

2020 Annual General Meeting | Assemblée générale annuelle 2020

MINUTES

Tuesday, June 2, 2020

12 noon – 1 pm EST

VIA ZOOM

1. Welcome and Call to Order | Ouverture

The Annual General Meeting (AGM) was called to order at 12:00 noon EST with Matheos welcoming members and guests to the meeting as well as providing a land acknowledgement for all treaty lands across the country and throughout the world, noting in particular the location of the CSSHE office on the traditional and unceded territory of the Algonquin nation, in Ottawa, Ontario.

Baptista led the attendees through a process whereby each was identified including their respective post-secondary institution.

Matheos advised that agenda items and reports will be shared via ZOOM and copies will be posted on the CSSHE website.

2. Adoption of Agenda 2020 | Approbation de l'ordre du jour 2020

Motion/Second: Glen Jones/Merli Tamtik to accept the 2020 CSSHE AGM agenda as presented. Carried

3. Adoption of Minutes of the AGM 2019 | Approbation de procès-verbal de 2019

Motion/Second: Michelle Nilson/Emma Sabzalieva to approve the minutes of the 2019 AGM as presented. Carried with two abstentions

4. President's Report | Rapport du président

Matheos reported on the following items from the 2019-20 year:

- Conducted a bilingual membership survey to inform strategic planning and organizational future.
- Developed and accepted a strategic plan. Committee members were Rhonda Friesen, Michelle Nilson and Deanna Rexe
- Recruited an intern to support both the conference and the Society: Shannon McKechnie
- Initiated a new conference model, planning and budgeting process for conference 2020. Conference Co-chairs: Roopa Desai Trilokekar and Merli Tamtik
- Initiated graduate student travel grants matching the Federation's funding: Emma Sabzalieva

- Moved the 2020 conference noon hour debates to a virtual format in response to COVID-19
- CJHE continued successful publication and new initiatives: Creso Sa (Editor) and Eric Lavigne (French Editor)
- Created award certificates in place of plaques
- Piloted a new process for the CSSHE Awards. Committee Chair: Michelle Nilson
- Completed review of remaining policies and procedures: Margo Baptista
- Created Terms of Reference for and established a Communications Committee. Chair: Kathleen Matheos

Matheos acknowledged the contributions of and expressed appreciation to Margo Baptista, Merli Tamtik, Laurie Hill and Dranna Andrews-Brown who are completing their terms, to Shannon McKechnie (CSSHE Intern), the 2020 Conference Planning Committee, all the Board and Tim Howard.

Going forward, Matheos noted the following priorities for the Board. Following the noon hour virtual debates, an evaluation will be conducted. An implementation strategy will be developed for the Strategic Plan. Under the guidance of the Communications Committee, a communication strategy will be created. Activities for members for fall and winter are being explored. Commenting that the Board and Society are always seeking improvement, Matheos invited feedback, ideas and input from members.

In closing her annual report, Matheos expressed her appreciation to the Board and society members for their support and efforts during her tenure as president.

Motion/Second: Emma Sabzalieva/Michelle Nilson to accept the 2020 President's Report as presented. Carried

4.1 Strategic Plan Overview and Next Steps

Matheos introduced Rhonda Friesen to report on the process undertaken in 2020 for developing a strategic plan for the Society.

Noting the Society is in its 50th year, Friesen remarked that the Board felt it was an appropriate time to develop a comprehensive strategic plan to guide the Society over the next five years. Operational plans with action items and budget implications will be developed by the Board and the membership in the coming year.

Friesen provided an overview of the strategic planning process, which involved three phases. In Phase One, priorities were determined through a membership survey (August-October 2019). Based on these findings, a Board workshop was held (November 2019) using a SWOT analysis. In addition, an environmental scan of the Canadian higher education landscape was conducted (December 2019-January 2020) through phone interviews and

website research. This information was used to develop themes and draft an initial document.

In Phase Two, the first draft was prepared (January 2020) with membership review and feedback received (February-March 2020). A second draft was then prepared and reviewed by the Board (April 2020).

