

MINUTES (approved)
TRADES & TECHNOLOGY FACULTY COUNCIL

Thursday, April 26, 2012
2:00 pm, Room 2041 TTC
Chilliwack South Campus

Chair: John English

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

* Indicates Non-Voting Member

1. WELCOME

The meeting was called to order at 2:00 pm with John English in the Chair. John invited Rolf Arnold to attend as a guest.

1.1 Senators Elect

On behalf of the Secretariat's Office, we congratulate Tom Baumann and John Todrick on becoming Faculty of Trades & Technology members at Senate to serve a three-year term of August 1, 2012 to July 31, 2015.

1.2 Service Recognitions

John English asked everyone to congratulate the following Service Recognitions.

10 Year 2011 - Jim Carson, Bruce Corbeil, Barry Penner
10 Year 2012 - Pierce Stoeckly
20 Year 2012 - Tom Baumann

2. ITEMS FOR ADOPTION

2.1 Agenda 2012-04-26

MOTION

THAT the agenda be adopted as presented.

B. Duncan/B. Corbeil

CARRIED

2.2 Minutes 2012-02-23

MOTION

THAT the minutes of 2012-02-23 be approved.

D. Key/ P. Gumphrich

CARRIED

3. REVIEW OF ACTION ITEMS OUTSTANDING FROM MINUTES 2012-02-23

John English asked the RSTER Committee to start the process of identifying criteria for the words: Research, Service, and Teaching and report back to the Faculty Council.

John English asked everyone to start thinking about the topic of How UFV will distribute funds coupled with identifying the difference between Research and Scholarly Activity be discussed.

John English asked everyone to view the document called BC's Aboriginal PSE & Training Policy Framework and make recommendations on how we might attach ourselves to it.

4. DEAN'S INTERIM REPORT – FOLLOW UP

4.1 Strategic Plan

John English will submit a Draft Strategic Plan by the Fall 2012 for everyone for review. Upon Faculty Council's approval of the plan, it will then be passed onto the Long Term Education Planning Committee as feedback in developing a five-year plan.

4.2 Education Plan

John English reported that we need to submit to the VP Academic's Office, before the end of June, an update to the existing Education Plan. An update might have a little better utility in the context of a true five-year plan, but we can still comment on the progress that has been made and some of the ideas and early actions we are taking.

5. CONTINUING STUDIES INDUSTRY SERVICES (CS/IS) STUDY

As mentioned at the March 29, 2012 Dean's Interim Report gathering, John English discussed moving forward with a study of Continuing Studies/Industry Services. John has asked a company called Maple Leaf Housing Centre owned by Wayne Stevens for a draft proposal on doing the study. John English recommended Wayne for a couple of important reasons his background with Trades & Technology programming and his propensity to report the things we need to hear versus want to hear. Wayne Stevens worked at BCIT as a Carpenter and worked extensively in the Continuing Studies/Industry Service operations on an International front.

John English asked Wayne Stevens to give a presentation on his draft proposal. Quite a few faculty members have put their names forward to review the proposal. An email of the first draft was sent to this group for review.

6. THE BC JOBS PLAN

The Ministry has provided \$470,000 to UFV. The criteria for using the funding is for programming that is short-term. With the focus being on the BC Jobs Plan, the highlighted areas are: Transportation, Forestry, Natural Gas, Agri-Foods, Agriculture Food Greenhouse Sector, Technology, Tourism, and International.

John has requested funding for: a welding stream, capital funding, possible tourism program, a trades discovery program, and funding to support the \$87,000 shortfall from the ITA.

The money has not been allocated yet therefore if you have ideas for short-term programming, please send your ideas along to John English.

7. ELECTION NOTICES

Notice of Regular Annual Election and Call for Nominations for Two Sessional/Relief Faculty Positions.

8. FACULTY COUNCIL – STANDING & AD-HOC COMMITTEE REPORTS

8.1 Business Continuity Planning Ad-Hoc Committee

Paul Gumphrich and Rolf Arnold met with the Brian Leonard, Manager of Emergency Planning. Brian suggested we wait until he has a UFV Plan in place. This committee is on hold.

8.2 Curriculum Committee Report

The Curriculum Committee has submitted a revised Terms of Reference for this Council's approval.

