

AGENDA (Draft)
 Trades & Technology Faculty Council
 Thursday, October 11, 2012
 2:00 – 3:30 pm, Room 2041 TTC

	Agenda Package Page #
1. Welcome from the Chair	
2. Items for Approval	
2.1. Agenda, October 11, 2012 <i>[attachment]</i>	P.1
2.2. Minutes, September 13, 2012 <i>[attachment]</i>	P.2-7
3. Counseling Services Presentation , Julie Egers and Tia Noble	
4. Review of Action Items Outstanding from Minutes of September 13, 2012	
5. Dean's Interim Report	
6. Faculty Council Standing and Ad Hoc Committees Reports	
6.1. Curriculum Committee (Nick Penner)	
6.2. Long Term Educational Planning Committee (Dean Key)	
6.3. Teaching, Service and Research Evaluation Review Committee (Rod McLeod) <i>[attachment brought forward for approval]</i>	P.8
6.4. Business Continuity Planning Ad Hoc Committee (Paul Gumprich)	
6.5. Flexible Scheduling Ad Hoc Committee (Mark Ryan)	
7. UFV Committee Reports	
7.1. Senate Report (John Todrick, Tom Baumann)	
7.2. Undergraduate Education Committee (Rod McLeod)	
7.3. Research Committee (Tom Baumann)	
7.4. Teaching and Learning Advisory Council (Randy Kelley)	
7.5. Senate Budget Committee (Jim Carson)	
7.6. Other Faculty Councils or Designated Representative	
8. UFV Policy Review:	
8.1. Trades and Institutional Policies (John)	
8.2. Final Grade Appeals Policy <i>[attachment]</i>	P.9-12
9. Plumbing & Piping Exam Re-Writes , Discussion (Rodney Smith) <i>[attachment]</i>	P.13
10. Information Items	
10.1. Report from OH&S (Mark Ryan)	
11. New Business	
Next Meeting, November 8, 2012	

**DRAFT MINUTES
TRADES & TECHNOLOGY FACULTY COUNCIL**

Thursday, September 13, 2012
2:00 pm, Room 2041 TTC
CEP Campus

Chair: John English

Present:	Al Behmer	Bernie Duncan	Bruce Corbeil	Jamie Ubell
	Jim Carson	Jim Watts	Kent Smith*	Mark Ryan
	Nancy Barker	Nick Penner	Paul Gumprich	Randy Kelley
	Rodney Smith	Rolf Arnold*	Tricia Thomson	Heather Compeau*
	Brenda Fredrick			

Regrets:	Barry Penner	Dean Key	David Riel	John Todrick
	Larry Gritzmaker	Myles Andrew	Pat McGurk	Rod McLeod
	Shelley Hayes*	Sheldon Frank	Tom Baumann	Wally Gallinger
	Shelley Drysdale*			

Guest: René Robertson*

Recorder: Jacquie Fraser*

**non-voting member*

1. WELCOME from the Chair

The meeting was called to order at 2:00 pm with John English as Chair. At the Chair's request, Randy Kelley introduced René Robertson, Relief Instructor, who was invited to attend the meeting to get an idea of what Council is about. The Chair introduced Jacquie Fraser who is filling in as his assistant until a permanent replacement is hired.

2. ITEMS FOR APPROVAL

2.1 Agenda 2012-09-13

The Chair moved Items 8 and 9 to follow Item 3 since Mark Ryan had to leave the meeting early. There was an item added under "New Business" concerning Counseling Services.

MOTION

THAT the agenda be adopted, as amended.

**J. Ubell/R. Kelley
CARRIED**

2.2 Minutes 2012-04-26

MOTION

THAT the Minutes of 2012-04-26 be approved.

**P. Gumprich/ N. Barker
CARRIED**

3. REVIEW OF ACTION ITEMS OUTSTANDING FROM MINUTES April 26, 2012

3.1 Proper Resources for Students with Disabilities:

No action was taken over summer. The Chair will follow up with this in the Fall.

Action: John

3.2 Student Attendance Policy:

The Dean met informally with a few people in the Faculty. Trades and Technology appears to be no different from what other faculties do across campus in maintaining a record of student attendance in their classes. The Chair will look into getting more consistency in this area.

