

LMC meeting notes
March 2, 2009, 9:30-11:00 AM

Present: Neil Besner, David Burley, Kristine Hansen, Lisa McGifford (chair), Laurel Repski, Laura Sokal

Regrets:

1. Agenda

- It is agreed that the Chair will print copies of the agenda for the group. Individual LMC Members will print copies of the minutes.
 - **MOTION: that the agenda be approved (Laurel/Laura). Carried.**

2. Minutes of February 3, 2009 meeting

- Regarding the Research MOU, the minutes should reflect that a decision was taken to move to an informational document that would point to relevant policies.
- Regarding Member to Member disputes, the minutes should reflect that UWFA drafted a document in November, 2008, and that they have requested and are awaiting a response. The first point in the minutes regarding Member to Member disputes is withdrawn.
 - **MOTION: that the minutes be approved as amended (Neil/Kristine). Carried.**

3. Reports/Updates

- (a) Research Office MOU/Policy Document
Neil and Sandra Kirby are to meet to discuss the document. UWFA asks that reference to specific policies be made in the document. The document is not to be an MOU. The document will indicate that faculty will be held accountable for willful overspends.
 - **ACTION: Neil and Sandra will re-write the document and bring it back to the Committee for review (Neil).**
- (b) Conversion of Term Appointments
Neil sent information about conversion of term appointments to Kristine, and UWFA is examining it.
- (c) Equity Sub-committee progress report
Laurel and Kristine met on this issue, and have now identified female faculty Members whose salary is/was affected. Information on individual files is still required. It will be a challenge to find funds to address the issue. UWFA has an Equity Committee in place (Members: J. Grace, M. Owen, K. Sibanda, J. Romanow, Y. Chen).
 - **ACTION: Names of Members of the UWFA Equity Committee should be circulated.**
 - **ACTION: The UWFA Equity Committee will meet; then the issue will go to the University-wide Equity Committee.**

- (d) Report re: Teaching Evaluations
A procedure for consultation has been formulated by the Sub-Committee, and a survey to Faculty Members and Contract Faculty Members has been developed. A separate survey has been developed for students. The Sub-Committee would like to see this part of the system of teaching evaluation made part of a larger system. The Sub-Committee hopes to have something ready for presentation in the Fall, and hopes to give an interim presentation to the LMC. Whether Senate will act as decider or advisor is not clear.
 - **ACTION: The LMC will make the eventual submission to Senate; at the same time, Members of the Sub-Committee may convey information to Senate if they wish.**
 - **ACTION: David and Laura are asked to convey to the Sub-Committee that the LMC is appreciative of their work (David/Laura).**
- (e) Respectful Workplace Policy progress report
 - **ACTION: Neil will convene an Academic Consultation Committee with representation from various faculties.**
- (f) Member to Member disputes
 - **ACTION: Laurel will review the policy and report back to the next meeting.**
- (g) Membership Lists
Laurel sent Membership lists to Lisa.
 - **ACTION: UWFA will examine the lists and let Laurel know if more information is needed.**
- (h) Progress report on process to ensure that UWFA receives job postings for faculty positions
 - **ACTION: HR will send information to UWFA.**
- (i) Forms arising from Collective Agreement
 - **ACTION: Neil to approach Elizabeth Dawes to assist with the work of revising forms.**
 - **ACTION: Lisa to create list of forms that need to be modified or created.**
- (j) LMC Terms of Reference
Lisa has completed a draft which was distributed and discussed during the meeting.
 - **ACTION: Lisa to edit draft.**

4. Unfinished Business

- (a) Bargaining Certificate
The lab instructor is not at issue so should be removed from the agenda item. The issue as relevant to the other parties should be resolved in the next two weeks.
 - **ACTION: Issue should be on the agenda for the next meeting.**
- (b) Flexible Retirement
Information, if available, may be forwarded to Members in the next newsletter.

- (c) Information Session for Administrators/FTPC/UTPC
Members have expressed concerns that threshold for promotion was raised by the new Collective Agreement. Should there be informational sessions for Deans?
Copies of the Agreement are needed in order to have sessions. Perhaps the Agreement could be signed in March, and workshops could be held in April.
 - **ACTION: Neil and Kristine will meet with the Chairs of FTPC and UTPC.**

5. New Business

- (a) Printing Issues (dealt with at beginning of meeting).
- (b) LOUs
It would be beneficial to make contents of LOUs known to UWFA Members.
 - **ACTION: Lisa will e-mail content of LOUs to Members, or post a PDF on the web-site.**

Other Business

- A planning meeting has taken place to discuss emergency management response procedures. Students, Staff, and Faculty need to know their responsibilities.
 - **ACTION: bring information about procedures to LMC in case there is an impact on conditions of employment, and for discussion of health and safety issues.**
- The next LMC meeting will be held on March 16, 10:00-11:30 AM. Laurel to Chair.