

JOINT COMMITTEE ON THE
ADMINISTRATION OF THE AGREEMENT
(JCOAA)

MINUTES OF MEETING HELD

September 12, 2016

390 York Lanes

12:30 p.m. – 2:00 p.m.

Association: Robert Tordoff (Co-Chair), Alidad Amirfazli, Sheila Embleton, Sonja Killoran-McKibbin, David Cabianca

Employer: Barry Miller (Co-Chair), Alice Pitt, Ananya Mukherjee-Reed, Shawn Brixey, Noura Shaw

Chair: Robert Tordoff

Guests: Robert Castle, Elana Shugar

Minutes

Receipt of the June 24, 2016 meeting minutes was acknowledged and will be approved at the next meeting.

Sexual Violence Policies and Procedures

The parties agreed to keep this topic as a standing agenda item.

Robert Castle and Elana Shugar attended this meeting on behalf of the Community Safety Council. They provided a handout to JCOAA members and communicated that the Employer's aim continues to be to complete the consultation phase and to have procedures approved and in place for January 1, 2017. The intent is to provide time for any revisions that may be necessary prior to implementation based on the final legislation that is passed.

During the summer months, the committee worked on the development of the interim procedures with the shift to Bill 132 with respect to sexual violence. Rather than rush the full development of the policy and procedures, the establishment of interim guidelines will help ensure the University is headed in the right direction in terms of compliance. The University will be engaging with, and communicating to, the entire community on these new interim guidelines in a proactive manner. There will be a general communication to all stakeholders (including faculty, staff and students) with a direct link to the interim guidelines. The new measures will discuss how sexual assaults are reported, the shifting to a survivor

centric approach, the establishment of a single point of contact, among other items. Samina Sami, Executive Director, Department of Community Safety, will be part of the wider communication and will be invited to attend a JCOAA meeting in the near future.

There are going to be larger discussions with key stakeholders including the Faculty Association. An appropriate forum for these discussions will be determined and communicated shortly.

SSHRC Internal Grants

YUFA raised concerns regarding a memo from the office of the VPRI, which identified changes to internal SSHRC conference and research opportunity grants. The Association indicated that it would like to have been informed of the changes pursuant to Article 17 of the collective agreement. Faculty Relations indicated that it would look into these changes and report back at the next meeting.

GA Rates

YUFA raised concerns regarding the recent change in the posted cost of extended health care benefits for GAs under the CUPE 3903 Unit 3 collective agreement. The posted cost from the Department of Finance reflects an increase from 20% to 80% of salary. The Association also raised a concern about the requirement that researchers cover the cost of the Grant-in-Aid portion of the cost of Graduate Assistantships and Graduate Financial Assistance, which have also contributed to a significant increase in the cost of Graduate Assistantships. The Association indicated that this increase in cost may dissuade faculty from applying for grants where GA support may be required. At the request of the Association, Faculty Relations will follow up with the Vice President Research and Innovation about whether it might be helpful for his office to communicate with Tri-Council agencies about GA rates at the University. The Association indicated that it was important for the granting agencies to be aware of the costs for Graduate Assistantships at the University and for the University to confirm whether the higher Graduate Assistantship costs, including grant-in-aid, graduate funding assistance, and health benefits, would be considered eligible as a direct research cost under agency grants.

As context for the posted benefits cost increase for GAs, the Employer indicated that the Department of Finance regularly posts a table of benefits costs for the University's employee groups, including GAs. Over the last few years, the cost of benefits has been significantly increasing, especially for employees in the CUPE 3903 bargaining units. These increases appear to be the result, in large measure, from changes in benefits usage. The tables have been updated this year to accurately capture extended health care benefits cost in anticipation of the implementation of SHARP in 2017-18.

In addition to the concerns it expressed about the higher Graduate Assistantship costs, the Association also expressed concern that while some information was available in August regarding the increased cost of Graduate Assistantships, many faculty were still unable to obtain clarity about the cost of Graduate Assistantships as of the date of the September JCOAA meeting, making it difficult for faculty who were applying for a Tri-Agency grant and who wished to hire one or more Graduate Assistants to prepare an appropriate budget.

Course Evaluation Core Questions

A. Pitt advised that the core course evaluation questions whose results are to be made available to students (other than in cases of an instructor in Unit 1 or 2 of CUPE 3903) consist of seven course-related questions and two context questions. Work is underway on the implementation of the core questions and the aim is to make the results available to students only. A. Pitt noted that the question results will be made available to students in the case of full-time faculty in YUFA but not in the case of contract faculty. The planned implementation date for provision of question results to students is the 2017 Winter Term. Further updates will be provided as work on the implementation of the questions proceeds.

Course Outcomes and Syllabus Reporting Requirements

The Association indicated that it has been advised by faculty colleagues that there has been a significant increase in the information that is required for course syllabuses. The additional information has been reported to include lecture notes and course learning outcomes of identified assignments, tests and examinations. The Association indicated that concerns have been raised regarding intellectual property and made reference to Article 23 in the collective agreement, according to which instructor created course materials are the property of the instructor. Two Faculties were identified: Lassonde and AMPD.

Faculty Relations reported that it contacted the Vice Dean in Lassonde about the issue. The Vice Dean advised that to his knowledge there were no new reporting requirements this Fall. He noted that this type of information is required for the Engineering accreditation process. He suggested that the concerns raised from Lassonde may be a matter of faculty becoming more aware of the requirements.

