



Kwantlen Faculty Association

Your KFA – Knowledgeable, Fair, Approachable

General Meeting Wednesday, October 21, 2020

3:00 p.m. – 5:00 p.m.
Via Zoom

AGENDA

3:00 pm

- | | | |
|-----|---|------------------|
| 1. | Call to Order | Gillian Dearle |
| 2. | Confirmation of Meeting Notice | Jeff Janzen |
| 3. | Approval of the Agenda | All |
| 4. | FPSE Greetings – President, FPSE | Brent Calvert |
| 5. | Introduction of FPSE Staff Rep – Lucia Salazar | Gillian Dearle |
| 6. | Recognition – Lesley Burke O'Flynn, Bob Davis | Gillian Dearle |
| 7. | Approval of Previous Meeting Minutes | All |
| | 7.1 April 30, 2020 Annual General Meeting minutes | |
| | 7.2 June 25, 2020 Special General Meeting minutes | |
| | 7.3 July 7, 2020 Special General Meeting minutes | |
| 8. | Business Arising from Minutes | All |
| 9. | 2020 Elections and Acclamations | Diane Walsh |
| 10. | President's Remarks | Gillian Dearle |
| 11. | COVID-19 Update | Gillian Dearle |
| 12. | Secretary-Treasurer Report | Romy Kozak |
| | 12.1 Audited Financial Statements | |
| 13. | Vice-President, Negotiations Report | Raphael Lagoutin |
| 14. | Further Table Officer Reports | |
| | 14.1 Vice-President, Grievances | Diane Walsh |
| | 14.2 Member-at-Large | Betty Cunnin |
| | 14.3 Member-at-Large | Mark Diotte |

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|---------|-----|-------------|----------------|
| 5:00 pm | 15. | Adjournment | Gillian Dearle |
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Kwantlen Faculty Association

Your KFA – Knowledgeable, Fair, Approachable

Annual General Meeting

Thursday, April 30, 2020

3:00 p.m. – 5:00 p.m. via Zoom

DRAFT MINUTES

1. **Call to Order** Bob Davis
Bob Davis called the meeting to order at 3 p.m. and acknowledged that KPU is located on the unceded, traditional, and ancestral territories of the Kwantlen, Musqueam, Katzie, Semiahmoo, Tsawwassen, Kwikwetlem and other Coast Salish nations.
2. **Confirmation of Meeting Notice** Jeff Janzen
Ombudsperson Jeff Janzen confirmed that notice of the meeting had been duly given per Bylaw 3.3.
3. **Approval of the Agenda** All
MOTION: To approve the agenda.
MOVED/SECONDED/CARRIED
4. **Greeting from Federation of Post-Secondary Educators - President, Terri Van Steinburg** Terri Van Steinburg
FPSE President Terri Van Steinburg offered greetings and comments on current issues affecting post-secondary education in our sector.
5. **Approval of September 17, 2019 General Meeting Minutes** All
MOTION: To approve the minutes of the September 17, 2019 General Meeting.
MOVED/SECONDED/CARRIED
6. **Business Arising from Minutes** All
Bob Davis and Mark Diotte provided follow up information regarding items 11.4 and 11.5 on the September 17, 2019 General Meeting minutes.
7. **President's Remarks** Bob Davis
Bob Davis offered remarks regarding the current work of the Association on behalf of members, particularly in the time of COVID-19, and responded to some questions.
8. **Recognition** Bob Davis
Deferred to a future meeting.
9. **Recommended Constitutional Amendments** Mark Diotte

Mark Diotte and Romy Kozak presented on the constitutional and bylaw amendments as recommended by the KFA Executive.

