

**UNIVERSITY OF THE FRASER VALLEY
FACULTY OF PROFESSIONAL STUDIES
ALL FACULTY MEETING**

Friday, April 24, 2009 – 1:00 to 3:00 p.m.

Abbotsford Campus Room B169

MINUTES

Attendees: Rosetta Khalideen (Chair), Lorne MacKenzie, Vlad Dvoracek, Hannah MacDonald, Deborah Larson, Sheila Edwards, Nancy Goad, Sandra Flynn, Karen Davidson, Paul Orlovski, Lisa Moy, Adrienne Chan, Barbara Salingre, Mark Breedveld, Rilla Apostolakis, Ian Hunt, Ron Zitron, Cyrus Chaichian, Christina Neigel, Jan Lashbrook Green, Cindy Stewart, Sandi McGladdery, Kim Milnes, Keith Lownie, Gillian Bubb, Larry Howe, George Melzer, Cindy Rammage, Maple Melder Crozier, Christine Slavik, Les Stagg, Kathie Ramsay, Jane Dean, John Hogg, Robert Harding, Curtis Magnuson

1. WELCOME AND INTRODUCTIONS

Rosetta welcomed those present to the meeting and noted that, under our current terms of reference, our quorum was duly constituted (36 people). This will be the last meeting that we will have introductions as we should have met enough times that should be able to recognize our colleagues.

2. ADOPTION OF AGENDA

***ON A MOTION DULY MADE AND SECONDED, that the Agenda is accepted as presented.
Motion carried.***

3. APPROVAL OF MINUTES – March 27, 2009

***ON A MOTION DULY MADE AND SECONDED, that the Minutes are accepted as presented.
Motion carried.***

It was noted that nominations for Student Representatives, Sessional Representatives and representatives from other Faculty Councils will be done in the Fall Semester.

4. CONTINUING BUSINESS

4.1. Election of a Vice Chair

Christine Slavik put her name forward at the last meeting. Rosetta opened the floor for volunteers or nominations. Cyrus Chaichian was nominated and seconded and allowed his name to stand for this position. A secret ballot was held and Christine Slavik was elected the Vice Chair for the Faculty Council for Professional Studies.

4.2. Election/Selection of Professional Studies representatives to the other Faculty Councils.

We need a representative for each of the other Faculty Councils within the institution for a one year term. The following people volunteered for these positions:

Larry Howe – Trades & Technology Faculty Council

Maple Melder Crozier – Science Faculty Council

Cindy Stewart – Arts Faculty Council

Jan Lashbrook Green – Access and Continuing Studies Faculty Council.

These are dependent upon there being no conflict between teaching schedules and Faculty Council meetings.

4.3. Committees within the Faculty of Professional Studies Faculty Council:

4.3.1. Elections/Nomination Committee

4.3.2. Curriculum Committees

Areas within the Faculty of Professional Studies are so varied and complicated that it makes it difficult to have one “umbrella” committee. The group acknowledges that we have a number of functioning curriculum committees already in existence that work effectively using the current structure. ACTION: Rosetta will bring to the next Faculty Council meeting a flowchart, which has been discussed with the Registrar’s office, of program approvals including the curriculum committees, UPACA1, UPAC and Senate.

ON A MOTION DULY MADE AND SECONDED, that the Faculty of Professional Studies establish a standing committee that is related to retention issues. Motion carried.

ON A MOTION DULY MADE AND SECONDED, that the Faculty of Professional Studies establish a standing committee called the Learning Exchange Committee. Motion carried.

ON A MOTION DULY MADE AND SECONDED, that the Faculty of Professional Studies establish a standing committee called the Practicum and Field Placement Committee. Motion carried.

The Practicum and Field Placement Committee will include representation from:

- SOWK
- LIBIT
- ECE/CYC
- ABT
- Health Sciences
- Business
- Teacher Education Program

ACTION: These committees should be discussed at the Department and School meetings. Heads of these areas should send a list of people volunteering for each committee to the Dean's office.

4.4. Finalizing the Terms of Reference for the Faculty of Professional Studies

ACTION: Rosetta will insert the decisions of the group into the general Terms of Reference document and send out via e-mail to all faculty. This draft will be brought back to the next Faculty Council meeting in September.

5. NEW BUSINESS/DISCUSSION ITEMS

5.1. Future Faculty Council Meetings

Our meetings are currently held on Fridays as this is the generally accepted "meeting day" at UFV. The group would prefer to meet from 10 am to noon rather than in the afternoon.

ON A MOTION DULY MADE AND SECONDED, that the Faculty of Professional Studies will meet on a Friday from 10 am until noon. Motion carried.

Carol will look at the UFV meeting schedule to find the best dates to schedule these meetings. A schedule for the Professional Studies Faculty Council meetings will be provided at the beginning of the Fall semester.

5.2. Developing a Recruitment and Retention Strategy

The group reviewed Donna's report, paying particular attention to the following three pieces of information: The average age of learners across programs is 25 years; the increase in female learners in our programs; and the number of people dropping out at the end of the first semester or year. We will continue to discuss this information at the Heads and Directors meetings, however Rosetta urged faculty to take this information back to their departments and use same to come up with some strategies to deal with the implications for recruitment and retention.

6. INFORMATION ITEMS

6.1. Participation on Institutional Committees – Professional Studies faculty participation on institutional committees needs to increase. Rosetta encouraged all faculty to become more involved on these committees.

6.2. Research Ethics Board – Adrienne Chan, Chair of this committee, announced that a call has gone out for nominations to this committee. Please consider participating in this worthwhile committee.

6.3. Move to C Building – Business, Economics and LIBIT are moving to C Building on April 29. the Dean's office will also be moving to this building in late May/early June.

7. ADJOURNMENT at 3:08 pm.

ACTION LIST

ACTION: Rosetta will bring to the next Faculty Council meeting a flowchart, which has been discussed with the Registrar's office, of program approvals including the curriculum committees, UPACA1, UPAC and Senate.

ACTION: Standing committees should be discussed at the departmental and school meetings. Heads of these areas should send a list of people volunteering for each committee to the Dean's office.

ACTION: Rosetta will revise the current Terms of Reference and send out via e-mail to all faculty. This draft will be brought back to the next Faculty Council meeting in September for approval.