



General Meeting Minutes

Room LB 322, 11:40 a.m. – 12:50 p.m., Tues, Feb 7, 2012

Chair: Tim Acton, President

A. Agenda Approval

Michael Fleming moved and Martin Godwyn seconded
That the agenda, as posted on the website, be approved.
Carried.

B. Introduction and Welcome New Members

No new members were identified.
The president introduced guests Eric Kristensen, director teaching and learning centre, and Marion Haythorne, manager enrolment management.

C. Approval of GM Minutes, Jan 31, 2012

Sandra Seekins moved and Allen Zhu seconded
That the minutes, as posted on the website, be approved.
Carried.

D. Announcements

The president reviewed the following:

1. On Feb 21, 2012, during Reading Week, the Teaching & Learning Centre will stage a series of workshops, with funding provided by the PD committee. Guest Eric Kristensen will speak to this in a few minutes.
2. The Sun Run's early bird deadline is Feb 17, 2012. Participating faculty members can have their registration paid by the CFA. Visit the faculty website for details: <http://capilanofaculty.ca>.
3. Chief Negotiator Nominations and Election
Nomination forms will be posted on the website next week. Elections will be held at the General Meeting, Mar 6. The chief negotiator will receive one section of release immediately, with a possibility of more depending on negotiations.
4. Senate elections are coming soon.
5. CFA executive elections will be in March. Nominations will open soon.
6. A reminder about a roundtable will be sent to coordinators before the end of the week. Topics will include reduction and regularization and possibly the employee satisfaction survey questions if the draft from President Bulcroft has been received.
7. Paid Ed Leave application forms will be posted on the website this month. The deadline for applications is Mar 30, 2012.

E. Update on the Teaching and Learning Centre/PD: Eric Kristensen and Jackie Snodgrass

The president introduced VP Jackie Snodgrass and Director Eric Kristensen.

Director Eric Kristensen

Eric passed around handouts outlining workshops that will be staged during the first annual teaching and learning forum on Feb 21, 2012. He previously put out a call for ideas to all faculty members and got a very good response. Forum topics are based on those responses, and the funding came from the Faculty PD committee. Eric also acknowledged the Faculty PD Committee, which allocated some funds to help with the forum.

The Centre has developed a section on the University's website, which provides links to some good resources: <http://www2.capilanou.ca/services/teaching-learning-centre/Resources.html>.

Eric said he has worked with coordinators and other constituent groups, and he invited everyone to call him with their ideas or if they need help in the areas of assessment and learning outcomes. The T&LC advisory has met three times; a fourth meeting is scheduled for next month. The ed tech committee had 11 nominations and the full complement of participants will meet soon.

The president thanked Eric and introduced Jackie.

VP Academic & Provost Jackie Snodgrass

The university's vice president summarized the direction she sees for PD. She would like to see more coordination and integration. The central question is what is the maximum we can do with the resources we have?

She said she was very impressed with the number of responses and calibre of presenters and topics that will be offered on Feb 21 at the forum. She believes these sorts of sharing opportunities get people excited and re-energized.

At Capilano we use the term PD to mean different things – not all of which Jackie sees necessarily as professional development. She would like to have a discussion around the questions: what/how do we define professional development?

Work in one's field is generally supported in scholarly activity and frequently individual PD. If faculty want to move to another level, such as dean, PD around administration would need to be supported.

She doesn't think "service" to the department or the institution fits with PD. She'd like to see service separated from PD.

When the university hired Eric and an assistant, they had few resources to fund the T&LC. The Board decided to fund the positions with an eye to doing a lot with a little. At the same time, an advisory committee was formed so that faculty would have input. Because not much money was available for resources, they looked to PD funding and the pool of money that was dedicated to group PD activity.

That is not meant to be the end. She believes the Centre will continue to grow and provide new resources and technologies.

Jackie said the new ed tech subcommittee is well represented by various areas and will help instructors use technology in the classroom.

She thinks accreditation has helped faculty look at the institution as a whole to work together rather than in isolation.

Questions & Comments:

Questions and comments centred on the relationship between service and PD, the difficulty of getting faculty members to engage in service activities, the question of an interdisciplinary centre, the funding (or lack of funding) of PD, and the need for institutional support for scholarly activities, particularly regarding the development of upper-level courses.

In the planning and reporting stage, Jackie would initially like to see a distinction between PD and Service activities. Both of those lists would still need to relate back to the time taken, and would help her see more clearly what people are doing. When everything is in the same category, some people

might be doing all service and no professional development, or vice versa. We are responsible to our colleagues for service, and this should be worked out over time. Faculty members pointed out how much time some have to spend on service, especially in small departments. The impact of this is to push PD into vacation time,

Tim Schouls talked about institutional support for scholarly activities. Research and writing is becoming more critical due to 300- and 400-level courses and multi-disciplinary discourse. He said eight weeks in the summer doesn't quite cut it in terms of the amount of work that needs to be done to develop, write, and research in preparation for the courses. Jackie said she believes the T&LC will help provide services for the scholarly activity side—the mechanical part of curriculum development (IT kinds of things). Someday, she would like to see a pool of funds that will help with reviewing applications and moving items forward.

