

Faculty of Science and Technology
Minutes – Faculty Council Meeting
Tuesday, February 14, 2012
8:30 to 10:00 a.m.
ICSS Boardroom – Building 395, Room 210

Present: Greg Crawford (Chair), Doug Corrin, David Bigelow, Duane Friesen, Eric Demers, Gara Pruesse, Glen Pugh, Mark Noyon, Greg Klimes, Laura-Jean Kelly (HORT Rep.), Rosemarie Ganassin, Sandra Johnstone (EASC Rep.), Todd Barsby, Ray Penner, Christine Couture (Recorder)

Guests: David Rees, Kathryn Snow, Dustin Howie (student)

Regrets: Michael Girard, Tim Stokes, Jim Wilkinson

Approval of Agenda

Motion to approve: D. Corrin.
Seconded: D. Friesen.
All in favour. **CARRIED.**

Approval of Faculty Council Minutes: January 17, 2012

Motion to approve: D. Bigelow.
Seconded: G. Klimes.
All in favour **CARRIED.**

Summative Assessment

David Rees, Director of Educational Planning, attended the meeting for a general discussion and questions regarding Summative Assessment. He mentioned that the process was launched in January and that his Office is working on sending information to all the Deans. He needs feedback from all the Faculties now that the core data elements have been sent to the Deans. A template will be sent in roughly a week.

Final versions are due to be provided by the Dean to Provost Council by the end of May. A review of the recommendations will be done in September, and then sent to Senate.

Rees itemized the five categories in the Summative Assessment process: enhance, expand, maintain, suspend, and cancel. He emphasized that the Assessment is not a one-time exercise, but will become an on-going process. He noted that, currently, we have limited and incomplete data upon which to assess programs; for future summative assessments, we expect to identify and develop additional measures to help assess how well programs meet our criteria.

VP Academic and Provost David Witty is looking to the needs the Faculty's help in reviewing and improving our current program offerings. The bottom line is that we need improvements to refresh, renew and enhance our offerings. The emphasis is to improve, not to cut and cancel.

Kathryn Snow, Admin. Coordinator for Curriculum Development (Educational Planning), announced that she is the contact person for the Tableau Reader software (required for viewing the datasets; PCs only), which will be downloaded soon to all Faculty Council members' computers, as well as to the lap-top computers that can be signed out through Rae-Anne Savard. Kathryn mentioned that Version 1 of the datasets is now available, but new, improved version of those datasets will be coming soon.

Rees and Snow noted that, at some point, it is expected the institution will start to establish targets (benchmarks) for programs, since there are none at the moment.

Greg Crawford asked the department Chairs to begin to have a look at Version 1 data, both to familiarize themselves with what is available and to note any data they may think are questionable.

Dean's Report

Greg Crawford announced that the topic of "Shared Responsibilities for Risk Management" was discussed at Provost Council. Policies and procedures will be developed to address contract risks and liabilities. Also, there will be a pre-approval process for contract development, which will touch on issues like budget proposals and risk/liability. For activities over \$10K, the VPAP's approval is required; for \$10K and under, only the Dean's approval will be required.

A Business Case Office is expected to be in operation in approximately one year's time. This Office will offer resources for some of these assessments.

Greg also announced that the Enrollment Management Plan is now available, and asked Council to have a look at it.

ACTION: <u>Faculty Council members</u> to review Enrollment Management Plan.
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The Executive is still working on the budget.

Doug Corrin gave an update on the Vehicle Fleet. The VPAP's Office acknowledges the need for new vehicles (leasing or buying). No decision has been made yet, but this item will go to Provost Council.

ACTION: <u>Greg Crawford</u> to request that the vehicle fleet item be added to the next Provost Council meeting agenda.
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Senators' Report

Composition of Convocation:

This item was presented at Senate last Fall, and feedback is sought from each Faculty Council. In particular, Senate needs to define eligible “staff members” for the purpose of Convocation. Three options are presented in Footnote 2 at the bottom of page 2 of the document titled “Composition of the Convocation.”

<p>ACTION: <u>Faculty Council members</u> to give feedback on Composition of Convocation and, in particular, a definition for “staff members.”</p>

Registration Priority Proposal:

Eric Demers mentioned that there were many discussions at Education Standards regarding the revised proposal, but it hasn't gone to Senate yet. There was a lot of opposition to the proposal, and many questions were raised.

If the proposal is implemented, it won't be for some time, as more discussions are needed. He asked for feedback from Faculty Council members.

<p>ACTION: <u>Faculty Council members</u> to give feedback to Eric Demers on Registration Priority Proposal.</p>

Appoint Administrative Staff as voting members of Science and Technology

Will be discussed at a subsequent Faculty Council meeting.

Procedure for classes when Instructors are ill

Greg Crawford asked Gara Pruesse to propose a procedure and to forward it to all Faculty Council members.

<p>ACTION: Gara Pruesse to develop a proposal and forward to Faculty Council members. <u>Faculty Council members</u> to follow up with their comments.</p>
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Funding models for International Transfer Programs in Science and Technology

Will be discussed at a subsequent Faculty Council meeting.

MOTION to adjourn: D. Corrin.

Seconded: R. Penner.

All in favour. **CARRIED.**

Meeting adjourned at 9:55 a.m.