In Phase Three, the plan was prepared in both English and French and an independent graphic designer produced a professional quality digital copy of the plan (April 2020). The Board approved the final plan in May 2020.

Friesen presented the content of the plan commenting that the intention is to visually represent the national scope of the Society. The graphic chosen employs the symbol of the maple leaf and has the additional benefit of conveying clarity, reflection and the ripple effect that we hope our Society will have within Canadian higher education. The vision statement is both aspirational and declarative with the work of the membership at the forefront for recognition as the "leading scholarly society for Canadian higher education". The society's research expertise is acknowledged as being both theoretical and applied.

The mission statement captures the essence of why the Society exists. The bullets beneath explain how this purpose will be achieved. Friesen cited two editorial notes: a land acknowledgement is included given the nature and locations of our membership and highlights the location of the administrative offices in Ottawa on the traditional lands of the Algonquin people; the terms "post-secondary education" and "higher education" are often used regularly and interchangeably in Society documents, however, the decision was made to be consistent and use the term "higher education" which is in the title of the Society.

Several key values have been included in the plan to describe the kind of scholarly community that the Society aspires to be and reflect how the Society is defined in unique and foundational ways: quality of research and scholarly work; inclusive, accessible, equitable and diverse; community of higher education scholars and practitioners; accountable, ethical, responsible in managing Society resources and relationships; and engaged in the broader higher education landscape in Canada and internationally.

Friesen read each of the goals and objectives as stated in the plan.

Inviting comments from AGM attendees, Friesen commented that the strategic plan is a living document that is in a constant state of evolution. Document is a living document in a constant state of evolution; Friesen invited comments.

Motion/Second: Rhonda Friesen/Michelle Nilson to accept, for information, the report from the Strategic Planning Committee as presented. Carried with one abstention

Responding to a question about how the plan will be communicated to the members, Friesen indicated it will be emails to the membership following the meeting and posted on the website.

Nilson invited members to contact the Board to share thoughts about the plan and provided an overview of the next steps

- Pause to reflect and adjust related to contextual changes that have occurred since the development of the strategic plan.
- Develop an implementation plan (priorities, scope and sequence – leaving space for emergent issues)
- Terms of reference have been drawn up for a Communications Committee chaired by Kathleen Mathos for 2020-21. The committee will look to harmonize communication modes across the Society's various platforms.
- Terms of reference for a Financial Planning and Membership Committee will be developed in the coming months
- Respectful and reciprocal membership volunteer engagement and participation of all our members. The Board especially invites participation of under-represented groups which includes but is not exclusive to Black, Indigenous, Latinx, Metis, LGBTQ, and Asian members, while recognizing the heavy workloads carried by people who identify as such.
- Evaluation and realignment of the implementation plan.

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

Friesen reported on the budget outcomes from 2019-20, which included an increase in revenue from membership fees and conference registrations in 2019 finishing the year \$6500 higher than budget. Overall, expenses stayed within budget and the year closed \$2,000 under budget. With regards to the surplus, the year closed with a surplus of just over \$34,000; when combined with the starting surplus, the Society currently has a surplus of \$63,225 to start the 2020 fiscal year - a healthy position to be in.

Several key financial investments were made in 2019:

- A new contract was undertaken with Erudit, a Quebec non-profit publishing platform with an annual fee of \$720.00. Friesen noted that this contract also serves as a revenue source for the Journal.
- A new scholarly management system for conference paper submissions, with an annual fee of \$1,000, a one-time set up fee of \$2850 and an annual technical support fee of \$500.
- An internship position was created to assist with the 2020 conference and membership liaison at a cost of \$1500.

Friesen presented the 2019 audit report prepared by McCay Duff Chartered Professional Accountants which concluded that “the results of CSSHE operations and its cash flows for the year ended in accordance with Canadian accounting standards for not-for-profit organizations”.

*Motion/Second: Rhonda Friesen/Cheryl Jeffs to accept the CSSHE Board’s approval of the **2019** actuals as presented in the Auditor’s Report from MacKay Duff as presented. Carried*

Noting that MacKay Duff has satisfactorily served as the Society’s auditors for several years, Friesen presented a recommendation to continue with their services.