Action: John

3.3 Capital Plans:

The template remains a work in progress. The Ministry has funded a system-wide study on capital needs and specifically in Trades programs. Rolf Arnold, as the liaison person, reported that a preliminary meeting had taken place. Attention is to be paid to form #1, question 5, to include what is needed in your program should there be additional needs over \$10,000. Some of the programs included in the study are heavy duty, carpentry, cooking, welding and others. There is an on-going list of capital needs from all other programs.

Further to this, the Chair added that Jamie is interested in getting a military building just south of TTC that would work well for his area. Facilities had scheduled several tours of the building over the summer but had to cancel. Jamie is trying to reactivate discussions with Facilities and will keep the Dean informed in the next week of his progress.

Office Computer Upgrades (Agenda Item #8): Mark raised the issue of timing for computer upgrades. It would be helpful to know well ahead of time when computer upgrades will be done so that files can be backed up and software updated prior to the upgrades. There was an email last spring from IT advising people of the upgrades but with no indication when the updates would take place. The favored recommendation from members is to have a designated point person in Trades. The Chair will follow up with this.

Action: John

Weekend Building Access Policy (Agenda Item #9): Mark reported that he was scheduled to do research work with an outside company on a Saturday, but could not gain access to the building and was told he had to get permission from administration to have security present. One solution offered is to call Security to alert them when entering the building, give an estimate of how long they are expected to be there, and call when leaving the building. The Chair and Rolf will look into the history and follow up with this.

Action: John and Rolf

4. Dean's Interim Report

4.1. The strategic plan that was promised will be done in the Fall. A number of the issues are going to be addressed ahead of the plan such as program heads and Continuing Studies.

4.2. BC jobs plan is high on the government's list and is becoming more of a centerpiece institutionally and provincially. Early indications of the budget suggest that the government will favor those institutions that are paying attention to the BC Jobs Plan. The Ministry provided \$475,000 grant to UFV to focus on the Jobs Plan and almost all of it went to Trades and Technology. The Faculty added 1 welding C stream, an apprenticeship to Cooking, with the possibility of adding another. ITA rolled back \$87,000 which was taken out of the \$475,000 funding to address the shortfall; however, this move only bought the faculty a year. The Dean would like to hold an information session with faculty to lay out a budget for Trades in preparation for the budget process that is coming up. The Dean would like to find \$60,000 somewhere in the budget to reserve as resources for program heads and other like initiatives. He hopes to have this meeting towards the end of the month. The preference from members is to have the meeting at 2:30.

Action: John, Jacquie (meeting arrangements)

4.3. The first phase of the Continuing Studies Industry Services Study was completed. The Dean will review the report and move onto the next phase, which is to hunt for continuing studies opportunities and industry services. Rolf reminded members that Karen Massier is on half time education leave working alternating weeks, 2 days/wk 1, 3 days/wk 2, and will continue to be

the decision-maker and the key person in that role. Members emphasized that this is a key position and someone needs to be in it full-time. A new person will be hired to backfill Karen's position for the remainder of the academic year. Faculty should send continuing studies trade-related ideas to Karen, with a copy to Rolf and John. The ideas will be kept for consideration in the next phase of the study.

5. Faculty Council Terms of Reference Addendum:

The Chair reported there was pushback from UEC and other parts of the organization, which raises the question whether the Faculty wishes to have email polling and voting available, and if so, this will necessitate an amendment to the Terms of Reference to sanction this option as a bona fide way of doing business. Comments included that on one hand, it is helpful to have in-person communication to air points that would not necessarily come up without discussion. However, on the other hand, quorum and timely institutional processes can be issues towards the end of the academic year. As well, while it is good to move things along, having faculty consultation by email could open a strategy to introduce unpopular changes at year-end when there is no in-person Faculty Council discussion. The Chair asked members to think about this issue over the next month and for the time being he will come up with a recommendation to bring forward.

Action: John, All

6. Faculty Council Standing and Ad Hoc committees Reports

6.1. Curriculum Committee:

6.1.1. UEC advised that it would proceed with the email recommendations subject to ratification by the first Trades Faculty Council in-person meeting. One proposal was to reduce the duration of the ELTT program from 34 to 24 weeks, which is the duration approved and funded by the ITA and brings it in line with other programs around the province.

MOTION

That the Trades Faculty Council approve the changes to the ELTT Electrical Program as outlined in the attached email from Deborah Hawkes dated July 31, 2012.

