

This list is organized by **type** of committee, then alphabetically by committee title. Below the lists of committee members is a description of each committee, organized the same way. You can click the name of the committee to jump down to the description.

There is a separate list that groups all committee by category. It is posted on the CFA website below this list.

Type of committee: There are three types” of committee, as follows:

FPSE: CFA sends a representative to meet with other FPSE locals (meetings usually in Vancouver). FPSE is the Federation of Post-Secondary Educators, a body that has locals in all the colleges and universities in BC except UBC, UVic, SFU, and UNBC. The CFA is “local 1.” Some of these committees are exclusively “FPSE committees,” and the CFA appoints one representative to that committee (e.g., Education Policy). Others are also CFA committees that work on issues here at CapU, with one representative from the committee attending meetings of the provincial committee, which FPSE organizes (e.g., Non-Regular Committee). And two of the committees are also joint CFA - CapU administration committees (Workplace Health & Safety; and Professional Development).

Joint: Committees that are joint between the university administration and the CFA. The committees’ members are faculty, administrators, and in some cases also MoveUp staff.

CFA: Committees that are internal to the union: the committees consist exclusively of CFA members.

Categories of committees: In 2017, the CFA executive identified the subject area of each committee, in an attempt to group committees that deal with similar issues, with two goals. First, to encourage members interested in particular issues to spot committees that interest them, or to sign up to be “on call” volunteers for issues within those categories, e.g., if there is a need for an ad hoc committee. Second, to help us to see opportunities to merge or modify our large number of existing committees, a project we will pursue during the 2017-18 year.

You can see the category names in the “category” column in this document. We will also post a separate list that sorts the committees by category, and lists the categories separately (the names of volunteers will be the same. In both lists, there is a set of “on-call” volunteers that is organized by category. That list appears first.

Committee name (in this case, on-call category)	Type	Category	Members represent CFA at FPSE meetings of these committees	Executive liaison
“On call members” - Academic	On call	Academic	Carrie Jung - Michel Castagné - Maureen Bracewell - Diana Twiss	
“On call members” - Contract Administration	On call	Contract Administration	Richard Brand - Diana Twiss - Rae Nickolichuk - Susan Silverston	
“On call members” - Faculty Development	On call	Faculty Development	Lucy Alderson - Karen Yip (<i>special interest in IT</i>) - Angeline Han (<i>special interest in IT</i>) Note: we are working on an IT-focused committee, preferably a joint committee with the university administration	
“On call members” - Governance & policy	On call	Governance	Deb Jamison - Colin Gilker	
“On call members” - Workplace	On call	Workplace	Abigail Kinch - Sue Wallster - Rachel Clearwater + Don Bentley (<i>Campus master plan</i>)	
FPSE committees (at least one member attends a provincial meeting in Vancouver each term)				
Committee name	Type	Category	Members represent CFA at FPSE meetings of these committees	Executive liaison
Disability Management & Rehab (3-year term) [2] - [half-section release for one rep.]	FPSE	Workplace	2017-18: Maggie Feist (3 rd year) + Kirsten McIlveen (2 nd year) <u>FPSE rep:</u> Maggie	Jo Quirk
Education Policy [1]	FPSE	Governance & Policy	2017-18: _____	Colin Gilker

Human Rights & International Solidarity (2-year term) [1]	FPSE	Workplace	2017-18: Kim Bothen (2 nd year)	Colin Gilker
Indigenous Issues	FPSE	Workplace	_____ - this is a new FPSE committee, created in May 2017	_____
Non-regular Faculty Members	FPSE	Faculty Development	2017-18: Susan Summers - Kirsten McIlveen FPSE rep.: tbd	Jo Quirk
Pension Liaison Officer [1 rep. + 1 “alternate” member]	FPSE	Financial	2017-18: Gordon Rudolph + _____ (alt. needed) FPSE rep.: Gordon Rudolph	Janet Waters
Status of Women	FPSE	Workplace	2017-18: Efrat EL-Hanany - Kirsten McIlveen FPSE rep.: tbd	Michael Begg
Workplace Occupational Health, Safety, & Environment (joint w/ CapU committee) [2 + 2]	FPSE & Joint	Workplace	2017-18: David Geary - Charlotte Burke - Grace McNab FPSE rep.: _____	Jo Quirk (also alternate)

