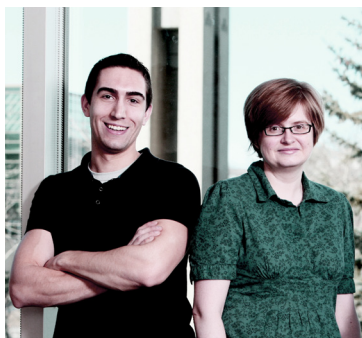




STAFF AND MANAGEMENT:

YOUR GUIDE TO MOUNT ROYAL UNIVERSITY



A Message from the President

Welcome to Mount Royal University



For more than 100 years people have enjoyed building careers and relationships at Mount Royal. We have many long-service employees who have shared 25, 30 or even 40 years of their work life with us.

That's a testament to the community dynamic and work environment at Mount Royal University. We diligently work to make this a community, not just a job. One of our goals is to be known as an employer of choice — a place at which you can be proud to say you come to work each day knowing that you are an important part of a intellectually vibrant community.

I hope you will take advantage of the opportunities to get involved around campus and make the most of what the facility has to offer, from the Wyckham House restaurants to Campus Recreation, from the range of guest speakers who come to Mount Royal to the spectrum of events and professional development opportunities we host. We truly are a small town within the heart of a major Canadian city and we want you to take full advantage of all our amenities.

We are excited to have you join us in making the work and study environment at Mount Royal the best it can be and hope you will add your own flavor to life on campus.

Everything we do at Mount Royal University is focused around the student experience and we aim to become Canada's premier undergraduate university based on important measures of student success and satisfaction. Whether you're teaching molecular biology, supporting an administrative department or keeping the campus looking sharp with the grounds crew, your dedication to Mount Royal is critical to us achieving our vision.

I hope you enjoy your time here as much as I do and if you see me in the hallways, don't hesitate to say hello.

A handwritten signature in black ink, which appears to read "David Docherty". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Docherty, PhD
President

Our mission

Mount Royal University is a learning community that focuses on instruction and is informed by scholarship. We are committed to individual learning, the principles of general education, the value of experiential learning and the achievement of program outcomes.

Diverse by design, Mount Royal welcomes, supports and celebrates all its communities. Recognizing that diversity strengthens us all, we work in an environment of respect and inclusion.

At Mount Royal we deliver high-quality programs that are relevant to our students' needs. Dynamic in our thinking, we adapt quickly to changing environments and are making Mount Royal University the choice for students at all stages of their lives.

What's our mandate?

Mount Royal University is a public, board-governed institution. Our programs prepare students to be thoughtful and informed citizens by combining liberal and applied studies and by providing graduates with opportunities for individual fulfillment, further studies and employment.

Mount Royal's seven faculties offer more than 60 programs in arts and science, nursing and health, business, communications, community studies, design, education, performing arts and aboriginal studies. These programs lead to bachelor's degrees, applied degrees, certificates and diplomas. University-transfer and post-secondary entrance programs are also offered.

And we're not stopping there. To keep pace with student needs, we are planning to add more degrees in the future. We are also expanding our Science labs and plans are in place to build a new Library and Learning Centre and a new Conservatory and Performance Hall.

Our brand, our promise

At Mount Royal our brand speaks to our core values — what we stand for. It is expressed by a brand promise, brand pillars and a brand concept. Our brand promise captures how we see ourselves, and what we want others to see:

“At Mount Royal, students will experience a high quality education enhanced by smaller class sizes, personalized learning and a single-minded dedication to premier undergraduate learning.”

We deliver on this promise by making a commitment institutionally and individually through our four brand pillars:

- » Providing Personalized Learning
- » Being Outcome Focused
- » Delivering Quality Teaching
- » Being Community Responsive

Celebrating our brand is our concept, Face to Face. It is a concise phrase that captures the personal, approachable, responsive, authentic way in which we educate and interact with those we serve — and those we work with — on a daily basis. To learn more about our brand the following workshops are offered by the Marketing and Communications department.

Brand Orientation Workshop

The second Friday of every October and February, the Brand Orientation Workshop is available to any staff or faculty member who is new to Mount Royal. These workshops are offered during the lunch hour.

Brand Brown Bagger

These lunchtime Brand Discussion Groups will take place on the first Friday of December and May, every year. It's open to anyone who is aware of Face to Face and interested in exploring how it relates to the day-to-day realities of life at MRU.

To register for either workshop, contact Erin Payne at local 6004, or e-mail epayne@mtroyal.ca

Please note: As these discussion groups do require a minimum of six participants, they will be cancelled if fewer than six participants register.

A brief history

Founded as a college in 1910 by the Reverend George Kerby, Mount Royal embodies Kerby's visionary belief that a civilized, enterprising and prosperous society should also be an educated society. Located in downtown Calgary, the college opened its doors on Sept. 7, 1911, welcoming 179 students during the first academic year.

In 1931, Mount Royal became a junior college affiliated with the University of Alberta and the first college in the province to offer university arts and science transfer courses.

In subsequent years, Mount Royal responded to the changing needs of our community by expanding our programs and facilities. The move to Lincoln Park was made in 1972 when the College outgrew its first campus.

Where we've been

Mount Royal's rich history, academic excellence and pioneering spirit make us unique. We have offered university-level courses for more than 78 years, and began delivering baccalaureate degrees in collaboration with other institutions in 1992. In 1995, we introduced Canada's first applied degrees, and since 2007, we have added seven bachelor's degrees to our mix of foundational and professional programs: the Bachelor of Arts, Bachelor of Arts — Criminal Justice, Bachelor of Business Administration, Bachelor of Communication, Bachelor of Computer Information Systems, Bachelor of Nursing and Bachelor of Science.

In September 2009, the Alberta government approved our request to change our name from Mount Royal College to Mount Royal University. Our new name better reflects what Mount Royal is — an instruction-focused undergraduate institution that continues to evolve through conscious design to meet the needs of our students and our communities.

Where we're going

Today, Mount Royal University aspires to be Canada's premier undergraduate university based on the success and satisfaction of our students.

We're building on our strengths, and we're continuing to change the face of education. Mount Royal professors are both passionate about teaching and scholars in their field. Initiatives are being developed to offer more opportunities for Mount Royal degree or diploma students who choose to engage in research. Educational technology, international study opportunities and extensive learning resources are further enhancing the educational experience for the more than 10,000 full-time and 2,500 part-time credit students currently studying here.

