

School of General Arts & Sciences

School Meeting Minutes

Date: August 29th, 2016

Time: 10:00 – 12 noon

Location: A1111

Attendees: Judith Limkilde (Dean), Silvana Macdonald (Chair), Kathleen Barnett, Helen Bajorek-Macdonald, Jacqueline Barrow, Erika Burke, Scott Cecchin, Joan Connolly, Andrew (Mac) Fenwick, Sharon Gehmair, Dalton Irwin, Melanie Isaac, Sara Slater, Tom Jenkins, Ray Henderson, , Kim Bell, Tracy Finlay, Erin Kirk, Chris Cole, Julia Godawa, Susan Hyndman, Devon Code, Patricia Kloosterman, Suzanne Hooke, Tanya Stewart, Andrew West, Nancy Rishor, Kyra Cockwell, Vikki Maystruk, Wendy Morgan, Dean Ostrander, Troy LeGresley, Rose Manser, Alan Smith, Beedahbin Peltier, Angela Pind, Clive Russell, Lisa Stefaniak, Ivana Tinkle, Tracy Macdonald, Chris Shannon, Soobia Siddiqui, Christopher Shields, Dennis Vanderspek, Fred Wood

Guests: Allison Ludgate (Credit Transfer Coordinator), Carmen Gelette (Librarian)

Recorder: Cristina Sad (Academic Administrative Assistant)

1. Welcome

Judith and Silvana welcomed faculty back.

2. Library Support (Carmen Gelette)

Marcia Steeves is our official librarian and copywrite technician. Cheryl Wardell also orients across the schools. The library will be launching nine topic workshops for students. Students will receive a Literacy Certificate upon completion of 5 workshops, which will be included in their CCR. Carmen requested faculty support to promote the library services among students (i.e. database searches, articles on plagiarism, citation, e-portfolios, to mention a few). The webpage offers resources for every program, including Indigenous Studies, Math, Psychology, etc. Carmen offered to develop a guide for any course or assignment level, customizing resources, especially if a course has research as a strong component. Please contact them to develop customized support.

Other resources are also listed under the Faculty tab, including how to get to the database from home or request a workshop. They'll be available on Wednesday in the main foyer desk.

Workshops are interactive and can take up to one hour to complete the activities. Links and descriptions of workshops are available on the website.

A link to workshops can be added to the GAS affinity page. Please send link to Cristina Sad.

3. ONTransfer Updates (Allison Ludgate)

Allison was at the June 20th School meeting when she first spoke about the ONTransfer website. She announced that the summer pilot went well and that electronic assessments will be soon available. She'll have a kiosk in the front lobby where she'll be handling transfer credits on Tuesday, June 21, from 10 a.m. to 3 p.m. and Friday, at Frost.

Silvana reminder faculty that Allison Ludgate, Transfer Credit Coordinator, will handle students requests when coordinators are unable to answer. We don't want students to be sent to different places. Coordinators are encouraged to go to the kiosk and sign transfer credit forms during this period.

Information on Transfer Credits can be found on our affinity website under Student Resources/Transfer Credits.

Allison announced she will be looking at internal equivalencies next. If Coordinators know of courses that we sign off on a regular basis, please start documenting those as well. Some courses, such as COMM, which have been taken here will not require a form for transfer credit, however it will depend on the duration of the course.

Silvana informed that information on course outlines will be changed to include Allison Ludgate's contact for Transfer Credits.

4. Announcements:

Silvana announced that Dean Judith Limkilde has agreed to take on an interim role as Vice-President Academic as Laurel Schollen will be leaving Fleming to take on the position of Vice-President Academic at Seneca College. Silvana expressed sadness and spoke of Judith's accomplishments as the Dean of GAS, among them, the CICE program redesign, the GHS and PHS program reviews, and the new COMM201 course. Silvana expressed excitement for Judith's new role and gratitude on behalf of the school.

Judith thanked Silvana. One of the key components of the VPA's role is to stay in touch with faculty, the school, and students. Judith intends to continue to get to know people and drop by for consultations with faculty before making decisions.

Judith spoke about the year in review and how much she appreciated being the Dean, which gave her an opportunity to also understand GAS better and its role as the service area of the college. She loved working with the CICE program and will miss its students. She also spoke about the Indigenous designation and the incorporation of the IPE designation the following year. This will change what we do at Fleming. Judith will sit in the aboriginal council.

Judith stressed that what happens at GAS is critical. She recognized Laurel's work and expertise in pathway programs for students, as well as her knowledge of curriculum we don't currently offer. Judith and Laurel will continue to work together.

Judith announced that decisions about GAS school haven't been made. Silvana Macdonald will continue to look after the operational piece. The LDS team and the Academic Technologic Committee will be under the VPA's role.

Judith thanked everyone for the support she received this past year and a half. She is thankful for the opportunity to know the GAS faculty and was looking forward to seeing the implementation of changes in COMM. She informed that Seneca College is at the same place as we are in terms of changes and they appreciate what we are doing at Fleming. She invited faculty to join her for lunch at her home.

Silvana continued with announcements:

- Retirements: Mike Davidson and Jacqueline Riley Gutierrez. Shirley Norman, Communications faculty at Frost will be retiring on Aug. 31st.
- New faculty: Thomas Jenkins (FT hire at Frost) and Joan Connolly (FT hire and CICE Coordinator)
- Returning from sabbatical: Erika Burke, who took a year sabbatical to fill a gap in blended learning.
- New faculty present: Tom Cecchin and Jacqueline Barrow (COMM201), and Dean Ostrander (Effective Teams)
- New Coordinators: Troy Levesque (COMP345) and Victoria Maystruk (MATH).

