

NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY



Minutes of the One hundred twenty second regular meeting of the **Board of Governors**

Monday, February 7, 2011
4:00 to 6:00 pm
O102P Governors Boardroom

Members Present:	James Cumming, Chair Darcy Corcoran Jeff Fitzner Larry Spagnolo Mark Ohe Timothy Jobs	David Janzen Don Metz Kerry Brown Leanne Telford Mel Benson Vincent Frankiw	Brent Hesje Geoff Tate Kevin Nabholz Mary O'Neill Randy McLeod
Recorder:	Corie Phillips		
Others Present:	Dr. Paula Burns George Andrews Jon Hoffman Roxanna Stumbur	Bill Baker Govind Pillai Joshua Semchuk Terry Sulyma	Chris Chelmick Jason Roth Kristen Vernon
Regrets:	Diane Brickner		

1. Call to Order

a) Approval of Agenda

Moved by Brent Hesje that the agenda for the meeting be approved as presented.

Carried

b) Approval of Minutes of December 6, 2010

Moved by Mark Ohe that the minutes of December 6, 2010 be approved as presented.

Carried

c) Business Arising from Minutes

There was no business arising from the minutes.

2. Acting President's Report

a) Acting President's Report

David Janzen provided a summary of his report as follows:

- Applications to NAIT for the Fall term numbered 3,389 compared to 2,313 at the same point in 2009, which is a 46% increase.
- NAIT received donations for 53 new scholarships and bursaries during the past year.
- NAIT continues to explore a new academic model, which will be addressed by Dr. Paula Burns in a presentation later in the Board meeting.
- An Advisory Committee has been established for the Ledcor Group Applied Research Chair in Oil Sands Environmental Sustainability, chaired by Dr. Paula Burns, with representation from industry leaders, NAIT and the government.
- NAIT was recognized by the Auditor General for its documentation regarding Enterprise Risk Management. NAIT has agreed to make this documentation available to the other post-secondary institutions in Alberta.
- NAIT staff members were recognized at the 2011 Long Service and Staff Recognition Awards ceremony, which recognizes staff who have worked at NAIT for 15, 25, and 35 years, the retirees, as well as the SHINE award winners.

David Janzen provided a summary of the Risk Management report as follows:

- Future Operating Budgets - a four year plan, covering the period of 2010/11 to 2013/14 has been prepared, based on Campus Alberta grants remaining at the current level, and taking into account the \$18 million appropriated by the Board of Governors to assist in addressing budget challenges. The plan results in a balanced budget by the 2014/15 fiscal year. The provincial budget will be released on February 24, 2011.
- Apprenticeship Enrolment Planning Envelope (EPE) Funding - NAIT continues to work with Advanced Education & Technology to fund "bridging programs" that can be provided during a time of softening apprenticeship enrolment, to retain as many apprenticeship instructors as possible.

Moved by David Janzen that the Acting President's Report be accepted for information.

Carried

3. Presentations

a) NAIT Student's Association (NAITSA)

Govind Pillai, Vice-President External and Jason Roth, Director of Advocacy of NAITSA gave a presentation on the role, scope of services, and future vision of the Student's Association. Following the presentation, Board members posed a number of questions. It was noted that there is a positive working relationship between NAITSA and the NAIT Executive, and there is much to be gained by continuing to strengthen this relationship. More information regarding NAITSA can be found at www.naitsa.ca. Govind and Jason were thanked for their presentation and excused from the meeting.

b) Academic Model

Dr. Burns gave an update on the future academic model. The core components include 15-week semesters, outcomes-based education and course-based registration. Following the presentation, Dr. Burns responded to questions from Board members.

4. Committee Reports

4.1 Academic Council

a) Minutes of November 30, 2010

David Janzen provided a summary of the minutes, noting that the primary focus of the meeting was for each Subcommittee to provide an update of their progress, as well as a presentation by Dr. Burns on the Academic Model.

Moved by David Janzen that the minutes of the November 30, 2010 Academic Council meeting be accepted for information.

Carried

b) Minutes of January 25, 2011

David Janzen provided a summary of the minutes, and commented that various Subcommittees provided an update on their work for this year. The main topic for the meeting was the Program Excellence Subcommittee Report, which is addressed in the next agenda item.

Moved by David Janzen that the minutes of the January 25, 2011 Academic Council meeting be accepted for information.

Carried

c) Program Excellence Subcommittee Report and Recommendation from Academic Council (Item 4.5 of the January 25, 2011 Minutes).

Dr. Paula Burns referred Board members to the Program Excellence Subcommittee Report included in the agenda package. She began her presentation by acknowledging the eight other members of the Subcommittee for their diligence and commitment to the process, and their critical analysis of the data received.

Dr. Burns then referred to Appendix A of the Report, and provided an overview of each of the eight phases of the Program Review Process. The first six steps of the process, namely the initial work through the Office of the Provost and VP Academic regarding program self-assessments and School reports, Executive Committee review, the Sunrise/Sunset Committee (a Subcommittee of the Academic Leadership Team), the Academic Leadership Team, the preparation of a report by the Program Excellence Subcommittee of Academic Council based on their analysis and review of the data, and the Academic Council review and recommendation have all been completed for the current cycle.

Today's meeting of the Board of Governors marks the seventh step in the process, with the recommendations being brought forward from Academic Council. Recommendations from the NAIT Board of Governors will subsequently be sent to the Minister of Advanced Education and Technology for a final decision.

