

Attendance: 56 employees of the Faculty of Academic and Career Advancement were present, 46 of whom are voting members of the Faculty (required for quorum = 25 voting members).

1. Call to Order/Welcome

- The Chair called the meeting to order at 1:05 pm.

2. Confirmation of Agenda

Motion: To adopt the agenda as presented (Diane Walsh/Alexa Karapanos). Motion carried.

3. Approval of Minutes

Motion: That the minutes of September 25, 2009 be adopted without change (Melissa Swanink/Joel Murray). Motion carried.

4. Update on Division

- Arthur Coren reviewed the position of the Faculty within the University, stating that we are the fourth largest division, have a budget of approximately \$8.5 million, over 101 faculty, 28 staff and BCGEU, serve more than 1800 students and deliver 540 sections per year. When he started in the Faculty 17 weeks earlier, Arthur stated that he would focus on issues including
 - o working to normalize operations
 - o budgeting
 - o the search for a new dean
 - o the Universities growth imperative
 - o the position of the Faculty within the University

Since then, the following has occurred:

- o the Division has been renamed
- o the Bylaws have been approved
- o several searches for new faculty have taken place
- o 16 faculty have been regularized or had their regularization improved
- o the budget process has been finalized, including 17 new sections, all in ACP; overload/demand sections added to the base budget; funds for testing and assessment
- o transition of ENGQ 1099 sections from Humanities has been put back on track
- o development of a new degree has been initiated within LCOM as well as development of a BA Minor in Educational Studies and a BA Minor in Counselling
- o the GUESTS (Guildford Essential Skills Training) Program has been wrapping up
- o two new cohorts of the IEHP (Professional Communications for Internationally Educated Health Professionals) Program have commenced classes during the Spring Semester
- o the EXPLORE Program will be discontinued after this summer
- o ELST faculty and the Dean participated in a visit to Fuyang China where they were developing remote testing
- o the ACP Reading Lab tutor rooms were constructed
- o ACA participated in the Kwantlen Open House
- o several PD grants were awarded, including education leaves for Terry Berg and Val Innes
- o Sarah Hickinbottom and Fraser Crinklaw have both been given or will be presented with prestigious external awards
- o a recent doctor of philosophy degree award went to Wendy Royal from UBC
- o Christina Pikios and Melody Geddert will each be presenting at international conferences this year
- o SPARK and Phoenix programs – SPARK is currently in hiatus, and Phoenix is continuing to run at current levels

- an endowment to the University from Irving K. Barber of \$2.5 million was announced. This is intended to help students who would not typically meet entrance requirements. We have been told there will be meetings held with respect to this money at a later date.
- Pilot Matrix – for a variety of reasons the institution is reviewing the course timetable matrix and has implemented a new pilot matrix that impacts our students. Our participation in this matrix was just approved by Senate at the April 26th Senate meeting.
- ongoing work on faculty space issues
- a search is underway for a new dean of the Faculty.

5. Faculty Council Chair's Update

- Peter Robbins, as Chair of Faculty Council, reviewed the recent activities of Council, the membership, and the standing committees of Council. For more information about Faculty Council faculty were encouraged to come to meetings, which are generally held the last Friday of each month and open to the public. Further information is also available on the Faculty Council webpage, through the Faculty site.
- Arthur Coren observed that the representatives sitting on this Council are doing a good job, as are our Senators. He also thanked all the various department chairs/coordinators for the work that they are doing. People were encouraged to provide feedback to each of these people as they work together as departments.

6. Update on Faculty Bylaws

- These have been approved by Senate.
- Diane Walsh raised an issue concerning to the wording of Bylaw 1.e and 3 with respect to the KFA Collective Agreement. As this wording is different from the collective agreement it was asked where the wording came from. Joel Murray, as a member of the Faculty Council Development Committee, responded that the wording was determined by the Senate Governance Committee, and comes from the University Act.

Notice of Motion: That we amend Bylaws 1.e and 3 to reflect the wording of the collective agreement (Diane Walsh/Val Innes). *This will be spoken to at the next Faculty as a Whole meeting.*

7. Voting Procedures

- This item was added to the agenda by Janet Webster, who was not present at the meeting. Arthur Coren stated that we have votes in a couple of different fora. For example, votes for department chairs have a process spelled out in the collective agreement, with some areas determined by the department (i.e., who the impartial person will be to conduct the election). There have been some questions with respect to the voting mechanisms that have been used in the Faculty. We are continuing to look at mechanisms to determine what will be the best to use.
- With respect to nominating people for committees at the Faculty Council or Senate level. These procedures are outlined in the Bylaws, and executed by the Faculty Council Nominations and Governance Committee. For the last few such nominations, this committee brought forward names to Faculty Council, and a vote was taken to determine the successful candidate.

8. Dean's Search

- An advisory committee has been constituted, with faculty members who were put forward by their various departments.
- The committee has met once, and are about to have another meeting in May.
- Judith McGillivray is the spokesperson for this committee so any questions should be directed to her.
- Information will be available on the web as well.
- It is hoped that there will be interviews in late June, but the timing may be longer than identified as candidates are currently being solicited.
- We as a Faculty must communicate our desires with respect to the level of credentials of these candidates and whether the person should come from a field within our Faculty.

- The President is the person who makes a recommendation to the Board of Governors and they make the final decision. Our committee needs to ensure they only send forward candidates to the President who we are comfortable with.
- The question was brought up as to whether there is a built in evaluation mechanism for new hires, perhaps after one year. This is something that needs to be brought to the new VP Academic and to Senate.

9. Rank and Advancement

- Arthur Coren stated that working conditions, salary, etc. are covered by the collective agreement. Issues such as rank and advancement the institution has stated need to be decided by the areas. The Faculty already has a small committee working on this issue which will be working with the Senate committee. As a Faculty we need to develop a strong recommendation in order to ensure that we have a voice in the process as the institution discusses this issue. It is our right/obligation to engage in broad discussion and decide what works for us. Arthur does not anticipate that the model will be the same for every area, but our Faculty must come up with our own model.
- Discussion took place as to the appropriateness of the faculty discussing this issue as some stated that rank and advancement rest within the collective agreement. Arthur defined rank as what it will mean within each department to be called an assistant professor, associate professor, professor, etc. Advancement refers to how one moves between these ranks. This does not speak to tenure or salary for positions, which does rest within the collective agreement.
- Diane Walsh mentioned that many traditional universities are moving away from having this type of ranking system.

10. Open Forum

- Robin Russell encouraged faculty to attend convocation as we have a number of students completing their diplomas but very few faculty attend. Students appreciate seeing their former instructors and more people should go so that our Faculty has a presence. We will try to get a list of graduates who have taken our courses, if possible, to distribute to our faculty.
- Arthur Coren mentioned that Jas is the successful candidate for the new Faculty Business Manager position. He also thanked the admin staff for their work for the Faculty.

11. Motion to Adjourn: (Val Innes) 2:50 pm.