

President's Report 2011-2012 Annual Report

The 2011-2012 MRFA Executive

It has been a great pleasure working with this Executive and I would like to thank them all for their exceptional contributions, especially the outgoing members – Rafik Kurji for four years as Treasurer, Gerard Lucyshyn for three years as Part-time Member Representative and a member of the Negotiating Committee, Qasim Syed for four years as Second Vice-President and chair of the Professional Affairs Committee, and Cliff Werier who brought invaluable experience to the Executive in a one-year term as Member at Large.

Liaison between the Association and senior administration of the University

I meet once a month with the President, David Docherty, and every two weeks with the Provost and Vice-President, Academic, Robin Fisher, and the Associate Vice-President, Academic, Randy Genereux, to discuss member and MRFA issues. As well, the entire Executive meets with them once a semester to discuss issues of mutual concern. Some of the topics at our most recent meeting were the budget process, travel by senior administrators, and the first report of the MRFA Workload Committee.

The Executive also met with the new deans of the Bissett School of Business, the Faculty of Health and Community Studies, and the Faculty of Science and Technology during the fall semester.

This year I have sat on selection committees for the Dean of Arts, the Vice-President, Administrative Services, and the Vice-President, University Advancement.

Report of the MRFA Workload Committee

One of the goals set by the Executive for the year was to establish an ad hoc workload committee to advise the Negotiating Committee and the Executive on the workload implications of the transition to a university. The committee's first report is included in the AGM agenda package. The report lists the unscheduled teaching workload at Mount Royal that committee members are aware of, suggests ways in which workload credit could be received for such work, and makes the following recommendations. See the report for the supporting rationale for each of these recommendations.

- 1) **Recommendation:** That members use the substantive change process if reducing the number of instructional hours in a course will result in curriculum change.
- 2) **Recommendation:** That the MRFA Executive works to ensure that there is a comprehensive conversation in the university about the pedagogical and workload implications of reductions in instructional hours.

- 3) **Recommendation:** That the department average be used to equalize real workload, to the extent possible.
- 4) **Recommendation:** That Chairs assign SICH credit for other forms of teaching at the rate of 16 SICH for 3 hours of work per week.
- 5) **Recommendation:** That Chairs and faculty report the results of attempting to assign SICH credit for other forms of teaching to the MRFA Executive.
- 6) **Recommendation:** That members use the grievance procedure or the workload appeal procedure, as appropriate, including where they believe that the SICH assigned for other forms of teaching under Article 1.24 does not fairly recognize the workload involved.
- 7) **Recommendation:** That the workload committee examine the relationships between the various forms of instruction, in particular the range of activities involved in laboratory and clinical instruction, with a view to developing workload equivalency ratios based on lecture/tutorial SICH. There are several places in the Collective Agreement where such ratios would be useful; for example, the normal maximum instructional load for part-time faculty of 192 SICH per semester given in Article 14.15.

The Credit Accounting Report approved by Academic Council in 2007 has been cited as justification for bringing teaching hours into alignment with credit hours. We understand that circumstances might be different now than they were in 2007, but here is what the report says about this:

The recommendation will not negatively impact workload or budgets. Academic Council, the ad hoc Committee and the MRFA, through meetings this fall, have consistently heard that there is no intention on the part of Senior Administration to reduce budgets, increase faculty workload, or negatively impact part-time workloads as a consequence or through any changes to credit accounting. Both the President and the Provost and Vice President Academic have publicly attested to that and agreed, if required, to provide letters to that regard with the MRFA.

Through those discussions, it was reinforced for the MRFA that there is sufficient protection under the Collective Agreement Memorandum of Understanding Regarding Workload section #7 (page 57). The MOU is clear and unambiguous:

“7. During the duration of this agreement, any changes implemented based on the report of the Credit Accounting Committee of Academic Council shall neither be used as a vehicle for the determination of the number of SICH required for an instructional load outlined in Article 8.1 nor increase existing instructional loads.”

The committee suggests that the recommended change should result in no change to faculty workload.

The recommendations would also, the committee believes, allow for a higher degree of flexibility in terms of how instructors deliver their classes. Far from denigrating contact time, the committee recognizes the importance of what instructors do in the classroom as

central to the learning experience at Mount Royal. This system allows for instructor innovation. Instructors, in collaboration with their departments, Chairs and Deans, would be able to design their courses without being tied to outdated prescriptions of contact time.

Grievance Report

We report on grievances so that members will know the number and type that have been initiated during the year and because we hope to prevent similar grievances in the future.

Type of Grievance	Outcome	Lessons/Action Required
Part-time member not reappointed and a report regarding a student complaint placed in the employee's Human Resources file.	Resolved at Step 1. The Dean and the newly appointed Chair agreed that the PT reappointment procedures had not been followed and that they would reappoint the employee (which would require displacing a newly hired PT employee). In the meantime, the grievor had found another job, so the requested remedy was changed to a letter of reference. It was prepared and the letter was removed from the HR file. In turn, the grievor wrote a letter of apology to the student who had filed the complaint.	The MRFA needs a written protocol for grievances, which includes interviewing the grievor and the Dean. Typically, we will interview the grievor on the facts and fact and opinion from the grievor. The MRFA must support the member if the grievor has committed some sort of misconduct. The MRFA must support the member if the discipline or penalty is a disproportionate punishment for the misconduct.
Part-member not reappointed.	Grievance did not proceed because the member did not meet the Step 1 deadline of 10 working days of knowledge of the act causing the grievance. There were complicating factors not related to the Collective Agreement.	In assisting members with potential grievances, the MRFA must also provide advice on grievance processes such as MRFA ethics, university personal harassment and human rights complaints.
Part-member not reappointed.	There was a Step 1 agreement that the part-time hiring committee would meet to reconsider its recommendation after August 15, but the member chose not to pursue the matter. There were complicating factors not related to the Collective Agreement.	See above.
Part-time member allocated one section rather than the two requested.	The member advanced the grievance to Step 2. A different decision, and perhaps a better one, could have been made in workload allocation but there was no violation of the Collective Agreement because its processes provide discretion in making these decisions. However, at Step 2 two interpretations of Article 4.11.5.1 (assignment of workload for fixed-term part-time appointments) were agreed to.	These interpretations were reported in the September MRFA report. <i>Assigning fixed-term part-time</i> section of the September MRFA report.

