

APPROVED MINUTES
Professional Studies Faculty Council

Friday, December 14, 2012
10:00 a.m., Room D217, Abbotsford Campus

Chair: Cyrus Chaichian

Present:

Rosetta Khalideen	Cindy Rammage	Elizabeth Dow	Ian Hunt	Leah Douglas
Amir Hajbaba	Cindy Stewart	Gerry Palmer	Karen Power*	Les Stagg
Awneet Sivia	David Dobson	Glen Paddock	Kathie Ramsay	Maple Melder-Crozier
Barbara Salingré	Don Miskiman	Gwen Point	Kevin deWolde	Sandy Hill
Christine Nehring	Doris Ball	John Hogg	Kim Milnes	Sheryl MacMath
Christine Slavik	Ed Li	Heather Compeau*	Kyle Stamm	

Regrets:

Abebe Teklu	Dianne Common	Kenneth Gariepy	Mike Ivanof
Anand Kishore	Fiona McQuarrie	Lisa Moy	Pat Bullock
Andrea Hughes	George Melzer	Lorne Mackenzie	Raymond Leung
Barbara Stirskey*	Gillian Bubb	Lorraine Wood-Gaines	Robert Harding
Cindy Rammage	Gwen Clark	Lou Schroeder	Ron Zitron
Christina Neigel	Jan Lashbrook Green	Lucki Kang	Seonaigh MacPherson
Colleen Bell*	Joe Ilsever	Mark Breedveld	Vlad Dvoracek
Curtis Magnuson	Keith Lownie	Mark Lee	

Recorder: Nicole Fast*

* Indicates Non-Voting Member

1. WELCOME

Meeting called to order at 10:00 a.m. Rosetta welcomed everyone to the last Faculty Council meeting of the year.

Rosetta warmly welcomed the new student representative, Kyle Stamm. Kyle is in his second year of the Business Administration Degree. As Faculty Council requires two student representatives, the Nominations and Elections Committee will look into filling the remaining vacancy in the new year. Rosetta thanked Kyle for representing the Faculty of Professional Studies student body.

Rosetta also welcomed the new faculty member, Dr. Seonaigh MacPherson, Adult Education, and returning faculty member, Gwen Point, School of Social Work and Human Services.

2. ITEMS FOR APPROVAL

2.1. Approval of Agenda December 14, 2012

MOTION

THAT the agenda of December 14, 2012 be adopted as presented.

Kevin deWolde/Don Miskiman

CARRIED

2.2. Approval of Minutes November 16, 2012

MOTION

THAT the minutes of November 16, 2012 be approved as submitted.

Christine Nehring/Gerry Palmer

CARRIED

3. CONTINUING BUSINESS

3.1. Class Size Ad Hoc Committee

Rosetta met with the ad hoc committee to assist the members with direction in the determination of principles. Rosetta noted that the committee is doing very extensive work.

Sheryl MacMath reported that the committee's purpose is to review class size with curiosity instead of suspicion, and to create a constructive tool for schools/departments to assist with decisions determining class size. The committee will produce a draft tool to review at the September 2013 meeting.

ACTION: CLASS SIZE AD HOC COMMITTEE

The committee has researched other institutions similar in size to find out history on class size. UFVs Institutional Research department will provide a historic summary of the class size data within the Faculty of Professional Studies.

The committee asked all directors/department heads to provide answers to the following questions:

1. What factors have you considered in determining what size classes should be when they are less than 36?
2. What factors do you think should be considered in the future in determining class size when the class is not being set at 36?

As Professional Studies is such a diverse faculty, it is very important responses are specific with particular examples, with context and influence. The committee requested feedback by February 1, 2013.

ACTION: ALL DIRECTORS/DEPARTMENT HEADS

3.2. Update on Standards for Criteria in Teaching, Service and Scholarship

Rosetta asked all schools/departments to submit their reports to the Dean's Office by the end of February 2013.

ACTION: ALL SCHOOLS/DEPARTMENTS

4. NEW BUSINESS

4.1. School of Business Management Post-Degree Certificate – new program

This Management Post-Degree Certificate is a one-year, eight-course, 27 credit credential. The certificate will provide students with a non-business background an opportunity to earn a credential. It will also provide non-business graduates an alternative before moving onto graduate school, and working members of the community, an opportunity to expand their education. This three-semester program will have a focus on global management, international business and there will also be an applied project/directed study/internship.

MOTION

Don Miskiman/Gerry Palmer

THAT the Management Post-Degree Certificate be approved with the following amendment:

- Page 7: The School of Business consulted with many bodies including: UFV Department of Library and Information Technology, (on library acquisitions and resources); *should read* The School of Business consulted with many bodies including UFV Library (on library acquisitions and resources).

CARRIED

4.2. Bachelor of Business Administration – changes to program requirements

MOTION

Don Miskiman/Kevin deWolde

THAT the Bachelor of Business Administration – calendar changes to program requirements be approved as submitted.

CARRIED

4.3. Bachelor of Business Administration Accounting option – changes to program requirements

MOTION

Kevin deWolde/Kim Milnes

THAT the Bachelor of Business Administration Accounting Option – calendar changes to program requirements be approved as submitted.