Randy Kelley asked why the Terms of Reference Members were reporting to the Director instead of the Faculty Council.

Bernie Duncan explained the process that the Curriculum Committee follows noting that the Director's Office is where the process starts and finishes:

1. The Director's Office sends item(s) for review to the Curriculum Committee.
2. The Curriculum Committee reviews and brings the item(s) to the Faculty Council.
3. The Curriculum Committee seeks approval from the Faculty Council.
4. The Director's Office is notified of the official approvals by the Curriculum Committee and by the Faculty Council Assistant.
5. The Director's Office submits all formal paperwork to the Undergraduate Education Committee.

Randy suggested that we reword the #2 items under membership. John English suggested removing #2 altogether.

MOTION

R. Kelley/B. Corbeil

THAT the Terms of Reference submitted by the Curriculum Committee be accepted as submitted with the elimination of #2 under the subtitle Membership.

CARRIED

8.3 4 Day Instruction & 1 Day for Meetings Ad-Hoc Committee

Mark Ryan handed out a report from the Committee. (Attached as Appendix A)

Committee Renamed – **Flexible Scheduling Ad Hoc Committee**

Mark reviewed the handout and advised that the committee would meet one more time to fine-tune the handout.

John English commented that he appreciated the very systematic approach the committee has taken to the process.

John English suggested that the wording in the last line of point 3 be rewritten to reflect that the Faculty Council would give its stamp of approval to the proposal making it a recommendation to the Dean.

ACTION: Flexible Scheduling Committee

8.4 Long Term Education Planning Committee

Dean Key reported that the committee is waiting to hear back from Wendy Burton, who has been invited to offer a lecture on "Appreciative Inquiry. This lecture will give the committee direction and information on how to do our jobs as a committee.

The next meeting of this committee will review the Short-Term Education Plan.

This committee is standing by for the Strategic Plan that will be presented in the Fall 2012 in order to redevelop a Five-Year Education Plan.

8.5 Research, Service & Teaching Evaluation Review Committee

In Rod McLeod's absence, he sent an email advising that the committee had attempted to meet without success. A draft Terms of Reference has been developed but not finalized.

John English asked on behalf of Faculty Council that the name of this committee be reviewed to something much shorter.

9. UFV COMMITTEE REPORTS

9.1 Senate Report - Rod McLeod

Summary of Senate Meeting March 16, 2012

- No noted highlights for the Faculty of Trades & Technology

9.2 Undergraduate Education Committee - John English

Nothing directly related to the Faculty of Trade & Technology.

9.3 Senate Research Committee - Tom Baumann

Nothing to report in the absence of Tom Baumann

9.4 Teaching & Learning Advisory Council - Randy Kelley

May 1, 2012 is the UFV Wide PD Day on Institutional Learning Outcomes. Everyone is encouraged to attend.

9.5 Senate Budget Committee - Jim Carson

Jim reported that from his appointment to this committee in November 2011, the committee has met three times to date.

Please note that this committee meets on the same day as the Trades & Technology Faculty Council, therefore Jim's participation in the Faculty Council meetings has been limited.

In review of the past three meetings, there were no major motions, or actions of significance to pass on. The minutes are available on line under the Senate Sub Committee link.

9.6 Other Faculty Councils or Designated Representatives

Faculty of Humanities - Brenda Fredrick

- Indigenizing the Academy Conference August 27/28, 2012 in the Long House located in the new CEP Campus.

UFV Library Representative - Heather Compeau

- Chilliwack Library will close between June 13 – July 2 as they move to the new CEP Campus.

10. NEW BUSINESS

10.1 Department or Program Heads

John Todrick reported that he feels this topic need to be brought to the forefront for the following reasons:

- Integration into the University
- Succession planning
- Reduce the workload for the Director

John Todrick noted that we have to start thinking about:

- What is a Department Head?
- What does a Department Head do?
- Will a Department Head have different functions in different areas or will they all be the same?

Larry Gritmaker has a job description on what a Department Head does from Les Stagg. Larry to circulate this document.

Action: Larry Gritmaker

John English added that the topic of Department Heads will be a large component of the Strategic Plan that he brings to everyone in the Fall 2012.

10.2 Proper Resources for Students with Disabilities

Mark Ryan reported that he has a DRC Student requiring special accommodation of a quiet space to write exams.

