

1. Call to Order/Welcome

The Chair called the meeting to order at 10:50 a.m.

2. Confirmation of Agenda

Motion: To adopt the agenda as presented (Joel Murray/Elizabeth Tosetti). Motion carried.

3. Approval of Minutes

Motion: That the minutes of October 1, 2010 be adopted without change (Wendy Royal/Peter Robbins). Motion carried.

3.1 Business Arising from the Minutes

Results of Bylaw Amendment Requests - There was a motion made at the October 2010 meeting which was moved forward to the Senate Governance Committee, where it was defeated and sent it back to the Faculty.

4. Chair's Report

Christine expressed that she had reported all she was going to report in the earlier part of the meeting.

5. New Business

5.1 **Motion: That Bylaw 7 "Faculty Membership" be amended as follows:**

7. The Chair of Faculty Council shall hold the position of Vice-Chair of the Faculty ex officio. ~~A Vice-Chair of the Faculty shall be elected by the Faculty from among those employed within the Faculty of Academic and Career Advancement as an instructor, lecturer, assistant professor, associate professor, professor or in an equivalent position designated by Senate, for a two-year term. Vice-Chairs may serve a maximum of three consecutive terms.~~
(Christine Crowe/Barbara Thomas-Bruzzese) Carried.

Rationale and Background: Rather than elect a separate Vice-Chair of the Faculty when we already have elected positions of Chair and Vice-Chair of Faculty Council, it is recommended that the elected Chair of Faculty Council serve as Vice-Chair of the Faculty to reduce confusion and clarify the relationship between Faculty as a Whole and Faculty Council.

5.2 **Motion: That Bylaw 61 be amended 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 the vote is to be by secret ballot, the motion will be tabled and an extraordinary meeting called. (Christine Crowe/Elly Morgan)**

Motion to Defer: This item is deferred to the ACA Faculty Council Standing Committee on Nominations and Governance for wording (Joel Murray/Elly Morgan) Carried.

Rationale and Background: This motion provides an alternate means of moving forward the business of Faculty Council in rare and unusual circumstances in which time is of the essence and a regular meeting of Faculty Council is not within the timelines required to deal with the matter at hand.

5.3 **Motion: That a new bylaw be added after the current Bylaw 70 to read: Administrative support for Council and its Standing Committees (as needed) shall be assigned by the Divisional Business**

**Manager, Faculty of Academic and Career Advancement.
(Christine Crowe/Elly Morgan)**

Carried.

Rationale: This motion formalizes the need for and assignment of administrative support to ensure adequate recording of the business of Faculty Council and its Standing Committees.

- 5.4 **Motion: That new Bylaws be added after the current Bylaw 73 (new 74) and read:
75. Quorum for meetings of Faculty Council Standing Committees shall be 50%+1 of the total number of voting members.**

76s. Meetings where no quorum is formed may proceed but will be considered unofficial. Any proceedings will be subject to ratification at the next meeting which forms a quorum. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.

(Christine Crowe/Barbara Thomas-Bruzzese)

Joel Murray suggested a friendly amendment to Bylaw 74 to read "...shall be a simple majority of the total number..."

Carried.

Rationale: The Bylaws relating to the Conduct of Business for Committees of Faculty of Council do not currently identify the quorum needed to formally conduct business of the Faculty Council Standing Committees.

- 5.5 **Motion: That the ACA Faculty as a Whole amend the Bylaws for the Standing Committee on Assessment to rename the committee as the Standing Committee on Assessment and Testing, and to include the Committee's mission and mandate: *To ensure that students entering Academic and Career Advancement programs and other areas of the University served by this Faculty are efficiently and effectively assessed and appropriately placed.***
(Peter Robbins/Wendy Royal)

Carried.

Rationale: Standing Committees of the ACA Faculty Council were charged with developing their mission and mandate. This motion is needed to add the new mission and mandate for the Assessment and Testing Committee to the ACA Bylaws.

- 5.6 **Motion: That the ACA Faculty as a Whole amend the Bylaws for the Standing Committee on Communications to include the Committee's mandate and membership:**

Mandate

Kwantlen's Faculty of Academic and Career Advancement is central to the university's role in providing accessible pathways and supportive preparatory programs for people in its region. Therefore the mandate of this Standing Committee is to help ensure that those pathways and programs are well- known, so that potential students who need our programs can become aware of them and find them.

