

Academic Council Meeting

Thursday, October 13, 2022; 3:00 pm PDT
Via Microsoft Teams

Minutes

Attendees:

Sheldon Levy (UCW President and AC Chair)

Gelareh Farhadian, Michele Vincenti, George Drazenovic, Larry Earnhart (Chairs)

Nam Le, Salvador Trevino, Eli Sopow, (Faculty Representatives)

Adrian Mitescu (University Librarian and Interim Secretary)

Anne Janousek (Staff Representative)

Maureen Mancuso (Vice-President Academic)

Stephanie Chu (Executive Dean)

Penny Farley, Jason Walker, Salvador Trevino, Paul Fontaine, Nam Le (Faculty Representatives)

Regrets:

Heidi Rolfe (Compliance Officer)

Henrique Gea (Registrar)

Catherine Vertesi (UCW Board of Governors Representative)

Guests:

Harpreet Ahluwalia (Project Manager, Transfer & Institutional Partnerships)

Christine Chan (Director of Student Affairs & Services)

Amy Hua (Director, Scheduling & Curriculum)

Polina Skiba (Academic Council Coordinator)

Charyl Thomas (Faculty Representative)

Anna Lee Boulton (Associate Registrar)

Mehdi Akhgari (Chair of the Scholarly Activity Committee)

Cassie Savoie (Director, Academic Operations & Support Services)

1. Call to Order and Land Acknowledgment

S. Levy/ A. Mitescu

We acknowledge that the territories on which UCW and its campuses are situated are the traditional, ancestral and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Selilwitulh (Tseil-Waututh) Nations. We thank them for having cared for this land since time immemorial, honour their graciousness to the students who seek knowledge here, and iterate our dedication to valuing the ongoing contributions of Indigenous peoples and communities.

The meeting was called to order at 3:01 pm PDT.

2. Approval of the Agenda

S. Levy

Motion: To approve the agenda as presented

Moved: P. Farley **Seconded:** E. Sopow

Motion carried unanimously

3. Approval of Minutes

S. Levy

a) Minutes from the Academic Council meeting on September 2, 2022

Motion: To approve Minutes from the Academic Council meeting on September 2, 2022

Moved: G. Farhadian **Seconded:** A. Janousek

Motion carried unanimously

4. Business arising from the minutes

A. Mitescu

a) Academic Council Elections update

A. Mitescu provided a belief overview regarding elections. In total there were received 14 nominations for the 10 faculty open positions, 3 nominations for the staff positions, and 9 nominations for the 4 open student positions. Some of the nominators dropped out automatically due to requirements were not met. The ones, who met eligibility requirements, were claimed to the positions, and communication was sent out accordingly.

b) Updates to the Academic Council Standing Committees Terms of Reference

A. Mitescu provided a Terms of Reference report update regarding each committee, committee's membership, and responsibility.

Motion: To move all terms of references

Moved: E. Sopow **Seconded:** M. Vincenti

Motion carried unanimously

a. Academic Planning and Priorities

A. Mitescu stated that this new committee is necessary to help Academic Council to establish the goals, objectives, and priorities of the University. The membership has 11 voting members to assist with the meeting and serve for the benefit of the University.

Discussion: S. Chu and M. Mancuso mentioned that the proposed membership flexed the curve of reality in terms of different types of educational structures like AVPs and Associate Deans, which the University doesn't have yet. Therefore, it was suggested that as long as Institution continues to mature, this committee can be implemented in order to balance University resources and staff's efficiency.

A. Mitescu suggested, as part of the annual report to AC, providing an update on advocacy of the Terms of References and how well it serves the committee within 24 months
6-month reminder to the Committee

Motion: To reconsider voting membership and responsibility for all standing Committees within 24 months

Moved: P. Farley **Seconded:** S. Chu

Motion carried unanimously

b. Governance and Policies

A. Mitescu presented a brief Terms of References update of the existing Governance and Policies Committee regarding changes in membership starting in November 2022, and a few updates on responsibilities.

c. Quality Assurance

A. Mitescu presented a new committee such as Quality Assurance Committee. This committee is responsible for developing and implementing procedures, standards, and guidelines to ensure that program reviews and conducted in accordance with the principles of 5001 – Program Review Policy.

The Quality Assurance Committee is also responsible to monitor and provide updates to the AC on the provincially mandates quality assurance policies or initiatives, as appropriate.

d. University Curriculum

A. Mitescu presented minor changes in the membership of the existing University Curriculum Committee.

Discussion: M. Mancuso suggested if it's a major course change or change in general, it should be presented to the Academic Council Committee

e. Research and Scholarly Activities

It is an existing committee, however; it was decided to elevate to the committee of AC with proper membership and representation from faculty and expansion of responsibilities and ethics board. New membership information was presented along with other updates.

f. Honorary Degrees and Awards

A. Mitescu briefly mentioned the existing Honorary Degrees and Awards Committee due to there were no major updates on the Terms of Reference or Membership yet.

Motion: To approve the Terms of Reference for the Standing Committees as presented.

Moved: *E. Sopow* **Seconded:** *M. Vincenti*

Motion carried unanimously

5. President's report

S. Levy

S. Levy informed that the name change from Academic Council to Senate is going to be discussed at the Board meeting on October 14th, 2022.

