

AC Meeting Minutes

Friday, March 4th, 2022; 1:00 pm

Location: Microsoft Teams

Attendees:

Sheldon Levy (Chair)

Stephanie Chu (VP Academic)

Sitora Azimova (VP Administration)

Gelareh Farhadian, Michele Vincenti, Larry Earnhart (Graduate Chairs) George Drazenovic (Undergraduate Chair) Kristine McLellan (UAP Chair)

Eli Sopow, Penny Farley, Paul Fontaine, Salvador Trevino, Pegah Yaghmaie, Nam Le (Faculty)

Henrique Gea (Registrar)

Adrian Mitescu (University Librarian and Interim Secretary)

Sumit Agarwal, Anne Janousek (Support Staff Representatives)

Regrets: [none]

Absences:

Gabriel Anaya Issa, Aashna Arya (Student Representatives)

Guests:

James Bowen, Rushdi Alsaleh, Karen Tankard, Alexander Sakharov, Cheryl Thomas, Mehdi Akhgari,

Ryan Moradi (Faculty)

Harpreet Ahluwalia (Project Manager, Transfer & Institutional Partnerships)

Amy Hua (Director, Scheduling & Curriculum)

Cassie Savoie (Director, Academic Operations and Support Services)

Anna Lee Bouton (Assistant Registrar – Transfer Credit, Articulation, & PLAR)

Rahul Agarwal (Curriculum Advisor)

Drea Brake (Manager of Scheduling Services)

Christine Chan (Director, Student Affairs & Services)

The meeting was called to order at 1:02 pm.

1. Welcome**S. Levy**

Sheldon welcomed attendees and thanked everyone for joining online.

2. Approval of Agenda (doc. distributed)**S. Levy**

Motion: To approve agenda as presented

Moved: G. Farhadian Seconded: A. Mitescu

Agenda approved as distributed.

3. Approval of Minutes (doc. distributed)**S. Levy**

a) Minutes from Academic Council meeting on January 14, 2022

Motion: To approve Minutes as presented

Moved: A. Mitescu Seconded: A. Janousek

Minutes approved as presented.

4. President's Report**S. Levy**

Sheldon noted the following items in his report:

- Deloitte have been asked to come in and review the procedures being used for student complaints, student discipline, etc. This is in response to the issues that we have had. A significant part of their work involves the rules and procedures of Academic Council. To note obviously no changes to Academic Council's policies or procedures can be made without Academic Council's approval. Have asked Deloitte for their recommendations to is beginning of March
- Senior Judge Michael Tulloch will be on campus on 7th & 8th February for discussion with faculty, staff & students to coincide with the 40th Anniversary of f the Canadian Charter of Rights and Freedoms
- Former Grand Chief Phil Fontaine will be on campus on 2nd & 3rd March for an event on Truth and Reconciliation in Canada, along with his partner Kathleen who is wone of the leading lawyers in the country on land claims. They will be talking about the history of the issues on Indigenous in Canada, and how we as a community can make a meaningful difference. He will also be working with the VPA and other colleagues on the opportunity for the very first course developed by an indigenous leader for a university in Canada.
- Received the Annual report from the provincial government – it has improved quite dramatically. They have recognized a lot of good things about the institution and its work, and they recognize a lot of areas where improvement is needed.

5. New Business (docs distributed)

a) Pyramid College - pathway into BCom

H. Ahluwalia

Harpreet presented the above agreement, all details of which are laid out in the document distributed. The conditions laid out in each agreement facilitate the admission of qualified students from Pyramid College to UCW.

Motion: To approve the agreement as presented

Moved: L. Earnhardt Seconded: A. Mitescu

Motion carried unanimously

b) Intake dates for next 5 years

S. Chu

Stephanie presented the academic calendar for the next 5 years until 2026, done in collaboration with the Registrars Office.

Motion: To approve the intake dates for the next 5 years as presented

Moved: P. Fontaine Seconded: M. Vincenti

Motion carried unanimously

c) List of Graduands (to be distributed on the day of the meeting)

H. Gea

Henrique presented 20 graduands consisting of 16 from the MBA and 4 from the AA for approval.

