



APPROVED MINUTES
Professional Studies Faculty Council

Friday, May 23, 2014
10:00 a.m., Room D217, Abbotsford Campus

Chair: Cyrus Chaichian

Present:

Mary Higgins	Frank Ulbrich	Les Stagg	Mark Breedveld
Amir Hajbaba	George Melzer	Leah Douglas	Doris Ball
Margaret Coombes	Awneet Sivia	Mark Breedveld	Cindy Rammage
Ron Wilen*	Kevin deWolde	Rosetta Khalideen	Christine Nehring*
Cyrus Chaichian	Glen Paddock	Cindy Stewart	Karen Power*
Gerry Palmer	Heather Compeau*	Gillian Bubb	Curtis Magnuson
Darrell Fox	Seonaigh MacPherson	Kim Milnes	Janice Johnson*
Elizabeth Dow	Maple Melder-Crozier	Sandy Hill	Ian Hunt
David Dobson	Barbara Salingré	D.J. Sandhu	Raymond Leung
Don Miskiman	Ron Zitron	Kirsten Robertson	Lorne Mackenzie

Regrets:

Jan Lashbrook Green	Fiona McQuarrie	John Hogg
Andrea Hughes*	Mark Lee	Colleen Bell*
Mike Ivanof	Melanie Scott*	Rod Hayward
Christina Neigel	Gwen Point	
Kenneth Gariepy	Keith Lownie	
Kathryn Ricketts*	Lou Schroeder	
Lisa Moy	Christine Slavik	
Lucki Kang	Sheryl MacMath	
Joe Ilsever	Robert Harding	

Recorder: Laura Chomiak*

*** Indicates Non-Voting Member**

Rosetta thanked the Learning Exchange Committee for organizing their first Learning Exchange Initiative, Raymond Leung for being the MC, and Frank Ulbrich and Seonaigh MacPherson for guest speaking.

Rosetta congratulated and welcomed Darrell Fox, as the new Director, School of Social Work and Human Services.

1. **PRESENTATION BY PROFESSOR GAGAN SHARMA FROM OUR CHANDIGARH CAMPUS, INDIA**

Rosetta welcomed special guest Professor Gagan Sharma, the first business faculty member to visit from Chandigarh, India. Professor Sharma is here working with the School of Business promoting faculty exchanges, best practices, and sharing his knowledge and experience of working in Chandigarh, India.

In his presentation, Professor Sharma spoke about a two-way exchange program for students, the future prospects of higher education in India, and an equal opportunity to have access to a quality education. With more than 60% of educational institutions less than 50 years-old, India is moving from an elite segment education to mass education and expects to meet a mass enrollment by 2022. The move will be more relevant to global needs, removing inequalities, and focusing on quality teaching and learning processes. Professor Sharma said that the future direction of India's Education is to upgrade infrastructure and global partnerships, look at why different industries are doing better, and how they can do better.

Rosetta thanked Professor Gagan Sharma for his presentation, the School of Business for their involvement, and D.J. Sandhu who initiated the Chandigarh Program.

2. **ITEMS FOR APPROVAL**

2.1 **Approval of Agenda May 23, 2014**

MOTION

THAT the agenda of May 23, 2014 be approved as presented.

Gerry Palmer/Gillian Bubb

CARRIED

2.2 **Approval of Minutes March 21, 2014**

MOTION

THAT the minutes of March 21, 2014 be approved as presented.

Gerry Palmer/Raymond Leung

CARRIED

3. **CONTINUING BUSINESS**

3.1 **Discussion on Faculty Standards and Criteria for Rank and Tenure Document – Frank Ulbrich**

Frank reported that the Professional Studies Faculty Standards Committee is working on editorial changes to the Faculty Standards and Criteria for Rank and Tenure document. The Professional Studies Faculty Standards Committee will distribute a draft copy to Faculty Council for comments and/or suggestions, and present the document to Faculty Council in September. The Committee is seeking final approval of the document by the

end of December so it can be forwarded to UFV's Faculty Standards Committee of Senate.

ACTION: Professional Studies Faculty Standards Committee

3.2 Creating a Faculty Council Standing Committee on Indigenization

Rosetta asked the Nominations and Elections Committee Chair to organize a callout to Faculty Council to form a Professional Studies Faculty Council Standing Committee on Indigenization.

4. NEW BUSINESS

4.1 Bachelor of Business Administration Entrance Requirements – Frank Ulbrich

MOTION

Frank Ulbrich/Gerry Palmer

THAT the Bachelor of Business Administration Degree program proposed entrance requirement changes be approved as presented.

CARRIED

4.2 Accounting Option Program Changes

MOTION

Kevin DeWolde/Gillian Bubb

THAT the BBA Accounting Option Program changes be approved as presented.

CARRIED

4.3 BUS 403 Changes to Existing Course

MOTION

Frank Ulbrich/Don Miskiman

THAT proposed calendar changes and update of learning outcomes to BUS 403 be approved as presented.

