

MINUTES OF MEETING 1 (2012-2013)

FACULTY BOARD

Friday, October 19, 2012 in the Sankey Chambers
(Video Conference: Room 17, Hamilton Campus)

Members Present	J. Barrett, R. Beatty, S. Bennett, D. Ciuffetelli Parker, S. Bosacki, H. Brown, D. Collier, X. Fazio, C. Figg, C. Giles, J. Graham, S. Griffin, C. Hands, D. Harwood, R. Hill, D. Hutchison, J. Kitchen, M. Kompf, R. Kuchapski, L. Lacroix, S. McKittrick, R. McQuarter Scott, C. Mitchell, D. Mogadime, T. Norris, J. Novak, L. Paul, K. Pelchat, J. Rowsell, M. Savage, N. Simmons, S. Sydor, S. Tilley, M-L. Vanderlee, P. Vietgen, S. Widrick, V. /Woloshyn, R. Young
Also Present	T. Beck, (OTF), S. Chen, M. Mukkar Ippolito, S. Ratkovic, S. Regier, S. Plavinskis, K. Tuck H. Yu,
Regrets	S. Abbey, F. Blaikie, J. Engemann, T. Gallagher, K. Jaipal-Jamani, C. Lu, K. Maich, D. McLauchlan, M. O'Sullivan, G. Phillips, R. Saul, K-L. Winters
Recorder	Isobel McIntosh, Secretary to Faculty Board
Absent	D. Armstrong, R. Bedard, T. Boak, A-M. DiBiase, S. Drake, C. Finlay, D. Karrow, R. Kumar, J. Mgombelo, L. Taylor
On Leave/Sabbatical	L. Cherubini, C. Li, M. McGinn, J. Neufeld, N. Taber

The meeting was called to order at 9:38 a.m.

The Chair invited those present to introduce themselves.

Presentation by Dr. Barry Joe, Director, Centre for Pedagogical Innovation---“Preparing a Dossier for Teaching Awards”.

Barry Joe gave presentation and reinforced that the nominators letter is huge factor in the process and is normally finalized after the dossier has been completed and adjudicators relay heavily upon it.

The dossier is limited to 50 pages links are allowed in the document along with citing and brief referencing. He shared an example of a statement of teaching philosophy. It is advantageous to have won previous awards when applying

1. **APPROVAL OF THE AGENDA** (Mogadime/Vietgen)

2. **APPROVAL OF THE MINUTES** (Sydor/Novak)

CARRIED

The minutes from the May 11, 2012 Faculty Board Meeting were approved as corrected. (N. Taber and N. Simmons were in attendance.)

CARRIED

3. **MATTERS ARISING FROM THE MINUTES**

THAT a subcommittee be created representing members of both departments to consider the feasibility study on a standalone PhD program, and to consider (a) standalone doctoral program/s for our Faculty of Education.

A discussion followed on the wording of the motion and the Chair requested that the motion be lifted from table.

MOVED (Mitchell/Kompf)

THAT a subcommittee with representatives from both departments develop a statement of intent to create a stand-alone PhD program for the FOE.

Another discussion followed on this wording and the clarity of the motion. It was asked how this program should look and what guidelines would be put in place.

Amended MOVED (Beatty/Sydor)

THAT a subcommittee with representatives from both departments *develops* a description of a standalone doctoral program for the FOE utilizing the ICAP Statement of Intent framework

CARRIED

Break

A break was taken at 10:45 and the meeting reconvened at 10:56

4. **ADMINISTRATIVE REPORTS QUESTION PERIOD**

a) **Dean's Report**

The Chair of Teacher Education congratulated S. Griffin's promotion to Associate Professor and granted tenure and M. McGinn on promotion to full professor.

A note for members going for future P and T (see Article 21.27 of BUFA Collective Agreement) candidates are encouraged to put as much information in electronic format (note that for this year's candidates this is not necessary). A member noted that the article outlines copywriting and shipping to externals ...costs would be covered by Brock. It was also noted that there are software programs that can link to dossier. Brock is on path now for future submissions to be electronic but is looking to find appropriate platform for this.

It was pointed out by a member that, while the mentoring process suggested by the deans is appreciated for its intent, the BUFA position is that a Dean's role in T & P matters should be at arm's length as she/he is a member of the committee that will

eventually assess the dossiers of faculty members who may/may not have participated in the mentoring process thus carrying the potential for a conflict of interest. Mentoring through T & P is the proper business of departments.

A Faculty Board member requested that Chair of the Department of Graduate and Undergraduate Studies contact the Joint PhD Program Committee to request a list of criteria to guide the selection of the new Director of the Joint PhD Secretariat. Although a job description can be found in the Handbook, selection criteria are not. Additionally, it was suggested that the criteria for selection be added to the Joint PhD Handbook.

