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## ***BOARD MEETING*** **MEETING MINUTES**

Meeting Date: 11/12/2018

Meeting Location: 6 Hillview Avenue, Kingston 10

Recorded By: S. Sommers

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## 1 ATTENDANCE

Name	Title		Present
Dr. Paul Thompson	Chair		N
Ms. Maxine Samuels	Deputy Chair		Y
Ms. Sasha-Lee Sommers			Y
Ms. Chris-Ann Hunter			Y
Mrs. Andrea Smith-Tucker			Y
Ms. Olive Reid			

## 2 MEETING LOCATION

Building: 6 Hillview Avenue

Conference Room: IT/Library

## 3 MEETING START

Meeting Schedule Start: 11:00am

Meeting Actual Start: 11:50

Meeting Scribe: S. Sommers

## 4 AGENDA ITEMS

### • Agenda Items 1 & 2

- i. Mrs. Tucker-Smith reviews the procedures that were presented at the faculty meeting and approved at the last Academic Committee Meeting. ii. All the new programs considering for fall 2019 must come to the Academic Committee by February 7, 2019 and we should start moving on this process as quickly as possible. We need to know soon if there are any courses that will need extra work or intervention by the administration. iii. All programs that have courses in the core and are to be delivered in the Spring will require working on the term-papers. Review of core classes will take up the committee's time over the fall. Dr. Thompson is knowledgeable about this and will keep the committee up to date with the review and changes adapted to the assignments and case studies that are under consideration by the faculty members. Contact them when we have questions. iv. At the general meeting the registrar will be responsible for submitting syllabi and the assignments for review and alignment. v. Other issues that we should be looking at are how the students are affected by any changes; professional accreditation concerns, local university credit requirements, changes in tertiary education structure in Jamaica and how the changes are impacting us.

### Agenda Item 3

- Addressing item 5 regarding April 30, 2018 meeting resignation of a board member. Provision in Education Act....Education Board. Page 15 of the Terms of Reference. Ms. Samuels proposes including clauses in contract for board member resignation. Ms. Hunter proposes that we raise the languages to be

adapted and include the issue of confidentiality post-service. Mrs. Tucker-Smith suggests that we leave the issue of confidentiality breach by a board member alone until a situation presents itself. Is resignation from a person's email acceptable? The question was raised by Sommers. Consensus was established that if it is the email associated with the member, an emailed resignation is acceptable. Ms. Samuels proposes that we also include this language in the review of the contract for Board and Academic Committee Member.

- **Agenda Item 4 & 5**

- i. Registry, student affairs, campus and library should be an oversight of the Principal Director as indicated on the organizational chart. The Associate Director of Student Affairs will refer to the Principal Director. It is after that level that the issues move to the Academic Board before if goes to the Board Of Directors. ii. Ms. Reid suggests that the date the revised organizational chart is adapted should be indicated on the organizational chart. Ms. Samuels proposes Dec 11, 2018 could be the official date of adoption of the new organizational chart.
- Appeals/Petitions Procedures – committee assignment – Tabled. Grievance procedure should be more effective, both for students and staff. Lecturers first point will be the Principal Director. The students' concerns will first go to the iConnect Administrator, then to the Associate Director for further resolution. If unresolved, the Associate Director will take it to the Principal Director. The axillary and clerical staff will go to the Bursar. Appeals will go to the registry for the records and then moved to the board by Ms. Reid.

- **Agenda Item 5**

- Explanation of the discussion that took place in the exit meeting with the UCJ meeting is to be done by Ms. Samuels. Ms. Hunter ask if a special team will be put in place to resolve the recommendations in the UCJ report. Ms. Samuels indicates that a special board meeting can be called to respond.

- **Agenda Item 6**

- i. Stakeholders will review reports one week before meeting. Strategic Planning and Finance Committee (SPFC) meeting is on the 18 of Jan 2019 and the 13 of March 2019. The Board will be advised by January 6, 2019 if there are any changes to the proposed meeting agenda or absentees. ii. SPFC's and the Principal Director's Report should be presented to the Academic Board before the next meeting in March.
- Meeting adjourn by Ms. Samuels

## **5 MEETING END**

Meeting Schedule End: 12:30pm

Meeting Actual End: 1:30pm

## **6 NEXT MEETING**

Next Meeting: 6 Hillview Avenue, Kingston 10. March 13, 2019, 11:00am