And it's working — in our very first year as a university, Mount Royal students have given us a solid "A" rating in the "most satisfied students" category of the 2011 Canadian University Report. Our students have ranked us second among small universities in the categories of quality of teaching and student/faculty interaction, and third in quality of education.

To find out more about Mount Royal, visit mroyal.ca/AboutMountRoyal.

General information

Campus locations

Lincoln Park Campus (Mount Royal University's main campus)

Location: 4825 Mount Royal Gate SW
Calgary, AB T3E 6K6
Phone: 403.440.6111

Westmount Corporate Campus

Location: 3rd Floor, 4838 Richard Road SW
Calgary, AB T3E 6L1

Springbank Aviation Hangar

Location: Springbank Airport
143 MacLaurin Drive
Springbank, AB
Phone: 403.288.9551

Hours of service

Our standard hours of service are 8:30 a.m. to 4:30 p.m., Monday to Friday. In addition, some student service areas are open until 7 p.m. during the fall and winter semesters.

From July 1 to August 14, summer hours are in effect. Standard hours of operation are 8:30 a.m. to 4 p.m. with the daily lunch period reduced from 60 to 30 minutes.

Parking

Employees may purchase parking permits for the Lincoln Park campus at the Parking Office, subject to availability. Payments may be made by payroll deduction, cash, VISA or MasterCard. The permits are for designated parking lots and must be displayed at all times. City of Calgary parking tickets are issued for violating posted parking regulations. Permits must be renewed annually or by semester, whichever applies. Evening passes, valid after 4 p.m., are available and can be purchased monthly or by the semester from the Parking Office.

Location: EA1016
Phone: 403.440.6914
Hours: Monday to Friday:
8 a.m. to 4:30 p.m.
Saturday and Sunday: closed
Website: mtroyal.ca/parking

Employee Services

Human Resources

Recognizing that people matter most, the Department of Human Resources provides consultation and support to facilitate the success of employees in achieving the mission and goals of Mount Royal. Services range from helping faculty, management and support staff understand the terms and conditions of employment with Mount Royal, to providing benefit coverage information.

The Department of Human Resources offers expertise in:

- » benefits administration
- » classification and compensation
- » contract administration and negotiation
- » disability management
- » employee relations
- » health and wellness
- » learning and development
- » organizational development
- » payroll
- » recruitment and selection

New employees are encouraged to participate in a general orientation which includes information about Mount Royal and a walking information tour of the facilities. In addition, new employees attend an orientation focused on benefits including completion of benefit applications and the collection of other required information for payroll purposes.

Group health, dental, life, long-term disability and pension benefits are the responsibility of the Employee Services group. This area is also responsible for the notifications and premium collections for continuing term employees and employees on other types of leaves to ensure that appropriate benefit coverage is kept in place during the leave period.

Payroll information and T4 slips are web based and available online at mymru.ca;

Location: D101 (Main office)
Phone: 403.440.6584
Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.
E-mail: webapply@mtroyal.ca (to submit a resume)
Website: mtroyal.ca/HR

Employee and Family Assistance Program (EFAP)

The Employee and Family Assistance Program is a voluntary, confidential, short-term counseling, advisory and information service available to employees eligible to participate in Mount Royal's extended health care benefit policy.

Eligible employees may access the program when faced with problems such as:

- » aging family members
- » bereavement
- » childcare concerns
- » couple and marital relationships
- » depression
- » family matters
- » financial and legal concerns
- » stress and anxiety
- » substance abuse/dependency issues
- » trauma/critical incident
- » work-related and career issues

For more information, contact Human Resources at 403.440.6584

Health and Safety

Mount Royal's Occupational Health and Safety Coordinator is responsible for:

- » accident reporting
- » emergency evacuation procedures
- » fire safety equipment inspection
- » first aid kits
- » hazardous waste disposal
- » Transportation of Dangerous Goods (TDG) training
- » WHMIS (Workplace Hazardous Materials Information System)

If you becomes aware of a health and safety concern, you should bring it to the attention of your immediate supervisor. If the concern is not resolved at the departmental level, either you or your supervisor may forward the concern to the Occupational Health and Safety Coordinator in the Department of Physical Resources.

Meditation Centre

The Meditation Centre is available throughout the day to provide the Mount Royal community with an area for quiet meditation and reflection.

Location: W201
Hours: Monday to Friday
8 a.m. to 10 p.m.

Campus Card

The Campus Card is the official identification card for employees and credit students at Mount Royal. The card is required to access a variety of services such as Mount Royal Recreation, the Library and Lexmark multi-purpose devices throughout the campus.

You can obtain your card at the Campus Card office approximately four hours after your information has been updated with Human Resources. Please bring your Employee ID number plus one piece of photo ID, or two pieces of non-photo ID.

Location: E251
Phone: 403.440.7711
Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.
Website: mtroyal.ca/campuscard

Mount Royal Services

BookStore

Located on the main level of the Lincoln Park campus, the BookStore offers required course materials, computer hardware, bus passes, stamps, phone cards, clothing, giftware, study aids, general reading books and software, with educational pricing available for employees on some software.

The BookStore can also help produce customized conference shirts, bags or any other products required to make your conference a success.

Any new or revised custom printed material (course packs, lab manuals etc.) should be submitted to the BookStore at least six weeks prior to the start of the semester to allow time for copyright clearance and printing.

Location: H100
Phone: 403.440.6300
Hours*: Monday to Thursday:
8:30 a.m. to 7 p.m.
Friday: 8:30 a.m. to 4:30 p.m.
Saturday: 10 a.m. to 3 p.m.
E-mail: bookstore@mtroyal.ca
Website: mtroyal.ca/bookstore

*Hours in effect late August to mid-June. Hours may vary during peak and low times. Check the website for a detailed schedule. Hours are subject to change.

EnCana Wellness Centre

The EnCana Wellness Centre takes an innovative approach to your total health by integrating several services that address the wellness of your body, mind and spirit. The centre's "whole person" approach to wellness integrates health services, diversity and human rights services, student counseling services, optimal therapies (chiropractic, athletic therapy, massage therapy, acupuncture, energy balancing and physiotherapy), health education, Multi-Faith Chaplaincy and tobacco reduction services.

For more information, visit mtroyal.ca/wellness

Health Services

Health Services provides members of the Mount Royal community and their immediate family with complete health care. We have doctors and nurses on staff.

Please book an appointment, unless you have a medical emergency. Flu shots are available in the Fall semester.

