

FACULTY COUNCIL
FACULTY OF ADMINISTRATIVE STUDIES
Notice of Meeting

The meeting of the Faculty Council of the 1984/85 Academic Year will be held on Friday, 26 October 1984 in Room 030 A.S.B. at 9:30 a.m.

A G E N D A

1. Chairman's Remarks
2. Dean's Remarks
3. Minutes of Previous Meeting
4. Business Arising from Minutes of Previous Meeting
5. Enquiries & Communications
6. Management Committee - Motion for Merit Pay.....Appendix 'A'
7. Student Affairs Committee - Motion for Calendar
Amendments.....Appendix 'B'
8. Associate Dean Student Affairs - Approval of Graduands
for the Fall 1984
Convocation.....Appendix 'C'
9. Other Business
10. Adjournment

Please note room change to 030 A.S.B.

MINUTES OF FACULTY COUNCIL
FACULTY OF ADMINISTRATIVE STUDIES

The regular meeting of the Faculty Council of the 1984-85 Academic Year was held on Friday, 26 October 1984 at 9:30 a.m. in Room 030 A.S.B.

The following were present:

A.B. Hockin - (Dean)
I. Fenwick - (Associate Dean, Student Affairs)

Members of Faculty:

N. Biger	R. McClean
W. Crowston	E. Phillips
D. Daly	C. Robinson
J. Dermer	H. Rorke
R. Heeler	G. Shaw
J. Hull	J. Smithin
R. Irving	R. Vachon
W. Jordan	T. Warner
W. King	J. Waters

Other Members:

S. Bloom	B. Moffat
E. Carmona	C. Pattenden
J. Coffey	V. Sheane
C. Courtis	D. Simile
K.P. Evans	W. Taylor
C. Finbow	D. Varma
I. Hochberg	R. Waine
J. Miljevic	K. Wan

H. Barrington - Secretary

Item #1 - Chairman's Remarks

The Chairman reminded members of Council to check their names on the attendance sheet located on the door. He stated that he had no remarks to make except that item no. 6 on the agenda was not an appropriate matter of business for Faculty Council. Professor Dimick stated that a separate meeting would be held following Faculty Council for members of the bargaining unit to consider this proposal.

Item #2 - Dean's Remarks

Dean Hockin stated that the applications for the Winter semester are down 30%. He had nothing new to report on placement statistics. He reported that he had met with Dean David Bell of Graduate Studies and Dean Bell expressed an interest in attending one of our Council meetings to answer any questions faculty might have. Dean Hockin suggested we invite Dean Bell to our next Faculty Council meeting.

Item #3 - Minutes of Previous Meeting

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

Seconded by Professor Fenwick.

Approved Unanimously.

Item #4 - Business Arising from Minutes of Previous Meeting

Nil.

Item #5 - Enquiries & Communications

Nil.

Item #6 - Management Committee - Motion for Merit Pay

This item to be discussed following the Faculty Council meeting.

Item #7 - Student Affairs Committee

Professor Fenwick presented this item on behalf of J. Green, Chairman of the Student Affairs Committee. The Student Affairs Committee moved the following revisions to the calendar:

1) Advanced Standing

Calendar page 36 after point g) add:

- h) Students applying for Advanced Standing must complete their Advanced Standing application, together with accompanying materials, and sit any qualifying examinations within their first two semesters in the programme.
- i) Advanced Standing may reduce the maximum total time for a student to complete the programme (see Rate of Progress below).
- j) A qualifying examination for Advanced Standing in a course may be taken only once.

Seconded by Professor Hull.

The rationale for this motion is that

- i) Advanced Standing is normally given for previous academic work. Students should demonstrate academic qualifications for Advanced Standing consideration within the first two semesters of the programme.

The rationale for this motion is that

- i) The current wording is ill-defined. Clause (a) refers to courses being "taken" and clause (b) to being "registered". Currently students may register for courses and drop them thereby legalistically meeting the continuous registration requirement but making no progress.
- ii) Allowing up to two semesters without courses provides for students who experience sudden heavy work loads and temporarily cannot pursue the programme, but allows those who really are not making progress to be identified and dropped out.
- iii) The Student Affairs Committee can grant exceptions.

Vote on Motion

In Favour - 28

Opposed - 0

Motion Carried.

