



Focused on academic excellence, Brescia University College creates an actively engaged student experience, educating women to think critically and to participate actively in society. A Catholic university college in the Ursuline tradition, we prepare our graduates to lead with wisdom, justice and compassion in a changing world.

**BRESCIA UNIVERSITY COLLEGE
BRESCIA COUNCIL**

**March 2, 2018
1:00pm
Room 136, St. James Building**

MINUTES

- Present:** P. Barker, D. Battram, E. Bell, H. Campbell, A. Chater, P. Chimbos, J. Coghlin, T. D'Souza, W. Da, J. Doelman, M. Dorschell, P. Dworatzek, C. George, D. Grace, S. Horsley, D. Hudecki, L. Jakubowski, L. Janes, M. Jean, R. Johnson, H. Kirk, M. J. Le Ber, C. Lord, J. Madill, T. Mahoney, J. Matthews, J. Mitchell, S. Mumm, C. O'Connor, P. O'Neil, L. Piche, M. Simm, L. Sunseri, C. Temple, J. Twynstra, G. Warecki, C. Whippey
- Regrets:** C. Aguilar, L. Ahmadi, A. Alabi, A. Barnfield, C. Bell, B. Biasone, H. Cummins, L. Davison, N. de Moras, L. Descartes, B. Diemert, T. Francolini, H. Hallett, A. Garcia, D. Gardiner, B. Hartman, S. Kleinknecht, M. Kocins, M. Lee, K. Lucier, E. Morphy, S. Morrison, R. Ogilvie, H. Persaud, K. Pittao, J. Seabrook, C. Sharen, K. Vezina, A. Walby, E. West, E. Whelan
- Guests:** C. McDonald, D. O'Shea, J. Smith, B. Szapiel, D. VanBelois
- Recorder:** M. Lace
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- 1. Call to Order**
The meeting was called to order by M. J. Le Ber, Chair of Brescia Council.
- 2. Confirmation of Quorum** (50% plus one of the Voting members = 29)
Quorum was confirmed.
- 3. Acknowledgement of the Traditional First Nations' Lands**
C. Whippey acknowledged the Traditional First Nations' Lands.

4. Opening Reflection

C. George provided the opening reflection.

5. Approval of Agenda

M. J. Le Ber added the item ‘Constitution of Brescia Council’ under Business Arising.

Approved on consensus with the addition noted above.

6. Consent Agenda:

- i. Approval of Draft Minutes, January 26, 2018
There were no errors, omissions, concerns or comments.

Approved on consensus.

7. Business Arising

- i. Academic Plan

M. J. Le Ber provided a verbal update of the approvals of the Academic Plan as follows:

- Approved by EPC December 1, 2017.
- Approved by Brescia Council December 15, 2017.
- Recommended by IPC to the Board of Trustees January 22, 2018.
- Approved by the Board of Trustees February 7, 2018.

- ii. *Constitution of the Brescia Council*

M. J. Le Ber provided a verbal update of the approvals of the changes to the Brescia Council *Constitution* as follows:

- Approved by Brescia Council December 15, 2017.
- Approved by IPC January 22, 2018.
- Approved by the Board of Trustees February 7, 2018.

8. For Approval

- i. Nominations for Brescia Council Standing Committees

M. J. Le Ber reminded all that the amended *Constitution* has the Vice–Chair of Brescia Council responsible for this process.

Regarding the exhibit presented, J. Coghlin noted the Library Committee is new, that we are still looking to fill the Graduate student vacancy, and not presented in the exhibit, but verbally added as a friendly amendment, that L. Jakubowski has agreed to be the representative for the School of Leadership and Social Change.

J. Coghlin noted a new representative was required for the Faculty of Education due to a sabbatical and Brescia Council Executive Committee has nominated L. Sunseri for Brescia Council’s approval.

J. Coghlin highlighted the vacancy on the Equity Committee due to a sabbatical that will not be filled as the individual still remains involved with the Committee.

J. Coghlin noted there will be additional vacancies brought to the next Brescia Council meeting due to upcoming sabbaticals and changes in student positions.

There were no concerns or issues expressed.

Proposal #1: That the Brescia Council accept and approve the proposed nominations for the Brescia Council Standing Committees as presented.

Approved on consensus.

ii. Additional Business from EPC

J. Mitchell explained the changes presented in the exhibit were prompted by recommendations from our last accreditation review of Foods and Nutrition. The next accreditation review is in two years thus movement to act on the last recommendations is in preparation for the next review. These changes are to be effective September 1, 2018. It was added that the materials were submitted to main campus Science EPC for consultation and from feedback received, we can remove “former” courses under Admission Requirements. The line will now read ‘Chemistry 1301A/B and Chemistry 1302A/B.’ and the rest of the line (all noted as former) will be removed.

It was noted that FN 1021 will still be available for students but it is the School’s preference that they take 1070 and 1241. These are new half courses that will be offered each semester.

