



FACULTY COUNCIL

**Minutes of the Meeting held Tuesday, June 21st, 2016
1:00 pm in Rooms 2410 Arbutus (Surrey)**

Present: Michael Coombes (Chair) Graham Rankin Allyson Rozell
Betty Worobec Jana Kolac Pat Duffy
Cameron Lait Richard Popoff Melissa Bodner
Mike Bomford Jennifer Au Avtar Sadhra
Sherry Wilson Joel Murray Barbara Maloney, Recording

Visitors: Ann Marie Davison, Kathy Lylyk, Vivian Lee

1. Visitors

Vivian Lee and Kathy Lylyk were in attendance to present information and answer questions on the new zero-based budget process to be followed this year. This is intended to take a really good look at department budgets and see if the needs of the Faculty are being met. The departmental information should be coming out from Finance about the end of June, coming through the Dean's Office.

They are trying to keep it simple while considering the unique needs of different Faculties. More information and clarification on the five-step process are provided on the Finance Sharepoint site.

2. Approval of the Agenda

It was requested to add items regarding the Permission to Register form and Office Space.

It was **moved, seconded and carried**

THAT Faculty Council approve the Agenda as amended.

The **motion carried**.

3. Approval of the Minutes of March 15th, 2016

It was **moved and seconded** (Patrick Duffy/Mike Bomford) **and carried**

THAT the Minutes of May 17th, 2016, be approved with corrections to Richard Popoff's name.

4. Business Arising

It was **moved and seconded** (Patrick Duffy/Richard Popoff)

THAT the dates for the 2016/2017 Faculty Council meetings be accepted as distributed.

The **motion carried**. Further discussion about the December date and time may be undertaken at the November meeting.

Graham reported that he had had some discussion with Terri Taylor regarding the Permission to Register form and some problems which had been encountered with forgery of signatures. In response to a request that a copy of the finalized form be returned to the instructor, it was stated that Registrar's Office does not have the resources to do this. Graham reported on other responses he had received to his questions.

It was **moved and seconded** (Mike Coombes/Patrick Duffy)

THAT Registrar's Office move to using an electronic version of the Permission to Register form because we have concerns with the security of the paper form.

The **motion carried**. The above motion will be transmitted to the Office of the Registrar.

5. **Reports**

a. Chair's Report

Mike had nothing to report.

b. Dean's Report

Betty reported Sherry Wilson as an incoming Co-Chair in Biology and Ann Marie Davison outgoing and Betty Cunnin as an incoming Co-Chair in Horticulture and Carol Barnett outgoing and retiring.

We had a very successful and large Spring Convocation ceremony with substantial faculty participation for our newest graduates.

Upcoming is a Richmond Open House on October 21st, during the day along with the Surrey Open House. The first Langley Open House will take place on November 8th or 9th, targeting mature students.

We are building an on-line, master's program partnership in sustainable food systems with Royal Roads. This can be a stepping stone to establishing our own master's program. The anticipated starting date is Fall of 2017. This is a new topic area for Royal Roads but which will fit into an existing format.

B.Sc. Framework – The Policy AC11 includes breadth requirements for all degrees and states that students must take courses from three different Faculties. Currently some of our degrees are not compliant with this requirement and revisions will have to be made to bring all degrees in compliance.

c. Senate Report

Jennifer reported on the discussion around Policy AC 11 at SSCC and whether the Policy itself should be altered. This could go to department Curriculum Committees for discussion on the issue. The requirement could be met with courses from three different disciplines rather than from three different Faculties. The issue will go back to Curriculum Committees to hear feedback on whether the Policy should be amended or whether the breadth courses should actually be across three Faculties.

With regard to the new course outline template, now is down to technological revisions . which have been requested. However, we are now at the limitations of Sharepoint. By September, all course and program revisions will have to be submitted on the new forms.

Revisions have been made to the dates for the Spring Semester due to a previous error in counting the weeks to make up the semester. The last date of classes will now be April 7th. Reading break will also be moved to the same week as Family Day. This also requires adjustment of the first day of the Summer Semester.

d. Nominations and Governance

It was **moved and seconded** (Graham Rankin/Sherry Wilson)

THAT Jane Hobson be recommended to serve on the Advisory Committee for Review of the University Librarian.

Motion carried.

It was **moved and seconded** (Sherry Wilson/Patrick Duffy)

THAT Tyron Tsui replace Jane on the Senate Committee on the Library.

The **motion carried.**

It was **moved and seconded** (Patrick Duffy/Sherry Wilson)

THAT Karen Davison was nominated to serve on the Search for Teaching Fellows.

The **motion carried.**

e. Curriculum Committee Report

It was **moved and seconded** (Jana Kolac, Mike Coombes)

THAT Faculty Council approve the Program Revision as detailed on the Form distributed to Faculty Council regarding the Certificate in Engineering program.

The **motion carried.**

f. Academic Planning and Priorities

Allyson reported that the Committee has been considering the issue of strategic enrollment planning. Each Department must have a plan which is part of the Faculty plan.

6. Other Business

Graham spoke to the questions of allocation of office space and how this is achieved. Betty mentioned that she would like to see an audit of office space in order to clarify the current situation and reported that it has been promised this will be done during the summer. There needs to be development of criteria and prioritizing of criteria. Betty will bring the issue to the Chairs at their next meeting.

Mike thanked Faculty Council members for their service over the past year. Allyson will be retiring from Faculty Council.

It was **moved, seconded and carried**

THAT the meeting be adjourned.

Date of next meeting: September 27th, 2016