

MINUTES
Applied & Technical Studies Faculty Council
Thursday, September 11, 2025 - 2:00 PM
Trades and Technology Centres, Rivers Dining Room 1068

Present: Alex Palameta, Avner Bachar, Brock Hartman, Daniel Smythe, Dean Key, Elmer Magsino, Greg Wedel, James Mandigo, Jeff Chizma, Jennifer Lau, Jeremy Abbott, John Garrett, Karen Cooper, Lin Long, Mark Ryan, Martin Warkentin, Nick Penner, Prabhjot Parmar, Rodney Smith, Shahrzad Malek, Sian Hurley, Ted Zak, Teresa Kisilevich, Trevor Beugeling, Trevor Murray, and Wes Macaulay

Regrets: Carl Janzen, Carl Nienhuis, Carmen Herman, Chris Monkman, Don Weitzel, Jamie Ubell, Jim Carson, Joel Feenstra, Marc Bardaro, Mark Rempel, Matt Olafson, Mike Dieleman, Myles Andrew, Pat McGurk, Peter Mulhern, RoseAnne Timbrell, Russ Thompson, and Spenser Julsethwhite

Guests: Kevin Brennan, Marta Ciccio

Recorder: Marlie Murphy

1. WELCOME FROM THE CHAIR

Teresa welcomed everyone to the first meeting of the Fall 2025 term.

2. TERRITORIAL ACKNOWLEDGEMENT

Teresa provided the Territorial Acknowledgment and reminded everyone to be mindful and kind, especially as we approach the **National Day for Truth and Reconciliation on Tuesday, September 30**.

The UFV blog post [HowUFV is doing Reconcili-Action](#) was shared as a resource for the **National Day for Truth and Reconciliation**. Faculty and staff can find more information on upcoming events and opportunities on how to get involved.

A [YouTube](#) video featuring UFV Explore Trades participant **Adam Birch Douglas** was shown. Through the Explore Trades program, and in partnership with **Seabird Island**, Adam was introduced to the Welding Foundation program at UFV.

3. ITEMS FOR APPROVAL

3.1. Agenda –September 11, 2025

Motion: That the September 11, 2025 agenda be approved with the following addition: Item 5.5. Exam Accommodations

Moved by: Trevor M.

Seconded: John G.

Carried

3.2. Minutes – April 10, 2025

Motion: That the minutes of April 10, 2025 be approved as presented

Moved: Jeff C.

Seconded: Dean K.

Carried

4. BUSINESS ARISING FROM THE MINUTES

4.1. Fire Alarm Review Update

The faculty council was notified that fire drills will be conducted at CEP campus on Wednesday, September 24th, 2025. The following times are approximate:

- 9:00 am: Building A
- 9:30 am: Building T
- 10:00 am: Building S

A discussion about floor warden training and fire drill process for building S & T took place.

Action: Teresa will ask Chris Monknham to follow up with Safety and Security to confirm floor wardens and whether a review for building S & T will be taking place.

5. NEW BUSINESS

5.1. Divisional Reports

To streamline the process for divisional reporting, a shared document has been created. Department Heads and School Coordinators can now update and enter events and activities related to UFV's Integrated Strategic Plan (ISP) as they happen.

This live document will be summarized and formatted for the Dean's review, and then submitted to the Provost's Office for inclusion in the monthly Senate meeting.

Faculty are asked to report any events to any one of the following:

- School Coordinator (Jennifer, Jenna, Marta, or Karli)
- Department Head (Chris, Trevor M., Jeff, or Trevor B.)
- Dean's Office Administrative Coordinator (Marlie)

5.2. Health & Safety

There were no Health & Safety concerns raised.

5.3. Shop Computers - Dean Key

There are ongoing issues with shop laptops that support equipment not being profiled properly. This causes update challenges for both IT staff and instructors. Faculty are requesting additional IT support to ensure they can quickly address shop laptop needs, as these issues directly affect instruction.