<p>A course regularly taught by a part-time employee in the Spring was extended to Spring/Summer. The employee filed a grievance asserting that an additional payment was required because Article 13.4.3 states that: <i>Employees who are required to work more than ten (10) months in any full year of the Agreement shall be paid an additional one-tenth (1/10) of their annual salary for each month worked in excess of ten (10) months, or a pro rata share thereof.</i></p>	<p>A Step 3 Grievance Committee ruled that this article does not apply to part-time employees.</p>	<p>Clarify the Collective Agreement for employees with full-time employment, term employees with appointments of one year or longer.</p>
<p>Department changed practice with respect to offering overload contracts to part-time employees.</p>	<p>Employee advanced grievance to Step 2. It was dismissed because the Collective Agreement makes overloads possible but does not create a right to them and, therefore, there was no contravention of the Agreement.</p>	<p>CAUT recommends that the Association carry grievance to Step 2, but when mediation fails they can use the grievance process to have their concerns heard.</p>
<p>Fewer sections available for a part-time employee as a consequence of reductions in intake quotas. Sections were cancelled and the member went from potentially three sections to one section and one section of a non-credit course. Lost eligibility for benefits.</p>	<p>At Step 1, the Dean supported maintaining eligibility for benefits based on a fall/winter average argument. This was agreed to by the Provost at Step 2 in a one-time, without prejudice decision.</p>	<p>This was an act of good faith that served the interests of an individual above setting a precedent. It demonstrated a non-adversarial, problem-solving approach to grievances.</p>

Tenure and Promotion Committee Workshops

The Collective Agreement requires that members and alternates serving in their first year on a department Tenure and Promotion Committee or the University Tenure and Promotion Committee attend a tenure and promotion workshop conducted jointly by the MRFA and the University. Because development of Tenure System II was a multi-year process, culminating in approval of the detailed Faculty Council criteria documents, the workshops have changed every year and so continuing committee members may wish to review the [slides](#) used for the workshops held this March.

The UTPC guidelines and the detailed Faculty Council tenure and promotion criteria documents containing evidence and standards approved at the May, September and October, 2011 meetings of GFC are in effect this year, although neither can be applied retroactively to faculty who are in their second or third probationary year. All tenurable and limited-term faculty and all members of Tenure and Promotion Committees should now have a copy of their Faculty's criteria document.

Members of the TPC first understand the applicable criteria, types of evidence, and standards and then assess the performance based on the evidence in the dossier. Article 10.2.2 of the Collective Agreement states that "Tenure recommendations and decisions shall be based solely on the general criteria in this Article, the Addendum on Teaching, Scholarship and Service, and the detailed criteria recommended by General Faculties Council and approved by the Board of Governors in effect on the date of commencement of appointment, and shall be made in accordance with the Process and Timelines for Tenure System II in effect on the date of commencement of appointment."

Therefore, a department can interpret the Faculty criteria, but it cannot add new criteria, increase standards, or impose arbitrary conditions. If a department wished to increase standards beyond those articulated in its Faculty criteria document, the department-specific standards would have to be approved by the Faculty Council and GFC and be added to the Faculty criteria document. They would then be part of the criteria listed in Article 10.2.2 and could be used in tenure recommendations and decisions for employees appointed after the approval date.

Membership in External Associations

One of the goals of the Executive Board for the year was to prepare a discussion paper for the AGM describing the options for MRFA membership in national and provincial faculty association organizations and outlining the advantages and disadvantages, including costs, of each.

The MRFA was one of the founding members of the Alberta Colleges & Institutes Faculties Association (ACIFA) in 1984. The Confederation of Alberta Faculty Associations (CAFA) is the other provincial association of faculty associations. The University of Calgary's faculty association recently rejoined the associations of the University of Alberta, the University of Lethbridge and Athabasca University in CAFA. Its objectives of promoting the quality of

education in the province and the well-being of Alberta universities and their academic staff are very similar to those of ACIFA.

ACIFA has been a federated association member of CAUT for the past four years. This is a category of membership for provincial associations of faculty associations which include associations of degree-granting institutions that are not individual members of CAUT. I am completing a two year term as the Vice-President, External of ACIFA. This position was created to be the CAUT delegate and is responsible for attending CAUT events and reporting back to ACIFA members and, at the direction of Presidents' Council or the Executive, for representing the views of ACIFA on policy or business matters at CAUT Council. This year, I have attended the Western Regional Conference, two CAUT Council meetings, the Workshop for Senior Grievance Officers and the Forum for Presidents. As well, I attended several ACIFA Executive Committee and Presidents' Council meetings and sat in on two meetings of the Negotiations Advisory Committee.

ACIFA and CAFA both have their offices in Edmonton and they work together, particularly in attempting to influence provincial government funding and policies for post-secondary education, reacting to proposals made by the Department of Advanced Education and Technology, and informing government about issues and trends affecting post-secondary education. The relationship is especially strong because John Nicholls, the Executive Director of CAFA, used to work as the ACIFA Government Relations Officer and because CAFA member associations sometimes consult Terry Sway, the ACIFA Labour Relations Officer, regarding salary settlements in the ACIFA sector. The President of CAFA reports at ACIFA Presidents' Council meetings and the President of ACIFA reports at CAFA Council meetings.

