

APPROVED MINUTES
Professional Studies Faculty Council

Friday, September 21, 2012
10:00 a.m., Room B140, Abbotsford Campus

Chair: Cyrus Chaichian

Present:	Rosetta Khalideen Amir Hajababa Awneet Sivia Barbara Salingre Barbara Stirskey* Christine Nehring Christine Slavik	Cindy Rammage Colleen Bell* David Dobson Don Miskiman Doris Ball Elizabeth Dow Gerry Palmer	Gillian Bubb Glen Paddock Heather Compeau* Ian Hunt Jan Lashbrook Green Karen Power* Kathie Ramsay	Keith Lownie Kenneth Gariepy Les Stagg Mike Ivanof Sandy Hill
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Regrets:	Abebe Teklu Anand Kishore Andrea Hughes Christina Neigel Cindy Stewart Curtis Magnuson Dianne Common Ed Li	Fiona McQuarie George Melzer Gwen Clarke Gwen Point Joe Ilsever John Hogg Kevin deWolde Kim Milnes	Leah Douglas Lisa Moy Lorne Mackenzie Lorraine Wood Gaines Lou Schroeder Lucki Kang Maple Melder-Crozier Mark Breedveld	Mark Lee Pat Bullock Raymond Leung Robert Harding Ron Zitron Sheryl MacMath Vlad Dvoravek
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Recorder: Nicole Fast*

* Indicates Non-Voting Member

1. WELCOME

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

Guest Presenter

Guest, Cherie Enns (Geography, College of Arts), made a presentation regarding Field Placement and Experiential Learning done internationally, as she organizes students to learn overseas in Africa. Learning and working overseas provide students the opportunity to learn both locally and globally. Cherie brought Lisa Ottevangers, a student in the Bachelor of Social Work program, to share her experience in Tanzania. Everyone agreed that providing students an international field placement opportunity, along with accomplishing credits towards their program is indeed a positive learning experience.

2. ITEMS FOR APPROVAL

2.1. Approval of Agenda 2012-09-21

MOTION

Gerry Palmer/Elizabeth Dow

THAT the agenda of 2012-09-21 be adopted as presented with the amendment of moving item 7 into 4.3 for discussion.

CARRIED

2.2. Approval of Minutes 2012-05-18

MOTION

Christine Slavik/Cindy Rammage

THAT the minutes of 2012-05-18 be approved as submitted with the following amendments:

- Item 5.1 – there was an invitation to send feedback to Rosetta regarding the document, “Criteria in Evaluating Teaching, Service and Scholarship.”
- Correct the spelling of Les Stagg’s name on page 1.

CARRIED

3. CONTINUING BUSINESS – ROSETTA

3.1 Criteria for Evaluating Teaching, Service and Scholarship

Christine Slavik worked with Faculty Council through an appreciate inquiry process to develop criteria in evaluating teaching, service and scholarship. This document was discussed at the last Faculty Council meeting and Council was asked to forward feedback to Rosetta. In mid-September, management and the FSA, issued a joint statement providing more clarity on the discussions which have been taking place across the university on criteria. Although teaching, service, and scholarship are related to rank and tenure, it is not the only reason for developing criteria. It is vital we as an institution and a faculty understand what is good teaching, service and scholarship. Neither management nor the FSA can determine criteria; it has to come from the faculty and be approved by Senate. Rosetta asked that any reference pertaining to workload be removed from the document.

Rosetta encouraged everyone to review the document “Criteria in Evaluating Teaching, Service and Scholarship,” and provide final feedback before the document is written up to be shared with the senior administration.

ACTION: ALL

3.2 Indigenizing Faculty Standing Committee

The draft document “Inventory of Aboriginal Content in the Faculty of Professional Studies” was sent out to Faculty Council. Feedback on the document is expected before finalizing for the VP Academic. Feedback needs to be provided by Friday, October 5.

Elizabeth Dow asked that faculty names be referenced in the document “Inventory of Aboriginal Content in the Faculty of Professional Studies,” for acknowledgement purposes.

Rosetta asked Faculty Council to think about the following questions:

- What are we doing across the faculty to indigenize?
- Are we attracting enough aboriginal students and are there any suggestions on how to hire aboriginal faculty members?

