MINUTES
March 14, 2016 – 3:00 to 5:00 P.M.
Robbins Health Learning Centre Room 9-201
Video Conference with Ponoka Campus Room OC105

Agenda Item

1.0 Call to Order

2.0 Approval of Agenda/Consent Agenda
The Chair presented the agenda/consent agenda for March 14, 2016 for approval. The following items were approved on the consent agenda:

2.1 Minutes of Executive Committee, October 2, 2015
2.2 Minutes of Executive Committee, November 16, 2015
2.3 Minutes of Executive Committee, December 15, 2015
2.4 Minutes of Executive Committee, January 18, 2016
2.5 Minutes of Faculty Council, October 19, 2015
2.6 Minutes of Faculty Council, February 8, 2016
2.7 Omnibus motion

FHCS-01-03-14-2016
Moved by D. Kato, seconded by E. White-MacDonald to accept the agenda/consent agenda as presented.

Carried

3.0 Dean’s Report
Performance evaluation is wrapping up. Copy of evaluation will be placed on faculty member’s HR file. University promotion applications and recommendations were forwarded to the University wide promotion committee. Thank you to everyone who put their name forward for this committee. There were three applications for Associate Professor from the Nursing department.

Department Chair selection process is or will be underway for HCS and Nursing.
Save Stan Event was successful again. Included students, faculty and staff from NAIT, Norquest, MacEwan UofA and AHS. Students from the Nursing, Massage Therapy and Therapist Assistant programs participated.

Nursing is partnering with University of Alberta to offer the Margaret Scott Wright Research Day (date TBA) and the Canadian Nursing Students Association Western/Prairie Regional Conference to be held November 4-6, 2016. This is a health related conference therefore open to all health related students. Faculty also encouraged to attend.

Policy changes underway related to Academic Standing and Required to Withdraw, Senior Officer and Out of Scope policies, Faculty Development, and Faculty Evaluation
External review of Research Services was completed. Support, policies, processes and directions all discussed. Thank you to those who participated.

Child and Youth Care completed another successful study tour to Scotland and Ireland.
Renovating the Home Care Lab in the Clinical Simulation Centre to make it multi-functional and increase our ability to include a crime scene area. Renovations to happen May -July, 2016 (approx. 6 weeks). Lab will be unavailable during this time.

President Newsletter – President announced he is stepping down in June 2017. Please read the newsletter for further details.
Vacation plans for most faculty have been received. Please note that vacation days will be removed according to your submitted vacation plan. If you have changes to your plan you need to either submit a new plan or update via email to HCSattendance. Please note the number of required days need to be taken must be completed by December 31, 2016.

Budget remains unknown at this time.

Competitive admission process – slow work in progress.

Nursing Town Hall will be held Wednesday, March 23 to discuss issues facing the Nursing departments. John Corlett will be in attendance to answer questions or concerns.

Dean’s Search - positions are posted on website. Decanal search committees are underway.

4.0 Presentations

4.1 Distinguished Teaching Award Policy – Carolyn Ives, Mike Perschon
The major changes to policy are reducing eligibility of award to once every 7 years and increasing the maximum number of awards from 4 to 6, due to high number of nominations, with one designated for a sessional faculty member. Hoping more faculty will apply for 3M national teaching award. Faculty encouraged to keep their dossiers current. All Faculty who are nominated for the teaching award will receive an acknowledgement letter for inclusion on their CV. The wording of the policy is changed to acknowledge that only one winner is recognized at convocation. Faculty to email Carolyn or Mike or Valerie Henitiuik with further questions.

4.2 Update from CAFE – Carolyn Ives
Still space in upcoming CAFÉ sessions. Applications for course redesign and blended learning deadline is April 22. Inclusion Alberta is offering a 3 day workshop in May to help faculty to teach students with developmental disabilities. Principles covered in the workshop apply for all students. Annual diversity day will be held May 13, 2016. Please refer to CAFE website for details.

5.0 Reports

5.1 AGC Nominations update – Pat Moore-Juzwishin
Vacancies still exist on AGC – three for Nursing and one for HCS (replacement position effective April 2016). Due to the creation of the new Faculty there will be a total of 4 representatives from HCS and 4 from Nursing on AGC. There is still no representation on the Research Ethics Board or the Research Council. We encourage faculty to apply. Applications are available after meeting. Sara Flynn has emailed faculty about other committees needing representation (non-AGC)

6.0 Admission Requirements

6.1 Early Learning and Child Care – Pat Moore-Juzwishin

FHCS-02-03-14-2016
K. Quinn moved and C. Prochnau seconded that Health and Community Studies Faculty Council recommend to the Committee for Admissions and Transfer (CAT) the 2017-2018 admission criteria for Early Learning and Child Care, as presented.

