



## **SENIOR MANAGEMENT COUNCIL (SMC)**

### **Report of December 2, 2014**

---

<b>ATTENDEES:</b>	Larry Rosia, president & CEO; Anne Neufeld, provost and VP, Academic; Deborah Meyers, CFO & VP, Administrative Services, and Reg Urbanowski, VP, Strategy & Advancement
<b>EX OFFICIO MEMBERS:</b>	Patricia Gillies, AVP, Communications & Marketing; and Ev Slavin-Scharback (recorder)
<b>GUESTS:</b>	Via teleconf: Cheryl Schmitz, AVP Financial Services & Sean Engemoen, Director, Financial Planning; & in-person: Curt Schroeder, RCE Presentation

---

#### **1.0 General**

##### **1.1 November 4, 2014, Report and Action List Review**

The minutes of the November 4, 2014 SMC meeting were approved as read, and the action list was reviewed and updated.

#### **2.0 For Decision**

##### **2.1 Use of 'Convocation' Nomenclature and Definitions**

Provost & VP Academic Neufeld presented to SMC for approval the request for the nomenclature 'Convocation' to reference the Saskatchewan Polytechnic events at which credentials are awarded and to endorse the definitions of 'convocation' and 'graduation' as specified. A review of 11 Canadian Polytechnic institutes indicates all use 'convocation' to describe the event where all credential are awarded. Mount Royal University cites the distinction between the two as 'Graduation marks the completion of an individual's studies. . . Convocation is a time-honoured tradition that commemorates student accomplishments. . . the formal ceremony. . . '

SMC endorsed and the president approved the Use of 'Convocation' Nomenclature and Definitions as presented.

#### **3.0 For Information/Endorsement**

##### **3.1 Centre for Minerals Innovation (CMI) Steering Committee**

Provost Neufeld presented to SMC for information and endorsement the terms of reference and membership. These draft terms of reference and membership have been developed to outline the roles and responsibilities of the committee membership. The Committee will be comprised of 8-16 members from industry partners, associations and societies, government partners, and educational partners. The Director of Applied Research will also be included on this committee. The Chair position (a representative from industry) will be rotated annually.

The actual invitations to the potential committee members will be sent by the President.

SMC endorsed and the president approved Policy G 2.6 Program Advisory Committees in accordance with

#### **4.0 Discussion**

##### **4.1 Board Information Items**

##### **4.1.1 Board Agenda Items**

##### Regular Reports

As the January meeting of the BOD will be a teleconference, the Celebrating Excellence component will not be included.

##### **4.2 Regional Centres of Expertise**

President Rosia introduced Curt Schroeder, of the Learning Technologies division at the Regina Campus. Curt presented to SMC the history of the International Regional Centres of Expertise and SIAST's (Sask Polytech's) involvement up until this year.

The United Nations General Assembly adopted a motion in 2002 declaring a program called the Decade of Education for Sustainable Development (DESD 2005-2014). This program was inspired by the recognition that education is an indispensable part of achieving sustainable development. UNESCO was designated the lead agency for the DESD. The goals of the decade were to provide an opportunity to refine the vision and transition to sustainable development through all forms of education, public awareness and training. Post-secondary institutions were particularly encouraged to participate by forming Regional Centres of Expertise and take some leadership in their communities. Thus RCE Saskatchewan was born in 2005 through a cooperative partnership between SIAST, the U of Regina and First Nations University of Canada, and the U of Saskatchewan. Since then other formal and informal education organizations have joined the partnership. A copy of the letter of support from SIAST and the agreement among the original partners was provided to the group. This agreement is mounted and hanging on the board room wall in Regina.

Given the nature of this program and the coincidental emergence of the SIAST Green Group there was considerable overlap between these two initiatives. In the early days the Green Group became the internal unit which represented SIAST with the RCE. The Regina Campus Director (Bill Coulthard) was the budget unit manager for the Green Group and this fund (about \$4,000 annually) was used to contribute to shared RCE costs. These funds in particular contributed to an annual RCE recognition award event (usually May of each year) where individuals, businesses and organizations in Saskatchewan were recognized for their contribution to Education for Sustainable Development (ESD). A long list of recipients of the annual award is available, which has been presented for the past 10 years. Several awards were given to Sask Polytechnic faculty, students and programs for contributions in this area, including the Green Group and SIAST as an organization. More information on the United Nations Decade of Education for Sustainable Develop is available on [www.wikipedia.org](http://www.wikipedia.org).

The Green Group has recently been relatively dormant since the fund has been reallocated. I (Curt Schroeder) have continued to provide RCE representation and support on a reduced if not negligible level, mostly on my own time. Some decisions needed regarding ongoing commitment to this program, level of representation and budget allocation.

Dr. Rosia thanked Curt for the detailed presentation, and opened discussion up to questions.

- The institutions formerly involved are still involved in the success of this initiative. There are 170 groups like ours around the world.
- Curt asked that SMC specifically consider re-affirming the organization's commitment to the RCE initiative.
- Dr. Neufeld pointed out that Sask Polytech has already approved OCP initiative (#14) for the 2014-15 AY, under S&A, in which the institution committed to support this initiative, (Pan-Pacific Member) living our values. Dr. Neufeld commended Curt on keeping this initiative alive for the organization through the years.

SMC received the Regional Centres of Expertise presentation for discussion.

#### **4.3 First Quarter Review Summary**

CFO and VP, Administrative Services Meyers presented to SMC for discussion the First Quarter Review Summary. This was the first in the new plan to review and discuss the summary of the results of each quarter.

SMC received the First Quarter Review Summary for discussion.

#### **4.4 Communications and Marketing Event Processes**

AVP Gillies presented to SMC for discussion a Communications and Marketing Event Processes document that is in progress at this time. Discussion ensued and included a request to define within the document clarity regarding what constitutes a C&M event and what does not. This clear definition, or criterion is essential.

President Rosia also noted that all informal (date-setting) and formal interaction and invitations for all 3 levels of government are solely the responsibility of the President's Office.

Using the details of this discussion AVP Gillies will complete the Communications & Marketing Event Process Guideline, and present it to SMC at a future meeting for approval at that time.

SMC received the Communications & Marketing Event Process Guideline for discussion.

#### **5.0 Consent Agenda**

##### **5.1 Major Revision: Program Proposals – Deans' Council November 20, 2014**

Provost Neufeld presented to SMC for approval the Business Insurance diploma major revision effective July 1, 2015.

SMC endorsed and the president approved the Major Revision: Program Proposal as presented.

##### **5.2 Minor Revision: Program Proposals – Deans' Council November 20, 2014**

Provost Neufeld presented to SMC for approval of minor revisions to change admission requirements of the Library and Information Technology diploma program effective January 1, 2015 and the Nursing Re-entry applied certificate program effective July 1, 2014.

SMC endorsed and the president approved the Minor Revision: Admission Requirements as presented.