



Memorandum

To: SIAS Faculty and Staff

From: Dr. Robert G. McCulloch
President and CEO

JUNE 2011 SMC SUMMARY REPORT

DECISION

SIAS Balanced Scorecard Measures

SIAS has chosen the balanced scorecard as a framework to link its organizational strategy with organizational goals and initiatives. The balanced scorecard framework will allow SIAS to look at their business from four perspectives: client, enterprise sustainability, internal processes and learning/growth. A SIAS balanced scorecard committee was formed and the committee finalized, between January and June 2010, a strategy map and 18 strategic goals, which were subsequently approved by the institution.

In January 2011, SMC approved the terms of reference for a balanced scorecard measurement working group. The working group, made up of representatives from across the organization, was tasked with exploring and recommending institutional performance measures for each of the 18 strategic goals. The associate vice-president, student affairs, joined SMC to present measures for SIAS's balanced scorecard, as recommended by the balanced scorecard measurement working group.

SMC began to review the template that had been prepared by the balanced scorecard measurement working group, however, due to time constraints, tasked the associate vice-president, student affairs, and the balanced scorecard measurement working group with separating the measures that could be reported to the board in November 2011 from the balance of document. The associate vice-president, student affairs, will circulate the selected measures to SMC via email for approval purposes.

SIAS Full-Load Equivalent Divisor for Basic Education Level Training

The associate vice-president, student affairs, presented a recommendation to SMC that the Basic Education FLE divisor be lowered from 900 hours to 700 hours. She noted that she has been working with the Ministry of Advanced Education, Employment and Immigration to standardize FLE reporting at SIAS, the regional colleges, and Dumont Technical Institute. This will allow for more consistent reporting at a provincial level.

The Ministry, regional colleges and Dumont Technical Institute have endorsed the principle of a standard divisor, and are willing to adopt SIAS's new definition [45 credit units + 1 FLE for postsecondary programs and course registrations, and 900 hours = 1FLE for basic education training], with the lowering of the basic education divisor to 700 hours = 1 FLE. Adopting the 700 hours model is based on the requirement of seven courses to obtain BE 12. The associate vice-president, student affairs, informed SMC that the SIAS standardized reporting business rules committee has discussed this recommendation and endorses the change.

SMC endorsed and the president approved the change to the Basic Education FLE divisor from 900 hours to 700 hours.