



## Memorandum

**To:** SIAS Faculty and Staff

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

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### MAY 25, 2011 SMC SUMMARY REPORT

#### DECISION

##### **Non-Audit Services Policy #G-4.8**

The associate vice-president, financial services, presented Non-Audit Services policy #G-4.8 to SMC. She noted that the policy was brought forward as part of the required review period for all SIAS policies requiring board approval. There are no suggested changes to it.

SMC endorsed the renewal of Non-Audit Services policy #G-4.8 with no changes to the policy. The policy will be submitted to the governance/policy committee for endorsement and the board of directors for approval at each of its respective June 2011 meetings. Following approval, the policy will be posted on the SIAS website and notification provided to the SIAS community.

##### **Investments Policy #G-4.7**

The associate vice-president, financial services, presented Investments policy #G-4.7 to SMC. She noted that the policy was brought forward as part of the required review period for all SIAS policies requiring board approval. There are no suggested changes to it.

SMC endorsed the renewal of Investments policy #G-4.7 with no changes to the policy. The policy will be submitted to the governance/policy committee for endorsement and the board of directors for approval at each of its respective June 2011 meetings. Following board approval, the policy will be submitted for approval by the Minister of Finance and thereafter posted on the SIAS website and notification provided to the SIAS community.

##### **Revised Violence Policy #O-2.5**

The director, human resource advisory services, joined SMC to present a revised Violence policy #O-2.5. He noted that the policy has been revised to clarify and/or change specific roles and responsibilities under the policy. SMC agreed that although there are specific roles and responsibilities outlined in the policy, all SIAS stakeholders have responsibility for a safe, violence-free environment.

SMC reviewed the revised policy and requested several revisions. The director, human resource advisory services, will amend the policy and circulate to SMC electronically. Subject to the electronic review, SMC endorsed and the president approved a revised Violence policy #O-2.5. Following review and endorsement, the revised policy will be posted on the SIAS website and notification will be provided to the SIAS community.

### **New Out-of-Scope Deferred Salary Leave Plan**

The director, human resource advisory services, joined SMC to present a new Out-of-Scope Deferred Salary Leave Plan policy. The new policy has been developed to assist out-of-scope employees to finance an approved leave of absence, as prescribed under the *Income Tax Act*. The policy is intended to become effective July 1, 2011.

SMC endorsed and the president approved a new Out-of-Scope Deferred Salary Leave Plan policy effective July 1, 2011. The policy will be placed within the Operations & Administrative Services - Human Resources section of SIAST Policy and Procedure Manual, and notification will be provided to the SIAST community.

### **Video Surveillance Policy, Program and Procedures**

The associate vice-president, financial services, presented a revised Video Surveillance policy #O-1.4 to SMC, together with a revised SIAST video surveillance program and procedures document. She noted that a minor amendment had been incorporated into the policy to reflect current language, and the program and procedures document had been updated for consistency.

SMC endorsed and the president approved a revised Video Surveillance policy #O-1.4 and the revised SIAST video surveillance program and procedures document. The revised policy will be posted on the SIAST website, the procedures document will be posted on mySIAST, and notification will be provided to the SIAST community.

### **Noise Control and Hearing Conservation Standard**

The director, health & safety, joined SMC to present a new Noise Control and Hearing Conservation Standard, together with a proposal to integrate the Standard into SIAST's operations. He informed SMC that the Standard had been reviewed and endorsed by the SIAST statutory occupational health committees, SIAST health and safety management advisory committee, administrative services' council, and had been sent to each union leader for their information.

Pending a minor amendment, SMC approved a new Noise Control and Hearing Conservation Standard and the proposal to integrate the Standard into the operation. Because of its importance and the fact that all SIAST stakeholders have responsibilities outlined in the document, the institutional secretary will notify the SIAST community after the Standard has been posted.

### **Record Retention and Disposal policy: New; Retention of Final Evaluation Instruments policy #A-1.17: Deletion; Student Record Information policy #A-2.6: Deletion**

The institutional secretary presented a new Record Retention and Disposal policy to SMC, together with a recommendation that following approval of the new policy, Retention of Final Evaluation Instruments policy #A-1.17 and Student Record Information policy #A-2.6 be deleted. The new Record Retention and Disposal policy was created to provide guidance to SIAST employees for the retention and disposal of SIAST records. During the creation of the new policy, the contents of Retention of Final Evaluation Instruments policy #A-1.17 and Student Record Information policy #A-2.6 were incorporated into it.

Pending minor amendments, SMC endorsed and the president approved a new Record Retention and Disposal policy, and the deletion of Retention of Final Evaluation Instruments policy #A-1.17 and Student Record Information policy #A-2.6. The new policy will be posted on the SIAST website and notification of the policy changes provided to the SIAST community.

### **Names of Buildings at 25 and 55 33<sup>rd</sup> Street**

The executive director, public affairs, presented a proposal that the names of the newly acquired buildings at 25 and 55 33<sup>rd</sup> Street in Saskatoon be as follows:

SIAS T Kelsey 25 33<sup>rd</sup> Street Property

### SIAST Kelsey 55 33<sup>rd</sup> Street Property

She noted that the protocol established for off-campus naming (SIAST XXX Campus Street Name Centre) doesn't lend itself to these locations because these properties and the main campus property are contiguous and they share the same street address.