There is a teaching capacity challenge, in terms of spacing, to accommodate all the faculty and students at UCW. S. Levy mentioned the situation in Iran and Pakistan, how extremely difficult it is for people to handle the news, and how difficult it is for the administration to assist people with financial struggles, mental issues because of the situation.

A difficult time for faculty and student due to Iran and the Pakistan situation at the moment and UCW are will to support anyone

6. Vice President Academic's report

M. Mancuso

M. Mancuso thanked everyone at the AC meeting and presented the update regarding the first GUS Global Research Conference. University Canada West hosted colleagues around the globe with the partnership of the University of Europe and GUS Canada. M. Mancuso congratulated them for presenting academic papers and chairing sessions.

M. Mancuso was proud to announce that the Elder Rose Guerin of the Musqueam nation has been announced as the Institution's first elder resident. Elder Rose will also work with Academic leadership regarding the first creation of an indigenous advisory council to guide and suppose academic initiatives to make sure that indigenous voices are heard in our decision processes.

7. Registrar's report

H. Gea/Anna Lee Boulton

No reports were received.

8. Question period

Dr. Farley asked a question about the increasing workload of faculty and the increasing number of students in classes (which leads to challenges to maintain quality). In the past, the cap on faculty students in classes was at some point 25 students, but nowadays it is not infrequent to have 35 or 45 students. This leads to challenges on marking and maintaining quality; dr. Farley asked how close is the institution to meeting this class sizes goals.

Mr. Levy indicated that this report will be part of Registrar's report (regarding enrolments) and that the current term numbers are approximately 10,000 students (pending the visa approval by the Canadian immigration authorities). Dr. Mancuso also indicated that the improvements in retention have affected the projections for Fall 2022 and Winter 2023 (a positive development nevertheless). The establishment of the Strategic Enrolment Planning Committee will help the University plan for a multi-year enrolment and better internal planning.

Mr. Levy assured the Academic Council that the financial commitments have been made to hire faculty, but the challenge is to hire quality faculty (for a University with a limited number of programs). He also indicated that the larger issue is the limited number of programs that can help attract more quality faculty. Dr. Mancuso indicated the current plans to address the faculty hiring – working with the Chairs and the Director, Faculty Relations to continue to hire additional faculty: made offers to 8 continuing faculty, moved another 11 to the second round of interviews and there are still 127 applications to be considered. Along with these developments, the process for hiring sessionals has been streamlined and a video platform for remote evaluation of applicants. The Vice-Chair positions have been created and new opportunities for continuing faculty to participate in the hiring process have been added in order to spread the workload of hiring.

9. Correspondence and receipt of petitions

[None received]

10. Committee Reports

a) Governance and Policies Committee

A. Mitescu

A. Mitescu presented the proposed changes to the Terms of Reference and as indicated that the Committee endorsed the changes.

b) University Curriculum Committee

H. Ahluwalia

i. BUSI 641 – Entrepreneurship

G. Farhadian

G. Farhadian presented an update: co-requisites were removed from BUSI 641 – Entrepreneurship

Discussion: N. Le mentioned a lot of similarities in the syllabus of the Entrepreneurship course in the undergraduate program.

- ii. CMPT 641 – Digital Transformation G. Farhadian
 G. Farhadian presented that a pre-requisite has been added for completion of 18 credits.
- iii. MRKT 627 – International Marketing G. Farhadian
 G. Farhadian mentioned the slight change in the course syllabus: from 14 to 4-course learning outcome
- iv. CAPS 602 – Capstone Project C. Thomas
 C. Thomas: removed the co-requisite course.

Motion: To approve all the updates regarding the provided courses as a package

Moved: *G. Farhadian* **Seconded:** *A. Mitescu*

Motion carried unanimously

- c) Honorary Degrees and Awards Committee M. Mancuso
 M. Mancuso mentioned that the Committee Honorary Degrees met to consider the nominations for the Teaching and Learning Awards which would be discussed later in the Camera session.

11. Other Business

Transfer and Articulation agreements

H. Ahluwalia provided an update on the Transfer and Articulation agreements to the Academic Council Committee.

- a) Sprott Shaw College, Canada H. Ahluwalia
- b) Canadian College of Technology and Business (Canada) H. Ahluwalia
- c) Continental Institute of International Studies (India) H. Ahluwalia
- d) Scottish Qualifications Authority (Scotland) H. Ahluwalia

Motion: To approve all the transfer and articulation agreements as a package

Moved: *M. Mancuso* **Seconded:** *A. Janousek*

Motion carried unanimously

S. Levy reminded participants that there is an IN-CAMERA SESSION (non-voting members of the AC will be asked to depart).



12. In Camera Session

S. Levy

Motion: To move proceedings of the AC in camera

Moved: *S. Chu* **Seconded:** *L. Earnhart*

Motion carried unanimously

Motion: to move the proceedings of the AC out of camera

Moved: *L. Earnhart* **Seconded:** *S. Chu*

Motion carried unanimously

13. Adjournment

S. Levy

Meeting adjourned at 4:31 pm.

