

**2016 Annual General Meeting | Assemblée générale annuelle**

**MINUTES**

Sunday, May 29, 2016

University of Calgary

Sciences Theatres, Room 140

1. Welcome and Call to Order | Ouverture

The Annual General Meeting (AGM) was called to order by President Anne Charles at 11:34 a.m. Acknowledging that this meeting is being held on the traditional territories of the Blackfoot and the people of the Treaty 7 region in Southern Alberta as well as home to the Metis Nation of Alberta, Region III, Charles welcomed delegates to the conference and the City of Calgary. She expressed appreciation to the University of Calgary for hosting the 2016 Congress.

2. Adoption of Agenda 2016 | Approbation de l'ordre du jour

*Motion/Second: Chad Nuttall/Michelle Nilson. To adopt the 2016 AGM Agenda as presented. Carried.*

3. Adoption of Minutes of the AGM 2015 | Approbation de procès-verbal de 2015

*Motion/Second: Glen Jones/Leesa Wheelahan. To adopt the minutes of the 2015 AGM as presented. Carried.*

4. President's Report | Rapport du président

Noting that printed copies of the President's Report were distributed to members, Charles highlighted the following items and invited any questions:

- As she concludes her second year as President, Charles expressed her appreciation for the opportunity to serve the members of the society in this role. She observed it has been a great learning experience that has accorded her the opportunity to know more about the higher education community across Canada.
- An extensive review was conducted of the society's By-laws so as to meet the requirements of the Canada Not-for-Profit Corporations Act. By-law No. 1 is presented later on the agenda for ratification (*refer to item #8 for details*).
- In May 2015, the Board revisited its Vision 2020 document and progress was made over the past year on several initiatives including fostering new and ongoing interdisciplinary and inter-institutional relationships and enhancing the society's presence at various symposia. Further work on the vision will be undertaken through the incoming president, Robert Shea.
- Recognition of excellence in research and scholarship is a key priority for the society.

- The website was updated with links and resources. The Open Conference System (OCS) was implemented and used for proposal submissions, peer review and paper repository for the 2015 and 2016 conferences. The society now has a Twitter presence and a mobile app for the conference program.
- She acknowledged the leadership and hard work of Michelle Nilson, Program Chair and Kathleen Moore, Program Co-Chair on the conference programs for both 2015 and 2016.
- The society increased its use of affinity groups as an opportunity to encourage participation of members based on particular areas of interest to assist with the peer review process for the conference submissions.

*Motion/Second: Glen Jones/Christine Arnold. To accept the 2016 President's Report as presented and reported. Carried.*

5. Treasurer's Report and Nomination of Auditor | Rapport de la trésorière et désignation de vérificateur

Charles introduced Lori Wallace, Treasurer and Tim Howard, CSSHE Secretariat.

5.1 Treasurer's Report and Financial Statements

Regarding the financial report, Wallace noted the variance of journal expenses related to a significant backlog which had to be cleared. She reported systems and processes associated with the journal were improved and the entire activity was migrated to the Open Conference System (OCS).

*Motion/Second: Lori Wallace/Martin Maltais. To accept the Treasurer's Report and the Financial Statements for December 31, 2015 as presented. Carried.*

5.2 Nomination of Auditor

Wallace presented a recommendation to appoint McCay Duff as the society's auditors for 2016.

*Motion/Second: Lori Wallace/Chad Nuttall. To appoint McCay Duff, Charters Accountants as the 2016 auditors. Carried.*

5.3 2016 Budget

Wallace provided an overview of the draft budgeting noting it was developed on a break even basis.

*Motion/Second: Lori Wallace/Alan Davis. To approve the 2016 budget as presented. Carried.*

6. Canadian Journal of Higher Education (CJHE)

Charles reported there were a number of extraordinary matters associated with the Journal over the past year including transition of a new editorial team and editor, migration to the Open Conference System, increased editing costs, the volume of manuscripts being reviewed, and website redesign. She acknowledged the leadership of Michelle Pidgeon, who assumed the role of editor in October 2015 and the efforts being made to address the backlog. Charles noted the society has a rolling three-year SSHRC grant which ends in 2017; an application will be submitted in 2016 for a new grant.