These are questions the Faculty will need to pay attention to in the upcoming months.

The question of striking an Indigenizing Standing Committee of Faculty Council was raised. Gerry Palmer noted that the School of Business has an Indigenizing Committee and Senate is also going to be introducing an Indigenizing Committee. As Chair of the School of Business' Indigenizing Committee, Gerry will ensure the committee works closely with all areas within the Faculty of Professional Studies so there is no need for a Professional Studies Indigenizing Committee.

4. NEW BUSINESS

4.1 Student Representation on Faculty Council

The Student Representatives term on Faculty Council has ended. The Nominations and Elections Committee needs to begin the process of recruiting two students. The Dean's Office will provide assistance if required. The committee needs to initiate discussion with the Dean's Office.

Elect two students for student representation on the Faculty Council.

ACTION: NOMINATIONS AND ELECTIONS COMMITTEE

4.2 Review of Memberships on Professional Studies Standing Committees

Field Placement Committee

- Lucky Kang is on leave, therefore this seat is vacant and nominations need to be sent out
- Les Stagg is not renewing his term on this committee
- Jan Lashbrook Green will replace Christina Neigel who is on sabbatical
- Sandy Hill will renew his term
- Lorraine Wood-Gaines will need to be contacted for confirmation of renewal
- This Committee's Chair will be a rotating position

ACTION: NOMINATIONS AND ELECTIONS COMMITTEE

Retention Committee

- Sundeep Sandhu is no longer part of the committee
- Cindy Rammage will renew her term
- Barbara Salingre will renew her term
- Kim Milnes will need to be contacted for confirmation of renewal
- Abebe Teklu's term does not expire until 2013

ACTION: NOMINATIONS AND ELECTIONS COMMITTEE

Learning Exchange Committee

- The members terms do not expire until Fall 2013
- Awneet Sivia, Abebe Teklu, Mike Ivanof, and Ian Hunt will continue
- Joe Ilsever will need to be contacted to confirm membership
- This Committee's Chair will be a rotating position

ACTION: NOMINATIONS AND ELECTIONS COMMITTEE

Newsletter Committee

- Fiona McQuarie has stepped down as Chair
- Jan Lashbrook Green is stepping down from this committee
- Christine decided she would take on the role as Newsletter Committee Chair
- Elizabeth Dow offered to become part of this committee
- Maple Melder-Crozier will need to be contacted for confirmation of renewal

ACTION: NOMINATIONS AND ELECTIONS COMMITTEE

Terms of References

- Terms of Reference for all Professional Studies Standing Committees should be reviewed and updated

ACTION: ALL PROFESSIONAL STUDIES STANDING COMMITTEES

4.3 Membership for Senate and Other UFV Committees

A membership list showing representation from the Faculty of Professional Studies on UFV's Senate and other committees was circulated. The following additions will be made:

- Add the Senators: Gerry Palmer and Christine Slavik to the document, under heading "Senator Membership"
- Elizabeth Dow is on the Graduate Studies Committee as an ex-officio member
- Sandy Hill volunteered to sit as the Faculty of Professional Studies representative at the Faculty of Trades and Technology Faculty Council meetings
- The Library Advisory Council needs to be referenced on the document with Lou Schroeder and David Dobson as members

ACTION: NICOLE FAST

4.4 School of Business: Two New Courses for Approval

Don Miskiman discussed two new proposed courses for the School of Business: BUS 377, Management of Cooperatives (3-credit course) and BUS 499, Applied Project (6-credit course).

Don was asked to clarify why the BUS 499 course had a maximum enrollment of six students. Rosetta noted that as per the Collective Agreement, schools and departments will need a strong reason and rationale as to why the maximum enrollment in courses is dropping way beyond 36.

A broader discussion revolved around class sizes. It was pointed out that there could be a misconception within the institution about what constitutes a small class size. "Small class size" is based on a maximum enrollment of 36 students. The class size discussion will need to be a broader one across the entire institution.

