

Fiftieth Meeting

January 31, 1978

The Minutes of the Fiftieth meeting of the Executive Committee of the Faculty Council of Science held on January 31, 1978 at 2:40 p.m. in room 231 Machray Hall.

Members Present: Dr. R. D. Connor, Chairman; Professors B. D. Macpherson, A. Olchowecki, H. Duckworth, P. Loewen, K. (Mrs.) Subrahmaniam, C. R. Platt, K. W. Stewart, G. G. C. Robinson, J. Brewster, Mr. D. Okrusko, Mr. G. Richardson, Secretary.

Regrets: Professor P. K. Isaac

1. Approval of the Minutes of the Forty-ninth meeting

The minutes of the forty-ninth meeting held on October 12, 1977 were approved Duckworth (Robinson).

2. Matters Arising Therefrom

The Chairman reminded the members of the request Senate had made with regard to the Department of Computer Science's Honours Program. Senate had felt that the program was unnecessarily restrictive and had recommended that the dean of the faculty meet with the department and pursue this feeling. The Chairman said that he had met with the Acting Head and that the department was going to raise the matter at their departmental council and report back to him.

It was noted by Mrs. Subrahmaniam that the department's honours program had at one time contained several options but these had since been removed. By way of example she referred to course 5.231 which originally had been a required course in the Computer Science program and was now not required. The second part of the calculus course had also been dropped. The committee members suggested that the dean look into this and find out why these courses and others had been dropped.

3. Communications

There were no communications.

4. Replacement of Dr. Sen on the Tenure Appeal Panel

It was pointed out that the Chairman had asked Dr. Sen to stand for reappointment last year. Being a relatively light committee, it was

suggested that Dr. Sen be asked again to serve for another year. The Chairman agreed to approach and so ask Dr. Sen.

5. Proposed New Faculty Council Minute Mailing

The suggestion had been made that perhaps it was not necessary for each member of Faculty Council (\approx 225) to receive copies of the Council's minutes. Copies could be made available in the departmental offices and the Dean's Office and for most cases this would be adequate. The members of the Executive agreed with this suggestion, alluding to cost saving and the fact that not every Faculty Council member read or saved their copies.

It was agreed that the Chairman would get a cost figure of producing Faculty Council minutes and approach Faculty Council at the next meeting with this idea.

6. Dr. Kelly's memo to limit debate in Faculty Council

Most members were in agreement with Dr. Kelly's suggestion that debate on any one topic in Faculty Council be limited, to length and to speaker. However they suggested the time be 45 minutes instead of 30 minutes for the topic and five minutes per speaker instead of one minute.

It was moved by Duckworth (Platt) that

"Faculty Council be approached with this idea"

Unanimous

7. Change in Faculty Council Membership

The Chairman referred to the memo attached to the agenda from Professor Gregor, Chairman of the Senate Committee on Rules and Procedures. Professor Gregor pointed out that many Faculty and School Councils had in their membership the Registrar. This position has been split into the positions of Director of Student Records and Director of Admissions and he was requesting that councils clarify whether or not they meant to have both or one or the other incumbents on their council.

It was pointed out by the Chairman that our Faculty Council did not have the Registrar on its membership. It was the general feeling amongst the Executive Committee members that having not required the Registrar at our meetings up till now, it was really not necessary to have either of his

two replacements. They suggested that neither be asked to join our Council. The Chairman agreed to so inform Professor Gregor.

8. Faculty Budget

The Chairman referred to the material on the faculty's budget which was attached to the agenda. In his explanation he pointed out that the Faculty had been required to reduce its budget by \$219,000 for the purpose of establishing next year's budget. Having arrived at a reduced amount the faculty will then be granted certain 'addbacks' which will, depending upon how many addbacks the faculty receives, result in an increase or decrease for the next fiscal year. In the preliminary list of addbacks the faculty is destined to receive three addbacks, totalling \$319,060.

The Dean has received via Provost Johnson the comments of the Budget Committee on the submission of the Science Faculty. The overriding concern of the Budget Committee was our falling enrolment. Whereas first year Arts had gone up, our first year had gone down and the actual enrolment in Science had dropped by 10%. The Budget Committee was impressed with the tightness of our budget and the lack of manoeuvre considering the high degree of tenure held by the faculty and the need for technical support and supplies. The Committee had been very impressed by the quality of the Faculty as reflected in research grants and the structure of the addbacks were such as to give maximum amounts to Science in the early options. This explained the lack of a fourth addback. In the following discussion it was noted that the new projects for the faculty, i.e. cooperative program in Computer Science and the Engineering chemistry requirements had recurring costs. The Chairman said that this had been noted and he had attempted to get some long-term commitment from the senior administration to the effect that Science would be guaranteed funds to keep these programs going should they be started in the 1978-79 fiscal year. He has had no commitment yet.

9. Teaching Evaluation

In response to a question raised at the last Faculty Council meeting and in light of Senate acceptance of the recommendation of the ad hoc committee on Merit Pay and Promotion, the Chairman indicated that he had planned to ask the various departmental councils to consider teaching

evaluations and report back to him. He said that the Senate ad hoc committee had recommended that each unit was to determine their own vehicle for evaluating themselves and he thought that this would be best handled at the departmental level. Teaching evaluation for the purpose of merit pay and promotion would be a very difficult task, complicated by the input from students.

