

JOINT COMMITTEE ON THE
ADMINISTRATION OF THE AGREEMENT
(JCOAA)

MINUTES OF MEETING HELD

June 9, 2014

390 York Lanes

1:30 – 3:30 p.m.

Association: John Amanatides, Brenda Spotton Visano (co-Chair), Leslie Sanders, Francis Latchford, Andrea Harrington, Sheila Embleton, Richard Wellen

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

Chair: B. Miller

Regrets Harvey Skinner,

Minutes

Minutes of April 4th were approved

Appendix P

Update on proposed classification of director, Neuroimaging Laboratory

The Association had proposed that this position be classified as Category 6, providing an annual stipend of \$4,000 and course release of 0.5 FCE. The Employer agreed. In addition the Association proposed that the member be retroactively awarded a one-time only 1.0 FCE release to recognise the heavy workload in setting up the facility. The Employer did not agree, noting the member's teaching release on taking up the position was 0.5 FCE for two years, in addition to the 0.5 teaching release per year as Director. The Association withdrew this request.

Pilot arrangement for the Department of Languages, Literatures and Linguistics (DLLL)

The Parties agreed to a proposal from DLLL for a "pilot" arrangement by which (a) the Chair and undergraduate program director of Linguistics will receive an additional 0.5 FCE release and (b) the coordinators of the Spanish and Italian sections will no longer receive a 0.5 FCE release. These variances from Appendix "P" will remain in effect for two years (July 1 2014-June 30 2016).

The Association noted that its agreement to this arrangement, in which the coordinators of Spanish and Italian will receive less the entitled support under the collective agreement, on a without prejudice basis. It further noted that it was not intending to convey an approach in which releases under Appendix P could be conceived as a "bucket" of releases to be distributed within units as units determine.

Copyright Compliance Update

The Employer indicated that the technical issues involved in implementing the declaration boxes of the new “compliance” program have been resolved and that it is anticipated that the new program will be implemented beginning of August. Written notice will be provided to the Association in accordance with earlier discussions once a concrete date for implementation is known.

AODA

The employer indicated that a communication will be going out to faculty providing information about the Web Accessibility standard, including a decision making flowchart to assist in assessing whether particular sites fall under the standard.

It is also the intent to schedule workshops on Web accessibility in the fall.

Course Evaluation Sub-Committee

Alice Pitt circulated an updated report from the Sub-Committee, based on feedback provided at the previous meeting of JCOAA. It was agreed that the Sub-committee will attend an upcoming JCOAA meeting to speak about the report.

Retirement Planning Centre (RPC)

The Association noted that the RPC is recognized in the collective agreement and that in this context undertook consultations regarding the scheduled relocation of the RPC to the Kinsmen Building. Based on the feedback it received, the Association raised the concern that the RPC may be more difficult to get to as a result of the relocation. The Association noted the Employer’s indication that parking passes will be made available to individuals attending at the RPC and also flagged physical accessibility as a potential concern. The Association asked for a clarification of the reporting lines for the staff and RPC under the relocation and new staffing arrangement. The Employer indicated that it would provide the requested clarification.

College Life Coordinator

The Employer presented a notice of change regarding the position of Academic advisors in the 4 colleges associated with LA&PS. In particular, the Employer provided notice that the Academic Advisor positions would be replaced with the position of College Life Coordinator. The Association asked for clarification whether the positions would retain Category 5 classification under Appendix P, and the Employer confirmed that this will be the case. The Association also raised the question of whether the new position would have an impact on academic advising in the Departments and Schools resulting in a workload change and indicated that this issue may have to be addressed in the future. The Association asked whether the Employer would consider a revision of the title to include *academic* in it. Examples provided included College Academic Coordinator or College Academic Life Coordinator. The Employer indicated that it would consider the request and get back to the Association.

Continuing Education

The Association expressed concern that the advertisement for a staff position in the Division of Continuing Studies contained language suggesting an intent for the Division to take on responsibilities of a hiring unit, including offering degree programs. The Employer will review the ad. The Employer indicated that there is no intention to make Continuing Studies a hiring unit as understood in the YUFA collective agreement and that courses it offers for which degree credit may be given would be drawn from existing programs or would be developed by academic programs.

Inclusivity and Diversity Survey Report, YUFA Equity Subcommittee Recommendations

In further responding to recommendations in the Report, the employer indicated that it would have an interest in a following up survey, although not until after the 2015-16 academic years. The Employer also indicated that it has interest in considering issues relating to inclusivity and diversity beyond the recruitment process and is also giving consideration to the expansion of the self-identifications survey to include an LGBTQ category.

Other Business

Alternate Stream Letter of Offer

For the minutes, the Association expressed concerns about the letter of offer to new alternate stream appointments in units which have not previously had alternate stream faculty. In particular, the Association expressed concern that the provision in the letter by which the candidate's salary is predicated on a normal teaching load of 3.5 could constrain future negotiations and teaching load decisions by units. The Association also noted that the identified reduction in salary of 1/7 based on a reduction in normal teaching load from 3.5 to 3.0 FCEs appears to suggest that teaching makes up 100% of the responsibilities of the position and that the letter appears to negate the benefit of a 0.5 FCE reduction in teaching load for new appointments.

