

FACULTY of TRADES & TECHNOLOGY

Faculty Council

Approved Minutes

Thursday, September 17, 2009

1:30 p.m. Room TTC 2041

Chair: Harv McCullough

Present:

Nick Penner	Tom Baumann	Tim Lynch
Kent Smith	Al Behmer	Shannon Draney
Mike Rumpeltes	Sheldon Frank	Karen Massier
Jim Carson	Bruce Corbeil	Rolf Arnold
Tricia Thomson	Shelley Hayes	Rodney Smith
Rod McLeod	Nancy Barker	Randy Kelley
Brent Bailey	Dean Key	Judy Hill
Jim Watts	Bernie Duncan	Deborah Hawkes

Regrets:

Paul Gumphrich	John Todrick	Wally Gallinger
Barry Penner	Larry Gritzmaker	Mark Ryan
Myles Andrew	David Riel	Denise Fisher
Joe Kovacs	Keith Newport	Pat McGurk
Pierce Stoeckly	Roger Moren	

Guests: Jennifer Christmas Blanca Hluskova Larry Howe

Recorder: Karen Power

1. Introductions and Welcome

Harv welcomed all and introduced new faculty & staff and Larry Howe, representing the Professional Studies Faculty Council.

Harv referred to his welcome back email, stating:

- We started two new programs this academic year: Plumbing & Piping and Automotive Collision Repair & Refinishing.
- We welcome a new President, Mark Evered and a new VP of Academic & Provost, Eric Davis.
- Student enrollments are up and most classes are full.
- This Fall, our new President and VP of Academic & Provost will be on site at TTC for a "Meet & Greet" session.

2. Items for Adoption

2.1 Agenda – 2009-09-17

The agenda was adopted as presented.

2.2 Minutes – 2009-05-21

Jim Carson asked for further details on Rank & Tenure and whether it might change now that our previous VP is no longer with us. Harv advised that Eric Davis and Mark Evered would be able to provide us an update when on site this Fall.

MOTION:

Jim Carson/ Tom Baumann
THAT the minutes of the 2009-05-21 Faculty Council meeting be adopted as presented.

CARRIED

3. Election Forms

Draft election forms for representation of vice chair, sessional & relief instructors, staff and student were distributed.

- Randy Kelley asked for clarification on the wording, "Candidates may not accept a nomination for more than one position on the same body."

It is not likely that any given member could be nominated for more than one position unless teaching full time and part time for the same UFV Faculty. After round table discussions, all agreed that the wording would remain as presented.

- Rod McLeod asked if apprenticeship students were eligible for student representation.

Harv McCullough advised that the minutes from 2009-05-21 item 3.3, state that any registered student can represent at and during the time of a council meeting. An apprenticeship student can only represent for the time they are a registered student.

Rod McLeod added that since the training times for apprentice are based on 6-10 week intervals this would then preclude them from this process.

Harv McCullough commented that if this Faculty Council is dealing with issues that reflect the advice or representation of an apprenticeship student, we could ask a representative to sit as a non-voting member.

MOTION:

Tom Baumann/Nancy Barker

THAT the Trades & Technology Faculty Council accepts and approves the election forms for vice chair, sessional & relief instructors, staff and student with the following amendment:

- Add the word "Representative" to the student, staff and sessional & relief instructors nomination title box.

CARRIED

4. UPAC Process – Schedule of Submissions

Rolf Arnold reviewed the UPAC process presently in place.

If change is required to your program by way of ITA or yourself and will affect the change to the calendar copy or your program outline, it may be required to follow the UPAC approval process.

Please consult Rolf Arnold immediately if this is the case as the process can take up to a year for formal approval and calendar change.

5. Notification to Senate

This is notification to Senate that the Professional Cook program will be rebranding its name to Culinary Arts, for marketing purposes. The public and secondary schools know this program as Culinary Arts and are quite confused with the name Professional Cook. Provincially, under the ITA, the formal name will remain the same. We ask this Faculty Council's approval to advise the Senate of this rebranding.