Services not covered by Alberta Health Care have a fee attached. Speak to the nurse or administrative assistant about uninsured services.

Location: U216
Phone: 403.440.6326
Hours: Monday to Friday
8:30 a.m. to 4:30 p.m. (subject to change)
Website: mtroyal.ca/healthservices

Optimal Therapies

Optimal Therapies offers a variety of preventative and therapeutic services provided by professional practitioners including: chiropractors, athletic therapists, massage therapists, acupuncturists, mind-body therapists and physiotherapists. The therapists also provide relaxation massages, which are ideal for those who are suffering from neck and shoulder stiffness related to stress at home or at work. As well, orthotic devices can be designed and fitted through Optimal Therapies. Services are competitively priced and many are covered, to some degree, by insurance and/or Alberta Health Care.

Location: U216
Phone: 403.440.6917
Hours: Monday to Friday:
7 a.m. to 7 p.m.
Saturday:
10 a.m. to 5 p.m.
Website: mtroyal.ca/optimaltherapies

Multi-Faith Chaplaincy

The Multi-Faith Chaplaincy is a place where you can explore your spiritual journey in a safe, supportive environment. Led by a full-time chaplain, the Multi-Faith Chaplaincy offers peer support, group and individual dialogues as well as a number of weekly group activities. The Multi-Faith Chaplaincy has a team of chaplains representing a variety of faith traditions.

Location: F122
Phone: 403.440.8942
Hours: Monday to Friday
10 a.m. to 5 p.m.

Concerning Behaviour on Campus Team (CBCT)

Mount Royal University has policies, programs and strategies in place to create a secure campus for students, employees and visitors. Our commitment to providing a safe and healthy environment — and to fostering student success — is reflected in the Concerning Behaviour on Campus Team (CBCT).

The CBCT combines the expertise of representatives from Student Affairs and Campus Life, the Office of Student Conduct, Security Services, Student Counseling Services and Human Resources.

The team works to prevent people from harming themselves or others, and to assist people in need. It focuses on preventing violence by identifying and evaluating behaviours on a case-by-case, confidential basis and then developing strategies for reducing and managing the risk of those behaviours escalating.

If you see a situation that concerns you, or behaviour that poses a significant disruption to the learning, living or working environment at Mount Royal, report it to the CBCT — unless, of course, you see a situation where there is an immediate danger to someone's safety or health. In that case, call 911.

The University's Health & Safety Policy (POL 1700) states that all students, faculty, staff and administrators are responsible for recognizing and reporting possible health and safety issues. By watching out for the physical safety and mental well-being of those around us, the Mount Royal community can improve the quality of life for everyone on campus.

Phone: Call 403.440.5900. Your call will be answered by a trained Security Officer who will assist you in making a report.
Hours: The CBCT is a confidential resource that is available 24/7.
E-mail: cbct@mtroyal.ca (monitored 24/7)

You can also make a report through Security Services:

- » Use one of the red phones on campus
- » Tell a Security Officer
- » Go to the Security Services desk at West Gate

Office of the Ombudsperson

The Office of the Ombudsperson works as an independent, impartial agent for students, staff and faculty who seek resolution to problems and conflicts. If you believe you have been treated unfairly, if you are not sure what to do or who to turn to, or, if you need information or advice about a Mount Royal policy or procedure, contact the Ombudsperson. S/he will help you informally explore your concern and can bring recommendations to the attention of those in authority by suggesting actions, amendments or clarifications to policies.

Location: Y320-G
Phone: 403.440.6076
Fax: 403.440.6262
Hours: Monday to Wednesday
9:30 a.m. to 3 p.m.

Diversity and Human Rights Services

Diversity and Human Rights Services is dedicated to supporting a positive and conscious approach to promoting an inclusive environment of respect and dignity for all students, faculty and employees through consultation, mediation and/or innovative educational and promotional initiatives. This service operates in accordance with Mount Royal policy and the Alberta Human Rights Act which prohibit discrimination and harassment based on identified protected grounds.

Location: U216-C
Phone: 403.440.6076
Hours: Monday to Friday
9 a.m. to 4 p.m.
Website: mtroyal.ca/humanrights

Marketing and Communications

The Department of Marketing and Communications is responsible for government, public, community, media and employee relations as well as overall branding and reputation management for Mount Royal. All activities are aimed at supporting Mount Royal's strategic goals, priorities and marketing and communications plans.

Services cover the spectrum of marketing and communications, from strategic planning for the institution and its faculties, departments and programs, to preparing written and online communications (including for the web) and from media relations to institutional event planning and support.

Location: A150
Phone: 403.440.7090
Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.

Finance, Planning & Risk Services

The Department of Finance, Planning & Risk Services is responsible for the accurate and timely capture, analysis and reporting of all financial information for Mount Royal, Mount Royal University Foundation and the Mount Royal Child Care Centre.

The department provides the following services:

- » accounts payable
- » accounts receivable
- » budgeting
- » capital asset management
- » cash management, corporate banking and investments
- » financial reporting and analysis
- » insurance and risk management
- » student fees
- » student accounts

Additional information about these areas and about Mount Royal's chart of accounts for coding financial transactions is available online through mtroyal.ca/financialservices.

Location: A250
Phone: 403.440.6310
Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.
Website: mtroyal.ca/financialservices

Food Services

Mount Royal offers a wide variety of eclectic cuisines located throughout the campus. Current offerings include a multi-station, full-service cafeteria, building-specific coffee kiosks and branded outlets including Tim Hortons and Jugo Juice. In addition, the Students' Association of Mount Royal runs a food court in Wyckham House offering a wide variety of choices. Healthy catering options are also available through Sodexo.

Location: J212
Phone: 403.440.6328
Hours: Monday to Friday
8 a.m. to 6 p.m.
Website: mtroyal.ca/campuservices/campusresources

Information Technology Services (ITS)

Information Technology Services helps ensure the effective operation of Mount Royal's technological resources by providing technical and user support for database and computer systems applications, data networks, telecommunications, computer labs, desktop and software applications, website development, electronic and computer installation, and repair services.

The IT Trainer works jointly with ITS and Human Resources and is responsible for group or individual software training, developing training materials and training needs assessment. The IT Trainer may be reached at 403.440.8740 or by e-mail at ITtrainer@mtroyal.ca.

Mount Royal does not provide home dial-up Internet service. However, you may access your Mount Royal e-mail from home through the Internet if you already have an Internet service provider. Call the Help Desk if you want to access your e-mail through the Internet.