One of her budget add-ons this year is the concept of a centre for interdisciplinary studies – relief for someone to coordinate cross-faculty communication. Eric said in the meantime, the Centre is here to help fill the gap and provide resources. He suggested having a look at the website to see what's available. If anyone has ideas, they should contact Eric.

Eric K said work conducted at the Centre will be creditable and people attending the forum will be asked to sign-in so that a letter can be created for them to submit their workshop time as part of their PD.

F. PD Funding

Chief Steward Nanci Lucas explained the two parts to PD funding:

Part 1 is the part the PD committee has always had control over for individual grants. In the 2004-2007 Collective Agreement, there was .6% funding for PD (that applied to every institution in the province). Capilano also opted to get a .2% stipend for salary. Instead of using all .6 % for PD, we used .4 of the .6 for PD. The leftover .2% was negotiated to be used for group PD activity; this was decided at joint standing. Both sides agreed that the group proposals (.2%) would go to the PD committee for vetting and then back to JSC for approval. In summary, there are two different processes, both vetted by the PD committee, but there are two sets of approvals – one for the .4% and one for the .2%.

Mark Battersby said he believed the direct grant from the university is around \$25,000 and the .2% amounts to around \$56,000. Until recently the group PD concept had been interpreted loosely and allowed people to go to conferences, etc.

Jackie said initially the .2% went to the committee and was not spent. It kept accumulating in the budget for at least two years. The chair at that time approached Jackie, as liaison, to use that accumulated money to create a teaching and learning centre. While T&LC discussions were ongoing, a large enough amount was available in the meantime that some could be used for individual PD. It was not an initial practice but an interim practice.

Mark said there is a lowly \$25,000 to be used for individuals. He believes the university needs to better stimulate PD on an individual basis for the betterment of the students so that instructors have new knowledge and excitement for teaching and keeping current. Instructors need to be connected in their field. In the interim, he believes the parties should revisit the group PD to re-allocate it to individuals.

He asked: Will the university support redefining the use of the .2% that was negotiated some years ago?

Jackie's opinion is that we have an agreement that the .2% is for group activity. She sees a need for the group work, particularly around such issues as what we are as a university, what we are doing different from other institutions, and how we're going to be the best. She doesn't think this is the place to pull individual funding from and she doesn't know where to pull it from.

Rajiv Jangiani asked for an interpretation of group PD. He said in some cases an individual going to a conference and sharing the newly acquired knowledge has a group impact and is possibly more beneficial than a group activity. He also mentioned previous partial-section funds for teaching and learning research. And he said that the chair of the committee receives two sections from the funding

and thereby reduces the pot to zero. The chief steward clarified that one section is paid for by the university, the other comes from the committee funding.

Jackie said the .2% is supposed to go to joint standing for approval and so far the joint standing committee has not received a detailed budget of what people are recommending.

Melanie Fahlman-Reid said she would like to see the money and activities centralized: there are too many separate pots and processes and outcomes.

Both Melanie and Jackie agreed that there should be integration and transparency around PD. Nancy Nowlan said the PD committee is struggling with the group funding concept, of which they were unaware before the fall term. Since 2007, individual faculty were able to access the funds to take specialized programs or to pursue ongoing degree accreditation. Now, the money is inaccessible in the same way and now the committee can only support individuals up to 75% of the required value. She said the \$56,000 pays for part of her salary, two weeks of PD days in May, and the nebulous group PD. The committee would like to see the .2% accessible to everybody – group, T&LC, and individuals.

Jackie said the PD Days funds now come from the group pot, so that money from the .4% is now available for individual PD.

John Wilson gave some background saying the money came from Employment Insurance (EI), which gave/gives a rebate to institutions that had/have STD in place. The employer had a right to keep 60% of the rebate but because it was like a gift from nowhere, the university agreed at the time to use the full \$25,000 as the initial grant for the PD committee. About four years ago, the question was asked why that number hadn't grown. The finance dept looked into it and said, yes, there was now a rebate of about \$49,000. But now the university wanted to keep the 60% that they were entitled to, so the committee's funding stayed roughly at \$25,000. Another small portion of the EI rebate shows up as an item on faculty's flexible benefits amounting to \$67 or \$80. He said we could ask to have that money put into PD funding if everyone were willing.

Jackie said she would be willing to bring it up with the VP Finance.

Berndt Simpson suggested that the university might consider forgoing its 30-40% cut on a grant on the first \$100,000 for a year, for example, which would provide strong support and encouragement to individuals. Jackie said that was an interesting suggestion and said it might have merit if there were no costs to administering it and that would depend on who the funding agency is and how much reporting is required. The president pointed out that the amount taken off for administering a grant is, technically, negotiable and should not be thought of as a fixed percentage.

Eric said he has a lot of experience with external funding and he would like to help anyone interested in going after grant money.

MOTION:

Mark Battersby moved and Aurelea Mahood seconded

That the CFA go to the joint standing committee and redefine the use of the \$56,000 in a way that clearly allows for individual applicants to receive PD funding.

The motion will be discussed and voted on at the next General Meeting.

G. Adjournment

Nanci Lucas moved and Adam Hill seconded

That the meeting adjourn at 12:54 p.m.

Carried.