MINUTES

Tuesday, September 24, 2012
Room #9-102
Robbins Health Learning Centre

Members Present at City Centre Campus:
Pat Moore-Juzwishin  Agnes Mitchell  Kathy Sterns  Ruth Stewart
Barb Wilson          Roxanne Fox      Ahna Berikoff  Donna Jamieson
Kevin Hood          Debbie Fleming    Margaret Milner  Liz White-MacDonald
Edna Berg           Debbie Styles     Karen Heslop   Lynn Feist
Gail Couch          Jan Sundmark      Janice Sadownyk  Pat Roddick
Meagan LaRiviere    Barbara Brady-Fryer  Ann Little  Marian Anderson
Shirley Galenza     Sharon Hobden     Alan Knowles   Colleen Maykut
Cheryl Pollard      Jeanne Vanderzalm  Jane Hewes     Sharon Bookhalter

Members Present at Ponoka Campus:
Tracy Eklund         Brian Parker

Members Present at South Campus:
Fons Chafe          Jean Duncan      Liz McNulty    Sandra Alton
Gerard Bellefeuille

Presenters:
Sharon Bookhalter, Dean, Faculty of Health and Community Studies
Donna Jamieson, Chair, Bachelor of Child and Youth Care
Pat Moore-Juzwishin, Program Chair, Bachelor of Applied Human Services Admin

Mona Amiot (Recording Secretary)

1. Call to Order
   The meeting was called to order at 3:03 p.m.

2. Approval of Agenda
   Agenda adopted as presented.
3. Approval of Minutes by Karen Heslop
   Minutes approved as corrected.

4. Business Arising from the Minutes
   a. Election Results

   Vice-Chair of Council – Pat Moore-Juzwishin
   Executive Committee - Margaret Milner & Suzette Roy from Nursing/Allied & Complimentary Health
   Jan Sundmark & Alan Knowles from Human Services/Community
   Sharon Hobden – Associate Dean
   Sharon Bookhalter – Dean (Chair)

   b. Bylaws Approved

   There were a few suggested changes from AGC:
   - Sessional members term from 2 years to 1 year
   - Add 1 librarian or other professional resource faculty, elected as determined by
     Faculty Council
   - Remove stipulation of “no more than one student from any program” as the
     Students Association did not have the mechanism to identify and restrict
     nominees and change “elected” to “selected”
   - Change Chief Librarian to University librarian

5. Comments from the Chair – Sharon Bookhalter

   Priorities for Health and Community Studies 2012-13
   1. Space/facility plan for the incorporation of South Campus program to City Centre Campus
   2. Degree program development and implementation in the following:
      a. Bachelor of Psychiatric Nursing (Post diploma degree)
      b. Bachelor of Social Work (BSW)
      c. Bachelor of Early Child Education
   3. Diploma program development and implementation:
      a. Disability Studies
      b. Special Needs Educational Assistant
      c. Holistic Health: Review and re-design
   4. Assuming responsibility for Physical Education Program including:
      a. Delivery of current Transfer Program (short term)
      b. Development of degree program (long term)
   5. Emergency Communication and Response Laboratory relocation and integration of programming within
      Robbins HLC.
   6. Accreditation requirements for Bachelor of Science in Nursing Program including:
      a. CAQC self-study and external review
      b. Nursing Education Program Approval Board review
   7. Projects associated with Major Grants received:
      a. Development of a Provincial Curriculum for Early Learning and Child Care
b. It's Your Move: Safe patient lifting training for approx. 1500 students/staff

8. Implementation of new governance structures:
   a. Faculty Council (based on bylaws approved by AGC May 22, 2012)
   b. Executive Committee
   c. Council Committees

9. Program Review:
   a. Therapist Assistant – Speech Language Pathology
   b. Post RN Nursing Practice – Palliative Care and Gerontology

10. Health and Community Studies Human Resources Strategic Plan/Implementation

11. Continued development of partnerships with external stakeholders fostering profession/discipline related learning opportunities

6. Action Items
   a. Bachelor of Child and Youth Care Academic Program Review Summary – Donna Jamieson

The Bachelor of Child and Youth Care program along with the Bachelor of Arts program were the first groups in Alberta to go through the self-study process for Campus Alberta Quality Council. Looked at every aspect of the program including strategic planning being involved, compared the program to similar program degrees across Canada, involved students and faculty, extensive curriculum review and created focus groups with community agencies.