Mark was advised by the Trades Centre that there is no longer a spare office for faculty to use and that the Testing Centre is only available one day a week.

Rolf Arnold noted that the DRC is moving to the new CEP Campus, which will be much closer for assisting with special accommodations.

Rolf Arnold also noted that the Testing Centre is so busy accommodating everyone at TTC that unlike any other Room Booking process at UFV, the TTC Testing Centre requires pre booking in advance.

After much discussion, John English asked that these Minutes reflect that he has been serviced notice and he will find a way of talking it through off line.

Action: John English

10.3 Student Attendance Policy

John English raises this item to start a conversation. We have had a number of issues lately where students have been involved in or involuntarily withdrawn due to attendance reasons. There is some confusion on what is the process for having withdrawals reviewed.

The goal is to have a more systematic and complete process in place.

John English asked that we start a discussion on how we approach this. We are not expecting everyone to have the same policies and practices but we all should be consistent and able to withstand an inquiry that will come with an appeal.

- Level of consistency
- Clear understanding of rules
- How to make ourselves prepared for the appeals side

Bruce Corbeil added that we need an understanding of how much time students can miss when enrolled in an hourly-based program governed by ITA. We need to have a consensus on how much time students are able to miss before faculty can say to the student - you just do not have enough hours to pass this program.

Brenda Fredrick added that the Visual Arts department has had the same issues and is now putting into all their syllabuses: 2 non-negotiated absences you forfeit your class and if you miss 5 classes or a percentage you fail the class. (Attached as Appendix B)

John English concluded that each program should review policies and practices and to have them tested and proofed. John English would like to meet with each program to review what is in place.

Action: John English

10.4 Faculty Name Change

John English suggested the name: **Faculty of Applied Technical Studies**

John English noted that the suggested name describes what we do instead of what we are. We would still keep the trades group alive and well. To be reviewed in the Fall 2012.

10.5 Capital Plans

John English would like to solicit all departments to provide the Dean's Office with a list of capital items. Criteria and format to be send out.

Action: John English

**Next Meeting
Thursday, June 21, 2012
2:00 pm – 3:30 pm
Room 2041**

Trades & Technology Faculty Council
Motions/Actions
April 26, 2012

	Motions/Action	Follow Up
1	<p><u>8.2 Curriculum Committee Report</u></p> <p>MOTION R. Kelley/B. Corbeil THAT the Terms of Reference submitted by the Curriculum Committee be accepted as submitted with the elimination of #2 under the subtitle Membership.</p> <p style="text-align: right;">CARRIED</p>	September 13 th Agenda Package: Updated Terms of Reference with #2 removed.
2	<p><u>8.3 Flexible Scheduling Committee</u></p> <p>Resubmit draft report handed out at the April 26, 2012</p> <p style="text-align: right;">ACTION: Committee</p>	Received: Mark Ryan submitted the report on July 12, 2012 (Appendix A)
3	<p><u>10.1 Department Heads</u></p> <p>Larry Gritzmaker to circulate job description for Department Heads.</p> <p style="text-align: right;">ACTION: Larry Gritzmaker</p>	Larry distributed this as an email attachment on April 30, 2012 (copy included in Agenda Package)
4	<p><u>10.2 Proper Resources for Students with Disabilities</u></p> <p>After much discussion, John English asked that these minutes reflect that he has been serviced notice and he will find a way of talking it through off line.</p> <p style="text-align: right;">ACTION: John English</p>	
5	<p><u>10.3 Student Attendance Policy</u></p> <p>John English concluded that each program should review policies and practices and to have them tested and proofed. John English would like to meet with each program to review what is in place.</p> <p style="text-align: right;">ACTION: John English</p>	See also email from Brenda Fredrick (Appendix B)
6	<p><u>10.4 Faculty Name Change</u></p> <p>John English suggested the name: Faculty of Applied Technical Studies</p> <p>To be discussed in the Fall 2012.</p>	Agenda item for September 13 th meeting
7	<p><u>10.5 Capital Plans</u></p> <p>John English would like to solicit all programs/departments to provide the Dean's Office will a list of capital items. Criteria and format to be send out.</p> <p style="text-align: right;">ACTION: John English</p>	