Memorandum

To: **SIAST Faculty and Staff**

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

JANUARY 2011 SMC SUMMARY REPORT

DECISION

Access Copyright License

The senior vice-president, academic, presented a recommendation to SMC that SIAST not renew its Access Copyright License.

Much of SIAST's copying and compliance requirements for reproductions of print works are managed through an agreement with the Canadian Copyright Licensing Agency, Access Copyright. In return for paying fees to Access Copyright, SIAST is licensed to photocopy print works under specific circumstances and is protected against potential lawsuits if the conditions of the agreement have been followed.

On August 31, 2010, college and university agreements with Access Copyright expired. However, SIAST was granted an extension to December 31, 2010, under the terms of the expired agreement.

Access Copyright has indicated it is significant increasing its fees. Specifically, fees will increase from $3.38 per full time equivalent student and $0.10 per copy for course packs to an all inclusive $35.00. The new fee could increase SIAST's payments from $51,000 (2009-10 cost) to $345,000 annually. Once the new agreement is in place, the new tariff fees will be retroactive to the date that changes are enacted. SMC noted other substantive implications of signing a new agreement with Access Copyright including:

-      An increase in reporting and auditing will require hiring additional internal staff thereby further increasing SIAST costs
-      Access Copyright access to SIAST's secure networks in order to perform audits
-      The tariff does not recognize the reproduction of material for fair dealing purposes
-      The definition of a "copy" has been expanded, which affects online courses as well as print-based courses
-      The tariff does not address the situation where a work is available through a database subscription and the Access Copyright repertoire.

The senior vice-president, academic, informed SMC that SIAST program areas have been preparing in the outcome of a decision to discontinue the Access Copyright license. Programs have been exploring options to supply alternate course materials including:

-      Adopting textbooks
-      Placing materials on reserve at the libraries
-      Using electronic resources and electronic learning systems

- Submitting course packs early for clearance so that problematic material can be identified and new material substituted

Following discussion, SMC endorsed and the president approved that SIAST will not renew its Access Copyright License effective January 1, 2011.

Custom Harvester Certificate and Pork Production Technician Certificate: Program Deletions
SMC endorsed and the president approved deletion of the Custom Harvester Certificate and Pork Production Technician Certificate effective January 1, 2011. Deans' council endorsed the program deletions at its December 1, 2010, meeting. Both programs have not been delivered for a number of years and, accordingly, they are redundant.

Balanced Scorecard Measures Team Terms of Reference
The associate vice-president, student affairs, joined SMC to present draft terms of reference for a balanced scorecard measures team. The terms of reference were drafted to formalize the new working group's membership, purpose and responsibilities, and task timelines.

The associate vice-president, student affairs, informed SMC that the working group will be comprised of the following members:

Alison Pickrell, associate vice-president, student affairs (chair)
Lina Kazan, manager, business intelligence (project manager)
Arnold Boldt, associate vice-president, research & innovation
Ron Colin, director, enterprise risk management
Gary Earles, associate vice-president, human resources
Patricia Gillies, executive director, marketing & communications
Dennis Johnson, dean of industrial training
Garth McCormick, associate vice-president, information technology services
Susan McIntyre, academic director, student development
Cheryl Schmitz, associate vice-president, financial services.

and will be responsible for:

- selecting and defining appropriate measures for each of the 18 strategic goals identified in the SIAST strategy map
- providing final measurement recommendations to SMC for approval on or before May 3, 2011
- completing measurement profile sheets for each of the measures that include measurement intent, measurement definition, data elements/sources/frequency, and measurement responsibility/timelines
- facilitating completion of an initial populated scorecard, using 2010-11 data, for the November 2011 board of directors' meeting
- discussing possible targets for measures is within the scope of the project, however, finalizing and approving targets for the measures will be the responsibility of the balanced scorecard committee, and will take place in AY 2011-12.

SMC endorsed and the president approved the balanced scorecard measures team terms of reference.

Senior Management Council (SMC) Mandate and Terms of Reference
The president presented a revised senior management council (SMC) mandate and terms of reference. He noted that, in accordance with best practice, periodic review of formal decision-making bodies' mandates and terms of reference is an integral part of enterprise risk management and mitigates risk of unethical or inappropriate leadership practices. Accordingly,

the terms had been reviewed and amended to be more clearly set out the council's senior governance role.

Following review, SMC endorsed and the president approved a revised senior management council (SMC) mandate and terms of reference. The terms of reference will be posted on mySIAST.

SIAST Cohort Reporting Definition and Framework
The associate vice-president, student affairs, joined SMC to present a draft cohort reporting definition and framework for SIAST. She noted that the definition and framework were developed in order that student cohorts could be tracked over a period of five years so that statistical data could be utilized for balanced scorecard reporting to provide success rates by program regardless of campus, by division or for SIAST overall. The proposed definition of a cohort is as follows:

> "A cohort is defined as a group of students who were accepted to start a program in a specific academic term for a specific program and credential combination for the first time (new admissions) and were actually enrolled and registered in courses for the program in the same term as admission."

The framework includes that cohort reporting will only be implemented for SIAST's certificate and diploma base and continuing education programs, for which SIAST manages admission records in banner. It will not include students registered in degree (i.e. Nursing), Future Skills, Basic Education or apprenticeship programs. 'Completer' reporting will be subsequently developed for these students.

Cohort statistics will be dynamic over the five year window SIAST allows students to complete a program. Each year, graduation, persistence and withdrawal rates may change as students progress through the program. At the end of the five year period, cohort statistics (i.e. overall graduation and withdrawal rates) will become 'final and official' for that specific program intake.

For the purposes of implementing cohort tracking in Banner, three cohort codes (Fall, Winter, Year) will be used to aggregate SIAST's numerous academic terms and simplify cohort identification on the Student Banner forms.

Cohort data will be extracted into the Operational Data Store and combined with other program and student information to provide the rate of students per program who (a) graduate on time, (b) graduate overall, (c) withdraw, and (d) persist (defined as no graduate or withdrawal record prior to the five year academic window to complete program).

SMC endorsed and the president approved the SIAST cohort reporting definition and framework and agreed that the SIAST board of directors will be provided with a cohort report in November of each year.

DISCUSSION ITEMS
> **Board information items**
> The next SIAST board of directors' meeting will be held at the SIAST Administrative Offices on January 28, 2011.