



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**

**October 27, 2017
1:00pm
Room 136, St. James Building**

MINUTES

- Present:** C. Aguilar, L. Ahmadi, P. Barker, A. Barnfield, D. Battram, E. Bell, A. Chater, P. Chimbos, J. Coghlin, H. Cummins, T. D'Souza, N. De Moras, L. Descartes, B. Diemert, J. Doelman, M. Dorschell, P. Dworatzek, D. Grace, S. Hajpel, S. Horsley, D. Hudecki, L. Jakubowski, L. Janes, H. Kirk, S. Kleinknecht, M. J. Le Ber, M. Lee, C. Lord, J. Mitchell, E. Morphy, S. Mumm, C. O'Connor, R. Ogilvie, L. Piche, K. Pittao, J. Seabrook, M. Simm, C. Temple, A. Walby, G. Warecki, C. Whippey
- Regrets:** W. Da, L. Davison, M. Jean, R. Johnson, J. Matthews, S. Morrison, C. Sharen, C. Vitkauskas, E. West
- Guests:** I. Christensen, T. Patry, J. Patterson, J. Smith, B. Szapiel, D. Van Belois
- 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 = 30)
Quorum confirmed.
 - 3. Acknowledgement of the Traditional First Nations' Lands**
A. Chater acknowledged the Traditional First Nations' Lands.
 - 4. Opening Reflection**
C. George provided the opening reflection.

5. Approval of Agenda

There was a request to move the report of the Associate Academic Dean (Exhibit 8) to For Discussion, specifically course sharing.

There was a request to move Exhibit 3 from the last Brescia Council Executive Committee meeting to For Discussion. This represents the Standing Committee nominations to be presented to Brescia Council for discussion at this meeting and for approval at the next.

6. Consent Agenda:

- i. Approval of Draft Minutes, September 29, 2017

Approved on consensus with the change of moving G. Warecki to Regrets.

7. Business Arising

There was no business arising.

8. For Approval

None.

9. For Discussion:

i. Changes to the *Constitution of the Brescia Council* – Exhibit 2

The Chair noted that changes to the Constitution are required to be discussed at one meeting of Brescia Council, and approved at the next. Only *Constitutional* changes require the approval of both Brescia Council and the Board of Trustees (Exhibit 2, items 1 through 4) while Appendix changes only require the approval of Brescia Council (Exhibit 2, items under Appendix A). The Chair reviewed each item and the following changes were noted.

Constitution:

#3 - Internationalization Plan should be changed to Internationalization Strategy.

Appendix A:

#4 – It is not clear that as *ex officio* members of all standing committees the Chair and Vice-Chair would be voting members.

#8 – It does not seem entirely clear that, as intended, one faculty member is from Foods and one faculty member is from another School, and which is appointed by the BFA. All agreed on updated wording of “Two (2) full-time faculty members, one (1) from Food and Nutritional Sciences and one (1) from another School, both appointed by the Brescia Faculty Association.”

#9 – Similar to the change for the LTC #3 under *Constitution* above this update needs to be reflected here as well (change of Internationalization Plan to Internationalization Strategy).

#10 – To be consistent with the change made under Appendix A #6, for the Library Committee item e under Responsibilities and Procedures of Library Committee should include her/his delegate to read ‘Quorum will be achieved with: (i) the presence of the Director of Library Services or her/his delegate, and (ii) a simple majority of committee members.’ It was also agreed that membership should include 1 Graduate student.

Action: The Chair to follow up on Appendix A #4 above to clarify the ex officio membership.

The Chair noted the *Constitutional* and Appendix changes, including updates from this meeting, will come forward for approval at the next meeting.

ii. Budget Advisory Committee:

a. BAC Planning Cycle/Timelines – Exhibit 21a

A. Walby presented and discussed the budget timeline. She noted our upcoming Visioning Day on November 13th which includes the Principal, Vice-Principals, Chairs, Directors, some Managers, department heads, and for this meeting BAC committee members. The group will meet again on November 27th reviewing and prioritizing work from the November 13th session. From this, year 3 outcomes will be determined and presented to the IPC and then the Board of Trustees for approval.

b. Year 1 Reporting – Exhibit 21b

A. Walby presented the framework from the Strategic Plan noting this exhibit is the same as what was presented to the IPC for information. This will be presented to the Board of Trustees at its December meeting. This is basically a status report and shows progress from a metrics standpoint (KPIs).

c. Year 2 Outcomes – Exhibit 21c

A. Walby noted that achievements toward these outcomes will go to the IPC and Board of Trustees in June for information.

iii. Report of the Associate Academic Dean – Exhibit 8

There was much discussion about students sharing course materials on various websites (some paying) for full access to anyone. It was noted the faculty are able to request information be removed from the sites; however, it has been found that the information reappears shortly after.

There were many suggested options including a copyright statement included in course outlines, a legal statement from Brescia, a copyright statement or intellectual property statement on OWL sites and faculty announcing at the start of classes that course materials are intellectual property. Faculty were also cautioned when using licensing under creative commons as many of these sites view that as licensing for use. It was noted course materials are the intellectual property of individual faculty, not the institution, and that Western has just begun working on policy and procedure for this.

It was added that the statement many Foods faculty are including on course outlines needs to allow for academic accommodations and wording should perhaps be modified.

iv. Standing Committee Nominations

The Chair projected Exhibit 3 from the last Brescia Council Executive Committee meeting noting it should have been included in today's agenda. This represents the Standing Committee nominations to be presented to Brescia Council for discussion at this meeting and approved at the next meeting.

There were no issues with the nominations as presented. The Chair noted the Standing Committee changes will come forward for approval at the next meeting and added Standing Committee Chairs are welcome to invite new committee members as guests at their meetings until that approval is official.

10. New and Other Business

None.

11. Announcements

None.

Adjourned at 2:30pm