

**MINUTES**  
**Professional Studies Faculty Council**  
Friday, January 18, 2019  
9:00 AM, D217, Abbotsford Campus

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**Chair of the Faculty of Professional Studies:** Tracy Ryder Glass

**Chair of the Faculty Council Meeting:** Cyrus Chaichian

**Present:**

Anita Vaillancourt	Colleen Bell*	Karen Power*	Monique Goerzen
Barbara Salingré	Colleen Gingerich	Kenneth Gariepy	Quan Cheng
Carl Janzen	David Dobson	Mandeep Pannu	Seonaigh MacPherson
Chris Campbell	Fiona Hunt	Margaret Coombes	Sue Brown
Christine Nehring*	Frank Ulbrich	Mark Littlefield*	Suki Grewal
Christine Slavik	Georg Melzer	Mary Saudelli	
Cindy Rammage	Heather Compeau*	Maryam Siahbani	
Cindy Stewart	Jillene Marlowe	Masud Khawaja	

**Regrets/Absent:**

Amea Wilbur*	Harleen Kaur*	Leon Pan	Rod Hayward
Amir Hajbaba	Janet Carroll	Lisa Moy	Ron Zitron
Awneet Sivia	Janice Johnson	Liz Wiebe*	RoseAnne Timbrell
Christina Neigel	Jeff Wood*	Lorne MacKenzie	Russell Campbell*
Christine Bridge	Jelena Brcic	Luciana Hakak	Sandy Hill
Chuck Charles*	Jim Swaffield	Lucki Kang	Sara Davidson
Curtis Magnuson	John Hogg	Maple Melder-Crozier	Sha Liao
Darrell Fox	Jon Thomas	Mark Breedveld	Shaun Sun*
Diljot Kaur	Karen Cooper	Melanie Scott	Shelley Drysdale
Don Miskiman	Karin Jager*	Mike Ivanof	Sheryl MacMath
Edward Lo	Keith Lownie	Mourad Bouguerra*	Stasha Huntingford*
Elaine Newman*	Kevin deWolde	Paul Franklin	Talia Q
Fiona McQuarrie	Kim Milnes	Paul Kroeker	Tillie Parmar*
Frank Zhang*	Kirsten Robertson	Raymond Leung	Vandy Britton
Gabriel Murray	Kulwant Gill	Rilla Apostolakis	
Gerry Gannon	Laura Crawford*	Robert Harding	
Gerry Palmer	Leah Douglas	Robert McAuliffe	

**Recorder:** Angie Reid\*

\* Indicates Non-Voting Member

**Attachments:** TLAC January 2019 Quick Facts

**1. Call to Order**

**2. Presentations**

**2.1. UFV Sustainability Case Competition – Jillene Marlowe**

### 3. Agenda and Minutes

#### 3.1. Agenda – January 18, 2019

**MOTION:**

THAT the agenda of January 18, 2019 be approved as presented.  
David Dobson / Margaret Coombes  
CARRIED.

#### 3.2. Minutes – December 7, 2018

**MOTION:**

THAT the minutes of December 7, 2018 be approved as presented.  
Frank Ulbrich / Colleen Gingerich  
CARRIED.

### 4. FPS News

#### 4.1. School of Business – *Frank Ulbrich*

- The first seminar of the year will be held on January 18, 2019. Dr. Raymond Leung will present his research on “Effects of Family Control on Dividend Policy and Corporate Performance.”

#### 4.2. Department of Library & Information Technology – *Kenneth Gariepy*

- Fiona Hunt was accepted to present at The Teaching Professor Conference 2019 in New Orleans from June 7-9, 2019. Her 60 minute presentation is titled: "Maximizing Student Engagement with Course Readings" and will form part of the New Faculty conference stream.

#### 4.3. School of Social Work & Human Services – *Margaret Coombes*

- Robert Harding had an article published in *Intersectionalities: A Global Journal of Social Work Analysis, Research, Polity, and Practice* called "The National Post's Campaign Against Anti-poverty Advocates: A War in Words with Real Casualties."
- The School will be hiring 3 Assistant Professors, 1 LTA, and a Practicum Coordinator staff position in the Spring.
- 2 new Indigenous courses are in development.

#### 4.4. Teacher Education Department – *Tracy Ryder Glass on behalf of Vandy Britton*

- Strong interest in the Bachelor of Education indicates that the program may receive its largest number of applications yet.
- The first application period for the new Masters of Education shows strong interest as well. More applications have already been received than available seats in the program.
- Interviews will begin at the end of January for a new faculty position in Educational Leadership.

- On March 14, 2019 there will be [a book celebration for Potlatch as Pedagogy](#), the book that Dr. Sara Davidson wrote with her father, artist Robert Davidson, on the Haida Principles of Learning.

**4.5. Associate Dean – *Mary Saudelli***

- A peer mentoring program for BUS 100 has been started.
- Mary Saudelli's newest book has gone to Cambridge for typesetting. Seonaigh MacPherson and Raymonde Tichner contributed chapters in the book.

**5. For Decision**

**5.1. BUS 390 Special Topics – Major Revisions – *Kenneth Gariepy***

**MOTION:**

THAT the major revisions to BUS 390 Special Topics be approved as presented.