The Committee will work with the ACA Dean's Office and with Kwantlen's Marketing & Communications Department to ensure that information about ACA's programs, and the pathways into them, are promoted to all relevant internal and external audiences.

External audiences include:

- community service agencies – reached through annual or more frequent mailings and, where possible, visits by ACA faculty to the agencies and visits by agency staff to Kwantlen.
- employers, employer organizations and unions – reached through regular mailings
- potential students – reached through newspaper articles and Kwantlen's website
- other agencies or institutions which provide similar services and which may refer students to Kwantlen related government agencies

Internal audiences include:

- Enrolment and Registration Services staff – reached via e-mail and, when appropriate, face-to-face meetings
- Educational Advisors, Counsellors, Office of New Students, and others – reached via e-mail and when appropriate, face-to-face meetings
- current Kwantlen students – reached via Kwantlen's website and its orientation and start-up sessions
- Kwantlen instructors teaching in other Faculties – reached via e-mail and, when appropriate, face-to-face meetings
- ACA Faculty members (who often need to understand each other's programs better) – reached via e-mail and, when appropriate, interdepartmental and other fact-to-face meetings
- senior administration, members of Senate and relevant Senate subcommittees, and Board members

The Committee's work therefore includes:

- helping raise the awareness of our programs and their pathways with the various audiences identified above
- identifying gaps in communication about ACA programs and pathways, and suggesting strategies for filling such gaps
- ensuring that our unique population of students and potential students are represented in Kwantlen's general marketing materials
- working with and advising others who communicate about our Faculty and its programs and pathways to those audiences:
 - o the Dean's Office
 - o the Marketing Department
 - o those responsible for the Calendar, the ViewBook, and brochures
 - o those responsible for related webpage content and relevant links

The Committee reports to the Council. The Committee chair, or his or her designate, shall attend Council meetings for this purpose.

Membership

The Committee shall have the following voting members:

- One member from each department within the Faculty
- The Dean of the Faculty

**The Committee chair shall be elected from among the faculty members of the Committee. Other Kwantlen employees, from within the ACA Faculty or from other areas of the University, may join the Committee in a non-voting capacity, if they are willing and if the voting members of the Committee agree. The Committee may ask such other employees to join.
(Peter Robbins/Alexa Karapanos)**

Rationale: Standing Committees of the ACA Faculty Council were charged with developing their mission and mandate. This motion is needed to add the new mandate and membership information for the Communications Committee to the ACA Bylaws.

Geoff spoke on behalf of the Communications Committee and stated that when they put the document together they were not aware that it would all go into the bylaws.

Motion to Amend: To delete the portion from "external audience includes...those responsible for related webpage content and relevant links." (Geoff Dean/Joel Murray) Carried.

6. Additional Items for Discussion

- 6.1 Motion: Be it resolved that, the Faculty of Academic and Career Advancement requests Kwantlen Senate and Board increase developmental education offerings at Kwantlen to at least our allocated FTE target, and that the Faculty of Academic and Career Advancement inform government representatives of this need and request adjusted allocation rates and requests that the Kwantlen Senate and Board do so as well. (Diane Walsh/Geoff Dean)**

Rationale and Discussion: Kwantlen has a legislated mandate to provide the developmental education that our region needs, but the institution is not providing it. The current and previous budget letters have stipulated that Kwantlen meet developmental education FTE targets, but Kwantlen's administration has continued to ignore this mandate and these stipulations.

There is a clearly demonstrated need and demand for developmental education at Kwantlen. All of the developmental programs, ABE, ELST, APPD and CCLS, have a long and successful history at Kwantlen, and all these programs have demand in excess of offerings. Furthermore, the demographics of the Kwantlen region illustrate the need for increased developmental education offerings.

The current provision of developmental education at Kwantlen is inadequate, and the allocation rates are not sufficient to meet the needs of the people in the region for developmental education. The people of the Kwantlen region need and deserve the access to education that developmental education provides.

Diane provided some additional handouts and discussion followed.

Motion: To refer this item to the Faculty Council Standing Committee on Academic Planning and Priority who will discuss and refer back to Council (Joel Murray/Ronnie Skolnick) carried.

- 7. Motion to Adjourn: (Beth Beeching) 11:10 a.m.**