Location: E251
Phone: 403.440.6488
Help Desk: 403.440.6000
Hours: Monday to Friday
8 a.m. to 5:00 p.m.
E-mail: helpdesk@mtroyal.ca
Website: mtroyal.ca/campuservices/campusresources

Library

You can search for Library materials — books, e-books, online journals, audio-visual materials, music, microforms, magazines, journals and newspapers – using the online catalogue at www.mtroyal.ca/library. Library staff members are available to support your learning and to recommend library resources.

Mount Royal's Media Library, located in the Library, has video projector units, laptops, camcorders, CD players, document cameras, televisions, flip charts, educational videos and tape recorders available for professors. A major proposal for library expansion and enhancement is in progress.

Specialized indices, full-text electronic databases and extensive web resources are also available from the Library's website.

Location: G100
Phone: 403.440.6140
Hours: Monday to Thursday: 7:45 a.m. to 10 p.m.
Friday: 7:45 a.m. to 5 p.m.
Saturday: 9 a.m. to 5 p.m.
Sunday: 1 p.m. to 5 p.m.
Website: mtroyal.ca/library

Supply Chain Services

Supply Chain Services can assist any Mount Royal department with the purchasing and receiving of goods and services and with the disposal of capital assets.

Location: A250
Phone: 403.440.6310
Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.
Website: mtroyal.ca/financialservices

Document Services

Document Services provides a wide range of services throughout the campus including:

- » printing of course material
- » exam printing and scanning
- » photocopier support
- » toner recycling
- » internal and external mail pickup and delivery
- » online and over-the-counter printing and bindery services

The department is located in the main building of Lincoln Park campus behind the Main Street stairwell. Although its location may be tucked away, Document Services is an integral support system for both staff and students.

Location: K105
Phone: 403.440.6911
Hours: Monday to Thursday: 7:30 a.m. to 5 p.m.
Friday: 7:30 a.m. to 4:30 p.m.
E-mail: print@mtroyal.ca

Security Services

Security Services has a two-fold mandate: to maintain safety and security throughout the institution for those using its facilities and to protect property and equipment.

Services include:

- » issuing campus keys to authorized persons
- » loaning booster cables in an emergency
- » offering a SAFEWALK program to parking lots, the residence areas and bus stops
- » operating the campus lost and found
- » patrolling the Lincoln Park campus
- » programming Campus Cards
- » providing emergency assistance
- » providing information on campus events, room locations, class locations etc.
- » responding to all emergency calls
- » storing after-hours class equipment

The red telephones located throughout Mount Royal give you a direct connection to the Security Office. Please use them if you encounter an emergency.

The following constitute an emergency:

- » bomb threats
- » building or property damage

- » crimes in progress
- » fire
- » flooding
- » life-threatening situations
- » medical incidents
- » toxic fumes

Fire alarms: what do they mean?

When you hear a fast chime (120 strokes per minute), you should evacuate your area immediately. When you hear a slow chime (20 strokes per minute), you should be prepared to evacuate if the chime changes to a faster rate. For more information, contact Security Services.

Location: At the West Gate Entrance
Phone: 403.440.6897
Hours: 24 hours a day, seven days a week
Emergency: 403.440.5900
E-mail: security@mtroyal.ca

Mount Royal Resources

Academic Development Centre

The Academic Development Centre (ADC) fosters a supportive and collaborative environment in which to explore innovative approaches to teaching and learning. Its activities fall into three spheres, which directly support the work of faculty: pedagogy and practice, curriculum and assessment, the integration of learning technologies.

As a hub for faculty professional development, the ADC offers expertise and support in classroom teaching, technology-supported pedagogy, curriculum development and assessment, web-based instructional design for online courseware, media production and audio/video conferencing. The faculty and staff of the Centre organize and coordinate workshops (including learning technology workshops for faculty and instructional staff), facilitate faculty learning communities, and sponsor seminars, speakers and other events intended to promote teaching excellence. The ADC Sandbox also supports faculty with one-on-one help related to the use of various learning technologies as well as Blackboard, Mount Royal's learning management system.

The ADC plays a key role in the development of teaching excellence among Mount Royal faculty by offering programs and initiatives tailored to professors at various stages in their teaching careers. The ADC's services and initiatives reflect Mount Royal's commitment to individual learning and to the university's mission of being a learning community that is focused on instruction and informed by scholarship.

Location: T110
Phone: 403.440.6042
Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.
E-mail: adc@mtroyal.ca
Website: mtroyal.ca/adc

The Roderick Mah Centre for Continuous Learning

The Roderick Mah Centre for Continuous Learning (RMCCCL), the most recent addition to campus, is a unique teaching environment designed to enable an exceptional learning experience.

With flexible facilities for seminar learning, independent student work, collaborative group activities and large group functions, the building includes classrooms, project areas and training settings and a technologically sophisticated training room. A multipurpose great room, called the Ross Glen Hall can accommodate up to 500 people for large events or be subdivided into two or three smaller spaces. The RMCCCL is currently undergoing expansion to meet both student and community need. It is scheduled to be complete in spring, 2011.

The RMCCCL itself was a learning project. Mount Royal's own Environmental Sciences students and faculty were integral to its development. By reducing environmental impact through energy efficiency, resource conservation and site design, the RMCCCL earned LEED (Leadership in Energy and Environmental Design) Gold certification.

Leading edge educational technology adds to the RMCCCL's dynamic atmosphere. Every classroom has a SMART tech cart with a document camera, desktop computer, DVD and VCR, and wireless Internet access. Selected rooms also have interactive whiteboards with image-capture capability. The Ross Glen Hall and training room also have video-capture capability for web streaming, live and asynchronous and satellite connectivity.

Conservatory

The Conservatory believes the human spirit achieves its truest expression and deepest fulfillment through the arts. The largest institution of its kind in Canada, the Conservatory nurtures the artistic potential within each student. The Conservatory offers private and group lessons in non-credit programs to people of all ages and levels of ability in music. The Conservatory attracts more than 5,000 students annually from Calgary, across Canada and around the world.

With its acclaimed faculty, master classes with renowned visiting pedagogues, the respected Academy of Music Program, and world-class international education programs such as Mount Royal Organ Academy and Morningside Music Bridge at Mount Royal, the Conservatory is continually expanding its extensive teaching repertoire. The Conservatory's reputation for excellence extends beyond its classrooms, as student and graduate performances provide public testimony of the quality of instruction.

