

SCIENCE FACULTY COUNCIL

Approved Minutes

January 11, 2013, 1pm Room B132

CHAIR: Lucy Lee

PRESENT:

Ali Fotouhi	Edward Lo	Leon(Lixin) Pan	Stephan Bohm
Camilo Martinez	Gregory Schmaltz	Noham Weinberg	Steve Marsh
Carmen Herman	Jane Webb	Paul Franklin	Tony Stea
Cory Beshara	Jason Ho	Rilla Apostolakis	Vinay Choytun
Darlene Carson	Karen Cooper	Ron Wilen	
Darren Francis	Karina Chow	Sandi Sasaki	
Derek Harnett	Kathy Peet	Stan Manu	

Regrets: Alida Janmaat (Sabbatical), Awneet Sivia (on leave), Colleen Gingerich (Sabbatical), Cynthia Loten, David Chu (Sabbatical), Gillian Mimmack, Godwin Choy (Sabbatical), Grant Fritzke, Greg Schlitt (Sabbatical), James Bedard, Joss Ives, Melinda Saretzky, Norm Taylor (Sabbatical), Sharon Gillies (Sabbatical), Susan Milner (Sabbatical)

RECORDER: Wendy Stoltz

1. GUESTS and INTRODUCTIONS

Karina Chow, Development Officer, Foundations & Major Gifts
Darren Francis, Deputy Registrar, Admissions & Records

2. AGENDA and MINUTES

2.1. Adoption of Agenda

MOTION: That the agenda for today's Faculty Council meeting be adopted as presented with noted addendum items below:

ADDENDUM: 6.1 AVP Research and Graduate Studies (Renumber accordingly), Admissions and Records report spoken after Adoption of Agenda. (See 6.4)

Moved by Tony S. /Seconded by Noham W.

2.2. Approval of Minutes

MOTION: That the minutes of the Nov. 30, 2012 Faculty Council meeting be approved as presented.

Moved by Noham W. / Seconded by Steven Marsh

3. DEAN'S REPORT

- a. Science Graduate Program - A draft concept paper was created and was passed along to the Program Development Task Force committee.

Committee Members: Tom Baumann, Greg Schmaltz, Noham Weinberg, Gabriel Murray, Cindy Loten, Olav Lian, Derek Harnett

- b. Science Building – Lucy showed some draft drawings she made up over the holidays. Lucy needs to draft science faculty details/strengths to mount campaign and has asked for a CV from the faculty to help make this dream a reality. The plan would include areas for research and teaching. If faculty do not already have a comprehensive CV, Lucy suggests to use CV template available through UFV.
[www.ufv.ca/Assets/Program+Development.../Faculty CV Template.doc](http://www.ufv.ca/Assets/Program+Development.../Faculty_CV_Template.doc)

ACTION: All Science Staff/ Faculty interested in assisting in the building campaign to create/update and forward their CV's to Lucy within the next couple of months.

- c. CIS has new co-headship started this calendar year – Dan Harris, and Paul Franklin for one year term– thank you to outgoing heads Sandi Sasaki and Edward Lo.

4. BUSINESS ARISING FROM MINUTES

4.1. Scholarship, Service, and Teaching

Committee representatives:
Geography – Steve Marsh
Physics – Derek Harnett

MOTION: That the rest of the departments to find a committee representative by Jan 18th.

Moved by David F./ seconded by Ali F. All in favour. Carried.

4.2. Centralized Printing

TABLED to the next Faculty Council meeting.
Lucy will bring to SAG

4.3. Draft Policy – Undergraduate Directed Studies, Special Topics & Independent Study Courses

Due to the Faculty of Science concerns with the document, this did not go through senate; Lucy is meeting with Jacqueline Nolte and a revised version will be brought up.

5. DISCUSSION and DECISION

5.1. FSSC (Significant Changes)

5.1.1. Data Analysis Certificate – Addition of STAT 315 as a required course

MOTION: To accept the addition of STAT 315 as a required course in the Data

Analysis Certificate and forward to UEC.

