

FFAC Council Minutes

February 26, 2020
Room 9-201, 4 – 5:30 p.m.

Chair

Allan Gilliland

Vice-Chair

Bill Richards

Attendees

Robert Andruchow	Rose Clancy	Emilie LeBel	Rey Rosales
Robyn Ayles	Kat Danser	Iain Macpherson	Adolfo Ruiz
Raymond Baril	Heather Fitzsimmons-Frey	Jason Malenko	Kent Sangster
Elisabeth Belliveau	David Garfinkle	Lucille Mazo	Leslie Sharpe
Padraig Buttner-Schnirer	Rose Ginther	Dianne Nicholls	Scott Spidell
Colin Campbell	Travis Hatt	Constanza Pacher	Tom Van Seters
Josée Chartrand	Anna Hawkins	Sony Raj	Leslie Vermeer
Mallory Chipman	Paul Johnston	Kerri-Lynn Reeves	

Ex-Officio Members

John Beke	Jessica Haines	Terry McLean	Tarek Salem
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Guests

Timothy Anderson	Carla Lam	Melissa Merrigan	Pamela Young
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Regrets

Craig Brennan	Marcel Hamel	Michael MacDonald	Leigh Rivenbark
Joseph Fawzy	Jim Head	Nichole Magneson	Dawn Sadoway
Brian Gorman	Cheyenne Juknies	Kathy Neiman	Wayne Williams
Jim Guedo	Annetta Latham	Gloria Olchoway	

Minutes

Christine Valentine

1. Call to order

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

2. Approval of agenda and consent agenda

Allan Gilliland, Chair, FFAC Council, presented the agenda for the February 26, 2020 meeting for approval. The following items were approved/ reviewed on the consent agenda:

- January 16, 2020 FFAC Council minutes
- February 11, 2020 Executive Committee minutes

Motion to approve the February 26, 2020 FFAC Council agenda and consent agenda, as presented.

FFACFC-01-02-26-2020

Moved by R. Baril and seconded by J. Chartrand

CARRIED

3. Dean's update

Reported by A. Gilliland, Chair, FFAC Council

Allan Gilliland reported the following items:

- **Admin office (11-421) move:** administrative staff, advisors, and sessional faculty will move back to the open office next week. Allan and Rose will be located in offices 11-424A and 11-425C.
- **New president:** the new president of MacEwan University will be announced this week.
- **Annual reports:** Allan acknowledged the fantastic work faculty have done this year.
- **Search committees:** the committees are in the process of hiring six new full-time faculty by July 1.
- **Donation to Bent River Records:** Craig Monk has donated \$50,000 (\$10,000 per year, for five years) to Bent River Records.
- **Distinguished research awards:** the application process for the award is available on the [website](#).
- **Budget announcement:** the provincial budget will be announced on February 27.

4. Associate Dean's update

Reported by R. Ginther, Associate Dean

Rose Ginther reported the following items:

- **Strategic enrolment management:** the committee is working to ensure faculties can meet their enrollment targets. Rose will call on faculty when there are opportunities to visit schools and asked that if faculty are asked to go to a school, to let Rose know so she can liaise with David Fischer.
- **GETCA:** the Greater Edmonton Teachers Conference Association will be hosted at Allard Hall tomorrow. Rose thanked staff and faculty who helped to organize this event.
- **BFA update:** there is no update on the Bachelor of Fine Arts proposal. The BFA development group will continue to meet to put through course approvals so that we are ready to go to take applications starting in the Fall term for 2021-2022 should the approval be given this spring or summer.
- **eLearning Committee:** Blackboard has been extended for one year while the university examines other learning management systems (LMS). A survey will be developed that will be distributed to all faculty members across the university. Faculty members are urged to respond when they receive it, outlining their LMS needs. Leslie Vermeer is a faculty representative on the eLearning Working Committee.
- **Special accommodation requests:** FFAC has received a lot of special accommodation requests, some of which are difficult to accommodate. Abigail Parrish-Craig is attending an upcoming Chairs' Group meeting to provide chairs with information they can bring back to their departments about how to best respond to these requests.

