

FFAC Council Minutes

September 19, 2019
Room 9-201, 4 - 5:30 p.m.

Chair

Allan Gilliland

Vice-Chair

Bill Richards

Attendees

Robert Andruchow	Joseph Fawzy	Cheyenne Juknies	Leigh Rivenbark
Robyn Ayles	Neill Fitzpatrick	Michael MacDonald	Rey Rosales
Elisabeth Belliveau	Heather Fitzsimmons-Frey	Nichole Magneson	Adolfo Ruiz
Craig Brennan	Rose Ginther	Lucille Mazo	Dawn Sadoway
Padraig Buttner-Schnirer	Brian Gorman	Kathy Neiman	Leslie Sharpe
Colin Campbell	Marcel Hamel	Gloria Olchowy	Scott Spidell
Josée Chartrand	Travis Hatt	Constanza Pacher	Leslie Vermeer
Mallory Chipman	Jim Head	Sony Raj	Wayne Williams
Rose Clancy	Paul Johnston	Kerri-Lynn Reeves	

Ex-Officio Members

Frankie Billingsley	Larry Harris	Craig Monk
Jessica Haines	Terry McLean	Tarek Salem

Guests

Rafat Alam	Karen Keiller	Roxanne Tootoosis
Dwight Allott	Jillian Pearse	Pamela Young
Karen Boros	Tarek Salem	

Regrets

Raymond Baril	Anna Hawkins	Dianne Nicholls
Rubim de Toledo	Emilie LeBel	Kent Sangster
Jim Guedo	Iain Macpherson	Tom Van Seters

Minutes

Christine Valentine

1. Call to order

The Chair, FFAC Council, called the FFAC Council meeting to order at 4 p.m.

2. Indigenous ceremony

A smudging ceremony was provided by Indigenous Knowledge Keeper, Roxanne Tootoosis.

3. Approval of agenda and consent agenda

Allan Gilliland, Chair, FFAC Council, presented the agenda for the September 19, 2019 meeting for approval. The following items were approved/ reviewed on the consent agenda:

- May 14, 2019 FFAC Council minutes
- September 11, 2019 Executive Committee minutes
- FFAC Council annual report 2018-2019
- Notice of sessional vacancy

Motion to approve the September 19, 2019 FFAC Council agenda and consent agenda, as presented.

FFACFC-01-09-18-2019

Moved by D. Sadoway and seconded by S. Spidell

CARRIED

4. Chair's update

Reported by A. Gilliland, Chair, FFAC Council

Allan Gilliland reported the following items:

- **New faculty hires:** Allan welcomed the five (5) new faculty members that were hired this year: Padraig Buttner-Schnirer (Music), Josée Chartrand (Theatre), and Anna Hawkins, Kerri-Lynn Reeves, and Adolfo Ruiz (Art and Design). Mallory Chipman also has a full-time limited term appointment as head of vocals while Chandel Rimmer is on sabbatical leave.
- **New student members:** Allan welcomed three (3) new student members: Colin Campbell (Department of Music), Joseph Fawzy (Department of Art and Design), and Cheyenne Juknies (Department of Communication).
- **Representatives from other areas:** Allan welcomed Frankie Billingsley (Registrar's Office), Jessica Haines (Faculty of Arts and Science), Terry McLean (School of Continuing Education), Cassie Prochnau (Faculty of Health and Community Studies), Ann Ranson Ratusz (Faculty of Nursing), Tarek Salem (School of Business), and Karen Keiller, Dean of the Library.
- **Political activities:** Allan reminded faculty that the university is apolitical in political campaigns. Employees involved with, or considering involvement in political activities should follow these [institutional guidelines](#).
- **Indigenous curriculum:** faculty who wish to incorporate Indigenous cultures into activities on campus must provide gifts to elders or Indigenous performers using the payment to elder procedure, which can be found by navigating to the myMacEwan portal > Departments > Financial Services > Accounts Payable > Elder Payment.
- **Fallow period for governance business:** on September 17, 2019, General Faculties Council distributed a notice that there will be no classes scheduled on Mondays from 3 - 6 p.m. beginning in the 2020-2021 academic year. This period will be available for GFC and standing committee meetings, as well as department meetings and other governance business.
- **Newsletter:** faculty and staff can share upcoming events through the weekly events newsletter [here](#).
- **Budget:** the provincial budget will be released in late October 2019.