Moved by Camillo M./2nd by Ali F. All in favor. Carried.

5.1.2.STAT 106 – Review with Changes

TABLED to next meeting

5.1.3.Physical Geography, BSc - changes to Major/Minor/Honours

MOTION: To accept the changes to Physical Geography, BSc Major/Minor/Honours and forward to UEC.

Moved by Steve M./2nd by Kathy P. All in favor. Carried.

6. Information Items

6.1. AVP Research and Graduate Studies

Gregory Schmaltz: Is on the SAC for AVP Research and Graduate Studies. They are meeting next week for establishing the criteria; please forward your thoughts and comments to him.

6.2. (FSCC - Routine Changes)

6.2.1. GEOG 454, GEOG 252, GEOG 401 – MATH to STAT changes
No Issues were noted.

6.3. Geography, BA – New Courses GEOG 364, GEOG 464, GEOG 466 plus changes to the BA, Geography Program

The course outlines and memos were distributed for your information.

6.4. Admissions & Records (Presented by Darren Francis at beginning of meeting)

6.4.1.Registration Deposit Process change

- Currently, most students don't pay the \$200 Registration Deposit which causes much manual labor/delay/upset students/etc.
- Exploring moving \$200 fee to the time of registration. Will be dependent to whether they can interact online; goal is to pay online at time of registration; want it to be clean and transparent for staff;
- Hoping to implement for the May registration period; long term goal for Fall 2013
- Working with finance to possibly create a pay-by-interac option.
- In-person payment option will still be available.

Question: How does that work if they are only waitlisted for their courses?

Answer: They would pay when they have a seat.

6.4.2.Prerequisite Checking process change

- Current practice for A & R of waiting 5 days is an enormous process; students would then be withdrawn after that.
- Looking at moving it earlier in system – an automatic prerequisite checking – will be turned on at start of registration period. It will not allow the student to register if they do not meet the prerequisites.
- Transfer students would receive a message which will require them to take action.
- Hoping to have special circumstances coded into the system such as acknowledgement of the ‘course in progress’

Comment: Could be issues with prerequisite waivers for those that are not on campus.

Answer: Waivers can still be done through email; the waiver is attached to the student not the course.

- Transfer Students – the system does not currently recognize these students and so this will require a little more detailed thought. These students could be in contact with an advisor to receive some direction before registration.
- Special Circumstance Waivers – can still be done by paper or electronically.
- There is discussion regarding eliminating the paper waivers. One reason is because there have been cases of forging the instructor’s signature.

Question: Could an electronic “conditional waiver” be added for special circumstances?

Answer: Darren will take this issue back; need to start using the system more effectively; exploring maybe end of February and can come back and give firm decisions.

Question: Could the registration order be changed for those students that start at a later date who are already taking third year courses?

Answer: the registration order needs revision and currently the transfer students are recognized as “new” students and they get no credit as far as graduation. The policy will need to be reviewed.

Question: Reserved seats; how does that work at registration?

Answer: Policy says should be off 10 days before registration period ends.

Question: Lab associated courses; can we add waitlists to the lab sections as well as lecture sections?

Answer: This is a complicated issue, let’s take this issue offline and work together. Darren will set up a meeting with all heads of science to discuss.

Comment: There are timetabling schedule concerns with CEP

Answer: Constraints can be input in to the system.

Additional Information:

- Big Brothers is looking for male volunteers
- Action Canada - student leaders nomination due Feb. 8; more detail please contact Wendy

- Teaching Excellence Award – Nomination Deadline Feb. 8th. Stan & Sandi - were on award committee last year - one nominee from Faculty of Science.
Recommend that the Department Heads nominate people for this award.
Comment: It is a lot of work for the nominees and only the winner is announced. It was mentioned that maybe Science could have their own awards to recognize the many great instructors we have.

7. ADJOURN

MOTION to Adjourn.

Moved by Steve Marsh/ seconded by Edward Lo

Meeting adjourned at 2:10pm - Next meeting February 8, 2013 at 1pm Room B132