

**FACULTY COUNCIL MEETING**

**APPROVED MINUTES**

**Friday, Nov 18, 2011 – 10:00 AM TO NOON**

**Room A421**

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**Attendees:** Doris Ball, Colleen Bell, Mark Breedveld, Adrienne Chan, Heather Compeau, Carol Dickson, Elizabeth Dow, Sandy Hill, John Hogg, Ian Hunt, Maureen Kiner, Shirley Lister, Fiona McQuarrie, Kim Milnes, Don Miskiman, Cindy Rammage, Kathie Ramsay, Barbara Salingré, Awneet Sivia, Les Stagg, Abebe Teklu

**Regrets:** Gillian Bubb, Cyrus Chaichan, Dianne Common, George Melzer, Kevin deWolde, Leah Douglas, Jan LashbrookGreen, Keith Lownie, Sheryl MacMath, George Melzer, Pieter Steyn

**Chair:** John Hogg

**1. WELCOME/INTRODUCTIONS**

The meeting commenced at 10:05 with the Dean and the Chair welcoming everyone.

**2. ADOPTION OF AGENDA**

**On a motion duly made and seconded**, the agenda was approved with the following additions/amendments:

- Addition of item *7.1 Calendar Changes* under Information Items with a numbering change to item *7.1 The Next Faculty Council Meeting* to *7.2*.

(Moved: Elizabeth Dow; seconded: Don Miskiman). Motion carried unanimously.

**3. APPROVAL OF MINUTES – Oct 21, 2011**

**On a motion duly made and seconded**, the minutes were approved as submitted.

(Moved: Barbara Salingré; seconded: Cindy Rammage). Motion carried unanimously.

**4. GUEST – Wendy Burton – Director, Teaching and Learning**

**Topic: Institutional Learning Outcomes**

Wendy gave an overview of the progress and activities around Learning Outcomes at the university. Of note is a charette the institution is hosting on November 28 that faculty and staff are invited to attend. Other activities are found on the UFV website.

Our Faculty was congratulated for being the first to submit their Learning Outcomes ideas (from the October 21 Faculty Council discussion). Wendy asked for approval to post the submission on the institution's Learning Outcomes blog. After consideration the Faculty approved the posting contingent on the opportunity to contribute additional information.

**ACTION:** - Send out a reminder to Faculty Council to submit additions to the Faculty's Learning Outcomes discussion of October 21. Katherine MacLaren

**ACTION:** - Compile any additions and send the completed discussion to Wendy, for posting on the university blog, by December 1<sup>st</sup> or 2<sup>nd</sup>. Katherine MacLaren

## 5. NEW BUSINESS/DISCUSSION ITEM

### 5.1. Course Review Approvals

**Motion:** To approve course reviews for EDUC 421, EDUC 422, EDUC 423, EDUC 424, EDUC 425 as submitted to Faculty Council via email on November 17, 2011.

*Discussion:* The five courses are up for review and have minor reformatting changes. The course reviews are also going forward to PRE-UEC, the motion should be amended to be conditional on PRE-UEC approval.

**On a motion duly made and seconded** approve the course reviews for EDUC 421, EDUC 422, EDUC 423, EDUC 424, EDUC 425 as submitted to Faculty Council via email on November 17, 2011 including any changes that are requested by PRE-UEC that are not, in the opinion of the Dean, substantial.

(Moved: Awneet Sivia; seconded: Shirley Lister). Motion carried unanimously.

### 5.2. Course Credit Change Approvals

**Motion:** To approve the course credit changes for EDUC 447; EDUC 454; and EDUC 460, including any changes that are requested by PRE-UEC that are not, in the opinion of the Dean, substantial.

*Discussion:* EDUC 454 has a higher percentage for participation than most courses as the course involves much classroom responses, participation and group work. The wording 'participation' can lead to problems during an appeal. It would be better to use the term "In class activities".

**On a motion duly made and seconded** To approve the course credit changes for EDUC 447; EDUC 454; and EDUC 460, including any changes that are requested by PRE-UEC that are not, in the opinion of the Dean, substantial. Include a change to EDUC 454 from 'Course Participation' to "In class activities".

(Moved: Awneet Sivia; seconded: Elizabeth Dow). Motion carried unanimously.

*Subsequent Discussion:* All course changes submitted for review at Faculty Council should be presented in a format to enhance review.

**On a motion duly made and seconded:** That course outlines submitted for approval to Faculty Council should be presented in a format with "track changes" turned on, showing what has been removed, and what has been added.

(Moved: Les Stagg; seconded: Mark Breedveld). Motion carried unanimously

### 5.3. Undergraduate and Grad Programs, Approval Process - Discussion

Rosetta Khalideen read from the Faculty Council minutes of October 21, the discussion on the approval process and asked for clarification on the item that would call for creation of a Faculty Council Undergraduate Committee. The conclusion was that this additional step would create another layer of the approval process and therefore this item should be omitted from the discussion summary. Rosetta asked that any additional feedback be sent to her before she needs to take the summary to Dean's Council.

