



## Memorandum

**To:** SIAST Faculty and Staff

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

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### MAY 2010 SMC SUMMARY REPORT

#### DECISION ITEMS

**Beef Cattle Production Certificate: Deletion**

SMC endorsed and the president approved deletion of the Beef Cattle Production Certificate effective July 1, 2010. Deans' council endorsed deletion of the program at its April 13, 2010, meeting. The Beef Cattle Production Certificate is a core-funded program that was suspended for the 2009-2010 academic year due to low enrolment. It has been determined that demand is unlikely to increase and, if needed, special non-credit courses will be offered through continuing education.

**SIAS Program/Course Completion Credentials Policy A-1.15**

The senior vice-president, academic, presented a revised SIAS Program/Course Completion Credentials policy to SMC. Following an extensive review of other post-secondary institutions, it was determined that the current SIAS policy has gaps that have created issues when assigning a credential to programs. As a result, the policy has been revised to ensure that it clearly defines the criteria for program and course completions.

SMC endorsed and the president approved a revised SIAS Program/Course Completion Credential policy #A-1.15. The policy will be posted on the SIAS website and notification provided to the SIAS community.

**Program Advisory Committees Policy G-2.6**

The senior vice-president, academic, presented a revised Program Advisory Committees policy #G-2.6 to SMC. The policy was reviewed in accordance with the required review period for all SIAS policies requiring board approval and the honorarium for advisory committee members increased from \$50 to \$100 to more suitably recognize increased costs incurred by the members, and continue to encourage participation.

SMC endorsed a revised Program Advisory Committees policy #G-2.6. The revised policy will be submitted for endorsement by the SIAS board of directors' governance/policy committee at its May 2010 meeting, and approval by the SIAS board of directors at its June 2010 meeting.

**Management Authorities Grid policy #G-3.1**

The acting vice-president, administrative services, and institutional secretary, presented a revised Schedule 2 to Management Authorities' Grid policy #G-3.1. Recent revisions to Temporary Performance of Higher Duties by Out-of-Scope Employees policy #O-2.6 necessitated amendments to the related authorities contained with Schedule 2 of the Management Authorities' Grid.

SMC endorsed and the president approved a revised Schedule 2 of Management Authorities' Grid policy #G-3.1. The institutional secretary will post the revised schedule on the SIAST website and provide notification to the SIAST community.

#### **INFORMATION/ENDORSEMENT ITEMS**

##### **ComputerWorks Applied Certificate: Deletion / Medical Transcriptionist Advanced Certificate: Suspension**

SMC received notification and endorsed deletion of the ComputerWorks applied certificate and suspension of the Medical Transcriptionist advanced certificate (core-funded day program), effective July 1, 2010. Deans' council approved the deletion and suspension at its April 13, 2010, meeting. The senior vice-president, academic, noted that both programs have had a significant decline in enrolment. The Medical Transcriptionist advanced certificate will continue to be offered through continuing education.

##### **Approved Program Proposal from Deans' Council on April 13, 2010: Funeral Service Certificate – Major Revision**

SMC received notification and endorsed the following major revision program proposal approved by deans' council on April 13, 2010:

- Funeral Service certificate: major revision, effective July 1, 2011 (admission requirements and curriculum content)

#### **DISCUSSION ITEMS**

##### **Capital Fundraising – Institutional Priority of Identified Items**

The director, donor and alumni relations, joined SMC to present a list of capital funding needs and seek the priorities of the institution related to capital fundraising initiatives in accordance with the SIAST capital fundraising plan 2009-2011. She noted that SMC's identified priorities will provide direction and focus for Donor and Alumni Relations' fundraising priorities.

SMC reviewed and prioritized SIAST's capital fundraising priorities for the AY 2010-2011.