

**MINUTES
TRADES & TECHNOLOGY FACULTY COUNCIL**

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

Chair: John English

Present:	Al Behmer Jim Carson Nancy Barker Rodney Smith Brenda Fredrick	Bernie Duncan Jim Watts Nick Penner Rolf Arnold*	Bruce Corbeil Kent Smith Paul Gumprich Tricia Thomson	Jamie Ubell Mark Ryan Randy Kelley Heather Compeau*
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Regrets:	Barry Penner Larry Gritzmaker Shelley Hayes Shelley Drysdale	Dean Key Myles Andrew Sheldon Frank	David Riel Pat McGurk Tom Baumann	John Todrick Rod McLeod Wally Gallinger
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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.