

NOTES of the Mount Royal Faculty Association

Meeting date: April 3, 2012

Call to order: A General Meeting of the MRFA, was held in Mount Royal University, Calgary, Alberta on April 3, 2012. The meeting convened at 2:00pm, President Gerry Cross presiding and Kit Dobson, Secretary.

Members in attendance:

See attached Attendance Sheets

Agenda

Added: Election Forums, item 3 of President's Report

Approval of minutes: Motion was made by Gerry Cross, and seconded to approve the minutes of the March 1, 2012 meeting. Motion carried.

Officer's Reports

President's Report

1. Voting Results: Review of the SEI Process and Form

- The original motions have been combined with the results of the vote: available [online](#). These will be given to the Provost who has agreed that UTPC should undertake this work.
- Motion recommending that UTPC establish joint committee to review the SEI process and forms
 - 281 responses and 93.6% voted in favour
- Recommendation that the joint committee consider online administration
 - 62.8% in favour
 - Peter Seto believes that the move to online SEIs is inevitable
 - Jim Zimmer and Theresa Matus are concerned about SEIs for online courses
- If online, should all courses be evaluated
 - 64.7% in favour
- Confidential and Signed

- 80.8% in favour
 - The original FEC survey had 66.7% in favour of this
- Process availability to instructors
 - 96.6% in favour
- Process availability to students
 - 90.6% in favour
- Training of Evaluators
 - 90.1% in favour
- Mandatory and Optional Questions
 - 85% in favour
- Anchored response scale
 - 91.4% in favour
- Three year aggregate
 - 87% in favour
- First taught / changed courses
 - 95.3% in favour
- Interpolated medians
 - 91.3% in favour
- Getting rid of outliers
 - 77.4% in favour
- Satisfactory SEIs Fall Within SEI Distribution
 - 82.1% in favour
- Comparison Group
 - 83.3% in favour
- Aggregate score across items
 - 83.9% in favour
- Written Comments used only by instructor
 - 60.3% in favour
- Teaching Portfolios
 - 74.7% in favour
 - Expected support for this motion to be stronger

- Diversity Considerations
 - 70.8% in favour
- Gerry will discuss results with Robin at their next meeting (next Thursday)
- No Discussion

2. Process for Changing Instructional Hours in Courses

- One of the goals of the MRFA Executive for 2011-12 was to establish an ad-hoc Workload Committee to advise the Negotiating Committee and Executive Board on the workload implications of the transition to a university.
 - This committee is working now and has made its first report
 - Its report includes recommendation to the membership with regard to the process for changing instructional hours in courses
 - Membership: Brett McCollum, Don Haidey, Heather Russell, Katherine Boggs, Lee Easton, Shane Gannon, David Sabiston, Gerry Cross
 - Not a member from every faculty, though that was the goal, we have 4 faculties represented
- First Report of Workload Committee

A) Types of Unscheduled Workload

- If anything is not present on this list that should be on it send it to Gerry Cross. The full Report from the Workload Committee is available [online](#).

I. Reductions to the number of hours of instruction in courses.

- The administration argues that such reductions would not increase workload because if the number of classroom hours is reduced by 25% course content would be reduced by 25%, but course content is often not reduced for fear of reducing the integrity of the course or in order to maintain equivalency with courses at other universities
- Reduction in hours of instruction for a course can increase workload

II. Reducing hours of instruction for courses that already increased class sizes to avoid that reduction.

- III. Workload credit for science labs
- Currently, full-time faculty get full workload credit for labs whereas Part-time faculty do not receive full workload credit because they are paid at the part-time laboratory instructor rate which is 45% of the part-time lecture/tutorial rate. There is also a full-time laboratory instructor appointment with a salary scale lower than that of other faculty (see Articles 1.24 and 6).
 - There is significant variation in the real workload associated with labs
- IV. The amount of work involved in supervising senior research projects
- V. The amount of work involved in supervising an honours thesis depends on both the student and the faculty member, but is estimated to average 3 hours per week in meeting and marking time
- VI. English Honours Seminar course: the instructor should receive additional SICH for the course in recognition of being the first point of contact for reference letters and associated support for students who are planning on graduate studies
- VII. Directed Readings courses in the Faculty of Arts in research areas determined by student interests so often cannot count as part of the faculty member's scholarship
- There is currently no additional workload credit for items iv- where there is obviously additional workload
 - We need to add SICH credit for this workload
- VIII. Varying real workload for core courses and optional courses
- This could be compensated for by limiting enrolment in a core course to fewer students or by increasing the SICH assigned.
- IX. Coordinators of nursing courses with clinical components do not receive enough reassigned time
- There is list A reassigned time for this work but it is not enough
 - Much of this coordination work could be performed by support staff

X. There is an ongoing pattern of faculty going beyond their contractual workload commitments for the success of their program