7. Publications Committee | Comité sur les publications

Cheryl Jeffs, Chair of the Publications Committee welcomed members to the University of Calgary and expressed the University's appreciation for the opportunity to host Congress. She reported that she and Tim Howard are preparing a proposal to rename and refocus the committee to better reflect its mandate, which relates primarily to the website and the conference app. She observed that the move in recent years to Word Press has served the society well in its approach to the website.

8. Special Resolution of Members - By-Law No 1 |

Charles reported that notice of the special resolution was circulated to members by email from the Secretariat on May 16, 2016 and the email included a link to the bylaw and continuance documents <https://csshe-scees.ca/about/bylaws/>. In terms of governance protocol, she advised that the Board of Directors approved By-Law No 1 on May 10, 2016 and it is presented to the members for ratification.

*Motion/Second: Michelle McGinn/Michelle Nilson. To ratify the special resolution regarding By-law No. 1 as appended to these minutes. Carried – unanimously.*

Note: Attached as Appendix A to this meeting is the Special Resolution of Members of the Canadian Society for the Student of Higher Education regarding By-Law No 1 as ratified on May 29, 2016.

9. Nominating Committee 2015 | Comité de mise en candidature 2015

Charles presented the list of new and re-elected directors who are assuming their positions effective May 29, 2016 and acknowledged the contributions and leadership provided by those directors who are retiring.

9.1 New Directors

Charles reported five nominations were received for five available positions and as such an election was not required. All nominees are acclaimed.

- Laurie Hill, St. Mary's University, Calgary
- Rita Egizii, University of Calgary
- Tamara Leary, Royal Roads University
- Merli Tamtik, University of Manitoba
- Kathleen Moore, OISE/University of Toronto

*Motion/Second: Leesa Wheelahan/Creso Sa. To appoint Laurie Hill, Rita Egizii, Tamary Leary, Merli Tamtik, and Kathleen Moore as directors. Carried.*

#### 9.2 Retiring Directors

- Alexandre Beaupre-Lavalle, Université de Montréal
- Rhonda Friesen, University of Manitoba
- Michelle Nilson, Simon Fraser University
- Chad Nuttall, University of Toronto
- Cheryl Jeffs, University of Calgary

#### 9.3 Continuing Directors

- President 2016-2018: Robert Shea, Memorial University of Newfoundland
- Past President: Anne Charles, Conestoga College Institute of Technology and Advanced Learning
- Treasurer: Lori Wallace, University of Manitoba
- Secretary: Margo Baptista, MacEwan University
- Editor, Canadian Journal of Higher Education: Michelle Pidgeon, Simon Fraser University

At this point in the meeting, Charles handed the role of meeting chair to Robert Shea, who assumed the position of President effective May 29, 2016. Shea and Charles presented a gift to each of the retiring directors for their service to the Board and the society.

## 10. Awards | Prix

Noting that the awards will be presented at the luncheon on May 31, Shea acknowledged the high quality of dissertations and theses of the scholars receiving the awards as well as Dr. Walter Archer who is being recognized for his distinguished contributions to the study of higher education including his various leadership roles with the society.

10.1 Geis Award | Prix Geis  
Christine Arnold

10.2 Research and Scholarship Award | Prix d'excellent en recherche  
Heather Kanuka

- 10.3 Sheffield Award | Prix Sheffield  
Camie Augustus
- 10.5 Distinguished Member Award | Prix de membre émérite  
Walter Archer

11. Conference and Graduate Student Preconference 2016

Michelle Nilson recapped the work undertaken by her and Kathleen Moore in their respective roles as Program Chair and Program Co-Chair for the 2015 and 2016 conferences:

