

FFAC Council Minutes

October 23, 2019
Room 9-201, 4 - 5:30 p.m.

Chair

Allan Gilliland

Vice-Chair

Bill Richards

Attendees

Robert Andruchow	Heather Fitzsimmons-Frey	Iain Macpherson	Dawn Sadoway
Robyn Ayles	David Garfinkle	Jason Malenko	Leslie Sharpe
Raymond Baril	Rose Ginther	Dianne Nicholls	Scott Spidell
Elisabeth Belliveau	Brian Gorman	Gloria Olchowy	Tom Van Seters
Padraig Buttner-Schnirer	Travis Hatt	Sony Raj	Leslie Vermeer
Colin Campbell	Anna Hawkins	Kerri-Lynn Reeves	Wayne Williams
Josée Chartrand	Annetta Latham	Leigh Rivenbark	
Rose Clancy	Emilie LeBel	Rey Rosales	
Neill Fitzpatrick	Michael MacDonald	Adolfo Ruiz	

Ex-Officio Members

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

Guests

Rafat Alam	Brett Farquharson	Pamela Young
Laura Bruner	Paul Sopcak	

Regrets

Craig Brennan	Joseph Fawzy	Jim Head
Mallory Chipman	Jim Guedo	Paul Johnston
Kat Danser	Marcel Hamel	Cheyenne Juknies

Minutes

Christine Valentine

1. Call to order

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

2. Approval of agenda and consent agenda

Allan Gilliland, Chair, FFAC Council, presented the agenda for the October 23, 2019 meeting for approval. The following items were approved/ reviewed on the consent agenda:

- September 19, 2019 FFAC Council minutes
- October 15, 2019 Executive Committee minutes
- Results of FFAC Council call for sessional members

Motion to approve the October 23, 2019 FFAC Council agenda and consent agenda, as presented.

FFACFC-01-10-23-2019

Moved by S. Spidell and seconded by R. Baril

CARRIED

3. Dean's update

Reported by A. Gilliland, Chair, FFAC Council

Allan Gilliland reported the following items:

- **Budget:** Allan welcomed feedback on the 2018-2019 budget presentation provided at the September FFAC Council meeting.
- **Provincial budget:** the provincial budget will be announced tomorrow and a statement of its impact to the university will be released shortly after.
- **New sessional faculty members:** Allan welcomed David Garfinkle (Department of Communication) and Kat Danser (Department of Music), who were elected by acclamation to FFAC Council.
- **New faculty hires:** FFAC received approval to hire six new full-time faculty.
- **Construction on the fifth floor:** the Faculty of Continuing Education will move to the fifth floor of Allard Hall by summer 2020 and construction is expected throughout the academic year. To mitigate disruption to classes, scheduling scenarios are being run to determine impact on students if classes are not scheduled on the fourth floor during the Winter term.

4. Associate Dean's update

Reported by R. Ginther, Associate Dean

Rose Ginther reported the following items:

- **Recruitment activities:** Rose provided an overview of recruitment activities FFAC faculty were recently or are currently engaged in, including the Calgary Drama Festival, Skills Canada, Creative Futures, high school presentations, and the Greater Edmonton Teachers Convention Association (GETCA).
- **Marketing activities:** includes a series of videos promoting the Bachelor of Design, an ad campaign for the Recording and Production major, video capture for the Bachelor of Communication Studies and Bachelor of Fine Art majors. A study by Academica Group on student perceptions found that only 23% of the prospective and current fine arts students surveyed had heard of MacEwan University. These results suggest that we have more work to do in terms of marketing and recruitment.
- **Open house banner:** a step-and-repeat banner will be available at Open House, which provides a photo opportunity for prospective students. Faculty were asked to encourage students to take their photo in front of the banner and use the hashtag #MacEwanU as well as their program hashtag.
- **Projects/committee involvement:** Rose provided an overview of the committees she is involved with. Most recently, she joined the Equity, Diversity, and Inclusion Committee, which is currently working on a safe spaces initiative.