- This is a common cause for increased workload

B) Recommendations

- The Committee recommends that members use the substantive change process if reducing the number of instructional hours in a course will result in curriculum change.
 - If you are presented with a situation where the dean says you have to consider reducing the instructional hours in a course to save money and if that reduction results in a curriculum change then we recommend that you follow the policy and make it a substantive change. These changes have to go through APPC and be approved by GFC whereas editorial changes are approved by registrar
- The Committee recommends that the department average be used to equalize real workload, to the extent possible.
 - For instance, those doing course or program development do less teaching than faculty not doing this development
- The Committee recommends that Chairs assign SICH credit for other forms of teaching at the rate of 16 SICH for 3 hours of work per week.
 - If you are supervising some student research project and it is taking 3 hours per week then we recommend that the department use article 1.24 to rec to the dean that 16SICH credit be applied for this.
 - The Committee recommends that Chairs and faculty report the results of attempting to assign SICH credit for other forms of teaching to the MRFA Executive.
- The Committee recommends 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.
 - If you think there is a violation of the workload articles (or if you are dissatisfied with workload assignment) the workload committee recommends you use the potential remedies provided by the Collective

Agreement

- The Workload committee plans to try to come up with equivalency ratios based on real workload
 - For example: a FT faculty member teaching a lab gets full workload credit where a Part-time member teaching the same lab only gets 0.45 workload credit
 - This is a complex issue and we think some kind of guidelines on equivalency will be of benefit to the Negotiating Committee

C) Discussion:

- 3 hours per week SICH Credit, third committee recommendation, does not account for any prep work or marking?
 - This is 3 hours of actual workload Actual time spent working on some other project besides a class: this is not referring to an actual course
 - Calculating this SICH Credit:
 - 12 hours of class in a week is equal to 192 SICH.
 - 12 class hours a week is multiplied by 3 for hours of real work (36 hours per week).
 - 3 real hours of work in a week is $1/12$ of 36
 - So $1/12$ of 192 which should be 16 SICH credit.
- If you try to allocate this SICH credit and it is not approved by the Dean we ask that you report it to the MRFA
- Another workload concern is related to the number of preps that people have. We talk about courses and hours but not necessarily how many *different* courses. The number of preps is not calculated in any of the formulas
 - Yes this is something that should be addressed
- While I understand the purpose of curriculum submissions going through the process, if changes are turned down by APPC we still have the issue of lack of funding: the issue here is not curriculum.
 - This is the issue: where the cuts come from. What percentage of the budget should go to direct instruction.

- Solving the budget problem by having departments cut 3% is unacceptable and unless we resist this it will be their solution again next year.
- Submitting reductions to course hours resulting in curriculum changes through APPC/GFC is one way we can resist this budgetary solution.
- If there are any forms of unscheduled workload not included in the Committee's report please inform the committee.

3. Election Forums

- SAMRU Election forum: April 10
 - Calgary Elbow All Candidates forum
 - At noon in Wyckham house:
 - SAMRU wants faculty to attend
- MRFA forum on PSE issues
 - April 12, 4-6 pm in Jenkins
 - This is being organized by Kit and Gerry
 - Invites were issued to the five parties that had seats in the last legislature
 - We hope faculty can attend please encourage your colleagues to attend

Committee Reports

1. Negotiating Committee, David Sabiston

- General update:
 - The teams are meeting more than ever before: on average twice per week and sometimes 3 times per week
 - There are 19 MoUs
 - This report is to update members on February Surveys and the Time Logs. The PT responses will be presented later once they are put together
- Fulltime Survey Results Winter 2012
- Responses:

- tenured 137 (48%)
- Tenurable 47 (50%)
- TS 66 (47%)
- TSS 134 (50%)
- Salary expectations
 - 50% think it should be 4% or less salary increase and 50% think there should be 4% or more increase
 - The Negotiating Committee gave a 45 min presentation on salary to the Board a week ago but this is a sticky point with the Board
- Grids
 - The Negotiating Committee is considering and bringing to the Board the recommendation to adjust the top of the associate grid to make it closer to the Full Professor
 - The survey indicated that 50% thought there should be 15% or more difference between the two grids and 50% thought it should be 15% or less difference
 - Review of salary grids of comparable institutions
 - Our current differential is 21.507% (the same as Nipissing): this is where we got our initial grid cap differential from
 - Other differentials at comparable institutions range from 0-16%. Nipissing and MRU are highest differential excepting those that do not have caps on one or more of their grids
- Workload pattern change
 - 62% of faculty do not anticipate changing their workload pattern
 - 10 % do, and
 - 28% are not sure
- Review of comparative hours spend on Teaching, scholarship and service in the Teaching and Intersession periods ([online](#))
- Maintain two consecutive months for holidays
 - 74% agree or strongly agree
- Applying for any kind of leave in next two years
 - 83% do not plan to

