



**Board of Governors  
Regular Meeting Minutes  
December 8<sup>th</sup>, 2010**

Board Members In Attendance

Darren Delichte  
Daniel Doz  
Marty Kaufman  
Margaret-Jean Mannix  
Roxanne McCaig  
Cynthia Moore  
G. Bradley Moore  
Sheila O'Brien  
James Peacock, QC (Chair)  
Kate Peterson  
Sue Anne Valentine (By Phone)  
Kris Weinmann

Regrets:

Joseph Leung  
Yves Trepanier

Recording Secretary

Elizabeth Hay

Resources

Jennifer Salahub & Charles Lewton-Brain  
(Committee Members, MFA Planning Committee)

The Board meeting was called to order at 5:10 pm quorum present and with James Peacock, QC as chair.

**1. APPROVAL OF AGENDA**

MOVED by Margaret-Jean Mannix and SECONDED by Kris Weinmann that the agenda be approved as presented.

CARRIED  
Unanimous  
MOTION: 1490

**2. APPROVAL OF MINUTES**

MOVED by Sheila O'Brien and SECONDED by G. Bradley Moore that the minutes of the October 27<sup>th</sup>, 2010 meeting of the Board of Governors be approved as presented.

CARRIED  
Unanimous  
MOTION: 1491

**3. CONSENT AGENDA**

Discussion ensued regarding the presented reports.

MOVED by G. Bradley Moore and SECONDED by Kris Weinmann that the Board of Governors adopt the consent agenda, as presented.

CARRIED  
Unanimous  
MOTION: 1492

4. **BUSINESS ARISING**

James Peacock, QC, requested a discussion surrounding the terms of reference for the new Development Committee of the ACAD Board of Governors (see attachment A for draft).

MOVED by Roxanne McCaig and SECONDED by Sue Anne Valentine that the Board of Governors appoint Cynthia Moore as the Chair of the Development Committee.

CARRIED  
Unanimous  
MOTION: 1493

Board Members were tasked with the objective to review the draft terms of reference and provide feedback to the newly elected Committee Chair.

5. **NEW BUSINESS**

No New Business at this time.

6. **CHAIR'S REPORT**

Mr. James Peacock, QC attended, along with Dr. Daniel Doz, a meeting with the Minister of Advanced Education and Technology on December 3<sup>rd</sup>, 2010 in Edmonton. Mr. Peacock reported that, although the Minister didn't offer many additional details in the open/ public session, that it was critical for both himself and Dr. Doz to attend because of the opportunity to communicate with the other Board Chairs and Presidents. Mr. Peacock continued that the Minister did share that the envelope of funding would more than likely remain the same as last year, but that more details wouldn't be confirmed until the new Budget for the Province was released.

Mr. Peacock also reported that the Installation Ceremony and Reception for Dr. Doz on December 6<sup>th</sup>, 2010 was well-attended, and was a wonderful commencement to Dr. Doz's first term at ACAD.

7. **BOARD COMMITTEE REPORTS**

**7.1 Finance and Audit**

As the Chair of the Finance and Audit Committee was not in attendance, Mr. G. Bradley Moore reported the activities of the Finance and Audit Committee to the Board. In summary, Mr. Moore reported that the Finance and Audit Committee met with representatives from ACAD regarding the Audit Plan in the previous month as it was believed at that juncture that the plan from ACAD management was due to the Office of the Auditor General at the end of November. This deadline was extended, and is now due in January 2011, and Mr. Moore said that they were confident there would be substantial progress on items outlined in the report as there had already been work completed by the last Finance and Audit Committee meeting which took place in November. The next Finance and Audit Committee will take place on December 16<sup>th</sup>, 2010.

**7.2 Governance**

As the Chair of the Governance Committee was not in attendance at this meeting, Ms. Margaret-Jean Mannix, Governance Committee member outlined considerations for the Governance Committee in the coming months (those being completion of the Board Manual, and recruitment of Board members and succession planning).

### **7.3 Human Resources**

The Human Resources Committee did not meet between the last Board Meeting and the current Board meeting, and Ms. Sheila O'Brien stated that the Committee would be meeting in the New Year to discuss Dr. Doz's goals and to discuss a work plan for the Committee. .

