MINUTES
Monday, February 11, 2013 – 3:00 p.m. to 5:00 p.m.
Robbins Health Learning Centre Room 9-102,
Video Conference with South Campus Rm #115 and Ponoka Lecture Rm 1

Approved: April 22, 2013

Members Present at City Centre Campus:
Sharon Bookhalter  Pat Moore-Juzwishin  Sharon Hobden
Kevin Hood  Maria Smyth  Sheri Norum
Shelly Gillespie  Jan Sundmark  Margot Creighton
Kate Bowman  Dave Kato  Cynthia Puddu
Barb Tarnowski  Cheryl Pollard  Ann Little
Colleen Maykut  Holly Brown  Pat Roddick
Janice Sadownyk  Kathy Sterns  Dustin Chan
Liz White-MacDonald  Marian Anderson  Tricia Lirette
Margaret Mykietyshyn  Jane Duffy  Debbie Styles
Brenda Heffernan  Jack Morris  Shirley Galenza
Irene Coulson  Linda Cook  Agnes Mitchell
Jeanne Vanderzalm

Members Present at Ponoka Campus: None

Members Present at South Campus:
Fons Chafe  Donna Jamieson  Jean Duncan
Sandra Alton  Kerry Heaney-Dalton  Elizabeth McNulty
Gerard Bellefeuille  Jenny McGrath

Ex-Officio Members:
Janet Paterson-Weir  Mike V. Sekulic  Jane Duffy

Guest: Charlene Barrett, Manager, Marketing

Recording Secretary:
Mona Amiot

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<th>Agenda Item</th>
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<tr>
<td>1.  Call to Order</td>
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<td>2.  Adoption of Agenda</td>
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<td>3.  Approval of Minutes — Approved as circulated</td>
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4. Introduction
- Welcome Physical Education program to the Faculty of Health and Community Studies
- Mike Sekulic, University Registrar
- Chris Hancock, Chair, AGC Nominations Committee

5. Reports
5.1. Dean’s Report – Sharon Bookhalter
Student Highlights
- Featured in MacEwan Today is a Massage Therapy program student who won bronze for her case study in an international contest, was published in a peer review journal and presented her poster at the International Massage Therapy Research Conference. Bachelor of Science in Nursing students will be presenting posters at the WNRCAASN Conference
- Bachelor of Child and Youth Care and Social Work students have arrived in Ireland for a Study Tour

New Provost
- Dr. John Corlett from the University of Winnipeg will begin as Provost and Vice-President Academic March 1, 2013
- In the interim, the President, Dr. David Atkinson, is the Acting-Provost

Bachelor of Science in Nursing External Review
- Reviewers remarked very positively about the program
- Currently working on the response

Bachelor of Social Work Proposal
- Currently preparing the full proposal
- Hope to be engaged with external reviewers in March 2013 and the Curriculum Committee in April 2013

Psychiatric Nursing Degree Proposal
- Has gone before Campus Alberta Quality Council (CAQC) for approval and recommendation to Ministry

Disability Studies Program
- Instituting the new Program of Study in September 2013

Adjunct Faculty Appointments
- Policy has been drafted and is before Academic Policies
- It may go forward to Academic Governance Council (AGC) in the Spring

Hiring Freeze
- News of the hiring freeze came to everyone at the University Friday, February 8, 2013
- We are currently seeking clarification and guidelines regarding what processes are going to be in place

5.2. Academic Governance Report
5.2.1. Margaret Milner
An AGC update will be provided at each Faculty Council to engage and inform faculty about what is happening at AGC. AGC meeting minutes and synopsis are also posted on the AGC website.

New Academic Schedules for upcoming two years
- Winter term begins January 6, 2014 and January 5, 2015 which coincides with the University of Alberta and Edmonton Public School Board.
- The policy setting the academic schedule limits us however the policy could be reviewed in the future.
Highlight from Janet Paterson-Weir’s Final Report

- The Bachelor of Science in Nursing program was congratulated for having a flag-ship program across the country

University Rank and Title

- Schedule will be distributed
- Thank you to Gerard Bellefeuille from Bachelor of Child and Youth Care who let his name stand for nomination to the University Rank and Title Committee which is a high-intensity work commitment

Bachelor of Applied Human Service Administration

- Admission criteria will change slightly in Fall 2014 such that applicants will no longer require work experience or prior studies in Human Service; rather the 60 credits required for admission can be from any field of study.

Faculty Evaluation Committee

- Josh Stock was elected as the student representative for the Faculty Evaluation Committee
- Looked at new Terms of Reference for the Distinguished Teaching Award
- Faculty nominated and allowing their name to stand for the Distinguished Research Award need to provide a Research Dossier.

