

**Draft  
AGENDA**

Applied & Technical Studies Faculty Council  
Thursday, April 10, 2014  
2:00 – 3:30 pm, Rivers, TTC

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1.	<b>Welcome from the Chair</b>	John	
2.	<b>Items for Approval</b>	John	
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4.	<b>Unfinished Business</b>		
	4.1. Photocopy Copyrights	Heather/ Martin	
	4.2. Community Futures – Workshop – Thursday, April 24, 2014	John	
5.	<b>Dean’s Report</b>	John	
	5.1. ITA Review		
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6.	<b>Myers Briggs Follow-up / Year End Wrap – Friday, May 30, 2014</b>	John	
7.	<b>UFV Policy Review</b>	John T.	
8.	<b>Reports from Other Faculty Council Representatives</b>		
9.	<b>New Business</b>		
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	9.4. Service and Support in Chilliwack for Trades	Mark	
10.	<b>Information Items</b>	John	
	10.1. Elections Notice: Sessional/Relief Faculty <i>(Attachment: election procedures)</i>		Pg. 8-12
	10.2. Nominations for Student Speakers at Convocation 2014 <i>Deadline for nominations: 12:00 pm April 23, 2014</i>		Pg. 13-14
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**Next Meeting, May 8, 2014**

**DRAFT MINUTES  
APPLIED & TECHNICAL STUDIES FACULTY COUNCIL**

Thursday, March 13, 2014  
2:00 pm, Room 2041 TTC  
CEP Campus

**Chair:** John English

**Present:**

Al Behmer	Anmol Mahil	Avner Bachar	Bruce Corbeil
David Riel	Dean Key	Gurtaj Sandhu	Jamie Ubell
Jim Watts	Kathy Miller	Kevin Brennan	Mark Ryan
Myles Andrew	Nancy Barker	Paul Gumprich	Rod McLeod
Rodney Smith	Rolf Arnold*	Ted Zak	Tom Baumann
Tricia Thomson	Wally Gallinger		

**Regrets:**

Allan Arndt*	Glen Mackie	Heather Compeau*	Jim Carson
John Todrick	Nick Penner	Pat McGurk	Sandy Hill*
Sheldon Frank			

**Recorder:** Kelli Graham\*

*\*non-voting member*

**1. WELCOME FROM THE CHAIR**

John English, Chair, called the meeting to order at 2:00 pm.

**2. ITEMS FOR APPROVAL**

2.1. Agenda 2014-03-13

Add the following items:

*8.4 Senate Standing Committees – Expression of Interest*

*9.6 Regional Skills Event*

<b><u>MOTION</u></b>	<b>D. Key/T. Baumann</b>
THAT the agenda be adopted as amended.	
	<b>CARRIED</b>

2.2. Minutes 2014-01-09

Comments were made on the financial contribution from all departments to maintain the UFV trades bus. It was confirmed that all programs would be able to access a driver for field trips, if necessary.

<b><u>MOTION</u></b>	<b>T. Baumann/B. Corbeil</b>
THAT the Minutes of 2014-01-09 be approved.	
	<b>CARRIED</b>

2.3. Minutes 2014-02-13

<b><u>MOTION</u></b>	<b>B. Corbeil/D. Riel</b>
THAT the Minutes of 2014-02-13 be approved.	
	<b>CARRIED</b>

### 3. REVIEW OF ACTION ITEMS OUTSTANDING FROM MINUTES – January 9<sup>th</sup> and February 13<sup>th</sup>

#### 3.1. Action Item 1, Assessment Tools

Rolf met with the registrar office last week and they are still working on the details.

**ACTION: Rolf**

#### 3.2. Action Item 2, “Professor Emeritus” status for recent retirees.

John T. is working with individuals to obtain recent copies of CV's in order to work on the nomination package. The plan is to have this process completed for the June 2013 Convocation ceremony.