CARRIED

4.4 BUS 404 Changes to Existing Course

MOTION

Frank Ulbrich/Kim Milnes

THAT proposed prerequisite changes and update of learning outcomes to BUS 404 be approved as presented.

CARRIED

4.5 BUS 448 New Course Proposal

MOTION

Frank Ulbrich/Gillian Bubb

THAT the proposed new course BUS 448 be approved as presented.

CARRIED

4.6 ADED Memo to UEC - Seonaigh MacPherson

4.7 ADED 305- change to prerequisites

4.8 ADED 310- change to prerequisites

4.9 ADED 320- change to prerequisites

4.10 ADED 340- change to prerequisites

4.11 ADED 350- change to prerequisites

4.12 ADED 360- change to prerequisites.

4.13 ADED 365- change to prerequisites

4.14 ADED 370- change to prerequisites.

4.15 ADED 380- change to prerequisites.

4.16 ADED 390- change to prerequisites.

4.17 ADED 405- change to prerequisites

4.18 ADED 407- change to prerequisites

4.19 ADED 408- change to prerequisites

4.20 ADED 410- change to prerequisites

4.21 ADED 420- change to prerequisites

4.22 ADED 446- change to prerequisites

4.23 ADED 470- change to prerequisites

4.24 ADED 472- change to prerequisites

MOTION

Seonaigh MacPherson/Gerry Palmer

THAT proposed prerequisite changes to the following Adult Education courses be approved as presented:

ADED 305, 310, 320, 340, 350, 360, 365, 370, 380, 390, 405, 407, 408, 410, 420, 446, 470, 472

CARRIED

Seonaigh noted that additional changes would be coming as the department is reframing their course outcomes, and updating and aligning their courses.

4.25 Overhead Cost Recovery Policy

The Overhead Cost Recovery Policy, which outlines direct and indirect costs associated with supporting activities at UFV was discussed.

Comments and recommendations to the Policy by the Professional Studies Faculty Council are noted in Appendix A.

4.26 Indigenous Committee of Senate

The Senate Governance Committee (SGC) is looking for recommendations for revisions to proposed terms of reference and membership composition for an Indigenization Committee of Senate. Faculty Council was asked to review the terms and composition and submit any recommendations to the SGC subcommittee, c/o monique.castonguay@ufv.ca by June 25.

The Aboriginal and general community have been invited to attend two consultation meetings to provide input regarding the proposed terms and composition.

5. STANDING COMMITTEE REPORTS

5.1 Nominations and Elections Committee - Glen Paddock

Rosetta thanked Maple for continuing her term on the Teaching & Learning Advisory Council, and asked Glen if he could draft a callout to Faculty Council for one more member to sit on the Committee.

Glen requested a meeting with Laura Chomiak to review the upcoming PS Subcommittee's Terms of Reference and any vacancies that will need to be brought forward in September.

ACTION: Glen and Laura

5.2 Field Education and Practicum Committee – Sandy Hill

Sandy reported that the risk assessment/placements for practicum placements have been difficult due to the new UFV agreements being used with agencies.

5.3 Retention Committee - Kim Milnes

Kim reported that the Retention Committee continues to look at issues affecting the ongoing success of our international students.

5.4 Learning Exchange Committee - David Dobson/Raymond Leung

David thanked Frank and Seonaigh for being the first presenters at the Learning Exchange Initiative, Raymond for being the MC, the faculty who came out, and Rosetta for her support.

5.5 Faculty Newsletter Committee - Christine Slavik

No report

5.6 Spark! – Rosetta Khalideen

Rosetta announced that the Spark! 2014 Faculty Forum is set for September 12, 2014. Faculty were reminded of the e-invite that was sent, and were asked to contact Christine Slavik to register as a speaker.

6. OTHER REPORTS

6.1 Reports from Other Faculty Councils

No report

6.2 Senate Report – Gerry Palmer

Gerry reported that Senate has one more meeting scheduled for June to deal with concerns from departments regarding the Program Discontinuance Policy, as well as the Strategic Enrollment Management Plan.

Discussions from Faculty Council included:

- Proposed prioritization on growth and how it may have a negative impact on our own growth
- Issues regarding how we admit students, and resources available to students
- A potential cap on international students
- The implications if we are held to our Strategic Enrollment Management Plan
- A satiability issue because of competition
- The BC Skills for Jobs Blueprint:

http://www.bcjobsplan.ca/getskills/wpcontent/uploads/BCs_Skills_for_jobs_blueprint.pdf

6.3 Dean's Report – Rosetta Khalideen

Rosetta gave her final Faculty Council Report as the Dean of the Faculty of Professional Studies.