Programs like the International Summer School, Summer Jazz Workshop and Shakespeare in the Park bring music and theatre events to the public throughout the summer months. Local and international artists appear in Conservatory performances throughout the year.

Location: W302
Phone: 403.440.6821
Website: mtroyal.ca/conservatory

Iniskim Centre

The Iniskim Centre is dedicated to fostering academic success for Aboriginal students and increasing awareness of distinct Aboriginal cultures, knowledge and history. This unique facility provides academic advising, guidance from Elders, and a 'home away from home' where students can thrive and grow within a safe and supportive environment. The Iniskim Centre is a liaison between Mount Royal students, staff, faculty and aboriginal communities. The Centre is also home to the Aboriginal Education Program, which began in 1993, and the Medicine Trail Program, which began in 2007.

Location: C201
Phone: 403.440.5596
Website: mtroyal.ca/iniskimcentre
Email: mtroyal.ca/iniskimcentre

Institutional Analysis and Planning

The Office of Institutional Analysis and Planning is responsible for providing Mount Royal officers with relevant and timely planning and decision-support information about the strategic condition of the University, its programs and services.

The office's role is to:

- » conduct institutional research (for example, studies on student satisfaction, graduate outcomes, institutional image and climate)
- » facilitate assessment processes to support curriculum, program and service planning
- » facilitate market research to support new program developments, service improvements and institutional strategic initiatives
- » conduct trend analyses on institutional performance and benchmark performance outcomes (for example, student demographic profiles, student retention and completion, course attrition, program costs, employee retention, instructor teaching loads and space use)

- » prepare and disseminate planning and decision-support information that is placed in a relevant context
- » coordinate institutional accountability reporting to Mount Royal's Board of Governors, Alberta Learning and other external agencies
- » develop institutional policies and procedures related to information management, institutional research and assessment

Location: A321
Phone: 403.440.6925
Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.
E-mail: oiapmrc@mtroyal.ca
Website: mtroyal.ca/oiap

Institute for Nonprofit Studies

Recognizing the growth and increasing importance of the nonprofit sector in the Canadian economy and society as a whole, Mount Royal launched Canada's first Institute for Nonprofit Studies, combining education and research to meet the needs of non-profit organizations. The Institute helps define nonprofit sector studies and management practices across the country and helps reinforce the importance of developing and sharing information and professional practices within the sector. The Institute also contributes to the profession's knowledge base by encouraging and undertaking applied research in areas such as governance and policy development to assist philanthropic and non-profit initiatives. One of the Institute's first achievements was the creation of the Bachelor of Applied Nonprofit Studies, Canada's first baccalaureate in this area of study.

Website: mtroyal.ca/research

Integrative Health Institute

In 2005, the Integrative Health Institute (IHI) was established in the Faculty of Health and Community Studies. It is dedicated to the advancement of education, research and practices in complementary and alternative health.

The IHI, Canada's first post-secondary institute of its kind, is designed to support the growth and development of the integrative health sector at the local, provincial and national levels by:

- » building complementary and alternative health care and integrative health resources for the University and community
- » developing a learning organization of scholarship through collaborative, applied and community-based research, consultation, policy
- » providing basic and advanced education and training to practitioners, health care agencies, industry, employers and health care consumers; analysis/development, problem-solving, stakeholder, publication and advocacy.

Website: mtroyal.ca/integrativehealth

Centre for Child Well-Being

Mount Royal's Centre for Child Well-Being was established to research how to better support children and youth and the adults in their lives. Child well-being is defined as a unity of physical, cognitive, emotional and spiritual health, encompassing factors such as safety, environmental and material security, education and socialization, as well as a sense of being loved, valued and included in their families and societies. The Centre is undertaking a variety of research projects which will investigate issues related to child well-being.

Website: mtroyal.ca/programcourses/facultiesschoolcentres

Institute for the Scholarship of Teaching and Learning

Established in 2008, the Institute for scholarship of Teaching and Learning supports pedagogically-focused research and scholarly activity as Mount Royal expands its degree offerings and increases the profile of faculty scholarship on campus. It builds on Mount Royal's longstanding commitment to academic excellence by encouraging and supporting scholarly inquiry related to teaching and learning. Activities of the Institute are intended to:

- » Contribute to and help build the knowledge base around teaching and learning in higher education
- » Encourage collaboration and interdisciplinary scholarship related to teaching and learning
- » Encourage reflective practice in teaching and learning and build a culture of inquiry in this area
- » Enhance student learning and the quality of the student learning experience
- » Inform and enhance teaching practice at Mount Royal and beyond
- » Increase our understanding of student learning and of the teaching-learning process

Website: mtroyal.ca/teachingandlearning

The Centre for Criminology and Justice Research

The Centre for Criminology and Justice Research builds on the foundation of existing areas of academic expertise and progressive methods of teaching, learning and research. The Centre brings together faculty, scholars, students and industry experts in an open and exploratory environment.

The collaboration among faculty, scholars, students and industry experts in this high-level inspiring environment promotes new ideas and innovations, taking student experiences and faculty expertise to a higher level.

The Center will increase opportunities for students to become involved in learning, training and research in crime and justice, and will:

- » create an unparalleled learning environment for Mount Royal students;
- » encourage collaboration between students, faculty and endowed Chairs;
- » enrich learning opportunities and create new knowledge;
- » enable Mount Royal University undergraduates and past graduates to actively engage in research, an opportunity usually granted only to graduate students in a university setting; and
- » facilitate participation in important research that has an application to and impact on the community

Website: mtroyal.ca/ccjr

Theatres

Mount Royal has three professional-quality theatres on campus. The Leacock Theatre, the Wright Theatre and the Nickle Theatre all host theatrical events, recitals and public performances. Our largest, the Leacock Theatre, is a concert hall that seats 297 people. The Wright Theatre, a proscenium house with fly tower, can seat 270 people and the Nickle Theatre, a black box theatre, can accommodate more than 180 people. Both the Leacock and Wright Theatres are wheelchair accessible. Mount Royal's on-site Ticket Centre looks after all Conservatory events that take place in theatres. Tickets may be purchased in person or over the telephone. They may also be purchased or picked up at one of the theatre box offices one hour prior to an event. Theatres may be booked online at mtroyal.ca/conservatory/theatres.shtml.