**ACTION: John T.**

#### 3.3. Action Item 3, Weekend TTC Building Access

Mark and Rolf have been working on the procedures for weekend access to the TTC building and will have something available in writing in the near future.

**ACTION: Mark R., Rolf**

#### 3.4. Action Item 4, Community Futures

John will confirm date of workshop for apprenticeship students to learn about self-employment. All current and former students will be invited to attend.

**ACTION: John E.**

#### 3.5. Action Item 5, Bookstore

The bookstore staff has confirmed that they will work with us to ensure a smooth process for students to receive their books on the first day of classes. If the debit machine does not work properly, students will be permitted to take their book and pay later to eliminate any delay in class time.

#### 3.6. Inter-faculty Collaboration

John will work directly with Michelle around the idea of extending an invitation to other areas to visit trades.

**ACTION: John E./Michelle R.**

#### 3.7. Co-Curricular Record

It was noted that Co-Curricular Record is being advertised throughout the university. If faculty are interested in receiving more information, they are encouraged to contact Janelle Blackman at [Janelle.Blackman@ufv.ca](mailto:Janelle.Blackman@ufv.ca).

### 4. DEAN'S REPORT

The Dean provided the following information:

- Education/Strategic Plan 2013-15 Update – This plan was approved at APPC, Senate and the Board.
- Faculty name change – The Board approved the name change to the Faculty of “Applied and Technical Studies”. The Dean will meet with Leslie Courchesne to work on a process to manage the name change in a strategic way and report back with a plan. Part of that process is to include the “School of Trades” which will provide some potential advertising.
- Budget Update – The Dean reported that we are approaching the end of the 2013-14 fiscal year and are projecting a small surplus, of which 50% will go back to the institution. ITA funding for the 2014-15 year is still unknown at this time.

- The Dean reported that a meeting with facilities is scheduled for early April to discuss the details for the renovations. It is anticipated that these renovations will begin as soon as possible, following the end of the affected classes, to be ready for Fall 2014.
- Staff attendance at Faculty Council – The committee agreed to extend invitations to all staff to attend faculty council meetings as a way to stay informed and participate in discussions.

5. **MYERS BRIGGS FOLLOW-UP – *deferred***

6. **UFV POLICY REVIEW – *deferred***

7. **REPORTS FROM OTHER FACULTY COUNCIL REPRESENTATIVES**

8. **INFORMATION ITEMS**

8.1. Convocation 2014

The following dates have been confirmed:

Grad Fair:

March 5 – Abby – Alumni Hall

March 25 or 27 – CEP – Atrium (exact date to be determined)

**May 1 – Trades – Near Cafeteria (during the lunch hour)**

Ceremony:

June 12, 1:30 pm – Arts

June 13, 9:30 am – Access and Open Studies / Professional Studies

June 13, 2:30 pm – Science / Health Sciences / Trades and Technology

Other Important Dates:

April 1 – Deadline to Graduate

April 24 – Grad Mailout

May 31 – Deadline to order gown (\$40 rate)

In the past, the turnout from Trades at Convocation has not been very strong and we would like to increase participation. Please inform your students of these dates and regular updates will be sent out as things progress.

It was decided that the Dean will call all names for the trades and technology students at Convocation 2014. This is a change from past practice when the instructors called out the names of their students.

The committee shared their concerns with the cost to students for Convocation (\$65.00). It was suggested that the convocation fee be added to their regular fees as a separate line item, but paid when all fees are due.

The Dean will bring this item forward to a future Senate meeting for consideration.

**ACTION: John E.**

8.2. Nominations for Student Speakers at Convocation 2014

The provost office is seeking nominations for student speakers for our June 12 and 13 Convocation ceremonies. Selection as a student speaker is considered an honour for a graduate. Those selected receive an honorary certificate acknowledging they were a student speaker at Convocation, and will be profiled in Convocation publicity. We also make space available for their guests in the reserved seating area at the ceremony.

