

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, June 3, 2014 at 6:00 p.m.
Room 220, MUSC, McMaster University**

PRESENT Jackie Arlen (chair), Emily Cerantola, Caroline Hill-Smith, Jeff Huber, Cassandra Lo, Erick Merlos, David Moore (corporate secretary)

REGRETS Marijana Govorcin

STAFF Kyle Johansen (executive director)

CONSTITUTION OF THE MEETING

The corporate secretary had issued notice in accordance with By-law 2, Section 2 (g & h). A quorum being present, the chair called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Agenda
- Draft Open Session Minutes, 29 April 2014
- Pledge of Office signed by individual directors
- Election of Officers, June 2014
- Policy Report, 29 May 2014
- Executive & Management Report, 29 May 2014
- Discussion Paper & PowerPoint presentation re Future Direction, June 2014

1. ADOPTION OF THE AGENDA

The agenda was adopted as presented by general consent.

2. ADOPTION OF MINUTES

The open session minutes of the meeting of April 29, 2014, were adopted (as circulated) by general consent.

3. PLEDGE OF OFFICE

Directors signed the Pledge of Office as required by Board Policy #6. Copies are appended to the master copy of the minutes.

4. ELECTION OF EXECUTIVE OFFICERS FOR 2014-2015

The corporate secretary chaired this portion of the meeting. The Board was referred to a one-page *Election of Officers* process summary extracted from the draft policy on elections.

<i>Position</i>	<i>Nominated and Elected by Acclamation</i>
President	Jackie Arlen
First Vice-President	Erick Merlos
Second Vice-President	Jeff Huber
Vice-President (Finance)	Emily Cerantola

Motion: Moved by Lo, seconded by Hill-Smith ratify the election by acclamation of the following officers for 2014-2015: Jackie Arlen as President, Erick Merlos as First Vice-President, Jeff Huber as Second Vice-President, and Emily Cerantola as Vice-President (Finance).

Carried.

Motion: Moved by Hill-Smith, seconded by Arlen that the corporate secretary and executive director be a signing officer at the corporation's financial institution(s).

Carried.

5. POLICY REPORT

This new standing item on the agenda is intended to support the Board's policy-setting function under the policy-governance model. It will include development of MAPS internal operational policies, reports on University governance, and policy positions to guide the Association's advocacy work. A copy of the report is appended to the master copy of the minutes.

The open session Senate package included the proposed 2014-2015 consolidated university budget "for information." Notwithstanding the document's 75 pages in length, much of it is at a very high level and the narrative portions don't offer much detail. Of interest to MAPS, the CCE section stated:

CCE will be working with the Faculty of Humanities to launch MacNOW, a part-time degree pathway for adult learners. This initiative will include the development of online courses through the department of History. CCE will also continue to expand our offerings of online courses, creating more flexible learning options for students.

Johansen noted that reference had been made at the previous Senate meeting to CCE partnering with the Faculty of Humanities, but branding was not cited at that time. Also in reference to the April meeting of Senate, he noted that the discussion about three-year degrees was driven in part by the anticipated granting to community colleges of degree granting authority. One of the scenarios posited was three-year degrees being left to the colleges and universities delivering four-year baccalaureate degrees. Members of Senate also noted the need for an exit credential for students who leave after completing three years of study (the timing of when many depart to pursue professional degrees).

The Dean of Students and the University Secretary are currently reviewing the draft policies that will be coming to the Board for approval in September.

Johansen has met with Donna Shapiro, the director of the Campus Store, to discuss hours of operation that are not convenient for part-time students. Given that a supervisor and five additional staff are required when the Campus Store is open, it isn't economically viable to extend hours of operation. A survey of MAPS members, to be administered on-line by MAPS, has been developed to gather more information about when and where students buy their learning materials.

Johansen and Shapiro have agreed that the MAPS Office (which has longer hours) will be added as an option for students to pick-up and pay for their books. In addition, the Store anticipates introducing on-line and Interac payment options in the near future.

The Board was pleased with this partnership to deliver better service to our members. Software to support this initiative will be installed on MAPS office staff computers and the Campus Store marketing staff will work with MAPS on coordinating an announcement. If there are any returned cheque issues, Shaprio has agreed to have the amount charged the student account. It is hoped that this new service will be in place for the second term of the summer session.