Kenneth Gariepy / Frank Ulbrich  
CARRIED.

**5.2. HSER 120 Introduction to Interpersonal Communications – Major Revisions – *Kenneth Gariepy***

**MOTION:**

THAT the major revisions to HSER 120 Introduction to Interpersonal Communications be approved as presented.

Kenneth Gariepy / Seonaigh MacPherson  
CARRIED.

**6. For Discussion**

**6.1. Rank and Tenure – Standing Item – *Tracy Ryder Glass***

- Communications from Ken Brealey were sent regarding process and workshop dates in late November.
- Declarations of intent to apply are due to Tracy Ryder Glass, copying Nancy Scarrow or Ken Brealey, by March 31, 2019.

**6.2. Education Plan – Standing Item – *Tracy Ryder Glass***

- The update from our Faculty will be discussed at the March 1, 2019 Professional Studies Heads & Directors meeting and brought forward to the March 15, 2019 Professional Studies Faculty Council meeting.

## 7. Reports

### 7.1. FPS Curriculum Committee – *Kenneth Gariepy*

- The January 2019 meeting was cancelled due to a lack of submissions. Materials are being collected for the next meeting on February 22, 2019.

### 7.2. Indigenization Committee – *Cindy Rammage*

- The Becoming a Trainer for the Blanket Exercise event was held on January 11, 2019. Attendance included 18 registered participants supported by Ross Muehlfarth and Sadie McFee from the Indian Residential School Survivors Society and Elders Eddie Gardner and Marie Bercier.
- Sharing circles are being planned to support faculty in their Indigenization work.

### 7.3. Learning Exchange Committee – *Kirsten Robertson*

- No report.

### 7.4. Nominations and Elections Committee

- No representative.

### 7.5. Faculty of Access and Continuing Education

- No representative.

### 7.6. Faculty of Applied & Technical Studies – *Barbara Salingré on behalf of Sandy Hill*

- Kyle Bailey presented about the Fitness to Study process being developed.
- Dean John English reported that 40 high school students will be taking an industrial English course in either welding or electronics.

### 7.7. College of Arts – *Mark Breedveld*

- No report.

### 7.8. Faculty of Health Sciences – *Colleen Gingerich*

- No report.

### 7.9. Faculty of Science

- No representative.

**7.10. Senate Report – *Gerry Palmer***

- No report.

**7.11. Teaching and Learning Advisory Committee Report – *Colleen Gingerich & Mary Saudelli***

- In response to new accessibility legislation, the Accessibility Advisory Committee (AAC) has been formed and is looking for members. Interested members may contact [Ruby.Ord@ufv.ca](mailto:Ruby.Ord@ufv.ca).
- The January Quick Facts are attached for the group's information.

**7.12. Race Antiracism Network Report – *Awneet Sivia & Vandy Britton***

- No report.

**7.13. Field Placement Committee – *Monique Goerzen***

- A student has been hired to coordinate data collection for the City Studio project.
- The next meeting will be held in March 2019.

**7.14. Dean's Report – *Tracy Ryder Glass***

- Department Heads and Directors were thanked for submitting their innovation initiative updates.
- The influx in international student enrollment was discussed at the last Senior Academic Leadership Team meeting. Tracy Ryder Glass has arranged for a presentation on this topic for the February 2019 Professional Studies Faculty Council meeting.
- A number of presentations have been planned for January to March 2019 as part of the President's Leadership Lecture Series. Details are available on the [President's Leadership Lecture Series website](#).

**8. Information Items**

**8.1. [Updated 2018-19 FPS Meeting Schedule](#)**

**8.2. Assessment Services – Update to Faculty Exam Submission Form**

**8.3. Course & Program Approvals from FPS Curriculum Committee**

- BUS 439 Advanced Accounting

**8.4. Upcoming Events/Important Dates**

- [Instructional Skills Workshop \(ISW\) – January to February, 2019](#)
- [Self-Studies in Higher Education– Assessment](#) – January 23, 2019
- [Presidents Leadership Lecture Series – Dr. Strang Burton: Revitalization of the Indigenous Languages](#) – January 24, 2019
- [UFV PD Day Call for Workshop Proposals](#) – Deadline January 25, 2019

- Call for Participants – [Faculty Micro-Lectures](#) and [Publication Celebration](#) – Deadline February 1, 2019
  - [UFV Blood Drive](#) – February 6, 2019
- 8.5. The next Faculty Council Meeting is February 15, 2019 in Room D217. Agenda deadline is January 31. Send submissions to [FPS.Committees@ufv.ca](mailto:FPS.Committees@ufv.ca).

