



2019 Annual General Meeting | Assemblée générale annuelle 2019

MINUTES

Tuesday, June 4, 2019

University of British Columbia – LSK200

11:30 AM – 1:00PM

1. Welcome and Call to Order | Ouverture

The Annual General Meeting (AGM) was called to order at 11:45 a.m. with Matheos welcoming members and guests to the conference as well as the meeting. Attendees were reminded to sign the attendance sheet. Matheos indicated some agenda items and reports will be projected on the screen and copies of relevant documents will be posted on the CSSHE website next week in the public information section.

2. Adoption of Agenda 2019 | Approbation de l'ordre du jour 2019

Motion/Second: Brandon Sabourin/Michelle Pidgeon to accept the agenda as presented. Carried

3. Adoption of Minutes of the AGM 2018 | Approbation de procès-verbal de 2018

Motion/Second: Steve Price/Geraldine Heilporn to approve the minutes of the 2018 AGM as presented. Carried

4. President's Report | Rapport du président

Matheos reported on the following items from the 2018-19 year:

- Several policies and procedures were reviewed and updated with two remaining under discussion.
- The orientation program and manual were also updated so that they are in line with the Bylaws.
- The awards policies were reviewed so as to improve financial stability and create consistency in how they are implemented.
- With regards to Board member changes, Deanna Rexe was appointed in October 2018 to serve until the AGM. This allowed the Board to remain compliant with the Bylaws in terms of member requirements. Two resignations took place during the year however these positions were not filled until later.
- The Society was successful in applying for SSHRC funding, receiving a three-year commitment of \$30,000 per year.
- Dr. Creso Sa was the successful applicant in the call for a new CJHE editor and Eric Lavigne will serve as the French Editor. Matheos expressed appreciation to Michelle Pidgeon for all her work with the Journal over the last several years. At the start of Pidgeon's tenure, the Society was experiencing numerous issues with backlogs; Pidgeon successfully resolved the situation. Matheos also thanked the entire Editor Team, Editorial Board members and reviewers for their work over the past year.



- Regarding the 2019 Conference, Matheos acknowledged the leadership and work of Laurie Hill as Chair and Roopa Desai Trilokekar as Co-Chair. She noted financial support was received toward livestreaming sessions from this year's conference including the four panel presentations. Funds in the amount of \$4500 total were received from three higher education schools and centres as well as \$1500 from Congress for the CASIE joint panel. Matheos expressed the Society's appreciation to COHERE for sponsoring today's AGM Lunch. She noted COHERE currently has a call for papers out for its upcoming conference being held at the University of Calgary.

Matheos expressed special appreciation to:

- Michelle McGinn and Tamara Leary (CSSHE Board) – two directors that have had to retire from the board due to other commitments but will remain active in CSSHE.
- Dale McCartney, 2019 Local Arrangements Coordinator for room assignments, livestreaming coordinator and myriad details.
- All of the CSSHE Board and Tim Howard for their work this year.

Going forward, Matheos noted the following priorities for the Board:

- Gather feedback on the conference.
- Revitalize the conference for 2020 under the leadership of Roopa Desai Trilokekar as Chair and Merli Tamtik as Co-Chair.
- Review of the strategic plan. The current plan has guided the Society's work over several years but requires updating. Rhonda Friesen will lead a strategic planning session.
- Purposeful member engagement at the conference, during planning for the conference and through the strategic planning agenda.
- Topical webinars for members, possibly in the Fall and Winter. Dranna Andrews- Brown will lead one session for graduate students on how to put together their proposal and prepare materials for presentation.

In closing her annual report, Matheos invited members of the Society to provide input and ideas to the Board on an ongoing basis.

Motion/Second: Brandon Sabourin/Walter Archer to accept the 2019 President's Report as presented. Carried

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

Friesen reported that information sent out earlier this week included the annual report and approval is being sought for the 2018 audited budget, the 2019 proposed budget and appointment of the auditors for the 2020.

Friesen provided an overview of budget explaining the various revenue sources (memberships, annual conference, SSHRC funding for the journal, and other e.g. sponsorship) as well as highlighting the main expenses: annual conference, journal, secretariat, bank charges, annual audit, and awards.



Column C represents the 2018 auditor's report. The Society's revenue was down about \$5500 when compared to the 2018 actual; this was primarily due to reduce conference and journal revenue. Expenses were also down about \$4900 due primarily to savings with the conference and the journal. The figure of \$600 essentially represents a breakeven budget.

Motion/Second: Walter Archer/Merli Tamtik to accept the CSSHE Board's approval of the 2019 Auditor's Report from MacKay Duff as presented. Carried

For 2019, Friesen reported the Board examined its revenues because the Society is heavily dependent on membership fees and conference registrations. She commented that conference location has a strong impact on revenue with some locations seeming to be more desirable destinations than others. For 2019, the Board has projected an increase in both areas with the conference being held in Vancouver. In addition, the Society was successful in its application for SSHRC funding for the Journal for the next three years. With regards to expenses, these have remained fairly consistent. At this time, the Board anticipates a surplus of \$20,000.