It was noted by a member that the Dean's report, Dean's Budget Advisory Committee heading, reported that the Budget Officer (BO) would provide an update of this committee in her report. The BO is not a member of Faculty Board therefore does not report. The question was then asked whether the BO should be made a FB member in the future. A request was made that the FOE's budget be brought to Faculty Board for transparency.

b) Associate Dean's Report - (Oral Report)

A mental health strategy is being developed with a university-wide committee intended to be applied to employees, faculty and students with students being a first priority at this time. The framework has been published in draft for feedback to take to next stage. S. Sydor has digital copy that she just received in the draft format which will be circulated. It points out many gaps and is now a high priority. The aim is that each faculty develops its own approach. Members might consider putting on the agenda of Planning and Priorities Committee and make it in fact a priority for the Faculty of Education. It is intended to make Brock University a preferred place to work. The Interim Associate Dean suggested that it be brought back to FB.

Secondly, throughout the university, Associate Deans (ADs) have varied working conditions. Specifically, ADs were in the category that had salaries frozen by the government and have had no increase for a number of years. The freeze was lifted this year and Brock put ADs at BUFA member levels with the intention of keeping up this pattern. An AD's allowance is from \$6,000 to \$9,000/year which can be split to PD and cash. It is intended to treat ADs evenly throughout the university, but there has been a problem with no promotion procedure being in place for ADs and Brick is working on defining a procedure.

c) Department of Graduate and Undergraduate Studies in Education

The Department chair welcomed Trevor Norris and Michael Savage to the Faculty. She also acknowledged Nicola Simmons, Roger Saul and Corrie Giles as returning ILTAs

d) Department of Teacher Education

The Department chair welcomed Dianne Collier to the faculty and recognized those returning from sabbaticals.

e) Centre for Adult Education and Community Outreach

A member asked if the Chair of the Teacher Education Department was aware of the collaboration with possibility of an MOU with the University of Cape Coast in Ghana for an elective field study abroad for teacher education and adult education students. He replied that he was.

Another question stemming from the report was asked on how CAECO program members were selected and how the director was selected. Membership in the Program Committee is a 3-year term with no more than 2 consecutive renewals and is made up of staff, a representative from Graduate/Undergraduate Department, two representatives from Teacher Education, one representative from another faculty, two community members, one program graduate, one facilitator representative and one professor emeritus. The directorship is up for renewal for the centre and the process is spelled out in the collective agreement.

f) Centre for Continuing Teacher Education

The directorship expires at the end of June. The committee has not yet met but will be looking for recommendations for new a director and is scheduled to meet soon. It was asked what the role of the current director would be in the selection process. Article 16 – Departmental and Centre Committees in the BUFA handbook outlines these procedures. It was noted however, that if the current Director wished to be considered for the position, they would recuse themselves from the committee. It was requested that program committees publish its procedure s for selection of new Director (CAECO also).

g) Office of Concurrent Education Programs

The Director spoke to her report stating that the first three pages would give the concurrent student status for the year end 2011-2012 for years 1 – 5.

A member asked about the attrition rates and the Director informed FB that the attrition rate, has in first year, always been substantial. Students with less than 70% averaged are removed from program, and then and given opportunity to return e.g., 144 were given opportunity to shadow program, raise overall average to 70 when and be reinstated.

h) Office of Research – No report

i) Tecumseh Centre – No Report

5. STANDING COMMITTEE REPORTS QUESTION PERIOD

a) Computer and Media Advisory Committee - No Report

b) Faculty Awards Selection Committee

No questions

c) Fine Arts Advocacy Committee – No Report

d) Library Advisory Committee – No Report

Effective January 2013, Master of Education, Theses and Major Research Papers (MRPs) will be catalogued electronically and can be found online in the James A. Gibson Library, Digital Repository at: <http://dr.library.brocku.ca/> Older hard copies will remain in the Instructional Resource Centre at the St. Catharines campus.

e) Planning and Priorities Committee

It was a suggestion that the committee prepare list of units that have submitted reports and groups should be made aware that they have to submit even if still draft. A select group has been put together to give SWOT analysis. A draft plan should be in place by end of June. It was pointed out that operational plans and strategic plans are very different. FOE might want to think about a SWOT analysis as an approach.

f) Professional Development Committee – No Report

g) Publications Committee – No Report

MOVED (Sydor/DiPetta)

THAT the meeting time be extended beyond noon to accommodate the agenda

CARRIED

h) Research and Development Committee – No Report

Questions were raised about using Graduate Research Assistant Development (GRAD) funding to hire students who are not in the Faculty of Education. Historically, this fund has been for Education students only, not students from other parts of the university. We need to maintain this practice to ensure our Graduate Assistantship obligations, which exceed \$225 M this year, are met. Additionally, students should not begin contracts until they have been approved.

i) Striking Committee – No Report

OTHER BUSINESS

ADJOURNMENT

The meeting adjourned at 12:14 pm