Faculty Council Meeting Minutes

CENTRE FOR THE ARTS AND COMMUNICATIONS
FACULTY COUNCIL
March 28, 2013
436, CFAC
5:30 PM – 7:30 PM

Chair: Denise Roy

Attendees:
- Geoff George
- Allan Gilliland
- Rose Ginther
- Jim Guedo
- Rita Long
- Iain Macpherson

- Kathy Neiman
- Bill Richards
- Chandelle Rimmer
- Rey Rosales
- Kent Sangster
- Hoyne Santa-Balazs

- Leslie Sharpe
- Leslie Vermeer
- Dianne Westwood
- Wayne Williams
- Robert Zylstra

Ex-officio members: David Atkinson

Guests:
- Barry Boroditsky
- Kathleen Byrne

- Kevin Shufflebotham
- Kim Warkentine

Regrets: Peter Roccia

Minutes: Christine Valentine

1. Approval of the agenda

Rank and Title membership was added as item 7.3. The agenda was approved, as amended.

2. Approval of February 6, 2013 minutes

MOTION to approve the February 6, 2013 Faculty Council minutes.

FFACFC-01-03-28-2013
Moved by Allan Gilliland, seconded by Leslie Sharpe.

MOTION CARRIED

3. Review of March 11, 2013 Executive Committee minutes

There was no discussion.

4. Chair’s update

Several CFAC faculty and staff members were honoured at the MacEwan Day breakfast. Peter Roccia won the Distinguished Teaching award, Carolyn Graber won the Outstanding Service Award, Robert Zylstra won the Award for Innovation and Denise Roy won the MacEwan Medallion.

AQuAA will be combined with Institutional Research and Planning. Denise welcomed feedback.

Kim Warkentine announced that AGC is looking for members for the Academic Planning and Priorities, Academic Policies, Student Services Policy, Information and Technology Management and Student Success committees. Interested candidates were encouraged to apply.
President David Atkinson presented an overview of the MacEwan budget.

**Key presentation highlights**

- Over the next year, MacEwan University will be challenged by significantly reduced funding
- Budget summary:
  - Campus Alberta Grant: $9,986,327
  - IMP funding: reduced by $2,134,451
- MacEwan 2013/14 Operating Budget:
  - Revenue: $221,128,000
  - Expenses: $236,189,000
  - Deficit: $15,061,000
- Budget adjustments are expected to take place July 1, 2013. It is anticipated that operating and infrastructure grants will remain frozen at this level for the next couple years.

**Letter of Expectation**

MacEwan University’s Letter of Expectation was received on March 22, 2013 but was posted on the government website before the university had an opportunity to respond. The university is working with the government to refine this letter over the next few weeks.

**Hiring freeze**

The hiring freeze was implemented on February 8, 2013 in anticipation of the Provincial budget. The freeze will be maintained except under exceptional circumstances that warrant hiring. The first round of Vacancy Management Rationale forms must be returned to the President’s Office by April 3, 2013.

Time-certain roles can utilize existing funding from the 2012/13 budget. Continuing positions will be assessed based on strategic, operational, compliance and self-funding/new contribution imperatives, pending final approval from the president.

**Moving forward**

- There are two imperatives: to protect the academic integrity of the university’s programs, and to protect the quality of student experience
- There will be open communication from the president every two weeks to discuss how the budget process is unfolding
- Throughout April, the president and board chair will meet with Minister Lukaszkuk, Deputy Minister Morhart and other post-secondary presidents
- Potential revenue enhancement strategies:
  - Increased enrolment
  - Increased class sizes
  - Open studies
  - Continuing education
  - Ancillary revenue enhancement
  - Organizational operations
  - Complement funding
  - Non-instructional fees
- Potential savings strategies:
  - Hiring strategy
  - Non-salary budgets
  - Potential program closures based on enrolment trends
  - Surpluses
- The Budget Resource and Planning Committee will be accepting ideas to generate revenue. Revenue Enhancement/Expense Reduction feedback forms should be submitted by April 10, 2013

**Key discussion points**
- New building: The University has re-negotiated the current sale of the CFAC campus with the city to extend the possession date to 2017. The south campus is only 40% utilized, so there is potential to lease some of the space
- Reserves: Currently $32,000,000. The Board of Governors will decide if it wants to use reserves for operating or capital
- eCampusAlberta: Presently a virtual concept for a more structured and unified post-secondary system

6. **Committee reports**

6.1 AGC  AGC will continue to hold regular meetings. Information on the motions passed at the last AGC meeting is on the AGC website. The main agenda item was a presentation from David Atkinson on budgets.