The MRFA applied for individual membership in CAUT in 2005 (ACIFA subsequently applied for federated membership in support of the MRFA). The CAUT bylaws require that a membership application be investigated by an ad hoc committee appointed by the Elections and Resolutions Committee in order to determine whether the applicant meets CAUT's membership criteria. If the ad hoc committee recommends admittance, then the application must be approved by a two-thirds majority at a meeting of the CAUT Council. The MRFA application was recommended by the ad hoc committee, but defeated at Council after CAFA and CAFA member associations accused the MRFA of "union busting". Their reasoning was that if the MRFA were admitted to CAUT, it would withdraw from ACIFA (although, in fact, the MRFA at the time had resolved to remain in ACIFA). This was interpreted as being anti-MRFA, and there may have been an element of that rooted in opposition to Mount Royal's aspiration of becoming a university. But, as expressed to me this year, the concern is that if the MRFA were to join CAFA then MacEwan would follow. This would "rip the heart out of ACIFA" and CAFA would not want to that to a sister organization.

A significant proportion of our membership has questioned for some time whether ACIFA is the right fit for the MRFA, and this feeling may be greater now that we are a university faculty association. However, membership in CAFA is presently not an option. Their bylaws define membership in terms of faculty associations of degree granting provincial universities established pursuant to Part 1: Universities section of the Post-secondary Learning Act. The Act was amended last year to incorporate the six sector system for post-secondary education which

the government had developed. The two categories of universities are comprehensive academic and research institutions (CAFA members) and baccalaureate and applied studies institutions (Mount Royal and MacEwan). The CAFA Council has recently recommended a bylaw amendment to change membership to faculty associations of degree granting provincial universities established from time to time pursuant to section 3 of the PSLA and designated as 'Comprehensive Academic and Research Institutions' under section 102.2 of the PSLA. This was presented as a housekeeping item to align their bylaws with the Act, but could be construed as intentionally preventing the MRFA and the GMUFA from applying.

Ironically, university status may be drawing us closer to ACIFA members in some ways. The ACIFA Spring Conference is a good venue for presentations on the scholarship of teaching and learning. Mount Royal has a collaborative degree agreement with Medicine Hat College and similar agreements with Red Deer College, and perhaps other ACIFA members, are anticipated. We were junior partners in collaborative Nursing and Arts degrees with Athabasca University not long ago. Perhaps relationships developed through membership in ACIFA could help us to be responsible senior partners.

The Executive believes that the MRFA has an obligation to advocate for the interests of post-secondary education in Alberta and that this can be best achieved collectively as a member of a provincial association. ACIFA has been working to become more effective in this regard for the past year. Two recent initiatives are:

1. ACIFA collaborated with CAFA and the student federations ASEC (Alberta Students' Executive Council) and CAUS (Council of Alberta University Students) to conduct a poll on post-secondary education issues during the election campaign. The results are posted on the [ACIFA web site](#) and clearly demonstrate that Albertans understand the importance of post-secondary education to the economy, in improving the quality of the health care system, and as means of strengthening communities.
2. ACIFA and the MRFA contributed to assist ASEC in production of a five-minute video entitled [Opening Doors](#) in which four Albertans describe the doors that post-secondary education has opened for them. This was part of ASEC's 28 Faces campaign during the election and Carol Neuman, ASEC's Executive Director, wrote "All in all, 28 Faces has yielded better results than we anticipated - more media pickups, better engagement with the community and many times more web traffic than we anticipated. Much of the biggest success wouldn't have been possible without the support of ACIFA and MRFA. Thank you for underwriting our efforts and helping bringing this to life!"

The other question is when we should apply for individual membership in CAUT. This decision is independent of, and should be de-linked from, any provincial membership decision. The MacEwan University Faculty Association would be in a similar position, but has not yet become engaged with CAUT. I do not intend to be nominated for a second term as Vice-President, External of ACIFA and have said that I think somebody from MacEwan should fill the position (the President of the Alberta College of Art and Design Faculty Association served the first two-year term).

The five new universities in British Columbia, as well as Thompson Rivers University, are part of the FPSE BC (Federation of Post-secondary Educators of BC) federated membership and have no plans for individual membership because the federated membership dues are cheaper and additional representatives can attend CAUT events. The President of the Vancouver Island University Faculty Association is a Member-at-Large on the CAUT Executive. Two TRU members attended the Senior Grievance Officers workshop in December and were identified as being TRU representatives.

Annual dues for an individual membership in CAUT for the MRFA would be around \$85,000. The per capita rate for a federated membership is lower and is based on the number of faculty teaching in degree programs. Applied degrees are not included, so the only ACIFA members to which this applies are the Alberta College of Art and Design, MacEwan, and Mount Royal. Nevertheless, the cost is shared among all ACIFA members through a base amount charge of \$2,400, \$2,800 or \$3,200, depending on the size of the institution. The result is that the MRFA only pays \$8,700 of the total cost of \$51,000.

There is no registration fee for CAUT events. CAUT pays the airfare of one delegate for each individual, federated and provincial association member. CAUT also provides an accommodation and per diem subsidy of the cost minus the number of faculty in the association. ACIFA is too large to qualify for this subsidy, so the accommodation and other costs of the delegate are paid for by ACIFA.

Additional representatives can attend at their association's cost. The Executive recommends that we use some of the savings from the federated membership to send one or two representatives to CAUT Council meetings in November and April and one representative to each of the Western Regional Conference in October, the Workshop for Senior Grievance Officers in December, either the Forum for Presidents in January or the Workshop for New Presidents in May, and the Forum for Chief Negotiators in March. Funds for this have been set aside in the preliminary 2012-2013 budget.

Respectfully submitted,
Gerry Cross, MRFA President

1st Vice-President Report 2011-2012 Annual Report

As this academic year corresponds with a “full” round of negotiations, the Negotiating Committee was extremely busy in the fall preparing for this process. The team held numerous Open Houses and actively solicited the opinions of our membership. Our focus in the fall term was to develop questions for the General survey as well as questions for the Time Log survey. The key results of these two surveys were presented at the April Regular Meeting and copies of these results are available on the MRFA website. Each of these sources of information helped identify and formulate our official Statement of Interests.