**N. Penner/B. Corbeil
CARRIED**

6.1.2 There are directed studies courses already available at the 100 and 200 levels. This proposal adds the identical courses at the upper 300 and 400 levels.

MOTION

THAT the Trades Faculty Council approve Directed Studies courses AGRI 310 and AGRI 410 with the amendments from the UEC.

**N. Penner/N. Barker
CARRIED**

6.1.3 A typographical error was noted in the date at the bottom of the Automotive Completion Report.

MOTION

THAT the Trades Faculty Council approve the removal of the two final exams from the attached Automotive Collision Repair (TRAC AUCR) Completion Report.

**N. Penner/B. Corbeil
CARRIED**

6.1.4 Owing to some issues with The Course/Program change for Plumbing, this item was tabled for the next meeting.

TABLED

6.2. Long Term Educational Planning Committee: No report. They are standing by to react to the Strategic Vision.

6.3. Research, Service & Teaching Evaluation Review Committee: The report was distributed at the meeting. Randy Kelley explained that the slight name change in the report was intentional to focus more on teaching. The new name of this committee is "Teaching, Service and Research Evaluation Review Committee".

6.4. Business Continuity Planning Ad Hoc Committee: no report

6.5. Flexible Scheduling Ad Hoc Committee: The report is included in the agenda package as Addendum A.

The Dean advised that long term educational planning and flexible scheduling will be a dimension of the paper that he is preparing on the Strategic Plan that will be put forward.

7. UFV Committee Reports

7.1. Senate Report: The Chair reported that there were no substantial issues to report but advised to watch for Senate and budget Minutes in the upcoming months.

7.2. Undergraduate Education Committee Report: Items covered were mostly from Trades for Electrical and Agriculture changes. The Chair added that he sits on the UEC and APPC committees and will have a birds-eye view of kinds of issues that flow through these two committees.

7.3. Research Committee: A report from Tom Baumann was distributed at the meeting. As an aside, the Chair mentioned that Dean and Pierce had developed an idea for electric vehicle conversions and presented the idea to the Research Office. The project was granted \$10,000, with Trades contributing a matching \$10,000.

7.4. Teaching and Learning Advisory Council: This year's disability theme is to educate faculty and staff about disabilities issues through short seminars, and possibly a professional development event. This committee is looking for another member and the Dean hopes to call on someone to volunteer. The Chair suggested that there should be a push to have half of the meetings on the CEP campus.

7.5. Senate Budget Committee: The committee model is changing and members are encouraged to read the Terms of Reference when it appears on the website. Based on the budget principles, we are encouraged to be more frugal and entrepreneurial. The Chair advised to pay more attention to reports from this committee as the budget process unfolds, but to keep in mind that there are many unknowns and to expect challenges.

7.6. Other Faculty Councils or Designated Representative: No reports.

10. BC's Aboriginal PSE & Training Policy Document: This issue remains significant to this institution and will form a part of the articulated strategic vision. It is important to keep in mind what is important to the Ministry and to the institution.

11. Faculty Name Change: This was considered briefly with a variety of views. The idea will be incorporated with some commentary about it in the paper that will be put forward as a point of discussion. There was discussion about the possible consequences of a name change such as the name of the building itself and its unique identity within CEP. The Chair advised that members are to think of a name that advances the cause and the identity of the faculty, but will isolate this topic as a discussion piece in the paper.

12. Program Heads: It is the Dean's mandate and commitment to have department heads in the faculty and will incorporate the headship issue in the paper that is being put forward. Some of the reasons for having department heads include release time to participate more in institutional affairs, succession planning, management, training, and so on, but participation in institutional affairs is a big part of it. The Chair will make a decision in a few days whether there should be discussion now to explore and deal with the topic.

Action: John

13. Information Items:

- 13.1. There were no nominations for Sessional/Relief Faculty representation on Faculty Council. According to Article 3.1a of the document "A Procedure for the Conduct of Elections to the Trades & Technology Faculty Council", the Chair will fill the positions by appointment if there are no nominations. Since Agriculture was represented on Council last year, the suggestion is to get representation from relief faculty in Trades to represent the interest of that cohort. There were questions whether this was paid participation. The Chair delegated faculty to designate suitable individuals in their area as representatives.