5. New business

5.1 Message from the Provost

Presented by C. Monk, Provost and VP Academic

The Provost and VP Academic, Craig Monk, provided an update on the academic affairs of MacEwan University. This update highlighted the pause on the strategic planning process until the recruitment of a new President, the move to Part I of the Post-Secondary Learning Act (PSLA) and reconstitution of the General Faculties Council (GFC), the provincial budget and its implications for the university, and senior administration recruitment.

5.2 Code of Conduct Presentation

Presented by K. Boros, Director, Labour Relations & Employment Services, and J. Pearse, Faculty Relations Consultant

Karen Boros and Jillian Pearse provided an overview of the new Code of Conduct and demonstrated how to make a disclosure using the myMacEwan portal. Mandatory training will be provided beginning in January.

How to make a disclosure

myMacEwan portal > Departments > Human Resources > Information for Employees > Disclosure Portal > Conflict of Interest Disclosure Form (under Self-Submit Disclosures)

During the presentation, the following questions arose:

Q. What are the differences between actual and perceived conflicts of interest?

A. At this time, any actual or perceived conflicts of interest should be disclosed to HR. It is uncertain at this time what might be required in terms of reporting to the government.

Q. How will the Dean manage to review all disclosures?

A. This is a potential challenge, as every type of conflict must be made as a separate disclosure. However, some disclosures may be quick to review.

Q. Who has access to this information?

A. Only HR can currently access this information.

Q. Do honorariums need to be disclosed?

A. Yes, because this is a form of payment.

Q. Do I need to disclose if I belong to a professional organization and do not receive remuneration?

A. No, this is not a perceived conflict.

5.3 Election of FFAC Council vice-chair

Presented by D. Sadoway on behalf of the FFAC Executive Committee

Bill Richards put his name forward for the position of Vice-Chair, FFAC Council.

Motion to elect Bill Richards as Vice-Chair, FFAC Council, for a two-year term.

FFACFC-02-09-18-2019

Moved by R. Ayles and seconded by T. Hatt.

CARRIED

5.4 Ratification of Tenure and Promotion external members

Presented by R. Andruchow on behalf of the FFAC Executive Committee

The FFAC Council was asked to ratify common external members and alternates who will serve on Tenure and Promotion Committees for the 2019-2020 academic year. These positions are in addition to the internal department representatives, identified by the Dean and the Chair, and ratified by the tenure and tenure-track faculty members of the respective departments.

Motion to approve the following common external members and alternates to serve on Tenure and Promotion Committees, for the 2019-2020 academic year:

**Lucille Mazo (Communication) with Brian Gorman (Communication) as External Alternate
Leslie Vermeer (Communication) with Iain Macpherson (Communication) as External Alternate
Jim Head (Music) with Michael MacDonald (Music) as External Alternate**

FFACFC-03-09-18-2019

Moved by P. Johnston and seconded by B. Richards

CARRIED

5.5 Budget review 2018-2019

Presented by A. Gilliland, Chair, FFAC Council

Allan Gilliland provided an account of expenses for the 2018-2019 fiscal year, which included materials, supplies, and services, as well as a list of faculty research grant recipients.

5.6 Performance evaluation criteria

Presented by L. Mazo on behalf of the FFAC Executive Committee

No changes were proposed to the performance evaluation criteria from the previous academic year.

Motion to approve the 2019-2020 performance evaluation criteria, as presented.

FFACFC-04-09-18-2019

Moved by R. Andruchow and seconded by S. Spidell

CARRIED

5.7 Marketing and recruitment update

Presented by R. Ginther, Associate Dean

This item was deferred to the next FFAC Council meeting.

6. Committee business & reports

6.1 Curriculum Committee

Reported by L. Vermeer, Chair, FFAC Curriculum Committee

Leslie Vermeer, Chair, FFAC Curriculum Committee, provided the following report from the August 22, 2019 meeting:

- Approved three committee resources: a guide to writing master course syllabi (MCS), an MCS checklist, and an MCS renewal checklist.
- Viewed a demonstration of the new Curriculum Inventory Management (CIM) system.
- Elected Jim Guedo as Vice-Chair.
- Reviewed committee goals and committed to continuing the focus on reconciliation and decolonizing the curriculum as well as on equity, diversity, and inclusion, particularly the issue of accessibility and service to students.

7. Open discussion

Allan Gilliland encouraged faculty to reflect on the land acknowledgement and what it means to them in their respective departments.

8. Adjournment

The meeting adjourned at 5:45 p.m.

Approved by FFAC Council on October 23, 2019 (FFACFC-01-10-23-2019)