

FACULTY COUNCIL

FACULTY OF ADMINISTRATIVE STUDIES

A meeting of the Faculty Council of the 1987/88 Academic Year will be held on Friday, March 25, 1988 at 9:30 a.m. in the McCaskill Centre.

AGENDA

1. Chairman's Remarks
2. Dean's Search Update - P. Lovejoy
3. Presentation by President Arthurs
4. Minutes of Previous Meeting
5. Business Arising from Minutes of Previous Meeting
6. Enquiries & Communications
7. Masters Programme Committee - attachment
8. Other Business
9. Adjournment

MINUTES OF FACULTY COUNCIL

FACULTY OF ADMINISTRATIVE STUDIES

The regular meeting of the Faculty Council of the 1987/88 Academic Year was held on Friday, March 25, 1988 at 9:30 a.m. in the McCaskill Centre.

The following were present:

S. Borins - Associate Dean, Academic

Members of Faculty:

D. Brewer	E. Maynes
R. Burke	C. Oliver
J. Darroch	T. Peridis
J. Dermer	R. Peterson
D. Dimick	M. Rice
D. Fowler	C. Robinson
J. Gillies	L.S. Rosen
J. Green	H. Rosin
R. Heeler	P. Roy
M. Jalland	G. Shaw
W. Jordan	D. Thompson
T. Kuhn	K. Weiermair
C. Mayer	B. Wolf

Others:

C. Bryant	A. Rabczak
T. Carter	M. Scheepers
M. French	K. Scott
M. Grammer	C. Shook
S. Jamieson	J. Steen
L. MacDonald	D. Varma
B. Moffat	L. Vogan
C. Pattenden	
H. Barrington - Secretary	

ITEM #1 - Chairman's Remarks

The Chairman called the meeting to order. He introduced and welcomed the UBC President-elect Jeff Singer and Vice-President Joelle Gott; GBC President-elect John Mozas and Vice-President Glynnis Corkal. He also thanked the outgoing Presidents Mike French and John Steen.

Professor Dermer asked Mike French to report on the recent GBC conference. The conference was an unqualified success with 180 people attending the Sunday Brunch with guest speaker Simon Reisman. He expressed disappointment in the lack of support from FAS faculty members and thanked Dean Hockin, Professor Gillies, and Professor Phillips for their support.

The Chairman reported that FAS support staff had a recent election for a Faculty Council representative. Lori Sgarbossa is the representative and Leslie Vogan is her backup.

ITEM #2 - Dean's Search Update

Paul Lovejoy reported that the Dean's Search Committee will begin interviewing in April. An extensive search has been conducted externally and internally. Internally there are three candidates but the external search is more difficult and a short list will be presented in the near future. The candidate must be a strong academic, strong scholarly activity, strong connection with business schools, someone who can demand respect, and also someone whom the central administration can get along with.

The Chairman thanked Paul Lovejoy for coming to Council.

ITEM #3 - Presentation by President Arthurs

A text of President Arthurs' presentation is attached in Appendix 'A'.

Questions for the President by the Faculty

1. Professor Rosen told the President that York's secretarial staff was underpaid roughly \$4,000 from the business community and what could be done about it.

President Arthurs strongly disagreed and stated that York's Personnel Department had done a recent study and York's salaries are competitive with North York businesses. He did however state, that secretaries are overworked and there is a need for additional staffing.

2. Professor Rosen also inquired if the bulge of students will end in 1989.

President Arthurs responded that two cohorts from high schools arriving sequentially (2% this year and 8% the next) will create a bulge. An additional bulge has also been created due to an increase in the participation rate; more women are entering programmes, students are enrolling from outside Toronto, and ethnic groups are sending their children to universities.

3. Professor Dermer raised the question of mandatory retirement.

President Arthurs answered that one of YUFA's strike points a few years ago was for mandatory retirement to be terminated. The University had discussions with YUFA and a very positive programme eliminating mandatory retirement resulted, although litigation which had begun against York and other universities continued. The Ontario Court of Appeal ruled that mandatory retirement was not outlawed and the Supreme Court will now decide on this issue.

4. Professor Gillies inquired how will professional Faculties get adequate revenues for a superior program given the alternative claims from Arts and university democratization?

President Arthurs replied that the Faculty of Arts is big enough and doesn't want to grow anymore. Arts has a lower tax rate than FAS. He stated that the Faculty of Arts was cutting down and Computer Science in the Faculty of Arts will be moving over to the Faculty of Science. York is lopsided in that the Faculty of Arts is too large. We will try to increase the Faculty of Science more than Arts. It is essential to identify this in our 20 year goals.

ITEM #4 - Minutes of Previous Meeting

Professor Irving moved that the minutes of the previous meeting be approved.

Seconded by John Steen.

Motion Carried.

ITEM #5 - Business Arising from Minutes of Previous Meeting

Nil.

ITEM #6 - Enquiries & Communications

Nil.

ITEM #7 - Masters Programme Committee

Professor Jordan, Chairman of the Masters Programme Committee, stated that his Committee had received a mandate from the recent Faculty Retreat to report to Council on management skills. He thanked his Committee for all their hard work.