5. General Faculties Council update

Reported by T. Hatt, General Faculties Council Member

Travis Hatt, General Faculties Council (GFC) member, provided the following report from the September 23, 2019 General Faculties Council meeting:

- The mandate of the newly reconstituted GFC is to establish the changes required in the Post-Secondary Learning Act (PSLA).
- The Executive Committee will recommend further actions necessary for implementation of PSLA requirements.
- Adopted interim GFC bylaws with a sunset clause.
- Announced memberships of four standing committees: Program and Curriculum, Admissions and Transfer, Faculty Development, and Research Ethics.
- Approved the academic schedule regulations with an amendment that clinical, field, and performance placements may continue into the exam period if needed.
- The next meeting is scheduled for October 28.

6. New business

6.1 Student of Concern presentation

Presented by B. Farquharson, Manager, Student Life & L. Bruner, Student Conduct Officer

Brett Farquharson and Laura Bruner provided a presentation on Student of Concern and Student Conduct, which included an overview of their roles and the process for faculty to follow if they have concerns about a student's safety or non-academic misconduct.

Faculty who are concerned about at-risk students can contact Student of Concern by emailing studentofconcern@macewan.ca (between 8:30 a.m. and 4:30 p.m.) or calling Security for critical concerns/ issues that occur after hours. Before reaching out to Student of Concern, it is recommended that the faculty member who has a pre-existing relationship with the student try first to recommend supports and services the student can access. Alternatively, faculty can also reach out to their chair or associate dean.

For academic integrity or non-academic misconduct issues, such as policy violations, faculty can contact studentconduct@macewan.ca.

During the presentation, the following questions arose:

Q. What does resolution for student misconduct issues look like?

A. Resolution could involve a conversation or letter of apology in which the student acknowledges the issue. Sanctions (warnings) could also be issued, including other interim measures such as suspension.

Q. What is the best phone number to call if a student is in immediate distress?

A. Call 911 or security at 5555 if there are immediate concerns. Faculty should contact Student of Concern if they suspect the student is at risk of self-harm.

Q. What is the first line of communication?

A. Ideally, the faculty member with a pre-existing relationship with the student, or the chair or associate dean. Faculty can always reach out to Student of Concern for support.

Q. What can a faculty member do if a student is disruptive in class/ elsewhere in the building?

A. Faculty can engage the Student Conduct Office for advice on wording an appropriate message to the student. For immediate threats or disruptions, contact Security.

6.2 Academic Integrity presentation

Presented by P. Sopcak, Student Conduct Coordinator

Paul Sopcak provided a presentation on academic integrity. New issues in academic misconduct were highlighted, including the use of contract cheating services and note sharing websites.

Recommended steps faculty can take to safeguard notes/ assignments:

- Raise awareness about cheating websites in class.
- Try not to reuse assignments.
- Include a statement in course outlines that students are not to post notes or assignments online.
- Add a copyright watermark on course notes and slides.
- Request notes and assignments be taken down from cheating websites.

Resources

[The Institutional Toolkit to Combat Contract Cheating](#) via [International Centre for Academic Integrity](#)

If a violation is suspected, faculty should follow the procedure on the [MacEwan Academic Integrity website](#) for addressing it, beginning with inviting the student to meet to discuss the issue. More information on restorative practices can also be found on the website.

During the discussion, the following questions arose:

Q. Do our systems filter student work for plagiarism?

A. This technology (Safe Assign) is available to MacEwan University, however there are issues with privacy, intellectual property, and misuse of this tool. It is not clear at this time how to best use it in ways that are pedagogically effective. However, other plagiarism checking tools are available.

Q. How do we shift the paradigm in how we teach and given writing assignments, for example, if we want to encourage students to use grammar checking tools such as Grammarly?

A. It would depend on how an assignment is framed. Can students learn something from this technology? Assignments should be designed in ways where they are not assessing the student's performance and not the performance of the tool. There are other issues with intellectual property, for example, it is not known how Grammarly uses and stores their information.