Action: Teresa will follow up with IT (Katie) regarding the shop laptops to ensure the student profile is set up appropriately for use in the shops.

5.4. Yard Committee - Chris Monkman

tabled to next meeting

5.5. Exam Accommodations

STBC Process Update

- Teresa shared the STBC email outlining the process and timelines for requesting accommodations through Accessibility Resources. The new requirement is **6–8 weeks' advance notice**.
- Students needing accommodations must submit requests as soon as possible, which is especially challenging for apprenticeship classes that are only 7 weeks long.
- Concerns were raised about the process, including invigilation guidelines. Miscommunication in this area could directly impact a student's ability to pass their course.
- It was suggested that we invite **Robyn Bennett** to meet with us for further discussion about accommodation needs for our students.
- Follow-up is also needed on the accessibility issue raised with the **Provost's Office** last year regarding long-term administrative support for faculty.

Action: Teresa will follow up with STBC regarding the new timelines and share our comments. She will also follow up with the Provost's Office on long-term plans for accessibility and accommodations.

6. DEAN'S REPORT

6.1. September 2025 Dean's Report

6.2. ATS Plan 2025-26

7. COMMITTEE AND SENATE REPORTS

- #### 7.1.
- **Sessional & Relief Instructor Representatives Elections**
 - **Student Representative Elections**
 - **Staff Representative**
 - **Curriculum Committee Representative**

Elections for **Sessional and Relief Instructor Representatives** will begin next week, as well as the the **Student Representative elections**.

There is still **one staff representative position** available. Please see Teresa if

you are interested.

The **Curriculum Committee** is seeking a representative from Trades to ensure stronger representation across all areas. Current members: Trevor M., Sharhazad, and Mark Rempel.

8. EVENTS

8.1. Opportunity Fair - October 16, 2025

8.2. UFV Abbotsford Open House, Saturday, October 18, 2025

**8.3. Regional Skills Competition, "Build your Future, Try-a-Trade
February 26, 2026**

8.4. Provincial Skills Competition, April 15, 2026

9. ADJOURNMENT & NEXT MEETING

Motion: to adjourn the meeting at 3:01 pm

Moved by: Brock H

Carried

Next meeting: October 9, 2025

Email from SkilledTradesBC regarding accommodation requests
September 11, 2025

Over the past few months, SkilledTradesBC has noticed there has been an influx of accommodation requests being submitted past the application window for class requests. In addition, there has been confusion about what accommodations can be approved within a classroom setting. To provide clarity, we have outlined the process below:

For Candidates at a Training Provider with an Accessibility Resource Center (and ARC Agreement in Place with SkilledTradesBC):

1. Apprentices must submit their accommodation request through their Accessibility Resource Center 6-8 weeks in advance of the class exam date.
 - a. An accommodation request ([Training Provider Exam Accommodation Requests Accessibility Resource Centers Form](#))
2. Accommodations will be scheduled with the Accessibility Resource Center according to their availability. During peak volumes, candidates may write a few days after their class exam date.
 - a. **Note: Individuals unable to register with their Accessibility Resource Center will need to follow the process below**

For Candidates without an Accessibility Resource Center (or No ARC Agreement in Place with SkilledTradesBC)

1. Candidates requiring accommodations should submit their accommodation request form ([Training Provider Exam Accommodation Request Form](#)) to their training provider.
2. The Training Provider can include the accommodation form when submitting the class exam request to SkilledTradesBC, typically 6-8 weeks in advance of the exam date depending on the program.
 - a. **Note:** Submitting the accommodation form with the class request allows us to confirm exam eligibility and schedule them close to their class exam date. While we try to schedule candidates as close to their class end date as possible we cannot guarantee they will be writing on the last day of class. **If forms are received less than 30 days in advance of the requested exam date, the student will likely need to write on a different day than the rest of the class.**

Email from SkilledTradesBC regarding accommodation requests
September 11, 2025

3. SkilledTradesBC will pull the attached accommodation requests from the class and schedule them separately at a local Service BC or Accommodation Venue.
4. A member of the Completions Team at SkilledTradesBC will reach out to the student if they are requesting any accommodation(s) they have not been approved for previously.