Concur

The Association requested confirmation that the use of Concur is not compulsory. The Employer confirmed that Concur's use is optional.

The Association indicated that it remains concerned that information is retained on a U.S server and that its concerns were reinforced by comments in one of the workshops on the use of Concur in which advice was given for individuals not to submit information that they do not want to be made available.

The Association also expressed concern about the sequence of approvals in the system by which the academic approval occurs at the end.

Course Syllabuses and scheduling examinations in formal examination period

Issues relating to course syllabuses and examinations to be given during the formal examination schedule were raised as topics for discussion at the next meeting of JCOAA. These issues have arisen from recent discussions of the Academic Standards, Curriculum and Pedagogy Committee (ASCP) of Senate. The issues to be discussed include the possibility of an earlier date by which course syllabuses are to be made available, the requirement for examinations to be available well before the examination date and a review of faculty accommodations relating to the examination schedule.

LRP

Academic and Administrative Program Review Update

Provost and Vice-President Academic R. Lenton provided a brief update to the Committee on the AAPR.

The Association indicated that its members are experiencing a heavy workload and are concerned that their programs are “at stake” in the exercise. The comment was further made that there is a concern that programs dealing with equity/diversity issues are most vulnerable. The Association suggested that from the feedback it has received, the AAPR has not been a positive experience and raised a concern about how collegial the follow up to the Taskforce reports will be.

R. Lenton indicated that she has received positive comments from faculty about the exercise, including the types of data that the exercise is making available to unit. R. Lenton noted that there was an understanding from the outset that the completion of the PIFs would be a significant undertaking, and indicated that the AAPR is not a “program-cutting exercise,” although it is expected that the exercise will help identify revenue gaps and to provide a basis for the development of creative strategies for revenue growth. R. Lenton also raised the University’s drop in market share as an important issue that the AAPR can help address. She further noted that applicable governance processes and procedures will be followed in the development and implementation of any initiatives arising from the AAPR.

The Association raised the question of the relationship between the Taskforce reports and the community, and R. Lenton indicated that the reports will be taken up by the Faculties through their governance structures and that all employees will have access to the PIFs. The expectation is for Faculties to develop their own plans, which will be developed into an institutional plan by the senior University leadership. The institutional plan will be distributed back to the Faculties for discussion and review. This process is expected to run into the Winter Term, with a report to be provided to the Board of Governors at its June meeting.

R. Lenton indicated that the development of the institutional plan will involve discussions at the appropriate bodies and open community consultations. The question was asked as to timing of the consultations and R. Lenton indicated that they will occur throughout the development of the plan.

Budget Model (SHARP) Update

R. Lenton updated the Committee on the status of the new budget model. Specifically she noted that initial numbers for 2011-12 under the SHARP model have been run and shared with the Deans. The numbers for 2012-13 are being run and are expected in the next month. Final issues regarding the model are likely to be resolved in September but in any event there is a commitment to provide the final budget numbers under the new model to the Deans in advance of the AAPR Taskforce reports.

The Association noted that the issue of cost drivers is complicated, observing that the immediate past may not present an accurate picture of costs. R. Lenton agreed with these points and indicated that a major challenge is how to ensure that the parameters of the new budget model are reasonable.

New Campus

As an update, R. Lenton noted that the three municipalities which were shortlisted have answered all questions and that the selection committee will meet in the next week for a final review. An approximate date for the final decision is June 20, and the University's Notice of Intent is due on June 27, 2014. Full proposals are due at the end of September. R. Lenton noted that the process is highly competitive, with a number of Universities expected to submit proposals.

E-Learning Update

The Provost updated the Committee on the Province's e-learning initiative. R. Lenton noted that the Provincial Government wants Ontario to be in the lead in on-line education. There are two pots of money under the Government's initiative: one for the Centre of Excellence Online and a second to support the conversion of courses into an on-line format through an RFP process. York had 4 courses accepted for conversion into an on-line format and will receive up to \$75,000 to support the conversion of the courses. Separate from this program, 22 faculty have applied to develop an on-line course through the program initiated by Associate Vice President Sue Vail.

The Association's concerns centre on intellectual property (IP) rights. In the Association's view, the creator of material placed in a repository must explicitly consent to each specific use of his or her material by others and the terms under which materials are placed in a repository must be clarified. The question was raised as to whether the establishment of the Centre of Excellence could lead to the "outsourcing" of University curriculum, and concern was expressed that it remains unclear as to what faculty are signing on to in participating in the two on-line initiatives (the Province's and York's). The Association also expressed concern that there be a clear boundary between the University's internal program and the Province's program through the Centre of Excellence.

R. Lenton indicated that the Provincial Steering Committee is meeting at 3 to 4 week intervals. The Centre of Excellence Online will make courses accessible to students through a portal. A question that the steering committee has raised is why the portal should be limited to those

courses specifically funded by the Government rather than allowing each university to decide on the courses it will make available.

R. Lenton indicated that it will be up to each institution to decide which courses will be accepted for credit. The Province is interested in having universities accept each other's courses.

The Association asked whether the Province was looking for unlimited class size in the on-line courses offered through the Centre of Excellence portal. R. Lenton indicated that the issue of class size has not been addressed by the steering committee but that the Government was not requiring unlimited class sizes at present.

Next Meeting

The dates for upcoming meetings were not set.