

Draft Agenda

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**Chair:** \*Judy Larsen

**Vice Chair:** \*Colleen Gingerich

**Committee:**

\*Eddie Campbell

\*Satwinder Bains

\*Hannah MacDonald

\*Godwin Choy

Michelle Johnson

\*Daniel Smythe

\*Maple Melder Crozier

\*Adrianna Bakos

\*Molleen Shilliday

Gordon Jang

\*Claire Hay

\*Samarjit Dhillon

\*Diane Cruickshank

\*Robin Kleiv

Mary Saudelli

\*Anna Wauthy

\*Nicola Mooney

\*Sandra Smith

Navneet Sidhu

\*voting member

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**ITEMS FOR ADOPTION**

a. Agenda – May 17, 2017

b. Minutes – April 2017

**1. GUEST SPEAKER** – David Johnston, UFV, University Registrar

**2. ITEMS FOR DISCUSSION**

a. Discussion arising from University Registrar's presentation around scheduling

b. Discussion around PD Day: Reflections and Goals for the Future

c. Goals for TLAC in 2017-2018

d. Call for Chair and Vice Chair Nominations

**4. REPORTS** (as available)

a. RAC Report – Satwinder Bains

b. Pedagogical Innovation Fund Report – Nicolle Bourget

c. TLC Report – Maureen Wideman

d. ETS Report – Gordon Jang

**Next meeting: TBC**

DRAFT MINUTES

Chair: Judy Larsen

Vice-Chair: Colleen Gingerich

Present:

\*Anna Wauthy

\*Hannah MacDonald

\*Daniel Smythe

\*Adrianna Bakos

\*Eddie Campbell

\*Maple Melder Crozier

\*Claire Hay

\*Diane Cruickshank

\*Nicola Mooney

\*Satwinder Bains

Gordon Jang

Maureen Wideman

Michelle Johnson

Navneet Sidhu

Regrets:

### 3. ITEMS FOR ADOPTION

#### c. Agenda – April 4, 2017

- i. The next TLAC meeting will be the week of May 15 – 19. Ruby will send out a meeting request.
- ii. Add Library Report – Diane Cruickshank
- iii. Add computer lab discussion

**Approved**

#### b. Approval of minutes – January 10, 2017

**Approved**

### 2. ITEMS FOR DISCUSSION

#### a. Academic Misconduct – Supporting Faculty

Judy Larsen posed the question, “what supports are necessary to help faculty and students when dealing with academic misconduct?” A discussion ensued around the following points:

- student cultural differences
- easy for students to cheat
- tools and resources to help faculty and students
- confronting misconduct in a safe and supportive way
- student mentors at the ASC
- lower the stakes on papers and exams and let students rewrite
- does the current system for dealing with academic misconduct allow faculty and student engagement?
- enhancing student citizenship
- supports for stress and coping

#### b. RAC Report – Satwinder Bains & Adrienne Chan

The RAC is re-visioning themselves and will be going forward with a different model. In the early days of the council the focus was on rank and tenure but now that they have

achieved this, the direction for the future is uncertain. RAC memo to Deans Senate and Terms of Reference document see page 4-6.

**Action item:** Have a joint RAC & TLAC meeting in the Fall once Chairs for each committee have been established.

### c. **Digital Fabrication Certificate**

In February 2017, the TLAC toured the Makerspace at TTC hosted by John English and he put forward a very rough draft of a Digital Fabrication Certificate that he has been working on. As the certificate is still in the rough draft, he asked that only the TLAC view it and it not be circulated. Send John any feedback you have to [john.english@ufv.ca](mailto:john.english@ufv.ca).

A conversation ensued with these questions and comments:

- looks like a fun certificate but it doesn't ladder up
- was this created to help people who wanted to work in the Makerspace?
- opportunity for a CTC course with high schools students in grades 11 & 12
- can this be an evening type course?
- will this help people to think ethically about what they are making?
- used in visual arts, TEP, and in partnerships in the community

### d. **Virtual Reality Goggles**

Maureen Wideman announced that Teaching and Learning has purchased 30 VR goggles and a Ricoh Theta 360 degree camera that can be used in classrooms or meetings. You can check these items out by the ETS website [www.ufv.ca/ets](http://www.ufv.ca/ets) The New York Times has a website where you can download an app and watch virtual reality stories <http://www.nytimes.com/marketing/nytvr/>

### e. **Computer Lab space for Classroom Use**

A discussion ensued about the computer labs on the Abbotsford campus and how they are always booked up. It would be good to have software available to everyone at UFV and it was suggested that the Teaching and Learning Centre look into a mobile computer lab and how it could be supported. The mobile lab can be signed out through ETS bookings.

