# FACULTY COUNCIL

## FACULTY OF HEALTH SCIENCES

### MEETING MINUTES

September 30, 2011
9:30 – 11:45 a.m. Room CH D239

<table>
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<tr>
<th>CHAIR:</th>
<th>Diane Reed</th>
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<td>PRESENT:</td>
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<td></td>
<td>Stephanie Kelly</td>
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<td>Sarah Johanson</td>
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<td>Donna Williams</td>
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<td>Elvira Warner</td>
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<td>Alison Pritchard Orr</td>
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<td>Christine Slavik</td>
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<td>Janine Roberts</td>
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<td>Gianina Bocsanu</td>
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<td>Renette Aubin Boisclair</td>
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<td>REGRETS:</td>
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<td>Maggie Theron</td>
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<td>Marlene Upton</td>
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<td>David Harper</td>
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<td>Jason Brandenburg</td>
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<td>Kathy Keiver</td>
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<td>RECORDER:</td>
<td>Karen Hamilton</td>
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## 1. OPENING REMARKS

Faculty Council members introduced themselves. Christina Slavik was noted as the faculty representative from the Faculty of Professional Studies.

## 2. APPROVAL of AGENDA and MINUTES

### 2.1. Adoption of Agenda

**MOTION:** To adopt the agenda, removing Item 6.3.

*C.Bertram/J.Sheppard*

All in favour

CARRIED
3. BUSINESS ARISING FROM MINUTES

4. STANDING ITEMS

5. DISCUSSION ITEMS

5.1. Faculty Council Terms of Reference

Attachment to the agenda: UFV Terms of Reference Faculty of Health Sciences (Draft).

The Chair advised that Senate provides a common Terms of Reference document that is standard across UFV Faculty Councils. It may be adopted and/or changed by a Faculty Council. Any changes made by a Faculty Council must then be approved by the Senate Governance Committee, a sub-committee of Senate, and Senate.

**MAIN MOTION**: To adopt the Terms of Reference for the Faculty of Health Sciences.

* S. Canning/S. Kelly

Discussion:

Each of the items in the draft Terms of Reference was reviewed, numbered paragraph by numbered paragraph. As items were identified that Faculty Council wished to change, secondary/subsidiary motions were made, seconded, and voted on.

Item 4.1 Voting Membership

4.1. a. Faculty.

No change.

4.1. b. Student representatives

Both the number and distribution of student representatives was discussed. Considerations included having students representatives from different campuses and from different programs. It was noted that not all student representatives will attend all meetings. The impact of the presence or absence of student representatives on quorum at Faculty Council meetings was described. The process for identifying student representation will be to inform all students of the nomination process and the procedure for identifying themselves to the Council as possible student representatives.

**SUBSIDIARY MOTION**: To amend the student voting membership to three student representatives elected by student, with one representing KPE and two representing the other Health Sciences programs.

* L. Zaleski/S. Flynn

All in favour

**CARRIED**

4.1. c. Academic advisors.

No change.

4.1. d. Support Staff

No change.
4.1.e. Sessional Instructors

**SUBSIDIARY MOTION:** A maximum of three elected sessional instructors for a one-year term, with one representing KPE and two representing the other Health Sciences programs.

_C.Bertam/S.Canning_

All in favour

CARRIED

4.1.f. and 4.1.g. Dean of the Faculty; President

The rationale for the voting membership of the Dean and President was questioned. Is this required by the University Act. It was noted that the Faculty of Professional Studies is retaining both the Dean and President as voting members.

**ACTION:** The rationale for having this requirement in place will be brought to the next meeting as an information item.

5. Faculty Business

No change.

6. Quorum

With the changes made in the Voting Membership, there would be a total of 67 voting members on the Faculty Council: 59 faculty (when all faculty positions are filled), three students, an academic advisor (there are none currently), two support staff, and three sessional faculty. The influence of these numbers, and particularly the numbers of students and sessional faculty, on quorum should there be a limited number of faculty members at any given meeting, was discussed. With these numbers, 13 members would be required for a quorum to be present. It was also noted that it will be difficult, at any given meeting, for all faculty to attend, due to teaching/clinical schedules.

The question about the possibility of voting by proxy was raised. The Chair noted that the voting procedures under the nominations and elections procedures do not allow for proxy voting. However, the voting procedures do allow for voting by teleconference and videoconference. Hearing the discussion on various items is important.

**SUBSIDIARY MOTION (RESCIND):**

Amend the previous change of wording of Terms of Reference item 4.1. b to read:

Two student representatives elected by students in the Faculty, which number is to be determined by the Dean in consultation with the Faculty Council, normally for one year;

_C.Bertam/S. Kelly_

All in favour

CARRIED

**SUBSIDIARY MOTION (RESCIND)**

Amend the previous change of wording of Terms of Reference item 4.1. e to read:

A maximum of two sessional instructors’ representatives, elected by sessional instructors for a one-year term;

_C.Bertam/S.Kelly_
7. Chair and Vice-Chair
The question was asked as to why the Dean is Chair. The Dean may have different perspectives on the meetings and on agenda items than faculty members. The Faculty of Professional Studies has made changes in who its Chair and Vice-Chair are.

**ACTION:** The rationale for chairmanship by the Dean and the experience of the Dean as Chair will be brought to the next meeting as an information item.

8. Agenda and Minutes

**MOTION:**
Change the wording of 8. a. to read: Council’s agenda will be set by the Chair (or Vice-Chair) in consultation with the Secretary (Registrar) and the members of the Faculty Council.

*J. Sheppard/A. Pritchard Orr*

All in favour **CARRIED**

9. Meeting Times
No changes.

**RETURN TO MAIN MOTION:**
The Chair called the question on the main motion to adopt the Terms of Reference with the changes that have been recommended and voted on.

**The motion is LOST**

The Terms of Reference will be brought back as a draft to the next meeting. This will give time to consider possible changes. The changes to specific items that were agreed on will be identified using ‘track changes’ so that they can easily be identified and considered in the next meeting.

5.2 Representatives From Other Faculty Councils
Christine Slavik is present as a representative from the Faculty of Professional Studies.

**ACTION:**
The Dean’s Office will ask for representatives from other Faculties for future meetings once we have established our meeting dates.

5.3 Faculty of Health Sciences Committee Representation
Faculty members of the Faculty of Health Sciences are representing the Faculty on other committees.

**ACTION:**
The Dean’s Office to ask faculty members to advise as to what committees they are on representing the Faculty of Health Sciences. A master list will be created.
5.4 Undergraduate Continuance Policy
This item will be deferred to the next meeting.

5.5 General Framework for Honours Degrees
Faculty are to discuss this item at department meetings then bring information back to Faculty Council for further discussion.

5.6 Health Sciences Faculty Council Meeting Schedule
Future meeting schedule: Mon, Oct 24 9-11 Abby; Fri, Nov 25 9-11am. We should plan to meet in Jan 2012. Try to hold meetings at alternate locations every semester, with at least one meeting in Abbotsford each semester.

**ACTION:**
Dean’s Office to prepare and send out schedule

6. INFORMATION ITEMS

6.1 Expression of Interest Senate Budget Committee
- Senate needs a Senate member replacement
- Senate needs a faculty Budget Committee member. The person may or may not be from the Faculty of Health Sciences.

6.2 UFV Board of Governors Nominations

6.3 Call for Nominations RAC Chair
**REMOVED FROM AGENDA**

7. ADJOURN

6.4 Meeting adjourned at 11:45 a.m.

6.5 Next meeting Monday, October 24, 2011, 9:00 - 11:00am, Abby A229/A225