

APPROVED MINUTES
Professional Studies Faculty Council

Friday, March 22, 2013
10:00 a.m., Room A210, Abbotsford Campus

Chair: Cyrus Chaichian

Present:

Rosetta Khalideen	Colleen Bell	Heather Compeau*	Leah Douglas
Amir Hajbaba	David Dobson	Ian Hunt	Les Stagg
Barbara Salingré	Elizabeth Dow	Joe Ilsever	Maple Melder-Crozier
Barbara Stirskey*	Gerry Palmer	Kathie Ramsay	Mike Ivanof
Christine Nehring	Gillian Bubb	Kim Milnes	Ron Zitron
Christine Slavik	Glen Paddock	Kyle Stamm	Seonaigh MacPherson

Regrets:

Andrea Hughes	Ed Li	Katherine Sallos	Mark Breedveld
Awneet Sivia	Fiona McQuarrie	Keith Lownie	Mark Lee
Christina Neigel	George Melzer	Kenneth Gariepy	Pat Bullock
Cindy Rammage	Gwen Clarke	Kevin deWolde	Raymond Leung
Cindy Stewart	Gwen Point	Lisa Moy	Robert Harding
Curtis Magnuson	Jan Lashbrook Green	Lorne Mackenzie	Ron Wilen
Dianne Common	John Hogg	Lou Schroeder	Sandy Hill
Doris Ball	Karen Power	Lucki Kang	Sheryl MacMath
Don Miskiman			

Recorder: Nicole Fast*

* Indicates Non-Voting Member

1. GUEST SPEAKERS – JODY GORDON, PEGGY BRAY, and KRISTEN SWITZER

1.1. Priority Access to Student Supports (PASS) – Peggy Bray, Kristen Switzer, and Jody Gordon

Peggy Bray, Educational Advisor, Student Services introduced the PASS Program (Priority Access to Student Supports). PASS is a proactive approach to enhance student success through accelerated access to support services at UFV. This program brings UFV's resources together to provide a simple and effective way for instructors to refer students to the support they need. Early intervention is key; the earlier a faculty member refers a student the better the success rate of the student. Information sent to the PASS team is kept confidential. The PASS team then connects with the at-risk student to refer support.

Kristen Switzer, Educational Advisor, Student Services, spoke about the positive feedback the PASS program has received. Students who have come through PASS feel happy and appreciative that they have been contacted about their success at UFV. Most students are not aware of all the resources UFV has to assist them through university, successfully. PASS fosters a safe environment and maps routes of success for students.

Jody Gordon, Vice-President, Student Services, expanded on how PASS is a positive program for UFV. Jody launched Early Alert, the same type of program at Kwantlen. Jody explained that many issues related to student endeavors may not be content-driven. Having smaller class sizes makes it easier for faculty to be aware of struggling students. The PASS

program bridges the gap between faculty and student support. Jody also reinforced the importance of the student's confidentiality.

1.2. Co-Curricular Record (CCR) – Jody Gordon

Jody introduced the Co-Curricular Record (CCR). CCR tracks all volunteer and research activities in which students are involved and these are shown on their academic record. UFV has designed Institutional Learning Outcomes and the learning outcomes are now being applied to the CCR. Employers get the value of CCR; sometimes the related activities in which students are involved outside of the classroom is just as important as their academic studies. Students are thrilled with this initiative. CCR will soft launch in May 2013.

2. ITEMS FOR APPROVAL

2.1. Approval of Agenda March 22, 2013

MOTION

THAT the agenda of March 22, 2013 be adopted as presented

Mike Ivanof/Elizabeth Dow

CARRIED

2.2. Approval of Minutes February 22, 2013

MOTION

THAT the minutes of February 22, 2013 be approved as submitted

Gillian Bubb/Joe Ilsever

CARRIED

3. CONTINUING BUSINESS

3.1. Criteria for Teaching, Service, and Scholarship

The Faculty of Professional Studies has been discussing hosting a half-day retreat in mid-June to strategize and develop standards and criteria for teaching, service, and scholarship.

Joe Ilsever is a member of the Task Group on Research and Scholarship under the direction of the VP Academic. The Task Group is looking at defining the terms. Their mission is to come up with an example of a set of standards and criteria to be used across the university. They will be bringing clarity on what research looks like at a teaching university. There are still many questions and differences of opinions/views. As the committee begins to define the differences, they intend to share these definitions with the institution.

Rosetta noted that although these definitions would be helpful, the Faculty of Professional Studies should still continue their discussions on criteria and standards. The Task Group is focused on scholarship and research, where Professional Studies needs to look at criteria for teaching, service, and scholarship. Rosetta will send out the Professional Studies document on Teaching, Service, and Scholarship for Faculty to review.

