

APPROVED MINUTES
Professional Studies Faculty Council

Friday, January 25, 2013
10:00 a.m., Room A210, Abbotsford Campus

Chair: Cyrus Chaichian

Present:

Rosetta Khalideen	Cindy Rammage	Glen Paddock	Kyle Stamm
Amir Hajbaba	Cindy Stewart	Jan Lashbrook Green	Leah Douglas
Barbara Salingré	Colleen Bell	John Hogg	Les Stagg
Christina Neigel	David Dobson	Heather Compeau*	Maple Melder-Crozier
Christine Nehring	Doris Ball	Ian Hunt	Mike Ivanof
Christine Slavik	Gerry Palmer	Karen Power*	Sheryl MacMath

Regrets:

Andrea Hughes	Fiona McQuarrie	Kenneth Gariepy	Mark Lee
Awneet Sivia	George Melzer	Kevin deWolde	Pat Bullock
Barbara Stirskey*	Gillian Bubb	Kim Milnes	Raymond Leung
Curtis Magnuson	Gwen Clark	Lisa Moy	Robert Harding
Dianne Common	Gwen Point	Lorne Mackenzie	Ron Zitron
Don Miskiman	Joe Ilsever	Lou Schroeder	Sandy Hill
Ed Li	Kathie Ramsay	Lucki Kang	Seonaigh MacPherson
Elizabeth Dow	Keith Lownie	Mark Breedveld	Vlad Dvoracek

Recorder: Nicole Fast*

* Indicates Non-Voting Member

1. WELCOME

Meeting called to order at 10:00 a.m. Rosetta thanked everyone for attending.

Rosetta sadly renounced the tremendous loss of Dr. Abebe Teklu. Abebe was so inspiring. We will honour his memory as his thoughts, ideas, beliefs and values remain with us. A minute of silence was observed in respect for Dr. Abebe Teklu.

2. GUEST SPEAKERS – UEC

Samantha Pattridge and Amanda Grimson joined our Faculty Council meeting to explain UFV's course and program approval process, to describe the role of Faculty Council within the process, and to explain the difference between major and minor course changes.

Current procedures and guidelines can be viewed on the UEC website at <http://www.ufv.ca/senate/UEC.htm>.

The approval process for new courses and major course changes begins with the Dean and Campus-Wide Consultation (CWC). After collating the results from CWC, the course is brought forward to Faculty Council. Once approved, the course is recommended to UEC and Senate.

The purpose of CWC is to provide an opportunity for other academic units and service areas to review and provide feedback about the course/program submission preceding Faculty Council. New courses, major course changes, and all program proposals must be submitted to CWC. Course Developers must respond to all comments submitted during this process and include the comments and responses in the submission to Faculty Council.

Faculty Council needs to pay particular attention to minor course changes. Once minor course changes are approved at Faculty Council they do not go to UEC or CWC for any other consultation.

There is a fine line of what constitutes a minor course change versus a major course change when altering pre/co-requisites of courses. Expanding pre/co-requisites to students would be classified as a minor course change. Restricting pre/co-requisites to students would be classified as a major course change.

Samantha and Amanda urged faculty to ask questions and feel free to contact them regarding UFV's evolving course and program approval process.

3. ITEMS FOR APPROVAL

3.1. Approval of Agenda January 25, 2013

MOTION

Christine Slavik/Les Stagg

THAT the agenda of January 25, 2013 be adopted as presented with the addition:

- Item 5.5: Strategic Research Plan 2010 – 2015

CARRIED

3.2. Approval of Minutes December 14, 2012

MOTION

Sheryl MacMath/Cindy Rammage

THAT the minutes of December 14, 2012 be approved as submitted

CARRIED

4. CONTINUING BUSINESS

4.1. Class Size Ad Hoc Committee – Les Stagg

Les reminded all Directors and Department Heads to submit answers to the two questions emailed. The committee will update Faculty Council on their research and findings at the September 2013 meeting.

Rosetta reminded everyone that the purpose of this committee is to review class size, and establish the rationale behind determining the maximum enrollment. This is not a matter of increasing the maximum enrollment of 36 students.

Rosetta also reviewed the process of cancelling a course section. Classes are not cancelled based on low enrollment; there are many factors assessed, before the decision is made.

4.2. 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 February 14, 2013, so they can be distributed in the February 22, 2013 Faculty Council Agenda Package.

ACTION: ALL SCHOOLS/DEPARTMENTS

5. NEW BUSINESS

5.1. Library and Information Technology – Minor Changes

MOTION **Sheryl MacMath/Les Stagg**
THAT the Library and Information Technology courses LIBT 115 and LIBT 265 be approved with suggested changes from Faculty Council

CARRIED

MOTION **Jan Lashbrook Green/Christine Nehring**
THAT the Library and Information Technology course LIBT 240 be conditionally approved (upon approval by UEC) with suggested changes from Faculty Council

CARRIED

5.2. School of Business – Major Course Changes/Revisions

MOTION **Sheryl MacMath/Leah Douglas**
THAT the School of Business course BUS 226 be approved with the changes as submitted

CARRIED

MOTION **Jan Lashbrook Green/Christine Nehring**
THAT the School of Business course BUS 321 be approved with the changes as submitted

CARRIED

MOTION **Christine Neigel/Les Stagg**
THAT the School of Business course BUS 327 be approved with the changes as submitted

CARRIED

MOTION **Gerry Palmer/Leah Douglas**
THAT the School of Business course BUS 338 be approved with the changes as submitted

CARRIED

MOTION **Gerry Palmer/Les Stagg**
THAT the School of Business course BUS 426 be approved with the changes as submitted

