

**Faculty of Professional Studies
Faculty Council Meeting
Minutes**

January 8, 2010

Attendees: Barbara Salinger, Les Stagg, Georgina Marsom, Sheryl MacMath, Heather Compeau, Diane Cruickshank, Sandy Hill, Dedrick Kerkhoff, Larry Howe, Samantha Hampton, Nancy Goad, Elvira Warner, Lynne Wells, Jeanie Kreye, Jan Lashbrook Green, Maureen Kiner, Jane Dean, Kathie Ramsay, Cheryl Isaac, Cindy Rammage, John Hogg, Pieter Steyn, Adrienne Chan, Leah Douglas, Hannah MacDonald, Robert Harding, Lisa Moy, Lucki Kang, Ed Li, Kim Milnes, Mark Breedveld, Cyrus Chaichian, Fiona McQuarrie, Don Miskiman, Gillian Bubb, Keith Lownie, Sandra Flynn, Sarah Johanson, Deborah Larson, Shelley Canning, Paula Stubbings, Shellie Steidle, Marlene Upton, Pamela Causton, Maple Melder Crozier, Raymond Leung, Gerry Palmer, Vladimir Dvoracek, George Melzer, Andrea Hughes, Ian Hunt, Sundeep Sandhu

1. WELCOME/INTRODUCTIONS

The Dean welcomed all faculty to the first Faculty Council meeting of 2010, and introduced the Vice-Chair, Christine Slavik, who is currently chairing Faculty Council meetings.

1.1. Sessional & Student Representation on Faculty Council

Sundeep Sandhu was introduced as a representative of the Sessional faculty, and Dedrick Kerkhoff and Jeanie Kreye were introduced as the student representatives to Faculty Council.

2. ADOPTION OF AGENDA

On a motion duly made and seconded, the agenda was approved as presented (Moved: Gerry Palmer; Seconded: Les Stagg).

3. APPROVAL OF MINUTES – November 20, 2009

On a motion duly made and seconded, the minutes were approved as presented (Moved: Gillian Bubb; Seconded: Sheryl MacMath).

4. CONTINUING BUSINESS

4.1.1. Committees – Vacant Positions

4.1.1.1. Nomination and Election Committee

Cyrus Chaichan and Lisa Moy have agreed to serve on this committee. The Dean's office will send out a call for one or two more committee members to assist in this important role.

4.2. Education Plan

The draft 2009/10 Education Plan has now been posted on the Senate website. Please review this document as soon as possible and submit any comments to the Dean's office.

4.3. Strategic Plan

Input regarding the Strategic Plan for the institution has been requested by the President's office. Please review the four questions posed by President Mark Evered at <http://www.ufv.ca/president/StratPlan0910input.htm> and send your input via this website as soon as possible.

5. NEW BUSINESS/DISCUSSION ITEMS

5.1. School of Business

A motion from the Business Administration Department becoming a School of Business was included in the agenda package for the meeting. The Business Department has had some discussions with the Economics Department regarding their inclusion in the School but there are still some outstanding issues to be resolved before this is possible. There is also the intent to have the Applied Business Technology Department housed under the school. At this time, the Business Administration Department wishes to proceed with the development of the School of Business and plans to revisit the inclusion of the Economics Department at a later date.

ON A MOTION DULY MADE AND SECONDED, that Faculty Council supports the School of Business to be headed by a Director. (Motion: Mark Breedveld; Seconded: Heather Compeau) – 1 opposed. Motion carried.

Additionally, a draft document addressing the differences between “schools” and “departments” was distributed. The document represents a general set of guidelines, and recognizing that no document will fit every School at UFV, the document is considered a work in progress and will be brought back to Faculty Council for further discussion at a later date.

5.2. Learning Exchange Activity

5.2.1. The Learning Exchange Committee would like to take a few minutes during each meeting to share teaching and research practices with Faculty Council.

- Georgina Marsom shared her research and sabbatical report with the group; and
- Sheryl MacMath shared information regarding assessment.

5.3. Graduate Studies Course and Program Approval Process

The process for Undergraduate program approval has been approved by Faculty Council. A similar process for graduate programs needs to be considered. The current arrangement is that the Graduate Studies Committee reviews and approves graduate programs which are then forwarded to Senate without an institutional review process. The Dean requested that faculty forward suggestions on a graduate program approval process to her attention so that these can be brought forward to the Graduate Studies Committee.

5.3.1. The graduate Teacher Leadership Certificate has been approved by the Graduate Studies Committee and was presented to Senate in December. It has now been posted on the Senate website for feedback and comments. Comments to Senate will remain open until noon on Saturday, January 9, 2010. This program will return to Senate for approval at its January meeting.

5.3.2. Senate representatives (Gerry Palmer and Curtis Magnuson) will be asked to regularly present Senate reports at future Faculty Council meetings.

6. REPORTS

6.1. Reports from Established Committees

6.1.1. Field Education and Practicum Placement

The Committee has not met since the last Faculty Council, but has a meeting scheduled for January 18. Terms of Reference are being crafted and the committee is working to identify issues related to the Faculty.

6.1.2. Retention Committee

The Committee has not met since the last Faculty Council. The committee is currently consulting with the Learning Exchange Committee and are seeking additional members.

6.1.3. Learning Exchange Committee

The committee is requesting input from faculty regarding areas of interest/research for exchange.

6.1.3.1. Ratification of Terms of Reference

The committee has distributed its draft Terms of Reference. These will be further strengthened and will be brought to the next meeting of Faculty Council for approval.

6.1.4. Ad Hoc Committees

6.1.4.1. Faculty Newsletter Committee

The Faculty Newsletter Committee has worked with Marcom to design a framework for the newsletter. The committee is now seeking submissions of student success stories as well as any information faculty would like to share regarding their research and accomplishments. Submit articles or information to Fiona McQuarrie via e-mail as soon as possible.

6.2. Reports from Other Faculty Councils

6.2.1. Faculty of Science – Maple Melder Crozier

- The Faculty has now set their Nominations and Elections Committee.
- Education Plan has been drafted and will undergo further refinements.
- Working on integrated programming, for example – Math courses designed specifically for physics or engineering students.
- Proposing Teaching Excellence Awards for each Faculty rather than one institutional award.

6.2.2. Faculty of Arts

Virginia Cooke was invited to the most recent meeting to discuss Rank and Tenure at UFV.

6.2.3. Faculty of Trades – Larry Howe

The Faculty Council is getting organized and setting up their committees. Their work parallels the work being completed in our Faculty.

6.2.4. Faculty of Access and Continuing Studies – Jan Lashbrook Green

This Faculty is much smaller than our group. They are currently working on the structure of their curriculum committee.

6.3. Dean's Report

This report was distributed as part of the Agenda package.

7. INFORMATION ITEMS

The Dean thanked Christine Slavik for chairing the meeting. Dr. Paul Orłowski, the Department Head for Teacher Education Program, has now left UFV to take up a faculty

position at the University of Saskatchewan. We are now working on an external posting to fill his position. In the interim, the Dean thanked Christine for also taking on the interim role as Acting Department Head of the Teacher Education Program.

8. Adjournment

ON A MOTION DULY MADE AND SECONDED, that Faculty Council meeting be adjourned. (Motion: Gerry Palmer; Seconded: Sheryl MacMath) Motion carried.