Joint committees
(CFA representatives attend meetings with representatives from the university administration)

Committee name	Type	Category	Members represent CFA at FPSE meetings of these committees	Executive liaison
[Learning & Teaching Centre]	Joint?	Faculty Development	This is a potential new committee, not yet formed	tbd
CapU Naming Opp.s & Washroom Ads [2 + 1] [ad hoc & by e-mail]	Joint	Services	2017-18: Lindy Tucker	Anthea Mallinson

Challenge [6] [<i>ad hoc</i>]	Joint	Academic	2017-18: Catherine Gloor - Martin Godwyn - Tim Acton	Michael Begg
Employee & Family Assistance [2 + 1]	Joint	Faculty Development	2017-18: Nadja Neubauer	Jo Quirk
Faculty Professional Development (2-yr.) [5 + chair] Note: Chair is a "hire" position with appointment by search committee	Joint & FPSE	Faculty Development	2017-18: Laura MacKay, chair <i>Second year of 2-year term:</i> Lori Walker - Bettina Boyle <i>First year of 2-year term:</i> Ki Wight	Tim Acton
Food and Beverage Services [2 + 1]	Joint	Services	2017-18: Tania Alekson - Martin Godwyn	Robin Furby
Harassment [2]		Workplace	2017-18: _____	Colin Gilker
Paid Ed Leave [6]	Joint	Faculty Development	2017-18: Wayne Hughes - Danielle Labossiere - Crystal Hurdle - Elizabeth Witkowski - Nancy Nowlan - Anthea Mallinson	Tim Acton
Physical Environment [2 + 1]	Joint	Services	2017-18: Cheryl Kramer - Charlotte Burke - Anthea Mallinson (alt.) 2016-17: Cheryl Kramer & Anthea Mallinson	Anthea Mallinson
Student Appeals	Joint	Academic	2017-18: Efrat El-Hanany - Carlos Reyes - Keith Lam - Sue Wallster	Janet Waters
Transportation & Parking (Sticker) [2 + 1]	Joint	Services	2017-18: _____	Anthea Mallinson

CFA committees				
Committee name	Type	Category	Members represent CFA at FPSE meetings of these committees	Executive liaison
Academic (formerly “Interdisciplinary”)	CFA	Academic	2017-18: Sandra Seekins - Martin Godwyn - Anthea Mallinson	Anthea Mallinson
Audit	CFA	Financial	2017-18: Sue Hogan	Brent Calvert
Benefits Review	CFA	Contract Administration	2017-18: Alan Fraser - Tania Alekson - Sukhi Sohi - Claudio Lerner	Janet Waters
Budget	CFA	Financial	2017-18: Janet Waters	[Treasurer]
Communications	CFA	Social & Communications	2017-18: Tania Alekson	Michael Begg
Dispute Res., Mediation, & Union Ethics <i>[ad hoc]</i>	CFA	Contract Administration	2017-18: Carlos Reyes	Robin Furby
Equivalent Workload <i>[ad hoc]</i>	CFA	Contract admin	2017-18: _____	Janet Waters
Governance & Policy	CFA	Governance & Policy	2017-18: _____ <i>[This committee will, we hope, liaise with the Senate’s policy-development position and policy advisory committee]</i>	Brent Calvert
Placement Review	CFA	Contract Admin	2017-18: _____	Tim Acton
Social	CFA	Social & Communications	2017-18: Kathy Moscrip - Nila Gopaul - Shawwna Parlongo - Pascal Milelli - Catherine Gloor - Jennifer Nesselroad	Michael Begg