In January, as per the collective agreement, we participated in a two-day joint training session on interest-focused bargaining with the Board’s team. We exchanged Statements of Interests on January 31st and started negotiations on February 10th. With the exception of the exam period, we have been meeting regularly – two or three times per week. While recognizing that much of the discussion necessitates confidentiality, we have kept members informed by our reports at the Regular Meetings as well as through our negotiations bulletins. Similar to last year’s round, the atmosphere around the negotiating table has generally been courteous and respectful, in spite of our differences. At this stage, we have come to agreement on a number of smaller items but the larger items of salary and workload – identified as the two top priorities by faculty – have yet to be discussed in depth. The Negotiating Committee is hopeful that we will have a package available for ratification before the summer break.

Once again, as MRFA’s delegate on ACIFA’s (Alberta Colleges & Institutes Faculties Association) Negotiations Advisory Committee, I attended the biannual meetings (Edmonton in November and Calgary in March). As I mentioned in last year’s report, even though Mount Royal’s interests diverge considerably with respect to some of the Colleges, it is still useful to sit on this committee. Grant MacEwan recently ratified their collective agreement and the discussions with their chief negotiator were particularly informative.

I also sit as an ex-officio member on the Professional Affairs Committee (PAC). This has been a successful year with a workshop in September, a Round Table Discussion in April, and our annual Committee (Af)fair session in May.

Finally, in addition to the above and attending the bi-weekly Executive meetings, I sat on the Grievance committee as well as the ad hoc committee on workload issues. Once again, it has been a busy year and I’m looking forward to privilege of serving the Association next year.

Respectfully submitted,
David R. Sabiston, 1st Vice-President

Second Vice-President's Report 2011-2012 Annual Report

I am pleased to submit this annual report for your perusal at the successful completion of this academic year as your 2nd Vice President. In fact, this is the final year of my second 2- year term in this position. So first and foremost, I would like to express my sincere appreciation for the expression of your trust by electing me first in 2008 and then re-electing in 2010. In return, I have done my best to serve the emerging professional needs of the faculty arising from our continuing transition from a college to an undergraduate university by chairing the Professional Affairs Committee (PAC) and serving ex-officio member on the Diversity Committee. When I started, PAC was a brand new committee with no precedent to follow. With your cooperation, hard work by PAC members and the Executive's support, today it is a successful and fully functional committee of the MRFA.

The Professional Affairs Committee (PAC) has mainly focused on those emerging professional needs of the faculty which are generally not addressed adequately by other avenues in the university. PAC has worked earnestly to foster professional excellence in the Mount Royal Community. PAC's complete mandate is given below.

“The Professional Affairs Committee (PAC) shall recommend, develop and offer opportunities for faculty development and training in the areas of academic governance, parliamentary procedure, faculty leadership, conflict resolution and mediation, labour relations, and professional conduct.

The committee shall foster professional excellence within the MRFA community. Professional excellence encompasses the ability to model leadership behaviours and collegiality, to take an active role in academic governance, and to act in accordance with the MRFA bylaws and the processes established in the Collective Agreement.”

In the time I have served on PAC, structurally it has consisted of eight (8) members: the Second Vice-President (Chair) and First Vice-President (ex-officio); 3 members (2 tenured) were elected for 2 years in even-numbered years, 3 members (2 tenured) were elected for 2 years in odd-numbered years. The current membership of the current PAC is given in a table which can be found at the end of this report.

In light of the framework of its mandate, PAC's activities for this year included the following:

- On September 20, 2011, PAC co-sponsored with the Social Committee a social event titled “Who's New at the Zoo..U to introduce new faculty to the MRFA. The event took place at the faculty Centre. Prior to the program, PAC encouraged new faculty to come, and older faculty to bring new people from their departments to this program. There was a good turnout at the program and PAC Chair also gave a brief presentation welcoming new faces and met a number of new faculty members. This program was a great example of two MRFA committees working together in harmony to serve the membership.
- On September 6, 2012, PAC organized an expert-based workshop on peer collaboration and review. The workshop was co-sponsored by MRU's Provost and Vice President Academic. Dr. Dan Bernstein from the University of Kansas (KU), an internationally renowned scholar on the chosen topic, was the presenter at this workshop. A booklet containing useful information was

especially prepared and distributed to the participants. MRU President Dr. David D Docherty also welcomed the presenter at the workshop lunch.

PAC members worked very hard in collaboration with the presenter over an extended period of time to make this workshop relevant and useful to our members in the current MRU context. Based on the evaluations, the workshop was a great success. Majority found the workshop useful, timely and relevant and they would recommend it to others.

As the process of promotion to full professor was in its infancy when this workshop took place, a dinner meeting with the presenter was organized the day before the workshop at the request of the Provost and VP Academic. The meeting was attended by MRFA President and PAC Chair along with the Provost and the VP Academic and resulted in some very useful discussion for the institution.