- Why will you not apply for sabbatical
 - Can't afford 26%
 - Unknown expectations 18%
 - Unreasonable expectations 6%
 - Lack of time to prepare 18%
 - No interest 32%
- Should we retain 4 for 5 leaves
 - 84% Yes
- Financial Exigency Clause
 - 74% agree
- Academic Freedom Clause in the CA
 - 83% agree
 - Current debates and discussions about academic freedom are taking place and we need to have these discussions before we finalize an Academic Freedom Article in the Agreement
- Priorities for this round (based on number of first votes)
 - Salary: 99 people's top priority, 159 had it in top four
 - Workload: 38 peoples' top priority, 150 peoples' top four
 - Financial exigencies: 27 peoples' top priority, 105 had it in top four
 - Vacations/holidays: 15 peoples' top priority, 133 had it in top four

Time Logs, Brady Killough

- 53 responses: 16 TS and 37 TSS
- This was a snapshot of a given week in February. If we were to do this time log in a week during intersession service and scholarship would be much higher
- The scholarship numbers between TS and TSS are pretty close in the teaching semester, which indicates that people on TSS do not have enough time to do their scholarship
- There are some faculty working a lot more hours pulling up the mean hours worked per week to 51 but the median is still high at 48.75

2. Sub-Committee on Faculty Organization, Cliff Werier

- The report from the Faculty Organization Sub-committee is available [online](#)
- One of our goals this year was to consider reorganizing the Executive Board
- These recommendations are slight, transitional, changes which are part of a greater a reorganization to come. These changes will be accompanied by a working paper with more significant changes to the organizational structure.
- Process for consideration of changing roles:
 - What is the name of the position
 - What is the function
 - How much reassigned time
- MRFA Executive Board position changes presented
- Any changes to the executive board functions/officer roles need to go through bylaws
- President
 - Currently not changing duties or reassigned time
 - Currently this is a full time position which is symbolically important and particularly important in the current context.
 - In the future we plan to consider having the President teaching one course and remain a member of his/her department.
- 1st and 2nd Vice Presidents
 - These names do not properly signify the duties
 - 1st Vice President
 - Renamed to Vice President Negotiations
 - Same duties and release
 - 2nd Vice President
 - Renamed to Vice President Internal
 - Reduced from 96 to 48 SICH reassigned time
 - New role will be to assist in step 1 grievances
 - CAUT recommends having a grievance officer as a member of the Executive Board and this is a step toward that
 - This grievance role is will be very useful if the President's reassigned time is reduced
 - The VP Internal will also help monitor all non academic policy

changes. There are big policy changes that we do not find out until after the fact and can have huge implications so this will be an important role

- Secretary
 - Renamed Vice President Communications
 - The secretary does not do secretary roles: the role is actually in communication and getting members involved in the association
 - No change in release time
- Academic Liaison Officer
 - No Changes
 - This is an increasingly important position with increased workload as the ALO works with GFC members, meetings and policies
 - This position was a bold move when we created it three years ago: it was an experimental position at the time but it has turned out to be a very important one
- Treasurer
 - No Changes
 - Necessary position to have in terms of our bylaws and the PSLA
- Part-time Member Representative
 - No Changes
- Member at Large
 - Additional Member at Large position. Both are to be representative of specific faculties
 - Each Member at large will receive 48 SICH reassigned time
- Faculty Representative to the Board of Governors
 - No Changes
- Summary:
 - These changes are SICH neutral: they will not impact our current budget: There is no additional cost as we redistributed some of the course release
 - There is not much extreme change here
 - We are informing the members of this today, the motion will come

forward in the form of bylaw changes

- Nominations and elections will reflect the changes suggested here and we will approve the bylaws then will proceed with elections

Unfinished Business

1. MRFA Political Action and Advocacy Policy

- We have had this item on the agenda for the last two general meetings and events have overtaken us. We are at the point that if we make any proposed bylaw changes we have to get them out very quickly
- We are going to be proposing a new standing committee of the MRFA: it may be called the Advocacy Committee or the Political Action Committee
- Possible activities of the committee:
 - Organize election forums
 - Assist in formulation MRFA positions on issues
 - Work to develop a closer relationship with the media so the MRFA President may be contacted to provide opinions on some issues
 - No matter the stance taken by the MRFA there could be members who would object: our members have a wide diversity of opinions. However, we need majority support not full agreement of our members.
 - Any Committee activity/statement would require first the approval of the Executive Board and, then, the majority approval of the Membership
 - This committee, its activities/statements, will be non partisan
- Discussion
 - CAUT recommends that Faculty Associations have some kind of committee that does this work
 - When issues around political action and advocacy have come up in the past we have tended to deal with these on an ad hoc basis. Members are/may be comfortable with this past practice but not comfortable with the possible scope of this committee. We do have a wide and diverse membership and it would be better if all such matters were brought to members as we do now.

