

Approved MINUTES
for the
TRADES & TECHNOLOGY FACULTY COUNCIL

May 20, 2010
1:30 p.m. Room TTC 2041
Chilliwack South Campus

Chair: Harv McCullough

Present:	Rolf Arnold	Bernie Duncan	Dean Key	John Todrick
	Rod McLeod	Jim Watts	Sarah Zonneveld	Shannon Draney
	Mark Ryan	Myles Andrew	Brent Bailey	

Regrets:	Barry Penner	Tim Lynch	Nick Penner	Rodney Smith
	David Riel	Roger Moren	Jim Carson	Sheldon Frank
	Bruce Corbeil	Tom Baumann	Wally Gallinger	Paul Gumphrich
	Tricia Thomson	Nancy Barker	Randy Kelley	Pat McGurk
	Al Behmer	Larry Gritzmaker	Heidi VanDokkumburg	

Guests:	Laurie Klesh	Bryan Wilkinson	Brenda Frederick	Trudy Archie
	Deborah Hawkes	Karen Massier		

Recorder: Karen Power

1. Introductions and Welcome

The meeting was called to order at 1:35 pm with Harv McCullough in the Chair. Harv welcomed Laurie Klesh, Director of IT Services; Bryan Wilkinson Manager, Instructional Technology & Client Support for IT Services; Brenda Frederick, Faculty of Arts.

2. Greetings from the Director of IT Services

Laurie joined UFV in September 2010. Today is her first visit to TTC.

One of the biggest projects IT Services is presently involved in is the migration of the network operating system. A short video is on the IT Services website. UFV will be switching from using GroupWise as the email tool to using Microsoft Outlook. Several infrastructure changes are currently underway. The end user will not see the change implemented until Feb 2011 along with training and coaching to support the switchover.

IT Services has set up a Sharing of Information Group on maintenance, schedules, and new developments. Rolf Arnold is part of this group as our conduit.

IT Services is presently in the middle of a formal IT Services Review. All reports, interviews, collected data, and research are in the hands of an external review team. A final report showing results and recommendations is still yet to come. Laurie is hoping the report will find the IT Services area lean on staffing. Presently, the Helpdesk position receives funding of two FTE's to operate a call centre open from 8 am – 8 pm.

IT Services only has one resource for the Chilliwack area. Two years ago, there was an agreement to have Susan Travassos, the resource for Chilliwack, located 50% on the Chilliwack North campus and 50% on the Chilliwack South campus.

It was discovered over time that the demand for a 50% resource at TTC was not needed. Therefore, IT Services gradually cut back those services to the point that Susan Travassos was located full-time on the Chilliwack North Campus.

With only one resource to cover all of Chilliwack, a decision was made to put the resource where the demand is, noting that both Chilliwack campuses are only a short distance apart.

Regardless of where the resource support is placed, the best method of service is a call to the Helpdesk indicating very clearly, what the issue is so that the Helpdesk can give the call the proper priority.

Service Concerns:

John Todrick

John had his classroom podium internet access vanish on a Monday. Helpdesk was called. Helpdesk responded that Susan could not come out until Wednesday.

The Helpdesk asked John if he had a cell phone as John had to call from his office because there are no phones in classrooms. The problem was eventually resolved through calling Rolf Arnold, Bryan Wilkinson, Susan Travassos, and ending with Larry SantaCruz as it was a cabling issue not a computer issue.

Bryan Wilkinson

We want to get away from relying on a particular person, because if Susan is away or is needed on a non-scheduled day at TTC you will still have the same situation. If there is, an emergency Helpdesk will send someone out immediately. Bryan added that the telephone issue has been noted and IT Services is looking into it.

Action: IT Services

Mark Ryan

Mark's classroom podium computer stopped working. Susan Travassos installed a replacement. The computer was sent for repair. Specialized software that had been installed on the broken computer was now not available to assist Mark with his teaching plans. It took three-months to get the computer repaired. When the computer arrived back, the Elmo and Sound did not work involving two more Helpdesk calls. This situation was very disruptive.

