

**Royal Roads University  
ACADEMIC COUNCIL  
May 27, 2009, 1 pm, HC315**

**Minutes**

<b>PRESENT</b>	<b>ELECTED MEMBERS</b> Charles Krusekopf Michael Young Gerry Nixon Carolin Rekarmunro Marilyn Taylor Darryl Karleen Steven Glover Will Low Ingrid Kajzer-Mitchell Carol Rekarmunro	<b>EX OFFICIO MEMBERS</b> <i>Voting:</i> J. Peter Meekison (Chair) David Rees Jim Bayer Pedro Màrquez Mary Bernard  <i>Non Voting</i>  Recording: Diane Carpenter
<b>REGRETS</b>	Connie Carter Katie Klassen Erich Shellhammer Janna Jorgensen	<i>Voting:</i> Allan Cahoon

**GUESTS:** Mary Japp, Chris Brown, Roberta Mason

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- 1. Call to Order** – The Chair, Peter Meekison called the meeting to order at 1:05 pm.
  - 2. Approval of the Agenda – Item 6. b. and 7. c. were deferred. Agreed.**

The agenda was adopted on a motion by Gerry Nixon, seconded by Pedro Màrquez.

**3. Approval of Minutes**

**Motion: It was moved by David Rees and seconded by Gerry Nixon THAT THE MINUTES OF MAY 20TH, 2009 BE ADOPTED AFTER THE FOLLOWING REVISIONS WERE MADE:**

On page 2, section 5.b) Admissions Committee, David Rees advised Council that there was no new business to report.

David Rees reported that an ad hoc committee was struck to review RRU diploma standards. The committee recommended three guiding principles: a) that RRU diplomas reflect RRU “branding” and be suitable for public presentation; b) the diplomas reflect value and be printed on high quality, parchment-like paper; and c) that diplomas incorporate security measures in order to minimize fraud. David requested feedback from members as to the layout and format of the proposed diplomas for non-credit, certificate and diploma programs, and degree programs.

It was agreed that the landscape format for certificate, diploma, and degree programs was preferable.

**CARRIED**

#### **4. Announcements and Communications and Questions**

- Peter Meekison announced that the new VP Marketing, Enrolment and Business Development will start September 1<sup>st</sup> and will round out Allan Cahoon's Executive team. He then requested a change to the order of agenda items which was agreeable.

#### **6. Standing Committee reports**

a) **Awards Committee:** deferred.

b) **Admissions Committee:**

**It was moved by Jim Bayer and seconded by Mary Bernard THAT THE INDIVIDUALS NAMED ON THE MAY 27, 2009 LIST OF GRADUANDS TO RECEIVE CERTIFICATES, DIPLOMAS AND DEGREES LISTED UNDER THE FACULTY OF SOCIAL AND APPLIED SCIENCE BE APPROVED AS ACADEMICALLY ELIGIBLE TO CONVOCATE IN THEIR RESPECTIVE PROGRAMS.**

**CARRIED**

**It was moved by Jim Bayer and seconded by Michael Young THAT THE INDIVIDUALS NAMED ON THE MAY 27, 2009 LIST OF GRADUANDS TO RECEIVE GRADUATE CERTIFICATES UNDER THE CENTRE FOR APPLIED LEADERSHIP AND MANAGEMENT BE APPROVED AS ACADEMICALLY ELIGIBLE TO CONVOCATE.**

**CARRIED**

**It was moved by Pedro Màrquez and seconded by Carolin Rekarmunro THAT THE INDIVIDUALS NAMED ON THE MAY 27, 2009 LIST OF GRADUANDS TO RECEIVE GRADUATE AND UNDERGRADUATE DEGREES LISTED UNDER THE FACULTY OF MANAGEMENT BE APPROVED AS ACADEMICALLY ELIGIBLE TO CONVOCATE IN THEIR RESPECTIVE PROGRAMS.**

**CARRIED**

**It was moved by Pedro Màrquez and seconded by Gerry Nixon1 THAT THE INDIVIDUALS NAMED ON THE MAY 27, 2009 LIST OF GRADUANDS TO RECEIVE GRADUATE AND UNDERGRADUATE CERTIFICATES, DIPLOMAS AND DEGREES LISTED UNDER THE ASIA OPERATIONS OFFICE BE APPROVED AS ACADEMICALLY ELIGIBLE TO CONVOCATE IN THEIR RESPECTIVE PROGRAMS.**

**CARRIED**

**It was moved by David Rees and seconded by Will Lowe THAT THE DEANS BE AUTHORIZED TO APPROVE ON BEHALF OF ACADEMIC COUNCIL THE ADDITION OF LEARNERS' NAMES TO THE LIST OF GRADUANDS PRIOR TO MAY 29 AND WHO, TO THE SATISFACTION OF THE DEAN, HAVE COMPLETE THE ACADEMIC REQUIREMENTS FOR GRADUATION, AND**

**THAT THE REGISTRAR BE AUTHORIZED TO CORRECT ANY POSSIBLE CLERICAL ERRORS TO THE LIST OF GRADUANDS BEFORE CONVOCATION.**

**CARRIED**

Mary Bernard noted that the ethical reviews must also be checked prior to the approval of the lists of graduands.

