

APPROVED MINUTES
Professional Studies Faculty Council

Friday, October 26, 2012
10:00 a.m., Room B140, Abbotsford Campus

Chair: Cyrus Chaichian

Present:

Rosetta Khalideen	Cindy Rammage	Gerry Palmer	Karen Power	Mike Ivanof
Amir Hajababa	Cindy Stewart	Gillian Bubb	Kenneth Gariepy	Ron Zitron
Barbara Salingre	David Dobson	Ian Hunt	Kim Milnes	Sandy Hill
Barbara Stirskey*	Don Miskiman	Jan Lashbrook Green	Leah Douglas	
Christine Nehring	Doris Ball	John Hogg	Les Stagg	
Christine Slavik	Elizabeth Dow	Kathie Ramsay	Maple Melder-Crozier	

Regrets:

Abebe Teklu	Curtis Magnuson	Gwen Clark	Lisa Moy	Mark Lee
Anand Kishore	Dianne Common	Gwen Point	Lorne Mackenzie	Pat Bullock
Andrea Hughes	Ed Li	Heather Compeau	Lorraine Wood-Gaines	Raymond Leung
Awneet Sivia	Fiona McQuarrie	Joe Ilsever	Lou Schroeder	Robert Harding
Christina Neigel	George Melzer	Kevin deWolde	Lucki Kang	Sheryl MacMath
Colleen Bell*	Glen Paddock	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 welcomed everyone to the Faculty Council meeting.

The Development Office's presentation on the United Way funding campaign did not take place since the speaker did not show up. It was later learned that there was some miscommunication in the Development Office regarding speaker and time. It is hoped that someone might be able to attend a subsequent meeting of our Faculty Council.

ITEMS FOR APPROVAL

1.1. Approval of Agenda October 26, 2012

<u>MOTION</u>	Barbara Salingre/Les Stagg
THAT the agenda of October 26, 2012 be adopted as presented.	
	<u>CARRIED</u>

1.2. Approval of Minutes September 21, 2012

MOTION

Christine Slavik/Cindy Rammage

THAT the minutes of September 21, 2012 be approved as submitted with the following amendment:

- Item 3.2 – Indigenizing Faculty Standing Committee
“Rosetta asks Faculty Council to think about the following questions:” changed to
“Rosetta asked Faculty Council to think about the following questions:”

CARRIED

2. **CONTINUING BUSINESS**

2.1 **Criteria for Evaluating Teaching, Service and Scholarship**

Faculty Council was reminded that working with Christine Slavik through an appreciate inquiry process, the criteria in evaluating teaching, service and scholarship document was developed. This document was discussed at the last Faculty Council meeting and Council was asked to forward feedback to Rosetta. Fiona McQuarrie was asked to use the feedback to finalize the document, which Rosetta has now shared at Deans' Council.

All Faculties are engaged in the discussions related to criteria for teaching, scholarship and service and some faculty have begun to look at minimum and above minimum standards around these three areas. The Professional Studies Faculty Council also needs to develop minimum standards for what criteria qualifies as a surpassed standard, exceptional or unsatisfactory so discussions were focused on how these standards should be developed. There were discussions on whether standards should be developed for the Faculty in general and then for programs or should programs begin to look at these standards first. It was suggested that standards should be created by departments and this is where the discussions should begin. When there are tangible recommendations from the departments, these could then be brought to Faculty Council for a broader discussion.

Rosetta shared some of the information on standards from the University of Regina, Faculty of Education criteria document and suggested that similar documents from other universities be examined so that departments can begin their discussions from a more informed stance. A question was asked regarding the timeframe. In answer, there is no pre-determined timeframe but it would be helpful if the conversations can begin now since the development of standards is also tied to program reviews.

ACTION: ALL DEPARTMENTS AND SCHOOLS

Faculty Council asked that schools and departments be given some assistance with accessing information from other institutions or from research that has been conducted on criteria and standards so that this information could be used in the discussions. The Dean's Office will look into finding a Research Assistant or Work Study student to support this request.

ACTION: DEAN'S OFFICE

Rosetta asked the schools and departments in the Faculty of Professional Studies to send the Dean's Office a description of what a Research Assistant would be expected to do if hired to support building standards for the criteria of evaluating teaching, service and scholarship.

