



Memorandum

To: SIAST Faculty and Staff

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

DECEMBER 2009 SMC SUMMARY REPORT

INFORMATION/ENDORSEMENT ITEMS

SIAST Aboriginal Student Success Strategy

The senior vice-president, academic, presented the SIAST Aboriginal Student Success Strategy final report to SMC.

In October 2008, SIAST formed an Aboriginal student success strategy committee to lead SIAST's Aboriginal student success strategy initiative. The goals of the project were to (1) identify remaining barriers to Aboriginal student recruitment and program completion; (b) recommend strategies to positively influence the recruitment and retention of Aboriginal students at SIAST; and (c) advocate for institutional change to improve the persistence of Aboriginal students through to graduation. The committee structure and project design recognized that the responsibility for Aboriginal student success does not rest with one area but is the responsibility of all members of the SIAST community.

The senior vice-president, academic, noted that the report presents the findings and recommendations of the committee and proposes a five-year plan for implementation. He also noted that the draft report has been presented to deans' council, administrative services' council and the board of directors as information.

SMC approved the SIAST Aboriginal Student Success Strategy subject to budget availability. It was agreed that the budgetary requirements to implement the initiatives contained within the report will be considered as part of the formal budget process.

Aboriginal Student Achievement Program (ASAP) Steering Committee (SIAS Aboriginal Student Success Strategy)

The senior vice-president, academic, informed SMC that the SIAST Aboriginal student success strategy committee has completed its study designed to identify the remaining barriers to Aboriginal student recruitment and program completion at SIAST. The final report contains 21 recommendations and a five-year implementation strategy. The strategy has been branded as the SIAST Aboriginal Student Achievement program (SIAS ASAP).

Priority #1 is the implementation of the strategy through a planned and endorsed process that includes dedicated leadership. The senior vice-president, academic, presented a proposal that the leadership be achieved through the creation of a SIAST Aboriginal Student Achievement Program (ASAP) steering committee (Aboriginal Student Success Strategy). The committee will be co-chaired by the special advisor to the president on Aboriginal initiatives and the associate vice-president, student affairs, and will play a role in supporting campus awareness of the

initiative's progress and provide a sounding-board for initiative-related issues. Committee membership will also include representation from identified academic and administrative divisions. Appointments will be for a term of either two or three years to allow for planned replacement of committee members. Committee members may also serve more than one term. The recommended student representative on the committee will be replaced annually to allow for rotation through the campus student associations. The overall committee will meet on a regular basis for a period of five years.

SMC reviewed the SIAST ASAP – Aboriginal Student Success Strategy draft terms of reference and agreed that the terms should be amended to include periodical progress reports to the senior vice-president, academic.

Pending the requested addition, SMC approved the creation of and the terms of reference for the SIAST Aboriginal student achievement program (ASAP) steering committee (Aboriginal Student Success Strategy).

The president informed SMC that the SIAST Aboriginal council has been disbanded as of December 2, 2009.

Fleet Vehicle Usage policy O-1.10

At its November 2009 meeting, SMC reviewed a revised Fleet Vehicle Usage policy #O-1.10 and had requested additional amendments to clarify the definition of SIAST business. Following review of the resubmitted policy, SMC endorsed and the president approved the revised Fleet Vehicle Usage policy #O-1.10.

The revised policy will be posted on the SIAST website and notification provided to the SIAST community.

Retirement and Long Service policy #O-2.9

Pending a minor amendment, SMC endorsed and the president approved a revised Retirement and Long Service policy #O-2.9. The policy was reviewed as part of the required review period for president-approved policies and updated to reflect current practice.

The revised policy will be posted on the SIAST website and notification provided to the SIAST community.

SIAST Emergency Notification Systems

The vice-president, administrative services, presented a proposal that would see SIAST begin to develop a holistic approach to emergency notification. The approach will allow for multiple methods of alerting and notifying intended recipients of critical emergencies.

An independent company was hired to conduct a review and analysis of the current emergency notification systems presently being used at each of the four campuses, and to provide a recommendation on a technology strategy for emergency mass notification. The final report recommends that SIAST begin developing a multi-channel approach to emergency notification, which allows for multiple methods of alerting and notifying intended recipients. It was also noted that it is critical that messages delivered via different methods are coordinated and consistent. To achieve this goal, communication procedures and tools must be adapted to this holistic approach.

The first phase would involve the purchase of a commercial software solution as a campus-wide Emergency Notification System. In conjunction with the software, integrated LAN-based messaging units will be installed in appropriate locations to enable notification messages to be delivered via the campus IP network. Where practical, the notification devices may be interfaced with existing public addresses or notification equipment to enhance coverage.

Following discussion, SMC endorsed and the president approved the implementation of the Emergency Mass Notification System. The cost of the system will be staggered and incorporated into SIAST's 2009-10 operating and capital plan major changes document and 2011-14 operations forecast.

Web Requisitioning Implementation SIAST-wide

The associate vice-president, financial services, joined SMC to present a recommendation that Financial Services' electronic FAST web requisitioning tool be fully implemented at the end of February, 2010.

The associate vice-president, financial services noted that several initiatives have been or are being implemented to make the tool more effective and user-friendly, including: employee training has been ongoing over the past year; a new version of the software includes a user-friendly tutorial; and, a web-portal link to the FAST Millennium product has been created by Information Technology Services and will be placed on mySIAST's main page. The link will eliminate the need for additional password entries and will reduce the number of steps supervisors are required to take to approve outstanding requisitions.

SMC endorsed and the president approved the electronic FAST web requisitioning tool as the mandatory tool for internal purchase requisitioning at SIAST effective February 28, 2010.

INFORMATION/ENDORSEMENT ITEMS

Approved Program Proposal from Deans' Council on November 17, 2009

SMC received notification and endorsed the following major revision program proposal approved by deans' council on November 17, 2009:

- Radiation and Environmental Monitoring Technician applied certificate: major revision, effective January 2010.

SIAST English Language Proficiency Requirements for Post-Secondary Certificate and Diploma Programs

SMC received notification and endorsed the SIAST English language proficiency requirements for post-secondary certificate and diploma programs as approved by deans' council on November 17, 2009.

DISCUSSION ITEMS

Board information items

The next SIAST board of directors meeting will be held at the SIAST Administrative Offices on January 22, 2010.

Violence Policy Clarification

SMC discussed the procedures undertaken during a recent violent incident. It was noted that clearer direction needs to be provided to program areas on the procedures to be taken during violent incidents involving students. The definition of what constitutes a violent incident versus what constitutes a threat also needs to be developed. SMC agreed all violent incidents involving students should flow up through the dean, the associate vice-president, student affairs, and the senior vice-president, academic.

SMC also agreed that the campus director's role during violent incidents needs to be clarified and ongoing training needs to occur with the campus assessment teams.

Further communications will be developed and subsequently shared with the SIAST community.

2010-13 Operations Forecast

SMC agreed the 2010-13 operations forecast will be added to the News & Events section of the SIAST website.