

Faculty of Science and Technology

Minutes – Faculty Council Meeting

Tuesday, April 13, 2010

4:30 p.m.

CSR Conference Room, Bldg. 373, Room 206

Present: Greg Crawford (Chair), Doug Corrin, Jim Wilkinson, Debbie Hearn, Rosemarie Ganassin, Greg Klimes, Sandy Patrick, Dave Bigelow, Gara Pruesse, Erick Groot, Tim Stokes, Michael Girard, Dave Wessels, Duane Friesen, Mark Noyon (Recording)
Absent: Eric Demers, Duane Barker

Approval of Agenda:

Motion to approve: Doug Corrin. Seconded: Rosemarie Ganassin. All in favour. **CARRIED.**

Minutes of March 23:

Motion to approve: Erick Groot. Seconded: Gara Pruesse. All in favour. **CARRIED.**

Dean's Report:

Budget Considerations and SAWS:

Chairs submitted their department workloads to the Dean's Office. Greg wants to reconcile the budget based on the Chairs' submissions. He mentioned that Science and Technology will receive approximately \$7.4M for 2010-11. Greg mentioned that there is a disconnection between SAWS and the Finance database, so Chairs must ensure that SAWS entries are accurate at all times. Greg wants to save as many jobs as possible, which means no overloads without very clear (including financial) justification. Also, he wants to make sure that all faculty members have as close to full workloads as possible. A few entries in SAWS were incorrect due to glitches in the system, and it is hoped that Lorrie Baildham will fixed these ASAP.

Chairs and the Dean will be attending a SAWS training session on May 6, at which time they will be instructed on the correct way of entering data. Greg would like to prepare a template that would include UL releases, allocated hours of teaching, etc. This will be done at a later time.

Senators' Report:

Quick update from Senate (last meeting **April 1, 2010**). Submitted electronically by Duane Barker who could not attend Faculty Council.

- *In camera* session to discuss candidates for honorary doctorate degrees (no details permitted to be disclosed at this time).
- **Chair's report (R. Nilson):** VP Academic search ongoing – expected shortlist by late spring. Ralph is attending many meetings with other Canadian universities to discuss budget shortfalls and strategies, including possible opportunities/partnerships
- **Business items:**
 - **Curriculum committee:** new course change proposals (COOK, DIGI, EDPB, MARK, MBA)
 - **Planning & priorities:** continued discussion of 'interim solution' for representation of non-instructional faculty on senate. Debate ensued regarding a body of academic governance vs. academic operations and what constitutes a Faculty under the University Act ("...an educational administrative division of a university constituted by the board as a faculty under section 39, or the dean and faculty members of a faculty, as the context requires"). Deferred approval of recommendations until more information on 'creation of new faculties' and definition of a faculty are refined (both tasks have been assigned to ad-hoc committees).
 - **New:** revisit definition of **breadth requirements** in degree programs
 - **New:** revisit time-release policy for Senate & Standing Committee service
 - **Update:** Ralph commented on the integrated planning process indicating many consultations have occurred and encouraged more input from VIU faculty, staff and students.

Please note the highlights of each senate meeting are posted on the website, but the April 1 minutes are not posted yet.

Greg spoke about the Faculty By-laws issues, noting that new guidelines have been drafted but not yet approved by Senate. Greg recommended that Science and Technology not spend much time discussing changes to the Faculty's draft By-laws until Senate approves a set of guidelines. Council had a brief discussion and will be discussing this further at a later date.

Greg mentioned that the issue of the Breadth Requirement for degrees rests with a Senate committee. Should Science and Technology faculty submit comments to this committee when the issue comes forward?

Tuition-dependent Sections:

This item was received with a great deal of discussion. We need justification to offer break-even courses. A draft template is available in the VPA's Office to determine revenue (student charges, external funding to support the extra section, etc.) and costs (salaries, supplies, etc.). Only courses with sessional instructors will be considered. Any recovered monies will go centrally to the VPA's Office.

Final exams: “10% rule”:

Greg shared an institutional policy of which many may be unfamiliar. No exam worth more than 10% of the final mark of a course shall be scheduled during the last five teaching days of the semester. Such exams must be scheduled during the final exam period. Furthermore, take-home exams worth more than 10% of the final mark shall not have a due date during the last five teaching days in the semester or during the non-instructional days prior to the start of the exam period.

It was noted that Lab finals are exempt from this rule.

Action item: Chairs to provide feedback on the relevance of this rule for Science and Technology.

Curriculum Committee Submissions:

Dave Wessels presented his CSCI 112 course change proposal. A discussion followed and his proposal was approved on the condition that he makes a few minor revisions. The proposed change also includes an additional hour of lecture. Dave will submit revisions to the Dean for his approval and the proposal will then be submitted for Curriculum Committee approval.

Motion to approve: Dave Bigelow. Seconded: Debbie Hearn. All in favour. **CARRIED.**

The Dean noted his abstention on the motion, indicating he had not had time to review the resource implications.

SAWS updates and workload revisions:

Greg reiterated his direction to Chairs to seek full workloads and to avoid overloads. If overloads are unavoidable, he will consider these on a case-by-case basis. Also, Chairs are to use the correct cost centres (faculty teaching for another department / extra sections – tuition-dependent, etc.). Chairs can contact Christine Couture or Rae-Anne Savard if they don't know which cost centre(s) to use.

Greg suggested that departments may want to consider offering certain courses every other year to avoid overloads.

Department Chair Selection Policy – Guiding Principles:

Will be discussed at the next meeting.

Meeting adjourned at 5:35 p.m.