



Memorandum

To: SIAS Faculty and Staff

From: Dr. Robert G. McCulloch
President and CEO

JANUARY 2012 SMC SUMMARY REPORT

DECISION

Capitalization Policy – capitalization of higher risk items under the \$1,000 minimum threshold

The vice-president, administrative services, presented a revised Fixed Asset Capitalization Limit policy #O-1.1 to SMC. The policy has been amended to allow the associate vice-president, financial services or controller to discretionarily capitalize high risk items under the \$1,000 minimum threshold. A definition of *other high risk items* has been incorporated into the policy and includes items of value that are mobile, easily transferrable and have an attractive or common use. An example of a high risk item would be an electronic tablet such as an iPad.

SMC endorsed and the president approved a revised Fixed Asset Capitalization Limit policy #O-1.1. The policy will be posted on the SIAS website and notification provided to the SIAS community.

Expand the online faculty and staff directory search on goSIAS

<http://www.gosiast.com/directory/index.php>

In March 2009, SMC approved the creation of a searchable text-based online faculty and staff directory for the SIAS website. The directory that was established at that time contained the names, telephone numbers and email addresses of all SIAS employees except those who had been eligible to opt-out because of serious and legitimate privacy concerns.

The executive director, public affairs, presented a recommendation to SMC that the existing online directory be expanded to include titles, departments, divisions, location (campus and office), and credentials. She noted that an expanded online employee directory:

1. meets part of the requirement towards becoming a degree-granting institution. This could provide an opportunity to collaborate further between the Academic and Research, Human Resources and Marketing and Communication Divisions;
2. meets part of the requirement to provide an online version of the next SIAS calendar. Because all information currently listed in the calendar needs to be online, faculty names and credentials currently listed in the print calendar are required online to fulfill the online calendar project being undertaken by the Student Affairs Division;
3. serves as an up-to-date and fully searchable internal directory on mySIAS that could replace the static and annually updated pdf campus phone books;
4. responds to the external requests to have expanded information available and searchable;
5. will more closely mirror online directories at other Canadian post-secondary institutions.

SMC endorsed and the president approved the expansion of the SIAST text-based online faculty and staff directory for the SIAST website. The executive director, public affairs, will move forward with the project.

2012-13 SMC Meeting Schedule

SMC approved the 2012-13 SMC meeting schedule as follows:

September 2012	Aug 28
October 2012	2
November 2012	6
December 2012	4
January 2013	8
February 2013	5
March 2013	5
April 2013	2
May 2013	7
June 2013	4

INFORMATION/ENDORSEMENT

Program Proposal from Deans' Council on December 7, 2011: Instrumentation Engineering Technology (Diploma) – Major Revision

SMC received notification and endorsed major revisions to the Instrumentation Engineering Technology diploma program effective July 1, 2012. Program council endorsed the revisions at its October 26, 2011, meeting and deans' council approved by the revisions at its December 7, 2011, meeting.

Greening Government Program – Changes to cleaning and recycling – MGS initiative

The vice-president, administrative services, presented a proposal that SIAST support the introduction of a government Greening Program initiative at all campuses and locations managed by the Ministry of Government Services. The program, successfully implemented at SIAST Wascana Campus on September 1, 2011, encourages recycling and includes introduction of day cleaning in order to save on electricity at night, introduction of green cleaning products, roll-out of mini garbage cans to employees, and the establishment of expanded recycling centres. The vice-president, administrative services, noted that the mini garbage cans are provided to employees for regular garbage, while recycling centres are provided for paper, cans, glass and bottles.

SMC endorsed the initiative, however, noted that a hybrid of the proposed program might be more suitable at SIAST Kelsey Campus and SIAST Woodland Campus where a certain amount of recycling is already being undertaken in conjunction with the local students' association. The vice-president, administrative services, will confirm SIAST's support of the initiative with the Ministry of Government Services and then advise that the program can be rolled-out at all campuses and locations, with a hybrid model at SIAST Kelsey Campus and SIAST Woodland Campus to complement what is already in place.

Action Plan on Accountability and Governance

SMC received information on the Ministry of Advanced Education, Employment and Immigration's action plan on accountability and governance in the post-secondary system. The three-year plan was developed to achieve excellence on recommended best practices established by the Canadian Institute of Chartered Accountants.

The vice-president, administrative services, informed SMC that Cheryl Schmitz, associate vice-president, financial services, is representing SIAST on the Ministry's accountability advisory sub-committee.

Policy G-4.4, Ethics of Research Involving Human Subjects: Revision

The provost and vice-president, academic, presented a revised Ethics of Research Involving Human Participants policy #G-4.4 (formerly titled Ethics of Research Involving Human Subjects) to SMC. The policy was reviewed in accordance with the required review period for governance policies and revised to reflect the Tri-Council policy recommendations for post-secondary institutions research ethics policies. Revisions include the addition of a section on Research Involving First Nations, Inuit and Metis Peoples of Canada and a section on Qualitative Review. As well, the sections on Delegated Review and Review of Multi-Jurisdictional Research have been modified.

Pending minor amendments, SMC endorsed a revised Ethics of Research Involving Human Participants policy #G-4.4. The revised policy will be submitted to the SIAST board of directors' governance/policy committee for endorsement and the board of directors for approval at each of its respective March 2012 meetings. Following approval, the policy will be posted on the SIAST website and notification provided to the SIAST community.

DISCUSSION

Board information items

The January 2012 board of directors' meeting will be held at SIAST Woodland Campus on January 27, 2012. Board members are scheduled to tour the campus at 8:30 a.m., with the board meeting to commence at 9:15 a.m.

STRATEGIC PLANNING

Open discussion – new developments, opportunities, challenges

- The executive director, public affairs, informed SMC that Marketing and Communications is working on SIAST's spring advertising campaign