**ACTION:** Send out an email asking for any additional feedback by November 21, 2011.

Katherine MacLaren

### 5.4. Capacity of Programs

To continue with the discussion from the last meeting, the institution is experiencing long wait lists that could be alleviated by accepting two or three more students into a class. A class capacity of 20 can be considered reasonable if there is adequate justification. The Dean will be asking Heads and Directors to compile a list, with justification, of all courses that have a maximum capacity of less than 36 (UFV's maximum capacity). The Dean opened the floor to discussion.

Our institution's marketability feature is our small class sizes, however 36 is still considered small. The Collective Agreement states that UFV cannot request instructors to increase approved class sizes without consultation. This point may not be accurate and should be verified in the Collective Agreement. This discussion should also take into account program types as acceptable size limits differ between diploma, undergraduate and graduate programs.

#### **5.5. Faculty Use of Outlook Calendars**

Faculty are encouraged to enter teaching schedules into their Outlook calendars to facilitate scheduling of meetings. Numerous clerical hours are spent checking the calendar for faculty availability. This was also endorsed by other faculty.

#### **5.6. Media Relations at UFV**

The media relations guidelines distributed in the agenda package outlines who should speak to the media and also discusses protocol. Questions from Faculty Council were invited.

#### **5.7. APPC – Approval of Proposed Program Criteria**

This is a proposal of criteria that programs will be assessed by when submitted for approval. Feedback from Faculty Council:

1. Learning Outcomes should be considered as a part of the criteria for new program approval. Programs should be able to demonstrate how they will contribute to the achievement of the institution's Learning Outcomes.
2. The criteria should be cross referenced with criteria required by the Degree Quality Assessment Board (DQAB) so that internal and external expectations are in sync with each other.

A newer version of the criteria is now available.

**ACTION:** Locate and send out to Faculty the latest version of the Proposed Program Criteria, request additional feedback submissions. Katherine MacLaren

### **6. REPORTS**

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

##### **6.1.1. Nominations and Elections Committee**

The deadline for student representative nominations is the end of November. Sundeep Sandhu will be completing his term as sessional representative in January, with Anand Kishore and Lorraine Wood-Gaines as our newest sessional representatives. Rosetta thanked Sundeep for his service.

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

The committee met on November 17. The average UFV student completes approximately 600 hours of practicum during their program, which is significant. When students are working in the community in non-practicum roles (eg: volunteer work or International Studies placement field trips) they are not officially representing UFV and should not indicate they do. Practicum evaluation rubrics are varied and students can challenge their practicums if their programs do not require licensing by an accredited body.

Criminal record checking is under control. Legislation comes into full effect in January 2012 and will become mandatory. This committee and other Faculty committees are joining to work together towards perspectives and recommendations.

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

The committee would like to create mini learning lessons for students. A new version of the NSSE survey is available. Retention Committee's newest member Abebe Teklu

shared a student's remark that he was the first instructors to supply positive feedback. Tools and techniques need to be developed to give feedback in a constructive way.

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

The committee passed out a Faculty Needs Assessment Survey to determine areas the Faculty could benefit from with future sessions and platforms. The survey will be made available online. Survey participants need to be aware that online survey contents cannot be guaranteed confidential or localized to Canada.

#### **6.1.5. Faculty Newsletter Committee**

The bulk of the articles have been received, the final proof will be available shortly for Dean's approval with final newsletter distribution to follow soon after.

### **6.2. Dean's Report**

The report was circulated and comments invited.

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

#### **6.3.1. Faculty of Science**

The Faculty is considering introducing a student lab fee. Learning Outcomes discussions are underway. The Faculty has introduced a post-degree certificate in Statistics (Data Analysis) where students may take courses at the same time as their degree and also be awarded the certificate.

#### **6.3.2. Faculty of Trades**

Nothing to report.

#### **6.3.3. Faculty of Access and Open Studies**

Nothing to report.

#### **6.3.4. Faculty of Health Sciences**

Nothing to report.

### **6.4. Report from Senate –**

Coming before Senate today is a flowchart for policy approval procedures, last minute submissions to academic policies, and approval of the academic conduct/student misconduct policies.

## **7. INFORMATION ITEMS**

### **7.1. Calendar change.**

In order to be included in the 2012/13 calendar, changes to programs and courses must be approved by the Undergraduate Education Committee (UEC). The UEC agenda submission deadline is January 25. Faculty Council must approve submissions first, however the UEC will accept agenda items if they are on the January 27 agenda for Faculty Council.

**7.2.** The Next Faculty Council meeting is scheduled for December 16 at 10:00 room A421.

**7.3.** Microlecture miniseries starts next week in the RoadRunner.

## **8. ADJOURNMENT**

The meeting was adjourned.

(Moved: Les Stagg; seconded: Fiona McQuarrie). Motion carried unanimously.