

**Royal Roads University
ACADEMIC COUNCIL
August 15, 2007, 3 pm, HC315**

Minutes

PRESENT ELECTED MEMBERS

Chris Duff
Cindy Brar
David Black
Marilyn Taylor
Paz Buttedahl (teleconference)
Steve Whiteside (teleconference)
Terry Power
Tony Boydell

EX OFFICIO MEMBERS

Voting:
Angelo Belcastro (Chair)
David Rees
Jim Bayer
Mary Bernard
Nancy Arsenault
Pedro Marquez
Steve Grundy

Non-voting:
Doug Hamilton
Rosie Croft for Dana McFarland

Bette Kosmolak, Recording

REGRETS Charles Krusekopf

Cory Cleveland
Jonathan Moran
Wendy Rowe
Will Low

Allan Cahoon

GUESTS Colleen Hoppins

Gwen Campden
Tracy James

1. Call to Order – The Chair called the meeting to order and welcomed new members:

- Pedro Marquez, Dean, FoM
- Cindy Brar, staff representative
- Steve Grundy, AVP/CIO
- Doug Hamilton, Chair, Curriculum Committee

He also acknowledged Cory Cleveland's service this past year as the undergraduate student representative.

2. Approval of the Agenda

On a motion by Chris Duff, seconded by David Black, the agenda was

adopted after the addition of *New Business: a) Administrative support for Council members.*

3. Approval of Minutes

Motion: It was moved by Jim Bayer, seconded by Nancy Arsenault THAT THE MINUTES OF July 18, 2007 BE APPROVED, AFTER CHANGING School of Management TO Faculty of Management ON PAGE 2.

CARRIED

4. Announcements and Communications

The Chair confirmed that, on behalf of Council, thank you letters had been sent to retiring members.

Dave Rees reported that the Enrolment Management Committee had determined that the first day of pre-work or pre-residency is the official first day of a program and will be communicated to prospects as such.

5. Business Arising

a) Board of Governors RRU Policy on Academic Integrity and Misconduct in Research and Scholarship (information only)

Mary Bernard noted that this revised policy brought the previous Board policy and the RRU calendar into a common framework, and that the policy would be presented to the Program and Research Council at their August meeting. The revised policy would also form the context under which other academic policies would be viewed.

b) RRU Policy and Procedures on Academic Integrity and Misconduct in Research and Scholarship

Motion It was moved by Mary Bernard, seconded by Steve Grundy

THAT THE RRU POLICY AND PROCEDURES ON ACADEMIC INTEGRITY AND MISCONDUCT IN RESEARCH AND SCHOLARSHIP BE APPROVED, SUBJECT TO MINOR 'FRIENDLY' AMENDMENTS TO 5. PLAGIARISM (to include a reference to the Internet) and 6. USE OF EDITORS (to delete *paid*; replace *are encouraged to* with *must*; and add some words regarding the role of editors.

Discussion: Several members noted the difficulty in defining the role of and acceptable use of editors in learner projects. However, providing guidance or definition was deemed important, because in many programs students are evaluated on a demonstrated ability to communicate

effectively in writing. It was suggested that Mary consult RRU's Writing Centre for guidance, as well as consider possible legal implications.

CARRIED

c) Request for Ethical Review for MBA in China (information only)

Discussion: Mary Bernard and Colleen Hoppins reminded members that the ethical review process applies to all RRU learners. After consultation with our colleagues in China, RRU's policy and procedures relating to ethical reviews have been modified to better facilitate their implementation in China. As soon as the documents have been translated into Mandarin, RRU will begin a trial period with a few of the 1,000 students in China who could potentially request an ethical review. It was also suggested that some examples for students in China to follow might be included, and that we should be sensitive to consent form signing, which may be taken as a form of protection in Canada but may be viewed as a risk in China.

d) Revised Academic Regulations

Motion: It was moved by Dave Rees, seconded by Terry Powers THAT THE GENERAL ACADEMIC REGULATIONS OF AUGUST 2, 2007, BE APPROVED AFTER CHANGING 1.3.2 c) *Consulting Project* TO 1.3.2 c) *Consulting / Major Project (or equivalent)*.

Discussion: The Registrar noted that the most significant change to the regulations was the separation of the tuition deposit from the application process. Although tuition deposits are still required, the timing of them will no longer be embedded in the application process.

CARRIED

6. Standing Committees

a) Awards Committee

Gwen Campden reported that she had volunteered for and been confirmed by the other two members of this committee to the position of Chair. She also noted that the committee had confirmed the membership of the Awards Adjudication Panel, and set monthly meetings.

b) Admissions Committee

David Rees reported that the Admissions Committee held its inaugural meeting in July to discuss its purpose, role and objectives. A current objective of the committee is to collect former policies and bring them

forth for formal approval; David has been spearheading this project. The committee will also develop/revise admissions policies and regulations for consideration by Academic Council.

c) Curriculum Committee

- i) LRNT 508 Emerging Issues in Technology-mediated Learning
LRNT 518A The Technology-Mediated Environment**

**Motion: It was moved by Doug Hamilton, seconded by Jim Bayer
THAT LRNT 508 EMERGING ISSUES IN TECHNOLOGY-MEDIATED
LEARNING AND LRNT 518A THE TECHNOLOGY-MEDIATED
ENVIRONMENT BE APPROVED.**

CARRIED

- ii) ENVR 662 Systems Methods for Environmental Managers**

**Motion: It was moved by Doug Hamilton, seconded by Tony Boydell
THAT ENVR 662 SYSTEMS METHODS FOR ENVIRONMENTAL MANAGERS
BE APPROVED.**

CARRIED

- iii) ENVP 426 Leadership and Management for Environmental
Practitioners
ENVP 429 Ethics and Environment**

**Motion: It was moved by Doug Hamilton, seconded by Jim Bayer
THAT ENVP 426 LEADERSHIP AND MANAGEMENT FOR ENVIRONMENTAL
PRACTITIONERS AND ENVP 429 ETHICS AND ENVIRONMENT BE
APPROVED.**

Discussion: Tracy James pointed out that a couple of minor changes had been made to ENVP 429 since the course had been recommended for approval by Curriculum Committee, namely:

- Clarification regarding the reference materials, namely how learners were expected to approach materials not designated as required,
- a description of team teaching was added to page 8.

CARRIED

- iv) ENVR 530 Economics for Decision Making**

**Motion: It was moved by Doug Hamilton, seconded by Jim Bayer
THAT ENVR 530 ECONOMICS FOR DECISION MAKING BE APPROVED.**

CARRIED

7. New Business

a) Administrative Support for Council Members

Terry Power enquired as to the availability of administrative support for Council members to prepare hard copies of documents for distribution. The Chair noted that this would be considered along with issues related to streamlining processes and managing due process.

By consensus, the meeting adjourned.

Next Meeting
Wednesday, September 19, 2007, 3 pm,