



Memorandum

To: SIAST Faculty and Staff

**From: Dr. Robert G. McCulloch
President and CEO**

NOVEMBER 2009 SMC SUMMARY REPORT

INFORMATION/ENDORSEMENT ITEMS

Honorary Diploma Committee Terms of Reference and Procedures

Pending a minor amendment, SMC endorsed and the president approved the revised SIAST Honorary Diploma Committee Terms of Reference and Procedures. The terms of reference and procedures have been amended to more clearly reflect SIAST's overall role in the community, broaden internal engagement during the nomination process, clearly define the notification process, and shorten the timetable to ensure timely communication with recipients. A nomination evaluation process worksheet has also been developed and added to the procedures to assist with fair and prudent recommendation practices.

The revised SIAST Honorary Diploma Committee Terms of Reference and Procedures will be posted on mySIAST.

INFORMATION/ENDORSEMENT ITEMS

Computer Office Assistant Advanced Certificate: Deletion

SMC received notification and endorsed the deletion of the Computer Office Assistant advanced certificate, effective October 2009. The program was suspended for AY 2008-09 due to lack of enrolment and, as part of the review of the Office Education program, it was determined that the advanced certificate should not be continued.

Changes to Saskatchewan High School Mathematics – SIAST Admission Requirements AY 2010-11

SMC received notification and endorsed deans' council approved changes to SIAST admission requirements for its programs affected by the Ministry of Education amendments to high school mathematics curriculum beginning AY 2010.

Approved Program Proposals (Minor Revisions – Admission Requirements) from Deans' Council on October 14, 2009

SMC received notification and endorsed the following minor revision program proposals approved by deans' council on October 14, 2009:

- Computer Engineering Technology diploma: minor revision (admission requirements), effective October 2009
- Electrical Engineering Technology diploma: minor revision (admissions requirements), effective October 2009

- Electronics Engineering Technology diploma: minor revision (admission requirements), effective October 2009
- Electronic Systems Engineering Technology diploma: minor revision (admission requirements), effective October 2009
- Instrumentation Engineering Technology diploma: minor revision (admission requirements), effective October 2009
- Dental Assisting certificate: minor revision (admission requirements), effective October 2009.

Revised Administrative Services' Council Mandate and Terms of Reference

Pending a minor amendment, SMC endorsed and the president approved a revised administrative services' council mandate and terms of reference. The vice-president, administrative services, informed SMC that administrative services' council reviewed and incorporated minor amendments into the document to reflect current practice.