Location: Leacock Theatre S216
Wright Theatre S232
Nickle Theatre V200

Ticket Centre

The Ticket Centre looks after all Conservatory events in Mount Royal's main theatres: the Leacock, Nickle and Wright theatres. Tickets may be purchased online, in person or over the telephone. Tickets may also be purchased or picked up at one of the theatre box offices one hour prior to an event.

Location: Conservatory wicket
Phone: 403.440.7770
Hours: Monday to Friday:
8:30 a.m. to 4:30 p.m.

Campus Life

Athletics

Over the past 25 years, Mount Royal's Cougar Athletic teams have established themselves as leaders, winning more national championship medals than any other Canadian college. In "Cougar country," you'll find varsity teams in men's and women's basketball, volleyball, soccer, hockey, badminton and golf. The teams participate in the highly competitive Alberta Colleges Athletic Conference (ACAC).

The Cougar athletic program actively seeks participants and spectator support. You can get involved in this exciting part of the Mount Royal community by becoming a "Cougar Booster" and cheering for the "Blue and the White."

Location: U231
Phone: 403.440.6516
Hours: Monday to Thursday:
8:30 a.m. to 6 p.m.
Friday: 8:30 a.m. to 4:30 p.m.
E-mail: cougars@mtroyal.ca
Website: www.mtroyal.ca/cougars

Recreation

Some of the best recreation facilities in the city are right here on campus. Recreation has something for everyone, including squash courts, aerobics studios, a 75-square-foot salt water pool, a 40-foot climbing wall, gymnasiums and a spacious fitness centre complete with an indoor track. Participate in our many intramural and fitness programs. It's a great way to meet other employees, improve your fitness level, learn new skills and have fun.

Members of the Mount Royal Support Staff Association, the Mount Royal Faculty Association and the management/exempt group automatically receive free memberships, while other employees receive a reduced rate. Employee family members can also join at a special rate. Intramural and fitness programs are available — see the Rec Guide for details and fees. Just bring your campus card to Recreation to activate your membership.

Location: U130
Phone: 403.440.6517
Hours: Monday to Friday:
6 a.m. to 11 p.m.
Saturday: 6 a.m. to 8 p.m.
Sunday: 8 a.m. to 8 p.m.
Website: mtroyal.ca/recreation

Faculty in Residence

This program is built on the concept that students have a better chance of succeeding in their post-secondary studies if they feel personally connected to the institution. Studies have shown that one of the best ways to make that connection is through formal and informal interaction between students and faculty. Residence Services created the Faculty in Residence program, where professors interact with students living on campus to forge these important connections.

Faculty act as mentors and organize activities and programs based on their expertise and interests. In past years, these have ranged from musical jam sessions and trips to Mount Royal's theatre productions to educational workshops.

Grounded in principles of inclusion, responsiveness and respect, our residence environment is designed to enhance and develop both the personal growth and academic success of our residents, and their roles as responsible community members.

Physical Resources

Custodial and Housekeeping Services

Scot Young Custodial ensures that Mount Royal premises are kept in a neat and tidy state, that interior lighting levels are adequately maintained, and that the needs and requirements of academic departments, such as classroom set-up and provision of support equipment, are met in a timely manner. Specific services include:

- » furniture and equipment for special events
- » furniture and equipment inventory records
- » lighting replacement
- » major waste removal
- » office and departmental furniture moves
- » storage for surplus furniture and equipment

Requests are completed in the order that they are received.

Location: U108
Phone: 403.440.6422
Hours: Monday to Friday:
8 a.m. to 4:30 p.m.

Engineering Services

Mount Royal complies with all governing codes and regulations for internal environmental conditions. Engineering Services ensures that proper engineering practices are observed when designing and specifying capital projects, and that preventative maintenance practices and procedures are developed and implemented. Engineering Services is an integral part of the Department of Physical Resources.

Specific department responsibilities include:

- » operating and programming the building's energy management and automation systems
- » maintaining control systems associated with the automation system
- » designing fire alarm and sprinkler systems
- » testing and ensuring code compliance
- » designing, specifying and managing minor renovations and alterations projects
- » developing preventative maintenance plans and procedures
- » supervising external contractors and suppliers

Location: X210
Phone: 403.440.6416
Hours: Monday to Friday
8 a.m. to 4:30 p.m.

Grounds

Our Grounds department maintains, preserves and enhances the courts and plazas, terraces, lawns, trees, shrubs and plants to improve the utility and aesthetic value of the Mount Royal campus and student residences.

The department is also responsible for pest, rodent and insect control, snow removal and planning and buying floral arrangements for major Mount Royal events. The department also designs, landscapes and maintains projects related to Mount Royal's long-range expansion plans.

Phone: 403.440.6423

Maintenance

The Maintenance department is responsible for the operation and maintenance of Mount Royal's electrical, heating, ventilation, air conditioning, and plumbing systems. Maintenance also looks after structural components such as floors, ceilings, walls, doors, locks, windows, skylights, food service equipment, clocks and the fire alarm system. In addition, the department repairs furniture and equipment, builds shelves, makes signs and installs bulletin boards.

Location: U100

Phone: 403.440.6417

Affiliated Services

Child Care Centre

The Mount Royal Child Care Centre is a nonprofit society that provides child-centred programs for children of students, faculty, staff and community members. The centre serves children from the ages of 19 months to five years. If you would like to enrol your children in these services, you are encouraged to apply early as there is a waiting list for most age groups. Child care fees may be eligible for subsidies provided by Calgary and Area Child and Family Services Authority.

Childcare Hours: Monday to Friday:
7 a.m. to 6 p.m.

In addition to our Child Care program, we have a Preschool program for children ages three and four. Our three hour sessions run:

Hours: Monday to Friday:
8:50 a.m. and 12:50 p.m.
Location: Y279
Phone: 403.440.6410
E-mail: childcare@mtroyal.ca
Website: mtroyal.ca/childcare

Wyckham House

The Wyckham House Student Centre is owned and operated by the Students' Association of Mount Royal University and is located near the West Gate entrance of the Lincoln Park campus.

Wyckham House has many programs and services for students as well as several businesses. These businesses include independently owned food kiosks, a lounge, convenience store, used bookstore and copy centre as well as Canada Post and Ticketmaster outlets. Please see the Students' Association Services Directory or visit samru.com for a full list of services available in Wyckham House.

Website: samru.com

Relevant Policies

Freedom of Information and Protection of Privacy

The Freedom of Information and Protection of Privacy Act (FOIP) is provincial legislation that has three parts.

