

**APPROVED MINUTES**  
**Professional Studies Faculty Council**

Friday, May 17, 2013  
10:00 a.m., Room B140, Abbotsford Campus

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**Chair:** Rosetta Khalideen

**Present:**

Colleen Bell	David Dobson	Ian Hunt	Leah Douglas
Amir Hajbaba	Don Miskiman	John Hogg	Les Stagg
Barbara Salingré	Doris Ball	Karen Power*	Lucki Kang
Christina Neigel	Elizabeth Dow	Kathie Ramsay	Mary Higgins
Christine Nehring	Gerry Palmer	Kenneth Gariepy	Ron Wilen
Cindy Rammage	Gillian Bubb	Kim Milnes	Sandy Hill
	Glen Paddock	Kyle Stamm	

**Regrets:**

Andrea Hughes	Ed Li	Katherine Sallos	Mark Lee
Awneet Sivia	Fiona McQuarrie	Keith Lownie	Mike Ivanof
Christine Slavik	George Melzer	Kevin deWolde	Raymond Leung
Cindy Stewart	Gwen Clarke	Lisa Moy	Robert Harding
Curtis Magnuson	Gwen Point	Lorne Mackenzie	Ron Zitron
Cyrus Chaichian	Heather Compeau*	Lou Schroeder	Seonaigh MacPherson
Darrell Fox	Jan Lashbrook Green	Maple Melder-Crozier	Sheryl MacMath
Dianne Common	Joe Ilsever	Mark Breedveld	

**Recorder:** Nicole Fast\*

\* Indicates Non-Voting Member

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**1. GUEST SPEAKERS –**

**1.1 From Chandigarh, India Dilmeet Bhasin, Academic Program Manager**

Dilmeet Bhasin, gave a brief overview of the challenges with marketing and recruiting students to UFV's BBA Chandigarh program. The 4-year BBA program has been running in Chandigarh for the past eight years, and currently has 87 students enrolled in the program with, 30 of the students transferring to Canada to continue their BBA studies.

Dilmeet expressed her gratitude for UFV making the trip to Canada possible, and granting her the opportunity to connect the Chandigarh and Canadian UFV campuses.

**1.2 Jeevika Goyal, Alumni**

Jeevika Goyal, a former Chandigarh student studied at UFV's Chandigarh campus for three years before transferring to Canada to finish her degree. Upon graduation, she returned to India and began working at the Chandigarh campus. In her presentation, Jeevika highlighted the benefits of the Foundation Program which is offered in Chandigarh and stated that students in the program are more focused with their studies and internships. Jeevika accredits her success in the BBA to the Foundation Program.

**2. ITEMS FOR APPROVAL**

**2.1. Approval of Agenda May 17, 2013**

**MOTION**

THAT the agenda of May 17, 2013 be adopted as presented with the addition of minor course changes: SOWK 730 to be placed under New Business, Agenda Item 4.3

**ALL IN FAVOUR**

**CARRIED**

**2.2. Approval of Minutes March 22, 2013**

**MOTION**

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

**Elizabeth Dow/Gillian Bubb**

**CARRIED**

**3. CONTINUING BUSINESS**

**3.1. Retreat: Standards for Criteria in Teaching, Service, and Scholarship**

The Faculty of Professional Studies passed a motion to host a half-day retreat in mid-June to strategize and develop standards and criteria for teaching, service, and scholarship.

Leah Douglas is assisting Rosetta with planning and hosting the retreat which is tentatively scheduled for June 17, 2013 in the Aboriginal Gathering Space at the CEP campus. The format of the retreat will include facilitated discussions, and faculty breakout sessions.

Faculty questioned whether the standards developed would be directly tied to rank and tenure. Rosetta noted that the standards would be helpful to rank and tenure but at this time we do not know where the rank and tenure discussions are at. Discussions continued around the retreat, its content and structure.

More details to follow.

**ACTION: ROSETTA KHALIDEEN AND LEAH DOUGLAS**

**4. CONTINUING BUSINESS**

**4.1. Minor Course Change: SOWK 225**

**MOTION**

THAT the School of Social Work and Human Services Course SOWK 225 be approved with the minor changes as submitted

**Elizabeth Dow/Leah Douglas**

**CARRIED**

**4.2. Minor Course Change: SOWK 730**

**MOTION**

**Cindy Rammage/Kenneth Gariepy**

THAT the School of Social Work and Human Services Course SOWK 730 be approved with the minor changes as submitted

**CARRIED**

**4.3. Minor Course Change: EDUC 200 and EDUC 300**

**MOTION**

**Sandy Hill/Leah Douglas**

THAT the Teacher Education Program Courses EDUC 200 and EDUC 300 be approved with the minor changes as submitted

**CARRIED**

**4.4. Revised Course Outline Form**

The Course Outline Form was revised by UEC and feedback and comments are being solicited.