5. General Faculties Council update

Reported by R. Baril, General Faculties Council Member

Raymond Baril, General Faculties Council (GFC) member, provided the following report from the February 10, 2020 General Faculties Council meeting:

- There will be more clarity on the next steps the university must take to balance the budget after the provincial government announcement on February 27, but they will involve additional staffing/personnel losses.
- The university will enter into a three-year Investment Management Agreement with the government, where a percentage of the grant will be dependent on the institution's ability to meeting its metrics. For 2020-2021, 85% of the grant is fixed and 15% is dependent upon key performance indicators (KPIs); for 2021-2022, 75% of the grant is fixed and 25% is dependent upon KPIs; and for 2022-2023, 60% of the grant is fixed and 40% is based on KPIs. Metrics will be based on skills and labour, institutional performance, research and teaching, etc.
- Three candidates are making presentations for the Dean of Arts and Science position.
- The advising model at MacEwan will be restructured to a "hub and spoke" model, which will include a central advising "hub" and some specialist advisors in the faculties, the "spokes".
- An institutional mandate is forthcoming on request of the provincial government, and the current mandate will be refreshed to send to them.

- The goal of the budget cuts remains to preserve the student experience and positions that were abolished, such as the Student Ombudsperson, will be replaced with services offered in collaboration with Student Affairs and SAMU.
- The Bachelor of Communication Studies action plan was approved with no discussion or questions.
- MacEwan University's self-assessment: the critical question that underpinned the self-study was, in the absence of future monitoring by Campus Alberta Quality Council (CAQC), how will MacEwan self-monitor to ensure we have appropriate structures and policies in place to maintain quality at the academic program institutional levels?
- GFC confirmed the delegation of authority for course and program changes to faculty and school councils as outlined in the existing Program approvals and Changes and Course Approvals and Changes policies and their related procedures, effective immediately.
- A GFC committee framework structure is being developed, with plans to implement it in 2020-2021. Although a committee framework will be established, it will likely go through an evolution as the needs of the university, bicameral governance, and any further government requirements become clear.

6. New business

6.1 Writing sabbatical applications presentation

Presented by C. Lam, Faculty Career Development Manager

Carla Lam presented on writing sabbatical applications.

Key presentation highlights

To determine eligibility, tenured members with rank in a full-time position either at MacEwan University or elsewhere for six (6) years without sabbatical, or tenured members who have been at MacEwan University for at least three (3) years, can apply. Carla can provide one-on-one mentorship and can be reached at lamc66@macewan.ca

Carla inquired if faculty would be interested in a successful sabbatical workshop and will send more information out via email.

6.2 Grading policy feedback

Presented by M. Merrigan, Associate Registrar, Student Records & Services

Melissa Merrigan provided an overview of the four substantive changes proposed to the Grading policy:

1. To discontinue the option for supplemental exam
2. To reduce the max value of a single assessment from 60% of the course grade to 50%
3. To change from students having at least one assessment constituting part of their final grade evaluated early in the course to students having at least one assessment constituting a minimum of 25 percent of the final grade, evaluated before the mid-point of the course.
4. Clarifying that students can have any course component which constitutes at least 25 percent of the final grade reassessed, not just the final grade, as the current policy implies

Key feedback

- It was requested that productions and performance-based work be added to the list of exceptions for assessments that shall not have a value greater than 50 percent.
- The mid-point of the term, based on workload, could vary from one course to the next, and it was recommended that the mid-point could be determined differently for some courses.
- It was recommended to move the assessment date just before the withdrawal date, rather than the mid-term point.

Further questions can be emailed to Melissa Merrigan at merriganm@macewan.ca

6.3 Admission criteria changes

6.3.1 Theatre Arts admission criteria

Presented by S. Spidell, Chair, Department of Theatre

The Theatre Arts admission criteria are being reviewed this academic year (2019-2020) per the five-year review schedule published by the Committee on Admissions and Transfer (CAT) for implementation in 2021-2022. The following recommended revisions were presented to the FFAC Council:

- Name change from a diploma in Theatre Arts to Music Theatre Performance.
- Addition of 75% minimum in ELA 30-2 under the 'Regular Admission' category.
- Addition of a 'Previous Post-Secondary Work' category.