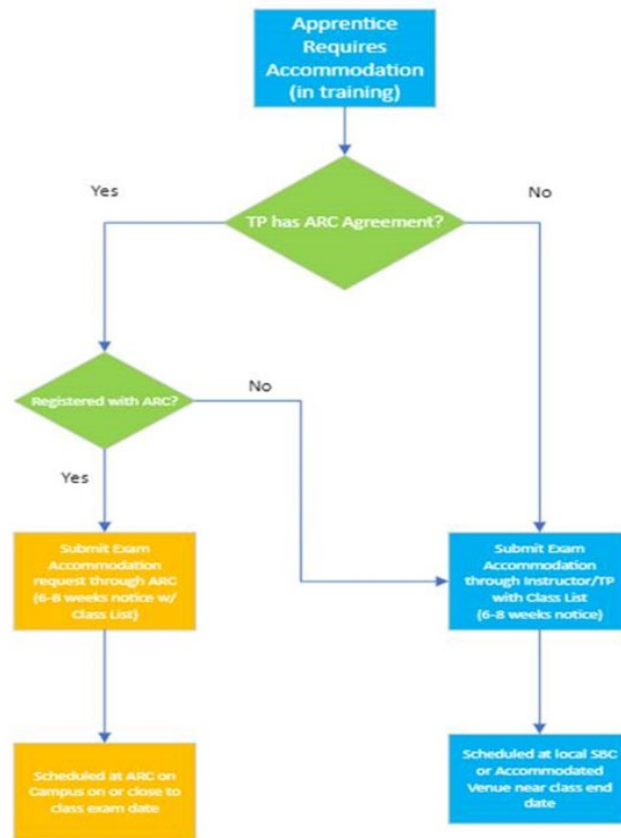
For any Candidate who is without an Accessibility Resource Center, please see the following table advising of what accommodations can be delivered on site:

Accommodations allowed in class	Accommodations that must be off site
Straight edge	Blue overlay
Language dictionary	Increased font size/ magnifying glass
Ear plugs	Time extension
Bilingual - French and English copy (Red Seal exams only)	Translator/ASL interpreter
	Reader
	Text-to-speech software
	Private sitting

Please see the following flow chart to view the process to request an accommodated exam:

(NOTE: UFV has a current ARC agreement)

Email from SkilledTradesBC regarding accommodation requests
September 11, 2025



Thank you for your continued partnership and cooperation.

If you have any questions or concerns, please do not hesitate to contact me.

Kind regards,

Erica Routien (She/Her/Hers)

Assessments Coordinator at SkilledTradesBC

cell: 604-362-7652

800 – 8100 Granville Avenue, Richmond, BC, Canada, V6Y 3T6

SKILLEDTRADESBC

[SKILLEDTRADESBC.CA](https://www.skilledtradesbc.ca)

Dean's Report

Faculty Council
Faculty of Applied and Technical Studies
Thursday, September 11, 2025

Welcome back to another academic year! It's hard for me to believe that this is my third September at UFV. As a life-long student and teacher, September has always held a special place in my heart, and this year is no exception. I know that we are in the middle of a very challenging time in post-secondary education in Canada, but I truly believe that our faculty is in the exact right time and place to make a difference to our community and our world.

As I circulated recently, we had the largest increase in domestic registrations (19%) and the only growth in international registrations across the faculties. (Note: this growth was quite small, but I'll take the good news where I can find it.) I attribute the growth in both domestic and international registrations to everyone's collective drive to excellence in all that you do. Let's continue to elevate and celebrate our programs, our learners, and the faculty and staff who make a difference every single day!