- This is what the committee would do. The committee could develop recommendations but these would have to be approved by the Executive Board and by the membership
- The best position would be to have a real activist political advocacy committee and to have the Executive and membership as a moderators of these opinions and actions
- “I like this idea and am very excited for it”
- As Jim Turk says that PSE is under attack and if we faculty do not stand up for PSE then who will.

New Business

1. Compassionate Fund Expenditure

- Compassionate Fund Balances: 2011-2012
 - Currently, we have spent \$9,700 from the fund (including an additional \$2000 for a member that was approved in November)
 - If motion 1 approved we will have spent \$11,700 from the fund
 - If motion 2 is approved we will have spent \$13,200
- Current Motion/Situation
 - The current situation is unprecedented
 - The member is no longer in the employ of the University as the member had to resign effective March 2 but is still a member of the MRFA. Membership in the MRFA persists 60 days beyond termination of employment.
 - The member is a part time instructor who has taught four courses every fall and winter semester, as well as spring courses, at Mount Royal for several years and is on Step C3 of the grid. The member was diagnosed with an aggressive form of cancer this semester, tried to continue working after surgery, but required chemotherapy and radiation, and so terminated employment effective March 2. The member is a single parent and has no benefits or income from any other source.
 - The member hopes to be back at work in September 2012. If this motion is approved the member will be provided with money to cover the cost of

benefits until then.

- The following is an executive motion to the membership.

Motion THAT the MRFA Executive recommend to the membership THAT the MRFA provide an additional \$1976.46 to cover the cost for the months of March to August, inclusive, of the same family extended health and dental benefits as were maintained prior to terminating employment.

No Discussion

Approved Unanimously

- Additional Income support
 - There was some concern at the exec for setting a precedent
 - If this is approved it would be over one quarter of the total amount budgeted from our compassionate fund
 - Using this much money for an allocation is not a concern this year.
 - This expense will be taken out of the 2011-2012 fiscal year so does not impact our current year just begun April 1.
 - This member was terminated on March 2, and the estimated lost income was almost \$12,000
 - We decided to make a motion to bring the net income up to 70% of what it would have been had employment not been terminated
 - Included in this 70% is the \$2,000 already provided from the Compassionate Fund, an estimated \$2,910 from EI and an additional \$1,372.82 from the Compassionate Fund.
 - A motion was carried at the Executive Board to round this figure up to \$1,500

Motion THAT the MRFA Executive Board recommend to the membership THAT the MRFA provide the additional \$1,500 and that the justification for this additional support be as stated above

Discussion:

- Any cap on individual draw from the fund?

- None other than the \$2,000 cap which can be voted over by the membership
- What do we do with our surplus?
 - Surpluses from this fund are combined with the overall operational surplus
- If we have more requests than \$20,000 could we pass motion to draw additional support from operating funds?
 - Yes this would be possible but would have to be approved by the membership

Vote

Carried Unanimously

2. ACIFA Survey Results

- These are posted [online](#) with the reference materials for this meeting
- Response rate is rather low but likely fairly representative
 - We expect most respondents are full time faculty so 133 is over a third of FT faculty
 - Other institutions have conducted the same survey independently and got the same results
 - The responses to questions 17-20 support the results of the negotiations survey
- These results have been provided to the President and to the Provost
- The survey has 13 standard questions and then several more MRFA specific questions
- Faculty members should review these survey results online
- Discussion
 - 58% of respondents are concerned about their health and well being: is any work being done with HR to assist people with their health?
 - The MRU President has stated that he wants to make this concern, at least the mental health aspect, one of his initiatives.
 - But he is focusing on students
 - Overall the average numbers are down this year across every single

question: many have gone down by as much as 0.5.

- We are still number 1 in the province on many of these questions but are behind on some
- Can the Negotiating Committee use these numbers in any way?
 - Yes they can
- Documents speaking to the health issue are available
 - Jack Dobbs will send these documents to Gerry Cross

3. MRFA Elections

- Draft nomination forms are posted online with the reference materials for this meeting: they do not yet reflect the changes to be made to the bylaws.
- Gerry has decided to stand for another term as president (round of applause)
- There will not be an incumbent for Second VP (Nice President Negotiations) or Treasurer as they are both at the end of their second terms which is the maximum term length permitted in our bylaws
- We will also have two Member at Large positions conditional on approval of bylaw changes.
- Committee Elections: almost all positions are for two year terms and we elect approximately half of each committee every year
- We will be adding the political action committee

Adjournment: The meeting was adjourned at 3:47pm. The next meeting is Friday May 11, at 9:00am.

Secretary, Kit Dobson

Date of Approval