Motion to recommend approval of the Theatre Arts admission criteria 2021-2022 to Committee on Admissions and Transfer.

FFACFC-02-02-26-2020

Moved by R. Ayles and seconded by J. Guedo

CARRIED

6.3.2 Theatre Production admission criteria

Presented by S. Spidell, Chair, Department of Theatre

The Theatre Production admission criteria are being reviewed this academic year (2019-2020) per the five-year review schedule published by the Committee on Admissions and Transfer (CAT) for implementation in 2021-2022. The following recommended revisions were presented to the FFAC Council:

- Addition of 75% minimum in ELA 30-2 under the 'Regular Admission' category.
- Addition of the 'Previous Post-Secondary Work' category.

Motion to recommend approval of the Theatre Production admission criteria 2021-2022 to Committee on Admissions and Transfer.

FFACFC-03-02-26-2020

Moved by R. Baril and seconded by R. Andruchow

CARRIED

6.4 Delegation of authority for curriculum approvals to faculty/ school councils

Presented by R. Andruchow on behalf of FFAC Executive Committee

Since May 2015, MacEwan University has operated under interim procedures for the Program Approvals and Changes and Course Approvals and Changes policies, which required all curriculum approvals to go to Academic Governance Council (AGC, now General Faculties Council). The university's move from Part 2 to Part 1 of the Post-Secondary Learning Act (PSLA) now permits General Faculties Council (GFC) to delegate the authority of curriculum approvals to faculty and school councils.

On February 10, 2020, GFC approved a motion confirming the delegation of authority for course and program changes to faculty and school councils as outlined in the existing Program Approvals and Changes and Course Approvals and Changes policies, as well as their related procedures, effective immediately. During the interim period that the university was under Part 2 of the Act, FFAC Council delegated authority to FFAC Curriculum Committee to approve new and revised master course syllabi (MCS). FFAC Council must now re-examine this interim process now that the institution has moved officially to Part 1 of the PSLA.

The FFAC Council will cease the interim curriculum approval process and implement the process as defined in policy. In practical terms, this will mean that FFAC Curriculum Committee recommends approvals to FFAC Council, who is the final approving authority, with the exceptions of new programs that require Ministry approval. Courses and program changes will no longer be included in the GFC consent agenda but the motions for curriculum approvals will appear on the GFC agenda in the form of an FFAC Council annual report. The institutional consultation process coordinated through Institutional Analysis and Planning will continue, and if faculties/ schools are unable to reach consensus regarding a dispute, a GFC standing committee responsible for curriculum would make a decision.

Motion that FFAC Council cease the interim curriculum approval process and confirm that FFAC Council is the final approving authority for courses and program changes, pursuant to the Program Approvals and Changes and Course Approvals and Changes policies.

FFACFC-04-02-26-2020

Moved by S. Spidell and seconded by T. Van Seters

CARRIED

6.5 FFAC committee and GFC election process

Presented by L. Mazo on behalf of FFAC Executive Committee

Each year, the FFAC Executive Committee determines the process for electing academic staff to standing committees, per article 8.2 in the FFAC Council Bylaws. This year, FFAC Council will also elect an academic staff member to fill one vacancy on GFC. FFAC currently holds two seats on GFC, and one member's term is expiring on August 30, 2020. Effective September 1, 2020, FFAC will receive one (1) additional seat per the approved GFC motion to add one (1) additional faculty member from each faculty, school, and the library (GFC-12-11-25-2019). This will be an appointed position, rather than an elected position. FFAC Council will elect one (1) academic staff member to fill the vacancy on GFC, and will advise GFC on the appointable position in Summer 2020. The Executive Committee chose to wait to approve an election process, anticipating that the process for GFC elections could coincide with the process for electing members to FFAC committees.

On February 10, 2020, GFC approved a draft election process to elect staff from the faculties and schools to GFC. This draft election process provides guidance for how faculties and schools will conduct their elections of academic staff to GFC, as provided for in the PSLA section 21(1). On February 11, 2020, the FFAC Executive Committee passed two motions, one confirming a unified election process that adheres to the principles of administrative fairness (as outlined below), and the second outlining the two-fold election process the FFAC Council will use to elect members to its standing committees and to GFC.

