

FACULTY COUNCIL MEETING

DRAFT AGENDA

Friday, April 20, 2012 – 10:00 AM TO NOON

Room A421

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2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES – Meeting of March 23, 2012

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4. AL WISEMAN - University Secretary & Registrar

5. CONTINUING BUSINESS

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6. NEW BUSINESS

7. REPORTS

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- Representation on the College of Arts Faculty Council

7.1.2. Field Education and Practicum Committee

7.1.3. Retention Committee

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9.2. UFV Professional Development Day – Tuesday May 1

9.3. Next Faculty Council meeting: scheduled for May 18 at 10:00 room A421.

10. ADJOURNMENT

FACULTY COUNCIL MEETING

DRAFT MINUTES

Friday, March 23, 2012 – 10:00 AM TO NOON

Room A421

Attendees: Rosetta Khalideen, Carol Dickson, Awneet Sivia, Abebe Teklu, Kim Milnes, Colleen Bell, Cyrus Chaichian, Kathie Ramsay, Les Stagg, Robert Harding, Barb Stirskey, David Dobson, Fiona McQuarrie, Leah Douglas, Barbara Salingré, Gerry Palmer, Christine Slavik, Christina Neigel, Jan Lashbrook Green, Mike Ivanof, Raymond Leung, Lorraine Wood-Gaines, Heather Compeau

Regrets: Adrienne Chan, Jane Dean, Maureen Kiner, Anand Kishore, Maple Melder-Cozier, Mark Breedveld, Gillian Bubb, Kevin deWolde, Elizabeth Dow, Sandy Hill, John Hogg, Keith Lownie, Sheryl MacMath, Don Miskiman, Glen Paddock, Cindy Rammage, Pieter Steyn, Cindy Stewart

Chair: Cyrus Chaichian

1. WELCOME/INTRODUCTIONS

The meeting was called to order at 10:05 am when quorum was reached. Rosetta opened the meeting by remembering Shirley Lister and commending the TEP program for rallying around to support each other and the students. A minute of silence was observed in which to remember Shirley. A Celebration of Life will take place on Tuesday, March 27 at 2:00pm at Chilliwack United Church. The Dean's office is arranging an additional Celebration of Life on Wednesday, April 11 at 4:00pm.

2. ADOPTION OF AGENDA

On a motion duly made and seconded, the agenda was approved as posted.
(Moved: Gerry Palmer; seconded: Les Stagg). Motion carried unanimously.

3. APPROVAL OF MINUTES – February 24th, 2012

On a motion duly made and seconded, the minutes were approved as submitted with the following amendments:

- Include Fiona McQuarrie under regrets.
- Amend item 4.8 to include "Christine Slavik agreed to facilitate more strategic discussions at the next Faculty Council meeting".

(Moved: Kim Milnes; seconded: Christina Neigel). Motion carried unanimously.

4. NEW BUSINESS/DISCUSSION ITEM

4.1. Directed Independent Studies

Rosetta Khalideen acknowledged Fiona McQuarrie's work on the writing of the policy, especially with the diversity in terminology throughout all programs. Rosetta called for feedback and comments and reminded members of Faculty Council to contribute to policies and procedures as they do affect our Faculty.

Upon discussion the following items were clarified:

- 1) The correct term for courses that are taught with a small number of students is "Independent Study".
- 2) Face-to-face courses classified with a parallel online section (for students from other provinces) with a total enrollment not exceeding the capacity of the class are considered one section.

Anomalies will occur and will be sent to the Dean for further study and approval.

4.2. Aboriginal Policy Framework

This item was brought forward from the previous meeting where a questionnaire was handed out. To date no feedback has been received, Rosetta Khalideen asked for suggestions to inspire Faculty to respond to discussions. Awneet Sivia did respond to the questionnaire with ideas specific to TEP. She will be bringing this forward to the next TEP meeting.

The Dean recognized much is already being done within our Faculty in relation to the framework. To further this, areas should evaluate current activities then assess how to enhance this with the framework in mind. Each Department Head and Director is charged with bringing this before their departments, submitting five to six items before the next meeting to Faculty Council and reporting those findings at Faculty Council.

Clarification was requested on how this information will be used or in what way. The Ministry has asked for feedback, areas should reflect on what they are doing now and how they can address the framework. Any challenges in working with the framework should be reported back to the Ministry.

ACTION: Bring item forward to the next Faculty Council Meeting. (Katherine)

ACTION: Bring item to individual departments and schools and submit five or six points on the subject to distribute to Faculty Council. (Department Heads/Directors).

ACTION: Give feedback on Framework at the next Faculty Council meeting. (Department Heads / Directors)

4.3. Learning Outcomes Response

Sheryl MacMath has been heavily involved in the formation of the Institutional Learning Outcomes (ILO) which Rosetta Khalideen thanked her for. Rosetta asked if the ten ILOs capture what we would like to see for UFV and if these outcomes work within our Faculty's programs.

ILO #10 was explained as recognizing the diversity of the Stó:lō nation, in whose territory we have the opportunity to study. The Faculty agreed with this and asked for more information about the Stó:lō culture to pass on to their students. Stó:lō history courses are offered at the university but workshops would also be useful.

Special note: to ensure Stó:lō is written correctly with the proper inflections over the letter "o".

Our areas felt many of the Learning Outcomes encompass aspects of their programs and would like to see our students exhibit these objectives. Individual area responses include:

- the Teacher Education Program (TEP) states that the ten goals as clustered represent the TEP goals as well.
- the Adult Education's (ADED) rubric is similar to these outcomes as they do not just recognize differences but embrace these to bring about transformation.
- the Library Information Technology program (LIBIT) is close to all ten outcomes and recognizes the importance of ILO #10.

