

Faculty of Science and Technology

Minutes – Faculty Council Meeting

October 12, 2010

1:30 to 2:30 p.m.

CSR Conference Room, Bldg. 373, Room 206

Present: Greg Crawford (Chair), Duane Friesen, Jim Wilkinson, Debbie Hearn, Rosemarie Ganassin, Greg Klimes, Gara Pruesse, Tim Stokes, Eric Demers, Michael Girard, Dave Bigelow, Mark Noyon, Christine Couture (Recording)

Regrets: Doug Corrin

Approval of Agenda:

Motion to approve: Dave Bigelow

Seconded: Duane Friesen

All in favour. **CARRIED.**

Minutes of April 13 and April 22:

Will be approved electronically.

All in favour. **CARRIED.**

Dean's Report:

Greg Crawford spoke about wait lists. Some programs are really struggling with long waitlists. Some tuition-dependent sections were opened (three in Chemistry and one in Biology). Cases had to be made to and approved by the VPA's Office.

This Fall, demand for seats was a big challenge across campus. This issue was brought up at the Administration level. Provost Council will discuss this problem. A suggestion would be to make students identify a major when they apply; another would be to cut off deadlines. Retention rates have increased, but there's been no reduction in intakes. There are considerable and substantial issues to reconcile, and Greg intends to identify these with the department Chairs. Service courses will also be a topic of discussion. Greg worries about relying too much on tuition-dependent courses. Everyone has worked very hard to accommodate extra students, but this may not be appreciated as much as one might hope at the upper Administration level.

VIU, as a whole, must find ways to be more efficient with outreach and marketing. Discussions took place last summer to plan a Science Day, which might include our information sessions and other outreach activities. The greatest problem was finding time to organize this type of event and, consequently, this has been postponed for one year to give people more time to put this together.

Sick Leave: Greg explained that, if faculty or staff are ill, they must call the Dean's Assistant or one of the Faculty Secretaries, so their name can be added to sick leave reporting system. If a faculty member is ill and classes must be covered for an extended period of time, a plan must be developed, so that official arrangements can be made. Usually, the plan will involve consultation with the faculty member, department Chair, Dean, and other members of the department, as appropriate. Greg also explained the procedures for Short-Term and Long-Term Disability. For more information, faculty and staff are to contact Human Resources. They will help in filling out forms, etc., if applicable.

SWOT analyses are mostly in, with a few exceptions.

Budget Planning: Greg reiterated that there is no new money coming from the Province. It is anticipated that there will be \$4.5M to \$4.7M worth of net budget cuts at VIU, similar to last year. Deans will make budget presentations in early December, and scenarios will be expected as to what cuts are proposed (3%, 5%, etc.). Programs or portions of programs may have to be cut. Greg will need some input to make the best decisions possible. He serves on a Planning and Priorities sub-committee whose task is to come up with a framework for prioritizing programs. Criteria include program relevance, program cost, program quality, program access, and institutional priorities. Greg will keep the Faculty informed on how this all evolves, likely through Faculty Council.

To assist in making an ultimate decision, context will likely be required for each program. This may end up being a two-page document for each program. SignPosts should be helpful in this exercise. Once the process is a little better clarified, Greg will work with the Chairs on putting together this context information.

At the October 7 Senate meeting, the Faculty of Science and Technology's motion on program discontinuance was reported. The Planning and Priorities Committee is tasked with developing a draft policy.

The Academic Plan's vision statement has been reviewed at Senate. While some minor changes to text may be expected (e.g., grammar, clarification), Senate approved the statement.

Non-instructional faculty members' roles in Senate will likely be discussed again at Senate in the next month or two.

Greg asked the Chairs to have a look at the new draft Academic Plan. He believes it is much shorter and is much more reflective of the needs of VIU and its faculty, staff and programs than the previous draft.

Senators' Report:

The Faculty's By-laws will probably be reviewed at the next Senate meeting, or at the following one.

The Education Standards Committee is working on understanding and grappling with consequences of our new common grading scheme.

The Registrar's Office doesn't automatically check for prerequisites beyond a student's first year at VIU. Instructors must specifically request all other prerequisites checks.

Attendance – No Shows:

A copy of the policy was distributed to the Chairs. Greg reminded everyone to enforce the policy, so that all students are treated equally and fairly. This will also help to manage waitlists more effectively.

Chairs' cell numbers / Acting Chair for Emergencies:

Chairs were asked to provide their cell numbers, so that the Dean's Office has them on file. The numbers will be kept confidential and only used in case of emergencies. If away for an extended period of time, Chairs must elect or nominate an Acting Chair, so that important and timely decisions can be made on behalf of their department.

Curriculum Committee Submissions:

Course Changes: Due to the High School Math 11 and 12 curriculum changes, all courses with Mathematics prerequisites must be submitted for Curriculum Committee approval. A standard will be developed for consistency and passed on to Faculties.

Greg would like the Chairs to start identifying those courses that will need to be changed.

Meeting adjourned at 2:30 p.m.