- Online Conference System: In 2015, the submission process was shifted from an email communication to the Online Conference System (OCS). This has greatly assisted with the peer review process.
- Affinity Groups: Starting in 2015, a conference “track” has been used to reflect the various focus of each affinity group and the chairs assisted with organizing and reviewing the peer review process.
- Online Change Request System: Changes to submissions are now done through the OCS rather than by email.
- Interdisciplinary Symposium: Starting in 2015, a new approach was taken to access federation funding for and coordinate an interdisciplinary symposium. In 2015, the partner was the Canadian Sociology Association (CSA); in 2016, the partners were the Canadian Society for the Study of Education (CSSE) and the Canadian Association for Studies in Indigenous Education (CASIE). The federation now views CSSHE as a leader in these initiatives.
- Graduate Pre-Conference: Each of the past two years has seen significant enhancement in the pre-conference program for graduate students with 25 attendees in 2015 and 50 attendees in 2016. This has been a joint initiative with the Canadian Association for Graduate Studies (CAGS).
- Conference registration: For 2016, 142 attendees are registered for the main conference and this does not include any on-site registrations that may have taken place.
- Post-conference Evaluation: A new evaluation tool and process have been developed. Nilson reiterated the importance of receiving feedback as it provides the chair and co-chair with valuable information for planning the conference.

Noting that a number of new business processes and tools are in place, Nilson encouraged attendees and directors to step forward and take on the roles of program chair and vice-chair for the upcoming conferences at Ryerson (2017) and Regina (2018).

Shea expressed appreciation to Nilson and Moore for their leadership and “behind-the-scenes” work that has contributed to the success of the past two conferences.

12. Conference 2017 – Ryerson University  
Program Chair and Program Co-Chair 2017  
Local Area Coordinator from Ryerson University

Shea reported the Board is developing a prospectus for program chair and co-chair to capture the time commitment required as well as the flow of activity. He again acknowledged the changes that have taken place over the past two years under Nilson and Moore’s leadership to create a refined and defined process.

13. Election of the 2016 Nominating Committee (3)members

Noting three members are needed for the 2016 Nominating Committee, Shea invited attendees to indicate interest in doing so.

*Motion/Second: Charles/Nilson. To appoint Kathleen Matheos, Deanna Rexe and Jaswant Barjwa to the 2016 Nominating Committee. Carried.*

14. Other business | Autres affaires

On behalf of the Board and the society, Shea presented Anne Charles with a gift to acknowledge her guidance and leadership for the past two years and the legacy she has left.

No other matters were brought forward.

15. Adjournment | Ajournement

*Motion: Glen Jones. To adjourn the AGM. Carried.*

The AGM adjourned at 12:10 p.m.

Appendix A: Special Resolution of Members of the Canadian Society for the Student of Higher Education



**Special Resolution of Members**

OF  
CANADIAN SOCIETY FOR THE STUDY OF HIGHER EDUCATION  
(SOCIÉTÉ CANADIENNE POUR L'ÉTUDE DE L'ENSEIGNEMENT SUPÉRIEUR)

WHEREAS the Corporation was incorporated under Part II of the Canada Corporations Act by Letters Patent dated the 25th day of January, 1989;

AND WHEREAS the Corporation was continued as per the Certificate of Continuance dated the 14<sup>th</sup> day of May 2014, (the "**Date of Continuance**") annexed to this notice as Schedule A;


AND WHEREAS the members hereby wish to ratify and confirm the resolution of the Board to repeal the general operating by-law and enact new general operating By-Law No. 1;

**NOW THEREFORE BE IT RESOLVED AS A SPECIAL RESOLUTION THAT:**

1. A general operating by-law relating to the Corporation's business and affairs is hereby ratified, adopted, and approved as By-Law No. 1, (the "**By-law**") which has been submitted to this meeting and is annexed to these minutes as Schedule B and will be effective on the same date.
2. The President and one other officer of the Corporation are hereby authorized and directed to sign the By-law and take all such actions and execute and deliver all such further documentation which are necessary or desirable for the implementation of this resolution.

The undersigned, being the duly appointed (Secretary) of the Corporation, certifies that the above is a true and correct copy of a special resolution of 29 day of May 2014 by a majority of not less than two-thirds of the votes cast by the members of the Corporation who voted in respect of the resolution, and the resolution is in full force and effect, unamended as of the date below.

Dated May 29, 2014

  
Secretary

---

260 Dalhousie, Suite 204 | OTTAWA | K1N 7E4  
[csshe-scees@csse.ca](mailto:csshe-scees@csse.ca) | [www.csshe-scees.ca](http://www.csshe-scees.ca)  
613.241.0018 | 613.241.0019 (FAX/Télécopieur)