In addition, Friesen advised that the Board reviewed the awards program, particularly for the GEIS award which is funded through a \$10,000 endowment held as a GIC. The endowment has failed to generate sufficient funds on an annual basis to support the award so the Board chose to top up the GIC from operating funds last year and to change the type of award being presented.

Motion/Second: Anne Charles/David Peacock to accept the 2019 proposed budget as presented. Carried

Noting that MacKay Duff, CPA have served as the Society's auditors for several year, Friesen presented a recommendation to continue with their services.

Motion/Second: Rhonda Friesen/Emma Sabzalieva to appoint MacKay Duff, CPA as the auditor for CSSHE for 2019. Carried

6. Canadian Journal of Higher Education (CJHE) | La Revue Canadienne d'enseignement supérieur

On behalf of Creso Sa, CJHE Editor, Eric Lavigne presented a report on the Journal. The new editorial team includes Creso Sa as Editor, Eric Lavigne as French Editor and Summer Cowley as Journal Manager. The transition of Journal Editor from Michelle Pidgeon to Creso Sa took place in March 2019 with the observation that everything was in very good shape. Between January 1, 2018 to December 31, 2018, a total of 166 submissions were received including 12 in French. Three issues were published with a total of 27 manuscripts including two in French. This is an increase from the previous year of 101 and five, respectively. In addition, ten book reviews were published.



Current priorities and plans for the Journal team include

- Shifting SSHRC funds towards increasing publication opportunities and outputs.
- Shifting editorial costs so as to free up funds for more special issues.
- Publishing a special issue in 2020 on the future of federal policy and higher education (2020) to coincide with the federal election.
- Publishing other special issues in conjunction with the CSSHE conference.

Motion/Second: Emma Sabzalieva/Merli Tamtik to accept the 2018 CJHE Report as presented. Carried

A question was posed as to whether the same book review editor is used. Lavigne responded that this is the case. With regards to a question about how many issues are published each year, Lavigne indicated three is the norm but the team is looking to free up resources for more special issues. In terms of the number of readers, Lavigne advised that while the actual number is unknown, the number of downloads of the articles is tracked. With reference to the rate of acceptance of manuscripts submitted, Lavigne reported that general one out of three or one out of four are accepted. He commented it is a complicated process to estimate because some manuscripts may require minor editing while others may not be related to the Journal or the readership.

7. Nominating Committee Report 2019 | Comité de mise en candidature rapport 2019

Matheos provided background on the various circumstances that took place in 2018-19 with regards to board membership and elections. Last year's nominating committee was unable to complete its task and therefore, the Board created an Interim Nominating Committee to handle the 2019 elections. She expressed appreciation to the Interim Nominating Committee members Lori Wallace (Chair) and Anne Charles and Michelle Pidgeon as members for stepping forward to serve. Noting there was an unexpectedly high degree of interest this year, Matheos also expressed appreciation to the members who put their names forward for election. For those who were unsuccessful in being elected, Matheos indicated the Board will be looking for their assistance in other roles throughout the year.

On behalf of the Interim Nominating Committee, Anne Charles reported that the call for nominations included two positions for two-year directors and one 4-year director position. Ballots were subsequently emailed to the membership along with two reminders. There were eight nominations for the two-year director positions and two for the four-year director position. Based on the results of votes received, the following appointments are recommended:

- Deanna Rexe as a two-year director,
- Emma Sabzalieva as a two-year director, and
- Michelle Nilson as a four-year director.



Motion/Second: Anne Charles/Cheryl Jeffs to accept Deanna Rexe and Emma Sabzalieva as two-year directors and Michelle Nilson as a four-year director, to accept the slate of New Directors for 2019-2020 as presented (see attached appendix), to accept the slate of Outgoing Directors as presented (see attached appendix). to accept the slate of Continuing Directors for 2019-2020 as presented (see attached appendix). Carried

8. Awards | Prix

Reports from each of the Awards Committee were presented by the respective Committee Chairs.

- Geis Award | Prix Geis

Merli Tamtik presented the Geis Award to Kim Browning for a thesis entitled *Faculty Perceptions of Prior Learning Assessment and Recognition: A University Case Study*. As Chair of the committee, Tamtik thanked the supervisors who took time to fill out the documentation for the nomination noting that having detailed documents is valued by the committee for its deliberations. Six strong nominations were received. Noting that Browning's paper recognizes how non-traditional ways of learning can open the doors to access post-secondary education, she invited members to remain after the AGM to hear Browning's presentation.

- Masters Thesis/Project Award | Prix pour mémoire ou projet de maîtrise

Michelle McGinn presented the Masters Thesis/Project Award to Catherine Macala for her paper entitled *Bridging the Rural Divide: An Exploratory Study of a Medical School's Rural Applicants*. She expressed appreciation to committee members Margo Baptista and Colleen Webb who was last year's winner. She also thanked nominators for their work in preparing the four nominations that were considered. She also invited members to remain after the AGM to hear Macala's presentation.