It was confirmed that course changes affected by this have been made and all were reminded that course changes do not require Brescia Council approval, just module changes. It was added this module change will go to SUPR-U and then SCAPA upon Brescia Council’s approval.

Concern was expressed of the impact on other modules due to so many course changes; specifically in Foods, Food Science and Technology, Food Management, and Nutrition and Families. It was noted changes under these need to be submitted and approved by the end of May in preparation of June course registration. It was noted this may mean transfer credits are assessed in May.

It was noted once final approvals are received, work will begin on required changes to any articulation agreements.

There was much discussion on the 1.0 first year intellectual experience/seminar course; if it will be mandatory and the impact either way. It was noted the outcomes of the course must be determined, as per the approved Academic Plan, and will come to EPC and then Brescia Council. It was added that both Foods and Non-Profit Management will have difficulty including this first year common course.

It was agreed to note in the minutes that all must commit to work on the outstanding changes around this module as the timeline for approvals is very tight, especially in those areas that must go to main campus Science EPC for consultation prior to DAP.

It was agreed to note in the minutes that all must commit to work on finalizing the first year common course for the 2018/2019 academic year. This work sits mainly between the ALT Centre and Dean's Office.

Proposal #2: That the Brescia Council accept and approve the Revision to the Honors Specialization in Nutrition and Dietetics as recommended by the Educational Policy Committee as presented.

Approved on consensus.

Proposal #3: That the Brescia Council accept and approve that effective September 1, 2018 the new Humanities' module Major in Creativity and Literature be introduced as recommended by the Educational Policy Committee as presented.

J. Mitchell noted Proposal #3 is related to a proposal submitted and approved by Brescia Council some time ago as a Major with a slightly different title. That proposal was not passed by SUPR-U. The School of Humanities did some work on the proposal and brought back this new proposal that was approved by EPC. Upon Brescia Council's approval this will also go to SUPR-U and SCAPA.

Approved on consensus with the following changes:

- Under 1.5-2.0 courses remove all bracketed areas that note parallel versions.
- Under Admission Requirements remove 'No failures are permitted on options.'

9. For Discussion

i. Executive Committee Report

M. J. Le Ber highlighted the effectiveness of the consent agenda from this report reminding all that early on Brescia Council agreed to use a consent agenda on a trial basis. This means all reports are written and included under For Information and only those that require input and/or discussion will be moved to For Discussion whether before or at a Council meeting.

M. J. Le Ber added some concern has been expressed around late reports in that perhaps some important information is being missed since there is little to no opportunity for Councillors to review the late reports. Brescia Council Executive Committee posed to Brescia Council the question how do we ensure important information is captured.

It was noted the *Brescia Council Constitution* includes a stipulation that reports be submitted seven (7) days in advance of meetings and all should follow this.

It was noted that our practice has been a Monday deadline and if that becomes official that would require a *Constitution* change. This unofficial deadline change was incorporated to allow Councillors time for submitting reports.

Although it was suggested that perhaps we allow a few minutes for each report to be addressed with authors highlighting important items and if a report was not submitted, there

is no address, it was generally agreed that this was a past practice that was unsuccessful and not a productive use of time.

It was noted that Brescia Council does have the option to conduct a vote to determine if an item should be included that was not submitted on time and an example of this was referred to from the past year with budget materials. It was noted that this year's Council meetings were structured around the budget dates to try and address any repeated issues.

It was agreed on consensus that Mondays at 12:00pm will be the report submission deadline and that all will be posted on OWL Monday afternoons.

It was agreed on consensus that any reports or agenda items submitted after the deadline would be deferred to the next meeting.

10. New and Other Business

There was no new business.

11. Announcements

- i. S. Horsley gave a brief presentation on the results of Brescia's participation rates in the online course evaluations. For the fall evaluations Brescia had a response rate of 71.94% which was higher than Western's response rate. All are encouraged to continue to inform students of the importance of these evaluations as it was determined the number one reason students complete the evaluations is knowing their input is valued. Faculty were encouraged to engage in a mid-term check in as it was determined students are more likely to complete the evaluation when instructors do a check in. It was suggested a comparison be done between the previous written evaluations and the new online evaluations, although it was noted by the Acting VPAD that we are very confident the online evaluations had a much higher response rate than the written.
- ii. H. Campbell noted Friday, March 9th is S. Horsley's last day and we will have a gathering between 1:30 – 3:00pm in UH lounge.
- iii. C. George noted on Thursday, March 22nd Ursuline Sister Marian Krauskopf will host a retreat for students with a theme of Changing Tides. She added work will also be done to prepare a similar retreat for staff and faculty in the May timeframe.
- iv. M. J. Le Ber noted in celebration of International Women's Day on Thursday, March 8th the School of Leadership and Social Change is hosting a movie night in the afternoon and evening with refreshments. Hidden Figures is the movie. This is open to all students.

Adjourned at 2:15pm