

**Royal Roads University
ACADEMIC COUNCIL
NOVEMBER 18, 1998
(REVISED)**

MINUTES

PRESENT	COUNCIL MEMBERS	EX OFFICIO MEMBERS
	Jim Bayer	Ramona Lumpkin, Chair
	Anton Boegman	Gerry Kelly
	Nicole Grimm	
	Steve Grundy	
	Russel Hotsenpiller	Rosemary Smedley, Recording
	Stephen Long	
	Cathy McKenzie	
	Jim McTaggart-Cowan	
	Penny Mills	
	Gerry Nixon	
	Eric West	
ABSENT	Doug Bright	Peter Turner
		David Krauel

1. Call to Order

Meeting was called to order by the Chair at 4:03 p.m.

2. Approval of the Agenda

The agenda was approved as distributed.

3. Approval of October 21, 1998 Minutes

Motion: It was moved by Jim Bayer and seconded by Gerry Nixon

THAT THE MINUTES OF THE OCTOBER 21, 1998 MEETING BE APPROVED.

MOTION CARRIED

4. Business Arising From Previous Minutes

a) Ethics in Research Policy

The revised draft prepared by Jim McTaggart-Cowan was reviewed and discussed. Under the Procedures, notation that the proposal must be approved by the Program Director will be included. It was agreed that the term "living" would be removed from the Glossary of Terms (Human subject/participant).

Motion: It was moved by Jim Bayer and seconded by Jim McTaggart-Cowan

THAT THE ETHICS IN RESEARCH POLICY BE APPROVED WITH CHANGES AS NOTED BY COUNCIL.

MOTION CARRIED

The Chair noted that the Natural Sciences and Engineering Research Council of Canada (NSERC) has requested an additional policy covering general ethical principles, e.g. plagiarism, honesty, etc. Steve Grundy and Jim McTaggart-Cowan agreed to draft this additional section for approval by Academic Council.

b) AUCC Submission

The Chair noted that AUCC has indicated that they will conduct their site visit on February 8-9, 1999. The site visit team is: Bernard Shapiro (McGill), Dominique Abrioux (Athabasca) and Arthur May (Memorial).

c) Undergrad Student Representative on Academic Appeals Committee

It was agreed that Nicole Grimm will be the undergrad student representative on the Academic Appeals Committee. Russel Hotsenpiller will be the alternate undergrad student representative.

It was agreed that Gerry Nixon will serve a one year term on the Academic Appeals Committee and Stephen Long will serve a two year term. Jim McTaggart-Cowan will be the alternate on a two year term.

All terms for members of the Appeal Committee will be for September through August.

5. New Business

a) Revised Academic Council Terms of Reference

The Chair noted that the Academic Council Terms of Reference document has been changed to reflect that an undergrad member will be elected from each of the two undergrad programs. The titles for the Registrar and Manager, Learning Resources and Distributed Learning have also been updated.

It was agreed that, in future, the two graduate students would be elected from two different programs. This change will be incorporated into the revised Terms of Reference.

Motion: It was moved by Jim McTaggart-Cowan and seconded by Jim Bayer

THAT ACADEMIC COUNCIL APPROVE THE REVISED TERMS OF REFERENCE FOR ACADEMIC COUNCIL.

MOTION CARRIED

6. Other Business

a) Posting of Information on Web Pages

Stephen Long reported that the BCom and BSc faculty have recently become aware of the fact that their lecture notes are being posted on the web. While it was agreed that this has been done with no malicious intent but as a BCom student project designed to increase availability of information to learners, there is great concern over the issue of intellectual property. It has also been discovered that student participation marks are available on the web.

Eric West will work on the issue with David Krauel. Specifically, he will explore ways to make parts of the web page password protected and request that guidelines to address this sort of problem be included in the IT Code of Conduct.

Eric West will also discuss this issue with the learners to ensure they realize the consequences of posting information on the web.

It was suggested that it would be very useful to have a users guide for distance learning which includes do's and don'ts. This suggestion will be referred to the Distributed Learning Committee.

[At the time of the meeting, it was not known if the student participation marks were available on the web. It has since been verified that the marks are not available.]

b) Student Assessment of Faculty

The current process for student assessment of faculty was discussed. The pro's and con's of having students sign their assessments were explored. The Council also discussed how the assessments are presented to the students. It was agreed that it is useful to have someone introduce the assessment but they must be very careful not to lead the process thereby possibly skewing results. The Chair will work on the assessment introduction with Sherman Waddell and will circulate the draft to the Program Directors for input.

It was suggested that it would be useful to have evaluations done throughout a program rather than at the end of the program when students are over tired. It was pointed out that both Leadership & Training and Conflict Analysis and Management have tried weekly evaluations and had a low return rate on them.

It was further suggested that students be encouraged to speak directly to faculty to convey both positive and negative comments.

This item will be brought forward to the December meeting of Academic Council as an information update.

c) Information for New Academic Council Members

The Chair noted that a handbook will be prepared for future new Academic Council members. Rosemary Smedley will ensure that the recently elected members are provided with appropriate policies and other pertinent documents.

7. Adjournment

The meeting adjourned at 5:30 p.m. The next meeting of Academic Council will be December 18, 4:00 p.m., Castle 3rd Floor Boardroom.