Nominees should be students who are well-rounded in a variety of areas including public speaking, respected by other students, and willing to write and give the speech. Students must meet all requirements enabling them to graduate this June. Speeches should be five minutes maximum.

Nominations should be submitted to Janice Nagtegaal ([Janice.Nagtegaal@ufv.ca](mailto:Janice.Nagtegaal@ufv.ca)) in the Office of the Provost and Vice-President, Academic by **April 23, 2014**.

8.3. Teaching & Learning Advisory Council (TLAC) Representatives

The Teaching & Learning Advisory Council (TLAC) is requesting representation from Trades on this committee. If anyone is interested in attending, please contact the Dean.

8.4. Senate Standing Committees – Expression of Interest

Expressions of interests are being sought from faculty members to serve on Senate Standing Committees for a two year term, August 1, 2014 – July 31, 2016. The Senate Governance Committee (SGC) welcomes expressions of interest for the following positions:

Academic Planning & Priorities	• 1 faculty
Senate Awards & Honours Committee	• 1 faculty
Senate Budget Committee	• 3 faculty
Graduate Studies Committee	• 3 faculty
Senate Research Committee	• 2 faculty
Undergraduate Education Committee	• 7 faculty
Senate Standing Committee for Student Appeals	• 2 faculty

To volunteer, please complete and return the expression of interest and information sheet by 4:00 pm on Tuesday, April 1, 2014 to Lisa McMartin at [lisa.mcmartin@ufv.ca](mailto:lisa.mcmartin@ufv.ca).

For further information on the Senate Standing Committees or the nomination process, please visit the Secretariat website at <http://www.ufv.ca/secretariat/expressions-of-interest/>

**9. NEW BUSINESS**

9.1. Faculty Council – Terms of Reference – request for updates

On February 14, 2014, Senate approved revisions to the terms of reference for the Faculty/College Councils, as follows:

The addition of a term:

**VOTING** (as 2.8 in the faculty council terms of reference and as 3.8 in the College council terms of reference)

*Under normal circumstances, voting takes place during council meetings, and decisions are made by a simple majority of voters. In the event of extenuating circumstances or unforeseen events which cause disruptions to regular meeting schedules, such as school closures due to weather or urgent business that requires a decision prior to the next scheduled meeting, voting may be conducted by email or other electronic technologies, at the discretion of the chair and vice-chair. In this case, all council members must be polled for a minimum of three business days, and the number of votes cast must be equivalent to or exceed the council's quorum in order for the decision to be valid. The results of electronic votes shall be reported via email, as well as at the next council meeting, and recorded in its minutes.*

In addition a change to the review period was included:

**REVIEW OF TERMS OF REFERENCE** (revision to 2.9 in faculty council terms of reference and 3.9 in the College council terms of reference)

*The terms of reference shall be reviewed at least every ~~two~~ three years.*

**MOTION****J. Ubell/R. McLeod**

THAT the Terms of Reference be approved as amended.

**CARRIED**9.2. Photocopy Copyrights

Rodney asked for clarification on the process relating to photocopy copyrights. He indicated that over the last few years the process has altered substantially and he would like clarification on the required process.

Heather Compeau will be contacted to provide clarification.

**ACTION: John E.**9.3. Charitable Donation Receipts – Process / Timeline

Jamie questioned the timeline for processing charitable donation receipts. The Dean advised that the advancement office has promised that this will be handled in a more timely manner in the future.

9.4. Air Quality

Mark advised that the exhaust system that was installed can not be overridden until after 3:00 pm; therefore the issue has not been resolved. The Director will review with facilities.

**ACTION: Rolf**9.5. Building access for faculty staff and students

Mark indicated that work is ongoing to document the building access for faculty staff and students after hours. Conversations are taking place with security for 7 day/week access for the hours between 7:00 am and 9:00 pm.