Motion/Second: Rhonda Friesen/Michelle Nilson that MacKay Duff, Chartered Professional Accountants be appointed as the auditor for CSSHE for 2020. Carried with one abstention.

Friesen outlined the proposed budget for 2020 along with the associated assumptions. In terms of the three primary revenue sources (memberships, conference, journal and other), revenues are down substantially by about \$20,000. Memberships, although down from 2019 are holding consistent to pre-2019 levels at 198; the average over the last six years is 236. There was no revenue from Conference registration as it was canceled this year because of the pandemic. The Journal is operating within its grant and is in the second year of a 3-year SSHRC. Expenses are relatively unchanged; most conference expenses were not incurred, less nominal amounts. Administrative and membership fee costs are expected to remain the same. Steps have been taken to reduce the costs of awards by replacing the printed glass plaques with parchment paper certificates, a savings of \$1500 for both production costs and shipping. The net budget shortfall predicted for 2020 is \$9,599. Fortunately, the current surplus allows the Society to sustain its operations.

Friesen suggested the Society needs to think about new sources of revenue as the two current options available to address the projected shortfall are to a) decrease expenses (minimal opportunities are available to do so) or b) increase revenues. With the new Strategic Plan in place, the hope is to see an increase in Society activities, some of which may become revenue generating.

Motion/Second: Rhonda Friesen/Anne Charles to approve the 2020 proposed budget as presented. Carried with one abstention

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

Creso Sa introduced the members of the Editorial Team with himself serving as Editor, Eric Lavigne as French Editor, Walter Archer as Book Reviews Editor and Summer Cowley as Managing Editor.

The team audited the number of submissions for previous years with the results being 107 for 2016, 101 for 2017, 118 for 2018 and 102 for 2019. Three issues were published in 2019 with a total of 24 manuscripts with 2 French Articles and 8 book reviews. In 2019, CJHE applied to be indexed with Scopus. The application was accepted in March 2020 and the team is currently waiting for Scopus to initiate the indexing process and arrange a content coverage agreement.

The journal was redesigned and a new layout was launched. The process transitioned to a new production management team and the relationship with Erudit/PKP was reinstated on renegotiated terms. This relationship increases visibility in the French research community and serves as a revenue generator for the journal

Two special issues are being planned for publication in 2020. One will focus on federal policy and higher education with the second issue featuring internationalization in higher education. In addition, a call for papers went out last week seeking articles for a special 50th anniversary issue to celebrate this milestone for CSSHE and CJHE.

Motion/Second: Creso Sa/Michelle Nilson to accept the 2019 CJHE Report as presented. Carried

7. Nominating Committee Report 2020 | Comité de mise en candidature rapport 2020

On behalf of the Interim Nominating Committee, Anne Charles reported that the call for nominations included five positions for two-year directors. Ballots were subsequently emailed to the membership along with one reminder. There were six nominations received. Based on the results of votes received, the following appointments are recommended for positions as two-year directors: Cheryl Jeffs (University of Calgary), Amira El Masri (York University), Stephen Price (Mount Royal University), Christine Arnold (Memorial University), and Vicki Squires (University of Saskatchewan).

Motion/Second: Anne Charles/Margo Baptista to accept the following individuals as two-year directors: Cheryl Jeffs (University of Calgary), Amira El Masri (York University), Stephen Price (Mount Royal University), Christine Arnold (Memorial University), and Vicki Squires (University of Saskatchewan). Carried

NOTE: Attached as information is a list of new, outgoing and continuing directors as well as the 2020 award recipients.

8. Awards | Prix

Matheos turned over position of Meeting Chair to Michelle Nilson who begins her term as president.

