ACADEMIC STANDARDS COMMITTEE MEETING
November 10, 2021
VIRTUAL

IN ATTENDANCE:

Lee Easton	CHAIR, GFC Academic Staff Member
Michael Quinn	VICE-CHAIR, Vice-Provost and AVP, Academic
Phil Warsaba	Vice-Provost and AVP, Students
Peter Ryan	MRFA Academic Liaison Officer
Kelly Williams-Whitt	Dean Representative
Elaine Mullen	GFC Academic Staff Member (Arts)
Sally Haney	GFC Academic Staff Member (Business and Communication Studies)
Yasmin Dean	GFC Academic Staff Member (Health, Community and Education)
Bill Scott	GFC Academic Staff Member (Science and Technology)
Cynthia Gallop	Academic Staff Member (Teaching & Learning)
Erik Christiansen	Academic Staff Member (University Library)
Haroon Chehade	Student Representative
Rusna Mahoon	Student Representative

Resources:

Geri Lynn Gouglas	University Registrar
Sheena Jensen	RECORDING SECRETARY, Assistant University Secretary, GFC

Guests:

Mark Lafave	Professor and Athletic Therapy Program Coordinator
Stephen Price	Dean, Faculty of Health, Community and Education
Cheryl Melatdoost	Academic Quality Assurance Coordinator
Gaye Warthe	Associate Dean, Faculty of Health, Community and Education

L. Easton, Chair, called the meeting to order at 3:01pm and confirmed quorum.

APPROVAL OF AGENDA

Moved and seconded:
THAT the Agenda for the November 10, 2021 Academic Standards Committee meeting be approved.
Motion carried.

APPROVAL OF MEETING MINUTES

Moved and seconded:
THAT the Minutes of the October 6, 2021 Academic Standards Committee meeting be approved.
Motion carried.

Business Arising from the Minutes

There was no business arising from the minutes.

ITEMS FOR DECISION

Athletic Therapy Certificate Program Review

Preliminary discussion about the Athletic Therapy Certificate program review took place to identify potential questions or concerns to address with the guests. It was explained that this program review coincided with the program's accreditation process. It was suggested and supported by ASC to consider, with the new Academic Quality Assurance Coordinator, how program reviews are conducted if they coincide with an accreditation process and to provide more guidance, such as when consultation requirements differ for a review and an accreditation.

An inquiry was made about a potential conflict of interest with a member of ASC who was involved as a resource for the program review. ASC agreed this was not a conflict of interest.

The guests joined the meeting.

Discussion:
- It was advised that individuals should not be named in program reviews and the committee requested this be redacted in the External Reviewer's Report. The guests agreed with the request.
- Feedback was given to the guests about consultation with Student Affairs and Enrolment missing from the review, explaining that although there were no concerns with their responses to the external reviewer's report in these related areas, this is part of the review process that was not done.
  - The guests provided additional information about their response to the external reviewers that incorporated feedback received from students about a gap in content for their business course. It was explained that it is already in progress of being resolved.
- The guests explained that the review had been done virtually, as well as had been done following the Athletic Therapy major program review, which provided context to some of the comments made by the external reviewers and may also be why the consultation with Enrolment Services was not done.

The guests left the meeting.

Moved and seconded:
THAT the Academic Standards Committee approves the Athletic Therapy Certificate program review and advancement plan, as amended with the direction that the individual named in the External be anonymized.

Discussion:
- Request that the program review be amended to redact the individual that was named in the External Reviewer's Report
- Though there was no consultation done with Enrolment Services, no further action was deemed to be required as the response to this matter was sufficient, especially as there were no related recommendations made within the Advancement Plan in that area specifically
- Flagged for ASC to consider future discussion and consultation with the Academic Quality Assurance Coordinator about providing more guidance when conducting a program review that coincides with an accreditation process

Motion carried.

The Chair will advise the program review team of ASC's decision and amendment request prior to the review going forward to GFC for information.