ACTION: ALL DEPARTMENT HEADS AND DIRECTORS

2.2 Review the new Final Grade Appeals Policy

The new policy regarding final grades came out on September 26, 2012. This policy replaces the original Grade Appeals Policy. It allows students to appeal their final grade only once. This is fairer to students, and is less onerous on instructors. The policy is still open for comments and feedback, and these must be submitted to Lisa Tassone by November 16, 2012. Rosetta encouraged everyone to comment, as the results do affect us all and our work.

3. NEW BUSINESS

3.1. Program and Course Approval Process

We were unsuccessful at scheduling someone from The Undergraduate Education Committee (UEC) to go through the Program and Course Approval Process with Faculty Council at its current meeting. Rosetta wanted to know if it would be helpful to Faculty Council to have someone from the UEC attend our meeting to walk us through the program/course approval process. It was agreed that this would be redundant as there were several opportunities for faculty to attend the UEC orientation sessions. One area from which faculty can benefit is ensuring that there is clarity on “minor” and “major” changes since these have implications as to whether these changes would need to go all the way to Senate.

3.2. Representation on other Faculty Council Meetings

Professional Studies Faculty who represent Professional Studies at other Faculty Councils:

- Faculty of Science – Awneet Sivia
- Access and Open Studies – Cindy Rammage
- Faculty of Trades and Technology – Sandy Hill
- Health Sciences – **Vacant**
- College of Arts – **Vacant**

3.3. Update Terms of Reference for all Professional Studies Faculty Council Standing Committees

It was discussed at our last Faculty Council meeting that all Standing Committees need to review and update their Terms of References. Rosetta requested that all changes be made by the end of December and brought to the January Faculty Council meeting.

ACTION: ALL PROFESSIONAL STUDIES STANDING COMMITTEES

3.4. Ad Hoc Committee to explore class sizes

At the September 21, 2012, Faculty Council meeting, a motion was passed to strike a committee to explore class sizes. This committee has the following members: Christine Slavik, Sheryl MacMath, Les Stagg, John Hogg, and David Dobson.

Several issues related to class size were raised: dwindling resources, physical space, workload, and teaching space versus exam space. It was noted that one of the university’s key marketing strategy is publicizing its small class size. Rosetta reminded Faculty Council that small class size is referenced to our maximum class size of 36 students. This is a small class size as compared with other institutions where classes for first year students could be over 100 students. Rosetta noted that she would be reluctant to approve “old” courses that are coming forward for approval of updated changes, which continue to have very low maximum enrollment. She said that departments will have to make strong, convincing arguments about the rationale for small class sizes. Kim reminded her that the Dean cannot make changes to class sizes without consultations with the department.

The committee was tasked with developing principles on how class size should be determined. They are to explore the pedagogical approach and the distinctions between larger and smaller classes in the different disciplines.

3.5. **New Start time to Faculty Council Meetings**

The suggestion was made for an earlier start time to Faculty Council meetings to accommodate better discussions on issues. However, it was felt that beginning the Faculty Council Meetings earlier would be more onerous; people would become more exhausted, and attendance would likely decline. Everyone agreed to keep Faculty Council meetings from 10 am – 12 noon.

3.6. **School of Social Work and Human Services: Approval of course changes to SOWK 404**

The changes to SOWK 404 were minor: textbook update, department head update, numbering and trivial formatting revisions.

Elizabeth was asked to speak to the class size of 18. She and Leah Douglas explained that this course was a “methods” course and it would be difficult to work with more than 20 students. Rosetta reiterated that class size needs to be considered in the revision of “old” courses.

MOTION THAT SOWK 404 course be recommended to UEC	Christine Nehring/Leah Douglas
	<u>CARRIED</u>

3.7. **Animal Care Policy**

Rosetta suggested the Faculty look over the new Animal Care Policy and provide feedback and comments to Lisa Tassone. The Animal Care Policy does affect those engaged in research, or agriculture.