Bryan Wilkinson

Mark provided Bryan with the ticket #. Bryan to investigate further

Action: IT Services

Rod McLeod

Rod commented that the New Helpdesk Icon works great. It tracks your request and you can see when your message is sent.

Rod noted that first thing in the morning, the Helpdesk does not answer. There seems to be a time lag between 8:00 am – 8:30 am.

Bryan Wilkinson

Bryan to investigate further.

Action: IT Services

Myles Andrew

Telephone Accessibility – is it possible for us to have a network cable in the classroom compatible to our telephones so we could take our telephones from the office to the classroom when consulting with Helpdesk?

Perhaps Susan should be given a smart phone in order for her to have immediate access to Helpdesk and her emails.

Bryan Wilkinson

The Helpdesk will dispatch a technician closest to the location in need.

Harv McCullough

Each classroom at TTC (Chilliwack South campus) has an E-Room and they all have specialized software and equipment.

Harv noted that since he spends Friday's on the Chilliwack North campus he has become aware just how big that campus really is and how many more computers there are, for servicing. Health Sciences is a very high tech area requiring a lot of support.

With the future not far away, it is our hope that by September 2011 both campuses will be amalgamated with an IT Services Office onsite.

Open Discussion

Laurie Klesh

The fact that IT Services is undergoing a Formal Review is an indication that the UFV is acknowledging the lack of resources and a need for change. Until this review is completed, Laurie would like to make sure IT Services is offering good service with limited resources.

Laurie asked the council to tell her how TTC would best use the one resource based on the data collected. IT Services wants to offer good service but the statistical data has to also be considered.

Rolf Arnold

It should not be TTC's decision to decide what percentage of a resource we should have; we are not the experts on the volume of service provided.

Rolf Arnold suggested that if IT Services provided a report showing the statistics of the data, then perhaps we all could see that the need is only as good as the facts.

Bryan Wilkinson

The data is also only as good as the Helpdesk tickets that are generated. If a lot of service has been given in the past that did not generate a work order – then the data will not show a true picture.

Dean Key

We did not use the Helpdesk when we would see Susan onsite. It was more convenient to consult her directly.

Rolf Arnold

Everyone was asked to use the Helpdesk back in March 2010 therefore, the data collected should be accurate to the last three-months.

John Todrick

The service of having someone here at least one day a week is a comfort zone even though we know that our need for service may occur on a day when the resource is not onsite.

Closing Remarks

IT Services will provide a summary report of the Helpdesk data and anecdotal information from Susan on how many instructors came to her office or emailed her directly instead of using the Helpdesk.

Action: Laurie Klesh

Laurie suggested that IT Services be invited back once the results to their review were in, to discuss future coverage.

3. Items for Adoption

3.1 Agenda – 2010-05-20

MOTION:

THAT the agenda be adopted as presented, with the addition of a Confidential Shredding Box.

R. McLeod/B. Duncan

CARRIED

3.2 Minutes – 2010-04-01

MOTION:

THAT the minutes of 2010-04-01 be approved.

R. McLeod/B. Duncan

CARRIED

4. Election Procedures for Discussion and Approval

A copy of the Draft Election Procedures document was sent out electronically for all to review.

Harv explained that the Trades & Technology Faculty Council has to formally send to Senate our Election Procedures.

Harv reviewed the entire document with the council.

Discussions

- Rod McLeod questioned the number of nominators required on a Relief Instructor Nomination Form. Rod felt it might be difficult for relief instructors to get five other relief instructors to nominate him/her when they do not see each other on a regular basis.

Harv McCullough agreed that this may be difficult for relief instructors but would be easier for sessionals instructors.

- Rod McLeod asked if the election process could be done electronically as well as the nomination process. Harv stated, that yes, this is the vision of this process.
- John suggested that the number of nominators for a relief/sessional representative be only one, as only one is required on an FSA-SAC election process.