Action: All

- 13.2. Notice was served that the nomination process will begin for student positions to serve on Faculty Council. Members are asked to encourage students to get involved.

Action: Jacquie to begin nomination process, All

- 13.3. **Standing and Ad Hoc Committees:** Business Continuity and Long Term Educational Planning committees were noted as having vacancies.

- 13.4. **Senate & Senate Subcommittee Representation:** Positions are also being sought for Graduate Studies Committee and Senate Standing Committee for Student Appeals. One more volunteer is needed to supplement Randy's involvement with the Teaching and Learning Advisory Council.

- 13.8 There is a campus-wide call for members to serve on the Writing Requirement Committee to advise on the extent to which writing comes across the curricular endeavor. It is an issue that Trades may face and is important to have someone on this committee to give this faculty's perspective. It would also be helpful for the person to watch the approach and policy as it is being developed across the institution.

- 13.9 Green Team: members are encouraged to put their name forward for this committee.

14. New Business:

- 14.1. Members had no objections to invite Julie Egers and Tia Noble of UFV Counseling Services to give a 15-minute talk on student success and services.

- 14.2 Rolf announced the big event that will take place next Thursday at CEP and encouraged everyone to participate and bring their families along. Trades and Agriculture will have displays at the event.

- 14.3 Fire Drill: In the debriefing session, Security and Facilities reported that they were pleased with the fire drill results. People are reminded, however, to close doors when leaving during the drill. Security and Facilities will look into reducing the number of muster stations.

3:30 pm, MOTION to adjourn

B. Corbeil

Next Meeting, Thursday, October 11, 2012

2:00 pm – 3:30 pm

Room TTC 2041

**Trades & Technology Faculty Council
Motions/Actions**

September 13, 2012

	Motions/Action	Follow Up
1	Item 3.1 Proper Resources for Students with Disabilities. The Chair will follow up with this in the Fall. <p align="right"><u>John</u></p>	
2	Item 3.2 Student Attendance Policy. The Chair will look into getting more reporting consistency in this area. <p align="right"><u>John</u></p>	
3	Item 4.2 Set up budget information meeting with the faculty <p align="right"><u>John, Jacquie</u></p>	Meeting set for October 4, 2:30 p.m.
4	Item 5. Should the Terms of Reference be amended to include email polling and voting? Members are to consider this question and the Chair will bring a recommendation to the next Council meeting. <p align="right"><u>John, All</u></p>	Agenda item for October 11 th meeting.
5	MOTION That the Trades Faculty Council approve the changes to the ELTT Electrical Program as outlined in the attached email from Deborah Hawkes dated July 31, 2012.	
6	MOTION THAT the Trades Faculty Council approve Directed Studies courses AGRI 310 and AGRI 410 with the amendments from the UEC.	
7	MOTION THAT the Trades Faculty Council approve the removal of the two final exams from the attached Automotive Collision Repair (TRAC AU CR) Completion Report.	
8	Course/Program change for Plumbing <p align="right"><u>Tabled</u></p>	Agenda item for October 11 th meeting.
9	Item 8. Office Computer Upgrades – Recommendation to have a designated point person in Trades. <p align="right"><u>John</u></p>	
10	Item 9. Weekend Building Access. Look into the history and follow up with a process to allow access into TTC on weekends. <p align="right"><u>John, Rolf</u></p>	
11	Item 12. The Chair will make a decision in a few days whether there should be discussion now to explore and deal with the topic of program heads. <p align="right"><u>John</u></p>	
12	Item 13.1. Faculty recommendations for Sessional/Relief Faculty appointments to Council. <p align="right"><u>All</u></p>	Chair to receive recommendations from faculty.
13	Item 13.2. Student nominations to Council. Faculty to encourage student involvement. <p align="right"><u>Jacquie, All</u></p>	Notice of Call for Nominations for student positions was posted on the Senate website, UFV-TV, and posters. Nominations close October 9 th ; Chair to report nomination results.