Michelle Nilson reported that a new approach was taken to review nominations and approve recipients for each of the award categories. There was a single Awards Committee chaired by Nilson and involving chairs associated with the respective awards. For 2020, the recipients are:

- Geis Award | Prix Geis. Amira El Masri. *International Education as Policy: A Discourse Coalition Framework Analysis of the Construction, Context, and Empowerment of Ontario's International Education Storylines*
- Masters Thesis/Project Award | Prix pour mémoire ou projet de maîtrise. Andrew Hartman. *The Role of Shame in Student Persistence and Help-Seeking*
- Sheffield Award | Prix Sheffield. Bessma Momani, Emma Dreher, Kira Williams. *More than a Pipeline Problem: Evaluating the Gender Pay Gap in Canadian Academia from 1996 to 2016*
- Research and Scholarship | Prix d'excellent en recherché. Sarah Eaton
- Distinguished Member | Prix Membre distingué. No nominations were received this year.

Nilson noted that arrangements will be made for each recipient to present at a webinar between now and the 2021 conference or they will be invited to present at the 2021 conference.

9. Conference 2020

Roopa Desai Trilokekar, Conference Program Chair and Merli Tamtik, Conference Program Co -Chair presented a summary of the plans undertaken to prepare for the 2020 conference. They entitled their presentation, "*The Conference That Could Have Been*".

Several new features were introduced including:

- An expanded conference planning committee with a new structure to include Board members and members-at-large. Support was provided to the committee by an intern. The subcommittees were Program, Preconference workshops, Lunch Hour Debates, Book Launch, Fundraising, Joint Session, Newcomers Session, Social Events/Banquet/Awards, Student Grants, Media Outreach/Social Media.
- A budget prepared by the Chair and Co-Chairs was subsequently approved by the Board. It offered the conference organizers the flexibility and independence needed to organize the Conference.

- A position was created and recruited for a graduate student internship for a period of one year to assist with conference planning and execution as well as membership support. This provided the intern with hands on experience in coordinating the largest national event in the field of higher education as well as the opportunity to expand her knowledge and understanding of the field. It also helped the intern to increase professional networks and develop her own professional career pathways in the field. A quote was shared from Shannon McKechnie, the graduate student intern describing the value of the opportunity presented to her.
- A two-step submission process was implemented with Step One involving an open call for panel abstracts within the suggested tracks; 33 panel submissions were accepted. Step Two was a call for individual papers to the accepted panels; 125 paper submissions were accepted. In addition, 11 poster sessions were accepted as well as 8 Ignite sessions.
- The conference tracks were reimagined into ten themes: Curriculum, Teaching, Learning & Technology; Student Services and Student Experiences; Administrative Leadership & Institutional Change; Public Policy, Governance and Finance; Access, Pathways and Institutional Transitions; International and Comparative Education; History, Scholarship and Philosophy of Higher Education; Academic Professions and Pathways; Methodologies in Understanding Higher Education; Community Campus Engagement; and Other.
- A new conference submission system was also implemented moving away from the Online Conference System (OCS) to Trello. The new system was found to be easier to navigate and more transparent; it also allowed for blind reviews with comments sent to authors.
- Several new session formats were created including
 - A Newcomer Session to take place on the first day of the first session for new comers.
 - Three pre-conference workshops were organized:
 - *Behind the Scenes: Organizing an engaging and impactful conference in higher education*
 - *Addressing Gender-Based and Sexual Violence in Higher Education: Strategies for Advocacy and Action*
 - *Third Space: Alternate careers in higher education*
 - Two Lunch Hour debates:
 - *Who should pay for higher education?*
 - *A Call to Action: What are we doing to eliminate colonialism and racism in the academy? A focus on hiring and in-classroom policies and best practices.*
 - Note: the lunch hour debates were subsequently shifted to a virtual format with the first scheduled for Monday, June 1 and the second for Wednesday, June 3.
 - A Book Launch featuring Rosalind Hampton's new book, *Black Racialization and Resistance at an Elite University* (2020)

- A Joint Interdisciplinary Session with CSSE entitled “*Confronting white privilege and white supremacy in the internationalization of higher education*”
- Eight new social networking opportunities were also planned including a social networking event with a BBQ on the evening prior to the conference, a yoga class, line dancing at a banquet, and a banquet.
- In terms of student travel grants, two Graduate Merit Awards were provided through Congress. CSSHE contributed additional funds and gave three additional awards (2 at \$250 and 1 at \$500). The total of five grants were awarded among 29 eligible applications. The priority criteria for the grants were students who identify as Canadian Indigenous or racialized minority, and to student who would be presenting at their first CSSHE conference.
- As part of the plans, the intention was to publish conference papers in a special edition of the Journal. Members were to be invited to submit full papers before the conference. Panel discussants would be asked to provide feedback and nominate the best paper, if any, for publication. The special issue was planned to be published in March to motivate members to work on their papers for the upcoming conference.