The self-study report was completed in November 2011 and future directions/goals were set. The two-day external review was conducted January 26/27th, 2012. The external review report was received in March 2012 with overwhelmingly positive comments. The reviewer’s recommendations were considered and a more complete action plan with specific strategies created.

Faculty was asked to provide feedback on the Dean’s Response to the External Review Report and Action Plan using the template provided. Feedback is to be submitted to Mona Amiot by Friday, September 29th and will subsequently be forwarded to MCC.

b. MacEwan University Nursing Honour Society – Colleen Maykut

Moved by C. Maykut THAT Faculty of Health and Community Studies Council recognize the formation of the MacEwan University Nursing Honour Society at MacEwan University

Motion Carried

c. Committee Terms of Reference – Pat Moore-Juzwishin
   i. Executive Committee

Moved by P. Moore-Juzwishin THAT the Faculty of Health and Community Studies Council approve the Executive Committee Terms of Reference.
It was suggested to postpone approval of the Terms of Reference to the next meeting to explore alternate terms of membership to stagger terms. Academic Governance Council could be consulted so that the decision would be the same across all Faculties.

Moved by D. Styles THAT we withdraw the previous motion to explore the clause on term of membership for the Executive Committee and bring it to the next meeting.

Motion Carried

ii. Program and Curriculum Committee, Faculty Development/Sabbatical Leave Committee, Standards Approval Committee, Academic Title Committee – Alan Knowles

Moved by A. Knowles THAT Faculty of Health and Community Studies Council allow the existing Program and Curriculum, Faculty Development/Sabbatical Leave, Standards Approval, and Academic Title committees to operate under their current Terms of Reference as subcommittees of Faculty Council for a period of up to one year until their Terms of Reference is approved.

Moved by D. Styles THAT Faculty of Health and Community Studies Council allow the existing Program and Curriculum, Faculty Development/Sabbatical Leave, Standards Approval, and Academic Title committees to operate under their current Terms of Reference as subcommittees of Faculty Council for a period of up to one year until their revised Terms of Reference are approved.

Motion Carried

Moved by A. Knowles THAT Faculty of Health and Community Studies Council approve the existing membership of Program and Curriculum, Faculty Development/Sabbatical Leave, Standards Approval, and Academic Title Committee members until the end of the member’s term.

Moved by R. Stewart THAT Faculty of Health and Community Studies Council approve the existing membership of Program and Curriculum, Faculty Development/Sabbatical Leave, Standards Approval, and Academic Title Committee members until the end of the member’s term or as indicated in the revised Terms of Reference.

Moved by B. Wilson, THAT Faculty of Health and Community Studies Council approve the existing membership of Program and Curriculum, Faculty Development/Sabbatical Leave, Standards Approval, and Academic Title Committee members until the committees bring forward a revised Terms of Reference and a recommendation for a transition plan on membership.

Motion Carried

Withdrawal of the original motion

Motion Carried
7. **Question Period**
   - The venue for members to make suggestions for Faculty Council is to forward suggestions to any members of the Executive Committee. The Executive Committee meets two weeks before Faculty Council; therefore, suggestions should be made three weeks before Faculty Council.
   - Division Leadership Team meetings will also continue.
   - Internal reviews appear to be all self-study reviews, it was questioned if there was a way of getting these reviews synchronized or overlapped in such a way programs are not spending three years of resources on similar reviews. It was suggested to invite someone from AQuAA for further discussion.
   - A few programs have been working on standards regarding titling. There was question as to whether standards should be uniform across the Faculty with individual programs addressing specific professional standards where appropriate/necessary. The current timeline regarding Titling procedures is in effect unless changes are made centrally within the University.
   - It was suggested that the Faculty Agreement stated that Faculty Council was to establish a Performance Evaluation Committee and a Workload Review Committee. These have not been created as of yet but it will be looked into and brought forward at the next meeting.

8. **Next Meeting Date** – Monday, **November 26, 2012** at 3:00 p.m.

9. **The meeting adjourned at 4:43 p.m.**