6.2 Curriculum Committee – Rey Rosales  The committee is continuing to review syllabi and discuss topics that have an impact on curriculum.

6.3 Faculty Development, Research, and Sabbatical Committee – Rey Rosales  A call for applications for the research fund is typically made at the end of April, but will be postponed until there are further budget updates.

7. **New business**

7.1 CFAC committee memberships  The Executive Committee made every attempt at filling all the vacancies in the Curriculum, Faculty Development and Visiting Scholar/Artist committees. Two vacancies remain: one on the Faculty Development Committee and one on the Visiting Scholar/Artist Committee. A call was made for nominations.

**MOTION** to elect Geoff George, Rose Ginther, Jim Guedo, Iain Macpherson, Nichole Magneson, Lucille Mazo, Constanza Pacher, Bill Richards, Peter Roccia, Leslie Sharpe, Tom Van Seters and Leslie Vermeer to the Curriculum Committee.

**FFACFC-02-03-28-2013**
Moved by Rose Ginther, seconded by Geoff George.

**MOTION CARRIED**

Allan Gilliland nominated Kent Sangster to join the Faculty Development Committee. Kent was added to slate.

**MOTION** to elect Darci Mallon, Chandelle Rimmer, Karen Zypchyn, and Kent Sangster to the Faculty Development, Research, and
Sabbatical Committee.

FFACFC-03-03-28-2013
Moved by Allan Gilliland, seconded by Kathy Neiman.

MOTION CARRIED

Rose Ginther nominated Leslie Sharpe for the Visiting Scholar/Artist Committee. Leslie was added to the slate.

MOTION to elect Allan Gilliland, Brian Gorman, Wayne Williams, and Leslie Sharpe to the Visiting Scholar and Artist Committee.

FFACFC-04-03-28-2013
Moved by Bill Richards, seconded by Rita Long.

MOTION CARRIED

7.2 Performance evaluation criteria
Faculty members begin by submitting their annual reports to their program chairs by April 15, 2013. The chair has one month to review the reports relative to workload assignment and criteria and deems it satisfactory, unsatisfactory, or meritorious. Meritorious or unsatisfactory recommendations are then reviewed by the Performance Evaluation Committee, who make their own recommendation and submit it to Denise for a final decision by June 15, 2013.

A suggestion was made to hold workshops that demonstrate how to build an annual report that properly showcases scholarly activity. The committee will re-visit this idea in the fall. Lucille Mazo was a member of the Performance Evaluation Committee. Her name was inadvertently left off the criteria document and will be added.

7.3 Rank and Title
AGC added department committees for an additional level of review. Music and Communication will form their own department level committees. Faculty will be granted membership on these committees on the condition that they are excused from a meeting where their own application is being reviewed.

As three of the members of the CFAC Academic Title Committee will be applicants this round, additional members are needed for this committee. Rose Ginther nominated Geoff George to be considered as a candidate. Denise will consult with the Executive Committee for a final decision on the membership of this committee.

8. Open discussion and items for future agendas

8.1 Sustainability
Lucille was asked to hold a few sessions on sustainability to see if there is any interest in forming a CFAC Specific Sustainability Committee.

8.2 Follow-up to enrolment presentation
There was agreement that the information provided in the presentation is important and should be shared with other committees within the institution. There was interest in forming a discussion group to find opportunities to sustain CFAC programs and to assemble an informed academic response to budget challenges and the mandate letter.
Leslie Sharpe will organize a meeting for the week of April 8, 2013.

8.3 Admissions criteria
A proposal from the Admissions and Selection Committee to amend the Admission criteria for diplomas will be brought forward to a future Council meeting.

9. Adjournment
The meeting adjourned at 7:30 p.m.