MOTION:

That the KFA membership approve the following changes to the KFA Constitution and By-Laws as recommended by the KFA Executive:

- a. Create a title page for the KFA Constitution and By-Laws with the date and a reference to the online version as the authoritative version.
- b. Create a "Table of Contents" for the KFA Constitution and By-Laws.
- c. Add the most recent date of ratification (p .3).
- d. Adopt gender-inclusive language throughout.
- e. Modify language in By-Law 3.4.2 to include all Executive members.
- f. Add "Table Officers, i.e." to By-Law 4.1.1 to clarify grouping of Table Officers referred to elsewhere in By-Laws.
- g. Modify By-Law 4.1.3 & 7.3 to read "Science and Horticulture" to reflect the wishes of the area.
- h. Modify "Executive" to "Area" in By-Laws 4.1.3 and 4.2 and other clauses relevant to representatives designated in 4.1.3, and modify "area steward" to "Area Representative" in By-Laws 4.2.4 and 5.4.1.
- i. Add "President or" to 4.2.5 to reflect current practice in complaint investigation.
- j. Correct the title of By-Law 6 to "Past President and Ombudsperson" to match content of By-Law.
- k. Amend By-Law 10.3 and 11 to add the necessary condition "where quorum is met."
- l. Amend By-Law 12 to read "Executive Committee" instead of "Executive Council"
- m. Add By-Law 4.3 Responsibilities of Committee Representatives to reflect and clarify current practice.
- n. Amend By-Law 4.1.4 to remove "will be members of the Executive Committee with voice but no vote."
- o. Add By-Law 4.6 "Meetings of the Executive Committee of the Association shall operate under the principle of one person, one vote, except as noted in 6.0.1. and 6.1.5."
- p. Amend By-Law 4.5 to adjust quorum to be a total of twelve (12) voting members.
- q. Move the reference to the Decolonization, Reconciliation, and Indigenization Committee Representative from By-Law 4.1.3 to 4.1.4, and from By-Law 7.3 to 7.4 (maintaining odd-numbered year election cycle).
- r. Make minor, non-substantive edits to correct typos, misspellings, punctuation, and capitalization.

MOVED/SECONDED/CARRIED

10. **Secretary-Treasurer**

Romy Kozak

Romy Kozak presented a report summarizing various activities since September, 2019.

10.1 **Appointment of Auditors**

MOTION: That Manning Elliott Accountants and Business Advisors be appointed as auditors for the 2020-2021 fiscal year.

MOVED/SECONDED/CARRIED

10.2 **2019-20 Draft Year End Variance Report**

The variance report of income and expenditures at the end of the 2019- 2020 fiscal year was presented for information.

10.3 **2020-21 Draft Budget**

MOTION: To approve the 2020-2021 KFA budget as recommended by the KFA Executive.

MOVED/SECONDED/CARRIED

11. **2020 KFA Elections Update**

Mark Diotte

Mark Diotte presented the results of the Spring 2020 nominations cycle for KFA Executive positions. Sole nominees were acclaimed to their respective positions per below. Nominations from the floor were solicited for the positions for which there were no nominees at close of nominations on April 29, 2020. These additions are highlighted in yellow below. Elections will be held for those positions for which there is more than one nominee. A Question & Answer period is in the process of being scheduled to allow the membership to learn more about candidates running for contested positions.

Nominees for contested positions offered position statements in support of their candidacy.

MOTION: That the election timeline in By-Law 7.6.1 be adjusted from "within 5 days" to "within 10 days" for the commencement of the election period in the current round of elections.