Faculty of Trades:

Teaching, Service and Research Evaluation Review Committee

Terms of Reference

Membership

Three faculty members elected for two year terms

One member will be elected as chair for a one year term

Mandate

The committee shall advise Faculty Council on matters relating to

- Teaching evaluation
- Service
- Research
- With particular attention to the issues that may relate to Rank and Tenure

Meetings

As required

Agenda

Determined by chair in consultation with the committee 1 week prior

MEMORANDUM

To: John English, Chair, Trades and Technology Faculty Council
From: Gerry Palmer, Chair, Senate Governance Committee
Date: October 1, 2012
Re: Consultation process for a new Final Grade Appeals policy

A new policy on Final Grade Appeals has been created, which provides a process for considering student grade appeals. This process is separate from the current appeal process provided for by the Academic Appeals (61) policy.

As part of the consultation process, SGC asks that the faculty council review the proposed policy, and submit any feedback or concerns raised to the Chair of the Senate Governance Committee via Lisa.Tassone@ufv.ca by 4:00pm on November 16, 2012.

Attachment:

- Final Grade Appeals policy

The policy is also available on the Secretariat webpage at:

http://www.ufv.ca/Secretariat/Policies_reviewed_or_developed.htm.

FINAL GRADE APPEALS

AUTHORITY Senate

PRIMARY CONTACT

RELATED POLICIES

PURPOSE/PHILOSOPHY

The University of the Fraser Valley (UFV) recognizes that students have the right to be judged fairly in relation to their academic work, and shall provide an appropriate process for considering student grade appeals.

POLICY

This policy applies to final grades only. Where students have concerns about a grade for an individual item of work, students are encouraged to discuss the matter with their instructor and to document the reason for concern.

The final grade appeal offers recourse to a student who has material evidence to show that an inappropriate final grade has been assigned. UFV recognizes the right of a student to appeal a final grade on following grounds:

- A significant error in the assessment, evaluation, determination and/or calculation of the final grade;
 - A significant error in the assessment, evaluation, determination and/or calculation of individual components of the course;
 - Credible claims of instructor bias or discrimination;
 - Failure by the instructor to follow the evaluation profile, grade assignment, and operational details as stated in the course outline; Extenuating circumstances beyond the student's control that affected the student's academic performance or made it impossible for the student to write the final test or exam as scheduled, or to complete an item of work. Students will be expected to provide evidence to support a claim for extenuating circumstances.
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DEFINITIONS

Assigned: when the grade is available to the student on the student's record.

Day: a day that UFV is officially open to the public.

Dean: Dean of the Faculty responsible for offering the course.

Evidence: material evidence that shows that an inappropriate final grade has been assigned, i.e. assignments, exams, course outline.

Final grade: a mark of a student's work as recorded on the official University transcript.

Instructor: the person who is responsible for delivery of the course curriculum and the evaluation of student work.

Natural Justice and procedural fairness: The principles of natural justice concern procedural fairness and ensure a fair decision is reached by an objective decision maker.

Respondent: the party who responds to an appeal.

Senate Standing Committee for Student Appeals: As delegated by Senate, has the responsibility for the creation of impartial tribunals to hear student appeals and for the determination of all procedures relating to the conduct of such tribunals.

Student: any person who is enrolled in a course(s) at the University.

Tribunal: Consists of three members of the Senate Standing Committee for Student Appeals for the hearing of appeals.

University: University of the Fraser Valley.

PROCEDURES/GUIDELINES

1. Appeal of the Final Grade

1.1. Consultation with Instructor

- 1.1.1. In all cases where a student has a disagreement with a grade assigned in a particular course, the student shall first discuss the matter with the instructor. Where the instructor is no longer employed by UFV, or does not respond, the Department Head will provide, to the best of his or her ability, a response in the respondent's stead.
- 1.1.2. If there has been a clerical or administrative error, or if after the discussion, the instructor wishes to change the grade for any other reason, the instructor may change the grade in accordance with the Change of Grade policy.