4. **STANDING COMMITTEE REPORTS**

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

a) **Student Representation on Faculty Council**

The Student Representation Nomination form has been designed and will be sent out electronically to all students within programs in the Faculty of Professional Studies as soon as we receive the mailing list of those students.

b) **Finalizing Members on Professional Studies Standing Committees**

Field Placement:

- Kim Williams will be Interim Chair
- John Hogg will take Les Stagg’s vacant seat

Retention:

- No replacement for Sundeep Sandhu’s vacant seat, Committee will go on without replacement

All other committees:

- Membership will stay the same

4.2 Field Education and Practicum Committee – No report

4.3 Retention Committee – Cindy Rammage

The Retention Committee has updated its Terms of Reference.

4.4 Learning Exchange Committee – No report

4.5 Newsletter Committee – No report

5. COMMITTEE REPORT

5.1. Dean's Report

Instead of a Dean's report, Rosetta asked Department Heads and Directors to speak to highlights in their areas. Rosetta did however want to address the issue of space. Rosetta explained that we are running out of office space. There are two new Business Faculty hires pending however, there is no office space, and spaces may need to be reconfigured. This raised a huge discussion around space in the university; the new Student Union Building proposed, whether some faculty members could share office space, privacy matters with students, the organizing and scheduling of space, a possible designated office for overflow (similar to the sessional offices), faculty working from home to be green. Shared office space as a consideration did not gain much support. Rosetta said she will continue to work with facilities on this matter.

The Faculty of Professional Studies is hosting an Internationalization event "Faculty of Professional Studies: Celebrating Internationalization". International teaching and learning experiences from faculty and students will be shared. There will be speakers, performers interspersed within the program, and then a short reception to follow with international artifacts displayed and finger foods. Everyone is encouraged to come: Wednesday, November 14, 11:30 – 2:30, large gym. If anyone has any artifacts we could borrow, they would be greatly appreciated.

We are all extremely proud of and delighted to extend our congratulations to both the Honorable Steven Point and Mrs. Gwen Point, on being awarded honorary doctorates from the University of Victoria. Rosetta will be writing a formal letter of congratulations.

5.2. PSALT: Program Highlights

School of Social Work and Human Services reported their major challenge is six of eleven Faculty are away on sabbaticals or medical leaves. They are hoping to host an open house in their new space in November.

School of Business reported their main involvement is the program review. The School is developing a Masters degree in Accounting and Financial Management. The proposal for their new Post Degree Certificate has gone to CWC.

Library and Information Technology congratulated Kenneth Gariepy on his recent publication.

Adult Education informed the Council of the Census results of people speaking other languages. As Adult Education is limited in the number of students they can accept, there are 117 students in the program.

Teacher Education Program reported that SNU Faculty were here for 10 days for teacher training seminars and workshops. It was an overall good experience for students and for TEP. This was a partnership between TEP and International Education.

5.3. Reports from Other Faculty Councils (Faculty of Access and Open Studies)

There are two candidates for the Dean for Faculty of Access and Open Studies. The presentations are on November 7 and November 8; everyone is welcome.

5.4. Report from Senate

Everyone is encouraged to comment on the Final Grade Appeal policy. Senate approves the next long weekend to have the Statutory Holiday on Friday, November 9, 2012. This was decided so it would not interrupt Monday classes, where students would not be in class for three Mondays.

6. INFORMATION ITEMS

6.1. UFV Teaching Excellence Award

The Teaching Excellence Award Selection Committee (TEASC) is calling for nominations for one faculty member from the Faculty of Professional Studies to serve on the committee. The nomination form is page 95 of the agenda package.

- 6.2.** Christine Slavik ask about using the data collected while creating the *Evaluation for Criteria in Teaching Service and Scholarship* document for her doctoral research study: *An Exploration of Generativity through an Appreciative Inquiry Process in Higher Education*. Faculty Council was asked to consider this request and if there were objections these should be send in confidence to the Dean's Office by Friday, November 2, 2012. If there are no objections by the date given, permission to use this data will be granted.

ACTION: ALL PROFESSIONAL STUDIES FACULTY COUNCIL MEMBERS

6.3. Next Faculty Council Meeting

Friday, November 16, 2012, Room B140, Abbotsford Campus.