The Masters Programme Committee is submitting a series of motions to Faculty Council for its consideration. The objective of these motions is to begin the implementation of management skills (interpersonal, computer and communication) in the masters curriculum. The motions are grouped into two parts -- Part A proposes three motions designed to introduce initial changes over a transition period covering the 1988-90 academic years, while Part B proposes a process to be used in introducing management skills into the core curriculum starting with the 1990 Summer Term. Two other motions are proposed in Part C to help reduce the peaking problems commonly experienced with our computer facilities.

PART A

1. Professor Jordan moved "that OBIR 6500 (currently titled in the calendar Developing Management Skills) be recommended to students as an especially important elective course designed to enhance interpersonal skills".

Seconded by Professor J. Green.

Professor H. Rosin stated that she teaches this course and would not agree with the motion unless more sections are added. She pointed out that no more than 30 students can be handled in each section. Professor Jordan replied that he had consulted with the OBIR Area and they recognize this problem but it is an administrative matter. Associate Dean Borins stated that the administration will respond appropriately to course demands.

Professor Green supports the management skills but questioned the fact of recommending a course without administrative support.

Vote on Motion

In Favour 21

Opposed 2

Motion Carried.

2. Professor Jordan moved "that MGMT 6950 (Managerial Communication Skills) be introduced as an elective course covering the following subject matter:

- a) Introduction to the use of computer facilities at FAS. This will be comprised of six to nine hours of hands-on instruction at the start of the course stressing word processing.
- b) Writing skills emphasizing business reports, executive summaries, letters, memoranda and press releases. The focus of this part of the course should be on developing writing skills designed to communicate convincingly with different levels of an organization -- from workers and foremen to the CEO and board of directors. Clarity and simplicity should be of prime importance, and the use of graphics and other pictorial techniques should be included.
- c) Oral and communication skills required for formal and informal business activities at various levels of an organization, for professional conferences and for dealing with the public and the media. Presentations by each student to be videotaped for self-improvement purposes and discussion with an instructor.

Staffing of this course to be the responsibility of the Associate Dean, Academic, in collaboration with the Masters Programme Committee".

Seconded by Professor C. Robinson.

Professor Jordan stated that this course would not be implemented unless there was staffing approval and the course would probably not be ready to be offered until the winter term and would be taught three or four times before being offered as a core course.

Professor Green supported this motion but suggested a small working group review this as management skills is a broad mandate and needed a lot of focus.

Associate Dean Borins stated that the Masters Programme Committee attempted to get a profile on management skills and received feedback from a questionnaire which was sent to all faculty members.

Professor Peridis suggested communication skills be made part of the admissions requirements of the Faculty.

Professor Green recommended a task force be set up to review this issue.

After a lengthy discussion, the Chairman called for a vote to end the debate and to vote on the motion.

Vote to End Debate

In Favour 18

Opposed 7

Motion Carried.

Vote on Motion

In Favour 20

Opposed 2

Abstentions 2

Motion Carried.

3. Professor Jordan moved "that the Faculty adopt a basic style manual to be used in preparing all formal written work submitted in all courses (excluding homework assignments and examinations); that individual faculty members be responsible for grading student work on technical presentation based on this manual, as well as on general grammatical and spelling rules; and that substantive grades may be lowered by one point where technical performance is markedly above or below general norms".

Seconded by C. Bryant.

Professor Jordan stated that the purpose of this motion is to provide emphasis on writing skills throughout the programme rather than in just one specialized course.

Professor Heeler was opposed to the motion to have one basic style manual imposed on the Faculty since it would decrease creativity. Professor Robinson preferred to see faculty members grading papers on the quality of the presentation rather than on grammar and spelling.

Professor Brewer asked if faculty members would be required to do all this grading. Professor Jordan stated that existing Faculty policy requires instructors to grade their own final examinations and term papers.

Professor Wolf moved "that an amendment be made to this motion to have a section (a) and (b) - (a) should read "Moved that the Faculty adopt a basic style manual to be used as a guide in preparing all formal written work submitted in all courses (excluding homework assignments and examinations)".

Seconded by Professor C. Robinson.

Vote to Amend Motion 3

In Favour 21

Opposed 0

Motion Carried.

Professor Green stated that the Masters Programme Committee is limited in dealing with the management skills issue and he would like Faculty Council to look at both admissions (screening) and skills development curriculum.

Professor Jordan stated that this is a two year trial period. Associate Dean Borins reported that he understands the Student Affairs Office is undertaking a review of our admissions criteria.

Vote on Motion 3.(a)

In Favour 18

Opposed 2

Motion Carried.

Professor Wolf moved section (b) "that individual faculty members be responsible for grading student work on technical presentation based on this manual, as well as on general grammatical and spelling rules; and that substantive grades may be raised or lowered by one point where technical performance is markedly above or below general norms".

After discussion of this item it was generally felt this motion should be opposed.

Vote on Motion 3.(b)

In Favour 1

Opposed 15

Abstentions 3

Motion Defeated.

The Chairman stated that due to the time, the remainder of the motions from the Masters Programme Committee be considered at the next meeting of Faculty Council.

ITEM #9 - Adjournment

Associate Dean Borins moved that Faculty Council be adjourned.

Seconded by Professor G. Shaw.

Motion Carried.