- Sheffield Award | Prix Sheffield

Eric Lavigne presented the Sheffield Award to Karen Robson, Robert Brown, Paul Anisef, and Rhonda George for their article entitled *Underrepresented Students and the Transition to Postsecondary Education: Comparing Two Toronto Cohorts*, which was published April 30, 2018 (Volume 48 No 1). The Sheffield award is presented by the CJHE Journal Team to honor a publication that stood out for the year.

- Research and Scholarship | Prix d'excellent en recherche –

Matheos advised that the Research and Scholarship Award is not being presented this year.

- Distinguished Member | Prix Membre distingué



Committee chair, Michelle McGinn reported that Peggy Patterson was chosen as the 2018 recipient. She extended the Society's congratulations to Peggy who was unable to attend as she is currently out of the country on a cruise.

9. Conference 2019

Noting the theme of the conference, Circles of Conversation, Hill expressed the Board's and Conference Committee's hope that the program offered opportunities for conversation about current research in higher education. Hill reported that 172 proposals were received and reviewed within seven conference tracks. A total of 136 presentations were included in the program, including four panels sessions, 1 Ignite session and 19 symposiums. She extended appreciation to Eric Lavigne for organizing the Ignite Session, Dranna Andres-Brown for the graduate student panel, Kathleen Matheos and Roopa Desai Trilokekar for the key note speakers' panel and Tamara Leary for the Provost Panel. She also noted Kathleen Matheos' work in terms of collaborating with CASIE for the Indigenous Panel. Each panel is being livestreamed and will be archived for the website.

Hill thanked Roopa Desai Trilokekar as Co -Chair and for her work in putting the program into a readable and organized format and to Kathleen Matheos, Dranna Andrews Brown, Tamara Leary and Dale McCartney who also served on the Program Planning Committee. She also acknowledged support received from the Centre for the Study of Educational Leadership and Policy (SFU), CHERD (UofM), and OISE (UofT). In addition, the Society received funding from Congress' Interdisciplinary Fund for the Indigenous Panel and from COHERE for the AGM luncheon. Hill extended a special thank you to Tim Howard from the Secretariat and to Michelle Nilson for organizing the preconference. She thanked members for their interest in and contributions to the conference.

10. Conference 2020 – Western University, May 30-June 5:

- Program Chair and Program Co-Chair

2020 Program Chair, Roopa Desai Trilokekar and Co-Chair, Merli Tamtik invited members to contact them if they are interested in participating on the Conference Planning Committee.

- Local Arrangements Coordinator from Western

Members were asked for the names of individuals at Western that could be approached to serve as the Local Arrangements Coordinator.

11. Election of the 2020 Nominating Committee (3) members | Élection des membres du comité des candidatures pour 2020

Matheos noted that there are some directors who will complete their terms in 2020. The nominations process will take place early in 2020. She invited members to put their names forward for election and noted the requirement that members be in good standing to do so.



Motion/Second: Marti Cleveland-Innes/Steve Price. To elect Anne Charles, Walter Archer, and Cheryl Jeffs to the 2020 Nominating Committee. Carried

12. Other business | Autres affaires

Anne Charles expressed appreciation to Kathleen Matheos for her leadership of the Board in 2018-19.

No other items were brought forward to the meeting.

13. Adjournment | Ajournement

Motion: Britney Paris to adjourned the Annual General Meeting. Carried

The Annual General Meeting adjourned at 12:52 p.m.



BOARD OF DIRECTORS 2019

New Directors

Michelle Nilson	Emma Sabzalieva
Deanna Rexe	

Outgoing Directors

Michelle McGinn	
Tamara Leary	

Continuing Directors

Kathleen Matheos	President
	Vice President
Rhonda Friesen	Treasurer
Margo Baptista	Secretary
Creso Sa	Editor, CJHE
Laurie Hill	Director-at-Large (Program Chair)
Roopa Desai Trilokekar	Director-at-Large (Program Co-Chair)
Dranna Andrews Brown	Director-at-Large (Grad Student)
Merli Tamtik	Director-at-Large

2019 AWARD WINNERS

George L. Geis Dissertation Award	Kim Browning, <i>Faculty Perceptions of Prior Learning Assessment and Recognition: A University Case Study</i>
Masters Thesis/Project Award	Catherine Macala, <i>Bridging the Rural Divide: An Exploratory Study of a Medical School's Rural Applicants</i>
Research and Scholarship Award	Not awarded
Sheffield Award	Karen Robson, <i>Underrepresented Students and the Transition to Postsecondary Education: Comparing Two Toronto Cohorts. Vol 48 No 1 (2018)</i>
Distinguished Member	Dr. Margaret (Peggy) Patterson