MOTION:

J. Todrick/M. Andrew

THAT we change the Election Procedures document statement 3.1b to, “the candidates must be nominated to a position by one person entitled to vote in the election.”

CARRIED

1 OPPOSED

MOTION:

J. Todrick/M. Ryan

THAT we accept the Election Procedures document with the following modifications.

Modifications:

1c. – pluralize mean(s)

3.2 – change the word area to group

CARRIED

5. Committee Updates

5.1. Senate Update

Rod McLeod

- Working through subcommittee setups
- All curriculum changes related to Trades were approved at Senate
- Approving graduates credentials.
- The provost would like to recognize great success stories, in the various disciplines, at Senate meetings. If anyone has any great stories we can share – please bring them forward.
- Report on the Academic Integrity and Appeal. The report summarized that in many cases the original rationale and the faculty’s perspective were upheld.

5.1.1. Method of Filling Subcommittee Seats

- The Governance Committee is working on filling all the subcommittee openings. This faculty council will be tasked with determining how the Faculty of Trades & Technology will be represented on the subcommittees.
- These decisions are for Faculty representation only. Staff positions on the subcommittees will be elected UFV wide.
- The method has to be determined whether it is: vote, election, appointed or reward and we collectively, as a council, have to decide.
- There are six subcommittees wanting one-two representatives per faculty council.
- The subcommittees meeting dates will be placed on the UFV meeting schedule with a commitment to a minimum of three meeting per year to a maximum of one meeting per month.

5.2. Occupational Health & Safety

- UFV has a new Manager of Occupational Health & Safety, Mo Bual.
- Evacuation practice drill will be coming soon.
- There is still an issue with the air quality in the Carpentry Shop. There is no evacuation of dust/air from the shop. The existing system in the shop is pressurized, meaning forced air comes into the shop, but there is no external vent to release air. It just collects and ends up in other shop areas.
- HC Shop Floor is not level enough to work with the equipment within the engineer specification of that equipment. The matter has now become a Facilities Dept issue. Harv noted that Craig Toews would be coming out to see the floor.
- Asbestos report would be coming shortly. Mark to report back with a copy of report, once approved
- There is also a noise issue in the Carpentry Shop. We are requesting a sound barrier wall be installed separating the dust collector from the work area. We are instructing in the shop and the dust collector unit needs to have a muffler.

5.3. Teaching & Learning Advisory Council

Tabled

5.4. CEP Educational Park Committee

- Brent Bailey circulated the most recent site plans of what buildings are going in where at CEP.
- Classes slated to start for September 2011.
- Most of the demolition is now completed.
- 1090, 1017, and 1034 are the areas/buildings being worked on in preparation for September 2011.
- Mark Ryan stated that the Carpentry program is very interested in any trees that are taken down for milling. Hardwood trees such as Maple and Birch trees would be greatly appreciated. Tim Lynch sent an email to maintenance asking if we could have first right of refusal but we have not heard back from anyone as of yet.

Action: Brent Bailey

5.5. Teaching Excellence Award Committee

Tabled

5.6. Ad-Hoc Committee – 4 day instruction and 1 day for meetings

- John Todrick has researched Selkirk College and Kwantlen University.
Selkirk College has the ability to do this in their contract but is not doing it right now.

Kwantlen University is doing it right now with Electrical, Automotive, and Appliance Repair. They work four instruction days and one day of directed learning. To ensure the directed learning is properly used some instructors offer a test on the next instructional day. There is one instructor on campus at all times. One instructor takes Monday off and the other takes Friday off. The instructors, administration, and students all love it. They have had no problems with the ITA or the Institution over it. They have been doing this for two-years. Their student contact time is 24 hours per week therefore teaching six-hours/day. The proper management of the teaching day has eliminated any student fatigue.

- Mark Ryan has researched studies that have been done showing both pros and cons of the modified week. There does not appear to be any negatives to comments surfacing in the research so far or any reduced quality of learning.

