



Senior Management Council
May 6, 2013
SIAST Administrative Offices, Saskatoon

Present: Larry Rosia, president & CEO, Arnold Boldt, interim provost and VP, Academic, Cheryl Schmitz, interim VP, Administrative Services, Patricia Gillies, executive director, Public Affairs (ex-officio), Ev Slavin-Scharback, executive assistant to president & CEO (ex-officio)

Guests: Anne Neufeld, AVP, Strategy Management; Ed Lloyd, director, Health & Safety and Gord Moker, CEO, Safe Saskatchewan

MAY 2013 SMC SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the April 3, 2013 SMC meeting were approved and adopted as read and the action list updated.

2.0 DECISION

- **Operating and Capital Plan 2013-14**
Interim provost & VP, Academic Boldt and AVP Strategy Management Neufeld presented to SMC the OCP 2013-14 for decision. SMC endorsed and the president approved the Operating and Capital Plan 2013-14 with the newly suggested revisions.
- **Academic Freedom Policy - New**
Interim provost & VP, Academic Boldt presented the new Academic Freedom Policy for approval by SMC. This policy will promote & cultivate a culture of academic freedom, and is a required component of reaching degree-granting status. SMC endorsed and the president approved the new Academic Freedom Policy. The policy will be posted on the SIAST website as usual and notification provided to the SIAST community.
- **Occupational Therapist Assist/Physical Therapist Assistant Certificate: Deletion**
Interim provost & VP, Academic Boldt presented to SMC the Occupational Therapist Assist / Physical Therapist Assistant Certificate Deletion effective immediately for approval. SMC endorsed and the president approved the Occupational Therapist Assist / Physical Therapist Assistant Certificate Deletion as presented.
- **Program Proposal - Deans' Council April 9, 2013: Culinary Arts Diploma: Implementation**
Interim provost & VP, Academic Boldt presented to SMC the new Culinary Arts Diploma program to be effective July 1, 2013 for approval. This new program will be 70 weeks in length and will have an annual intake capacity of 24 students. SMC endorsed and the president approved the new Culinary Arts Diploma program effective July 1, 2013.
- **SIAST President's Partnership Awards**
Interim provost & VP, Academic Boldt presented to SMC the newly created SIAST President's Partnership Awards program for the 2013 – 14 academic year. This new program will be presented to the board at the June meeting. SMC endorsed and the president approved the concept of the

SIAST President's Partnership Awards program for the 2013-14 academic year as presented.

- **Employee Credentials Policy – New**
Interim VP, ASC Schmitz presented to SMC the new Employee Credentials Policy for approval. As one of the requirements for degree granting, in follow up to the recent Brown Governance Review, and in consultation with the office of the AVP, Academic & Research, HR has created the Employee Credentials policy. This new policy has been vetted through all appropriate channels, and Deans' Council & ASC. SMC endorsed and the president approved the SIAST new Employee Credentials Policy as presented. The policy will be posted on the SIAST website and notification provided to the SIAST community.
- **Selection of Employees Policy - New**
Interim VP, ASC Schmitz presented to SMC the new Selection of Employees Policy for approval. As one of the requirements for degree granting, and in consultation with the office of the AVP, Academic & Research, HR has created the Selection of Employees policy. This new policy has been vetted through all appropriate channels, and Deans' Council & ASC. Minor revisions were suggested during discussions. SMC endorsed and the president approved the new Selection of Employees Policy with minor revisions. The policy will be posted on the SIAST website and notification provided to the SIAST community.
- **SIAST Integrated Health & Safety Management System Program**
Interim VP, ASC Schmitz and director, Health & Safety Lloyd presented to SMC the SIAST Integrated Health & Safety Management System Program document for approval. In order to support the SIAST Health and Safety Policy, this Health and Safety Program document was produced to provide supporting details. It will provide SMC and SMA with direction regarding Health and Safety at SIAST. This has been vetted through the Health & Safety Advisory committee, and if approved by SMC, will be presented to both Deans' Council and ASC for information at their next meetings. SMC endorsed and the president approved the SIAST Integrated Health & Safety Management System Program document with minor revisions as presented.
- **SIAST Integrated Health & Safety Management System Four Year Plan**
Interim VP, ASC Schmitz and director, Health & Safety Lloyd presented to SMC the SIAST Integrated Health & Safety Management System Four Year Plan for approval. This document was developed so that all levels of SIAST would be informed as to what was needed in the next four years to implement and maintain a health and safety program. Year one is 2013-14. This is a living document that will be adjusted based on program needs as they arise. This information will be provided to Deans' Council and ASC at their next meetings. SMC endorsed and the president approved the SIAST Integrated Health & Safety Management System Four Year Plan with revisions as presented.
- **SIAST Emergency Response Plan Briefing Document**
Interim VP, ASC Schmitz and director, Health & Safety Lloyd presented to SMC the SIAST Emergency Response Plan Briefing Document for approval. It was requested that SMC support the recommendation that it become mandatory that SMA participate in the Emergency Response Plan and work with the local campus directors regarding their role, training and alternates needed. All SMA members will receive this training by December 2013, with an added goal for all OOS employees to be trained. SIAST's training works in conjunction with local emergency service providers. SMC endorsed and the president approved the SIAST Emergency Response Plan Briefing document as presented.
- **“Gift of Knowledge” Gift Card Proposal**
Interim VP, ASC Schmitz presented to SMC the Gift of Knowledge Gift Card Proposal and its recommended implementation plan for approval. The concept of the 'Gift of Knowledge' card was recently presented to SMC by president Rosia as a potential new way to enhance the visibility and image of SIAST. SMC was provided with an outline of the options that were investigated, the final recommendation and an implementation plan. It will be offered in the new academic year.

