

**UNIVERSITY OF THE FRASER VALLEY**  
**FACULTY OF PROFESSIONAL STUDIES**  
**FACULTY COUNCIL MEETING**  
**Friday, February 19, 2010 – 10:00 AM TO NOON**  
**Chilliwack Campus Room A239**

**MINUTES**

**Attendees:** Nancy Goad, Diane Cruickshank, Sandra Flynn, Jeanie Kreye, Dedrick Kerkhoff, Fiona McQuarrie, Janine Roberts, Keith Lownie, Don Miskiman, Adrienne Chan, Curtis Magnuson, Lisa Moy, Cyrus Chaichian, Ron Zitron, Gillian Bubb, Asif Salam, Elvira Warner, Pamela Causton, Marlene Upton, Deborah Larson, Karla Dyck, Morrie Steele, Les Staff, Cindy Rammage, Sandy Hill, Ian Hunt, Sheryl MacMath, Dani Brisbin, Karen Davidson, Shelley Canning, Barbara Salingre, Hannah MacDonald, Maureen Kiner, Jane Dean, Christina Neigel, Jan Lashbrook Green, Renette Aubin Boisclair, Paula Stubbings, Lee-Anne Jackson

**1. WELCOME/INTRODUCTIONS**

1.1. Staff Representatives on Faculty Council.

Karla Dyck and Doris Ball have now been appointed as Staff Representatives to Faculty Council.

**2. ADOPTION OF AGENDA**

On a motion duly made and seconded, the agenda was approved as presented (Moved: Barbara Salingre; Seconded: Jane Dean).

**3. APPROVAL OF MINUTES – January 8, 2010**

On a motion duly made and seconded, the minutes were approved with minor modifications (Moved: Les Stagg; Seconded: Ian Hunt).

**4. CONTINUING BUSINESS**

**4.1. Education Plan**

The Education Plan was approved at the last Board meeting. It has now been posted on the UFV website.

**4.2. UFV Strategic Plan (2<sup>nd</sup> Draft)**

Feedback received on the initial draft has now been incorporated and distributed as Draft #2. Six town hall-style meetings have been organized in order to have wide community involvement in the development of our strategic direction. All faculty are encouraged to take part in these meetings.

The Faculty of Professional Studies will submit a response document outlining their feedback on the draft. The Dean will collate the comments into one document, then distribute to the Faculty for their review prior to submitting the final document to the Strategic Planning committee website.

**4.3. Strategic Research Plan**

The Dean asked that faculty send their feedback and comments regarding this document directly to the AVP of Research and Graduate Studies. This plan has not yet been approved by Senate.

**4.4. Graduate Studies Course and Program Approval Process**

The undergraduate process has now been finalized. All Faculty Councils are now discussing the graduate studies approval process. A university community consultation process needs to be incorporated into the approval process. There was a general agreement that the graduate studies process should somehow follow the current undergrad process, but that the Graduate Studies Committee, including broader consultations within the institution, should be involved.

## **5. NEW BUSINESS/DISCUSSION ITEMS**

### **5.1. ALFI – Guest, Donna Alary**

Donna discussed the survey conducted by the Council of Adult and Experiential Learning in the US, and the development of the 8 principles that are conducive to learning in the adult-learner friendly institution and noted that 40% of UFV students are over the age of 25. A report called Exploring Adult Learning in the Fraser Valley Region is available on the UFV website and should be reviewed. All faculty are encouraged to participate in the series of webinars planned in the next few months (the first webinar is on March 14 in the Criminology Boardroom).

A steering committee is currently working on using the 8 principles to do a survey of our institution to determine how well adult learners are being served.

## **6. REPORTS**

### **6.1. Reports from Established Committees**

#### **6.1.1. Nominations and Election Committee**

The committee has circulated a request for a nominee to sit on the International Adjudication Committee. Hannah MacDonald volunteered.

Fiona McQuarrie will send out another call to solicit interest in participation in the Nominations and Elections Committee

##### **6.1.1.1. Ratification of Terms of Reference**

This draft Terms of Reference document was tabled for further 'fine-tuning'. Please send feedback to Cyrus Chaichian and Lisa Moy.

#### **6.1.2. Field Education and Practicum Placement**

The Practicum Handbook is being finalized by Finance and should be distributed shortly.

Criminal Records Checks – the institution has invited Fraser Marshall from the Ministry of Public Safety and Solicitor General to speak at UFV to discuss the current act and our responsibility as an institution.

The Terms of Reference should be presented at the next Faculty Council meeting.

#### **6.1.3. Retention Committee**

One representative from this committee has stepped down. The committee is now looking for a new representative from SOWK.

##### **6.1.3.1. Ratification of Terms of Reference**

After discussion regarding the requirement for annual reports and the term of sub-committees, it was decided that all sub-committees will have a two-year term and that, because all committees submit minutes and regular reports to Faculty Council, annual reports will not be required. The draft Terms of Reference were approved as submitted.

##### **6.1.3.2. Minutes and Activities**

The Dean will attend a future Retention Committee meeting to discuss the first-year experience.

#### **6.1.4. Learning Exchange Committee**

Mary Burns has announced that she will be retiring at the end of August. The committee is soliciting volunteers to fill this vacant position.

##### **6.1.4.1. Ratification of Terms of Reference**

The draft Terms of Reference were approved with the removal of the phrase "with the opportunity for renewal at the discretion of the membership".

#### **6.1.5. Ad Hoc Committees**

##### **6.1.5.1. Faculty Newsletter Committee**

There has been good response to the request for articles for the first edition of this newsletter. The Dean congratulated the committee on a job well done! Please submit documents and/or articles for future editions to Fiona McQuarrie.

## **6.2. Reports from Other Faculty Councils**

Faculty of Access and Continuing Studies – Jan Lashbrook-Green

- Donna Allary attended the last meeting to discuss enrollment management.
- The first draft of a Terms of Reference document was presented by Sue Brigden.
- Mark Evered attended the last meeting.

## **6.3. Report from Senate**

Senate is starting to function the way it is intended. Effort is being expended on the part of the University to ensure faculty voices are heard at Senate.

The School of Business motion at Senate was tabled in January due to a lack of supporting materials. The Dean was unable to attend the February and March meetings, so this item will be discussed at the April Senate meeting.

## **6.4. Dean's Report**

Was distributed.

The Dean requested that programs advise her of upcoming activities that can be included in future reports.

## **6.5. Learning Exchange Activity – tabled.**

## **7. INFORMATION ITEMS**

- 7.1. School of Business – discussed.
- 7.2. Departments and Schools Document – tabled.

## **8. ADJOURNMENT**

On a motion duly made and seconded that the meeting be adjourned. (Motion: Sandy Hill; Seconded: Nancy Goad). The next meeting will be held on March 19 in Abbotsford.