



Senior Management Council
April 3, 2012 (8:30am)
SIAS Administrative Offices, Saskatoon

Present: Bob McCulloch, president & CEO, David Walls, provost and vice president, Academic, Marine Perran, vice president, Administrative Services, Patricia Gillies, executive director, Public Affairs (ex-officio), Ev Slavin-Scharback, executive assistant to president & CEO (ex-officio)

Guests: Gary Earles, associate vice president, Human Resources

APRIL 2012 SMC SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the March 6, 2012 SMC meeting were approved and adopted as read and the action list updated.

2.0 DECISION

- **Policy G-3.3, Tuition and Fees/2012-13 Student Fee Schedule: Revision**

Provost & vice president Walls presented a revised Policy G-3.3, Tuition and Fees/2012-13 Student Fee Schedule to SMC.

The policy was revised to incorporate changes which included:

Section 3.0 - Payment of Tuition and Other Assessed Fees – clarification that all tuition and other assessed fees for the full academic year are due at time of registration.

Section 4.0 – Refunds-

- Revised #4.2 to refund penalties to be waived if student funding is denied from an external agency (including student loans) after withdrawal penalty deadline;

- Refund period for students extended to six days;

- Added #4.2.6 Audit fees non-refundable after programs/course start date; and

- Added #4.3.5 No refund for audited courses after course start date.

SMC endorsed and the president approved the revised Policy G-3.3, Tuition and Fees/2012-13 Student Fee Schedule. Pending approval by the board of directors, the Policy G-3.3, Tuition and Fees/2012-13 Student Fee Schedule will be submitted to the Minister of Advanced Education, Employment and Immigration for approval. Following approval, the policy will be posted on the SIAS website and notification provided to the SIAS community.

- **Sponsorship and Advertising Policy – New; and Policy G-2.3 Naming–Deletion**

Provost & vice president Walls presented the new Sponsorship and Advertising Policy which will replace the previous Policy G-2.3 Naming – which was underused.

This sponsorship policy provides SIAS with the means to recognize significant financial contributions. SIAS Student Associations were consulted in the creation of this new policy.

SMC endorsed and the president approved the new Sponsorship and Advertising Policy G-2.3; and previous Policy G-2.3 Naming–Deletion. Following approval by the board of directors, the policy will be posted on the SIAST website and notification provided to the SIAST community.

- **Policy A-1.20, Professional Affiliate Appointments: Revision**

Provost & vice president Walls presented a revised Policy A-1.20, Professional Affiliate Appointments. The policy was revised to allow for professional affiliates to be appointed to academic divisions. Other revisions to this policy include changes to the provost title, the criteria for appointment, and minor wordsmith edits.

SMC endorsed and the president approved a revised Policy A-1.20, Professional Affiliate Appointments. The policy will be posted on the SIAST website and notification provided to the SIAST community.

3.0 INFORMATION/ENDORSEMENT

- **Approved Program Proposals from Deans' Council March 13, 2012: Major Revision Proposals**

Provost and vice president Walls provided notification to SMC regarding the Approved Program Proposals from Deans' Council March 13, 2012: Major Revision Proposals. These major revisions relate to the following programs effective July 1, 2012:

1. Dental Assisting certificate,
2. Biotechnology diploma, and
3. Commercial Pilot diploma.

SMC endorsed the Approved Program Proposals from Deans' Council March 13, 2012: Major Revision Proposals.

- **Approved Program from Deans' Council March 13, 2012: Implementation Proposal**

Provost and vice president Walls provided notification to SMC regarding the approved Retail Customer Service Applied Certificate implementation proposal from the March 13, 2012 Deans' Council meeting. The new credit program will be effective April 1, 2012.

SMC endorsed the Approved Program from Deans' Council March 13, 2012: Implementation Proposal.

- **Advanced Heavy Equipment Operator-Mining Sector Applied Certificate: Program Deletion**

Provost and vice president Walls provided notification to SMC regarding the approved deletion of the Advanced Heavy Equipment Operator-Mining Sector Applied Certificate from the SIAST inventory of programs, effectively immediately.

The completion of courses in the Heavy Equipment Operator Applied Certificate Program is still an option for individuals interested in obtaining certification in operating heavy equipment.

SMC endorsed the Advanced Heavy Equipment Operator-Mining Sector Applied Certificate: Program Deletion.

- **Approved Program Proposal from Deans' Council March 13, 2012: Medical Laboratory Assistant Applied Certificate Minor Revision – Convert to High Demand and Changing Admission Requirements**

Provost and vice president Walls provided notification to SMC regarding the approved Medical Laboratory Assistant Applied Certificate minor revision (admission requirements) program proposal from the March 13, 2012 Deans' Council meeting. The program will change to high demand effective July 1, 2013.

Applications have been received at a rate of 2.5 times the official seat capacity at each delivering campus for at least two consecutive academic years.

The program's admission requirements will remain unchanged; however, students will be admitted based on two phases of selection criteria. SMC endorsed the Approved Program Proposal from Deans' Council March 13, 2012: Medical Laboratory Assistant Applied Certificate Minor Revision – Convert to High Demand and Changing Admission Requirements.

- **Approved Program Proposal from Deans' Council March 13, 2012: Aboriginal Police Preparation Applied Certificate Minor Revision – Graduation Requirements**

Provost and vice president Walls provided notification to SMC regarding the approved Aboriginal Police Preparation Applied Certificate minor revision (graduation requirements) program proposal from the March 13, 2012 Deans' Council meeting, including the addition of a two week work experience to the program to enhance the graduate's employability. SMC endorsed the Approved Program Proposal from Deans' Council March 13, 2012: Aboriginal Police Preparation Applied Certificate Minor Revision – Graduation Requirements.

4.0 DISCUSSION

- **Kelsey Infrastructure Communications Plan**
Executive director Gillies provided information to SMC regarding the latest revisions to the Kelsey Infrastructure Communications Plan documentation.