Motion: To approve the graduands as presented

Moved: L. Earnhart Seconded: A. Mitescu

Motion carried unanimously.

d) ACCA Embedded MBA – New ACCA proposal

L. Earnhart/H. Ahluwalia

Larry presented the New ACCA proposal via share screen.

There was discussion around if there were students already on this program, as it is being advertised. Henrique responded that is being addressed, and that there are a few students who they are currently working with. There was also discussion around identifying the applications coming in and the need to change the messaging before any students are accepted ensuring the information is very clear, and to be handled by Henrique.

Motion: To approve the ACCA Embedded MBA – New ACCA proposal as presented

Moved: L. Earnhart Seconded: M. Vincenti

Motion carried unanimously

New Course:

e) MENT 630 Launch Your Own Business**J. Bowen**

James presented new course MENT 630 via share screen. There was discussion around the implementation of this course – James noted that it's not a self registration course. At the end of the other entrepreneurship courses, students should have a business plan and idea already put together. The course lead is going to take the opportunity to learn of that business plan and interact with the student to assess whether it's a viable entrepreneurial activity that fits within the parameters of this course, so they need to pass through that screening before they can get into the course.

Adrian noted as usual this will require coordination with the Registrar's Office for publication in the academic calendar.

There was confirmation that this course would have a summer implementation date as per discussion at UCC.

Motion: To approve new course MENT 630 Launch Your Own Business as presented**Moved: G. Farhadian Secoded: L. Earnhart****Motion carried unanimously****f) BUSI 660 Small Business Management****A. Sakharov**

Alexander presented new course BUSI 660 via share screen.

There was discussion about the spring implementation date, with regard to MGMT 661 that will no longer be offered for students as an exit option. So, this course needs to be in place relatively quickly.

Cassie commented for there to be collaboration with RO to ensure that this option is available for students who need it in the spring term.

There was also discussion around this information on new courses being launched being updated in the most recent version of the academic calendar and if there was a plan to send out a communication to students. Henrique confirmed once approved the communication process would start and the necessary updates to the academic calendar.

Motion: To approve new course BUSI 660 Small Business Management as presented**Moved: S. Chu Secoded: M. Vincenti****Motion carried unanimously****g) COMM 260 Content Creation****K. Tankard**

Karen presented new course COMM 260 via share screen.

There was a comment that as the prerequisite for this course COMM 105 is being offered for the first time this term, for a spring implementation date for this course so that students can move on accordingly in the progression. This course was actually ready to go through December, because the UCC got postponed from December to January, there was a delay in getting this ready to go on time to RO for the calendar.

Motion: To approve new course COMM 260 Content Creation as presented

Moved: M. Vincenti Seconded: A. Janousek

Motion carried unanimously

h) WORK 298 Career Preparation

B. Ramsay

Cassie presented new course WORK 298 on behalf of Brent via share screen.

There was discussion around the assignments and Cassie explained students go through a series of in class tasks that are related to the scenarios that they're doing, and then the work that they're doing outside of class to connect all of the CLO's to these workplace scenarios are a series of workplace related mini pitches that are scheduled at staggered times throughout the semester. They're also working on either a presentation or a paper, so students are going to take those mini pitches and turn them into a professional presentation that suited for the workplace, and then they also carry that over into a team assignment where they create both a written paper and a team video presentation.

Motion: To approve new course WORK 298 Career Preparation as presented

Moved: S. Chu Seconded: L. Earnhart

Motion carried unanimously

i) MGMT 624 Advanced Performance Management

L. Earnhart/H. Ahluwalia

j) ACCT 624 Strategic Business Reporting

L. Earnhart/H. Ahluwalia

k) FNCE 624 Advanced Financial Management

L. Earnhart/H. Ahluwalia

l) BUSI 624 Strategic Business Leader

L. Earnhart/H. Ahluwalia

Larry presented the 4 new courses above which represent the ACCA version of the UCW Masters courses. Ordinarily ACCA courses are taken online by students and they provide the material and content. As UCW is not able to have online only classes, we have ACCA trained faculty to provide these as courses we have created, to be in line with our MBA program. ACCA content has been taken and put into a syllabus in reference to our own courses.