As reported by Sa, plans are underway to publish a special issue of the Journal to celebrate the 50th anniversary of the Society and the Journal. The call for papers has been sent to members. The theme of the publication is “*Looking Back-Looking Forward: Where did we begin and where are we now? 50 years of research and scholarship on Canadian higher education. What are the critical challenges we must address in moving forward?*” Submissions will be accepted in a two-step process with the initial review of 200-word abstracts taking place between June 15-October 15. Full papers are to be submitted by December 1 and the tentative publication date is Spring 2021.

Desai Trilokekar and Tamtik expressed their appreciation to the following individuals for their work on the 2020 conference: Dranna Andrews-Brown, Amira El Masri, Laurie Hill, Phoebe Kang, Alyson King, Logan Lorenz, Vicki Squires, Shannon McKechnie, Kathleen Matheos, Michelle Nilson, and Emma Sabzalieva.

Nilson thanked Desai Trilokekar, Tamtik and their team for the creativity they brought to organizing the conference and for the effort they put forth. She noted that many of the new approaches will likely be used in planning the 2021 conference.

10. Conference 2021 – University of Alberta, May 29-June 4:

Noting the time for the ZOOM meeting is ending, Nilson indicated she will send a notice about the 2021 Conference:

- Program Chair and Program Co-Chair

2021 Program Chair, Merli Tamtik invited members to contact her if they are interested in participating on the Conference Planning Committee.

- Local Arrangements Coordinator from The University of Alberta

Members will be asked for the names of individuals at the University of Alberta who could be approached to serve as the Local Arrangements Coordinator.

11. Election of the 2021 Nominating Committee (3) members | Élection des membres du comité des candidatures pour 2021

Nilson indicated she will send a note to members inviting them to put their names forward for election to the 2021 Nominating Committee. Members must be in good standing to do so.

12. Other business | Autres affaires

No other items were brought forward to the meeting.

13. Adjournment | Ajournement

Motion: Rhonda Friesen to adjourn the Annual General Meeting. Carried

The Annual General Meeting adjourned at 1:13 p.m. EST

BOARD OF DIRECTORS 2020

New Directors

Christine Arnold	Stephen Price
Amira El Masri	Vicki Squires
Cheryl Jeffs	

Outgoing Directors

Dranna Andrews-Brown	Laurie Hill
Margo Baptista	Merli Tamtik

Continuing Directors

Michelle Nilson	President
Kathleen Matheos	Past President
Rhonda Friesen	Treasurer
	Secretary
Creso Sa	Editor, CJHE
Emma Sabzalieva	Director-at-Large (Program Chair)
Roopa Desai Trilokekar	Director-at-Large (Program Co-Chair)
	Director-at-Large (Grad Student)
Deanna Rexe	Director-at-Large

2020 AWARD WINNERS

George L. Geis Dissertation Award	Amira El Masri <i>International Education as Policy: A Discourse Coalition Framework Analysis of the Construction, Context, and Empowerment of Ontario's International Education Storylines</i>
Masters Thesis/Project Award	Andrew Hartman <i>The Role of Shame in Student Persistence and Help-Seeking</i>
Research and Scholarship Award	Sarah Eaton
Sheffield Award	Bessma Momani, Emma Dreher, and Kira Williams 2019 Volume 49-1 <i>More than a Pipeline Problem: Evaluating the Gender Pay Gap in Canadian Academia from 1996 to 2016</i>



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

Distinguished Member	Not awarded this year
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