MOVED/SECONDED/CARRIED

| Nominee | Nominator | Position |
|-----------------------------|---------------------------------|------------------------------|
| Bob Davis Gillian Dearle | Panteli Tritchew Diane Walsh | President |
| Raphael Lagoutin | Anita Braaksma | Vice-President, Negotiations |
| Betty Cunnin Danny Tones | Kathy Dunster Gordon Cobb | Member-at-Large |
| Kathy Dunster | Mike Bomford | Science/Applied Science & |

| | | |
|--------------------------------------|------------------------------|---|
| Panteli Tritchew | Carlos Calao | Business Representative |
| Gail Hills | Donna Malyon | Faculty of Health Representative |
| Lesley Pollard | Mary Androsiuk | School of Design Representative |
| Steve Weber | Raphael Lagoutin | Humanities Representative |
| Logan Masilamani | Valérie Vezina | Non-Regular Faculty Representative |
| Cherylynn Bassani | Fiona Whittington- Walsh | Status of Women Representative |
| George Broderick | Diane Walsh | Education Policy Committee Representative |
| Kristie Dukewich | Kyle Matsuba | Occupational Health & Safety Committee Representative |
| Marc Kampschuur | Joel Whittemore | Pension Advisory Committee Representative |
| Heather Harrison Simon Padgett | Heather Cyr Simon Padgett | Professional & Scholarly Development Committee Representative |

MOTION: To extend the meeting time by a half an hour.

MOVED/SECONDED/CARRIED

12. **Vice-President, Negotiations**

Raphael
Lagoutin

12.1 **Bargaining Update**

VP Negotiations Raphael Lagoutin recognized members of the Bargaining Team and presented an update on bargaining.

13. **Issues & Updates**

13.1 **Vice-President, Grievances**

Diane Walsh

VP Grievances Diane Walsh presented a report on current grievances and activities over the past year.

13.2 **Member-at-Large**

Mark Diotte

Member-at-Large Mark Diotte presented a report on activities since September, 2019.

13.3 **Member-at-Large**

Betty Cunnin

Member-at-Large Betty Cunnin presented a report on activities since January, 2020.

14. **Adjournment**

Bob Davis

There being no business remaining on the agenda, the meeting was adjourned at 5:32 p.m.



Kwantlen Faculty Association
Your KFA – Knowledgeable, Fair, Approachable

Special General Meeting

June 25, 2020
Via Microsoft Teams

DRAFT MINUTES

1. President Bob Davis called the meeting to order at 3:10 pm.

With reference to the Bargaining Brief previously distributed, VP Negotiations Raphael Lagoutin provided background on the progress of bargaining since early last year as well as information about the Employer's current proposal.

The Employer's current proposal involves significant concessions regarding class size in order to unlock a comparatively limited amount of System Improvement Allocation funding.

Discussion comprising questions, answers, and comments ensued.

MOTION: To approve the following as recommended by the KFA Executive:

WHEREAS class size is a fundamental issue of concern to the KFA membership

WHEREAS the employer is insisting that the KFA membership will accept concessions to class size provisions in this round of bargaining

THEREFORE the KFA membership directs the KFA bargaining team to return to the bargaining table and not accept concessions regarding class size as proposed by the Employer.

MOVED/SECONDED/CARRIED

2. Meeting adjourned at 4:30 pm.



Kwantlen Faculty Association
Your KFA – Knowledgeable, Fair, Approachable

Special General Meeting

July 7, 2020

Via Microsoft Teams

DRAFT MINUTES

1. President Bob Davis called the meeting to order at 3:07 p.m.

VP Negotiations Raphael Lagoutin reviewed key aspects of the bargaining summary document and proposed Memorandum of Understanding. Members posed questions, and answers were provided.

MOTION: To ratify the 2019-2022 Collective Agreement.
MOVED/SECONDED

The ratification vote will take place via the "Members Only" section of the YourKFA.ca website. KFA members will have to log in to vote, so it will be secure. The voting platform will be available immediately following the meeting, and will remain open until 11:59 p.m. on Thursday, July 9, 2020.

The membership expressed thanks to the Bargaining Team.

2. Meeting adjourned at 5:01 pm.

ADDENDUM

The vote was conducted online as indicated. The results of the vote are as follows:

MOTION: To ratify the 2019-2022 Collective Agreement
CARRIED



Kwantlen Faculty Association

President's Report – Gillian Dearle

In my first report to the membership, I would like to acknowledge how challenging these fully remote working conditions are for all, and I want to thank you for making the time to stay connected with your union by reading these reports and/or attending the General Meeting.