5. Time Capsule

Silvana announced that she had planned an activity for the group called Time Capsule. She asked faculty to think about it and she'll follow up on the next meeting.

6. Late Policy for Assessment Due Date (Judith)

Judith spoke about the new Late Policy for Assessment Due Date, which was announced recently by the VPAs office. She encourage everyone to read it. The announcement was also posted on the affinity website under Faculty Resources/Hot from the Press.

The two-piece memo refers to students looking for flexibility around assignments: (i.e. doctor's appointments, missing a test, a planned absence, or the flu), which has not changed.

Judith explained that the issue was brought forward with a Human Rights case. A student who had a mental health issue, wanted a retroactive accommodation for work, but she never disclosed it. Some of you would not know if a student has a mental illness. Sometimes the student is missing classes or their ability to learn and process information well in a test or assignment is limited. When the student comes forward within the semester or after the semester they can ask for accommodation. We worked with Red Keating to create a procedure so that students do not have to disclose anything to faculty. In this case, the student would need to see a counsellor (i.e. a student says he missed a class and is hospitalized). This student needs to speak with a counsellor so that it is documented. The counsellor will meet with the faculty to talk about what is possible for the students and what can be accomplished. This is a new ground and it's the first time being tested. Students need to understand their rights and responsibilities.

The intent is to have a process in place so that the student can see a counsellor without waiting for 3 weeks and getting frustrated. The intake process is being revamped for mental health issues. There will be one counsellor working in a triage to attend to walk-in students. Judith will follow-up with Read Keating.

There was a comment about lab assessments and how Red Keating would be able to identify what pieces can be re-done without having further instruction. Students might feel challenged to complete work they have not learned.

Make sure it is a valid credential so that students do not fail. In some instances, students would have to pay for the course again, however the intention is not to penalize the student. It is the faculty's duty to ensure that learning has been taken place and that it satisfies the learning outcomes. There will be a section in week 8 in conjunction with counsellors to talk about scenarios.

Judith informed that students will be notified via D2L. Silvana added that this information will also be included in all course outlines in the future.

Judith informed that this is a new ground for every college and information will be shared. She encouraged everyone to read the memo.

7. Priorities for the Year (Silvana and Judith)

- a. Gen. Eds. Policy:
 - Needs consistency in following policies.
 - There will be a lot of work for Lisa and Silvana to do in regard to identifying mandated courses across all programs of study and determine if they fit. Across all programs of study. Our own Gen. Eds. will be investigate as well.
 - A committee needs to be formed across the entire college to look at Gen. Eds.
- b. Pathways
 - Focus on pathways and articulation agreements
 - More opportunities with Seneca
 - Looking at other opportunities in Science in other universities
 - University Transfer will go through a program review this term with lots of opportunities.

The issue of classes to maximum capacity was brought forward. Silvana explained that she receives a report from RO flagging when classes are at maximum capacity, however, during the first two weeks of classes students are still changing classes and numbers are fluctuating. She asked that faculty be patient. In case of computer labs at capacity, please flag the issue with Silvana and she'll request that the class be moved.

8. Photocopier Reproductions

Silvana spoke about duplicating jobs. She asked that faculty only photocopy what is needed and try to put material on D2L. In case of sending jobs to duplicating, use PDF format and expect a three-day turnaround. She also reminded that it is faculty's responsibility to review documents for AODA compliance. If you need assistance, please contact Ian Guest.

9. The GAS Affinity website is live

The GAS affinity website was created to help faculty and students. Content can be provided by faculty or coordinators.

10. The Academic Council newsletter

The Academic Council newsletter was released in June and summarizes some of the work done on probation, academic integrity, to name a few. Angela Pind and Tracy Finlay have always provided a synopsis after each meeting. Please continue to provide your feedback to Angela as Tracy Finlay stepped down.

11. Upcoming dates

- a. Orientants – First Semester Students (September 6th)
- b. Open House – November 5th, 2016 (10:00 – 2:00 p.m.)

Comments:

- There will be no classes on Tuesday, September 6th. Classes start on Wednesday, September 7th..
- Check your timetable for the following week to check if you are teaching on Monday.
- Please come see Cristina Sad if you need supplies.
- There are a lot of program meetings in place. Please let your coordinator know if you cannot attend.
- The LDS team will be working to provide faculty with a number of sessions at Frost and Sutherland on D2L. The focus for faculty this year is on the first day. You don't need to know every policy and procedure. The Teaching Hub is going to come out every week with a teaching tip (technology piece) but also policies - Just in time news. There will be dialogue about things that went well and others that need improvement. Please share students' feedback.
- Getting together section: what's changed in counselling, LRC (i.e. the back space in the leaning commons and problems finding group study rooms at the college is being reviewed by Tyler. There are other ways to facilitate these meetings without students being in a room (i.e. use of laptops).
- KTTC D1111 will be an interactive classroom starting in the Fall.
- New graphic design room has "cool" features
- The CICE classroom will be a model for active learning and it features white boards all around the room. We're looking at doing the same with a second room and are hoping to have faculty look at active learning, sharing ideas in get-together sessions where the focus is on good teaching at Fleming.

12. Energize!!! Create!!! Celebrate!!! (Activity)

Silvana explained that other school or teams have created a logo or a tag that represents their school or department. She hopes to get faculty's creative juices going to create a draft of the new GAS logo will look like. Faculty will join a group and create a logo. All the logos will be presented and one will be chosen to be the school logo.

Meeting adjourned at 12 noon.