- On December 9, 2011, a very successful workshop on the Robert's Rules of Order was organized at the Moot Court. The workshop was facilitated by Robert James, PRP and had a special focus on GFC. This was the fourth annual workshop organized on this topic by PAC. Building on past experience and suggestions of the faculty, this was a highly interactive workshop based on Mount Royal needs and scenarios. To enhance the usefulness of the workshop, the format of the workshop was decided after consultation with Dr. Lee Easton, Speaker of the MRU GFC. Based on evaluations, the workshop was very well received by the faculty who attended the workshop. The workshop was open to Administration as well. Associate Vice-President, Academic and Associate Dean of Arts also attended the workshop. Gerry Cross, MRFA President, also spoke briefly at the workshop about the importance such workshops. The workshop was co-sponsored by the MRU Provost & VP Academic's office.
- Most of what the MRFA accomplishes as a professional organization is the result of involvement of its members with the MRFA. Therefore, it is essential to give new faculty an opportunity to connect with and get to know the MRFA committees. To serve this purpose, at the time of writing of this report, a program titled A Committee (Af)fair is planned for Thursday, May 3, 2012 at the Faculty Centre. Though the program is of a special interest to new faculty but it is open to all faculty members. This program is a regular yearly feature of PAC. Last year this program was attended by about sixty faculty members and was found very useful by the participants based on the evaluation conducted at the end of the program.
- MRFA's fiscal year is different from MRU's academic year. If I were to report on the basis of the fiscal year, I would like to include two important workshops dealing with the dynamics of human interaction in the university setting that PAC organized in May 2011. The first was an all day workshop titled Communication, Conflict, and Change in the Academic Workplace: Pattern for Success in an evolving Landscape which took place on May 5, 2011. This workshop will be presented by Bill Warters from Wayne State University, USA. The second workshop titled Why can't we all just get along? Incivility and hostility within academia was presented by Loreleigh Keashly from Wayne State University, USA and took place on Monday, May 9, 2011. A lot of work went into preparation of these workshops. Both workshops were open to both faculty and administration. Based on evaluations, both workshops were very successful. Both workshops were co-sponsored by the MRU Provost & VP Academic's office.
- In early 2012, PAC conducted a survey regarding specific interests in a variety of topics for workshops and presentations which could be organized solely by PAC or in collaboration with

other MRFA committees like the Professional Development Committee. More than 200 faculty members completed the survey. In response to the results of the survey, PAC is organizing a Round Table Discussion titled Community, Collaboration & Cooperation on the three most chosen topics on April 30, 2012. The three most chosen topics are: Meaning of Professional Excellence in a University, Challenges in Assessing Students, and the Paradox of Research: Challenges to Teach and Research in the MRU model. The discussion on these topics will be moderated respectively by Dr. David Sabiston, Dr. Stefan Sikora and Professor Deborah Smillie.

As 2nd VP, following is brief account of some of my other activities:

- I am ex officio member of the Diversity Committee (DC). A report of the Diversity Committee has been submitted separately by its Chair Ricardo Hoar.
- Participated in the MRFA Executive meetings with the Dean of Arts Candidates in Feb. 2012
- Participated in the MRFA Executive meeting with the search consultant for the VP University Advancement
- Participated in the Association Governance Workshop on January 5 and 6 at MRU. This workshop was arranged by the MRFA and delivered by CAUT. This was one and a half day workshop on building a stronger association. Major topics included the roles and responsibilities of members of the Executive, negotiations, committee structure, and engaging the membership
- Served as the MRFA delegate to the ACIFA Professional Affairs Committee and participated in its meetings in Calgary and Edmonton
- Served as a member on the ACIFA 2012 Award for Innovation in Teaching Application Review Committee

I would like to close by extending my sincere thanks to all members of the Professional Affairs Committee, the Diversity Committee, the MRFA executive, and Gerry Cross, MRFA President for their support. I also would like to reiterate my warmest thank to all MRFA members for their trust and support. The report would remain incomplete without thanking the administrative staff (Chantelle and Darlene) for their warm, consistent and competent support in many different ways.

I hope you find this report helpful.

Respectfully submitted,

M. Qasim Syed

2nd Vice-President

Report of the Secretary 2011-2012 Annual Report

In my first year as Secretary of the MRFA, I have been actively promoting the Association's work through my duties related to communications. To this end, I have sought to strengthen the network of Department Communicators, working with them throughout the year to ensure the better flow of information to and from the departments across campus, a task that will continue to be at the core of my work in the second year of my term. To this end, and via the Communications Committee, which I Chair, I have worked to organize and host two brunches for Department Communicators, as well as the May 1 workshop on the grievance process, in addition to regular communications.

Beyond this communications function, I have worked with the Association's Executive Assistant to maintain minutes of MRFA executive meetings, as described in my duties in the Bylaws, and have sat on a variety of MRFA committees. These include the Faculty Centre Management Committee, the Faculty Association Organization Sub-Committee, and the Joint Committee for the Interpretation of the Collective Agreement, in addition to the Communications Committee, whose members I would like to thank for their work this year. Finally, I recently assisted the President of the Association in organizing an all-candidates' forum on post-secondary learning during the Provincial election. I look forward to the upcoming academic year.

Respectfully submitted,
Kit Dobson, Secretary

**Treasurer's Report
2011-2012 Annual Report**

	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>ACTUAL</u>	<u>Difference</u>
<u>Revenue</u>				Apr-12	
Membership dues - operating	475,000	475,000	527,000	540,974	13,973.62
Membership dues - renovations	65,000	65,000	10,000	9,094	906.00
Food and beverage sales	30,000	30,000	25,000	23,039	1,961.18
Professional development	10,000	10,000	10,000	April/May	
Cleaning allowance	3,300	3,300	4,500	6,181	1,680.80
Interest	3,000	1,000	500	306	193.93
Education grants	44,000	64,000	64,000	64,000	0.00
Part-time Service Honorarium		10,000	10,000	10,000	0.00
Social Membership Dues	1,500	1,500	3,000	3,900	900.00
Associate Member Dues	0	500	500	300	200.00
Total Revenue	631,800	660,300	654,500	657,793	3,293.31
<u>Expenditures</u>					
Salaries	125,000	125,000	135,000	134,404	595.82
Release/stipends	112,000	112,000	112,000	112,292	291.92
Compensation Total	237,000	237,000	247,000	246,696	303.90
ACIFA Conference attendance	3,500	7,000	7,000	3,715	3,285.38
Books, subscript, courses	2,000	2,000	2,000	2,152	152.44
Ethics Committee Training			3,500	0	3,500.00
Education grants	44,000	64,000	64,000	64,000	0.01
Part-time Serice Honoraria	10,000	10,000	10,000	10,000	0.00
Professional Development TOTAL	59,500	83,000	86,500	79,867	6,632.95
Scholarships	3,500	3,500	4,500	5,500	1,000.00
Retirement Contributions	1,000	1,000	1,000	1,084	84.48
Gifts for MRFA Service	1,500	1,500	1,500	600	900.00
Compassionate gifts (i.e. flowers)	2,000	2,000	2,000	1,390	609.87
Compassionate fund	20,000	20,000	20,000	13,218	6,782.04
Scholarships and gifts TOTAL	28,000	28,000	29,000	21,793	7,207.43
MRFA	3,300	3,300	3,300	3,373	72.90