SMC approved the recommendation as presented.

### **Internal Communications**

The executive director, public affairs, presented a SIAST Internal Communications Strategy to SMC for approval. She noted that the strategy will provide a foundation from which to develop internal communications initiatives that will facilitate employee engagement and community building.

Pending minor amendments, SMC endorsed the SIAST Internal Communications Strategy.

### **Policy A-1.1, Academic Authorities Grid: Revision**

The senior vice-president, academic, presented a revised Academic Authorities Grid policy #A-1.1 to SMC. The policy was revised to include reference to program suspensions and reinstatements, upgrade levels of authority, and incorporate minor wording edits.

SMC endorsed and the president approved a revised Academic Authorities Grid policy #A-1.1. The policy will be posted on the SIAST website and notification will be provided to the SIAST community.

### **Nursing Education Program of Saskatchewan (NEPS) Degree: Program Suspension**

SMC endorsed and the president approved suspension of the Nursing Education Program of Saskatchewan (NEPS) degree, effective June 1, 2011. Deans' council endorsed the suspension on May 10, 2011.

In response to the new Saskatchewan Collaborative Bachelor of Science in Nursing Degree, the last intake of the Nursing Education Program of Saskatchewan (NEPS) was September 2010. NEPS Year 2 will be delivered in 2011-12 and to a smaller cohort of student sin 2012-13. Suspension of the program will ensure no future admissions occur. The program will be formally deleted in 2013-14.

### **Nursing Education Program of Saskatchewan Second Degree Entry Option: Program Deletion**

SMC endorsed and the president approved deletion of the Nursing Education Program of Saskatchewan (NEPS) Second Degree Entry Option from the SIAST inventory of programs, effective June 1, 2011. Deans' council endorsed the deletion on May 10, 2011.

The last intake of the Nursing Education Program of Saskatchewan (NEPS) Second Degree Entry Option was May 2010. SIAST completed delivery of the program in April 2011. With the suspension of NEPS, this option is deleted.

### **Program Advisory Committee (PAC) Memberships**

SMC endorsed and the president approved the new and renewed members to the SIAST program advisory committees effective July 1, 2011.

### **SIAST Student Reporting – Change to Annual Census Date**

The senior vice-president, academic, presented a proposal to SMC to change SIAST's annual census date from October 15 to September 24, together with a recommendation that SIAST continue with the practice, implemented last year, of providing programs with preliminary statistics so that they may review their student data between July and September. This process helps to increase data accuracy.

The senior vice-president, academic, informed SMC that the standardized student reporting project team recommends the new census date and that an earlier freeze of student data will enable SIAST to better meet the requirement to report student data and performance measurement data to the board each November.

SMC endorsed and the president approved the annual census date change from October 15 to September 24.

#### **SIAST 2009-10 Student Satisfaction Survey Report**

SMC received the SIAST 2009-10 Student Satisfaction Survey Report and approved its general release on the SIAST website.

#### **Advanced Education, Employment and Immigration Quality Assurance Case Study Process: Degree-granting Status**

SMC discussed a letter of invitation, recently received from Reg Urbanowski, Special Advisor to the Deputy Minister on Post Secondary Education, inviting SIAST to participate in a quality assurance case study process related to degree offerings.

Following discussion, SMC endorsed SIAST's participation in the case study process and agreed that the Psychiatric Nursing diploma program will be chosen for the case study.

### **INFORMATION/ENDORSEMENT**

#### **Gift Acceptance policy #G-2.2**

SMC endorsed the renewal of Gift Acceptance policy #G-2.2 with no changes to it. The policy is brought forward as part of the required review period for all SIAST policies requiring board approval.

The policy will be submitted to the governance/policy committee for endorsement and the board of directors for approval at each of its respective June 2011 meetings. Following approval, the policy will be posted on the SIAST website and notification provided to the SIAST community.

#### **Naming policy #G-2.3**

SMC endorsed the renewal of Naming policy #G-2.3 with no changes to it. The policy is brought forward as part of the required review period for all SIAST policies requiring board approval.

The policy will be submitted to the governance/policy committee for endorsement and the board of directors for approval at each of its respective June 2011 meetings. Following approval, the policy will be posted on the SIAST website and notification provided to the SIAST community.

#### **Retail Meat Specialist Applied Certificate Program Suspension**

SMC received notification and endorsed suspension of the Retail Meat Specialist applied certificate program effective July 1, 2011. The program has been under-subscribed for several years and, through a program review, has been identified as obsolete. Deans' council approved the suspension on May 10, 2011.

#### **Approved Program Proposal from Deans' Council on May 10, 2011: Major Revision**

SMC received notification and endorsed the Veterinary Technology diploma major revision program proposal approved by deans' council on May 10, 2011. The program revisions will take effect July 1, 2011.

## **DISCUSSION**

### **Board information items**

The next SIAST board of directors' meeting will take place on June 24, 2011, at the SIAST Administrative Offices.

## **STRATEGIC PLANNING**

### **SIAST Social Responsibility**

SMC received a status update on the SIAST Social Responsibility initiative. The associate vice-president, information technology services, informed SMC that the SIAST social responsibility committee had completed a survey of all senior management to determine an inventory of activities/projects currently occurring that support the definition of social responsibility. The committee is in the process of collating the findings.