

## AC Meeting Minutes

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

Location: Microsoft Teams

### Attendees:

Sheldon Levy (Chair)

Sitora Azimova (VP Administration)

Gelareh Farhadian, Michele Vincenti, Larry Earnhart (Graduate Chairs)

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:

Maureen Mancuso (VPA)

### Absences:

Gabriel Anaya Issa, Aashna Arya (Student Representatives)

George Drazenovic (Undergraduate Chair)

### Guests:

Jaspal Singh, Wendy Wilson (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)

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

**1. Welcome****S. Levy**

- Sheldon welcomed and thanked everybody for attending the meeting.

**2. Approval of the Agenda****S. Levy**

- The following item was added to the agenda: New Business  
  
7. g) List of graduands for approval

**MOTION:** To approve the agenda with proposed amendment. Moved: Larry Earnhart  
Seconded: Eli Sopow. The amended Agenda was approved unanimously.

**3. Approval of the of the February 4<sup>th</sup> Academic Council Meeting Minutes****S. Levy**

**MOTION:** To approve the February 4th, 2022 Academic Council Meeting Minutes. Moved:  
Adrian Mitescu Seconded: Anne Janousek. The Meeting Minutes were approved as presented  
unanimously.

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

- A second communication was sent out from Sheldon regarding the crisis in Ukraine. It would be good to come up with a response that compliments what the Government of Canada is doing. The owners of GUS made a strong commitment to do whatever they can to be supportive. Students may be experiencing financial issues as the Swift Banking System has cut off payments.
- The review of academic and non-academic issues of student conduct began. It includes everything from processes to whether we have people with the training to be able to handle the workload. Sheldon continues to worry about bias. Many small institutions have a tribunal with external members to address bias. Judge Tulloch talked about ensuring rights and fair processes when he was on campus. There needs to be a fair process for students and faculty in a timely fashion. The Regulator has also brought this to our attention, and a group was formed by Adrian to address the student complaints.
- Phil Fontaine, former National Chief of the Assembly of First Nations and Kathleen Mahoney, Professor Emerita in the Faculty of Law at the University of Calgary were on campus doing presentations on Truth & Reconciliation this week. Phil will be interviewed on Global TV. Phil's presentations were a great success. UCW is a meaningful contributor to Indigenous issues that Canada faces.

## 5. Committee Reports

### a) Policies Committee

A. Mitescu

- No update.

### b) University Curriculum Committee Report

A. Hua

- There are ten members in the University Curriculum Committee consisting of Chairs, Faculty Members, and staff from the Registrar's office. More Faculty Members are being invited to the University Curriculum Committee to provide additional curriculum feedback to ensure quality to curriculum. The committee meets the third Monday of every month with the goal of developing new curriculum.

#### i) Course Revision: ACCT 101 – Financial Accounting

J. Singh

- Jaspal Singh worked with Wendy Wilson, external Consultant from CPA to make some changes to ACCT 101 – Financial Accounting, in order to make the course more acceptable. The reduction on the weight of assessments allows for more weight on the two exams, which is recommended by CPABC. Individual assignments were added on the accounting cycle, which was a weight of 10%. There is an investigative group project, which allows students to understand why accounting is important. The midterm and final exams were increased from 20% to 30% each. The accounting assignment is due in week 4 to give students a chance to get some feedback and to minimize the stress in terms of the amount of content in the course. Wendy advised that we were in good shape after the changes were made to ensure transferability to students with the CPABC program, as it is more aligned with what other institutions are doing.

#### ii) Course Revision: ACCT 103 – Financial Accounting Applications

J. Singh

- ACCT 101 and ACCT 103 are exactly the same strategy. An extra assignment was not added for ACCT 103. UCW has not run these courses for some time, and before running them we wanted to ensure that if students were to pursue a CPA designation, it would be certain they would get transferability. Once Academic Council approves the changes, the syllabi will go to CPABC and Jaspal believes they will be happy with what they see.

**MOTION:** To approve the course revisions for ACCT 101 – Financial Accounting and ACCT 103 – Financial Accounting Applications

Moved by: Michele Vincenti    Seconded by: Anne Janousek    Motion carried unanimously.

#### iii) Course Revision: BUSI 325 – Business Law

W. Wilson

- Wendy Wilson discussed the changes to BUSI 325. This course has not been delivered at UCW for some time. The textbook was updated. CPA does not require any coverage on Indigenous Law and flexibility was left if it gets added

in. Sale of Goods Legislation would be very specific to BC. The two biggest topics are Tort Law and Contract Law. It has been left very generic but also covers all competencies required from the CPA competency map.