Faculty Council comments:

- The *Calendar Description* section within the template should have a maximum amount of words
- The *Prior Learning Assessment and Recognition (PLAR)* section within the template no longer provides a method of obtaining PLAR
- The *Typical Evaluation Methods and Weighting* section within the template has a column for both assignments and projects. There could be confusion on the difference between assignments and projects
- The *Typical Evaluation Methods and Weighting* section methods should be reorganized in a more logical order

**4.5. Policy 105: Assignment of Course Credit**

There was discussion around adopting a standard for academic course credits. Suggestions included that all academic courses should offer the same number of credits, and that a formula should be applied to class hours and prep time (one credit = X amount of class hours and X amount of hours outside the classroom). After much discussion faculty agreed that standardizing, the course credits would be too difficult.

Faculty Council was asked to email feedback, comments and suggestions by the next Faculty Council meeting.

**ACTION: ALL FACULTY**

**4.6. Internationalization**

**a) Celebrating Internationalization Event**

The Faculty of Professional Studies is planning to host another Celebrating Internationalization event for 2013. The event will be held during International Education Week, which runs from November 18 – 22, 2013. Faculty were asked to include this event in their Fall 2013 course syllabi.

**ACTION: ALL FACULTY**

**b) Faculty Professional Development**

Peter Geller, John Potts and Rosetta will be organizing a series of Internationalization PD sessions for faculty within the new academic year. There will be a call out to the faculty for ideas and issues which they feel need to be addressed in these sessions.

Faculty are asked to e-mail Rosetta with ideas for the PD session.

**ACTION: ALL FACULTY**

**4.7. Three-Year Evaluation of Faculty**

Faculty discussed creating a standardized CV/Dossier that would better reflect their teachings and scholarly activities over a three-year term. It was decided that a dossier would also aid the Dean with faculty's evaluation, as it would provide evidence on the performance of the faculty member when writing up their summary evaluation report.

**4.8. Announcement of Dr. Abebe Abay Teklu Scholarship – Elizabeth Dow**

- The Dr. Abebe Teklu Scholarship has been established
- The Social Work Student Association (SWSA) has raised \$2,000 to jump-start the Dr. Abebe Teklu Scholarship
- Anyone interested in donating should contact Christopher Duffin, University Advancement & Alumni Engagement
- The scholarship is available to any student studying in a program under the Faculty of Professional Studies

**5. STANDING COMMITTEE REPORTS**

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

- Professional Studies welcomes Mary Higgins, Applied Business Technology, as the Sessional Representative

**5.2. Field Education and Practicum Committee**

- No Report

**5.3. Retention Committee – Cindy Rammage**

- Student Retention is an institutional issue and will be one of the topics of discussion at the PASS (Priority Access to Student Supports) Program and UFV's Professional Development Day.

**5.4. Learning Exchange Committee**

- No Report

**5.5. Faculty Newsletter Committee**

- No Report

**6. COMMITTEE REPORTS**

**6.1. Dean's Report – Rosetta Khalideen**

- Finance will be distributing the finalized budget for 2013/14
- Our Education Plan updates will need to be submitted to the Provost's Office by June 30, 2013
- The School of Business Post-Degree Certificate was approved by Senate. It is posted on the Ministry's website for Peer Review until May 24, 2013. The School of Business anticipates offering this certificate program in Winter 2014
- TEP's Secondary Program was approved by the Ministry, and will be on the Senate's Agenda June 2013 meeting
- Pat Bullock, Educational Advisor, Adult Education has retired
- Kathie Ramsay, Department Head, Applied Business Technology Program will be retiring at the end of July 2013. Rosetta thanked Kathie for all her hard work and contributions to the Faculty and the ABT program
- Maple Melder-Crozier is the new Department Head of Early Childhood Education/Child & Youth Care effective May 1, 2013. Rosetta thanked Les Stagg for his commitment and all his contributions to the Department and the Faculty
- Ian Hunt, Department Head of Adult Education Department is going on sabbatical leave. Seonaigh MacPherson will be the new Department Head during Ian's absence. Rosetta thanked Ian for his commitment to the Adult Education Program
- Christina Neigel is the acting Department Head for Library and Information Technology
- Due to the shortage of office space on the Abbotsford Campus, Gerry Palmer volunteered to share his office to accommodate another faculty member
- The Adult Education office space is being renovated
- Due to budget cuts some staffing positions have been lost.
- Early retirement packages were offered to some employees as an institutional cost savings measure
- Barbara Stirskey, Faculty of Access and Open Studies, has retired. We will be seeking a new representative from the Faculty of Access and Open Studies.

## **6.2. Faculty of Access/Open Studies**

- No Report

## **6.3. Senate Report – Gerry Palmer**

- Senate has passed the Online Policy

## **7. INFORMATION ITEMS**

### **7.1. Next Faculty Council Meeting**

- The Friday, June 14, 2013 scheduled meeting is cancelled
- A new Faculty Council Meeting Schedule for 2013/14 will be sent out via email before September 2013