My past seven weeks as KFA President can best be described as back-to-back meetings working on a multitude of issues. I am grateful for everyone's support and patience as I acclimatize to the demands of my new role. We are working to adapt our practices to remote work. This includes improving meeting efficiency and reducing meeting times in order to reduce Zoom/Teams fatigue. Submitting written reports is one way we are trying to do that.

Dealing with COVID-related issues and furthering the everyday work of the union occupy most of our time; on top of that, we are also busy implementing the new Collective Agreement and preparing for the LOU #13 Joint Committee on Class Size Past Practice negotiations. This work is set to become our main focus as we have a deadline of December 31, 2020. The committee is tasked with discussing and reviewing classes with registration limits lower than 35. This represents a significant number of classes at KPU, and we will be working closely with faculty from affected areas to advocate for the class sizes that faculty, as area experts, deem appropriate.

Some of the work we are currently engaged in

- Engaging in targeted labour adjustment strategy meetings with the Employer to find viable solutions to minimize the impact of layoffs in ACP, APPD, ELST, and Co-op (and other departments facing layoffs as appropriate)
- Addressing high-level member concerns and questions
- Following up with questions and concerns regarding KPU communications such as a recent one from the School of Business regarding micro-credentials (conversation with the Dean re: using the term "badge" instead of "micro-credential" for an initiative)
- "Representing the Process": ensuring policies and the Collective Agreement are followed when KFA members are involved such as AD2 Complaints about Instruction, Services Employees, or University, HR21 Respectful Workplace complaints, and Article 23 Discrimination and Harassment complaints)

- Supporting Fair Employment Week initiatives, including the Fair Employment Week KFA Online Open Office Hours
- Appointing to Search Advisory Committees (recently, faculty searches and the AVP Teaching and Learning search)
- With the Vice-Presidents, negotiating various agreements with the Employer, including and an MOA clarifying how the Article 7.09 language regarding the use of severance to top-up salary for partially laid-off faculty.
- With other Table Officers, meeting with the Employer to standardize HR24 complaint processes regarding communication with faculty re: role (respondent or witness, specific allegations provided in advance of meeting, which process is being applied and what step the process is at, and clear timelines)
- Meeting with the BCGEU Chairperson to strengthen our relationship, establish regular communication, and work on issues together as appropriate. I plan to reach out the KSA also.

Committees

The President is an ex-officio member of all committees, meaning the President is a member of most KFA committees by virtue of the position. The committees I am actively engaged with right now include

- Labour-Management Relations Committee (report to be provided by VP Negotiations. Minutes should be available on SharePoint)
- LMRC sub-committee on COVID-19 (meets every two weeks to address COVID-related issues). A report on issues this committee is addressing will be provided in COVID Update portion of the agenda
- LOU #13 Joint Committee on Class Size Past Practice (report to be provided by VP Negotiations)
- LOU #3 Joint Committee on Continuing and Professional Studies (meetings with Employer to resume second half of November)
- KFA Committee on Constitution and Policy
- KFA Ad Hoc Committee on the Faculty Handbook and Dealing with Distressed Students Document

Executive Committee

- Planning the Remote Executive Retreat 2020: (1) Basic Executive Representative and Committee Member Steward Training, (2) Developing the KFA 2020-2021 Priorities and Work Plan, and (3) Getting to Know Your New Collective Agreement
- One of many goals: discuss a communication and member engagement strategy with the Executive when we develop our priorities and work plan

CUPE

- Co-Chair the KFA-CUPE Joint Occupational Health and Safety Committee: we are working with our Coordinator of Administrative Services and Administrative Assistant to develop the appropriate policies,

procedures, and training for the KFA Office COVID Safety Plan addressing topics such as remote work safety, working alone, and violence in the workplace, among others.