Adminstration/Executive					
Political Action and Advocacy	2,000	2,000	2,000	1,000	1,000.00
CAUT Academic Freedom Fund			1,000	1,000	0.00
Travel	4,000	4,000	4,000	2,514	1,485.58
Conference Expense	6,000	6,000	6,000	3,296	2,703.71
General Expenses TOTAL	15,300	15,300	16,300	11,184	5,116.39
PD Committee	33,000	50,000	50,000	42,821	7,178.95
Professional Affairs Committee	6,000	6,600	6,600	8,271	1,671.11
Negotiating Committee	6,000	6,600	6,600	5,796	804.39
Communications Committee		3,000	3,000	2,653	346.78
45th Anniversary Steering Committee		5,000	0	0	0.00
Social Events Committee	10,000	15,000	15,000	11,863	3,137.07
Other MRFA Committees	2,000	1,000	1,000	359	641.11
Other events (Dec. party, AGM..)	6,000	9,000	9,000	9,198	197.57
Committee Expenses TOTAL	63,000	96,200	91,200	80,960	10,239.62
Copier/printing	4,500	4,500	4,500	5,260	759.68
Phone/postage/courier	1,500	1,500	1,500	1,553	52.57
Web page / surveys	1,000	1,000	1,000	1,401	400.72
Furniture / Fixtures	3,500	0	0	0	0.00
Bank charges	200	1,200	1,200	873	327.36
Supplies	3,000	3,000	3,000	2,987	13.34
Office Expense TOTAL	13,700	11,200	11,200	12,072	872.27
Supplies/maintenance (5703)	5,200	5,200	4,600	2,218	2,382.00
Kitchen/bar equip/supplies (5704)	4,000	4,000	4,000	3,348	651.93
Food	15,000	15,000	15,000	13,353	1,646.99
Liquor	7,500	7,500	7,500	5,834	1,666.24
Friday socials/bar snacks	1,000	1,000	1,000	777	223.06
Cleaning		2,000	2,000	2,665	664.90
Mileage	2,000	2,000	2,000	2,197	196.56
Insurance	2,100	2,100	2,000	1,791	209.00
Faculty Centre TOTAL	36,800	38,800	38,100	32,182	5,918
Contingency Fund			22,800	31,646	8,846.10
Loan repayment	40,000	40,000	0	0	0.00

Professional Fees (legal / audit)	18,000	18,000	18,000	14,981	3,019.12
ACIFA Dues	65,400	65,400	65,400	62,471	2,928.62
CAUT Dues	8,000	8,000	8,000	7,444	556.00
Amortization	7,000	7,000	7,000	7,000	0.00
Non Budgeted Items (ACIFA def and Slave Lake)				12,000	
Operational Expenses TOTAL	138,400	138,400	121,200	135,542	-2,342
Total Expenditures	591,700	647,900	640,500	620,297	20,203.42
Difference	\$40,100	\$12,400	\$14,000	\$37,497	

**Academic Liaison Officer
2011-2012 Annual Report**

Academic Liaison Officer (ALO) activities:

- Supporting the work of the MRFA executive
 - Attendance at MRFA Executive and general meetings
 - Serving on the Day Care Task Force Committee
 - Attendance at the MRFA Think Tank to gather feedback on MRFA directions
 - Attendance and participation in the CAUT workshops
 - Presenting potential direction for the role of ALO to support MRFA members (see attached)

- General Faculties Council
 - Holding GFC Drop-in session
 - Attending all GFC meetings
 - Prepare MRFA version of the minutes of the GFC meetings

- Serving on the Appointments, Promotions and Tenure Committee of the General Faculties Council
 - Contributing to the committee's work on faculty tenure and promotion criteria
 - Ensuring the MRFA interpretation of the Collective Agreement articles are considered in tenure and promotion documents

- Chairing the Academic Liaison Committee (ALC)
 - Identifying issues of interest for MRFA members from the GFC Agenda
 - Working with the committee to begin the process of GFC member Caucus (see ALC report)
 - Please see the Academic Liaison Committee Annual Report included in the meeting package for a description of the committee's activities

I can be reached at pkostouros@mtroyal.ca or 440-6440 if you have any questions or concerns.

Respectfully,
Patricia Kostouros
MRFA Academic Liaison Officer

Academic Liaison Officer Committee Representation

I understand the role and need for the academic liaison officer (ALO) to sit at APTC, particularly given the importance that the tenure and promotion process align with the collective agreement. I think it is important to be at APTC since there is a clear link for representation from MRFA to the APTC as noted in the APTC terms of reference and I think this role must be maintained:

- Develop and recommend the institutional criteria and recommend the detailed criteria developed by the Faculty Councils pertaining to appointment, promotion and tenure of faculty members to the General Faculties Council.
- Ensure that the criteria and other work undertaken by the APT Committee integrate and align with the processes resulting from the collective bargaining process.
- Review the outcomes of the bargaining process to determine if there is any additional work that needs to be undertaken to fulfill the overall mandate of the APT Committee and respond as necessary.
- Liaise with the MRFA on issues of common concern and responsibility.