The following comments were raised:

- Concern with family/work balance and hours of work
- Open access to all areas may be problematic – possibly restrict access
- This is a privilege for staff and students and equipment care needs to be considered

9.6. Regional Skills Event

The Director thanked everyone for their hard work and participation in the regional skills event held on March 7<sup>th</sup>. The event allowed for 62 competitors with over 1200 grade 8 students touring the building. There has been positive feedback from all that this was a tremendous success and supported very well by industry.

A question was asked on why this event targets the middle school level and not the high school level. It was suggested that middle school students are more inclined to participate and share their experiences with friends and family, thus providing the best promotion of our programs.

The committee agreed that the trades department could expand its marketing potential and provide more opportunity for open houses and events.

A member asked about why there are no external defibrillators on site. It was noted that these items may currently be on order.

**MOTION**

The meeting adjourned at 3:30 pm.

**Next Meeting, April 10, 2014**

**REVIEW OF ACTION ITEMS OUTSTANDING FROM MINUTES of March 13, 2014**

	<p>“Professor Emeritus” status for recent retirees.  <b>Action: John T.</b></p>	<p>John T. working on application process.</p>
	<p>Weekend TTC building access  <b>Action: Mark R., Rolf A.</b></p>	<p>Mark and Rolf to finalize process for weekend building access.</p>
	<p>Community Futures – will be offering a workshop for apprenticeship students to learn about self-employment. All current and former students will be invited to attend.  <b>Action: John E.</b></p>	<p><i>Date to be determined</i></p>
	<p>Inter-faculty Collaboration – extend an invitation to faculty from academic areas of the university to visit trades.  <b>Action: John E. / Michelle R.</b></p>	
	<p>Convocation Fees – include \$65.00 fee in regular tuition as a separate line item. John to bring this forward to Senate.  <b>Action: John E./Tom</b></p>	
	<p>Photocopy Copyrights – Get clarification from Heather Compeau  <b>Action: John E.</b></p>	
	<p>Air Quality – Exhaust system not able to be manually turned on.  <b>ACTION: Rolf</b></p>	

# **A Procedure for the Conduct of Elections to the Trades & Technology Faculty Council**

These procedures have been developed to meet the requirements of the Voting Membership as outlined in the Trades & Technology Faculty Council, Terms of Reference.

## **1. DEFINITIONS**

The following definitions apply to the Faculty of Trades & Technology at the University of the Fraser Valley (UFV).

- a. “Faculty member” means a person employed by UFV as an instructor, lecturer, assistant professor, associate professor, or professor on a permanent contract.
- b. “Sessional Faculty member” means a person employed by UFV as an instructor, lecturer, assistant professor, associate professor, or professor on a per course semesterly contract.
- c. “Relief Faculty member” means a person employed by UFV, on-call, as an instructor or lecturer on a fiscal year contract.
- d. “Support staff” means employees of UFV who are not (a) officers of the university, or (b) deans or faculty member.
- e. “Student” means a person who is presently enrolled at UFV in a credit course.
- f. “Officer of the University” is the president, a vice-president, or associate vice-president.
- g. “Employee of UFV” refers to people who have a permanent or continuing employment contract with UFV.

## **2. TERMS OF MEMBERSHIP**

### **2.1. Positions**

The following positions are elected to the Trades & Technology Faculty Council:

- a. One vice-chair elected by faculty members of the Faculty of Trades & Technology.
- b. Two sessional/relief faculty members, elected by sessional/relief faculty members of the Faculty of Trades & Technology.



- c. Two support staff elected by the support staff of the Faculty of Trades & Technology.
- d. Two students elected by students of the Faculty of Trades & Technology.

## **2.2. Terms of Elected Positions**

The terms of the elected positions to the Trades & Technology Faculty Council and after that until a successor is elected are:

- a. Vice Chair - two years
- b. Sessional/Relief Faculty – one year
- c. Support Staff – two years
- d. Students –one year

Terms begin each Fall

## **2.3. Vacancies**

The Chair of the Trades & Technology Faculty Council must enter a declaration of the vacancy in the minutes of Faculty Council meeting as appropriate. This is conclusive evidence of the vacancy.