The Program Excellence Subcommittee Report contains a summary of the information in regards to the program evaluation template which include: proficiency, environmental scan, capacity to offer the program, and fit with the existing program mix. There was a significant amount of data and information that was gathered throughout each of the steps of the process, including data provided by the Institutional Research department at NAIT, and stakeholder consultations, all of which was provided to the members of the Subcommittee in a binder. Dr. Burns noted that there were a total of nine programs that have gone through the entire process of being considered for suspension for the 2011/12 academic year, which are included in the Report. She then proceeded to highlight the key points in regards to each of the nine programs.

Dr. Burns also referred the Board members to information included in the agenda package, comparing the NAIT and SAIT aviation related programs, to provide additional assurance that the needs of business and industry, and the desire of students to pursue a career in Avionics Engineering Technology and Aircraft Skin and Structure can still be accomplished within the context of Campus Alberta, through the aviation programs provided by SAIT. These two programs require a significant capital investment for a small cohort, and SAIT has the capacity to provide these programs for Alberta within its new facility located at the Calgary International Airport. SAIT has also reduced its quota in its aviation programs, which is consistent with the data that was reviewed by the Program Excellence Subcommittee.

Following the presentation, Dr. Burns responded to questions from Board members.

James Cumming stated his appreciation on behalf of the Board, for the extensive process that has taken place over the past nine months, noting that it is important that these recommendations not be interpreted as a reflection of the quality of instruction. James proceeded to acknowledge the effect that a formal review process has on faculty, staff and students of affected programs.

Moved by David Janzen that the Board of Governors accept the recommendations of Academic Council and recommend to the Minister of Advanced Education and Technology, the following:

- ***Effective for the 2011/12 academic year, the following seven programs be suspended as identified in the Report: Aircraft Skin and Structure, Avionics Engineering Technology, Graphic Sign Arts, Marine Service Technician, Power Engineering – 3rd Class, Records Management and Business Operations, and Telecommunications Engineering Technology.***
- ***The Cytotechnology program be offered in alternating years, with no student intake in 2011/12 followed by an intake in 2012/13, and such alternating cycle to continue in future years.***

Carried

4.2 Finance & Audit Committee

a) Minutes of January 25, 2011

Kerry Brown summarized the minutes of January 25, 2011.

Moved by Kerry Brown that the minutes of the January 25, 2011 Finance & Audit Committee meeting be accepted for information.

Carried

b) Financial Report for the Quarter ended December 31, 2010

Kerry Brown recognized the efforts of management in generating a positive financial result on a year to date basis, and also noted that investment returns have also been better than expected in the current year.

Moved by Kerry Brown that the Board of Governors receive the December 31, 2010 financial report as information.

Carried

c) NAIT Students' Association Financial Statements for the fiscal year ended June 30, 2010.

Moved by Kerry Brown that the Board of Governors receive as information, the NAIT Students' Association audited financial statements for the year ended June 30, 2010.

Carried

4.3 Governance Committee

a) Minutes of January 27, 2011

Moved by Mel Benson that the minutes of the January 27, 2011 Governance Committee meeting be accepted for information.

Carried

b) Respectful Workplace and Learning Environment Policy HR6.0 (Item 4(a) of the January 27, 2011 Minutes)

Mel Benson provided an overview of the Respectful Workplace and Learning Environment Policy, which was prepared through the work of the Campus Community Subcommittee of Academic Council. Mel also relayed the Governance Committee's appreciation for the naming of the Policy using positive terminology.

Moved by Mel Benson that the Board of Governors approve Policy HR6.0 Respectful Workplace and Learning Environment as presented.

Carried

5. Schedule

David Janzen provided an overview of the planning that has been done for the Board Retreat. The theme for Friday, March 18, 2011 is "Teaching and Learning Technologies" which will provide Board members with an exposure to the advancements being made in the delivery of our programs. The after dinner guest speaker is Dr. Annette Trimbee, Deputy Minister, Advanced Education and Technology. The theme for Saturday, March 19, 2011 is "Advancing Institutional Sustainability" which is a timely topic, given the current economic conditions and challenges being faced within the post-secondary system.

6. Correspondence

David Janzen provided a summary of the correspondence package highlighting the following:

- NAIT has received authorization from the Minister of Advanced Education and Technology in regards to submitting a 2011/12 Operating Budget with a budgeted deficit of no greater than \$5 million, with such amount to be funded from NAIT's Internally Restricted Net Assets as previously appropriated by the Board of Governors.
- NAIT's Mandate Statement has been approved by the Minister.
- The name change from the Veterinary Administrative Assistant (VAA) program to the Veterinary Medical Assistant (VMA) program has also been approved.

It was suggested by Mary O'Neill and agreed by all Board members to send a letter of appreciation to Minister Horner, for his support over the past years while serving as Minister of Advanced Education and Technology.

7. Board Member Contact List

Included for information purposes only.

8. Next Board Meeting

Board Retreat – Friday, March 18 and Saturday, March 19, 2011
Board Meeting – Monday, May 2, 2011

9. Adjournment

James expressed his sincere appreciation on behalf of the Board of Governors to David Janzen for the outstanding job he has done over the past four months in serving as the Acting President and CEO, which will be recognized more formally at a later date.

David responded by thanking the Board for the opportunity to serve in the capacity of Acting President & CEO, and for the support and commitment that he has received from the Board, the Executive team, faculty, staff, and others during this transitional period. He also reflected on the great experience that he has had being a part of NAIT over the past fourteen years, and for the opportunity to participate in advancing NAIT in the achievement of its vision and key directions.

Moved by Kevin Nabholz that the meeting be adjourned at 5:30 pm.

Corie Phillips, Recorder

James Cumming, Chair