However, as APTC work winds down, there is less of a need for representation on this committee. Since I have been attending GFC, APTC has put forth two agenda items, both of which completed the faculty criteria document submissions for promotion and tenure. Since then, the committee discussions have been about the work of APTC potentially winding down and that the committee mandate may need adjusting. For example, now that these documents have been approved the majority of the work in relation to tenure and promotion will be taken up by UPTC. It seems there is less of an appetite to develop department level criteria and therefore, APTC may not have more documents to review.

On the other hand, I have noted, while at GFC, that APPC has put forth several agenda items, most of which are the more controversial ones on the table. A review of the APPC minutes shows that on-going conversations are taking place in relation to Policy 507 (grading), Policy 550-1 (editorial changes), Policy 501 (program definition), Policy 516 (scheduling), Policy 515 (communication with students), Policy 581 (matching software) as well as conversations about budget not being relevant to credit accounting, student impact guidelines, on-line withdraw, as examples.

A review of the role of the Academic Liaison Officer's position as noted in the MRFA bylaws 9.7.2 states that the ALO shall "assist the President in matters of academic policy and governance," which seems to be more aligned with the broader APPC terms of reference as noted below:

- Initiate, review and recommend to GFC policies to maintain and improve academic standards
- Advise GFC on content and standards of academic programs
- Review established policies and procedures with a view to recommending revisions, deletions or additions
- Formulate and review policies:
 - concerning the articulation of academic standards with academic goals and priorities
 - designed to establish criteria and methods for evaluation and improvement of instructional process, courses and programs
 - concerning the academic success of students at Mount Royal
- Advise GFC concerning:

- o policies and procedures for mounting, implementing, evaluating and deleting courses and programs
- o the conformity of courses and programs to Mount Royal's statement of goals and objectives
- o institutional changes to credit curriculum.

My concern about the ALO sitting with only APTC is that there is a disadvantage in having a "heads-up" on the policies that may be presented in the future. Caucus meetings have shown that there is information coming from these meetings that could be useful to GFC members, particularly if they had the content much further ahead. For example, if the Academic Liaison Committee (ALC) members were aware of the discussions taking place about a variety of policies, prior to them arriving on the GFC agenda, they may be able to discuss these with their GFC caucus members far in advance, and while there is still opportunity to influence the discussion at the committee level. The ALC has undertaken caucusing in order to make this kind of impact in the governance of the institution. In addition, having someone informed about the controversial issues that have been discussed at APPC may assist in helping GFC member understand the nuanced discussions that are not found in committee minutes.

As I have been attempting to work with faculty caucuses to address/discuss issues prior to items arriving on the GFC agenda, so that GFC members can make a more informed decision, it has become clear that if we are not positioned onto the committees with the most relevance, we are still governing from a disadvantage. I wonder if it is possible to become a guest at APPC, since for the most part the discussions of the ALC and caucuses have related to business arising from APPC.

According to 9.7.3 of the MRFA bylaws the duties of the ALO include serving "as the Association's liaison among Faculty Councils and the General Faculties Council and shall facilitate the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members." I have taken note, in particular, that this point in the bylaws speaks to academic policy and the ability to exchange information.

I wonder if a review of the ALO committee attendance needs consideration at this point in the MRU transition. I look forward to a discussion regarding these thoughts.

Pat Kostouros
Academic Liaison Officer

**Faculty Representative to the Board of Governors
2011-2012 Annual Report**

The Faculty Nominee to the Board of Governors is an ex-officio, non-voting member of the Executive Board who advises and assists the MRFA President in relations with the Board and the government.

As Board of Governors' representative this year, I served on four subcommittees of the Board:

- Audit and Finance
- Academic Affairs
- Campus Development
- Governance and Nominating

The Board holds six public meetings per academic year. I attended all public meetings of the Board and all meetings of the subcommittees. Notes of public meetings can be reviewed on the MRFA website under Links/Board of Governors.

Respectfully submitted,
Elaine Mullen

Part-time Member Representative 2011-2012 Annual Report

As the Part-time Member Representative, my role and responsibilities are described in the MRFA bylaws (Article 9.8) as follows:

- Responsible for facilitating communication and contact between the Association and the part time faculty;
 - Shall correspond with Human Resources to ensure that the Part-time Faculty Handbook is kept current and readily available;
 - Serve as the Part-time Faculty Representative on the Negotiating Committee;
 - Perform all other duties as assigned by the Executive Board.
-
- This year has been an extremely busy with MRFA Executive meetings, MRFA Negotiating Committee meetings, MRFA Grievance sub-committee meetings, MRFA Voting Procedure subcommittee, joint MRFA-MRU Part time Faculty Handbook Committee meetings, and chairing the joint MRFA-BOG Part time Titling Committee.

I had an opportunity to continue to work with many part-time and full-time faculty, Chairs, Associate Deans, Deans, HR Consultants, the Associate VP Human Resources, Provost and VP Academic, the new University President, and some members of the Board of Governors in fulfilling my role and responsibilities here are some of my activities:

MRFA Executive:

- Organized the Fall and Winter GRUBn'GAB sessions (a social gathering for part-time faculty to enjoy the faculty centre, met each other and discuss matters of importance to them);
- Wrote the Part-time Issue Update and DID YOU KNOW ... a monthly e-article, informing part-time faculty of some of their rights and benefits under the collective agreement informing part-time faculty the progress being made with their issues;
- Worked on the revitalization and re-write of the Part time Faculty Handbook published by the Human Resource Department;
- Worked with the other members of the MRFA voting practice subcommittee to review and recommend an e-voting software package;
- Consulted with members of the MRFA Grievance sub-committee, part-time and full-time members, Chairs and Deans, Associate VP Academic and the VP Academic and Provost on grievances that have been filed as individual grievances and policy grievances;
- Assisted in designing a Grievance Workshop for the Department Communicators
- Attended and participated in MRFA Fall Retreat;
- Attended and participated in two workshops designed to improve the level of service delivered by the MRFA: Building a Stronger Association and MRFA think-tank.