The Council Assistant will conduct a by-election in a timely manner. If three or fewer months are remaining in the term of the vacated position, the position will remain vacant until the regular annual elections take place.

A person elected to fill a vacancy holds the position for the remainder of the term for which the person's predecessor was elected.

## **3. ELECTION PROCEDURES**

The elections will be conducted by the Council Assistant.

### **3.1. Nominations**

- a. A notice of the regular annual election and call for nominations for vice chair and support staff positions shall be made in March.

A notice of the regular annual election and call for nominations for sessional/relief faculty shall be made in April.

A notice of the regular annual election and call for nominations for student positions shall be made in September.

Nominations will be open for 3 weeks.

If no candidates are nominated the call for nominations may be extended for 2 weeks. If no candidates are nominated after the extension, the position shall be filled by an appointment, by the Chair of the Trades & Technology Faculty Council.

- b. Candidates must be nominated to a position by the following number of members of the group associated with the position:
  - Vice Chair – nominated by 5 faculty
  - Support Staff – nominated by 5 support staff
  - Student – nominated by 5 students
  - Sessional/Relief Faculty – nominated by 1 sessional/relief faculty
- c. Candidates must be members of the group that elects them. They must sign the nomination indicating a willingness to stand for the position and agreement to serve the term.
- d. Each candidate may provide a statement of up to 150 words on the candidate's views on matters rightfully falling under the jurisdiction of the Trades & Technology Faculty Council.

The statement will be printed and/or posted electronically with the list of candidates and voting instructions. These will be posted no later than the week following nominations.

### **3.2. Election Registers or Voters' Lists**

Voters for a representative of a group must be members of that group. Only those persons whose names appear in the election registers are entitled to vote at an election.

#### **a. Faculty**

The Council Assistant will, upon a call for nominations, prepare an election registers or voters' list, which is an alphabetical list of the names and UFV addresses of the faculty that are entitled to vote at an election.

#### **b. Support Staff**

The Council Assistant will, upon a call for nominations, prepare an election registers or voters' list, which is an alphabetical list of the names and UFV addresses of the support staff that are entitled to vote at an election.

c. Sessional/Relief Faculty

The Council assistant will, upon a call for nominations, prepare an election registers or voters' list, which is an alphabetical list of the names and UFV addresses of the sessional/relief faculty who are entitled to vote at an election.

d. Students

The Council Assistant obtains program lists of the names of all registered students enrolled in a program under the Faculty of Trades & Technology at the call for nominations and just before voting begins.

### **3.3. Voting**

- a. The voting will be held at least 2 weeks after the close of nominations.
- b. Candidates may conduct an election campaign until the voting begins. The candidates are responsible for removing all posters and campaign material within sight of any designated polling station prior to the start of voting.
- c. Balloting will take place over at least 4 days, but preferably a 7-day period. The Chair of the Trades & Technology Faculty Council will determine an appropriate method(s) for voting that maintains the confidentiality of the process, but allows a maximum amount of voter participation.

### **3.4. Results**

- a. The Council Assistant must report the results of the election to the committee at the first meeting following the election or by email should the next meeting be more than 5 weeks away.
- b. The candidate with the highest number of votes will be declared the winner.
- c. If there is a tie vote between two or more candidates for an office, the Chair of the Trades & Technology Faculty Council must cast the deciding vote.

## **4. APPEALS**

- a. Any appeal of the contents and/or conduct of the election shall first be made to the Chair of the Trades & Technology Faculty Council. If the matter is not resolved, then it may be referred to Senate.

## 5. CHANGES TO THE PROCEDURES

- a. The Chair of the Trades & Technology Faculty Council will review the procedures after each election and make recommendations for changes to the Faculty Council.