Motion: To approve new course MGMT 624, ACCT 624, FNCE 624 and BUSI 624 as presented

Moved: L. Earnhart Seconded: M. Vincenti

Motion carried unanimously

m) FACC 099 Financial Accounting Fundamentals**L. Earnhart**

Larry presented FACC 099 via share screen.

There was discussion around the implementation date, with Larry confirming it to be Spring 2022. There was also discussion around as this becomes a required workshop, if there were any proposed charges to students. Larry confirmed a charge had been proposed which had then been rescinded, and this is a question for someone at another level.

Sheldon commented that with regard to any charges that this is not a matter for Academic Council, but if an administrative matter which is being taken to the Board very soon, that there can be no charge to any academic course requirement unless first of all, Academic Council as approves that course requirement and then the board approves the fee.

Adrian noted he had strong objections to this particular course being made a mandatory course, due to it being a 4-week course which is being linked with a 10-week course. Also making it a mandatory course in the very first term when we know so many of our students are coming in late, and already falling behind is not setting them up for success.

There was much discussion around this comment – Cassie responded as discussed at UCC there had been a suggestion of following a similar pattern to learning for success workshops where students are being set up for success to be able to achieve what is required in the first term, and to mimic that structure with this particular series of workshops offered in the first four weeks of the term.

There was also discussion around the entry requirements related to the concerns raised by Adrian, and a comment that with the MBA program review coming up, there would be an opportunity to take a look at the admission requirements and prerequisites and address this issue.

Christine commented that there is a workload issue that students are expressing due to the conflict between learning for success, NSO as well as additional modules that they had to take on in addition to the three or four classes that they have to take on.

Linked to this there was discussion around there being a transition plan from a short-term solution to a long-term solution and is there an alternative for students if they were to choose to drop this course. Larry commented that perhaps some polling of students could be done at the end of the term, and to get more information such as if the failure rate is changing.

Motion: To approve new course FACC 099 Financial Accounting Fundamentals as presented**Moved: L. Earnhart Seconded: M. Vincenti****10 votes in FAVOUR, 4 votes AGAINST, 2 ABSTENTIONS; Motion carried.**

Existing Course Revision:

n) BUSI 640 Consulting Practices**C. Thomas**

Cheryl presented course revision BUSI 640, which she noted the prerequisites were being added back in. Somehow BUSI 640 moved from a required course to an elective course, and students in first semester, where registering for it and we didn't discover that until this term when we discovered these students

without any background in the courses. We tried to track it through academic council before and couldn't find it. So, it is being bought back to Academic council for the amendment to be made which is adding those prerequisites.

The course is actually should be taken as an elective, but in the third or fourth semester after students covered these courses. It was also noted this would have a Spring implementation date.

Motion: To approve existing course revision BUSI 640 Consulting Practices as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

o) CAPS 602 Capstone Project

C. Thomas

Cheryl presented course revision CAPS 602 and noted different things were done over 3 semesters to find something that works and also meets the requirements of the CMC. The course is built around doing a project for a client, and so it starts off with, meeting with the client and getting a statement of work agreement and the confidentiality agreement signed. Then we have a regular weekly check in in our quote class time where everybody has to report in where they're at with their projects. Then there's the final presentation to the client and the final paper to the client and so those are the deliverables and what has been added.

It was also noted this was requested to have a spring implementation date.

Motion: To approve existing course revision CAPS 602 Capstone Project as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

Motion to extend Academic Council by 15mins

Moved: A. Mitescu Seconded: L. Earnhart

Motion carried unanimously

p) BUSI 650 Business Analytics

M. Ashtari

Rushdi presented course revision BUSI 650 oh behalf of Mo – he noted this course was an elective course and mainly focused on financial modeling. However, this course become a core course in tier one in the MBA. The focus has shifted to be more related to business, and how students can analyse business performance, business life cycle as well as how they can implement using Tableau and Power Pi, creating dashboards, storytelling.

A committee was created and a survey for all faculty who are teaching this course for their ideas on topics that should be covered. Based on all that, the course was revised as were the learning outcomes.