The committee members agreed with the Chairman that this could be a very difficult and awkward procedure. To make the evaluation process informal and unofficial was to leave the head or dean or whomever was using the information in a very vulnerable position if the information had to be substantiated at a subsequent hearing, yet to make the procedure formal would likely create a host of other hassles. The committee did suggest however that when the Chairman wrote to the departments asking that this be discussed at their councils that he request that all three elements i.e. teaching, research and service be discussed and included in the reports.

11. Discussion of the Minutes of the Special Faculty Council Meeting

This special meeting had to do with the drop in Science enrolment, especially in first year. As the Chairman had indicated earlier in this meeting, our falling enrolment was causing the faculty to lose funds. In putting the question before the members Dr. Subrahmaniam said that we really didn't know why the students were dropping out. If this was known then perhaps reducing the numbers or even preventing dropouts might be possible. Dr. Subrahmaniam pointed out that in some other faculties and schools, students wanting to drop a course were required to get their instructor's signature before the course drop form would be processed. She asked the Chairman why this could not be done in the Science Faculty.

Dean Macpherson said that at one time the Dean's Office did require that a student wishing to drop courses get the signature of his instructor, however this had been removed because of the trouble it caused the student and staff processing the course drop. If this procedure was to be instigated again then the request would have to come from the academic staff members. He warned this would require additional work on the staff of the Dean's Office. The members felt that this idea was worth further discussion and suggested the Chairman pose the question before Faculty Council.

12. Dr. Jamieson's Motion

The material involved in Dr. Jamieson's motion was covered in item 10 of this agenda. This was to be discussed shortly.

13. Dr. McKee's Concerns

As stated in the Faculty Council meeting at which Dr. McKee described the apathy of U.K. universities the Chairman brought this up before this committee. There was no discussion.

14. New Business

Dean Macpherson distributed copies of the recommendations of the faculty Committee on Student Standing which requested changes to two of the faculty student regulations, i.e. Academic Suspension and Academic Reinstatement. The Dean asked that these changes be approved by the Executive Committee and passed to Faculty Council for their approval. After a brief discussion it was moved Platt (Subrahmaniam) that

"the two changes be forwarded to Faculty Council
for their approval"

Unanimous

A second handout was given to the members; this one asked for a waiver of the residence regulation for a particular student. Again the Dean asked for the Executive Committee's approval so that it could be passed to Faculty Council. It was moved Duckworth (Olchowecki) that

"the request be forwarded to Faculty Council
for approval"

Unanimous

10. New Degree Regulations

The Chairman explained that these new degree regulations, having been drawn up by his office, were being discussed at each of the departmental councils. Both he and the associate deans were attending the meetings explaining the reasons for the proposal, how the regulations would work and seeing if the department could operate with such regulations. He brought these before the Executive Committee for the committee's

information. He said that he planned to do the same at the next Faculty Council meeting. The Committee members briefly discussed the proposal without objecting to the deans' meeting with the departments.

There being no further business the meeting adjourned at 5:26 p.m.

Inter-Departmental Correspondence

DATE January 25, 1978

TO Members of the Executive Committee of Science Faculty Council

FROM G. Richardson, Secretary

SUBJECT:

The 50th meeting of the Executive Committee of Faculty Council has been called for Tuesday, January 31, 1978 at 2:40 p.m. in the Dean's Conference Room, 231 Machray Hall.

A G E N D A

1. Approval of the Minutes of the 49th meeting held on October 12, 1977.
2. Matters arising therefrom.
3. Communications.
4. Request from the Secretary of Senate for the Faculty to appoint a replacement for Dr. S. Sen as the Faculty's representative on the Tenure Appeal Panel. (Dr. Sen was asked and accepted re-appointment for the year 1976-77.)
5. Proposal for a new distribution of Faculty Council minutes viz. copies to departments only rather than individual faculty members.
6. Suggestions from Dr. F. Kelly to limit debate in Faculty Council (memo attached).
7. Discussion as to whether or not the Director of Admissions and/or the Director of Student Records should be members of our Faculty Council (memo attached).
8. Discussion of the attached material on the status of the Faculty's budget.
9. Discussion on the evaluation of academic teaching for promotion and merit pay in light of the approval by Senate of the recommendation of the ad hoc Committee on Merit Pay and Promotion.
10. For the information of the Committee, a brief discussion of the proposed new degree regulations for the Faculty (material attached).
11. Discussion of the Minutes of the Special Faculty Council meeting of June 29, 1977 (October 12, 1977 Executive Committee agenda).

12. Discussion of Dr. Jamieson's motion on changes to the major program (June 8, 1977 and August 4, 1977 Executive Committee meetings).
13. Consideration of concerns expressed by Dr. McKee at the August 10, 1977 Faculty Council meeting (Executive Committee agenda October 12, 1977 meeting).
14. Other Business.

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