CARRIED

MOTION **Amir Hajbaba/Cindy Stewart**
THAT the School of Business course BUS 439 be approved with the changes as submitted

CARRIED

5.3. School of Business – New Courses

MOTION **Cindy Stewart/Gerry Palmer**
THAT the School of Business new course BUS 328 be approved as submitted **CARRIED**

MOTION **Cindy Stewart/Ian Hunt**
THAT the School of Business new course BUS 329 be approved as submitted **CARRIED**

MOTION **Gerry Palmer/Christina Neigel**
THAT the School of Business new course BUS 427 be approved as submitted **CARRIED**

5.4. School of Business – Program Changes

MOTION **Gerry Palmer/Leah Douglas**
THAT the School of Business program changes to the Business Diploma, Marketing Option – BBA, and the Marketing Sales Certificate be approved as submitted resulting from the major course revisions and new course changes **CARRIED**

Rosetta noted that the large number of courses requiring approval, from the School of Business, was an anomaly related to their program review. There should not be a substantial number of courses presented at one Faculty Council meeting for approval unless the School/Department is up for program review.

5.5. Strategic Research Plan 2010 – 2015

The Department of Research and Graduate Studies is updating their Strategic Research Plan. Rosetta asked faculty to look at the current Strategic Research Plan and submit comments and feedback to Nicole Fast, by the end of February.

ACTION: ALL FACULTY MEMBERS
DEADLINE: FEBRUARY 28, 2013

6. STANDING COMMITTEE REPORTS

6.1. Nominations and Elections Committee – Leah Douglas

- Two openings for sessional faculty members to sit on Faculty Council
- One opening for student representation on Faculty Council
- Two openings for faculty members to sit on the Learning Exchange Committee
- One opening for a faculty member to sit on the Retention Committee
- One opening for a faculty member to sit on the Nominations and Elections Committee

ACTION: NOMINATIONS AND ELECTIONS COMMITTEE

6.2 Field Education and Practicum Committee – Maple Melder-Crozier

Maple reported that UFV has three groups/committees all looking at field education, practicums, and experiential learning (both on and off campus):

- Professional Studies Faculty Council Standing Committee: Field Education and Practicum Standing Committee
- Chief Financial Officer's Committee for University Risk Assessment (CURA)
- Senate's Subcommittee: task force on experiential learning

The Chair of our Field Education and Practicum Committee attends the meetings of these committees.

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

ACTION: FIELD EDUCATION AND PRACTICUM COMMITTEE

6.3 Retention Committee – Terms of Reference

<p><u>MOTION</u> THAT the Retention Committee's Terms of Reference be reapproved as submitted</p>	<p>Barbara Salingré/Gerry Palmer</p> <p><u>CARRIED</u></p>
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6.4 Learning Exchange Committee – Mike Ivanof

- The Learning Exchange Committee has appointed Mike Ivanof as their new Chair
- The committee was planning to host a follow-up to SPARK! Event at the February 22, 2013 Faculty Council meeting, called "*SPARK into Teaching*." The event will need to be postponed, as Mike Ivanof and Ian Hunt are the only members left to organize the event

6.5 Newsletter Committee – Christine Slavik

- The Newsletter Committee sent a call out for submissions of articles
- The committee plans to release a newsletter this semester, and one in the fall semester, totaling two publications per year

ACTION: ALL SCHOOLS/DEPARTMENTS EMAIL SUBMISSIONS TO NICOLE FAST
DEADLINE: FEBRUARY 6, 2013

7. OTHER UFV REPORTS

7.1. Dean's Report – Rosetta Khalideen

- The Dean's Retreat was on Monday, January 28, 2013
- The VP Academic would like to see the Institutional Learning Outcomes (ILOs) aligned with our programs and courses. These alignments should be completed by June 2013. The Teacher Education Program will be demonstrating their alignment of learning outcomes to the ILOs at the end of April 2013. Schools/Departments need to begin implementing the ILO's within their areas

- The proposal for the TEP Secondary Program was approved at Faculty Council, and has been at the Ministry for the past 17-18 months. After much communication with the Ministry, the proposal has been approved. TEP can forge ahead and send their proposal to UEC
- The proposal for a Bachelor of Early Childhood Education is still in the approval process with the Ministry
- The President Lecture Series continues. Everyone is encouraged to attend:
 - ❖ January 28 – Herb O’Heron, Director, Research and Policy Analysis (RPA), at the Association of Universities and Colleges of Canada (AUCC) and secretary to the standing advisory committee on university research will be speaking on the “Value of a Degree”
 - ❖ February 27 – Sheldon Kennedy, UFV Honorary Doctorate (groundbreaking work in preventing child and youth sexual abuse) and former NHL player
 - ❖ April 9 – Red Robinson, UFV Honorary Doctorate (rock 'n' roll music pioneer since the 1950s)
- The Faculty of Professional Studies will no longer host the fundraising event initially planned with Sir Ken Robinson. The event was not going to raise enough funds to make it worthwhile. However, there is still exploration of a visit by Sir Ken but not as a fundraiser.

7.2. Other Faculty Councils

Faculty of Access/Open Studies – Cindy Rammage

- The Faculty of Access/Open Studies is still discussing criteria on teaching, service and scholarship
- The faculty discussed having adjunct courses for those who are struggling with English. Adjunct courses would help international students beyond what supported learning groups can offer

7.3. Senate – Gerry Palmer

Senate has not had a large agenda. Controversial policies will be on the agenda for approval, in the near future.

8. INFORMATION ITEMS

8.1. Next Faculty Council Meeting

Friday, February 22, 2013, Room A210, Abbotsford Campus