## 3. **REPORTS** (as available)

### a. **PD Day Report** – Claire Hay

Claire reported that registration now open and closes April 28. Because of catering, we cannot guarantee onsite registration so make sure you sign up.

Claire asked for volunteers for Monday, May 1, 2 pm – 4 pm, Tuesday, May 2, anytime. Alumni will be hosting a wine social at and there will be door prizes and closing comments. She encouraged everyone to spread the word.

### b. **TLC Report** – Maureen Wideman

c. **ETS Report** – Gordon Jang

There will be a five day shutdown of Blackboard to relocate the server it is on to Calgary. Email [Gordon.jang@ufv.ca](mailto:Gordon.jang@ufv.ca) if you have any questions.

d. **Library Report** – Diane Cruickshank

Diane shared a report on the library renovations that will be happening from May to August 2017 (see pages 6-7). If you have any questions, please email her at [diane.cruickshank@ufv.ca](mailto:diane.cruickshank@ufv.ca)



## Memo

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To: Mark Evered, Chair, Senate; Eric Davis, Provost; and, Deans Caucus

From: Adrienne Chan, AVP, Research, Engagement, and Graduate Studies

Date: May 16, 2017

CC: Scott Sheffield, Chair, Senate Research Committee; Shelley Canning, Vice-Chair, Senate Research Committee (SRC) ; Margaret Coombes, Chair, Research Advisory Council (RAC); Judy Larsen, Chair, Teaching and Learning Advisory Council (TLAC), Al Wiseman (Secretariat); Lisa McMartin

Re: Terms of Reference, Research Advisory Council

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Over the last two months, the Research Advisory Council (RAC) has been in the process of creating a new vision for itself. The Council has now finalized their terms of reference which have been approved at Council (RAC) and by the Provost. This includes a greater emphasis on supporting new faculty, supporting student research, and providing examples and mentorship regarding good research practice. RAC will also be a forum where presentations, panels, and seminars can occur.

Please find these Terms of Reference attached, and please note that we will be asking for *two representatives from Faculty Councils* in June. These representatives will constitute the faculty component of the RAC membership. Our next Research Advisory Council meeting is in September, 2017.

This is for your information and for distribution at Senate, Deans' Caucus, SRC, RAC, and TLAC.

Please do not hesitate to contact our office if you have any questions.

## Research Advisory Council Terms of Reference

### 1. Mandate

The Research Advisory Council (RAC) provides an interdisciplinary forum for discussion of ideas, issues related to research. RAC *advocates* for research activity within the context of a teaching intensive university. RAC provides an *opportunity* for research-oriented faculty members at UFV to come together to discuss topics related to research, to support research-based initiatives, and to stimulate discussion and profile research activity at UFV. RAC will provide advice and support to the AVP Research, Engagement, & Graduate Studies and other UFV decision-making bodies such as the Senate Standing Committee for Research.

The RAC shall:

1. Initiate and plan activities and events related to research, to inspire and facilitate institution wide discussion. These activities and events may take place within RAC meetings themselves.
2. Provide a forum where new research, scholarly initiatives, good research practice, and new ideas can be discussed and reviewed in an inter-disciplinary context.
3. Provide a space in which research-minded faculty can network and have a collective voice.
4. Support the visibility of research by profiling and disseminating information about research activities and good research practice.
5. Support and advocate for student research opportunities.
6. Act as a resource for faculty regarding the scholarship of teaching and learning.
7. Act as a resource to new faculty to support them in the development of their research and scholarly activity.
8. Consult with and advise program areas on matters related to research and the integration of research and teaching.
9. Establish committees, as required, to address and/or advise on emerging issues as they relate to research, creative, and scholarly activities.
10. Consider and review UFV's strategic, strategic research, and education plans, policies and practices to assess the implications for research and the integration of research and teaching. These may be requested by the AVP Research, Engagement & Graduate Studies, Senate Research Committee (SRC), or other UFV bodies. Advice may be sought on the content, interpretation, and implementation of plans and policies.
11. Provide liaison to related groups such as the Teaching and Learning Advisory Council (TLAC) and others.

### 2. Membership

#### Voting members:

Two faculty members who are researchers, delegated by each faculty: Arts (2 from Social Sciences and 2 from Humanities), Access and Continuing Education, Applied and Technical Studies, Health Sciences, Science, and Professional Studies.

University Librarian or designate

Chair or Vice-Chair of the UFV Human Research Ethics Board

Directors / leaders of each UFV research institute, centre, or lab: Agriculture Centre of Excellence, Centre for Food and Farmland Innovation, Centre for Global Development, Centre for Social Research, Centre for Education and Research on Aging, Centre for Public Safety and Criminal Justice Research, South Asian Studies Institute, Luminescence Dating Lab and Molecular Modeling Lab.