ACTION: ROSETTA KHALIDEEN AND ALL FACULTY

MOTION

Elizabeth Dow/Ian Hunt

THAT the Faculty of Professional Studies will host a retreat focused on developing the criteria for Teaching, Service, and Scholarship

CARRIED

4. CONTINUING BUSINESS

4.1. Minor Course Change: BUS 499 Course Re-Approval (BUS 499A/BUS 499B)

MOTION

Kim Milnes/Barbara Salingré

THAT the School of Business Course BUS 499 be re-approved with changes suggested by UEC:

1. Change the Course Name/Number from "BUS 499" to "BUS 499 (offered as BUS 499A/BUS 499B)"
2. Add a note to the calendar description reading as follows: "BUS 499 is a full-year course. BUS 499A is normally offered September to December and BUS 499B follows. BUS 499B must be taken in the same academic year as BUS 499A. Students must take both to receive credit."

CARRIED

4.2. Teaching and Learning Department's Five-Year Strategic Plan for Online Learning

- In 2011, the Teaching and Learning Department's Five-Year Plan was submitted to offer all courses online
- Feedback and comments were submitted and taken into consideration
- The Teaching and Learning Department revised the draft and reduced the percentage of courses offered online to 80%, from the original 100%
- Much discussion took place around the resources that would be required in order to offer online versions of existing face-to-face courses
- Rosetta recommended all faculty read the new draft of the Teaching and Learning Department's Five-Year Plan and provide feedback to Nicole Fast

ACTION: ALL FACULTY

4.3. Convocation Update

- At the PSALT Meeting on Friday, March 15, 2013, Directors and Department Heads were asked if they would be interested in displaying their programs at Convocation
- Professional Studies has space on the Concourse Level of the Abbotsford Entertainment Centre
- Areas wishing to have a table should contact Karen Power no later than April 30, 2013

4.4. Quality Assurance Framework

- Rosetta encouraged all faculty to read the Green Paper on Quality Assurance Framework and provide feedback to Nicole Fast

ACTION: ALL FACULTY

5. **STANDING COMMITTEE REPORTS**

5.1. **Nominations and Elections Committee – Leah Douglas**

- The Learning Exchange Committee welcomes Raymond Leung as a new member
- Ron Wilen, member of the Science Faculty Council, has volunteered to sit on the Professional Studies Faculty Council as a Science Representative
- Listed below are Professional Studies Faculty Council members sitting as representatives on other Faculty Councils:
 - Fiona McQuarrie attends College of Arts
 - Cindy Rammage attends Faculty of Access and Open Studies
 - Christine Slavik attends Faculty of Health Sciences
 - Awneet Sivia attends Faculty of Science
 - Sandy Hill attends Faculty of Trades & Technology

Any member unable to attend other Faculty Council meetings as a representative of the Professional Studies Faculty Council should contact Leah Douglas.

ACTION: ALL FACULTY

- Professional Studies Faculty Council Standing Committees' Vacancies:
 - One 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

5.2. **Field Education and Practicum Committee – Maple Melder-Crozier**

- No Report

5.3. **Retention Committee – Cindy Rammage**

- The Retention Committee encouraged all faculty to attend the UFV-Wide Professional Development Day on April 30, 2013

5.4. **Learning Exchange Committee – Mike Ivanof**

- No Report

5.5. **Faculty Newsletter Committee – Christine Slavik**

- The PScene Newsletter, Issue # 6 will be released electronically this semester

6. COMMITTEE REPORTS

6.1. Dean's Report – Rosetta Khalideen

Maple Melder-Crozier will become the new Department Head of Early Childhood Education/Child and Youth Care effective May 1, 2013. Rosetta thanked Les Stagg for his commitment and all his contributions to the Department and the Faculty.

The Library and Information Technology Department (LIBIT) hosted Michael Vonn on Tuesday, March 19, 2013. This event was widely publicized, however, attendance was low. The LIBIT Department looks forward to hosting Michael again in the near future, and anticipates a larger audience. Rosetta encouraged faculty to attend these events when they are organized.

6.2. Faculty of Access/Open Studies – Barbara Stirskey

- UUP will have the opportunity to run programs at UFV's new BMO location in downtown Chilliwack

6.3. Senate Report – Gerry Palmer

- Senate has passed the Final Grade Appeal Policy (217)

7. INFORMATION ITEMS

7.1. Next Faculty Council Meeting

- Friday, April 19, 2013, Room D219, Abbotsford Campus
- Friday, April 19, 2013 Meeting was later cancelled

Next Faculty Council Meeting: Friday, May 17, 2013, Room B140, Abbotsford Campus