CARRIED

4.4. School of Business Courses – minor changes

MOTION

Gerry Palmer/Barbara Salingré

THAT the School of Business Courses – minor changes be approved subject to clerical and format revisions agreed upon by the Dean and the Director of the School of Business. The 52 courses approved are listed as follows:

BUS 100, 120, 143, 144, 145, 149, 201, 202, 203, 204, 221, 227, 245, 247, 261, 304, 305, 320, 322, 323, 324, 325, 326, 339, 343, 344, 345, 346, 347, 348, 349, 350, 360, 400, 403, 404, 407, 421, 422, 423, 424, 425, 430, 433, 434, 435, 440, 443, 446, 449, 457, 460

CARRIED

4.5. School of Business Courses – consistency changes (revised template)

MOTION

Gerry Palmer/Elizabeth Dow

THAT the School of Business Courses – consistency changes (revised template) be approved subject to clerical and format revisions agreed upon by the Dean and the Director of the School of Business. The 14 courses approved are listed as follows:

BUS 307, 308, 309, 314, 370, 405, 406, 408, 410, 416, 417, 418, 419, 420

CARRIED

Rosetta indicated that the approval of the number of courses for the School of Business was an anomaly related to the school's review. However, it should be noted that schools and departments should not present such a large volume of courses for approval at one Faculty Council meeting.

5. **STANDING COMMITTEE REPORTS**

5.1. Nominations and Elections Committee – Leah Douglas

- Two openings for sessional faculty members to sit on Faculty Council as Lorraine Wood Gaines and Anand Kishore's terms are over in January 2013
- One opening for student representation on Faculty Council, the committee will put another call out in the new year
- One opening for a faculty member to sit on the Learning Exchange Committee
- Two openings for faculty members to sit on the Newsletter Committee

ACTION: NOMINATIONS AND ELECTIONS COMMITTEE

MOTION

Leah Douglas/Awneet Sivia

THAT the Nominations and Elections Committee Terms of Reference and Procedures be approved as submitted.

CARRIED

5.2 Field Education and Practicum Committee – Maple Melder-Crozier

Maple reported that UFV has three groups/committees all looking at field education and practicums. The Field Education and Practicum Standing Committee, the Risk Assessment Committee, as well as the Dean's Council has a task force on experiential learning. Maple noted that Peter Geller is working with these groups and it would be important for the groups not to duplicate the work being done but to complement each other.

The Field Education and Practicum Committee will bring their Terms of Reference to the January 2013 Faculty Council meeting for approval.

ACTION: FIELD EDUCATION AND PRACTICUM COMMITTEE

5.3 Retention Committee – No report

The Retention Committee will bring their Terms of Reference to the January 2013 Faculty Council meeting for approval.

ACTION: RETENTION COMMITTEE

5.4 Learning Exchange Committee – Awneet Sivia

Mike Ivanof will be taking on the role as Chair for the Learning Exchange Committee as of January 2013. The Learning Exchange Committee is looking for members. The committee is hosting a follow-up to SPARK! Event at the February 22, 2013 Faculty Council meeting, called “*SPARK into Teaching.*” The event could include ideas for teaching innovatively, teaching demos, flipped classroom, and sharing.

5.5 Newsletter Committee – No report

The Newsletter Committee is looking to recruit more members. The Newsletter Committee was encouraged to release a Professional Studies Newsletter by February 2013.

ACTION: NEWSLETTER STANDING COMMITTEE

It was suggested that schools/departments submit articles and news from their area directly to the Newsletter Standing Committee.

6. OTHER UFV REPORTS

6.1. Dean’s Report – Rosetta Khalideen

- Rosetta presented the Faculty of Professional Studies 2013/2014 Budget to the Finance Committee on December 7, 2012
- Senate accepted the accreditation report for the BSW
- Awneet Sivia, Department Head of TEP, will be away for the winter semester working on her dissertation. Sheryl MacMath will be the Acting Department Head beginning January 1, 2013, until May 1, 2013

6.2. Other Faculty Councils

Faculty of Trades and Technology – Sandy Hill

- The Faculty of Trades & Technology is proposing a new certificate in hospitality, which is in the approval process of CWC

Faculty of Access/Open Studies – Cindy Rammage

- No report

Faculty of Science – Awneet Sivia

- The Faculty of Science is back discussing criteria for teaching, service and scholarship at the department level
- The Faculty of Science is tracking how international students are moving through their programs, which could be useful within the Faculty of Professional Studies

6.3. Senate – Gerry Palmer

The Final Grade Appeal Policy received a lot of feedback and comments. The policy raised discussion at Senate as some comments received were against changing a policy that was not broken. The revised policy will be released sometime between January 2013 – March 2013.

Gerry Palmer is a member of Senate’s Standing Committee on Academic Program Discontinuance. Having an Academic Program Discontinuance Standing Committee will allow for more transparency related to the discontinuation of programs.

7. INFORMATION ITEMS

7.1. Next Faculty Council Meeting

Friday, January 25, 2013, Room A421, Abbotsford Campus