3) Rate of Progress

Calendar page 36 replace a) through f) by:

- a) For any student a full-time semester is defined as a semester during which that student completes 4 or more courses; a part-time semester is defined as a semester during which that student completes 0 to 3 courses (inclusive). (Completing a course requires that the student register for the course and obtain a grade for that course).
- b) Students with less than 4 courses Advanced Standing must complete the programme within a maximum of 6 consecutive full-time semesters (i.e. 24 months from their date of first registration), or within a maximum of 18 consecutive part-time semesters (i.e. 72 months from their date of first registration).
- c) For students with 4 or more courses Advanced Standing the maximum time to complete the program is reduced to reflect their need to complete fewer courses.

Students with 4 to 7 courses Advanced Standing (inclusive) must complete the programme within a maximum of 5 consecutive full-time semesters or within a maximum of 15 consecutive part-time semesters.

Students with 8 or more courses Advanced Standing must complete the programme within a maximum of 4 consecutive full-time semesters or within a maximum of 12 consecutive part-time semesters.

- d) For students transferring from full-time to part-time (or vice versa) each full-time semester counts as 4 part-time semesters.

Students can calculate the maximum number of full-time and part-time semesters available to them from the following formulae, where F is the total number of full-time semesters and P is the total number of part-time semesters.

- 1) For students with 0-3 (inclusive) courses Advanced Standing $4F + P \leq 18$
- 2) For students with 4-7 (inclusive) courses Advanced Standing $4F + P \leq 15$
- 3) For students with 8 or more courses Advanced Standing $4F + P \leq 12$

For example, a student with no Advanced Standing uses formula 1); if such a student has taken 2 semesters of full-time study, they may take up to a further 10 semesters of part-time study to complete their programme. A student with 10 courses Advanced Standing uses formula 3); if such a student has 4 semesters of part-time study the formula shows that they may take up to a further 2 semesters of full-time study to complete their programme.

- e) The maximum course load is six courses per semester.
- f) Part-time students are advised to take two courses in their first term of registration and at least four courses in their first 12 months of registration.

Seconded by Professor Shaw.

The rationale for this motion is that

- i) It restates existing legislation more clearly. Students have been confused by previous calendar copy.
- ii) This pro-rates time limits for students with Advanced Standing. As the previous statement of this policy was difficult to understand it has been revised to cover 3 levels of Advanced Standing. This permits simpler explanation and has a formula for students to use.

Professor Jordan moved the following amendment for (e) to read "The recommended standard course load for full-time students is five courses per semester. The maximum course load is six courses per semester".

Motion accepted by mover of the motion.

There was general discussion of this motion and concern that the standards were easier for full-time students than part-time students. It was felt we should ease the standards for the part-timers.

Professor Jordan moved the following amendment "in b) change 18 to 20 consecutive part-time semesters and also change 72 to 80 months; in d) (1) change 18 to 20 and (2) change 15 to 16".

Seconded by Professor Heeler.

Vote on Amendment

In Favour - 12

Opposed - 21

Amendment Failed.

Vote on Main Motion

In Favour - 31

Opposed - 1

Motion Carried.

Professor Phillips recommended that the Student Affairs Committee determine whether there is merit in allowing the part-time students a longer time limit in which to complete their MBA programme.

Item #8 - Associate Dean Student Affairs

Associate Dean Fenwick moved that Faculty Council approve the list of graduands for the Fall 1984 Convocation as presented and also any further files that become complete and eligible for graduation by October 29, 1984.

Seconded by Professor J. Dermer.

Associate Dean Fenwick reported that an additional name had been added to the MBA Graduands - Susannah Wilson.

Professor Biger reported that we had one Ph.D. student graduating - Neil Hill and wondered why he was not on the graduand list.

Professor Fenwick stated that his name would be approved by the Faculty of Graduate Studies.

Associate Dean Fenwick encouraged all members of faculty to attend the Fall convocation and also to attend the reception which follows.

Dean Hockin also added his hope that many of the faculty attend the Convocation.

Vote on Motion

In Favour - 32

Opposed - 0

Motion Carried.

Item #9 - Other Business

The Chairman reminded faculty members to remain following the Council meeting for a meeting to discuss the distribution of merit pay. Members of Council not in the faculty bargaining unit were asked to leave.

Item #10 - Moved by Professor N. Biger that Faculty Council be adjourned.

Seconded by Professor Rorke.

Passed Unanimously.