Freedom of Information (part one of the Act) provides people with a right of access to records in the custody or control of a public body, including access to their own records, subject to specific exceptions. Mount Royal is a public body under this act.

Protection of Privacy (part two of the Act) establishes limitations on the collection, use and disclosure of personal information by Mount Royal and its employees to protect the privacy of individuals.

Roles and Powers of Information and Privacy Commissioner and Reviews and Complaints (part three of the Act) outlines the role and powers of the Information and Privacy Commissioner as well as how to pursue reviews and complaints regarding access to information or protection of privacy.

For further information, please review the FOIP brochure distributed with the new employee package, visit the website at mroyal.ca/foip, or call the FOIP Coordinator at 403.440.6927.

Conflict of Interest

The purpose of this policy is to ensure that the private interests of our regular, continuing full-time and part-time Mount Royal employees do not conflict, or appear to conflict, with their duties and responsibilities at Mount Royal.

A conflict of interest occurs when:

- » employees take undue advantage of their positions with Mount Royal to derive personal gain
- » as a consequence of undertaking activities in addition to their duties and responsibilities, the performance of duties and responsibilities is compromised
- » employees conduct activities which are in competition with or conflict with the purposes and objectives of Mount Royal or which have an adverse effect on the reputation or image of Mount Royal.

For full details, see POL 960-15.

Human Rights policy

The Alberta Human Rights Act and the Human Rights Policy at Mount Royal prohibit discrimination and harassment of any individual or group based on the following grounds:

- » age
- » ancestry
- » colour
- » family status
- » gender
- » marital status
- » mental disability
- » physical disability
- » place of origin
- » race
- » religious beliefs
- » sexual orientation
- » sources of income

Who can help?

- » your department or program chair
- » your supervisor
- » deans and directors
- » Human Resources personnel
- » an executive member of the Students' Association of Mount Royal University, Mount Royal Support Staff Association or the Mount Royal Faculty Association
- » The Diversity and Human Rights advisor and/or the Ombudsperson

For full details, see Policy #1702.

Offensive and/or Discriminatory Materials Policy

It is Mount Royal's policy to prohibit the posting, display or distribution of offensive or discriminatory materials on its property. Our intent is to establish and maintain an environment in which the dignity and value of all members of our community are respected.

Offensive and/or discriminating materials include items which:

- » contravene either the Alberta Human Rights, Citizenship and Multiculturalism Act, or the Criminal Code of Canada, which makes it an offence to display obscene material or pictures
- » are primarily of a sexual or violent nature and offer no redeeming educational or artistic value or purpose

Smoking

Tobacco use on campus is prohibited except in designated outdoor locations.

These locations include:

- » Lower patio near Herb 'n Market (east of amphitheatre)
- » Northwest corner of East A building (beside Gated Lot 5)
- » Patio between Cougar Inn and Faculty Lounge (third level)
- » Tower Entrance (near carillon, northeast of pond)
- » Wyckham House patio (beside Liberty Lounge)

For full details, see Policy #1710.

Personal Harassment Policy

Mount Royal is committed to creating a supportive working and learning environment that is free from personal harassment. All members of the Mount Royal community, including students, employees, visiting academics and volunteers are expected to promote a harassment free environment.

For full details, see Policy #1704.

Workers' Compensation

All employees at Mount Royal are covered by the provisions of the Workers' Compensation Act. This act is administered by a provincial government-appointed board, and is designated to provide security to persons injured or disabled by accidents arising out of and in the course of their employment. The act provides weekly indemnity payments, as well as medical aid and related benefits. The cost of these benefits is paid directly by the University.

For full details, see Policy # 990-5.

Associations

Alumni Association

The Office of Alumni Relations aims to inspire students and alumni to share lifelong commitment, pride and passion for Mount Royal. We engage alumni as active members of the Mount Royal community, and strive to develop programs and services that add value to the alumni experience and to the life and work of Mount Royal.

Location: F101
Phone: 403.440.7000
E-mail: alumni@mtroyal.ca
Website: mtroyal.ca/alumni

Students' Association of Mount Royal University

The Students' Association of Mount Royal University (SAMRU) is the student governing body that represents and serves Mount Royal students. It is a charitable organization that owns and operates Wyckham House, the student centre. SAMRU is one of the leading student governments in Canada. This reputation has been earned through a long-standing and active commitment to improving the quality of life for Mount Royal students as well as advocating for all students.

Location: Wyckham House
Phone: 403.440.6401
E-mail: president@samru.ca
Website: samru.ca

Mount Royal Faculty Association (MRFA)

The Mount Royal Faculty Association maintains a long tradition of providing faculty with a voice in institutional affairs and academic decisions, and is a proponent of ethical, collegial and democratic governance. The association represents the views of Mount Royal faculty at an institutional, local, provincial and national level. It maintains a vibrant program of professional development and instructional support to enhance teaching quality.

All full- and part-time faculty who teach credit courses are members of the MRFA as a condition of employment, as are librarians and counsellors at Mount Royal.

MRFA by-laws establish the following standing committees:

- » Economic Policy
- » Ethics;
- » Faculty Centre Management
- » Nominations
- » Post Tenure Evaluation
- » Professional Development

Faculty representation on the Board of Governors falls to the Nominations Committee, which selects nominees for positions on the Executive Board, standing committees and representatives to the Board of Directors of the Alberta Association of College Faculties. The Economic Policy Committee represents the Association to the Board of Governors in all matters concerning collective bargaining, except for processing grievances. When the Committee has received authority from the Association to enter into a memorandum of agreement, the Committee recommends that the agreement be accepted or rejected. The association has a website where faculty members may access information pertinent to their role at Mount Royal, including a Code of Ethics, their collective agreement and bylaws, in addition to a host of forms, guidelines, policies and business planning documents.

The W.J. Collett Faculty Centre is maintained by the association for its members and also houses the MRFA executive offices. In addition, there are kitchen and meeting rooms within the Centre.

Location: W315
Phone: 403.440.6192
E-mail: mrfa@mtroyal.ca
Website: mrfa.net

Mount Royal Support Staff Association (MRSSA)

The MRSSA is a legally constituted body under the Public Services Employee Relations Act. All full- and part-time staff (permanent and limited term) automatically become members of the MRSSA, with the exception of positions designated as exempt because of their sensitive and confidential nature. The MRSSA serves as the official communication link between support staff, Mount Royal administration and the Board of Governors. The association also maintains the Cougar Inn, which provides a pleasant and comfortable environment with kitchen facilities where support staff can relax.

