

JOINT COMMITTEE ON THE
ADMINISTRATION OF THE AGREEMENT
(JCOAA)

MINUTES OF MEETING HELD
February 7, 2014.

390 York Lanes
1:30 – 3:30 p.m.

Association: John Amanatides, Brenda Spotton Visano (Co-Chair), Sheila Embleton, Andrea Harrington

Employer: Barry Miller (Co-Chair), Alice Pitt, Don Hastie, Harvey Skinner

Chair: Brenda Spotton Visano

Regrets: Frances Latchford, Leslie Sanders

Minutes

The Minutes of December 6, 2013 and January 10, 2014 were approved.

JCOAA

1. Appendix P: Frequency of review of program sizes; course release for GPD of Science and Technology Studies Program; proposed classification of director, Neuroimaging Laboratory

- a. The Employer provided clarification of what is intended by decanally-approved enrollment growth in its proposed approach to the (re)classification of administrative positions for programs whose category is based on size. The Employer specifically clarified that “decanally approved enrolment growth” refers to any enrolment growth that occurs with the approval of the Dean, whether enrolment growth occurring as part of an approved plan, enrolment growth arising at the request of the Dean or enrolment growth arising from a unit request approved by the Dean.

In the general case, classification of administrative positions will occur at the commencement of an appointment (including the commencement of reappointments). In cases where a unit has decanal approval for enrolment growth and enrolment growth occurs during the term of an appointment that moves the unit to a higher category under Appendix P, reclassification will occur during the term on a slipped year basis (classifications take effect on July 1 based on the unit size in the immediately preceding academic year).

- b. The Employer confirmed that the Director of the Graduate Program in Science and Technology Studies (STS) will receive an additional .5 course release effective July 1, 2014 to reflect the Program’s enrolment growth and shift to a higher Appendix P category.
- c. The Employer proposed to classify the position of Director of Neuroimaging Laboratory in Category 11 by which the position would continue to have a 0.5 FCE reduction in teaching. The Employer provided a description of the position and noted that it provides academic

oversight rather than involving active management on day-to-day basis. The set-up of the Laboratory has been completed and 2 YUSA staff are in place.

The Association will respond after consulting.

2. Copyright Compliance

The Employer expressed appreciation for the discussion at previous meetings of JCOAA on the possible approaches the University could take to the establishment of a compliance regime and the feedback it received on faculty concerns in those discussions. The Employer noted that the University is expected to develop a copyright compliance regime and that it believes that a declaration box system is preferred to an audit system. As a result, the Employer will be providing formal written notice of its intent to implement a “declaration box” system for copyright compliance, which will apply to the posting of materials on course sites.

B. Miller will specifically provide notice in writing to B. Spotton Visano, which notice will include a description of the system, the timelines for implementation and the training that will be provided to support the implementation. Also included with the notice will be a description of the supports available to faculty to assist with issues relating to copyright compliance. The Employer indicated that it is anticipating providing notice for an early March implementation to allow for the necessary work to be done for implementation.

3. Automated Expense Reimbursement Claim Process (Information item):

The Committee was reminded that this process is a PRASE project. The Employer noted that the process will be launched soon and that the expectation is that many colleagues will find the automated process to be a significant improvement over the current paper-based process. In particular, the automated process should ultimately significantly speed up the time between incurring expense and reimbursement and will provide the capability of tracking of claims to enable faculty to see where a claim is in the process. Use of the automated system is voluntary at this point.

Osgoode Hall Law School and the Division of Advancement will participate in a pilot implementation of the automated process in March, with training provided in February. Full implementation of the automated process is scheduled for May, with training made available in April. Communications will be provided to the community in advance to advise of the available training and the implementation date.

4. Alternate Stream

(a) Issues relating to Alternate Stream Teaching Load

Various issues relating to new alternate stream appointments in units that have not previously had alternate stream faculty have been discussed by the parties. They include the teaching load of newly appointed probationary alternate stream faculty and the composition of alternate stream teaching loads. The Employer stated that, as a matter of practice, whatever practice is currently in place within each Faculty with respect to providing course reductions to new Professorial stream appointments – for example, providing a 0.5 FCE course reduction in each of the first two years - will be extended to new alternate stream appointments in units which have not previously had alternate stream faculty. The employer also noted that the composition of the teaching load of alternate stream faculty in these units – the activities making up the teaching load – will be established in the normal way in the units and will be informed by Article 18.08.1.

(b) Advertisement for Alternate Stream Appointment at Glendon (School of Translation)

B. Miller reported that the posting for the position on the University website was revised to remove the sentence indicating that the successful candidate was expected to be on campus during the year. In its place, reference was made to the provisions in Article 18.20 regarding

responsibilities of faculty during the academic year. The deadline for applications was not extended.

In regard to the expectation that the successful candidate be eligible for appointment to the Graduate Program in Conference Interpretation, the Employer noted that the Graduate Program is a professional program and that the eligibility criteria for membership in the program involve professional activities and qualifications. The Association expressed a concern that the expectation of eligibility for membership in the Graduate Program may be incongruous with the professional responsibilities of Alternate Stream faculty, which are primarily centred on teaching related responsibilities. The Employer agreed to give further consideration to the Association's concerns.

Long Range Planning

5. New Budget Model (SHARP)

A. Pitt advised that the Deans will be asked to sign off on the new budget model at a meeting in early March. The figures associated with the budget model will be shared with the Deans later in March.

6. Academic and Administrative Program Review (AAPR)

The Provost's Senate presentation on the AAPR was shared with JCOAA in advance of the meeting. B. Spotton Visano raised the question of how it can be communicated that the Program Information Form (PIF) to be filled out by the academic programs for the Review is very much moving away from a Dickeson approach to program prioritization. H. Skinner suggested that there might be value in including a paragraph in the PIF that articulates the difference between the approach embodied in the PIF and a Dickeson approach.

It was also noted that the assessment matrix, with the dimensions of quality and sustainability, also represent a very different approach from that of the Dickeson model; under the two-dimension matrix, programs are not being ranked in quintiles and are not being ranked against each other.

The Meeting was adjourned.