

Minutes of the Mount Royal Faculty Association
Retreat date: November 3, 2012

Call to order: An Executive Board Retreat of the MRFA, was held in Mount Royal University, Calgary, Alberta on November 3, 2012. The meeting convened at 11:00am, President Gerry Cross presiding and Kit Dobson, Communications Officer

Members Present:

Gerry Cross
David Sabiston
Scott Murray
Elaine Mullen
Brenda Lang

Valerie Kinnear
Marc Schroeder
Marnie Kramer-Kile
Kit Dobson

Members not Present:

Pat Kostouros

New Business

1. Review of 2011-2012 Executive Board Goals

Internal MRFA Goals

- o Completed Goals: Vision statement, and online voting.
- o Ongoing work: Department Communicators, communicating with new and part-time faculty, MRFA Organization Committee, and Committee Charters.
 - The Part-time events will be more informational
 - The Part-time Service honorarium form and the Professional Development allocations will be reviewed
 - The MRFA Organization Committee will continue to explore reallocation of the President's duties and all reassigned time and tenure requirements

Collective Agreement Goals

- o There was not much progress on most issues and all remain ongoing.
- o In ongoing considerations of workload the Negotiation Committee should think about the definition of SICH as it applies to online course instruction.

University Governance and Administration and Internal and External Relationships

- o We have made progress in most areas and will continue to work on these goals.

2. Duty to Represent Our Members

Directors and Officers are expected to conduct themselves within their sphere of authority as noted in their documents and statutes. As such, the Executive Board and Grievance Committee need to develop written grievance procedures and the Bylaws Committee should look into developing a policy on the duty to represent our members. We will, also, look into Directors' liability insurance.

3. Confidentiality

A policy on confidentiality should be included in the Policies and Procedures manual with the article on Duty to Represent.

Policies on confidentiality only exist within the processes that require them. There is no University wide policy on confidentiality. Topics that require confidentiality:

- o Negotiations
- o Grievances
- o All matters relating to an individual (e.g. tenure and promotion or selection and hiring committees)
- o Whenever confidentiality is requested.

4. Executive Board Roles in the Grievance Process

We need to develop written grievance procedures and consider how we represent Chairs in this process. The Grievance Committee will look at examples, Gerry will draft something, the committee will review it, and it will be reviewed by Executive Board and sent to Bylaws.

5. Chairs' Advisory Committee

The purpose of this committee at MacEwan is for Chairs is to advise the Association's Executive Board and this strengthens the relationship between the Chairs and the Executive. We will discuss this with MacEwan next week before discussing it with the Speaker of Chairs' Assembly. This could be something that the Chairs' Support Committee could take on.

Statement on the role of Chairs from the MacEwan Website distributed. The MRFA needs to publish a document like this

In the winter Gerry, Scott, Manuel, and Randy will talk to the Chairs' Assembly about the support for Chairs in the grievance process, a document clarifying the role of chairs and the creation of a Chairs Advisory Committee.

6. Member at Large Positions

The role of the Members at Large will likely evolve over time: right now we are focusing on exposure. The Members at Large do and will have a role in engaging new faculty, fulfilling required roles of the Executive as per the Bylaws, and, liaising with the Faculties they are from. We also hope that the Members at Large will be approached by members with concerns/input.

The Members at Large are elected by the entire membership and do not represent the views specific to the Faculties with which they Liaise.

7. Executive Board Reassigned Time

The best way to track time spent on MRFA service would be for each Executive Board member to complete a time log for an extended period. Gerry will create a time log spreadsheet that can be used for this from January 1 to April 30, 2013. Entries into the time log should include all meeting preparation and follow up, all meetings, any travel, and any MRFA related correspondence with members. The Part-time Representative can also log attendance at General Meetings.

8. Intrusion of the MRFA into the Management of the University

The MRFA has been accused of intruding in affairs of University management. Since MRFA initiatives are driven by the desire to make things run smoothly in the University, we do not believe this concern is valid. The work of the MRFA contributes to the common interests of the faculty and the administration. We want a good relationship with the administration and will continue our efforts to foster such a relationship.

9. External Organization Memberships

The MRFA is currently a member of ACIFA and, through ACIFA, a federated member of CAUT. These memberships cost the association approximately \$65,000 and \$8,700 per year respectively. Being a federated member of CAUT is not a tenable position in the long term as it is a membership designed for colleges. The MRFA Organization Committee will draft a strategic plan on our external affiliations with the following considerations in mind. There are significant benefits of CAUT membership and we have an obligation to contribute to advocacy for Post Secondary Education issues. It would be beneficial to contribute to the successful efforts of CAUT and, likely, necessary to remain in a provincial organization.

10. Tenure and Promotion Criteria

In 2013-2014, the Executive Board will consider whether all tenure and promotion criteria, at the institutional level, should be included in the Collective Agreement. The Executive will also develop a position on whether there should only be university wide criteria without specific Faculty level criteria.

11. Discussion of Selected Issues from Department Meetings

Several topics came up that the MRFA can begin or continue to work on.

- Areas that still require work:
 - Scheduling
 - Reduction of instructional hours
 - University Budgeting
 - Budget cuts should not only negatively impact teaching. Some cuts should be made from other areas, such as research funds
- Negotiation matters
 - Reassigned time for Coordination and other unscheduled forms of workload such as supervising honours thesis and directed readings
 - Retired faculty not being replaced with full time faculty.
 - Directors of Institutes in the Agreement
- Things the MRFA will consider working on and related concerns
 - Consider position on Tenure and Promotion Processes in 2013-2014.
 - Service loads in small departments
 - Intake admission processes
 - SEIs: online SEIs, revision of SEI form being done by UTPC which could be done by ATPC
 - Representation of full time lab instructors
 - Increased support for research
 - Development of a spousal hiring policy
 - Increased support for incoming faculty
 - Divisions among the membership based on work patterns and disciplines

12. MRFA Strategic Plan

The MRFA needs to be prepared to address and take positions on the emerging trends as summarized by Scott at a previous Executive Board Meeting (e.g. corporatization, private donations, publications, declining bookstores etc). The Executive board can establish goals related to these concerns and the Advocacy Committee can work on some matters as well.

13. 2012-2013 Executive Board Goals

Goals revised.

Adjournment: The meeting was adjourned at 5:05pm.

Communications Officer
Mount Royal Faculty Association

Date of approval