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## MEMORANDUM

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**To:** Department Heads and Directors  
**CC:** Deans, Assistants to the Deans, Betsy Terpsma, Auriel Heron  
**From:** Eric Davis, Provost and Vice-President, Academic  
**Date:** February 14, 2014  
**Re:** Nominations for Student Speakers at Convocation 2014

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We are seeking nominations for Student Speakers for our June 12 and 13 Convocation ceremonies.

Selection as a student speaker is considered an honour for a graduate. Those selected receive an honorary certificate acknowledging they were a student speaker at Convocation, and will be profiled in Convocation publicity. We also make space available for their guests in the reserved seating area at the ceremony.

Nominees should be students who are well-rounded in a variety of areas including public speaking, respected by other students, and willing to write and give the speech. Students must meet all requirements enabling them to graduate this June. Speeches should be five minutes maximum.

Nominations should be submitted to Janice Nagtegaal ([Janice.Nagtegaal@ufv.ca](mailto:Janice.Nagtegaal@ufv.ca)) in the Office of the Provost and Vice-President, Academic by April 23, 2014. Nomination Form attached.

Many thanks for your assistance with this effort, which will help to ensure student-centred ceremonies at Convocation 2014.

Eric



## CONVOCATION 2014 STUDENT SPEAKER NOMINATION FORM

**Student's Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Program graduating from (include majors/minors if appropriate):**  
\_\_\_\_\_

**Address:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_  
*(as of May 2014)*

In one or two paragraphs, indicate why this student is particularly suited to be chosen student speaker. It would be beneficial to list activities in which the nominee is/has been involved at the University of the Fraser Valley. Letters of support may be attached to the nomination form.  
\_\_\_\_\_

**Nominator\*:**  
*(name and program)* \_\_\_\_\_

\*Nominator's should be a faculty member from the department/area the nominated student is graduating from.

**Deadline for nominations: 12 pm, April 23, 2014.** Please submit the completed nomination form to the Office of the Provost and Vice-President, Academic, or electronically to [Janice.Nagtegaal@ufv.ca](mailto:Janice.Nagtegaal@ufv.ca).

## **UFV Senate Standing Committee Call for Expressions of Interest**



Expressions of interests are being sought from faculty members, staff member, undergraduate and graduate students to serve on Senate Standing Committees for the upcoming academic year.

The Senate Governance Committee (SGC) welcomes expressions of interest for the positions listed in the attached expressions of interest form. SGC is responsible for ensuring the broadest possible base of representation, given the available pool of nominees. SGC will make every effort to ensure that committee composition considers the experience and interest of candidates and the diversity of disciplines at the University.

To volunteer, please complete and return the attached expression of interest and information sheet by 4:00 pm on Wednesday, April 16, 2014 to Lisa McMartin at [lisa.mcmartin@ufv.ca](mailto:lisa.mcmartin@ufv.ca).

For further information on the Senate Standing Committees or the nomination process, please visit the Secretariat website at <http://www.ufv.ca/secretariat/expressions-of-interest/>

**Expressions of Interest and Information Sheet**

*Click on highlighted areas to enter text.*

<b>Candidate Information (required)</b>	
Name:	Date:
Department/School/Program:	Faculty (if applicable):
Phone:	Email:

**Candidate's position at UFV**  
 Faculty  Staff  Undergraduate student  Graduate student

If you are a UFV undergraduate or graduate student please provide the following information:

- Student ID#:
- Program of study:
- Year in program of study:

**Senate Standing Committee Vacancies**

*Please indicate the committee of interest.*

*If you are interested in more than one, please indicate your preferences (1 being most preferred)*