Rosetta report included:

- The 2014/15 Budget has been finalized

- The Education Plan update has been sent to APPC, and will go to Senate in September
- The TEP Program Review is completed, and the LIBIT Program Review is underway
- Two MOU's for International Partnerships in the areas of Social Work and Aviation have been signed
- The Program Prioritization Criteria Principles document is in place to review the Institution's offering, and to compare current and prior programs
- The Rank and Tenure document for the Professional Studies Faculty is now in its final stages and will be presented at the September Faculty Council Meeting
- There are ongoing discussions regarding a third school in the Faculty of Professional Studies

Rosetta highlighted some of her activities that she has been involved in over the past six years. Under Rosetta's leadership:

- Her most significant contribution was building the Faculty of Professional Studies
- Professional Studies was the first Faculty Council to form and develop a Terms of Reference
- The process of developing a School was established
- Professional Studies was the first Faculty to develop a Faculty Newsletter
- Professional Studies was the first to organize a Celebrating Internationalization Event, and an annual Spark! Faculty Forum
- The first Faculty to identify department names in Halq'eméylem
- Established 14 new faculty positions within the Faculty
- Moved the Teacher Education Program from Chilliwack to Abbotsford
- Created The School of Business
- Added the Master's Program to the School of Social Work
- Restructured Adult Education
- Brought in local and international partnerships
- Established the Chandigarh BBA Advisor's Committee which has created program transparency
- The Bachelor of Social Work has a full 7-year accreditation

Rosetta thanked the Faculty for working together and for their support, help, and assistance over the past six years. Rosetta gave tribute to former Heads and Directors John Hogg, Christina Neigel, Mark Breedveld, Christine Slavik, Les Stagg, Jane Dean, Cheryl Isaac, Paul Orłowski, Ian Hunt, Carol Dickson, the current Heads and Directors and Karen Power.

Following the Dean's Report, Cyrus Chaichian presented Rosetta with a plaque on behalf of the Professional Studies Faculty Council thanking Rosetta for six years of leadership.

Rosetta thanked Laura Chomiak for all her work on Faculty Council and wished her all the best in her new position as the FSA Staff Contract Administrator.

Rosetta thanked Fiona McQuarrie for her assistance to the Faculty in her one-year role as Associate Dean and later as a source of help to new initiatives in the Dean's office

7. INFORMATION ITEMS

7.1 Motions and Actions – March 21, 2014

7.2 TLAC Representatives for 2014 - 2015

7.3 The next Faculty Council Meeting is scheduled for **September 26, 2014**

APPENDIX A



Professional Studies Faculty Comments, Questions and Recommendations Regarding the Overhead Cost Recovery Policy

At the May 23, 2014 Professional Studies Faculty Council Meeting the terms and composition of the proposed Overhead Cost Recovery Policy were reviewed. Below are comments/questions and recommendations for revisions to the Policy by the Faculty of Professional Studies.

Comments/Questions:

- When departments work in collaboration with Continuing Studies on a course, does the department have to pay a portion of the CS cost recovery fee structure, or will a portion of the revenue go back to the collaborating department? This is not clear in the Policy.
- How are the overhead fees defined by the provision of space? Some departments are allocated space but are not currently accommodated for it.
- Joint projects with external institutions do not fall within 'core university business'. How will departments determine what percentage will need to be factored in for administrative fees?
- With regard to research funding, what percentage is the individual receiving (e.g. 40% goes to research)? Does the final dollar amount go to the department or the faculty member?
- Incorporating 30-40% to overhead when planning for costs may make certain entrepreneurial programs untenable.
- Understandably UFV's indirect costs in relation to a project should be at least partially covered. However, justifications for the proposed rates in this policy seem excessively high, particularly with regard to the limited funding for research that is available at UFV. Most researchers at UFV are doing most of the administrative work associated with the projects themselves.
- The proposed policy does not indicate any distinction between the different types of research activities, especially research activities taking place off-campus, and the indirect costs those generate for UFV (e.g. a month-long field study program would likely generate administrative expenses for UFV in setting up the program, and so on).
- Researchers working on their own, and conducting interviews in the Lower Mainland generate no administrative expenses for UFV. There is no justification for applying the same overhead cost rate to these two kinds of off-campus activities.
- This policy may have an impact on the competitiveness of grant applications from UFV researchers. Research funding is difficult to obtain everywhere, and the amount being requested is often a determinant of which projects receive funding in a grant competition.

UFV researchers already struggle with the stigma of being from a small and not-well-known institution. Requiring UFV researchers to increase their budgeted costs by 25% or 30% is going to further diminish the likelihood of receiving grants.

- What support do research activities get from the Office of Research and Graduate Studies to warrant a percentage of funds going back to this office?

Recommendations:

- Define Faculty Division in Appendix A and identify the ground rules for applying for an exception.
- Increasing the costs to partnerships to make projects more cost recovery.
- As Continuing Studies activity is excluded from this Policy, clarification regarding costs need to be in place for departments working on joint CS courses.
- Clarify the definition of 'Core University Business'. What activities qualify under this distinction?
- The Policy needs to contain an itemized breakdown of costs (i.e. a checklist to calculate the required use of facilities and services for each program and ultimately calculating the overhead percentage for each program).
- Unique service offerings should be calculated based on a formulaic itemized list to allow programs to look for lower cost alternatives for resources and facilities.
- Clarify research projects involving collaborations among different institutions and partners.