## **5. Business Arising**

- a) Motion on Board Policy C1020, Establishment and Discontinuance of Faculties, Schools, Programs Academic and Research Centres.**

Overview:

Peter Meekison tried to capture the essence of Charles Krusekopf's submission and reviewed the draft with the Faculty Agreement and then with Allan.

**It was moved by Gerry Nixon and seconded by Jim Bayer THAT THE FOLLOWING POLICY ON THE IMPLEMENTATION OF BOARD POLICY C1020 BE ADOPTED:**

**PURSUANT TO RRU BOARD POLICY C1020, ESTABLISHMENT AND DISCONTINUANCE OF FACULTIES, SCHOOLS, PROGRAMS, ACADEMIC AND RESEARCH CENTRES APPROVED JUNE 16, 2006. The Board is to receive the advice of Academic Council through the President on these matters. To fulfill its responsibilities, Academic Council has adopted the following policy framework:**

- 1. Once the President (or Executive Committee) has developed a proposal that a Faculty, School, or Program, Academic or Research Centre is to be established or discontinued, the President's (or Executive Committee's) proposal will be forwarded to Academic Council in a timely manner for its consideration. Nothing in this policy should be regarded as precluding discussion between the President and Academic Council prior to the development of a proposal pursuant to an academic decision. At the option of the President, prior discussion with Academic Council, in public or in camera, is the preferred process for academic decisions.**
- 2. Academic Council's discussion of the recommendation(s) should occur before the President's recommendation(s) is/are forwarded for Board approval to allow sufficient time for Council members to consider the proposed matter(s).**
- 3. Academic Council will provide its advice outlining the pros and cons of the proposed recommendation(s), and any other information deemed relevant by the Council.**

4. **Nothing in the forgoing precludes Academic Council from providing advice to the Board through the President, on the establishment and discontinuance of Faculties, Schools, Programs, Academic and Research Centres.**
5. **This policy does not supersede existing practices and procedures for the approval of RRU degrees. The establishment of degree programs will continue to be reviewed first by the Curriculum Committee.**

**Discussion:**

**CARRIED**

- there was concern that Academic Council, by giving advice after the President had made a public announcement, might be in a position of conflict with the President.
- there was a distinction made between giving input after a decision has been developed, and consulting during the decision making process. It was suggested that the preferred approach would be to have a discussion or consultation before a decision is announced by the President on academic matters. It was agreed that wording should be included that allows two pathways for advice to be brought forward to the BoG, firstly from the President, and secondly at the initiative of Academic Council to the President and on to the Board
- it was suggested that the advice be in a written format forwarded to the Board

## **7. New Business**

### **a) Accessibility Policy for Students with a Disability (for information) – Mary Japp**

Mary Japp reviewed the genesis of the policy and noted it is a best practices policy and that the procedures are available on the RRU websites. She clarified that it is normal wording to have the President be responsible for awareness of the policy and noted that the use of the phrase 'equal access' is distinct from the 'same' access and that legal council has approved this wording and it is in common use. The policy will be brought forward for approval at the June BOG meeting.

### **b) Research 08/09 Annual Report to BoG (for information) – Mary Bernard**

Highlights of the report:

- research grants are good and healthy for our size of institution and trending upwards, and Mary Bernard thanked the faculty on their work in adjudicating and helping students with their proposals as well as contributing to about 500 ethical reviews.
- research Centre funding and individual faculty member funding show a positive trend as well
- The Centre for Health Leadership and Research is getting a new Director
- The Todd Thomas Institute has a growing list of activities (pg. 37)
  
- Research totaled 2.5 M this year and RRU is looking at stabilizing this at about 2.25 M going forward

- regarding research vs. public programs, the Centres are not mandated to deliver programs, but are developing cross initiatives with faculty that integrate the promotion of research, stimulate workshops, and assist in the initiation of program and degree development which then moves over to the schools to be designed into programs

## **8. Adjournment**

The meeting adjourned at 2:30 pm.

**Next Meeting**  
**Wednesday, June 17th, 3 pm, HC 315**