My monthly report will continue to focus on a few categories: People, Programs, Upcoming Events and Other News. An addition this year is a "Progress" section, which will give a monthly update on my ATS 2025-26 plan circulated in late August (and will also be attached to this month's minutes). As always, I'm open to your ideas, suggestions, and recommendations for inclusion in my report.

People



I want to start out by giving a huge shout-out to sessional Welding instructor Ethan Lombard (and former UFV dual credit student), who led the SD33 cohort in building our gorgeous sculpture. We heard just this week that the project, *Finding Resolution*, won an honorable mention in the Forged by Youth national contest. The award will provide our school district partners with some cash to support their own welding programs, plus it's great exposure for our Department and Faculty. **Congratulations!**

Also in Welding, Jim Carson will be retiring at the end of September after more than 24 years with UFV. Stay tuned for information about a retirement celebration in Jim's honour (likely in early October).

Welcome to new members of the ATS team: Marija (Culinary), Amber (Culinary/Cafeteria), and Sergio (Heavy Mechanical).

September 2025

Progress (on 2025-26 ATS Plan)

Engaging Learners:

- **Completed:** hallway painting TTC
- **Completed:** First Week Feast collaboration (130 students and faculty registered to attend and over 500 attended)
- Renovation to T1033 – a steering committee is now in place and a project manager has been assigned. The group met for a design workshop early in September. The project is expected to complete by May 2026, with occupancy scheduled for summer.
- Thank you to all the volunteers who helped make our display at the Chilliwack Fair a huge draw. We estimate we engaged with at least 1000 members of the public, which is truly amazing.

Transforming Lives:

- Curriculum Committee – we are looking for a representative from Trades to step forward to join this committee. Thanks to Trevor Murray and Shahrazad Malek who have already put their names forward.
- [Division Review Committee](#) (DRC)– We have a full complement this year, with several upcoming vacancies next May. My thanks to the following: Jeff Chizma (Chair), Peter Mulhern, Greg Wedel, Nick Penner, Ted Zak, and Jason Thomas.
- My thanks as well to Wes Macaulay, who serves on the [University Review Committee](#) (UFC)
- The tentative name change for Industry Services has been paused for the time being.
- The online registration CE and Industry Services courses is on track to go-live for a small number of January 2026 courses, with a full implementation for summer and fall courses.

Building Community:

- Upcoming visit from three culinary teachers from Thailand (Wednesday, Sept 24)
- Welcome to our SASET pre-Culinary students, taught this fall by John Garret
- Welcome (starting Monday, September 15) our SASET Carpentry Foundation program, taught by Patrick Watchorn

Programs

Industry Services:

Industry Services & Part-time Trades unit welcomes collaboration with your department to offer upskilling courses to our trades alumni as well as short-term courses to enhance community members' employability or for personal enrichment.

September 2025

Current courses/programs for fall 2025:

- Partnerships programs with SASET – Pre-trades culinary arts & carpentry foundation
- Motorcycle classes
- Welding classes – Essentials, MIG, TIG
- Woodworking classes – Charcuterie board, knife block
- Baking classes – Thanksgiving, Halloween, Winter
- Pesticide applicator

Plus, list below with enrolment numbers

Course/Program	Enrolment #
Trades Discovery – full class	16
FLORAL DESIGN CERT-BASICS I	20
Bicycle Mechanics Level 1	6
Electrical Code – full class	18
Powerline Technician	15
Building Service Worker (in-person)	10
CVIP Automotive	11
CVIP Heavy Mechanical	5
Building Service Worker (online) – full class	16

Engineering

We have excellent numbers in our first year Engineering courses this year. I had the pleasure of attending Peter & Trevor's ENG 123 class this week, and it was fabulous to engage briefly with 60 keen students.

