MINUTES
TRADES & TECHNOLOGY FACULTY COUNCIL

Thursday, May 9, 2013
2:00 pm, Room 2041 TTC
CEP Campus

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

non-voting member

1. WELCOME FROM THE CHAIR

John English, Chair, called the meeting to order.

2. ITEMS FOR APPROVAL

2.1 Agenda 2013-05-09

Item 5.5 was added to the agenda.

MOTION
THAT the agenda be adopted, as revised.

P. Gumprich/T. Thomson
CARRIED

2.2 Minutes 2013-04-11

MOTION
THAT the Minutes of 2013-04-11 be approved.

D. Key/J. Todrick
CARRIED

2.3 Nomination Results

A Call for Nominations was sent out on April 12th with a closing date of May 3rd. We received two nominations for the two staff vacancies; therefore, elections will not be necessary. The two staff representatives for the period September 2013 to September 2015 are: Kevin Brennan and Kathy Miller.

There were no nominations for Vice-Chair or the two positions for Sessional/Relief Faculty. Notice was given to extend nominations for an additional two weeks with a closing date of Friday, May 24th.

ACTION: Council Assistant

3. Review of Action Items

Curriculum Committee: Pat McGurk and Rod Smith will replace Tricia Thomson and Bernie Duncan. Both vacancies are due to a sabbatical leave and retirement, respectively.
Long Term Educational Planning Committee: Rod Smith will fill the vacancy for Construction.

Council approved the appointments.

4. Dean's Interim Report

Year-end budgetary matters will be shared with the faculty and staff at the PD year-end wrap on May 31st. The ITA reinstated the $20K claw-back that was taken away for not meeting target. As well, the Welding seats were returned that were taken away from the training plan budget for next year. Another $1M was secured for Agriculture facilities bringing the total to $2.3M. The target is to secure over $3M.

5. Faculty Council Operating Business

5.1 Diploma in Electrical: John T. proposed converting Electrical Apprenticeship to a two-year diploma program. He suggested breaking up the courses over 4 semesters and converting the existing hours to credit unit equivalencies, based on the university system of 15 hours being equal to 1 credit unit. Discussion pointed out the importance of quantifying the experiential component as an important factor to work into the equation. John English will circulate information he received concerning the institution's definitions of various types of experiential learning. John Todrick will do more work on the diploma conversion idea and bring back to Council. There was agreement that the proposal is a step in the right direction to pursue further.

ACTION: J. English, J. Todrick.

5.2 Apprentices and Convocation: Low attendance at convocation for Trades graduates is a concern noting that it would be structurally difficult to improve attendance without revising the existing convocation schedule so that Trades students can attend the ceremony without having to take time off work. There was agreement that an evening ceremony would accommodate the students' work schedule better and perhaps another faculty, such as Health Sciences, would find an evening ceremony more convenient for their students as well.

5.3 Entrepreneurial Workshops: Community Futures South Fraser will finance business start-ups and are prepared to finance widely. The company is willing to conduct advising sessions with students and members felt that early Fall and early winter would be the ideal times to schedule the group sessions. There was general agreement that this would be of interest to both faculty and students. Instructors are asked to take a straw poll of students to measure their interest. John will contact Community Futures.

ACTION: J. English, Instructors

5.4 CMNS 115: An alternative to this class is to offer six 2.5 to 3 hour workshops and open the sessions to anyone who has an interest. This new format will begin Fall 2013 and participants will receive a Statement of Completion. Council members are to review the proposal, provide feedback, and encourage their students to attend.

5.5 Revised Course Outline: There was favorable feedback on the revised course outline form.

6. UFV Policy Review

For clarification, the UEC develops the official course outline form and a course syllabus is an expanded version of the official course outline. The course syllabus should make intentions very clear such as stating attendance requirements, office hours, and assignment expectations. There is a general university policy on attendance and a statement in the Calendar which expands on the policy that "students are responsible for meeting attendance requirements specified by instructors *[and]* … instructors will specify attendance requirements and the consequences of failing to meet them." As it pertains to office hours, John E. would like to look into the background of the agreement and the motivation for establishing defined office hours. The general message to everyone is to measure consistency of what he/she is using now with what is required.

It was made clear that when cancelling a class, instructors are to inform the Director and the Front Office to ensure communication to students and relief coverage if necessary.

7. Reports from Other Faculty Council Representatives

No reports.

8. Information Items

No reports.

9. New Business

Mark Ryan reported problems with very slow internet speed. The Dean asked Rolf to follow-up as to why this is happening.

ACTION: R. Arnold

MOTION

The meeting adjourned at approximately 3:45pm

N. Barker

REVIEW OF ACTION ITEMS OUTSTANDING FROM MINUTES of May 9, 2013

	Nominations for Vice-Chair, Sessional/Relief Faculty: deadline extended to May 24th ACTION: Council Assistant	done
	Diploma in Electrical: John English will circulate information he received regarding experiential learning. John Todrick will do more work on the diploma idea and bring back to Council. ACTION: J. English, J. Todrick	Experiential learning matrix circulated to faculty on May 24th.
	Entrepreneurial workshops: Instructors are to take a straw poll of students to measure their interest in attending these workshops. John will contact Community Futures. ACTION: J. English, Instructors	
	Internet speed problems: Rolf is to follow up and find out why this is happening. ACTION: R. Arnold	