### **7.4 Development Committee**

*Secretary's Note: Development Committee items were discussed under Business Arising.*

#### **8. ACAD STUDENT BOARD MEMBER REPORT**

Mr. Kris Weinmann presented the report as per Attachment B below.

#### **9. ACAD FACULTY BOARD MEMBER REPORT**

Mr. Marty Kaufman, Faculty Representative to the Board of Governors, reported that, as this was the end of term Faculty members were mainly involved with crits and other semester-end wrap-up.

#### **10. ACAD STAFF BOARD MEMBER REPORT**

Ms. Kate Peterson, Staff Representative to the Board of Governors, formally acknowledged Dr. Daniel Doz and the Advancement team for hosting a wonderful Staff Luncheon on December 1<sup>st</sup>, 2010. Ms. Peterson reported it was the first time that such a recognition event was held for staff at ACAD.

#### **11. PRESIDENT'S REPORT**

Dr. Daniel Doz, President and CEO, discussed the following topics with the Board of Governors.

ACAD Staff Luncheon:

Dr. Doz wanted to let the Board of Governors know that in the process of organizing the Staff Luncheon that was held on December 1<sup>st</sup>, 2010, he learned that there were 6 staff members that had been at ACAD longer than 25 years and 5 staff that had been at ACAD more than 20 years (but less than 25). These individuals, reported Dr. Doz, were recognized for their contribution to ACAD.

Academic Community:

- Academic Institutions
- Mount Royal University (The Business of Art)
- Developing a shared academic message for Calgary (CED)

ACAD and Alberta:

- Town of High River

Academic Plan:

- ACAD Vision 20/20: Developing a process (draft)
- Phase I: Internal workshop (December 10) – Exploring the wave

ACAD:

- Energy Check

Academic Council Information

Dr. Doz explained that in processing the request for more information on Academic Council from the Board of Governors, that it would be helpful for him to know what information would be useful for the Board to have to review in advance. Dr. Doz distributed documentation about the Academic Council bylaws and constitution as well as sections from the Post-Secondary Learning Act and the amendment for Alternative

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Academic Councils. Essentially, Dr. Doz explained, the Council is responsible for ensuring academic rigor within the institution and is much like a senate at a University. The Board of Governors discussed the role and relationship between the Board and the Academic Council.

MOVED by Sheila O'Brien and SECONDED by Margaret-Jean Mannix that the Board of Governors have one Board member per Academic Council meeting in attendance to strengthen communications between them.

CARRIED  
Unanimous  
MOTION: 1494

As an action item, the Academic Council dates will be circulated so that Board of Governor members can discuss which dates they'd like to attend.

**12. BOARD PRESENTATIONS**

12.1 Mr. Charles Lewton-Brain and Ms. Jennifer Salahub presented information to the Board of Governors on the process and future of the application for the MFA in Craft (as per Attachment C below).

**13. ADJOURNMENT**

MOVED by Margaret-Jean Mannix that the meeting be adjourned at 6:20 pm.

CARRIED  
Unanimous  
MOTION: 1495

<Original Signed by Chair, ACAD Board of Governors and President + CEO, ACAD>

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James Peacock, QC  
Chair, ACAD Board of Governors

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Daniel Doz  
President + CEO, ACAD



**BOARD of GOVERNORS'  
ADVANCEMENT COMMITTEE ~ TERMS OF REFERENCE**

<b>SECTION</b> Governance	<b>DATE DRAFTED</b> December 2010
	<b>EFFECTIVE DATE</b>
<b>APPROVAL/AUTHORITY</b> Board of Governors	<b>LATEST REVISION</b> May, 2003
<b>Original signed by Board Chair</b>	

**MANDATE**

There shall be a committee, to be known as the Advancement Committee (the "Committee") of the Board of Governors of ACAD.

The Committee's mandate is to ensure active involvement of the Board of Governors in supporting and participating the development activities of the College including but not limited to: external relations, fundraising, alumni relations and other special initiatives, by:

- 1.1 providing advice and support for advancement initiatives; and
- 1.2 providing linkages with/to government, industry, the arts community and alumni, locally, nationally and internationally.