<u>MOTION</u> THAT the BUS 377 course be recommended to UEC.	Gerry Palmer/Jan Lashbrook Green <u>CARRIED</u>
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<u>MOTION</u> THAT the BUS 499 course be recommended to UEC.	Gerry Palmer/Jan Lashbrook Green <u>CARRIED</u>
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MOTION

THAT this Faculty Council strike a committee to explore class size.

Christine Slavik/Les Stagg

CARRIED

5. STANDING COMMITTEE REPORTS

5.1. Nominations and Elections Committee – Glen Paddock

Leah Douglas is the Chair of the Nominations and Elections Committee. The committee will work with the Dean's Office to initiate the nominations needed.

5.2 Field Education and Practicum Committee – Jan Lashbrook Green

Christina Neigel, Chair of this Committee, is on sabbatical. Jan has agreed to be the Chair in the interim.

5.3 Retention Committee – Cindy Rammage

The Retention Committee met prior to the SPARK! event. The Retention Committee would like feedback on the event. Send feedback to Nicole Fast.

ACTION: ALL

5.4 Learning Exchange Committee – Awneet Sivia

The Learning Exchange Committee is looking for more membership. They will be meeting soon to discuss a major event.

5.5 Newsletter Committee – Christine Slavik

Christine expressed that she would like to see the newsletter electronically distributed in the future.

6. COMMITTEE REPORT

6.1. Dean's Report

Rosetta Khalideen thanked everyone for attending the SPARK! event. Special thanks went to Christine Slavik for organizing, and to the presenters for providing us all with a great event.

- The Education Plan has been updated, and will go to the Senate for approval
- The budgets are being prepared for the 2012-2013 year
- As there is not an Associate Dean for the Faculty of Professional Studies, Les Stagg and Fiona McQuarie will be assisting in the Dean's Office
- Senate has approved the Learning Outcomes (ILO's). If departments have stories of implementing ILO's, please forward these to Rosetta **ACTION: ALL**
- The Faculty of Professional Studies is planning a fundraiser that will host a guest speaker. Those who attend will pay. The Fund Raising committee will be meeting with the Development Office to continue to explore the feasibility of such an event
- The Faculty of Professional Studies is planning to host a "Celebrating Internationalization" event on November 16, 2012. Students and Faculty who have gone overseas or those from overseas who have come to UFV will make brief presentations on their experiences. These speakers' presentations will be interspersed with cultural items.

- The School of Business collaborated with the International Education department and has an agreement with Lucerne Applied Science and Arts University. The relationship with Lucerne is not new; it has been in the works for the past six years. Students from Lucerne came to Vancouver for a program that included, guest lecturers, and tours. Rosetta thanked Mike Ivanof for helping to initiate this activity.
- During the PSALT retreat, the members decided that the Faculty of Professional Studies needs to be more visible. An Open House on the green is being planned for Fall 2013

6.2. Reports from Other Faculty Councils

- Barbara Stirskey, Faculty of Access and Open Studies, was inspired by the SPARK! event.
- The English as a Second Language department is offering its first ESL class in Chilliwack. The Faculty of Access and Open Studies is up 22% in enrollment. They are moving forward with the Criteria for Evaluating Teaching, Service and Scholarship document as a first draft.

6.3. Report from Senate – Gerry Palmer

There is a new policy regarding final grades coming out on September 26, 2012. This policy allows students to appeal a grade once. This is fairer to students, and is less onerous on instructors. The policy will be open for 45 days and everyone is encouraged to comment.

7. INFORMATION ITEMS

7.1. Call for Expression of Interest – UFV Senate Standing Committee

Expressions of interest are being sought from non-Senate faculty members to serve on the following standing committees:

- Graduate Studies Committee
- Senate Budget Committee
- Senate Standing Committee for Student Appeals
- Undergraduate Education Committee

The Terms of office are two years (ending July 31, 2014).

The Expression of Interest form along with supporting information should be submitted to Lisa Tassone, Assistant to the University Secretary, lisa.tassone@ufv.ca no later than 4:00 p.m. on October 1, 2012.

7.2. Faculty Council Meeting Schedule

The schedule is attached to the Agenda Package. Due to the migration of the new website software, the Faculty Council website will not be updated until November.

7.3. Next Meeting

Friday, October 26, 2012, Room B140, Abbotsford Campus.