	<b>Committee</b>	<b>Requires</b>	<b>Term</b>	<b>Meetings*</b>
<input type="checkbox"/>	Academic Planning & Priorities	<ul style="list-style-type: none"> <li>• 1 faculty</li> <li>• 1 undergraduate student</li> <li>• 1 graduate student</li> </ul>	2 years – Aug 1, 2014 - July 31, 2016	Monthly, Wed, week 3, 2:30-4:30pm
<input type="checkbox"/>	Senate Awards & Honours Committee	<ul style="list-style-type: none"> <li>• 1 faculty</li> </ul>	2 years – Aug 1, 2014 - July 31, 2016	Monthly, Tuesday, week 3, 2:30-4:30pm
<input type="checkbox"/>	Senate Budget Committee	<ul style="list-style-type: none"> <li>• 2 faculty</li> </ul>	2 years – Aug 1, 2014 - July 31, 2016	Monthly, Thurs, week 4, 2:30-4:00pm
<input type="checkbox"/>	Graduate Studies Committee	<ul style="list-style-type: none"> <li>• 3 faculty</li> <li>• 1 graduate student</li> </ul>	2 years – Aug 1, 2014 - July 31, 2016	Monthly, Thurs, week 3, 9:00-11:00am
<input type="checkbox"/>	Senate Research Committee	<ul style="list-style-type: none"> <li>• 1 staff</li> <li>• 1 graduate student</li> <li>• 1 undergraduate student</li> </ul>	2 years – Aug 1, 2014 - July 31, 2016	Monthly, Thurs, week 1, 9:00-11:00am
<input type="checkbox"/>	Undergraduate Education Committee	<ul style="list-style-type: none"> <li>• 3 faculty</li> <li>• 1 dean or associate dean</li> </ul>	2 years – Aug 1, 2014 - July 31, 2016	Monthly, Fri, week 4, 10:00-12:00pm
<input type="checkbox"/>	Senate Standing Committee for Student Appeals	<ul style="list-style-type: none"> <li>• 1 staff</li> </ul>	2 years – Aug 1, 2014 - July 31, 2016	Monthly, Tues, week 3, 2:30-4:30pm

\*Meeting schedules are subject to change



**Information sheet (required)**

1. A statement of interest, outlining reasons for wanting to serve and what interests you about the Committee(s) you wish to serve on (up to 150 words):

2. Please list other recent committee service at UFV (department, program, Faculty, university-wide) and/or other organizations. Please indicate length of service.

3. Explain how your personal/professional experiences and/or qualifications would contribute to the work of the Committee(s)?

4. Please provide any additional information that you would consider relevant. Include additional sheet if required.

Please consider me for vacancies as they occur.

**Candidate's agreement**

By submitting this application, candidates agree to stand for the above position and agree to the terms as outlined in the Rules for the Conduct of Business [http://www.ufv.ca/senate/standing-committees/rule\\_procedures/](http://www.ufv.ca/senate/standing-committees/rule_procedures/). If nominated, candidate are to serve the full term of the position.

To volunteer, please "save as" a copy and email the form to the Secretariat office:  
Attention to Lisa McMartin, Assistant to the University Secretary ([lisa.mcmartin@ufv.ca](mailto:lisa.mcmartin@ufv.ca))

**DEADLINE:** Wednesday, April 16, 2014 by 4:00 pm  
*Late forms will not be accepted*

Your personal information is collected under the authority of section 26(c) & 26(e) of the *Freedom of Information and Protection of Privacy Act* (FIPPA). Senate will use this information for the sole purpose of reviewing and recommending nominees for approval. If you have any questions about the collection or use of this information, please contact Al Wiseman, University Secretary and Registrar, 33844 King Rd, Abbotsford, BC, V2S 7M8 at 604-557-4020 or [al.wiseman@ufv.ca](mailto:al.wiseman@ufv.ca).

# MEMO

**To:** UFV community  
**From:** Elaine Harris, University Secretariat office  
**CC:** Lisa McMartin, Assistant to the University Secretary  
**Date:** 07/04/2014  
**Re:** Consultation for deletion of the Advanced Placement Program (90) policy

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The University Secretariat is in the process of identifying and removing policies that do not serve a clear purpose, so UFV can focus on revising or developing the policies we need. The Advanced Placement Program policy was identified as a policy that may not be necessary at UFV and deletion is proposed.