Faculty are reminded that additional comments may be directed to either Faculty Council or Wendy Burton until the final deadline of May 1, 2012.

ACTION: Send Learning Outcomes discussion to Wendy Burton. (Katherine)

4.4. Membership

4.4.1. Nominations and Elections Committee

Glen Paddock has joined Leah Douglas on the committee. Abebe Teklu's nomination was brought forward.

On a motion duly made and seconded, to approve Abebe Teklu as a member of the Nominations and Elections Committee.

(Moved: Lisa Moy; seconded: Leah Douglas). Motion carried unanimously

4.4.2. Senate Standing Committees – Expressions of Interest

Expression of Interests are being accepted until March 28 for Senate Standing Committee representation. Rosetta Khalideen encouraged Faculty to consider standing on the committees as this gives participants the opportunity to know what is going on at UFV and requires only one meeting a month.

5. Reports

5.1. Reports from Committees

5.1.1. Nominations and Elections Committee

This committee has two new members.

5.1.2. Field Education and Practicum (FEP) Committee

The committee reported the following:

- Travel Policy
 - o Madeleine Hardin met with the committee to discuss the new travel policy.
 - o There are concerns that items in the travel policy could complicate FEP practices.
 - o Proposed workshops related to the Travel Policy (Health and Safety, Physical Risk Assessment) are not specific to FEP coordinators.
- The committee is developing a framework document comprised of similarities and differences of disciplines, in order to better communicate issues of field placement. A student conduct check list is also being created.
- ICBC covers travel insurance and Work Safe covers on site coverage at field placements.
- The committee cautions the constricting potential of too many policies.

5.1.3. Retention Committee

No report

5.1.4. Learning Exchange Committee

The Learning Exchange Committee asked to have a portion of Faculty Council meeting time for learning exchange which could include research initiatives.

5.1.5. Faculty Newsletter Committee

The newsletter is ready and waiting for an editorial and may solicit some current submissions. TEP needs the newsletter in the next three weeks for students. Distribution will be reviewed.

5.2. Dean's Report

The Dean's report was distributed and faculty liked the idea of a fund raiser. The planning group consists of Mike Ivanof, Ian Hunt and Les Stagg in conjunction with the Development Office. Ideas on a theme for the fundraiser can be sent to Mike Ivanof.

5.3. Reports from Other Faculty Councils

5.3.1. Faculty of Science

No report

5.3.2. Faculty of Trades

No report

5.3.3. Faculty of Access and Open Studies

- A SAC has been formed to select a Dean by the end of May.
- The ESL, UUP, and Assessment Departments are now Safe Harbor Sites for the Abbotsford campus.

-UUP has a scholarship fund of \$500.

5.3.4. Faculty of Health Sciences

No report

5.4. Report from Senate

The policy on Academic/Non Academic Misconduct has been approved. The Appeals Nonconduct Issues, which looks into the transcript/grades appeal process, is currently under review.

6. CATEGORIES AND CRITERIA OF SCHOLARSHIPS

Christine Slavik organized a group discussion session which will be summarized and brought forward to the next Faculty Council meeting. Further discussion will ensue.

ACTION: Summarize group discussion to present at the next Faculty Council Meeting
(Christine Slavik)

ACTION: Bring the item forward to the next Faculty Council agenda. (Katherine)

7. INFORMATION ITEMS

The next Faculty Council meeting will be held on for April 20, 2012 at 10:00am in room A421.

8. ADJOURNMENT

The meeting was adjourned at 11:55am.

(Moved: Christina Neigel; seconded: Lisa Moy). Motion carried unanimously.

Report from College of Arts Faculty Council Meeting, March 30/12

(submitted by Fiona McQuarrie)

- Discussion of online courses as part of UFV's strategic plan. Concerns expressed about pressure to put more courses online, without any evaluation of success of UFV's current online offerings. Departments were encouraged to look at the part of the strategic plan dealing with online courses and to consider how it fits with their planned course programming.
- Discussion around declaration of majors, extended minors, and minors within the BA. Problems with timetabling courses appropriately, especially upper-level courses, when students have not declared. Motion passed that students admitted to the BA must declare a major, extended minor or minor by the time they have completed 60 credits, and that the declaration is not formal until students have had an appointment with Arts Advice Centre to review their program options/plans.
- Discussion regarding the entry requirements to the BA. Currently these are: graduation from BC secondary school, B grade in English 12, and B average across two approved Grade 12 courses. Concerns expressed that these standards are not solving the problem of poor student performance - many of the non-performers are not BA students but students who have been admitted under UFV's less rigorous general admission standards. Decided to bring this back to a future Faculty Council meeting for more discussion.
- Discussion re teaching/service/scholarship expectations. Arts dept. heads are developing a standardized CV form for all faculty to list their activities. Faculty will also be encouraged to develop a teaching dossier. Discussion around standards of performance – should clearly state activities that do *not* count toward fulfilling expectations in each category . Should also set minimum performance standards in each area, that must be met by all, and then identify two higher performance standards within each (possibly “best practices” and “excellence”). Discussion will continue at Arts dept heads meetings and at future Faculty Council meetings.

SUBMISSION OF GRADES

AUTHORITY Senate
PRIMARY CONTACT Registrar
RELATED POLICIES

POLICY

Grades are due to the Registrar's Office within seven (7) working days following the date the exam was held or following the last day of class where there was no exam held but no later than four (4) working days past the end of the examination period.