CARRIED

Changes to admission criteria are the result of a five year review process. Changes make it clear what will be used to calculate high school admission average to the program. Both regular and mature admission requirements to be updated, skills appraisal testing removed, specific child care first aid certificate identified, and updates to the police information check language. Program is currently oversubscribed so changes will not impact enrolment. Changes will help ensure applicants are able to meet the academic rigor of the proposed Bachelor of Early Childhood Education. Specific details can be found in distributed CAT submission form and admission criteria documents.
Special Needs Educational Assistant – Pat Moore-Juzwishin

FHCS-03-03-14-2016
K. Heslop moved and M. Milner seconded that Health and Community Studies Faculty Council recommend to the Committee for Admissions and Transfer (CAT) the 2017-2018 admission criteria for Special Needs Educational Assistant, as presented. CARRIED

Changes to admission criteria are the result of a five year review process. Changes make it clear what will be used to calculate high school admission average to the program. Both regular and mature admission requirements to be updated. Students with previous post-secondary education (within the last 3 years) are required to have a minimum 2.0 AGPA to ensure student success in program. Specific details can be found in distributed CAT submission form and admission criteria documents. Typing error noted in CAT submission form will be corrected.

Tony Norrad noted some changes that should be made in the SNEA submission including: AGPA is not used for the high school admission average – just use high school average. Regular Admission should read, "A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5 credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects)."

Tony Norrad noted some changes that should be made in the ELCC submission including:

- AGPA is not used for the high school admission average – use high school average.
- Regular Admission Notes - Point 3 should read, "A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5 credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects)."
- Other Admission Criteria – clarity of standard first aid requirement and language regarding the Police Information Check:
  - A clear Police Information Check (align with wording across institution).
  - A valid child care first aid (standard level) certificate issued by the Canadian Red Cross or St. John Ambulance by the published document deadline.

FHCS-04-03-14-2016
M. Milner moved and J. Mills seconded a motion to amend the previous motions (FHCS-02-03-14-2016 and FHCS-03-03-14-2016), to address new information from the Registrar’s Office.

FHCS-05-03-14-2016
J. Mills moved and S. Alton seconded that Health and Community Studies Faculty Council recommend to the Committee for Admissions and Transfer (CAT) the 2017-2018 admission criteria for Special Needs Educational Assistant, as amended. CARRIED

FHCS-06-03-14-2016
J. Mills moved and S. Alton seconded that Health and Community Studies Faculty Council recommend to the Committee for Admissions and Transfer (CAT) the 2017-2018 admission criteria for Early Learning and Child Care, as amended. CARRIED

7.0 New Business
Planning for two new Faculties – Faculty Councils
We are in the initial planning stages for the creation of the two new Faculties. The Executive Committee has reviewed and made suggested changes to the proposed bylaws but recognize the need for a working group
from each of the two new Faculties. Ideally, there would be one member from each department to ensure equal departmental representation. Anyone interested in participating on the working group can email Kathleen. Current Executive Committee members will sit on their respective working group. An email will be sent to faculty requesting representation if sufficient names do not come forward. Foundational work such as developing new bylaws, terms of reference, committee membership, etc. will take place over the next few months.

Between April and June we need to look at nominations and memberships for the new committees and councils. Faculty are encouraged to consider putting their names forward as Executive Committee members when the new Faculty Councils are formed. We will ensure overlap of current and new Executive Committee members to ensure smoother transition. In late August, each of the two new Faculty Councils will meet and will in turn approve the amended bylaws for their respective Faculty Council and Terms of Reference for other committees.

Marketing will develop a comprehensive communication plan as to what information will be communicated to the different interest groups (students, faculty, and public) regarding the creation of the two new Faculties. Perhaps some event will be held to mark this occasion.

Several administration changes will occur from new identity branding to space allocation. As of July 1, 2016 we can all start to use the new Faculty names.

We will invite Kim Warkentine to speak further on governance and how it will affect two new faculties.

8.0 Open Forum/Question Period

It was noted that MacEwan committees that are lacking representation are AGC, Research Council and Research Ethics Board. Research council is reconfiguring potentially into an adjudication and one strategic initiatives. Research Ethics is also looking at how to decrease their associated workload. Faculty are encouraged to put their names forward.

9.0 Next Meeting – Monday, April 11, 2016

Attachments:
- Minutes of Executive Committee, October 2, 2015
- Minutes of Executive Committee, November 16, 2015
- Minutes of Executive Committee, December 15, 2016
- Minutes of Executive Committee, January 18, 2016
- Minutes of Faculty Council, October 19, 2015
- Minutes of Faculty Council, February 8, 2016
- Omnibus motion
- DTA Draft Policy documents
- Early Learning and Child Care CAT submission & Admission criteria
- Special Needs Educational Assistant CAT submission & Admission criteria