

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

Thursday, November 13, 2014  
2:00 pm, Rivers Dining Room TTC  
CEP Campus

**Chair:** John English

**Present:**

Al Behmer	Alexander Waters	Barry Penner	David Riel
Greg St. Hilaire	Heather Compeau*	James Pringle	Jamie Ubell
Kathy Miller	Kevin Brennan	Mark Ryan	Myles Andrew
Nancy Barker	Nick Penner	Paul Gumprich	Rod McLeod
Rodney Smith	Rolf Arnold*	Sandy Hill*	Ted Zak
Tom Baumann	Tricia Thomson		

**Regrets:**

Allan Arndt*	Dean Key	Hans Kreitner	Jim Carson
John Todrick	Pat McGurk	Rene Robertson	Wally Gallinger

**Guests:** Alyson Seale, Workplace Task – Upgrading & University Preparation  
Avner Bachar\* David Bensmiller\* Pierce Stoeckly\*

**Recorder:** Kelli Graham\*

*\*non-voting member*

**1. WELCOME FROM THE CHAIR**

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

**2. PRESENTATION: ACCESSIBILITY ADVISORY COMMITTEE: UNIVERSAL DESIGN**

Alyson Seale, Workplace Task – Upgrading & University Preparation presented information on Universal Design for Learning - a scientifically based educational framework that guides the development of flexible learning environments to accommodate individual learning differences.

Ted Zak is a member of the Accessibility Advisory Committee and co-presented information on "What is Accessibility?"

- **Accessibility** – ensures access to all people
- **Accommodation** – an alteration to enable a student to gain access to the materials, etc. (not adjusting learning outcomes)
- **Modification** – a change to the curriculum to reduce the criteria for achieving outcomes (don't do this at UFV)

The following points should be considered when speaking to individuals with disabilities:

1. Put the person first
2. No one is bound or confined to a wheelchair
3. People with disabilities are not automatically courageous
4. Avoid terms that devalue people with disabilities

Some tips on behavior:

- use normal tone of voice, don't patronize or talk down
- don't be too precious or too politically correct
- never attempt to speak or finish a sentence

- address people with disabilities in the same way as you talk to everyone else
- speak directly to a person

Following the presentation, Alyson indicated that all departments within the university are being asked to find 3 ways to improve accessibility and commit to them.

The Faculty of Applied & Technical Studies committed the following:

- **Participation in the \$75,000 grant from the Ministry of Advanced Education where the new accessible learning project trains faculty and staff about disabilities, their impact on learning, and how learning can be improved through a curriculum developed using these principles.**

The faculty will review this in more detail and provide two additional commitments at a future date.

**ACTION: Faculty Council**

### 3. ITEMS FOR APPROVAL

#### 3.1. Agenda, November 13, 2014

<b><u>MOTION</u></b>	<b>D. Riel/T. Zak</b>
THAT the agenda be adopted as presented.	
	<b>CARRIED</b>

#### 3.2. Minutes, October 9, 2014

<b><u>MOTION</u></b>	<b>D. Riel/P. Gumprich</b>
THAT the minutes of 2014-10-09 be approved.	
	<b>CARRIED</b>

### 4. REVIEW OF ACTION ITEMS OUTSTANDING FROM MINUTES OF OCTOBER 9

#### Egress (Man) Gates

It was noted that not everyone has the same keys for access to the egress gates. Rolf will follow up with security so everyone receives the proper access.

Barry Penner requested that his classroom be re-keyed so he can receive a key for access. Currently the classroom lock is the same as the dean's office.

### 5. DEAN'S REPORT

#### 5.1. Budget Meeting

The Dean reported on a budget meeting held for the Applied & Technical Studies faculty and staff on November 4, 2014. If anyone has any questions or concerns about the 2015-16 preliminary budget, please contact the Dean.

### 6. REPORTS FROM OTHER FACULTY COUNCIL REPRESENTATIVES

Heather Compeau, provided information on a privacy breach related to Kobo electronic books and Adobe Digital 4.0. Please visit the Library blog for more information related to this privacy alert at <http://ufvlibrary.blogspot.ca/2014/10/privacy-alert-for-adobe-digital.html>.

List of Digital Editions Supported Devices <https://blogs.adobe.com/digitalpublishing/supported-devices>

You can reinstall Adobe Editions 3.0 here:  
<http://www.adobe.com/support/digitaleditions/downloads.html>

Greg St. Hilaire commented on the following:

- percentage of revenue that faculties receive for international students
- UUP going through a program review
- Layoff situation in the Faculty of Access and Continued Education (ESL)

Sandy Hill commented on the following:

- New Dean of Professional Studies
- Risk Management and its effect on placements

David Riel, Library Advisory Committee (LAC) representative reported on funds available for faculty to select textbooks and have them purchased by the library. Heather indicated that this process is finished for this year.

The committee discussed the cost of photocopying and the following comments were made:

- Can our students be paperless?
- Inconsistent with instructors who put information online
- Most printing is for tests
- Blackboard for trades was not working well but is getting better
- Printer in computer lab at TTC can be used without paying – large prints being printed and left
- Some students do not use computers so we need to provide options for those
- Electrical apprenticeship uses a lot of paper and it was beneficial for them to have their own printer

A review of past years photocopy expenses will be reviewed as information.

