

Attendance:	Asano, Lisbeth Begalka, Aimee Bell, Daniel Brown, Margot Crinklaw, Fraser Crowe, Christine Geddert, Melody Haggith, Kathleen	Haq, Aysha Hemsworth, Lesley Morgan, Elly Parmar, Jas Pikios, Christina Poirier, Bryn Rose, Kim Robbins, Peter	Schoenberger, Sherry Talbot, Ann Wrench, Danny Zmudzka-Bajerski, Margaret Murray, Joel, <i>Chair</i> Ojo, Trina, <i>Recorder</i>
Regrets:	Jones, Darren Hickinbottom, Sarah	McGoff Dean, Colleen McLellan, Ann-Marie	Royal, Wendy Thomas-Bruzzese, Barb

1. Opening of the Meeting

- The Chair called the meeting to order at 9:34 a.m.

2. Confirmation of Agenda

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

3. Approval of Minutes

Motion: That the minutes of the October 14, 2011 Faculty Council meeting be adopted with corrections (BP/MG) Carried.

- 3.1** Joel confirmed that he will invite Geoff Dean to present at one of our next meetings.
- 3.2** As per Item 12, Program Review updates were to be presented at this meeting, however, the members were not available to do the presentation for today's meeting.

4. Chair's Report

- Attended the Scholarship Awards ceremony at which many of our students received awards. Christine reported that she has requested that for future such events the Faculty be provided with a list of our students receiving awards as well as their table numbers.
- Recently received correspondence from Robert Wood asking for a faculty member to join the Senate AP&P sub-committee on Learning Technology . A call has been sent out to the faculty.
- Wade Deisman, Chair of the Senate Standing Committee on Academic Planning and Priorities, sent a request today asking for an audience with Council to present on criteria developed by the committee on suggested characteristics for program prioritization and program review at Kwantlen.
Action – Joel to invite Wade to present to an upcoming Council meeting.

5. Dean's Report

- *2012 – 2013 Budget* – was presented to the SSCB on Nov. 4th and Senior Leadership on Nov. 7th.
 - o Feedback has been positive, stating that our priorities are closely tied to our vision.
 - o A budget debrief session is scheduled for Dec. 20th with the University Executive.
- *TALK Program* – will be moving under ACA in January and will be invited to present at the April Faculty as a Whole meeting.
- *CALP Funding* – we have received \$26,000 in funding for the CALP project with the Aldergrove Neighbourhood Society.
- *Langley Outreach Coordinator* – an upcoming meeting is scheduled to discuss other opportunities for outreach in the Langley area.
- *Deans and Directors of Developmental Education (DDDE)* – Christine attended the DDDE meeting in Victoria on Oct 26/27.

- *Thompson Rivers External Review* – Christine was asked to be, and recently participated as an external reviewer for TRU’s University Prep. program.
- *Program Review* – APPD presented their one year action plan report to the Senate Standing Committee on Program Review, which was well received. ABE will present to the SSCPR December meeting.
- *VPAC* – there was a presentation by Guy Corriveau on Ready Campus and continuity planning. The University has purchased software and we be will working on creating the ACA continuity plan.
- *Canada Research Chairs* – it was recently announced that Kwantlen has been awarded three Tier 2 Canada Research Chairs. Two town hall meetings will be coming up to discuss what these chairs will be (they need to be unique).
- *Winter Update* – invitations were sent out to the Winter Updates on Dec. 19th and 20th.
- *Prelude of Planning Follow up Survey Results* – Christine has now received these results, which show significant improvement in each section.

Action – Christine to send these results to the Faculty.

6. **FC Standing Committee on Academic Planning & Priorities**

- The Committee had a meeting at which Geoff Dean presented on funding for Kwantlen in relation to the number of FTEs required.
- Institutional Analysis and Planning presented on counting FTEs. This has created an opportunity for our Faculty to review how we calculate our FTEs.
- Senate AP&P sent a request to the Committee to review the Academic Planning document and come back to them with suggestions.

7. **FC Standing Committee on Assessment and Testing**

- The Committee met on Nov. 4th. They are moving ahead on amalgamating documents on assessment and preparing students for assessments, as well as looking at the website (i.e., uploading guidelines).
- Craig Brown presented to the meeting. They are looking for a “cheat-sheet” for advising students on which assessments to take.
- Donna Porteous, the Assessment and Testing Coordinator, is now a member of the Committee.
- The Committee will be reviewing a draft equivalency chart.

8. **FC Standing Committee on Communications**

8.1 **Motion: That the ACA Faculty Council endorse the proposed revisions to the Bylaws regarding the membership of the Standing Committee on Communications as follows:**

“The Dean of the Faculty or designate.”

“The Committee chair shall be elected from among the faculty members of the Committee.”

(JP/CC)

Carried

- Work is underway to update all ACA marketing materials, with materials currently being reviewed by the departments in consultation with Marketing for their redesign.
- The Committee coordinated ACA participation in the ULink event on Nov. 24th.

9. **FC Standing Committee on Curriculum**

- The Committee met on Nov. 4th. Report circulated and items highlighted.
- **Action** – Kathleen to contact SCC to determine when the Course Outline Database will move from Lotus Notes to SharePoint.

10. **FC Standing Committee on Nominations & Governance**

- A call has gone out for an ACA faculty member to sit on the SCAP&P subcommittee on Learning Technology.
- The Committee met to begin reviewing the ACA Bylaws, starting by comparing them with those of other Kwantlen Faculties. The review will be done in time for submission to the April Faculty as a Whole meeting.

11. **Reports from Senate**

- Written report was submitted.
- Christina highlighted the report to Senate on the BC strategy on Education and the BC job strategy as these strategies will affect Kwantlen.
- The Academic Rank and Advancement Taskforce had a successful meeting this week, which was well attended, although only four faculty were there from ACA. At the meeting some Trades faculty expressed a need for collaboration with ACA in order to address some of the government's new strategies.

12. Additional Items for Discussion

- Christine encouraged everyone to attend the Miss Representation event on Jan 25th which is being organized by ACP faculty. They already have over 150 RSVPs.
- Daniel asked instructors to remind their students that there is a KSA meeting/election coming up on Nov. 30th.
- Jas reminded everyone to complete the Foundations of Excellence survey as well as to remind their students to do so.
- Elly asked departments to contact her to come to their meetings for a needs assessment on how CCLS can work with them.

13. Motion to Adjourn: (EM/CC) 10:28 a.m.