MOTION:

Tom Baumann/Tricia Thomson

THAT the Professional Cook program be marketed under the name Culinary Arts.

CARRIED

6. Development Office – Faculty & Staff Campaign

Jennifer Christmas representing the Development Office spoke regarding the New “Be A Lifesaver” campaign.

The campaign is inviting each faculty and staff member to participate in the way that best suits each person’s ability and wishes by donating to support current and future UFV students. Your donation can be directed to a UFV Student Emergency Fund or a UFV Faculty/Staff Bursary Fund.

Pamphlets are available in the Dean’s Office and the Development Office for those wishing to make a donation.

7. Field Trip Procedures & Guidelines (Emailed Handout)

Blanca Hluskova representing the Finance department spoke regarding the new Field Trip and Study Tour Procedures & Guidelines.

7.1 Study Tour

A study tour is usually an activity with a higher risk attached to it and is for usually a period of one week or more.

7.2 Field Trip

A field trip is usually an activity with lower risk attached to it and is within travelling distance for a local 1-2 day activity or a ½-day trip.

Refer to the packages for all details. If you are filling out a field trip or a study tour package – the Dean will be required to sign off on the package.

If you require a first aid kit for your trip – please contact Rob Kilfoyle at 864-4603.

After round table discussions, it was discovered that many programs partake in field trips.

Tom Baumann noted that the Agriculture department offers a course that is one continuous field trip and all classes are off campus. It was suggested that a package of one-waiver for the entire course be presented and signed off by the Dean.

7.3 Faculty Responsibility

- Fill out the necessary paperwork for all activities that will take place and have it signed off by the Dean.
- Include in your syllabus the detail of all trips and tours. The syllabus description should be very clear to whether this trip is mandatory or optional; if a grade or assignment is attached to the activity; if there is any cost or supply requirement for the student.
- If you do not have these trips in your syllabus now – please submit to your students a hard copy informing them of the trip details.

ACTION: All Faculty & Staff

7.4 Dean’s Responsibility

- The Faculty of Trades & Technology should have in place a list of protocol procedures in case there is an accident or an emergency while on a study tour or field trip.

ACTION: Harv McCullough

8. Information Items**8.1 ITA Information Session**

Rolf will be hosting a session on Tuesday Sept 29 – 2 p.m. to explain our operations and our role with the ITA.

8.2 Interim Educational Plan 09/10 & 10/11

Harv is in the process of developing an Interim Educational Plan for the remainder of this fiscal year 09/10.

Harv is also in the process of developing an Educational Plan for April 10/11. At present, we have in the plan a proposed Electronics Automation program.

8.3 Long Term Educational Plan and Strategic Plan

Harv is in the process of working on a five-year Educational Plan. We have to start looking at new and different programming. We cannot keep offering more of the same. We must look at what kind of graduates will industry need in the future.

Harv asked for volunteers to sit on an Ad Hoc Committee to brainstorm what this five-year plan should include.

Anyone interested was asked to forward his or her name to Karen Power.

ACTION: All Faculty & Staff

8.4 Other Faculty Council Representation (Handout)

The Terms of Reference for all Faculty Councils asks for a representative from each faculty council to sit on the other faculty councils.

If you would like to represent the Trades & Technology Faculty Council on other faculty councils – see the meeting schedule handed out and let Karen Power known of your interest.

We welcome today Larry Howe, representing the Professional Studies Faculty Council.

8.5 Draft Policies (Emailed Handout)

Emailed to everyone prior to the meeting the following draft policies:

- Academic Freedom
- Educational Partnerships
- Research Centre
- Research Partnerships

Harv encouraged everyone to review the policies especially the partnership policies, as we presently have partnerships with various external groups.

Please forward information or comments to Karen Power.

ACTION: All Faculty & Staff

8.6 Faculty of Professional Studies

Larry Howe advised everyone that the department is working on ideas to enhance the enrollment of the BBA Trades Management Degree. Larry will keep this group updated and will consult as necessary.

8.7 Next Meeting

Thursday, November 26, 2009

Meeting Adjourned, 3:10 p.m.