- Conducting a search for a one-year replacement position to provide coverage while our Administrative Assistant is on leave.

FPSE

- Participating in discussions regarding a coordinated approach to COVID-related working conditions issues
- Participating in FPSE's Friend Raiser campaign: FPSE is running a campaign to connect locals with organizations in the community to help us build allies and public support as we prepare for the next round of bargaining. We have provided names of organizations such as chambers of commerce and local unions with whom we would like to connect.
- Attending FPSE Presidents' Council (PC) monthly meetings. Some updates:
 - FPSE Ad Hoc Committee on Climate Emergency: PC passed motions approving
 - a fall meeting of the committee
 - declaring a climate emergency
 - committing to sign the Climate Emergency Letter (Global Universities and Colleges for the Climate (sdgaccord.org))
 - Pension: President's Council appointed Al Morrison, Local 12 Camosun College Faculty Association, as FPSE's trustee-designate to the College Pension Board of Trustees
 - FPSE Pension Advisory: "Report of the FPSE Pension Advisory Committee SRI Sub-Committee: A Review of the College Pension Plan's Socially Responsible Investment (SRI) Practices 21 February 2020" –we will make this excellent report available on the KFA website.

Labour Affiliates

Vancouver and District Labour Council: Thank you to Romy Kozak, Seema Ahluwalia, and Michael Ma for representing the KFA on the VDLC.

New Westminster & District Labour Council: I represent the KFA on this labour council and I am soon to be joined by Mark Diotte, Renu Seru, and Steve Webber, who have also volunteered to serve as delegates. The total number of delegates is six, so we still need more volunteers. We are also able to nominate up to six alternates. If you are interested in representing your union on the NW&DLC as either a delegate or an alternate, please let me know.

Respectfully submitted.

CUPE1004



Kwantlen Faculty Association

Secretary-Treasurer Report – Romy Kozak

As KFA Secretary-Treasurer (75%), my work is divided between the financial and meeting-oriented duties outlined in Bylaw 5.5, and the member support, committee, and other responsibilities shared among all Table Officers. There has been much to do in both capacities since our last general meeting; here are a few highlights and/or key points of information.

Financial

- The Association is currently in a strong financial position.
- We have a substantial defense fund, another considerable unappropriated term deposit investment, and a significant cushion in the chequing account used to cover month-to-month operating costs.
- As the audited financial statements indicate (to be shown on screen at GM), we realized a sizeable surplus in the last (2019-2020) budget year, due in part to an unbudgeted additional time release allocation from FPSE.
- To translate this financial well-being into real benefits for our members, last year we not only added more than 70k to our defence fund but also created a second part-time Member-at-Large position to help us meet significant increases in demand for member support.
- We are unlikely to see the same degree of surplus at the close of this fiscal year; a slight deficit in relation to the budget we constructed last February is even possible.
- Some of the minor costs associated with a face-to-face working environment are down (e.g. coffee, mileage, catering for meetings, other travel).
- However, our main source of revenue—member dues—has also decreased due to reductions in faculty numbers resulting from layoffs and COVID-19.
- A significant proportion of our costs—those associated with agreed-on time releases for Table Officers—remains unchanged for this year.
- We will be making adjustments as needed when drafting next year's budget, but at present we are well-positioned to continue providing the services to our members that our current working conditions make necessary.
- Overall, we are in good shape, both financially and operationally, to weather the challenges and uncertainties brought on by COVID-19.

Meeting Organization

The past few months have added some new twists to my usual duties of presenting financials, finalizing the agenda package, and taking minutes at monthly Executive and bi-annual General meetings. Initially shifting Table Officer and Executive meetings to Teams was one adventure; this was followed by the additional challenges of setting up, developing how-to Kaltura guides, and hosting record-breaking numbers of attendees at the AGM, Elections Q&A Forum, and 2 SGMs, as well as various other meetings, via Zoom. As most of you will know from your teaching, there is a lot of running-very-fast-to-stay-in-place behind the scenes of these large online interactions, and I'm grateful for the support of our wonderful administrative staff Kyla Rand and Amy Nagi, as well as your participation as members, in making these events as successful as they have been.