## 7. NEW BUSINESS

### 7.1. Faculty Standards Committee – Recommendations for Review

The Faculty Standards Committee (FSC) of Senate was established to recommend university-wide principles for the establishment of criteria for faculty standards. In the course of its work, the FSC has developed guidelines and minimum requirements for academic units in developing standards and criteria for the ranks of Assistant Professor, Associate Professor, and Full Professor. Information on these guidelines was circulated for information.

Feedback on these recommendations may be provided by December 12 to Carol Dickson ([carol.dickson@ufv.ca](mailto:carol.dickson@ufv.ca)).

### 7.2. Proposed Agri 306 Course Outline

The committee reviewed the proposed Agri 306 course outline as part of the Bachelor of Agricultural Science (BAS) degree.

#### **MOTION**

**N. Penner/T. Thompson**

THAT the Applied and Technical Studies faculty council accept the proposed Agri 306 Course Outline, as presented by the Curriculum Committee and forward it to the Undergraduate Education Committee (UEC) Screening Committee.

**CARRIED**

### 7.3. Book Store Practice & Protocol

Mark commented on the protocol within the bookstore when books become obsolete. Outdated books are not able to be returned so when a program has a revised book, the department assumes the cost of their inventory. To prevent this in the future, Mark indicated that office staff will be required to make smaller orders more often so a large inventory is not attained.

Barry also noted that there are some issues at the bookstore with obsolete books remaining on the shelf and students and faculty end up with varied copies.

A concern was also raised with the price of the books. It appears that on occasion other institutions have advertised their books at a lesser cost than UFV. Rod indicated that if this happens, please contact the bookstore and they will meet the price.

The Dean asked the faculty and director to work with the bookstore to resolve these issues.

**ACTION: Rolf**

7.4. Hi-Vis Clothing for Staff and Students Around Learning Areas Outside TTC Building

Jamie recommended that all staff and students wear hi-visible clothing when in the compound outside the Trades and Technology Centre.

A comment was made on the different areas of the compound and how industry standards for safety clothing are not all the same. For example: Automotive (not mandatory) vs. Heavy Mechanical (mandatory).

The Dean asked the director to contact the Health & Safety Officer to create a standard/protocol for the use of hi-vis clothing.

**ACTION: Rolf**

7.5. Trades Disability Resources

Rod advised that the AVED grant (\$75,000) has been developed to help learners with disabilities access training programs for high-demand job skills. Maureen Wideman, Director of Teaching and Learning is looking for volunteers to help develop this training.

If anyone is interested, the first meeting is tentatively scheduled for January 2015.

7.6. Academic Warning Policy

Rod advised the committee that consultation on the academic warning policy may be circulated as a possible deletion. It was noted that Trades uses this policy and all faculty should take part in the consultation when it is circulated.

7.7. Four Day Work Week

The Dean noted that if anyone is considering alternatives to the current teaching structure such as team teaching, extended days, please send a proposal to the office of the Dean.

**8. INFORMATION ITEMS**

8.1. Christmas Receptions

December 16, 2014 – 2:00 pm to 4:00 pm (Abbotsford) – F125

December 17, 2014 – 2:00 pm to 4:00 pm (Chilliwack) – CEP Black Box Theatre

This is an opportunity to gather with faculty and staff before the holidays.

8.2. Christmas Cards

The director announced that Christmas cards will not be sent this year, instead there will be electronic greeting cards. Please contact the office staff for assistance.

8.3. Entrance Pre-Requisites

The director reported that there are some discrepancies with pre-requisites between universities. This is in the review process and faculty will have input at a later date regarding their programs.

8.4. PAC's

The director suggested that PAC meetings be scheduled in April/May to allow for a better time line for hiring students and for recruiting for the following year.

8.5. Regional Skills Competition – March 5, 2015

The director announced that the Regional Skills Competition is scheduled for March 5, 2015. Please contact the director if you have any questions or concerns.

8.6. Rivers Dining Room

The director announced that the Rivers Dining room is planning four special events this year. The first event is scheduled for December 10 and 11, 2014. The menu will be more exquisite and will be communicated to everyone once it is finalized.

**MOTION**

The meeting adjourned at 3:41 pm.

**R. Smith**

**Next Meeting, January 8, 2015**

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

1.	Weekend TTC building access  <b>Action: Mark R., Rolf A.</b>	Procedures for accessing building will be distributed as soon as completed.
2.	Inter-faculty Collaboration – Biology department is interested in attending a tour of TTC.  <b>Action: John E. /Allan A.</b>	John and Allan to set date.
3.	Instructors requested information on the ‘man’ gates and when they will receive a key for access.  <b>Action: Rolf</b>	
4.	Accessibility Advisory Committee Presentation (Nov. 13): Find 3 ways to improve accessibility. 1. <i>Participation in the \$75,000 grant from the Ministry of Advanced Education where the new accessible learning project trains faculty and staff about disabilities, their impact on learning, and how learning can be improved through a curriculum developed using these principles.</i>  The faculty will review this in more detail and provide two additional commitments at a future date.  <b>ACTION: Faculty Council</b>	
5.	Bookstore practice and protocol: <ul style="list-style-type: none"> <li>• outdated books kept on shelf</li> <li>• large inventory of outdated books</li> </ul> The Dean asked the faculty and director to work with the bookstore to resolve these issues.  <b>ACTION: Rolf</b>	
6.	Hi-Vis Clothing for Staff and Students Around Learning Areas Outside TTC Building  The Dean asked the director to contact the Health & Safety Officer to create a standard/protocol for the use of hi-vis clothing.  <b>ACTION: Rolf</b>	