Further questions can be sent to Paul Sopcak at sopcakp@macewan.ca.

6.3 Ratification of University Promotion Committee member

Presented by A. Latham on behalf of the FFAC Executive Committee

The University Promotion Committee is established each academic year and consists of one tenured faculty member from each Faculty/School, including other members. The member who sits on this committee must be a tenured faculty member, must not already sit on any FFAC Tenure and Promotion Committee, and may not apply for promotion in the same year. The FFAC Council is required to elect one (1) tenured faculty member to the University Promotion Committee for a one-year term.

To select this member, eligible faculty members were contacted via email and from those members, Rey Rosales, Chair, Department of Communication, agreed to let his name stand for ratification.

Motion that Rey Rosales will serve as the FFAC member representative on the University Promotion Committee for the 2019-2020 academic year.

FFACFC-02-10-23-2019

Moved by A. Latham and seconded by R. Baril

CARRIED

6.4 Ratification of University Sabbatical Leave Committee Member

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

The University Sabbatical Leave Committee is established pursuant to the Collective Agreement and includes one tenured faculty member from each Faculty/School, including other members, for two-year terms. This faculty member must be tenured, may not apply for sabbatical leave or sit on the FFAC Sabbatical Leave Recommendation Committee in the same academic year.

To select this member, faculty who previously returned from sabbatical leave were contacted via email and it was mutually agreed that Leslie Sharpe, Program Coordinator, Fine Art, would let her name stand for ratification.

Motion that Leslie Sharpe will serve as the FFAC member representative on the University Sabbatical Leave Committee, for a two-year term.

FFACFC-03-10-23-2019

Moved by A. Latham and seconded by R. Andruchow

CARRIED

6.5 Election of GFC member

Presented by B. Richards on behalf of the FFAC Executive Committee

Annetta Latham, Faculty, Department of Arts and Cultural Management is currently serving as an FFAC member on General Faculties Council but will be on leave from MacEwan University during the Winter term. The FFAC Council is tasked with electing a member to fill the vacancy until August 31, 2020.

Dawn Sadoway nominated Raymond Baril to fill the remainder of this term on the General Faculties Council.

Motion to elect Raymond Baril to complete the remainder of Annetta Latham's term on General Faculties Council, expiring on August 31, 2020.

FFACFC-04-10-23-2019

Moved by D. Sadoway and seconded by S. Spidell

CARRIED

6.6 Design Studies diploma suspension proposal

Presented by R. Andruchow, Chair, Department of Art and Design

Robert Andruchow presented the Design Studies diploma suspension proposal for recommendation to the Program and Curriculum Committee.

Prior to the approval of the Bachelor of Design, MacEwan University offered a three-year Design Studies diploma. Subsequent to the approval of the degree, the Faculty of Fine Arts and Communications proposed a new two-year diploma, which gives students in the degree program the ability to exit after the first two years (or 60 credits). The two-year diploma was named Graphic Design to differentiate it from the three-year Design Studies diploma and was approved by Advanced Education on June 18, 2019 for implementation on July 1, 2020.

With this new two-year diploma in place, it is now time to formally suspend the three-year Design Studies diploma (last intake Fall 2018). A recommended suspension date of June 30, 2023 was proposed, based on an estimated time of how long it will take current Design Studies students to complete the program.

During the discussion, the following questions arose:

Q. How many students will be affected by the suspension of the diploma?

A. Currently, about 81 students. A communication plan is in place to ensure that the students currently enrolled in the diploma program are able to graduate by the proposed suspension date.

Q. Are there current diploma students who are registered with the Services to Students with Disabilities (SSD) office? These students may have a reduced course load and it could take them longer to finish the program.

A. The program advisor will check to ensure this timeline works for them. If needed, the program can propose an extension to the June 30, 2023 suspension date.

Motion that the FFAC Council recommend the approval of the Design Studies diploma suspension proposal to Program and Curriculum Committee, effective July 1, 2020.