The approved election process for electing academic staff to FFAC committees and GFC is:

- Department Councils will elect members to fill department representative vacancies; and
- The Executive Committee will send an open call for member-at-large and GFC vacancies. If more nominations are received than available positions, an election will take place via electronic vote.

Elections will be held no later than May 1, 2020.

6.6 Petition to GFC & interim process for approving minors

Presented by R. Ginther, Associate Dean

The FFAC Council considered a motion requesting that GFC Executive Committee, or GFC, consider the need for a clear institutional process for approving minors. The FFAC Council is also asked to approve and provide feedback on a draft internal process for approving minors, with the understanding that a final draft that incorporates this feedback will be presented for approval at a future Faculty Council meeting.

As outlined in the Program Approvals and Changes procedures, the process for approving new majors is guided by a thorough consultation process. However, minors are approved through an internal process that is not clearly defined. To-date, the approval of minor proposals has occurred between departments and the host faculty or school; however, there are issues with this process that are further complicated by the implementation of the Curriculum Inventory Management (CIM) system. The lack of a thorough consultation process with the home faculty/ school's Dean's Office or governance bodies means that minors can be approved without full consideration of budget, resources, time and labour, and space. Further, if the expectation is that the home faculty/ school enter and maintain the minor program of study in the CIM system, the curriculum designates must be involved in the approval process.

Several issues have arisen this year due to a lack of consultation with the FFAC Dean's Office and governance bodies, including:

- Uncertainty about what FFAC minors were approved and adopted by the receiving faculty.
- Lack of clarity about what program of study was to be entered and approved in the CIM system.
- Miscommunication about whether programs of study were approved by GFC.

On February 11, 2020, the FFAC Executive Committee passed a motion recommending that FFAC Council review and approve an internal process for approving minors until a clear institutional process is approved by GFC or a delegated authority.

The following motion was passed to recommend that GFC consider the need for a clear institutional process for approving minors, to address the gap in policy:

Motion that the FFAC Council requests that General Faculties Council Executive Committee, or the General Faculties Council, consider the need for a clear institutional process for the approval of minors and how to address this need.

FFACFC-05-02-26-2020

Moved by L. Vermeer and seconded by H. Fitzsimmons-Frey

CARRIED

An interim approval process for minors was presented to FFAC Council for feedback and approved, with the understanding that this feedback will be incorporated into a final version, which will be brought back for approval at a future meeting:

The original motion was moved by P. Buttner-Schnirer and seconded by R. Baril, which after debate and amendment, was adopted as follows:

Motion to approve the proposed interim FFAC process for approving minors.

FFACFC-06-02-26-2020

Moved by R. Ayles and seconded by T. Hatt

CARRIED

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 January 20, 2020 and February 24, 2020 meetings:

- The committee discussed ways for faculty members to mentor others and manage workloads, as well as ways that FFAC curriculum can be more inclusive, diverse, equitable, and accessible.

7.2 Research Committee

Reported by R. Baril, Vice-Chair, Research Committee

Raymond Baril, Vice-Chair, FFAC Research Committee, provided the following report from the January 29, 2020 meeting:

- The committee has started working on the FFAC research strategic plan.
- Recognized there is a need to advocate for research in the arts and communications. There is valid research but sometimes it is not clearly understood by the institution, so the committee will work on developing some advocacy strategies.
- The committee is looking at the possibility of funding research over a longer period of time
- The committee had completed a schedule for the research roundtables, but due to construction, chose to postpone scheduling them until the Fall term.
- The committee is looking to align with other funding agencies to have some consistency with how research outcomes are reported.
- The deadline for students to apply to Student Research Day is March 8.

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 reports from the January 13, 2020 and January 14, 2020 meetings:

- The committee provided some recommendations to the Research Committee to clarify information on the student undergraduate research fund applications, the roles of the faculty members, the application package, faculty grant applications, and how faculty members would be expected to report on the outcomes of their research project.

8. Open discussion

There was no discussion.

9. Adjournment

The meeting adjourned at 5:30 p.m.

**Approved by FFAC Executive Committee on behalf of FFAC Council on April 17, 2020
(FFACEC-01-04-17-2020)**