Harv looks forward to the final report that this committee will submit to Faculty Council.

Mark Ryan, Rod McLeod, Larry Gritzmaker, John Todrick, and Randy Kelley form the Ad-Hoc Committee and will report to the Faculty Council on their findings.

Action: Ad-Hoc Committee to Review and Report

6. Standardizing a Material – Wear & Tear Fee for Trades CS and/or Other Group Updates

Rolf handed out a Usage Fees Sheet explaining how the calculations will be done.

The document is a baseline from which to proceed. Each area will be consulted when a CS Course is being offered.

Action: Rolf Arnold

7. UPAC Course Review Period Extension Memo

Memo emailed to all. Any comments on this memo should be sent directly to Amanda Grimson.

8. Retirements

MOTION:

J. Todrick/M. Ryan

THAT the Faculty of Trades & Technology follow the lead of other faculties within UFV by honoring retiring employees within the Faculty of Trades & Technology, by hosting a luncheon in recognition of their contributions and services.

CARRIED

Discussion:

Harv clarified that the departments usually host luncheons not faculties.

John Todrick stated that the Faculty of Trades & Technology does not have departments or department heads.

9. Smoking Areas at TTC – 5 meter rule

- UFV does not have anyone policing this 5-meter smoking distance. It is everyone's role to help ask those smoking to move to appropriate areas. TTC Security, Janitorial Staff, and Maintenance have been informed to help police this matter.

- The Gas Tree at the front of TTC has cigarette butts inside the fenced area, which is a real danger. This fenced area does have signs on it now, but it is still a safety concern. A request for 10-meter signs to be placed around this tree, is being pursued.

Action: Karen Power

- Harv has been asked to have the pea gravel at the front of the building cleaned out. This will require a groundskeeper and we presently do not have one onsite.

Action: Harv McCullough

10. Information Items

10.1. Other Faculty Council Updates

a) Faculty of Access & Continuing Studies – Trudy Archie

- The entire faculty council is on hold until a restructuring occurs. It is believed there will be a shuffling of programs and perhaps an entire new faculty.
- The Trades Math course will not be offered at TTC in September. The Learning Centre will work with Trades students and instructors to have math upgrading available. The Learning Centre is aware that academic math and trades math are very different in the way they are applied.
- Rolf stated that the Trades Centre would notify all apprentices that the Learning Centre has upgrading math support available.

Action: Rolf Arnold

b) Faculty of Art – Brenda Frederick

- Just back from Europe
- Looking forward to participating in the future

10.2. TTC Cafeteria Hours

Email sent out to all. The last day of food service at TTC will be Thursday, June 10, 2010. Rivers Cafeteria will reopen on September 7, 2010.

10.3. CTC Programming Office – New Location and Updates

Email sent out to all.

The Career Technical Centre Office located in Abbotsford Collegiate will be moving effective May 19, 2010 to:

District CORE Building
2606 Alliance Street
Abbotsford, BC
V2S 3J8
Telephone: 604-504-4618
Fax: 604-504-4619

This office will be occupied by:

Patti Tebbutt - District Principal, Career Programs, local 1800
Joanne Snow - District Career Program Coordinator, local 1801
Irene O'Neil - Office Assistant, local 1802

The Office will be referred to as the District Career Programs Office.

CTC as a Centre does not exist anymore. The term CTC is not being used as the identity of this new office as it will be used for many other forms of programming and partnerships that the Abbotsford District is involved with.

With respect to UFV's partnership with School District #34 we should use the term CTC only when referring to the type of programming partnership we have. Therefore, we offer CTC programming through the District Career Programs Office.

10.4. Shredding Bin for Photocopier Room

Dean Key called Alan Stokes back in March asking that a shredding box be placed in the faculty photocopier room. UFV was in the process of securing a new disposal company. Our request was added to the new contract. Alan Stokes has confirmed that the box should be in place this month.

**Next Meeting
Tuesday, October 19, 2010
1:30 pm – 3:30 pm
Room 2041**