FFACFC-05-10-23-2019

Moved by L. Sharpe and seconded by A. Latham

CARRIED

6.7 Revised Executive Committee Terms of Reference

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

On October 15, 2019, the FFAC Executive Committee recommended the following changes to the Terms of Reference:

- Addition of the Associate Dean, FFAC, as an ex-officio, voting member.
- Addition of an article to enable the Executive Committee to hold by-elections and appoint members to FFAC Council or to committees when positions become vacant mid-term.
- Other minor wording edits.

The FFAC Executive Committee proposes these changes with the understanding that standardized wording may be proposed in the future as the FFAC Council is now a standing committee of the reconstituted General Faculties Council.

Motion to approve the FFAC Executive Committee Terms of Reference, as presented.

FFACFC-06-10-23-2019

Moved by R. Baril and seconded by T. Hatt

CARRIED

6.8 Fallow period for governance business discussion

Presented by R. Ginther, Associate Dean

Allan Gilliland stepped out of the chair role to present the discussion item. Bill Richards, Vice-Chair, FFAC Council, stepped into the chair role.

On September 17, 2019, General Faculties Council distributed a notice recommended that no classes be 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.

The FFAC Council discussed this fallow period for governance business. It was generally agreed that, though there is some flexibility with scheduling some activities during this time, FFAC should avoid scheduling classes, as recommended. Not only will committees have time to meet, but sessional faculty and student members can be fully included in governance business. This time block also provides a common time for faculty to share research.

Allan resumed the chair role.

7. Committee business & reports

7.1 Curriculum Committee

Reported by L. Vermeer, Chair, FFAC Curriculum Committee

Leslie Vermeer, Chair, FFAC Curriculum Committee, provided the following report from the October 18, 2019 meeting:

- Jim Guedo was elected as Vice-Chair.
- The following deactivations were approved, effective Fall 2021: BCSC 241, 311, 312; TPPR 203, 204, 205, 206, 207, 210, 212, 215, 221, 222, 237, 247
- Approved new course BCSC 365, effective Fall 2021.
- Held a discussion on equity, diversity, inclusion, and preventing sexual violence in our curriculum. This discussion will be continued at the next meeting.
- The next meeting is scheduled for November 29.

7.2 Research Committee

Reported by M. MacDonald, Chair, FFAC Research Committee

Michael MacDonald, Chair, FFAC Curriculum Committee, provided the following report from the September 23, 2019 meeting:

- Raymond Baril was elected as Vice-Chair.
- Reviewed FFAC research goals and implementation strategies list developed by the committee last year and further refined which goals should be short, medium, and long-term. Some goals were also labelled as aspirational or not within the scope of the committee.
- Developed a plan for the research lab (11-434), which includes adding a bookshelf to house faculty publications, a bulletin board, and tech equipment. This room is not bookable, so it was recommended that a sign be posted in advanced if they space is required for a focus group or interview.
- The committee will put together a schedule of research roundtables based on the abstracts from the projects funded in 2018-2019.
- The next committee meeting is scheduled for October 28.

7.3 Research Adjudication Committee

Reported by H. Fitzsimmons-Frey, Chair, FFAC Research Adjudication Committee

Heather Fitzsimmons-Frey, Chair, FFAC Research Adjudication Committee, provided the following report from the September 26, 2019 meeting:

- Elisabeth Belliveau was elected as Vice-Chair.
- Discussed goal to strategically align with the Research Committee.
- Updated application forms for the project/ dissemination grants, due October 31.
- Student Undergraduate Research Fund (SURF) is due October 31. These applications will be adjudicated by the committee and administered by the Student Financial Aid.
- Adjudication meeting for project/ dissemination applications is November 7 and the adjudication meeting for SURF applications is November 21.

8. Open discussion

There was no discussion.

9. Adjournment

The meeting adjourned at 5:30 p.m.

Approved by FFAC Council on January 16, 2020 (FFACFC-01-01-16-2020)