The Association indicated that AMPD appears to have a new “required” template for course outlines, requiring reading lists, assignments and a breakdown of lectures, one which it believes exceeds the requirements sent forth by Senate. S. Brixey claimed that the new template was not required even though the accompanying information sheet set to faculty does not make this statement. Faculty Relations will follow up with AMPD and will provide an update at the next JCOAA meeting.

The Employer acknowledged that the topic of IP is an important one.

AMPD Collegiality Concerns

(a) Appointment of Faculty Senate Representative

(b) Consultations in Development of the Faculty IIRP response

The Association indicated that the issue in (a) might be resolved in view of a motion that was being forwarded to AMPD Faculty Council.

The Association expressed concern that the process for developing the Faculty IRP this past academic year was not properly consultative. The process by which the document was developed and submitted was briefly described to illustrate. It was noted that a draft document was distributed to Chairs in November, 2015 and that email feedback on the document from the Chairs came to a stop at the

request of the Dean, who convened a meeting of the Chairs as a forum for their input. According to the Association, the final version of the document did not reflect the Chairs' input and was submitted without providing the Chairs an opportunity to review. The Association also conveyed that in reply to the question of why the final version of the document was not provided to the Chairs prior to its submission, the Dean was reported to have indicated that it was "not important" to do so.

The Dean indicated that he has a different perspective on the consultations that took place and noted that at a June meeting of the Chairs he explained that it was inadvertent on his part that the final version of the document was submitted without prior opportunity for the Chairs to review. He indicated that he had received confirmation from a member of his office that the final version of the document had been provided to the Chairs prior to authorizing the submission of the document. He noted that the individual involved provided an apology to the Chairs.

Concerns relating to Appendix P in Nursing

The Association indicated that new administrative positions not categorized in Appendix P have been created in the School. As a matter of housekeeping, the Association indicated that the positions should be categorized, especially if the intent is for the positions to continue for some time. Faculty Relations indicated that it will follow up with the Dean.

Anomalies Exercise

The Association expressed the concern that there is insufficient information in the decision letters that are sent to applicants for an anomalies adjustment. The Association requested that the decision letters be modified to provide more information about the basis for the decision.

The Employer will review the template to see how more information can be added and will get back to the Association.

Concur

It was reported that the Comptroller's Office is reviewing the two outstanding recommendations from the Association and that he will respond this month. The two outstanding recommendations are whether the "pop up" window regarding PER guidelines is a possibility and how finance addresses its assessment of research.

Leaves and Accommodations

The Association brought forward concerns regarding the timeliness of responses given to faculty members from the EWB office. In particular, members who provide medical documentation and request a leave have not been receiving a timely response. It was requested that when documentation is submitted and EWB is reviewing the information whether it would be possible to contact the faculty member to let them know that their request is under review.

The Employer indicated efforts continue to improve the processes around leaves and accommodations and noted that the establishment of a monthly agenda of accommodation and leave related issues has

been an important element of these efforts. The Employer conveyed its agreement on the importance of timely responses and observed that timeliness involves a shared responsibility between the relevant office(s) and faculty who are asked to provide supporting documentation.

Committees arising from Memorandum of Settlement for Renewal Collective Agreement

- (a) Retiree Benefits**
- (b) Transgender Fund**
- (c) Employment Equity Self-Identification Form**
- (d) Employment Equity Data Reporting**
- (e) Joint Committee on Criteria and Procedures for Promotions and Continuing Appointments of Librarians**
- (f) Joint Appendix P Working Group**

- (a) The Association will identify their representatives and communicate this to the Employer. A meeting will be scheduled once this information is received.
- (b) The Association stated that they wish to administer this fund just as CUPE 3903 does. The Employer will review this request and respond accordingly.
- (c) A copy of the revised form was provided to the Association. This revised form contains a breakdown of racialized groups and LGBTQ2. The Employer will send an electronic copy of the form to the Association as well.
- (d) The HR Information Management team will undertake the necessary modifications to capture the visible minority (racialized group) categories added to the self-identification survey; it is not expected that the changes will be in place to support reporting on these categories until 2017-18.
- (e) The Employer will confirm its membership on the working group and will canvass availability for a first meeting.
- (f) The Association will inform the Employer who will be their representatives on this committee.

Pension Calculations Issues

Aon Hewitt, the University's new Plan actuary, has conducted a review of sample records to provide an initial assessment of the impact of the calculation concerns that have been raised and will be sending the Employer a report. The Employer will then share the analysis of the impact with the Association.

Employer responses to Questions Regarding the 2014-15 Employment Equity Report

The Employer believes that it shared with the Association a paper copy of the responses and will provide the Association with an electronic copy as well.

Third Party Provider for Faculty and Staff Email

The Employer has elected to adopt Microsoft Outlook for faculty and staff email communication. The Employer noted that the servers supporting the email service are housed in Canada. The Employer indicated it would follow up with further information, including the privacy assessment.

Plan to Restructure in the University Libraries

The Employer noted that the University Libraries are engaging in a consultative exercise with a view to developing a plan for the restructuring of the Libraries. The Employer proposed that this exercise be added as a standing agenda item and information will be provided as the exercise progresses.