeals of Academic Decisions. A student who is required to withdraw for non-academic reasons may apply for admission into a different program without any waiting period.

(Steve Whiteside opposed) CARRIED

b) Process for Appeals of Academic Decisions

To date, there has been no limit on the level to which appeals and protests can rise. Without a limit, even minor issues, which could well be handled at the Faculty level, might rise to the level of the Board of Governors, thereby consuming costly resources well above and beyond what is appropriate.

Motion: It was moved by Jim Bayer, seconded by David Rees THAT Appeals of academic decisions not included in the *Policy on Integrity and Misconduct in Research and Scholarship* may be presented to successive levels of decision-making within the Faculty up to the Dean. Decisions of the Dean may be appealed to the Vice-President Academic and Provost. The Vice-President Academic and Provost may at his

discretion, refer any matter to a Review Committee. When convened, the Review Committee shall be comprised of members appointed by the Vice-President Academic and Provost, and shall determine its own procedure, having regard to its duty to act fairly toward the student. The decision of the Vice-President, Academic and Provost, or the Review Committee if convened, shall be final. The University reserves the right in its discretion to modify the process as it determines may be appropriate in any particular instance.

CARRIED

c) New Programs

i) Doctor of Social Sciences

Dean Bayer introduced this proposal, noting that a doctorate represents the crowning achievement for a post-secondary institution; a stamp of legitimacy particularly for a graduate university such as Royal Roads. The DSoc Sci is a 4-year applied research degree for professionals, is cohort-based except for the dissertation, and has been well received the deans of graduate studies (or equivalent) at sister BC institutions.

Dean Bayer noted that preparing the proposal was major endeavour and he acknowledged the following people who had assisted: Deborah Zornes (in particular, who went well beyond the call of duty), Mary Bernard and her team, Paz Buttedahl, Marilyn Taylor, and Susan Chandler.

Motion: It was moved by Jim Bayer, seconded by Terry Power THAT THE DOCTOR OF SOCIAL SCIENCES BE RECOMMENDED TO THE BOARD OF GOVERNORS AS MEETING THE CRITERIA OF THE ACADEMIC PLAN AND THE GUIDELINES FOR THE GRANTING OF DEGREES AT ROYAL ROADS UNIVERSITY.

CARRIED

d) New Courses

i) ENSC 431 Air Quality and Wastewater Management

Motion: It was moved by Tony Boydell, seconded by Jim Bayer THAT ENSC 431 AIR QUALITY AND WASTEWATER MANAGEMENT BE APPROVED.

CARRIED

ii) DEMN 575 Research Methods

**Motion: It was moved by Jim Bayer, seconded by Tony Boydell
THAT DEMN 575 RESEARCH METHODS BE APPROVED.**

CARRIED

**iii) LRNT 507 SUPPORTING LEARNERS IN A TECHNOLOGY-
MEDIATED ENVIRONMENT**

**Motion: It was moved by Jim Bayer, seconded by Nancy Arsenault
THAT LRNT 507 SUPPORTING LEARNERS IN A TECHNOLOGY-MEDIATED
ENVIRONMENT BE APPROVED.**

CARRIED

7. Subcommittees – no reports

8. New Business

a) Number of times a learner can take a course

Terry Power cited a situation in which a learner was attempting a course for the third time. As well, he provided examples of limits to this type of circumstance applied by other educational institutions.

Action: *The Registrar to undertake research in this matter and recommend to Council appropriate policy.*

By consensus, the meeting adjourned at 4:35 pm.

Next Meeting
Wednesday, July 18, 2007, 3 pm, HC 315