



Memorandum

To: SIAST Faculty and Staff

From: Dr. Robert G. McCulloch
President and CEO

AUGUST 2010 SMC SUMMARY REPORT

DECISION ITEMS

Policy #G-4.10 Student Academic Integrity and Policy A-2.5 Student Conduct: Revision

The senior vice-president, academic, presented a revised Student Conduct policy #A-2.5 to SMC, together with a recommendation that Student Academic Integrity policy #G-4.10 be deleted. He noted that Student Academic Integrity policy #G-4.10 has been incorporated into the newly revised Student Conduct policy #A-2.5. Accordingly, Student Conduct policy #A-2.5 covers both academic and non-academic misconduct, and Student Academic Integrity policy #G-4.10 is redundant.

Pending a minor addition, SMC endorsed and the president approved a revised Student Conduct policy #A-2.5. The revised policy will be posted on the SIAST website and notification provided to the SIAST community.

SMC also endorsed deletion of Student Academic Integrity policy #G-4.10. The policy will be submitted for approval of deletion by the SIAST board of directors at its September 2010 meeting.

Policy A-1.24, SIAST Copyright: Revision

The senior vice-president, academic, presented a revised SIAST Copyright policy #A-1.24 to SMC. He noted amendments to the policy included a title change to 'Use of Copyrighted Materials' to reflect the broader use of copyrighted materials, and its contents amended to outline compliance requirements under the *Canadian Copyright Act*.

Following discussion, SMC endorsed and the president approved a revised Use of Copyrighted Materials policy #A-1.24. The policy will be posted on the SIAST website and notification provided to the SIAST community.

Harassment & Discrimination Policy G-3.6 – Revisions

The vice-president, administrative services, presented a revised Harassment & Discrimination policy #G-3.6 to SMC. She noted that the procedures to the policy have been amended to reflect the title change from conflict resolution facilitator to harassment & discrimination consultant, and minor wording amendments incorporated as identified through policy implementation.

Pending a minor amendment, SMC endorsed and the president approved the revised procedures to the Harassment & Discrimination policy #G-3.6. The revised procedures will be posted on the SIAST website and notification provided to the SIAST community.

Retirement and Long Service Policy #O-2.9

The vice-president, administrative services, presented a revised Retirement and Long service policy #O-2.9. She noted that the fund allocations for retirement and long service gifts have been separated into an appendix to the policy and the dollar amounts increased to reflect an escalation in gift supplier pricing. As well, the policy has been amended to allow for review and annual updating of the fund allocations and gift options by Human Resources, with notification to be provided to SMC.

SMC endorsed and the president approved a revised Retirement and Long Service policy #O-2.9. The policy will be posted on the SIAST website and notification provided to the SIAST community.

INFORMATION/ENDORSEMENT ITEMS

Approved Program Proposals from Deans' Council on June 10, 2010: Minor Revisions – Changing Program Titles

At its June 1, 2010, meeting, SMC received notification of three program title changes that it requested deans' council reconsider. Dean's council did revisit the program titles and the senior vice-president, academic, presented, and SMC endorsed, the following minor revision program proposals (title changes) approved by deans' council on June 10, 2010:

- Law Enforcement applied certificate: minor revision (program title change to "Aboriginal Police Preparation"), effective July 1, 2010
- Outdoor Power Equipment Technician (OPET) Motorcycle and Snowmobile certificate: minor revision (program title change to "Power Sports Equipment Technician"), effective July 1, 2011
- Rehabilitation Worker certificate: minor revision (program title change to "Disability Support Worker"), effective July 1, 2010

Approved Program Proposals from Deans' Council on June 10, 2010: Minor Revisions – Changing Admission Requirements and Graduation Requirements

SMC endorsed notification and endorsed the following minor revision program proposals approved by deans' council on June 10, 2010:

- Combined Laboratory and X-Ray Technology (CLXT) diploma: minor revision (graduation requirement), effective July 1, 2010
- Correctional Studies diploma: minor revision (institutional security clearance check added as note to admission requirements), effective July 1, 2010
- Resource and Environmental Law diploma: minor revision (clear criminal record check added as admission requirement), effective July 1, 2011

2010-11 ITS Project Priorities

SMC received the 2010-11 Information Technology Services project priorities report as information. The president requested that a status report document on the listed initiatives be submitted to SMC in the fall of 2011.

Enterprise Risk Management Update

SMC received an update on SIAST's enterprise risk management initiatives. The vice-president, administrative services informed SMC that an update will also be provided to the SIAST board of directors' audit committee at its September 2010 meeting. As well, the vice-president, administrative services, and director, enterprise risk management, will meet with the provincial auditor September to discuss SIAST's risk mitigation activities.

Strategic Planning and Annual Budget Process Policy #G-2.4

The institutional secretary presented the Strategic Planning and Annual Budget Process policy #G-2.4 to SMC for endorsement of renewal by the SIAST board of directors. She noted the policy is due for renewal as part of the regular three-year review cycle for board-approved policies and, as it falls within the Organizational Policy and Accountability category of the Governance Series policies, requires SMC endorsement.

Following review, SMC agreed a minor amendment was required to the policy to reflect current practice. Pending the revision, SMC endorsed the revised Strategic Planning and Annual Budget Process policy #G-2.4. The revised policy will be submitted for endorsement by the SIAST board of directors' governance/policy committee and approval by the board of directors at each of its respective October 2010 meetings.

DISCUSSION ITEMS

Board information items

The president informed SMC that September 2010 board of directors' meeting will be held at 1:00 pm on Wednesday, September 22, 2010, at Elk Ridge Resort. The SIAST Board Leadership and Development Forum will commence immediately after the regular board of directors' meeting.

Moose Jaw Enterprise Region Activities

David Harvey, director, business development and international partnership, and the president have received a special invitation from the City of Moose Jaw's Economic Development Commission to meet with representatives from the South Central Enterprise Region and Moose Jaw City Council, together with local MLAs, on September 17 to discuss potential opportunities for SIAST Palliser Campus related to student housing and international studies.