Unfortunately, we had to cancel our second year Engineering courses (i.e. the Mechatronics diploma) this fall due to low enrollment. Trevor has been appointed the Program Chair for Engineering this year, and one of his tasks will be to find ways to translate more first-year students into second-year students. Stay tuned...

Physics

Our first-year Physics classes are all full (or with one empty seat), which is a great start to the academic year! Last year, there was an initiative between the Faculties of ATS and Science to offer all first-year science courses in Chilliwack. After a slow(ish) start last year, our Physics 111 at CEP is full this fall.

September 2025

The classes for 200- and 300-level courses range in size, with only a few courses being at capacity.

The Physics' Student Association is active again this year, showing up for Day One in Abbotsford. They have designed some new PSA merch and will also be publishing another book of puzzles as a fundraiser for student activities.

Technologies

This past spring, we invested in four additional student learning stations in the Electronics lab. This investment has already paid off, and we have 23 (out of a possible 24) new students. Our second-year numbers are also stronger than in past years, with 12 students returning to complete the Automation & Robotics diploma.

Trades

Course currently in session:

	Start Date	End date
Construction Electrician Dual Credit	August 5, 2025	January 30, 2026
Professional Cook	August 18, 2025	May 29, 2026
Heavy Mechanical Foundation	September 2, 2025	May 22, 2026
Plumbing & Piping	September 2, 2025	March 13, 2026
Welding Dual Credit	September 2, 2025	May 8, 2026
Welding Adult afternoon class	September 2, 2025	May 8, 2026
Auto Service Tech Foundation	September 2, 2025	May 8, 2026
Heavy Mechanical APP Level 2	September 2, 2025	October 24, 2025
Architectural Drafting	September 2, 2025	June 5, 2026
Carpentry Foundation	September 2, 2025	February 27, 2026
Welding A	September 2, 2025	October 24, 2025
Welding B	September 2, 2025	December 19, 2025
Auto Collision Repair & Refinishing Fdn.	September 2, 2025	May 8, 2026
Auto Service Technician Level 3	September 8, 2025	October 24, 2025
Carpentry APP Level 1	September 8, 2025	October 24, 2025

September 2025

Programs starting before our next Faculty Council:

SASET Carpenter Foundation	September 15, 2025	March 20, 2026
Auto Service Tech Foundation	September 22, 2025	May 29, 2026

Upcoming Events & Activities

- Thursday, October 16, 2025 – Trades & Technology Opportunity Fair
- Saturday, October 18, 2025 – UFV Open House (Abbotsford Campus)

FACULTY OF APPLIED & TECHNICAL STUDIES

PLAN 2025 – 2026

Dr. Teresa Kisilevich, Dean

Introduction:

As we move into a new academic year, it's a good time to set out my Faculty vision, goals and some activities for the next year. The planned activities and ideas are grouped under UFV's mission statement: engaging learners, transforming lives, and building community. These are also the categories that I use to report on during the monthly Divisional Reports that are submitted to the Provost for inclusion in the reports to Senate.

President Mandigo has directed me to examine how "trades can enhance its programming in support of increased scholarly activity and output that features innovation and entrepreneurship of the trades and its impact more prominently." I would extend this focus on increasing impact to all programs within our Faculty, and I welcome your thoughts on how we can continue to elevate and celebrate all our students, faculty, and staff.

International student numbers continue to decline across the post-secondary sector, including at UFV. To date, our Faculty has not yet been impacted; however, we will not be immune to any challenges that these declining numbers may bring to the University.

Stewardship of both financial and academic resources remains a guiding principle in my work. I continue to advocate on the local and provincial level for additional, appropriate SkilledTradesBC funding that will allow us to continue offering exceptional trades programs. Additionally, I will continue to explore opportunities to deepen industry and community connections. If you have great ideas to share, or you would just like to chat, please stop by my office, catch me in the hallway, or call me on Teams. I am here to support you as you support our students.