6. EXECUTIVE & MANAGEMENT REPORT

This new standing item on the agenda is intended to support the Board's monitoring function under the policy-governance model. It will provide a report on operations-related action arising from Board direction, by-laws, and Board-approved policy. A copy of the report is appended to the master copy of the minutes.

7. CLOSED SESSION

The Board moved into closed session by general consent.

RETURN TO OPEN SESSION

8. DISCUSSION PAPER

The Board referred to the discussion paper and a PowerPoint presentation prepared by Johansen (copies appended to the master copy of the minutes) that helped frame a conversation about the future of the Association. Key questions include:

- What does MAPS want to be and what will that look like?
- What is the path to get there and where are we on it?
- How to leverage the most from volunteers and maximize their experience.

“Why does MAPS exist?”

- To improve the part-time student experience
- To identify and respond to the unique/different needs of part-time students
- To represent part-time students and undertake advocacy on their behalf
- To engage part-time students
- To support accessibility to higher education [bursaries]
- To provide services/support – wayfinding, resources
- To celebrate the success of our members

“What would things look like if MAPS was optimally fulfilling its purpose?”

- Friendly/welcoming/accessible (no wrong door – if we don't have the answer, we know how to help find it)
- Recognition of MAPS as value-added and trustworthy
- Having an understanding of the demographics of our membership
- Supporting outreach to prospective part-time students
- Easier intake process for new and continuing part-time students (ease of navigation through University departments)
- Welcoming new students (moving in this direction, an email went from Arlen to new registrants last month)
- Greater visibility of the Association with its membership
- Maintaining a robust and updated on-line presence

- Tracking course availability and making course evaluations readily available
- Greater awareness of, and appreciation of, MAPS by faculty
- Reducing part-time students' fear/anxiety

The Board noted that there are gaps in the University's services to students that are reflective of the unique/different needs of part-time students. Examples cited included:

- Since dissolution of the part-time degree studies office (a budget cut), inquiries from prospective part-time students have often been referred to MAPS.
- The Student Success Centre is focused on the majority demographic (teen/early 20s) and sometimes seems at a loss to connect with the needs of older learners.

MAPS will track inquiries (both made by phone and walk-in) and develop a resource guide of frequently refreshed/updated answers. This will support knowledge sharing among staff.

A Mission Statement was developed in the 1990s and goals developed for the original corporate by-laws in 1998 which remain in the new by-laws approved in 2013 (copies are attached as an appendix to these minutes).

Johansen will draw on the themes identified by the Board to develop a preliminary Mission-Vision-Values statement and an operational plan for 2014-2015. This will be emailed to the Board for comment in June and be the primary subject of discussion at a Board meeting in July.

9. OTHER BUSINESS

Huber noted that the fountain at the end of the hallway on the second floor of the MUSC is broken. Johansen undertook to follow-up.

Huber inquired how personal information, such as the identification provided as part of the bank signing officer process, will be kept secure. Johansen undertook to draft a personal information policy for Board consideration that would set out how information is collected, stored, and used.

10. NEXT MEETING

Tuesday, July 15, 2014 at 6:00pm in the MAPS Office.

11. ADJOURNMENT

Motion: Moved by Cerantola, seconded by Hill-Smith to adjourn.
Carried.

8:30 p.m.

These minutes were duly approved by the Board at its meeting on July 15, 2014.



Jacqueline Arlen, President



David Moore, Secretary

APPENDIX – Historical Mission Statement & Goals

MAPS Mission Statement (1990s)

All part-time McMaster students should have the best possible opportunities to obtain a university education. Keeping informed of issues and trends affecting part-time students, MAPS therefore advocates on behalf of part-time students, representing their needs and concerns to all University bodies, to appropriate levels of government, to other student associations and to the public at large. As well, MAPS provides on-campus services, where possible, in support of part-time students at McMaster.

Purpose and Scope

4. The purpose and scope of the Corporation is to represent McMaster part-time students, in order to:
 - a) Promote the academic interests of part-time students at McMaster;
 - b) Promote a cultural and social environment at McMaster of benefit to part-time students;
 - c) Present information and concerns to the University and the university community regarding the needs of part-time students at McMaster; and
 - d) Promote the interests of McMaster University with the community at large, when they are not in opposition to the interests of part-time students.

– By-law #1, Section 4
approved at the SGM, October 2013