



Memorandum

To: SIAS Faculty and Staff

From: Dr. Robert G. McCulloch
President and CEO

AUGUST 2011 SMC SUMMARY REPORT

DECISION

Policy A-1.3, Academic Progress: Revision

The senior vice-president, academic, presented a revised Academic Progress policy #A-1.3. Revisions to the policy are designed to provide more clarity in managing student progress.

SMC endorsed and the president approved a revised Academic Progress policy #A-1.3. The policy will be posted on the SIAS website and notification provided to the SIAS community.

Policy A-1.9, Supplemental Examinations: Revision

The senior vice-president, academic, presented a revised Supplemental Examinations policy #A-1.9. The time frame to notify students of their eligibility to write a supplemental examination has been shortened from 15 academic days to within a maximum of 10 academic days of the last day of exams for the class. Additional revisions to the policy are designed to clarify interpretation.

SMC endorsed and the president approved a revised Supplemental Examinations policy #A-1.9. The policy will be posted on the SIAS website and notification provided to the SIAS community.

Balanced Scorecard Measures and Reporting Scorecard

Dr. Barb Bremner, consultant, joined SMC to present SIAS's Balanced Scorecard revised measures, the Balanced Scorecard Measures' Templates – Status Report – August 23, 2011, the SIAS Balanced Scorecard and a sample of a completed Balanced Scorecard template.

Dr. Bremner provided an update to SMC on the work and consultations that had occurred since SMC's June 2011 meeting. She advised SMC that the owners of the measures have participated in the development of measure templates for each measure. She also advised that the measures had been prioritized based on levels one through three, with one being the greatest priority. Priority one and two measures will be able to be populated this fall. Once the data has been received for these measures, SMC will be asked to approve approximately 10-12 for presentation to the board in November. This data would provide initial baseline information only as targets have yet to be developed.

Dr. Bremner informed SMC that she was currently seeking approval of the measures, the identified owners and the scorecard. She identified next steps for 2011/12 as follows:

- contact all owners to set up a schedule for population of priority one and two measures during September and October 2011

- request owners develop plans including timelines for the development of needed tools or processes for data collection for priority three measures for reporting in future years (For example, a plan with timelines related to an employee engagement survey must be developed. The survey must be approved by SMC prior to administering the survey and collecting data by spring 2012 for 2012/13 reporting)
- receive and enter data for priority one and two measures into the scorecard by the end of October
- provide SMC with a recommendation of priority one measures to report on at the November 2011 board meeting
- obtain SMC approval of measures for presentation to the board
- develop targets and obtain appropriate external benchmarks during the winter and spring of 2012

Following discussion, SMC approved the SIAST balanced scorecard measures and their owners, and the reporting scorecard, as presented, on the understanding that some of the measures may be refined or adjusted further as necessary.

Operations Forecast 2012-13

The senior vice-president, academic presented the draft SIAST Operations Forecast 2012-13 to SMC.

Pending minor amendments, SMC endorsed the SIAST Operations Forecast 2012-13. The document will be submitted to the SIAST board of directors for approval at its September 2011 meeting and subsequently submitted to the Minister of Advanced Education, Employment and Immigration by September 22 for consideration.

Changes to Academic Position Titles and Alignment

SMC reviewed a recommendation that, to prepare for potential degree-granting status by better defining academic roles, the following position titles be approved:

| <u>Current title</u> | <u>Proposed new title</u> |
|---|---|
| Senior vice-president, academic | Provost and vice-president, academic |
| Associate vice-president, research and innovation | Associate vice-president, academic and research |
| Director, virtual campus | Director, learning technologies |

It was also recommended that the following change in the organizational structure occur to better define the academic role:

Recognition of Prior Learning (RPL) will move from the Student Affairs Division to the Academic and Research Division. The program head of RPL will report to the associate vice-president, academic and research.

SMC endorsed and the president approved the proposed new titles and organizational realignment of RPL effective immediately.

Reaffirmation - Access Copyright Affiliate Status

At its January 2011 meeting, SMC approved a decision that SIAST would not renew its Access Copyright License effective January 1, 2011. SMC reaffirmed the decision and agreed to also discontinue its affiliate status with Access Copyright.

INFORMATION/ENDORSEMENT

SCBScN Program Tuition and Fee Sharing Agreement

SMC received the Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) Program Tuition and Fee Sharing Agreement entered into between the University of Regina and SIAST effective July 20, 2011.

Brokerage, Partnership and Affiliated Arrangements Annual Summary 2010-11

SMC received and endorsed the SIAST brokerage, partnership and affiliated arrangements annual summary 2010-11.

ITS Internal Audit Project Update

SMC received an update on the SIAST Information Technology Account Management review identified as part of the 2010-11 internal audit plan. Following discussion, it was agreed that as the approved review had been unable to be completed in AY 2010-11, the scope of the former project will be expanded and submitted as the 2011-12 internal audit plan. The acting vice-president, administrative services, will report on the project to the board of directors' audit committee.

Enterprise Risk Management Update

The acting vice-president, administrative services, provided a progress report to SMC on the enterprise risk management framework. SIAST's balanced scorecard and enterprise risk management information will be presented to the board of directors at its November 2011 meeting.

DISCUSSION

SIAST's Degree-granting status – Final Report and Next Steps

The provost and vice-president, academic, advised SMC that the Expansion of Degree-Granting Status in the Province of Saskatchewan final report is extremely positive. A committee, involving each of the four proposed degree-granting authorities' academic vice-presidents, will meet with the special advisor to the deputy minister on post-secondary education to determine how to move things forward.