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## TLAC JANUARY 2019 QUICK FACTS

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### **TLC Update – Maureen Wideman**

- Dr. Peter Looker, Head of the Teaching, Learning and Pedagogy Division, Nanyang Technological University, will be speaking as part of the President's Lecture Series. Dr. Looker will be speaking on learning space design, changes in the education system, and where we are heading.  
Wed, Feb 27, 2019, 4:30 pm, Abbotsford campus at UHouse F124
- Both the Canadian and BC Governments have had first readings of a new accessibility legislation which includes accessible education. As UFV's obligations under the new legislation will be increased we are looking for people to sit on the Accessibility Advisory Committee (AAC). Please email Ruby Ord [ruby.ord@ufv.ca](mailto:ruby.ord@ufv.ca) if you are interested in sitting on this important committee.
- UFV is participating in the NSSE and FSSE survey again in 2019. The Teaching and Learning Centre is sponsoring the FSSE survey. Notification of participation will be sent this week and we are hoping that as many faculty participate as possible.
- Maureen presented a prototype of a sleep pod that will be coming to the UFV campus in 2019. These pods can be used by students who need a quick rest in between classes and going to work.  
Stop by the Teaching and Learning Centre in G104 to view the prototype and give your feedback.

### **ASC – Sandra Smith**

- Track Tutoring – A system for instructors to encourage their students to access tutoring. (page 2 – 3)
- Faculty Request – Faculty can submit their requests for different types of services that the ASC offers including:
  - ✓ Bring your class to the ASC for an orientation
  - ✓ In-class orientation presentations
  - ✓ Faculty office hours can be conducted at an ASC location
  - ✓ Contribute resource materials to ASC
  - ✓ Tracked tutoring

Please see this link for the form <https://www.ufv.ca/asc/faculty-requests/>

### **Online – Gordon Jang**

Want to learn Kaltura, a video repository in Blackboard that allows you to upload audio and video into your online course? Send an email to [online@ufv.ca](mailto:online@ufv.ca) to request your personal tutorial!

## Information for UFV Faculty and Staff about Tracked Tutoring at the Academic Success Centre

### What is Tracked Tutoring?

Students who receive tutoring almost always self-identify as needing help, usually ask for help later in their course/assignment work than is optimum, and generally have just one tutoring session. Students who use tutoring services more frequently or earlier tend to do better. The Academic Success Centre has set up a system called Tracked Tutoring to help instructors encourage students to access tutoring services and reward them for doing so.

### How Tracked Tutoring Works:

Details about tutoring sessions at the ASC are held in confidence. Faculty members who would like to know which of their students are or are not being tutored would not be able to get that information. With Tracked Tutoring, students are informed on their syllabus or assignment instructions that any tutoring they receive in connection with that course or assignment will be reported to their professor. The benefit to the student (x% of grade, bonus points, etc) is also communicated. Sometimes, the instructor makes accessing the tutoring services optional, and that information is included. Over the time period designated by the faculty person requesting Tracked Tutoring, the ASC monitors the tutoring appointments each student has and prepares a report for the instructor.

To set up Tracked Tutoring, instructors need to:

- Ensure that the syllabus or assignment instructions contains information about the purpose and process of Tracked Tutoring
- Fill out and submit the form on the ASC website: <https://ufv.ca/asc/faculty-requests/>

To assist instructors in making these preparations, the ASC has created some boilerplate text that can be added to documents as needed.

Please note that the tutoring is tracked only for the specific course or assignment – a student might be getting tutoring for another course or another assignment, but that information would be excluded from the report the ASC provides the instructor.

### Boilerplate for Tracked Tutoring

Instructors are welcome to tweak the wording of these samples to suit their purposes as long as two key elements are maintained: (1) that access of tutoring services will be reported to the instructor; (2) the benefit to the students of accessing tutoring services. If an instructor would like to consult with the ASC on wording, they are welcome to do so.

1. Sample to insert in **Syllabus** for **semester-long** tracking:

#### Tracked Tutoring at the Academic Success Centre

To support your out-of-class learning this semester, part of your grade for this course will come from the tutoring you receive at UFV's Academic Success Centre (face-to-face or online) <https://ufv.ca/asc/>. Each time you have a tutoring session for help with this course's material, your



tutor will ask whether the appointment is for Tracked Tutoring; if you say yes, then the tutoring appointment will be included in a report to me near the end of the semester. The ASC will tell me how many tutoring appointments you had during the semester but will not report the specific details of each appointment. At the end of the semester, these tutoring appointments will comprise [X amount of final grade]. If you do not want your tutoring appointments included in this report, you can say “No” when asked if the session is for Tracked Tutoring; by doing so, you will forgo any of the course grade associated with using UFV’s tutoring service.

2. Sample to insert in **assignment** instructions for **assignment-specific** tracking:

**Tracked Tutoring at the Academic Success Centre**

To support your learning this semester, part of your grade for this assignment will come from the tutoring you receive at UFV’s Academic Success Centre (face-to-face or online) <https://ufv.ca/asc/>. Each time you have a tutoring session for help with this assignment, your tutor will ask whether the appointment is for Tracked Tutoring; if you say yes, then the tutoring appointment will be included in a report to me when your assignment is due. The ASC will tell me how many tutoring appointments you had during the assignment preparation but will not report the specific details of each appointment. These tutoring appointments will comprise [X amount of assignment grade]. If you do not want your tutoring appointments included in this report, you can say “No” when asked if the session is for Tracked Tutoring; by doing so, you will forgo any of the assignment grade associated with using UFV’s tutoring service.