**MEMBERSHIP**

The membership of the Committee shall include:

- 2.1 A minimum of three (3) Members of the Board of Governors appointed by the Board, one of which will be a publicly appointed member, and designated as Chair of the Committee;
- 2.2 The Vice President, Advancement will be member of the Committee; and
- 2.3 The Chair of the Board and the President shall be ex-officio members.
- 2.4 The Office of Advancement shall provide administrative support to the Committee as needed

**MEETINGS**

- 3.1 The Chair of the Board shall appoint members to serve on the Committee.
- 3.2 Three members of the Committee constitute a quorum.
- 3.3 The Committee shall meet at the request of the Chair.
- 3.4 The Committee Chair may invite other individuals to attend meetings as necessary.
- 3.5 Committee recommendations shall be referred to the Board for approval.



**DUTIES AND RESPONSIBILITIES**

- 4.1 To receive regular reports from the Vice President, Advancement on activities of the Advancement Division and institution;
- 4.2 To provide advice on priorities related to Advancement and College initiatives;
- 4.3 As needed and requested by the Chair of the Board of Governors or the President + CEO, provide advice in the setting of policy and, as appropriate, recommend policy to the Board;
- 4.4 To participate in and support as needed, ongoing Advancement Division activities such as prospect identification, solicitation and cultivation, major gift campaigns and other special initiatives of the College;
- 4.5 To perform such other functions as may, from time to time, be assigned to the Committee by the Board of Governors.

## Attachment\_B

October 27, 2010

### **Alberta College of Art + Design Students Association: Board of Governors Report**

ACADSA Board of Governors Representative:

Kristopher Weinmann, President of Alberta College of Art and Design Students' Association

#### **Elections:**

On September 29, 2010 ACADSA held the annual Fall elections for the Student Legislative Council as well as to elect a new Vice President Academic to fill the position that had come available following the resignation of Casey Hughes.

#### **Vice President Academic**

This year we had three candidates running for the position of the ACADSA VP Academic and the winning candidate was Ryan Tang. Ryan is a fourth year MADT Major and so far has settled in well with the rest of the ACADSA team. He has taken on the position with great enthusiasm and confidence and we are sure he will prove to be a strong and reliable member of the ACADSA Executive.

#### **Student Legislative: Council Department Representatives**

ACADSA was very pleased this year to have an enthusiastic response to the elections. Several of the department representative positions were being completed for by multiple candidates. In some cases such as with the Drawing and Ceramics position, it was agreed within the department and by those candidates to share the responsibilities of that position between 2 people but were only allowed one vote on the SLC. After meeting all the new representatives at our first SLC meeting on October 5, 2010, ACADSA is very excited to have such an enthusiastic and confident group of department representatives.

Ratified by SLC:

1. ACADSA Audited Financial Statements
  2. ACADSA 2010-2011 Operating Budget
  3. ACADSA Bylaw + Policy Procedure Changes
  4. Official Student Groups/Clubs (7)
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### **Marion Nicoll Gallery**

Submissions for the new MNG programming year closed on Wednesday September 29, 2010. The MNG Coordinator melinda topilko was very pleased with the amount of submissions this year, especially having introduced a new electronic submissions process which is intended to make submitting to the MNG spaces more easier and comprehensive for students. This year the MNG Coordinator also provided a MNG Submissions Workshop to interested students in order to ensure a better understanding of the submission process and criteria.

### **Show and Sale: November 25, 26 & 27**

This year the Show and Sale run by ACADSA and will be coordinated by our new full time project coordinator Katie Kimber. This year in an effort to enhance the quality of the work presented at the show & sale, the reputation of the students and the college as well as the professional development opportunities for students through this event, Katie will be holding a mandatory information session prior to the event for students wanting to exhibit /sell their work. The mandatory information session will be comprised of three components: Basic Show and Sale information & Changes presented by Katie Kimber, "How to price your work" presented by Dan Barnfield from the Student Resource Centre, and Show & Sale as Professional Development presented by Marianne Elder ACAD Student Advisor. ACADSA is confident that this new component to the Show & Sale event will assist in progressing the standards and reputation of ACAD students' work and reputation.