**MOTION:** To approve the course revision for BUSI 325 – Business Law Moved by: Penny Farley  
Seconded by: Adrian Mitescu Motion carried unanimously.

## 6. Old Business

### a) Academic Council Retreat

**A. Mitescu**

- The purpose of the retreat is to discuss roles and responsibilities as Academic Council members. The Academic Council needs to evolve as UCW has grown. The retreat is scheduled for the morning on Friday, April 8<sup>th</sup>, 2022, and the location is still to be decided. Permanent guests of Academic Council are invited as well. The retreat will be a good opportunity to look at what the current bylaws are saying, what we need in the future, and how we are going to get there. There will be a strategic overview of how this will fit into the larger picture.

### b) ACCA Agreement

**A. L. Boulton**

- This is an important agreement that is quite complex. There was no change to the academic structure, however it was submitted to Academic Council for record purposes. Anna Lee provided a one-page summary and working document that transfer credits staff will be using, and it will also be used as a template on the website. It is simplified, so students will have an understanding of this embedded program.

## 7. New Business

### a) Report on DQAB Institutional Reporting Profile

**A. Mitescu**

- Adrian shared a PowerPoint Presentation overview of the reporting cycle for the Degree Quality Assessment Board. We received our template in April and have until July to complete it. A site visit from the Ministry will happen in October/November. We received the report and responded within two weeks. DQAB provides a response in March, and we start over in April. BCAT provides an assessment on our participation in Articulation Meetings. One of the report recommendations is to introduce more course electives for undergraduate students. Staff members from the Secretariat also highlighted the issue of effective communication when it comes to changes with policy and practice. Staff members from the Secretariat wanted to highlight issues of staff training when interacting with students. They wanted us to have a professional social video for Faculty and made a recommendation for an awards ceremony for Faculty, and opportunity to have Faculty, staff and students contribute to the strategic planning processes and consultations. We have indicated in our response how we are addressing this.

- The Ministry has indicated that student complaints have increased. They are mostly administrative complaints. They would like us to have a fair process for addressing student complaints. They want to ensure we have a policy in place for this, and that the policy and procedure are applied consistently.
- Sheldon feels it is important for the Academic Council to be informed of the DQAB report and the student complaints that must be actioned by the university. The most difficult issue is with students that believe they were being treated unfairly and inconsistently with our policies. This issue is so important that it could prevent us from being accredited by EQA. The purpose of the review is to move forward as a community in a responsive way. We cannot recruit internationally if we are not on the IRCC list.

### **New Partnership Agreements**

#### **b) Myongji University, Republic of Korea**

**H. Ahluwalia**

- This is a semester abroad and semester exchange program. The template was approved by Academic Council some time ago. Every partner's content has been added to compliment UCW content.
- Myongji University is a private Christian University founded in 1948 and has two campuses in South Korea. The university provides higher education in science, engineering and humanities, and has 397 international partners in 50 countries.

#### **c) EWHA Womans University, Republic of Korea**

**H. Ahluwalia**

- EWHA Womans University is a semester abroad and semester exchange program. This is the first private women's university in Seoul and was founded in 1886. It is the world's largest female education institution. They have a number of international exchanges across the world.

#### **d) Kyungpook University (KNU), Republic of Korea**

**H. Ahluwalia**

- KNU was established in 1946, has 17 colleges, 119 Masters and 108 PhD Graduate Programs. This is a semester abroad and exchange program.

#### **e) Liaison College, Brampton, ON**

**H.**

**Ahluwalia** • Liaison College is a private college which offers a variety of diplomas and certificates. This is a standard agreement for pathway into our BCom Program.

#### **f) Canadian College, Vancouver, BC**

**H. Ahluwalia**

- This is a private college and offers a variety of diplomas and certificates. The college also offers dual credentials for some of the programs with St. Lawrence College in Ontario.

**MOTION:** To approve the five Partnership Agreements as presented. Moved by: Adrian Mitescu Seconded by: Larry Earnhart Motion carried unanimously.

**g) List of Graduands for Approval****H. Gea**

- Henrique is planning for two graduation ceremonies per year, as the number of graduates are increasing. The date and location will be communicated to Academic Council members.
- Henrique is presenting 13 new MBA and 6 from Associate of Arts. They all fulfill the requirements for graduation and Henrique would like them to be considered.

**MOTION:** To approve 13 MBA and 6 Associate of Arts students to be considered as graduands.

**Moved by:** Adrian Mitescu    **Seconded by:** Michele Vincenti Motion carried unanimously.

**8. Adjournment****S. Levy**

**MOTION:** To adjourn the meeting

**Moved by:** Michele Vincenti    **Seconded by:** A. Mitescu Motion carried unanimously.

Meeting adjourned at 2:07 pm.