Member Support

Perhaps the most directly rewarding part of my work involves providing advice to and representing our members. Much of these efforts must of necessity remain confidential, and most of the remainder covers a huge range of issues too broad to be captured in a brief report, though some sense of the latter is now noted in my monthly summary to the Executive Committee (see meeting minutes posted on <https://yourkfa.ca/members-area/> - log in required). I value the trust placed in me by the members who reach out with questions and concerns and who allow me to support them through difficult processes such as mediations, investigations, layoff notifications, and discussions with the Employer about regularization, benefits, compensation, search processes, and the many other rights and entitlements protected by the Collective Agreement.

Committee Work

I have also valued the opportunity to contribute to and benefit from the expertise of many dedicated colleagues through my work on committees such as the following:

- LMRC (Labour Management Relations Committee)
- FPRC (Faculty Performance Review Committee)
- 0.6% PD Fund Committee
- KFA Constitution and Policy Committee
- LOU #13 Committee
- Various administrative search committees
- (as Table Officer Liaison): KFA LGBTQ2SIA+ Committee, FPSE Professional and Scholarly Development Committee and Education Policy Committee
- Vancouver and District Labour Council

Please feel free to follow up with me in person about any of the above, and thanks for taking the time to review this report.

In solidarity,
Romy Kozak, KFA Secretary-Treasurer



Kwantlen Faculty Association

VP Negotiations Report

Raphael Lagoutin

October 21, 2020 General Meeting

Bargaining update:

Implementation of the *2019-2022 Collective Agreement* is in progress, and KPU is working with the KFA in the final stages of updating the Agreement which came into force as of its ratification last July. The new agreement will be posted on our [website](#) as soon as we have it.

The negotiated changes to benefits took effect on July 1, 2020, with improvements to the vision care provision and a change from \$10 to \$20 for the first 5 visits per calendar year for professional services such as a chiropractor or a physiotherapist. Should you have any claims after July 1st that were not changed to the new benefit amounts, you should reach out to the KPU Health and Benefits Team.

At this time, we are still waiting for KPU to implement the negotiated salary increases and the retroactive payment of the 2019 and 2020 raises from KPU. I am continuously following up with the Employer on this important matter, and as of my last follow up, HR VP, Laurie Clancy indicated that we should have the implementation timeline this week.

The Letter of Understanding #13 that was negotiated in the last round of bargaining is now active. At this point, the KFA and the Employer are working on identifying precisely which courses will fall under LOU#13. I have reached out to the Chairs and Coordinators across KPU with an outline of the committee's next steps. The departments affected by this committee's work will be contacted by the KFA once we have the list of all affected courses to help establish a rationale for the existing registration limits.

COVID discussions:

With the start of the current COVID-19 pandemic, the Table Officers of the KFA and their KPU counterparts started discussions on all items related to the pandemic as they emerged. Through the summer, these discussions resulted in an FAQ that explained some of the processes and understandings on COVID-related items.

In the fall, we moved these discussions into a new COVID sub-committee of the Labour Management Relations Committee (LMRC). The minutes for this joint committee can be viewed on SharePoint.

Current issues at the COVID sub-committee are:

- WorkSafe BC regulations and the Employer's work on the Remote Work checklist and the Working Alone checklist.