1.2. Initiation of proceeding

- 1.2.1. If at the end of the discussion with the instructor the student wishes to appeal the decision of the instructor, the student must submit to the Office of Academic Integrity and Appeals a Final Grade Appeal form along with any additional documents or other evidence to support the appeal within 14 days from the day the final grade is assigned.
- 1.2.2. Upon receipt of the Final Grade Appeal form, the Office for Academic Integrity and Appeals or designate will determine whether or not the appeal falls within the scope of this policy. If it does, the Final Grade Appeal form along with supporting documents will be sent, within 7 days, to the instructor.
- 1.2.3. Within 14 days of the receipt of the Final Grade Appeal form, the instructor shall send to the Office of Academic Integrity and Appeals a written response to the appeal, including all available assignments, exams, exam keys, the course outline and the final mark determination scheme related to the course work being re-evaluated. Where the respondent is no longer employed by UFV, or is not able to respond, the Department Head will provide, to the best of his or her ability, a response in the respondent's stead.
- 1.2.4. Upon receipt of the response to the grade appeal, or sooner if possible, the Office for Academic Integrity and Appeals or designate will forward all appeal information to the Dean or designate of the Faculty in which the course is taught.
- 1.2.5. Where the Dean is the instructor in question, the Registrar will appoint an alternate Dean.

1.3. Facilitated Resolution

- 1.3.1. Within 7 days of receiving a final grade appeal form and supporting evidence, the Dean or designate may attempt a facilitated resolution meeting with the student and/or the instructor.

- 1.3.2. The matter may be resolved with or without change to the final grade by agreement at the resolution meeting.
- 1.3.3. Any resolution agreed upon during the resolution meeting will be documented with a letter to the student, Instructor, and the Office of Academic Integrity and Appeals.
- 1.3.4. In the event that a resolution is not agreed upon at the resolution meeting and the student wishes to proceed with the appeal, the matter will be referred by the Dean or designate to the Final Grade Appeals process.

1.4. Final Grade Appeal

- 1.4.1. The Dean or designate will form a Final Grade Appeals Committee of three instructors who did not teach the course to the student who has requested the appeal. The Dean or designate may appoint external faculty for the appeal, if viewed by the Dean or designate as necessary for an impartial hearing.
- 1.4.2. The Final Grade Appeals Committee will review the grade and materials used to determine such grade and where the Final Grade Appeals Committee deems appropriate meet with the instructor and/or student.
- 1.4.3. The committee must review and access the work and arrive at a decision within 14 days of receipt of the appeal package, and submit the decision in writing to the Dean.
- 1.4.4. The Dean or designate will provide the outcome of the grade appeal, including the reason for the grade change, if applicable, to the student and the instructor. The final grade may be revised up or down, or may remain unchanged.
- 1.4.5. A copy of the decision shall also be filed with the Office for Academic Integrity and Appeals.

2. Appeal of the Final Grade Appeal Process

- 2.1. Students may appeal the decision of the Final Grade Appeal Committee only on the basis of alleged unfairness or bias in the process of the Final Grade Appeal.
- 2.2. A student must request an appeal within 14 days of receiving the decision of the Final Grade Appeal Committee.
- 2.3. The Appeal Hearing and decision shall normally take place within 60 days of the filing of the Request for the Appeal with the Senate Standing Committee for Student Appeals (Committee). The Appeal Hearing will be conducted in accordance with the principles of natural justice and procedural fairness.
- 2.4. The Appeal Hearing shall be conducted by an appeal tribunal (Tribunal) designated by the Committee and shall be conducted under those procedures as shall be set from time to time by the Committee.
- 2.5. The Tribunal will not attempt to evaluate the academic merits of any course grade. It will only deal with cases of alleged unfairness or bias in the process.
- 2.6. Where reasonable grounds for appeal are not evident, the Tribunal may refuse to hear the appeal.
- 2.7. The decision of the Tribunal will be final.

3. General

- 3.1. All timelines are guidelines only. Parties should attempt to comply with such time frames. Failure to do so shall in no way nullify the process unless the delay is unreasonable and prejudicial.

Plumbing and Piping Program Guide

(Excerpt for Discussion, Faculty Council, October 11, 2012)

Exam Results:

The passing mark for all exams is 70%. Any mark that is lower than 40% on the first write of any exam will result in failure of the exam and failure of the course.

Examination rewrites are only permitted under the following rules.

Rewriting Exams:

- Your first exam score must be between 40% - 69.5%.
- Marks from both your first write and your rewrite will be averaged and if over 70% will be final and recorded as 70%
- If you fail to achieve an average mark of 70% after two writes, you will be permitted a third and final write.
- Marks from your three writes will be averaged and if over 70% will be final and recorded as 70%.
- If after the third attempt your averaged mark from the three writes is still less than 70%, that course of the program will be recorded as "No Credit" and a certificate will not be issued to you and you will be withdrawn from the program.