

## MINUTES of the Mount Royal Faculty Association

Meeting date: March 14, 2011

**Call to order:** An Executive Board meeting of the MRFA, was held in Mount Royal University, Calgary, Alberta on March 14 2011. The meeting convened at 11:00am, President Gerry Cross presiding, and Rod Corbett secretary.

### Members in attendance:

Gerry Cross  
Rod Corbett  
David Hyttenrauch  
Kelly Hewson  
David Sabiston

Cari Merkley  
Rafik Kurji  
Gerard Lucyshyn

### Members not in attendance:

Qasim Syed

### Guests:

Bob Uttl, Faculty Evaluation Committee  
Brian Flemming and Keith Black, Concerning Behavior on Campus Committee

### FEC Survey, Bob Uttl

- Contracting this project out would be prohibitively expensive, you do not know what you get, and the consulting company would likely hire psychology students anyway
- Alternative: Bob will do initial analysis and committee members will do coding in the summer
- Releasing the data for the purpose of writing a paper
  - Because the data was collected anonymously the ethics board approval is not required. There is provision for what is called secondary use and this would fall under that.

### Concerning Behavior on Campus Team, Brian Fleming and Keith Black

- Background:
  - Nobody ever actually just snaps there is a build up of and warning signs that people need to watch for and pick up on. The CBCT collects pieces of information from different areas that, when brought together, indicate something to be concerned about.
  - The goal is to prevent things from happening: people from hurting themselves and from hurting others. The former is much more common than the latter.
  - The CBCT is there for the person and the community at large **as a support: it is not in any way a punitive body**. It is comparable to block watch in that it makes every member of the MRU community have a role in ensuring the safety of those on campus.
  - One of the concerns was getting people to know when to report
    - [www.mtroyal.ca/cbct](http://www.mtroyal.ca/cbct) has examples of scenarios that indicate when and what could should be reported
    - Reports can be made through Security, directly to Karen Parsons, through the CBCT line (5900) or by email (cbct@mtroyal.ca)
- Improving Communication
  - Some faculty put it on their course outlines: this could be requested
  - Posters and cards could be sent out a bit more
  - Elaine Mullen runs orientations for faculty: she could hand these out also
- Emergency Preparedness Plan
  - Much has been accomplished and revamped and we are hoping too have a full launch in the fall semester

## **Agenda**

Items Added to Agenda: A Half Hour with New President on Friday March 18, Request from Associate Member to Attend the Spring Retreat, PT Handbook Update, Bylaw Change Proposal

**Approval of minutes:** Motion was made by Gerry Cross, and seconded to approve the minutes as amended of the March 2, 2011 meeting. **Motion carried.**

## **Officers' reports:**

### **President**

- Building fund
  - We need to further consider using a levy to top up our contingency fund
- Attendance at general meetings
  - Gerry will take this concern to chairs, and try to find a better time for meetings
- Dave's thanks
  - Gerry is going to summarize and pass it on to all faculty involved in the party

### **Part-time Representative**

- We will have a first draft of the Part-time Faculty Handbook by the end of April and we hope to have something approved and published by September.

### **Unfinished business:**

Department Visit Action Items: Mentoring in Ethics Application Process

- Gerry suggested moving the requirement for mentorship to guidelines since its purpose is only to be supportive: she thought this was a good idea and is bringing it to the committee

### **New business:**

#### **1. Motions Regarding Processing FEC SEI Survey Results**

David Moves THAT the MRFA request members of the Faculty Evaluation Committee analyze the survey data based on training provided by Bob Utzl by September, and THAT they be permitted to disseminate those results in some form of academic paper should they decide there is value in so doing.

Seconded

Vote

Carried Unanimously

David Moves THAT the MRFA treat members of FEC involved in this project to a dinner at the location of their choice.

Vote

Carried

#### **2. Sustainability Committee Appointment (att.)**

- The Executive prefers volunteer 1. If she is not available at the meeting times, being a Part-time member teaching 6 courses, then we should we will appoint volunteer 2

#### **3. Diversity Committee Presentation at the AGM**

- The Executive approves a five minute report for the Diversity Committee: anything that does not fit in that time frame can go in the written report

#### **4. Academic Liaison Committee Bylaw Change**

- Bylaw Change Proposal

- Composition of the committee to be representative of the faculties
- Committee members will be expected to regularly attend GFC meetings as guests.
- Removal of the tenure requirement
- Communications, Health and Community Studies and Arts elections will be in the even years. Teaching and Learning will go in even numbered years also but the first will be a one year term to be elected May 2011.
- Action: this proposal will be submitted to the bylaws committee
- When recruiting at the Committee Affair and when we send out nomination forms we will inform people that this is a pending change and the committee needs people from specific areas.

### **5. Bylaw Change Proposal (att.)**

- Proposal to make the executive positions more comparable
  - Two year Part-time representative position elected in even numbered years
  - This change is supported by the executive
- Gerry and Gerard will discuss the financial bylaw change regarding the payment of the stipend

### **6. Executive Elections**

- Positions up for election: 1<sup>st</sup> VP, Secretary (no incumbent), BoG representative (no incumbent), Academic Liaison Officer (no incumbent), Member at Large, Part-time Representative
- Recruiting:
  - All members to write something up position descriptions by March 30
- Concerns:
  - We **need** to have newer faculty getting involved, and we need people from other areas, particularly Health and Community
- Candidates forum
  - We will report on this at the next general meeting
  - This is also going to go into the bylaws: requiring that this forum happens
- Voting Sub-Committee
  - Gerry is going to write a report on this and present it at the April General Meeting

### **7. April General Meeting Agenda.**

- Negotiations removed and will be the only item on a special meeting agenda to begin at 3:00pm. Guests will attend later in the meeting

### **8. Half hour meeting with new president**

Friday March 18 between 11am and 1pm.

### **9. Associate member request**

Gerry moves THAT we approve the Associate Member request to attend the PD Retreat.

Seconded Cari Merkley

Vote

Carried Unanimously

**Adjournment:** The meeting was adjourned at 1:06pm.

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Secretary  
Mount Royal Faculty Association

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Date of approval