Negotiating Committee:

- Participated in CAUT Interest Based Bargaining workshop;
- Aided in development of the MRFA Negotiating Committee 2012 Negotiations Survey;
- Attended several open houses to discuss faculty concerns and interests in preparation for this round of negotiations;
- Attended all regular caucus meetings;
- Attended all regular MRFA & BOG negotiation meetings;
- Reviewed past collective agreements;
- For more detail regarding part time issues that have been brought to the negotiations table, please see the negotiations update on the MRFA website.

Several changes have been made over the last few years pertaining to a number of part time issues, however, there still remains several issues which continue to be problematic and require more work such as in the areas of: (a) contracts; (b) wage grid; (c) health benefits; (d) workload; (e) hiring, reappointment and allocation; (f) access to MRFA Executive and committee positions; (g) workplace environment.

I thank the membership for providing me the opportunity to be of service and respectfully submit the Part time Faculty Representative's 2011-2012 annual report for your perusal. If you should have any questions or concerns, please do not hesitate to contact me at 403-440-5963 or glucyshyn@mtroyal.ca.

Gerard A. Lucyshyn, MRFA Part Time Faculty Representative



**ACIFA President's Report
2011-2012
Dr David Hyttenrauch**

Overview

ACIFA has had a very successful year advancing its advocacy strategies and partnerships with provincial post-secondary groups. We are improving and streamlining parts of our work including communications and office processes, completing a process of bringing the conference into our core budget while enhancing our financial accountabilities. We will also be bringing forward a first Policy Manual for approval at the AGM this year. We are completing a renewed vision process. And we have welcomed Red Deer College faculty back to ACIFA.

1. On 2 June 2011, ACIFA hosted its first Alberta Post-Secondary Education Symposium, at Mount Royal University. The day's conversation focused on common goals and concerns for Alberta's post-secondary system. The gathering was well-received, generated a number of interesting ideas, and led to an interest in and commitment to a continuing conversation among the participants. The event brought together representatives from ACIFA, the Alberta Students' Executive Council (ASEC), the Council of Alberta University Students (CAUS), the Alberta Graduate Council (AGC), the Association of Alberta Colleges and Technical Institutes (AACTI), and administrators from member institutions, especially Grande Prairie Regional College.
2. ACIFA member associations made substantial donations in support of faculty and staff at Northern Lakes College in Slave Lake who lost homes in the devastating fire last spring. Many thanks to everyone for their compassion and generosity.
3. On 2 March 2012, ACIFA hosted its second Symposium at Grant MacEwan University. The goal for this second gathering was to begin to move from concepts to implementation. Especially pressing was the anticipated provincial election. Participants shared plans and strategies, and a couple of key initiatives moved forward as a result. The first was funding support for a publicity campaign, 28Faces, developed by ASEC. ACIFA helped to fund the media campaign, as well as production of a short video, "Opening Doors," which captured the life-changing impact of PSE on video participants. The second was a plan to develop a brochure to capture some key facts and concerns about the status of PSE in Alberta.
4. On 1 April 2012, ACIFA welcomed the Faculty Association of Red Deer College back to its membership. This was the culmination of a process initiated by FARDC President Sally Stuart in spring 2010, which included two visits by the ACIFA Executive to Red Deer to meet with the association executive and then attend a general meeting. We look forward to sharing perspectives again as the post-secondary system continues to face budget pressures and an evolution of institutions' programs and in the regional mandates of many colleges.
5. ASEC's 28Faces campaign ran province-wide during the recent election, and Carol Neuman, ASEC's Executive Director, reported that "All in all, 28 Faces has yielded better results than we anticipated - more media pickups, better engagement with the community and many times more web traffic than we anticipated. Much of the biggest success wouldn't have been possible without

the support of ACIFA and MRFA. Thank you for underwriting our efforts and helping bringing this to life!”

6. After registering with various media outlets, I was interviewed for three stories related to post-secondary issues, contributing ideas towards Graham Hicks’ *Edmonton Sun* article on the trades (6 April 2012) and Jason Marcusoff’s *Calgary Herald* article (21 April 2012), and but I’ll have to work on my sound bites; neither one quoted me directly despite using my information!
7. ACIFA participated in a polling consortium with the three student federations and the Confederation of Alberta Faculty Associations (CAFA). ABACUS Date polled 943 Albertans and produced relevant and useful results which will be useful for some time to come in our advocacy work with government and at the community level. The full results are available on the ACIFA website, acifa.ca. I attended the media release for the poll on 13 April 2012.
8. In Fall 2011, ACIFA promoted Kerri Green to Senior Administrative Officer and appointed Lindsey Gilbert to a probationary term as Administrative Officer. Together they have worked hard to improve a range of processes while coordinating meetings, events, and the annual conference. Terry Sway has continued his exceptional work as Labour Relations Officer, supporting member associations through negotiations, grievances and arbitrations.
9. Throughout this winter, ACIFA has been providing advice and support to faculty at SIAST, who are reviewing their association governance.
10. This year’s ACIFA conference, 3-5 June 2012 in Jasper, will again bring together faculty from across the province for stimulating keynotes, nearly 40 concurrent sessions over the two days of the program, and many social and networking opportunities. Two sessions I’ve been involved in planning include a media training session led by Angela Regnier of the Canadian Association of University Teachers, and a session to create draft language for a new ACIFA vision statement (following last year’s vision survey), co-facilitated by Carmel Maloney from Olds College.
11. A third Symposium is planned in conjunction with the annual conference to debrief our election activities and plan common engagement strategies with government now that the political uncertainty of the past year (with leadership contests and the election) has been resolved.

Respectfully submitted,

David Hyttenrauch
President, ACIFA