

Attendance: Begalka, Aimee
Crinklaw, Fraser
Crowe, Christine
Geddert, Melody
Haq, Aysha
Hickinbottom, Sarah
Jones, Darren

McGoff Dean, Colleen
Morgan, Elly
Murray, Joel
Parmar, Jas
Pikios, Christina
Poirier, Bryn
Rose, Kim

Schoenberger, Sherry
Talbot, Ann
Thomas-Bruzzese, Barb
Wrench, Danny
Zmudzka-Bajerski, Margaret
Robbins, Peter, *Chair*
Royal, Wendy, *Vice-Chair*
Ojo, Trina, *Recorder*

Regrets: Asano, Lisbeth
Brown, Margot

Hemsworth, Lesley
McKendry, John

1. Opening of the Meeting

- The Chair called the meeting to order at 1:40 p.m.

2. Confirmation of Agenda

Motion: That the agenda be approved as presented (JM/KR) Carried.

3. Approval of Minutes

Motion: That the minutes of the May 20, 2011 Faculty Council meeting be adopted without change (EM/CMD) Carried.

4. Introduction and Welcome of New Members

5. Chair's Report

The Chair combined items 4 and 5 and thanked all members of Council for their willingness to serve the Faculty in this way.

6. Dean's Report

Faculty Update

- *Prelude to Planning* – An email with some of the results of our discussions, including the draft vision statements, will come out shortly. A short survey will soon be distributed to help identify our core values. The next planning session will occur on September 30 as part of the Faculty as a Whole meeting.
- *Associate Dean* – Dr. Kathleen Haggith will be joining our Faculty on October 1st to take on the role of Associate Dean. She was with us at the Prelude to Planning meeting and will be at our Faculty as a Whole meeting as well. Davinder will be looking after her calendar.
- *New Faculty Orientation* – ACA organized and hosted a morning orientation session last week for new ACA faculty members.
- *IEHP* – We were successful in receiving funding from the Ministry of Jobs, Tourism and Innovation to deliver three more cohorts of our Internationally Educated Health Professionals Communication course.
- *ENGQ 1099* – ACA has come to an agreement with Faculty of Humanities to transfer the remaining 23 sections of ENGQ 1099 to ACA with 8 sections (and accompanying budget) coming to ACA each year for the next three years. By the end of those three years, ENGQ 1099 will be housed solely in ACA.
- *Standing Committee Support* – The Dean's Office is in the process of making administrative support available to all Faculty Council Standing Committees.

University Update

- *New Senior Leadership* – Dr. Anne Lavack and Dr. Jane Fee have arrived as VP Academic and AVP Academic respectively.
- *University Strategic Planning* – The President, VPs, AVPs and Deans will be meeting on September 13th to engage in the first discussion regarding where the University will be going in relation to strategic planning.
- *Applications* – Overall, the University has experienced growth in applications and registration. Applications are up from last year, with a 6.32% growth in domestic applications but a 20.65% reduction in international applications.
- *Enrolment (registrations)* – Enrolment is also up by 450 students (unduplicated) with Langley campus seeing the largest increase over last year. Richmond enrolments have remained steady; Surrey has the highest enrolment and has grown by 7% over last year. ACA enrolments are down as a whole by 275 headcount, with the majority of that attributed to lower enrolment in ELST.
- *New University Brand* – Rolled out in a soft launch this summer and we all have until March 2012 to align our marketing materials. Jas has been designated as our new “brand manager” and will be working closely with Marketing and Communications and the Departments to identify appropriate and efficient ways of developing revising marketing materials. There will also be an increased focus on “good news stories” from Kwantlen, and we encourage Departments to bring forward items for potential news stories and press releases.
- *Amalgamation* – Both Senate and the Board have now approved the amalgamation of the Faculties of Social Sciences and Humanities, although timelines have not yet been shared.
- *Budget* – We will need to start thinking about budget very soon and have already been directed by the new VP Academic that there will be no new money, so any requests for additional budget items must have an accompanying rationalization somewhere else.

7. FC Standing Committee on Academic Planning & Priorities No Report

8. FC Standing Committee on Assessment

- The Committee will be meeting on September 23rd to prepare for a presentation on October 7th with Christine Crowe and Ron Maggiore to put forward a plan for a centralized testing model. The Kwantlen English Threshold Project Taskforce is also meeting with Anne Lavack, partially to speak to this issue.

9. FC Standing Committee on Communications

- The Committee will be meeting on September 14th. Geoff Dean is stepping down as Chair of the committee so a new Chair will be needed.
- Jas is working as the new Brand Manager for the Faculty.

10. FC Standing Committee on Curriculum

- There have been no meetings of this committee since May. It is anticipated that the next meeting will be held on October 7th, depending on agenda items.
- Kathleen Haggith will be taking on the role of Chair of the Committee on Curriculum in her new role as Associate Dean.