### **ArtAWearness: March 4 & 5**

This year the annual ArtAWearness run by ACADSA is another event coordinated by our project coordinator Katie Kimber. This year Katie reported an enthusiastic response of high quality submissions to the call for submission that were due October 22, 2010. This year the event will also be held for two nights on account of the well attended two night event attempted last year.

### **Satellite Campus/Gallery Project**

I met with Bradley Moore on Thursday October 23 to discuss the outline that ACADSA had produced for what was being referred to as the "Gallery Project". We were able to use the outline as a good basis for discussing the benefits, goals and ideas that could be put towards the discussion and development of an ACAD satellite venue/campus. ACADSA is very excited to have the boards interest in what could be an amazing addition to ACAD's facilities.



### **Canadian Art and Design School Alliance (CADSA)**

ACADSA has to date been in contact with the Studnets' Unions of Emily Carr University, the Ontario College of Art & Design (University), and the Nova Scotia College of Art & Design (University) and will possibly be holding our first meeting to discuss the intentions of CADSA on October 28, 2010. This alliance is an ACADSA lead initiative currently being developed and coordinated by Kris Weinmann (ACADSA President) and Martha Affleck (ACADSA VP External) to establish a stronger network between the four specialized art and design institutions across Canada in order to help each other in areas of advocacy, program/curriculum development, community relations as well as to share general concerns and interests of their student memberships. This first meeting is an exciting first step in pursuing a stronger role in contributing to the development and innovation of art and design education in locally and in Canada.

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## Attachment\_C

The MFA in Craft Media Committee will be updating Academic Council regularly to ensure Council is informed of its progress and the development of ACAD's application for approval to offer an MFA in Craft Media degree.

The MFA committee is now operating under the guidance of Dr. Daniel Doz, President, and Wayne Baerwaldt, Acting VPRAA, with the assistance of David Aldrich, VP Student Experience + Admissions.

The process for an institution in Alberta to obtain approval to offer a new level of degree is a three-stage process. Part A, the first stage, is the submission of a System Review application to the Minister of Advanced Education for approval. This is followed with Part B, a two-stage process to Campus Alberta Quality Council for approval. The second stage is an Organizational Review and Self-Study to demonstrate the ability and readiness of the institution to support the new level of degree, followed by the third stage, a Program Review, to demonstrate the academic rigor of the specific degree and how it complies with expectations for that level in Alberta.

The System Review (Part A) of the application process was approved by the Minister of Advanced Education in June 2010, which has paved the way for Part B, approval by the Campus Alberta Quality Council. At the behest of the faculty on the committee, the President and the VPRAA have retained a consultant to assist in the process, Paula Dozois. Paula is currently a faculty member at Mount Royal University who was actively involved with their successful Campus Alberta Quality Council application for new degrees. Paula will be working to help coordinate the committee's efforts and to offer advice throughout Part B.

Membership currently includes:

David Aldrich  
Marc Scholes  
Jennifer Salahub  
Mireille Perron  
Charles Lewton-Brain  
Sarabeth Carnat  
Laura Vickerson  
Jane Kidd  
Natali Rodrigues  
Tyler Rock  
Greg Payce  
Jesse Sherburne

The Committee has met regularly over the past two years and began meeting weekly as of Sept. 14, 2010. The meetings are currently scheduled for Wednesdays from 5:00-7:00 PM. An email invitation has been extended to all interested faculty to attend any or all of the meetings. All relevant documents developed by the Committee, including the approved System Coordination Review, will be posted on the Intranet, as well as the meeting agendas. Progress reports will be a part of each All-Faculty Meeting until the completion of the application process.

Paula Dozois met with the Committee on Wednesday, Oct. 6. At that meeting, it was felt that the Organizational Self-Study would proceed with David Aldrich initiating a first draft based on the NASAD Self-Study and in consultation with relevant stakeholders. These drafts will be submitted to the Committee for review and input as they progress. The approval of the Organization Review by CAQC will give all future ACAD masters degree applications the potential for an expedited review where the Organizational Review can be waived.

As the Organization Self-Study is being developed, the Committee will move forward on the Program Review for the Master of Craft Media degree. This strategy will not only expedite the approval process by having the Program Review essentially ready to submit as soon as the Organizational Review is approved (and keeping the process on track for offering this degree in January 2013), but it will allow a flow of information and coordination between the two documents as they are developed.