With my sincere thanks for all that you do,



2025-2026 ATS PLAN

2

Engaging Learners

Create a welcoming environment:

- Paint hallways in TTC Building T (in progress August 2025)
- Collaborate on inaugural *First Week* Feast September 4, 2025 (CEP)
- Update artwork and signage - TTC
- Renovation to T1033 (capital project tentatively scheduled September 2025 – June 2026). Changing from Digital Manufacturing lab to two Electrical classrooms plus one instructor office (details still to be confirmed).
- Potential upgrades to Rivers
- Create gathering spaces for students (continue to develop the TTC Student Success Centre, add picnic tables, etc.)

Support student learning:

- Technology Working Group to examine future use for T1034
- Create SLG for Engineering students (Supporting Learning Groups) – these are free, peer-led study sessions
- Working with Student Affairs, access funding for a *Student Support Navigator* for trades and technology students.
- Identify and apply for funding to support student emergency funding, scholarships, and bursaries for all programs within ATS.
- Modify Dean's Medal criteria to include trades programs
- Expand youth and adult general interest/Industry Services programs
- Support the planned Technology program review as well as curriculum and credit reviews for the Engineering Common Core Certificate.
- Support the Physics Students' Association

Elevate and celebrate faculty, staff, students and programs:

- Participation at community events to highlight and promote programs:
 - Chilliwack Fair – thank you to all the volunteers who made this a great event!
 - SASET Career Fair
 - BC Chefs' Association (tentative)
- Convocation – second year of “Red Seal” stoles for apprentices reaching final level of their program
- Create “Dean's Research Fund” for faculty members (must include students)
- Create ATS Awards
- Create pathways for Indigenous learners to enter trades and technology programs

2025-2026 ATS PLAN

3

Transforming Lives**Provide and encourage governance and committee opportunities:**

- ATS Faculty Council – typically the third Thursday of every month
- Curriculum Committee
- Divisional and University Review Committees (DRC and URC)
- Standing Selection Advisory Committees (SAC)
- Individual Probation Evaluation Committees (IPEC)
- Technology Working Group

Social events for ATS faculty & staff

- December 11 holiday dinner
- May 2026 year-end barbeque (date to be confirmed)
- Tentative: ATS faculty retreat spring 2026

Continue high-impact events for student learning / career development:

- Trades & Technology Opportunity Fair (October 16, 2025)
- Skills Canada BC Regional Skills Competition (Feb 26, 2026)
- Skills Canada BC Provincial Competition (April 15, 2026)
- Skills Canada National Competition (May 28 & 29, 2026)

Work with Industry Services to create transformational learning opportunities

- Rename to Trades & Technology Continuing Studies (tentative)
- Online registration system – first go-live registration for January 2026 courses
- Continue and expand programming that serves community and industry needs and contributes financially to our Faculty

Explore and potentially develop new programs and certifications:

- Bachelor of Technology (or Bachelor of Applied Science)
- Pathway to Bachelor of Education
- Blue Seal (or equivalent) with Faculty of Business
- Accreditation for Technology programs
- Explore Technology (like Explore Trades)
- Program review – Technology
- Program revisions – Culinary

2025-2026 ATS PLAN

4

Building Community**Work with partner organizations to begin, expand, continue, or enhance learning opportunities**

- SASET
- Indigenous communities
- School Districts
- Industry
- SkilledTradesBC
- BC Cancer (medical physics programs)
- Internal partnerships – Agriculture, One Health, Business & Computing, Health Sciences, Research
- Other BC post-secondary institutions
- Union trainers
- CityStudio

Represent UFV on provincial, national and international levels

- BC Association of Trades and Technology Administrators (member)
- National Council of Deans of Trades and Technology (Executive member)
- Canadian Coalition of Women in Engineering, Science, Trades and Technology (National Board Member)
- Attend Skills Canada BC as a sponsoring institution
- Attend Skills Canada National in support of UFV competitors
- Explore international opportunities as appropriate