11. FC Standing Committee on Nominations & Governance

- Kim distributed a report from the N&G Committee.
- An official call went out for Council Chair and Vice Chair positions.

- An official call has gone out to for the one student vacancy on Council, closing on September 23rd.
- An official call went out to Council members for an ACA representative to the Senate Standing Committee on the University Budget.
- Names are being sought for an ACA representative to the Social Sciences Faculty Council.
- N&G welcomes new members to the Committee.

11.1 AP&P Membership and Chair positions

- Robin Russell is stepping down as the ACA AP&P Committee and as a member of the Senate AP&P Committee. An official call has gone out to fill the Senate position. Whoever takes that position will automatically become a member of the ACA AP&P Committee. The ACA AP&P Committee Chair process is separate and will be determined by that committee.

11.2 Motion: That the ACA Faculty Council endorse the proposed rewording of Bylaw 61 to add the following statement as the final sentence: "In the event that quorum is not met when a motion is time sensitive, voting on the motion may proceed via electronic means *if calling an extraordinary meeting would not result in quorum.*" (KR/CMD) Carried.

- This wording will be brought to the Faculty as a Whole meeting on September 30, 2011.

11.3 Motion: That the ACA Faculty Council endorse the addition of the Associate Dean position as a continuous voting member of Faculty Council (KR/AT) Carried.

- It was clarified that according to the University Act it is typical that the Associate Dean would be a member.
- This bylaw change will now move forward to the Faculty as a Whole meeting on September 30, 2011.

11.4 Motion: That the ACA Faculty Council endorse Increasing the number of EDST representatives on Faculty Council from 1 to 2 (KR/EM) Carried.

- Provision exists in the Bylaws for increasing and reducing the number of representatives on Faculty Council from each department (Bylaw 38).
- This bylaw change brought to the Faculty as a Whole meeting on September 30, 2011.

11.5 Motion: That the ACA Faculty Council endorse changing the name of the Assessment & Testing Advisor to the ACA Educational Advisor in the Bylaws, Appendix A (KR/JP) Carried.

- Housekeeping change only: the position title has changed.
- This bylaw change brought to the Faculty as a Whole meeting on September 30, 2011.

11.6 Review of Faculty as a Whole Meeting Dates

Motion: That the ACA Faculty Council endorse changing the Faculty as a Whole meeting from September to November each year, starting in 2012 (AT/BTB) Motion Withdrawn.

- N&G recommends moving the fall Faculty as a Whole meeting date from September to November and keeping the spring meeting in April in order to allow equal time for business to be conducted between these meetings.
- The fall meeting was initially tied to the Welcome Back in September.
- This change would take place commencing in fall 2012.
- This is up to the discretion of the Chair of the Faculty. The Chair will take Council's advice on this issue.

11.7 ACA Bylaw Review

- N&G will be reviewing the Bylaws over the next year and hope to have any changes and recommendations ready for the April Faculty as a Whole meeting.

11.8 Best Practices for Motion Submission

- Christine mentioned that she has asked N&G to discuss the issue of guidelines/best practices for bringing forward motions to Council and to Faculty as a Whole. She wants to ensure that the Faculty understands best practices in terms of the information that is needed to make informed decision. At the last Faculty as a Whole a motion was put forward without all the supporting documents being provided ahead of the meeting. The development of best practices ensures that people who are being asked to vote on motions are better informed. This does not subsume the bringing forward of motions from the floor, but ensures that the movers get feedback on the motion prior to the meetings and educates Faculty members on the roles of committees and how they can support motions.

12. Reports from Senate

President Search

- At the last Senate meeting the deadline for the completion of the presidential search was set at March 31, 2012.

Pilot Matrix:

- The Senate passed the task of evaluating the data collected on the pilot matrix program on to the Senate Standing Committee on Curriculum (S2C2). After thorough discussion S2C2 recommended to the Provost that there be an extension of the pilot with a more systematic way of data collection using identified criteria.

13. Additional Items for Discussion

13.1 Motion: That the ACA Faculty Council request that Senate reexamine the Kwantlen Grading Scheme (SH/)

Tabled

- The motion was postponed to allow for introduction of supporting documents prior to the motion being presented.

13.2 Motion: That the ACA Faculty Council encourages Kwantlen Polytechnic University to adopt Translink's Employer Pass Program (PR/CMD)

Motion Withdrawn.

13.3 ACA Scholars Present Event on October 21, 2011

- 6 or 7 of our ACA colleagues who have received educational leaves, .6% PD Funding or Minor Research Grant awards over the last year will be presenting at this event about their research. Dr. Anne Lavack will be the keynote speaker, speaking on the impact of social marketing.
- As part of the Faculty as a Whole meeting Jason Dyer will be presenting on research as well.

13.4 Computer Software

- Discussion took place regarding the desire to have Kwantlen adopt a plagiarism software.
- It was recommended that this be taken to AP&P for further discussion.

14. Motion to Adjourn: (KR) 2:50 p.m.