A key initiative external to this committee, but critical to the success of the Part B application, will be the progress of the discussion on academic rank. From discussions with both CAQC and AUCC, should the College choose to maintain the status quo as the only one of Canada's four free-standing art schools to not have academic rank, ACAD's processes for faculty evaluation will be closely scrutinized for the equivalency to the rigor of the processes involved in academic rank.

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## **MFA Academic Council presentation**

**Oct 20, 2010**

Speaking: Jennifer Salahub, Charles Lewton-Brain as Craft MFA committee members with Paula Dozois present as a resource.

This short presentation is part of the committees' commitment to transparency and inclusivity. The committee will be updating AC, the faculty and the ACAD community regularly. There is a continued need for input and review from the ACAD community now and through the remaining stages of the graduate proposal construction.

The graduate program is in response to student demand nationally and it is expected to have some international participation.

Faculty has been consulted through the last three years, and is invited to attend any of the current weekly meetings.

It is important to understand that this proposal is specific to the Craft MFA and will not limit or define other future graduate proposals from ACAD. The student we expect will be operating in a cross-disciplinary manner and will engage and inform the entire ACAD community. We anticipate 8 students initially enrolled beginning in January 2013 and reaching about 20 in the graduate program eventually.

Wayne Baerwaldt is chairing the committee. Daniel Doz will be giving us his input and has attended one meeting already. He has been involved in establishing eight graduate programs in the last five years.

There is a list of committee members on your previously attached information. In response to faculty suggestions Paula Dozois has been hired to help coordinate the process.

The MFA application process consists of three parts. The initial proposal which is vetted by government and committees including universities in Alberta. (part A). The second part (B) is an organizational review, which speaks to the ability of ACAD's administration, facilities' and resources to support a graduate program.

The third part (C) is the programmatic review and proposal, which describes the day to day curriculum, methodology and scheduling of the graduate program.

We have succeeded in getting Part A approved in June 2010. This implies funding support for the program. We are working with hard deadlines, February for the Organizational review (B) and April for the programmatic review (C). The Education department is enthusiastic about this proposal and wants us to proceed quickly.

With the arrival of Paula, David Aldrich has taken on writing the organizational review (B), with input from the group and interested parties. The Committee itself has begun working on Part C, the programmatic review, so both parts are being worked on simultaneously. This is efficient and keeps us on track for a timely submission as well as each section informing the other.

We believe the programmatic review needs wide input from faculty and concerned individuals.

The schedule is 20 months (slightly fast) and begins in January so that students can have two summer periods with studio access, and their graduating shows occur in September along with a symposium, which will engage and inform the undergraduate student body.

The ACAD proposals, the Campus Alberta Quality Council requirements and other information will be available for review on the intranet.

It is clear that the education ministry (and AUCC) really need ACAD to have rank at least in the process of being adopted in order to support any MFA.

ACADFA has been asked to hold information meetings about this leading to a faculty vote on the idea.

We are aware that we have been working on this for so long that we must be taking some understandings for granted. This is where we need your input to illuminate and clarify the proposals as they go forwards.

### Appendix Notes

Schedule outline:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
GRAD FIRST SEMESTER				GRAD SECOND SEMESTER (Intensive studio semester)				GRAD THIRD SEMESTER (Opportunity for Teaching Assistantships)			
GRAD FOURTH SEMESTER (Opportunity for Teaching Assistantships)				GRAD FIFTH SEMESTER (Intensive studio semester)				Grad Show & Colloquium			
WINTER SEMESTER (Undergraduate)								FALL SEMESTER (Undergraduate)			

Daniel Doz' involvement with Graduate program establishment:

"Indirectly 3 (meaning the curriculum was already starting to be developed when I became the Dean of FCAD - these were launched 2 years ago):

- Master in Documentary Media
- Master in Media Production
- Master in Journalism

Directly 2 (started this Fall)

- Master in Professional Communication (took 5 years to pull together...)
- Master in Fashion (took only 3 years to put together)

And about 5 that were in the development stages, most notably:

- Master in Dramatic Writing (2 years from launch)
- Master in Creative Industries (2 to 3 years away)
- Master in Interior Design (4 years away)"