- The Business Expense Policy as it applies to the remote work environment of our members
- The Student Accommodations processes in the COVID context
- Variances to the Collective Agreement on the recall period for faculty that have been laid off prior to or during the pandemic
- Ensuring that resources on KPU SharePoint site are updated regularly to reflect any changes

LMRC discussions:

This committee meets to deal with contractual and non-contractual issues between the parties. Here are the highlights of the items before the committee:

- Faculty Work/Life balance
- Use of various virtual platforms
- KPU Budget
- Campus Safety Protocols
- Access to online library resources by KPU retirees
- Conversion of some Coordinator positions into elected Chair positions

Faculty Performance Review Committee:

This committee meets to update the Faculty Performance Review process. Here are the highlights of the items before the committee:

- Developing training for peer reviewers and Dean's office personnel on the review process
- Future implementation of the revised Faculty Performance Review process
- Memorandum agreed to by the parties for Faculty Review Process during the Fall 2020 semester (Attached for your reference).

Lastly, I would like to thank the membership for allowing me the opportunity to represent you as KFA VP Negotiations these past three years. Due to some external factors, I will be returning to my Faculty as of January 2021. I would also like to voice my appreciation for the KFA team and the leadership of our KFA president. The support and mentorship I received during my time here has been amazing.



MEMORANDUM

TO: Deans Offices

CC: Faculty Performance Review Committee members

FROM: Dr. David Florkowski, Associate Vice President, Academic
Raphael Lagoutin, VP Negotiations, KFA

DATE: September 18, 2020

SUBJECT: **Probationary Faculty Performance Review for Fall 2020**

The Parties recognize that the 2020 COVID-19 pandemic created a need to shift the teaching and learning environment to a mostly remote delivery model. The Parties also recognize that this change creates challenges for both instructors and students that may affect the otherwise typical teaching routines. These challenges in regard to remote teaching and learning need to be acknowledged in the context of faculty performance reviews conducted during the Fall 2020 semester.

While recognizing the significant changes and accompanying stressors brought about by adapting to the COVID-19 situation, the Parties also acknowledge the importance of developing an understanding that will allow probationary faculty performance review to proceed in the Fall 2020 semester. Current research suggests that it remains possible for many of the same educational principles as apply to in-person delivery to be considered and prioritized in remote delivery settings.¹ Along comparable lines, KPU's existing faculty performance review structure, with its four pillars of student input, peer input, faculty self-input, and decanal input, may be sufficiently adapted to enable a fair, meaningful, and beneficial evaluation of teaching effectiveness in the remote learning environment made necessary by COVID-19. As peer and decanal input have been typically dependent on reviewers completing an in-person, in-class visit, these components in particular will need to be modified in light of the current educational context. The precise nature of these adaptations depends largely upon the course design and availability of synchronous learning opportunities.

For Courses with some synchronous whole-class teaching, presence in the class could be achieved through a 'virtual visit' approach. Each peer reviewer and decanal representative would thus:

- (a) be made a guest on the course website(s) (e.g. Moodle site) for the week in which their visit is to occur (as agreed on in advance by the faculty member and each reviewer);

¹ See, for example, Pennsylvania State University, *A Peer Review Guide for Online Courses at Penn State* [https://facdev.e-education.psu.edu/sites/default/files/files/PeerReview OnlineCourses PSU Guide 13June2017.pdf](https://facdev.e-education.psu.edu/sites/default/files/files/PeerReview%20OnlineCourses%20PSU%20Guide%2013June2017.pdf) (Accessed: 9/4/20)

- (b) observe a representative sample of synchronous delivery – seeing what the student sees, observing any activities/discussions in which the students participate, etc.

Courses with solely asynchronous delivery pose different challenges. Peer and decanal visits in this context could proceed as follows:

- (i) Each reviewer is made a guest on the course website(s) (e.g. Moodle site) for one week (designated week[s] to be agreed on by faculty member and each reviewer in advance);
- (ii) Each reviewer focuses on a particular course module/lesson, concentrating on instructional practices for that unit. This would involve taking a holistic view of the relevant learning outcomes and teaching practices for that module/lesson as they would be received and experienced by students. The instructor would share all the materials relevant to the module/lesson with each reviewer. Each reviewer may focus on the same or different module(s)/lesson(s), as agreed on in advance by the faculty member and each reviewer.

