MINUTES
October 26, 2016 – 3:00 to 5:00 P.M.
Robbins Health Learning Centre Room 9-215

Attendees:
Adrian Popescu  Dave Kato  Jeff Moggach  Mike Sekulic
Ann Basualdo  Donna Jamieson  Jiu-Lin Wang  Nancy Thomas
Aradhna Abraham  Erin Gray  Ken Ristau  Sharon Hobden
Brenda Heffernan  Fons Chafe  Kerry Heaney-Dalton  Tara Winsor
Cassie Prochnau  Fred McGinn  Kevin Hood  Tim Williams
Cynthia Puddu  Heather Pick  Lee Makovichuk  Maria Smyth
Darren Tellier  Hongmei Tong  Lisa Shamchuk  Michelle Andrews
  Kathleen Murphy (recording)

Call to Order

1.0  Call to Order

2.0  Approval of Agenda/Consent Agenda
The Chair presented the agenda/consent agenda for approval. The following item was approved on the consent agenda:

2.1 Minutes of the Executive Committee meeting, August 30, 2016
2.2 Draft Minutes of Faculty Council meeting, September 13, 2016
2.3 Program curriculum changes

FHCSC-01-10-26-2016
Moved by T. Winsor/T. Lirette to accept the agenda/consent agenda as presented.

Carried

It was noted on the program graduation regulations the term “program withdrawal” usually refers to institutional withdrawal rather than specific course or program withdrawal. Programs to look at wording going forward. Academic policy is currently under review and will hopefully clarify the required to withdraw terminology. Course substitution lists should be viewed as an extension to required coursework. Courses no longer offered may still be valued academically. There is currently no term/expiration for listing courses. Focus on fact it is/was an acceptable course. OUR is hosting a town hall professional development event December 1st.

3.0  Information Sharing
3.1 Dean’s report was distributed with agenda package.

Transfer credit – At the request of the Dean, John Corlett struck a committee to discuss internal transfer options within MacEwan. A motion will come forward at the December meeting indicating that all courses are of equal value and transferable across MacEwan.

Gain Sharing – Application for funding submissions will be forwarded to Chairs. Everyone encouraged to apply for one-time funding.
**Sessional working group** – Has met on two occasions to discuss sessional faculty issues. An anonymous survey will be sent to all sessionals to provide an overview of who this group is. Results will be shared with MAC.

**November 9th strategic planning session** – will focus on interdisciplinary initiatives and on collaboration between programs and departments. Barriers to providing interdisciplinary focus include: accreditation standards, requirements of certification bodies, program content too specific, students unaware of their role within an interdisciplinary team. Some of our programs require interdisciplinary teams in the workplace, therefore we need to provide that structure for students while in their program of studies. Consider 5-7 core courses taught between programs for new interdisciplinary degree proposal.

**Public Safety and Justice Studies Research Chair** – Current conversations with the City of Edmonton to develop an interdisciplinary research Chair within our Faculty to focus on traffic safety. City of Edmonton has a three year funding envelope. More information at future meetings.

4.0 **Aboriginal Education Centre**
Deferred to future meeting date.

5.0 **Budget**
Heather provided overview of HCS budget and influencing factors – revenue income includes external contracts and conferences, while salaries account for 95% of expenditures. Upcoming gain sharing of $100K to be expended on one-time expenditures only. Ideas to be submitted using application form developed by Sharon, then sent to MAC for review. Institution-wide budget submissions and presentations in early December. FHCS presents on December 6, 2016. Decisions expected by February 2017. Heather will do a breakdown of individual costs per program for November 2nd MAC meeting. If anyone has questions, please contact Heather.

6.0 **Nomination for Council and Committee membership**
Faculty put forward for committee representation include:

Tricia Lirette – FHCS Executive Committee.

**FHCSC 02-10-26-2016**
Moved by M. Andrews/D. Jamieson to accept Executive committee membership as presented.

Carried

Maria Smyth – FHCS Program and Curriculum
Gerard Bellefeuille, Fons Chafe – FHCS Research
Hongmei Tong – FHCS Appointment Review and Promotion
Erin Gray – FHCS Faculty Development/Sabbatical Leave

**FHCSC 02-10-26-2016**
Moved by D. Kato/C. Prochnau to accept committee membership as presented above.

Carried

Tim Williams agreed to join the institutional Academic Planning and Policy Committee (APPC).

7.0 **Questions/Discussion**
8.0 Service – Open Discussion
The Collective Agreement defines service (article 12.0). There is still confusion about what service is and how much service is expected at the program, department, university, and/or professional community levels. Service is a component of the annual report and is not documented on the workload plan. In addition to what is considered service, what defines satisfactory, meritorious, or unsatisfactory service? Needs to be defined in performance evaluation criteria established each year for the annual report. The faculty members made the following comments regarding service:

- Difficult to determine service at start of academic year as demands arise throughout the year.
- Faculty Council, Open House, orientation may be considered lightweight service or a program expectation.
- Is field placement coordination considered service or part of the workload? Coordinating distance program and community work are considered service.
- How do we evaluate service? Student vs instructional focus. Is Faculty Council service or a job commitment/responsibility?
- Committee representation is dependent on the type of the committee, the work of the committee, and how often they meet. Eg., curriculum committee vs. sabbatical or promotions.
- Service should be equitable.
- More administrative tasks have been downloaded to individual faculty and is still increasing – e.g., PeopleSoft, practicum coordination.
- Service is defined as helping others.
- Another Faculty defines minimum service as attendance at department meetings, Faculty Council and convocation. This is not typical of bicameral governance.
- Serving on a committee is a visible presence of service regardless of workload, but program level work is the invisible part of service and often not recognized.
- Service criteria should be added to the faculty collective agreement.
- Interfaces with professional regulatory committees can be time consuming depending on issues.
- Faculty Council attendance must be encouraged to ensure the work of the Faculty is done. Challenge in attaining quorum when major decisions need to be made.
- According to the Collective agreement “Service represents activities essential to the ongoing operation of the Academic Unit, Faculty or School, and University. At minimum, Members with a service workload component are required to be engaged in the academic operations of their Academic Unit, and to be active in the academic governance of the University, including participation, where possible, in the Faculty or School Council or equivalent. When appropriate, service to the Association, and service to the profession, discipline, or community that relies on the professional or academic expertise of faculty, is a contribution considered alongside institutional service.” (Collective Agreement, July 1, 2014 to June 30, 2017, p. 52)
- Service evaluated at end of year in annual report can be trepidatious. Earlier feedback would be welcome.
- Community engagement may lead to new committees being formed and involvement of faculty.
- If community service benefits MacEwan is it considered service?
- Create more specific criteria for service in the performance evaluation criteria developed each year.

Information from this discussion will be reviewed by the Executive Committee for follow-up.

Meeting Adjourned