## **Rationale:**

Advanced placement (AP) is a program that provides university level courses to high school students. The courses are accepted in lieu of grade 12 courses for entrance requirements and prerequisites and they also may receive post-secondary transfer credit.

A separate policy on Advanced Placement program does not seem necessary at UFV, because:

- UFV's Transfer Credit policy (107) addresses transferability of AP courses, and the BC Transfer guide lists transfer credit for AP courses.
- The UFV academic calendar and Admissions web pages contain information on applicability of AP courses to entrance requirements.
- The International Baccalaureate (IB) program is administered in a similar way at UFV. We do not have a formal IB policy, and this has not presented any problems.

Most post-secondary institutions accept AP courses for admission and transfer credit, and publish the information in their calendars and websites, but formal policy on this program was rarely found at other institutions.

A separate policy on Advanced Placement Program should not be required in order to continue with the current practices.

As part of the consultation process, the University Secretariat invites members of the UFV community to submit collaborative or individual feedback to Elaine Harris at [Elaine.Harris@ufv.ca](mailto:Elaine.Harris@ufv.ca).

**Deadline:** April 30, 2014 at 4:00 pm

The policy is available on the Secretariat webpage at: [http://www.ufv.ca/secretariat/policies\\_review/](http://www.ufv.ca/secretariat/policies_review/)

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**ADVANCED PLACEMENT PROGRAM**

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AUTHORITY Senate  
PRIMARY CONTACT Provost and Vice-President, Academic  
RELATED POLICIES

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**POLICY**

University of the Fraser Valley recognizes the Advanced Placement Program examinations as equivalent to Grade 12 High School courses for the purpose of admission to the university and its programs.

Transfer credit and/or advance placement may be granted at the discretion of the appropriate department for examinations with grades of four (4) or better.

Note: Recognition by University of the Fraser Valley of the Advanced Placement Program examinations does not imply, or in any way guarantee, that transfer credit or advance standing awarded by the university will be accepted by another institution.

# MEMO

**To:** UFV community  
**From:** Elaine Harris, University Secretariat office  
**CC:** Lisa McMartin, Assistant to the University Secretary  
**Date:** 07/04/2014  
**Re:** Consultation for deletion of the Amendment of Permanent Record (66) policy

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The University Secretariat is in the process of identifying and removing policies that do not serve a clear purpose, so UFV can focus on revising or developing the policies we need.

We are pursuing deletion of the Amendment of Permanent Record (66) policy as this policy does not seem necessary.

**Rationale:**

The Amendment of Permanent Record policy simply states that courses and grades will not be deleted from the permanent record, a statement that is essentially a definition of “permanent record”. It is common practice at post-secondary institutions that courses and grades remain on the permanent record, except if changed through an appeal or late withdrawal, and a formal policy does not seem necessary to enforce this rule.

No similar policies were found during a review of policy manuals at all BC universities, several BC colleges and several Canadian universities. Regulations about academic records and registration usually are included in institutional calendars and websites rather than in formal policy.

The academic calendar Regulations section at <http://www.ufv.ca/calendar/fall-2014/General/RegulationsAndPolicies.htm#Grading> contains a statement on the permanence of the student record. The calendar statement seems sufficient to alert students and to enforce the regulation.

As part of the consultation process, the University Secretariat invites members of the UFV community to submit collaborative or individual feedback to Elaine Harris at [Elaine.Harris@ufv.ca](mailto:Elaine.Harris@ufv.ca).

**Deadline:** April 30, 2014 at 4:00 pm

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**AMENDMENT OF PERMANENT RECORD**

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AUTHORITY Senate  
PRIMARY CONTACT Registrar  
RELATED POLICIES

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**POLICY**

A course and accompanying grade may not be deleted from the permanent record.