Location: W301
Phone: 403.440.5993
Website: mrssa.ca

Employee Perks

Computer Purchase Plan

Subject to continued Board approval, this plan provides for an interest free loan for the purchase of a computer and computer-related items and is repaid through payroll deduction. All employees who qualify for benefits and have completed their probationary period are eligible for this plan.

Further information can be obtained through the Payroll department at 403.440.6320.

For full details, see Policy #940-07.

Continuing Education

Employees can enrol, free of charge, in any non-credit course, workshop or seminar offered by the Faculty of Continuing Education and Extension or the Conservatory (exclusive of private and small group music lessons) subject to the approval of the appropriate Dean or Director.

Distinguished Service Awards

The Board of Governors annually honours support staff, faculty and management employees for distinguished service to Mount Royal.

Any Mount Royal employee or student can nominate an employee for the award.

Recipients of Distinguished Service Awards are presented with an appropriate certificate and cheque (a full-time award is \$1,500 and part-time is \$500). Recipients are announced at the annual Employee Awards ceremony, along with long-service employees and retirees.

Distinguished Support Staff, Alumni and Administrator/Manager nomination forms are available from the Department of Human Resources by calling 403.440.6584. Distinguished Teaching Award nomination forms are available from the Academic Development Centre by calling 403.440.6062.

For full details, see Policy #960-8.

Exchanges

Mount Royal supports its employees in exchange opportunities as a means to revitalization and renewal. The exchange may be within the University or with an external educational, governmental or business institution in Canada or overseas. Full-time employees who have been employed by Mount Royal for three consecutive years or more are eligible to participate in an exchange. Participants must also obtain the approval of their immediate supervisor and the appropriate Dean/Director before arranging for an exchange.

If you are interested in pursuing an exchange opportunity, contact the Department of Human Resources by calling 403.440.6584.

For full details, see Policy #940-2.3.

Management and Exempt Staff Professional Development

Management and exempt staff can access funds for professional development via the Management and Exempt Professional Development Committee. Tuition for courses which enhance formal education or are work-related can be reimbursed to a maximum of \$1,000 per year. For courses not related to work, management and exempt staff can be reimbursed to a maximum of \$250 per year.

Research Grants

Research grants are intended to assist our full-time faculty with the expense of conducting research. Mount Royal can support such activities by providing research grants to assist with costs associated with conducting research.

Under federal tax regulations, research expenses are deductible from research grants, but not from income earned through employment. Applications are available from the Department of Human Resources by calling 403.440.6584.

For full details, see Policy #940-03.

Support Staff Deferred Salary Leave Plan

The Deferred Salary Leave Plan allows you to fund a leave of absence with salary you set aside in the plan. The leave is completely funded by your employee contributions and the interest earned on those contributions. All regular full-time support staff and managers, as well as continuing term full-time support staff, are eligible to apply to join the plan after two full years of employment. You choose the percentage of salary you want to defer, the number of years (up to six) of participation and the period of leave. Applications are submitted to the appropriate Dean/Director for approval. More detailed information and application forms are available from the Department of Human Resources by calling 403.440.6584.

For full details, see Policy #950-4.4.

Support Staff Professional Development

Tuition Reimbursement

Tuition reimbursement is available to both full- and part-time employees. Courses taken at any accredited educational institution may be eligible for reimbursement. Reimbursement is dependent upon available funds, appropriate approval prior to registration, and evidence of successful completion of the course.

Tuition reimbursement forms for support staff and management/exempt staff are available from the Department of Human Resources.

For full details, see Policy #940-2.

Bursaries

Bursaries are available to both full- and part-time employees and/or their dependents.

Bursaries may be granted provided:

- » an individual is registered in credit courses (minimum 3 courses) at Mount Royal
- » the individual attains a grade point average of at least 2.0 across all of the courses (minimum nine credits) in which they are registered for that semester

Bursary forms for support staff and management/exempt staff are available from the Department of Human Resources and the Mount Royal Support Staff Association office.

Acronyms at Mount Royal

AAC	Academic Affairs Committee
AACC	American Association of Community Colleges
AACTI	Alberta Association of Colleges and Technical Institutes
ACCC	Association of Canadian Community Colleges
ACCI	Alliance for Community College Innovation
ACIFA	Alberta Colleges & Institutes Faculties Association
ADC	Academic Development Centre
AL	Alberta Learning
AUCC	Association of Universities and Colleges of Canada
BOG	Board of Governors (MRU)
CBCT	Concerning Behaviour on Campus Team
CCL	Centre for Continuous Learning
DAG	Dean's Advisory Group/Director's Advisory Group
DC	Dean's Council
EC	Executive Committee
ESL	English as a Second Language
FCG	Faculty Curriculum Group
FLE	Full Load Equivalent (students)
FOAP	Fund, Organization, Account, Program
FOAPAL	Fund, Organization, Account, Program, Activity, Location
FOIP	Freedom of Information and Protection of Privacy
FTE	Full-Time Equivalent (staff)
GFC	General Faculties Council
ITAC	Information Technology Advisory Committee
ITESM	Instituto Tecnológico de estudios Superiores de Monterrey
ITS	Information Technology Services

KPI	Key Performance Indicators
LAPP	Local Authorities Pension Plan
LEE	Learning Enhancement Envelope
LIP	Long-range Institutional Plan
LPC	Lincoln Park Campus
MEPDC	Management and Exempt Professional Development Committee
MR	Mount Royal
MRUF	Mount Royal University Foundation
MRFA	Mount Royal Faculty Association
MRSSA	Mount Royal Support Staff Association
OIAP	Office of Institutional Analysis and Planning
PEC	President's Executive Committee
RMCCCL	Roderick Mah Centre for Continuous Learning
SACL	Student Affairs and Campus Life
SAMRU	Students' Association of Mount Royal University
SSI	Student Satisfaction Inventory
TIP	Technology Integration Plan
TLTR	Teaching and Learning Technology Roundtable
UIC	University Implementation Committee
ULG	University Leadership Group
UMG	University Management Group
V-PAC	Vice-President Advisory Council
V-PAG	Vice-President's Advisory Group (Administrative Services)

CREATING EXCEPTIONAL LEARNING EXPERIENCES
FOR A WORLD OF POSSIBILITIES.



Mount Royal University

4825 Mount Royal Gate SW, Calgary, Alberta Canada T3E 6K6