Pre-meeting: At the outset of the faculty review process, instructors should meet with the decanal representative. This could occur either through email correspondence, or through a virtual meeting, as agreed on by the faculty member and the decanal representative. The purpose of the meeting would be to discuss the extent to which the course is asynchronous, and dialogue about which of the above approaches to peer/decanal visits will be best suited to the course in question.

Assessment and feedback: Reviewers should be cognizant of new variables in the present context. One is that the 2020 Fall semester may be the first online or hybrid course that a faculty member being reviewed has attempted to instruct. Another is that student feedback may be influenced at times by technological issues which are not the responsibility of the instructor. Another is that, with the course withdrawal date pushed back to the end of the semester, it will be possible for students who may end up withdrawing from the course to fill out course feedback surveys. These factors notwithstanding, KPU's faculty performance review structures involve a sufficient range of elements (e.g., faculty self-input, written student comments explicating their concerns, dialogue with decanal representatives) to warrant confidence in the fairness and effectiveness of the modified process for the duration of the pandemic.

Dr. David Florkowski
Associate Vice President, Academic
Kwantlen Polytechnic University



Raphael Lagoutin
VPNegotiations
KFA



Kwantlen Faculty Association

Vice-President, Grievances – Diane Walsh

Committees

- Joint Committees
- LMRC
- LMRC sub-committees: Chair and Coordinator Subcommittee; LOU #13 Subcommittee
- FPSE Committee
- Contract Administration Review Committee (group of chief grievance officers cross FPSE locals – I chair this committee)

Grievances

- Current numbers of active grievances in internal process: 7
- Current numbers of grievances awaiting arbitration or mediation: 7 (four “budget grievances” together in one arbitration)
- Current numbers of issues in ongoing informal resolution: not quantifiable
- Selected themes for recent grievances / informal resolutions:
 - discipline related
 - regularization related
 - rates of pay / payroll issues

General notes on Labour Relations climate

- changes to note



Kwantlen Faculty Association

Member-at-Large Report – Betty Cunnin

This report summarizes my Member-at-Large (50%) activities since September 1, 2020.

- Attending weekly Table Officer Meetings
- Attending monthly KFA Executive Meetings
- Developing materials for Executive Training on FPSE Committees and KFA links
- Hosting KFA Open Office hours
- Liaison with OH&S Executive representative Kristie Dukewich
- Member representation
- Responding to member inquiries
- Serving on Faculty Performance Review Committee.
- Serving on KFA Constitution and Bylaw Executive Committee
- Serving with KFA Executive Working Group on Anti-racism to develop a response to the University Task Force on Antiracism (TFA).
- Writing KFA Facts on NR1 entitlements for Fair Employment Week October 19, 2020



Kwantlen Faculty Association

Member-at-Large Report – Mark Diotte

General

- Supporting Raphael Lagoutin in his VP Negotiations portfolio.
- Supporting Diane Walsh as directed on grievance files.
- Working with Kyla Rand and Raphael Lagoutin KFA website improvements. Please see the new Labour Affiliate News section.
- Working on KFA communications such as the Executive Communication to Members.
- Working with Raphael Lagoutin on the possibility of a KFA virtual workspace for KFA committee work and storage.
- Responding to KFA inquiries as needed

Member Representation

- Representing members in a variety of complaint processes to ensure that the Collective Agreement is followed.
- Representing members in ongoing Targeted Layoff Adjustment meetings
- Supporting KFA & Departmental elections

Committee Work

- Working Conditions Committee
- Negotiating Committee
- Constitutional and Policy Committee
- LOU#13 Committee (support)
- Political Action Committee

KFacts

- Intellectual Property in an online teaching & learning environment (forthcoming)
- Getting to know your NEW Collective Agreement
- Updating old KFacts as needed