Motion: To approve existing course revision BUSI 650 Business Analytics as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

q) BUSI 651 Machine Learning Tools and Techniques

R. Moradi

r) BUSI 652 Predictive Analytics: What Works?

R. Moradi

s) BUSI 653 Cloud Computing Technologies

R. Moradi

Ryan presented course revision BUSI 651, BUSI 652 and BUSI 653. He noted there is no revision to the body of the courses. The scope of the challenge was to correct the prerequisite. These courses are new and developed over a year ago – when being offered to students it was brought to our attention that the course requirements were not being reflected on the student enrollment for some reason. This was raised a few months ago, and now we are hoping to get it right this time. The changes are exactly what was originally planned when these courses were developed.

Motion: To approve existing course revision BUSI 651, BUSI 652 & BUSI 653 as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

t) MGMT 661 Strategic Management

G. Farhadian

Pegah presented course revision MGMT 661 on behalf of Gelareh. She noted it used to be an exit course but will now be a core course in Tier 4. For that reason, it will have the prerequisite, and be accommodating students from Tier 1 to Tier 2 ensuring students have the basic foundation when they get to Tier 4. Also, as it is no longer an exit course the pass mark will be 60% from 72%.

It was also noted this was requested to have a spring implementation date.

Motion: To approve existing course revision MGMT 661 Strategic Management as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

Motion to extend Academic Council by 15mins

Moved: A. Mitescu Seconded: S. Trevino

Motion carried unanimously

u) MRKT 610 Marketing Research & Retirement of MRKT 612

M. Akhgari

Mehdi presented MRKT 610 and noted the motivation for developing this course was the feedback and demand from employers and client's students not knowing how to conduct market research. The course is practical, conducting a market research project from beginning to end and presenting it to the client.

Implementation date would be for Spring.

Adrian commented that SPSS is noted as a resource, but this is not available at UCW and will require VPA and VP IT approval. It was not included in current budgeting.

There was discussion around the collection of data (week four) – what type of data is being collected from clients, and will students be going through the Ethics Committee. Mehdi responded it would be compliant with REC.

Motion: To approve existing course revision MRKT 610 Marketing Research & Retirement of MRKT 612 as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

v) BUSI 641 Entrepreneurship

A. Sakharov

Alexander presented course revision BUSI 641. He noted it has one change which is the course prerequisites and course core requisite.

The change is to have the four courses as prerequisites are talent management, marketing, management, operations management and financial management.

For the course core requisites, design thinking and prototyping for entrepreneurs has been added.

Motion: To approve existing course revision BUSI 641 Entrepreneurship as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

w) MENT 602 Design Thinking

A. Sakharov

Alexander presented course revision MENT 602. He noted one of the reasons to revise the course was to make it closer to design thinking rather than making it a broader course. The course description and learning outcomes were narrowed down and focused on design thinking. There is also a focus on newer resources as the old ones were outdated. Assignments have been made more practical, with the addition of presentations.

Motion: To approve existing course revision MENT 602 Design Thinking as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

x) MATH 200 Statistics

N. Le

Nam presented course revision MATH 200 and noted the changes made were based on the suggestions of the CPA consultant, to ensure that all topics required by the CPA are covered.

Motion: To approve existing course revision MATH 200 Statistics as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

y) HRMT 301 Human Resource Management

S. Farmani

Harpreet presented course revision HRMT 301 on behalf of Sophie. She noted the courses needed to be reviewed to bring it up to date. The older textbook has been updated to a more recent one which is OER/ZCT compliant. Learning outcomes were reworded and reduced down from 10 to 6. Overall content for the learning outcomes hasn't changed.

Motion: To approve existing course revision HRMT 301 Human Resource Management as presented

Moved: L. Earnhart Seconded: S. Chu

Motion carried unanimously

Item z) OPMT 301 Operations Management removed from the agenda due to not being approved at UCC

7. Other Business

No further business.

8. Adjournment

S. Levy

Motion: To adjourn meeting.

Moved: L. Earnhart Seconded: A. Mitescu

Motion carried unanimously

Meeting Adjourned at 2:59 pm.