ITEMS FOR DISCUSSION

Draft Annual Plan for GFC

ASC reviewed the draft annual plan for GFC. The following amendments were agreed for ASC's prioritized summary of projected activities and outcomes in the annual plan:

- Add: *"Ongoing work in finding ways to make the Tenure and Promotion Handbook more user-friendly"*
- Add: *"Role of ASC and advising on the changes with moving to 'audit status' with CAQC - internal quality assurance processes"*
- Amend: *"Review the Tenure and Promotion Handbook and update it to accommodate the University's ~~plans to acquire a new learning management system~~ changes to practice"*
  - By referring broadly to "changes to practice", it accommodates any future changes to technology
- Amend ASC's recommendations with respect to recognizing Indigenous ways of knowing and Indigenous scholarship in the *Institutional Tenure And Promotion Criteria* to be specified as "Indignous Peoples" ways of knowing

REPORTS

Committee Chair Report

The Chair advised that GFC will receive a briefing note with draft timelines at their November 26, 2021 meeting to approve ASC's recommendations with respect to recognizing Indigenous Peoples ways of knowing and Indigenous scholarship in the *Institutional Tenure And Promotion Criteria*. With their approval, ASC will be able to establish a working group, similar to the previous year, to move the recommendations forward. The Chair noted that ASC has the support of Dr. Linda MangGuns, AVP Indigenization and Decolonization, to proceed with the recommendations. Students were encouraged to join the working group.

Report from the Senior Administrator to the Committee

M. Quinn gave the following report:

- Mount Royal University will be moving from the existing Learning Management System (LMS), Blackboard, to a new LMS. The current system has been in use since 1998 and is no longer a sustainable platform. The product has become highly unstable and will not be supported by the vendor. A new cloud-based LMS will be selected for implementation in spring 2022. There will be an opportunity for the MRU community to participate in the testing and final selection of the new LMS starting early in 2022. More information is available on the ADC website and a full communication and transition strategy will be launched in January 2022.

  The current LMS has been used to manage faculty Tenure and Promotion dossiers. This was a viable solution when it was adopted, but is not consistent with the intended functionality of an LMS. The current dossier structure had to be specifically coded into the LMS and also created challenges with workflow management and sharing promotion dossiers with external referees. Building the dossier system into a new LMS is not an optimal solution because: 1) this is not what an LMS is designed for, and 2) there are now much better products specifically designed for T&P processes and workflow.

Interfolio, the vendor that provides Faculty-180, has a module specifically designed for tenure and promotion processes. In order to maintain consistency with the suite of products used by faculty, and to ensure efficiency and cost effectiveness, MRU will be moving to a product called RPT to manage T&P dossiers and workflow. The dossier folders and the required files will be identical to those that currently exist in Blackboard. From a faculty member's perspective, this will entail exactly the same process of uploading the required documents; it will just be in a different software platform.

In order to prepare for an effective transition to RPT for the next rounds of tenure and promotion files, RPT is being 'test driven' to manage the current sabbatical application process. Concurrently, the templates and workflow are being created to manage the Promotion to Full Professor applications that will commence early in 2022. Subsequently, RPT will be configured to manage the files for tenure and promotion to Associate Professor. Interfolio has been providing excellent support through weekly meetings over the past several months with MRU project personnel to configure the system.

There is no data migration required for the Promotion to Full Professor dossiers as the material requires uploading 'from scratch'. The relatively small number of files will allow for a high degree of support to faculty members in learning the new system. This support and training will come primarily from the ADC Sandbox with additional support from ITS.

There is data migration required for the dossiers of pre-tenure faculty. This migration will be supported through ITS and the ADC. Training and support will be made available in spring 2022 to provide a smooth transition.

Specifically for ASC, the Tenure and Promotion Handbook will need a minor revision to reference the new software. The only mention of Blackboard in the handbook occurs on pages 37 and 81: "The system is presently implemented using the Blackboard learning management system."

Questions were responded to for clarification and suggestions were offered to prepare for transferring data to a new system for Tenure and Promotion dossiers to ensure the data for those who will be most affected will be properly protected. ASC will have an opportunity for future discussion of the matter.

NEW BUSINESS

There was no new business.

ADJOURNMENT   4:25PM