Research Chairs: Canada India Partnership Development, Food Security and the Environment, Health and Community, and Aboriginal Studies.

Non-Voting Members

Other faculty members are welcome to attend  
Provost and Vice-President (Academic)  
AVP Research, Engagement, & Graduate Studies  
Dean, College of Arts  
Dean, Professional Studies  
Dean, Sciences  
Dean, Health Sciences  
Dean, Access and Continuing Education  
Dean, Applied and Technical Studies  
Director of Research Services & Industry Liaison  
Director of Teaching and Learning or designate

**3. Chair**

Every second year at its regular May meeting, the RAC will elect a Chair and a Vice-Chair from its membership. The selection of the Chair and Vice-Chair may be deferred at the request of RAC to September. In the event of an election, voting may occur by ballot.

The Chair (or designate) is a member of the Senate Research Committee ex-officio. The Chair is responsible for liaison with the Research Office. In his/her absence, the Vice-Chair will provide liaison or attend meetings.

**4. Regular Meetings**

The Council shall hold meetings in September, November, January, March and May each year. The Council may also meet at the call of the Chair, or at the request of the AVP Research, Engagement, & Graduate Studies or the Chair of the Senate Research Committee. In the event that a vote must be taken on specific recommendations made to the AVP or other UFV decision-making body, a quorum shall be 50% plus 1 of voting members.

All meetings of the Council are open to all UFV faculty, staff and students wishing to attend.

**5. Proceedings**

A summary record of the proceedings and recommendations of the Council will be produced and circulated by the Assistant to the AVP Research, Engagement, & Graduate Studies.



## Library Report April, 2017

### Abbotsford Campus Library First Floor Renovation – May – August 2017

As you may have heard, the Abbotsford library will be undergoing a renovation of the first floor this summer. The vision for this renovation is to increase and improve student group study space, provide a flexible programming and makerspace area, and to improve the service desk for both library employees and our users.

#### Specific improvements include:

- 6 new small group study rooms
- Flex space to accommodate larger groups, presentations, programs and a makerspace
- Presentation practice spaces for students
- 2 Renovated larger group study rooms
- More computer workstations
- Improved saturation of natural light throughout the first floor
- Streamlined computer printing
- Renovated staff workroom
- Enhanced soft seating areas
- Better display facilities for library and UFV exhibits
- Improved lighting
- Completely redesigned public service desk to improve staff productivity and service to our users.

#### Important dates (based on current estimates):

May 3: closure of the first floor of the library to all public access, including the library staff.

May 8: start of the renovation.

August 21: library reopens (estimate only)

#### Collections that will be **unavailable** to students and faculty:

- Reference books
- Print and microform magazines, journals and newspapers
- DVDs and VHS
- English Language Learning collection (ESL)
- Curriculum Collection (for Education students)
- Statistics Canada



### **Library Hours of Operation from May 3 – July 31<sup>st</sup>, 2017:**

Monday: 8:30-7:30

Tuesday – Thursday: 8:30-6:00

Friday: 8:30 – 4:30

Saturday: 1-5

Sunday: closed

### **Library Hours of Operation in August 2017:**

Monday: 8:30-7:30

Tuesday – Friday: 8:30- 4:30

Saturday & Sunday: closed

### **Services Available to Students and Faculty during the summer:**

- Circulation of books from the stacks on the 2<sup>nd</sup> floor
- Reference services including Askaway virtual reference
- Library instruction
- Reserves
- Interlibrary loans (this will include ILLs for print journals in the UFV collection)
- Use of AV viewing stations and microfilm reader/printers
- Availability of quiet and group study space located outside of the library on campus
- Availability of the G180 & G210 computer labs with printing
- WIFI

### **Impact on Faculty:**

Please let us know if there are any library materials that currently reside on the first floor that you or your students will need access to during the summer semester. For example, are there any DVDs you plan to show in class? Will your class need access to reference sources like *Handbook on the optional protocol on the sale of children, child prostitution and child pornography*, *Education at a Glance*, or *Industry norms and key business ratios*? Will you be preparing for a new class in the Fall and need to consult specific items found on the first floor? We need to know this information as soon as possible before construction starts at the beginning of May. Your liaison librarian has been in contact with faculty who are teaching this summer as well as department heads, but if you have any questions, please ask your liaison librarian for assistance: <http://www.ufv.ca/library/contactus/liaison-librarians/>

**More information will be added to our Abbotsford Renovation Libguide as it becomes available: <http://libguides.ufv.ca/LibraryRenovations>**