- **Parking Subcommittee Final Report & Recommendations**
Interim VP, ASC Schmitz presented to SMC the Parking Subcommittee Final Report & Recommendations for approval. Recommended solutions were provided specific to each of the three items of concern. SMC endorsed and the president approved the Parking Subcommittee Final Report & Recommendations as presented.
- **Conversion / Elimination of Fax Machines**
Interim VP, ASC Schmitz presented to SMC the Conversion / Elimination of Fax Machines proposal for approval. SMC endorsed and the president approved the Conversion / Elimination of Fax Machines proposal as it was presented with a follow up investigation of requirements to be completed.

3.0 INFORMATION/ENDORSEMENT

- **Program Proposal - Deans' Council April 9, 2013: Major Revisions**
Interim provost & VP, Academic Boldt presented the Program Proposal from Deans' Council April 9, 2013: Business Marketing diploma program, Pharmacy Technician certificate program, primary care Paramedic certificate program, Integrated Resource Management diploma program and the Resource and Environmental Law diploma program for major revision for information and endorsement. SMC received and endorsed the Program Proposal from Deans' Council April 9, 2013: Business Marketing diploma program, Pharmacy Technician certificate program, primary care Paramedic certificate program, Integrated Resource Management diploma program and the Resource and Environmental Law diploma program for major revision as presented.
- **Program Proposal - Deans' Council April 9, 2013: Minor Revisions: Admission**
Interim provost & VP, Academic Boldt presented the Program Proposal from Deans' Council April 9, 2013: Minor Revision (Admissions Requirements) to SMC for information / endorsement. The proposed minor revision will result in certification being removed from the curriculum. Students will now be required to obtain TLR certification prior to their first clinical practicum. This approach is consistent with other nursing education programs including the SCBScN. SMC received and endorsed the Program Proposal from Deans' Council April 9, 2013: Minor Revisions (Admission Requirements) as presented.
- **Program Proposal - Deans' Council April 9, 2013: Minor Revisions: Graduation**
Interim provost & VP, Academic Boldt presented the Program Proposal from Deans' Council April 9, 2013: Minor Revisions (graduation requirements) to SMC for information / endorsement. SMC was notified of the approved minor revision program proposal to change the graduation requirements of the Educational Assistant certificate program effective July 1, 2013 based on recommendations from an industry curriculum validation and a program advisory committee meeting. SMC received and endorsed the Program Proposal from Deans' Council April 9, 2013: Minor Revision (graduation requirements) as presented.
- **Intermediate Care Paramedic Applied Certificate: Program Deletion**
Interim provost & VP, Academic Boldt presented the Intermediate Care Paramedic Applied Certificate: program deletion proposal to SMC for information / endorsement. The program has become redundant with the expansion of competencies at the Primary Care Paramedic (PCP) level. SMC received and endorsed the Intermediate Care Paramedic Applied certificate program proposal from as presented.
- **Information Technology Services Project Priorities**
Interim VP, ASC Schmitz presented to SMC the Information Technology Services Project Priorities, with the Learning Platform Modernization (LPM) as the lead ITS priority, for information / endorsement. SMC received and the president endorsed the Information Technology Services Project Priorities as presented.

4.0 DISCUSSION

- **Safe Saskatchewan Presentation**

President & CEO Rosia introduced to SMC Gord Moker, CEO of Safe Saskatchewan who provided to SMC a presentation on Safe Saskatchewan.

- **Schools Model**

Interim provost & VP, Academic Boldt presented to SMC for discussion information about the Schools Model at SIAST.