Committee Memberships

- Membership can be seen on the AGC website
- Pat Moore-Juzwishin will be representing H&CS on the Teaching, Innovation and Excellence Committee

5.3. Chris Hancock, Chair, Nominations Committee of Academic Governance Council

- There is a current call for committee members
- If putting your name forward include as much information as possible regarding your experience on the nomination form
- Nominations due by noon on Tuesday, March 5, 2013

5.4. Marketing Update – Charlene Barrett

Information regarding the Brand Pillars and improving our Faculty Profiles Online was shared

- Launch of MacEwan Logo – September 1, 2013
- Faculty Profiles
  - Faculty profiles are a separate item that will appear under the Faculty listings of the corresponding program pages.
  - Profiles are mandatory for Full-Time Continuing (instructional and non-instructional), encouraged but not required for Probationary and Sessional Faculty
  - A template will be sent to all chairs to distribute to Faculty.
  - Faculty Profiles are due April 15, 2013
  - Marketing is responsible to build and update faculty profiles. This will be an annual process.
  - Although not mandatory, Faculty Commons will provide Faculty with webspace and tools to develop their own website.

*See the attached PowerPoint presentation*
5.5. Rank and Title – Sharon Hobden

- Faculty Standards Committee met and approved Bipartite guidelines for the Therapist Assistant Program and Tripartite guidelines for the Bachelor of Child and Youth Care program
- All approved Standards can be viewed on the AGC website
- Title Application Handbooks are also available on the AGC website
- The standards for Assistant Professor approved for the Bachelor of Science in Nursing, Physical Education and Social Work are still in place
- Individual applications for title will go through three levels of approval (Area, Faculty, University)
- There is some interest regarding developing common standards across Health and Community Studies

See the attached document for timelines

6. Unfinished Business

6.1. Nurse Education Representatives

**Motion:** (Marian Anderson) THAT Faculty of Health and Community Studies Council elect Dustin Chan as a Nurse Educator representative to Faculty Council for a 2-year term.

**CARRIED**

Our bylaws call for up to two (2) sessional academic staff from each of Nursing, Complementary/Allied Health, Human Services and Public Safety areas with no more than one representative per program. Currently we have one Sessional representative (Human Services). Sessional academic staff are encouraged to put their name forward if interested.

6.2. Performance Evaluation Committee Update - Sharon Bookhalter

- Information is forth coming from the Provost’s office and the Faculty Association is holding meetings to provide information to PEC members.
- Need to form a Performance Evaluation Committee (PEC) and be in place soon.
- The PEC committee will identify the criteria for assessment of performance.
- Timeline for the performance evaluation process is as follows:
  - Continuing Faculty submit their annual report and supporting documentation to the Program Chair by April 15th.
  - By May 15th, the Chair forwards to the Dean a listing of all members whose performance is considered satisfactory and forwards evaluation materials for faculty whose performance is considered unsatisfactory or meritorious. The Dean forwards this material (files) to the PEC.
  - PEC reviews the files of faculty whose performance has been identified as meritorious or unsatisfactory.
  - PEC provides a recommendation of meritorious, satisfactory or unsatisfactory on each of the faculty reviewed above to the Dean.
  - The Dean reviews recommendations of PEC and communicates results to Faculty by June 15th.
6.3. Election of Performance Evaluation Committee (PEC)

**Motion**: (Holly Symonds-Brown) THAT Faculty of Health and Community Studies Council elect the slate of nominees for the Performance Evaluation Committee. **CARRIED**

Slate of nominees:

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<thead>
<tr>
<th>Name</th>
<th>Profession</th>
<th>Term</th>
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<tr>
<td>Sharon Bookhalter</td>
<td>Dean</td>
<td>Ongoing</td>
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<tr>
<td>Yvonne Shelast (Nursing)</td>
<td>Nursing, Complementary/Allied Health</td>
<td>1 year</td>
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<tr>
<td>Tricia Lirette (ELCC)</td>
<td>Human Services and Public Safety</td>
<td>1 year</td>
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<tr>
<td>Jody Marshall (Therapist Assistant)</td>
<td>Nursing, Complementary/Allied Health</td>
<td>2 year</td>
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<tr>
<td>Ahna Berikoff (BCYC)</td>
<td>Human Services and Public Safety</td>
<td>2 year</td>
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<tr>
<td>Kate Bowman (Nursing)</td>
<td>Nursing, Complementary/Allied Health</td>
<td>3 year</td>
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<tr>
<td>Maria Smyth (Social Work)</td>
<td>Human Services and Public Safety</td>
<td>3 year</td>
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7. New Business/Questions

7.1. Undergraduate Student Research Initiative - Cheryl Pollard

- The mandate of the sub-committee is to assist in facilitating and providing opportunities for student engagement in research, scholarly and creative activity.
- The sub-committee has been tasked with setting up an editorial board for a student e-journal (MUSE: MacEwan University Student eJournal)
- Will provide venue for student scholarly work to be submitted
- Faculty with expertise will be sought in the area the paper is written to consider being a mentor for a student peer reviewer

7.2. Physical Education - David Kato

See the attached PowerPoint presentation

8. Next Faculty Council Meeting – Monday, April 22, 2013 at 3:00 p.m.

9. Adjournment