Committee Descriptions

FPSE COMMITTEES

Disability management and rehabilitation committee	FPSE	Workplace	<ul style="list-style-type: none"> • 2 members with 3-year terms, expiring in different years • One of the members will be the lead person and receive 0.5 sections per year. The lead person will also attend related FPSE committee meetings • This is both an internal CFA committee and a FPSE committee—with the rep. who attends FPSE meetings receiving the 0.5 section release • The FPSE umbrella committee usually meets once per term (fall and spring) • FPSE web page for this committee: http://fpse.ca/committees/DMRC • Constituted under the Collective Agreement • Meets as necessary • Reviews proposals for return to work of members on disability.
Education Policy	FPSE	Governance & Policy	<ul style="list-style-type: none"> • 1 member, who attends FPSE meetings on education policy • This is a FPSE committee (not an internal CFA committee—though the CFA’s representative to FPSE’s EP Committee should report to CFA members at the AGM) • The FPSE umbrella committee usually meets once per term (fall and spring) • FPSE web page for this committee: http://fpse.ca/committees/EPC • Deals with policy issues concerning education for the post-secondary system in B.C.
Human Rights & International Solidarity	FPSE	Workplace	<ul style="list-style-type: none"> • 1 member - for two-year term • This is a FPSE committee • The FPSE umbrella committee meets once per term (fall and spring) • One member of committee attends meetings of FPSE—as called by FPSE (there is no regular schedule for these meetings) • FPSE web page for this committee: http://fpse.ca/committees/hrisc
Non-Regular Faculty Members [joint FPSE/CFU committee]	FPSE	Faculty Development	<ul style="list-style-type: none"> • This is both a FPSE committee and an internal CFA committee. • Unlimited membership - but only one representative to the FPSE committee meetings (that representative selected by the committee members) • Internally: meets as necessary; helps with Fair Employment Week in October • The FPSE umbrella committee usually meets once per term (fall and spring) • FPSE web page for this committee: http://fpse.ca/committees/NRFC
Pension Liaison Officer	FPSE	Financial	<ul style="list-style-type: none"> • 1 member who represents CFA at FPSE committee meetings + 1 observer • 4-year term • The FPSE Pension Committee usually meets once per term (fall and spring) • FPSE web page for this committee: http://fpse.ca/committees/PAC

Status of women	FPSE	Workplace	<ul style="list-style-type: none"> • This is both a FPSE committee and an internal CFA committee • Unlimited membership - but one CFA member represents our local at FPSE • Internally: meets as necessary • The FPSE umbrella committee usually meets once per term (fall and spring) • FPSE web page for this committee: http://fpse.ca/committees/SWC • Duties: Reviews issues affecting women in the workplace. Actively works towards having campus-wide events in recognition of International Women's Day, December 6 memorial, and other events
Workplace Occupational Health, Safety & Environment [joint FPSE/CapU committee]	FPSE	Workplace	<ul style="list-style-type: none"> • 2 members + 2 alternates • This is both a FPSE committee and a joint CFA-University administration committee • Both members sit on the joint CapU Admin-CFA Occupational Health & Safety Committee, and one of the two also sits on this FPSE Workplace O, H, & S Committee • The FPSE umbrella committee usually meets once per term (fall and spring) • FPSE web page for this committee: http://fpse.ca/committees/WHSEC • Members also have rights and responsibilities outlined in the WorkSafe BC guidelines. • Committee recommends the establishment and enforcement of health and safety policies and practices. Advises on potential dangers to health and safety on campus. Promotes health and safety programs to employees.
JOINT UNIVERSITY ADMINISTRATION-CFA COMMITTEES			
CapU naming opportunities & Washroom advertising	Joint	Services	<ul style="list-style-type: none"> • 2 members + 1 alternate • Meets as necessary • Naming opportunities: Reviews donor proposals that involve recognition through the use of naming. e.g., named building, named space, named chair, named lecture series • Washroom advertising: Reviews particular ads proposed for washrooms. Review and recommend changes to policy as necessary
Challenge Committee	Joint	Academic	<ul style="list-style-type: none"> • 6 members • Reviews faculty challenges to evaluation files. Each time a challenge is filed, three members of this committee are selected to conduct the review. Members cannot be selected if they are in the same area as the faculty member bringing the challenge.
Employee & Family Assistance Program	Joint	Faculty Development	<ul style="list-style-type: none"> • 2 members + 1 alternate • Meets twice a term, or more if necessary • Works with the agency that offers confidential counseling services to all employees at Capilano University
Faculty Professional Development	Joint	Faculty Development	<ul style="list-style-type: none"> • Joint CFA-University & FPSE committee (see third bullet, about the FPSE rep.) • Chair + 6 CFA members with 2-year terms: appointed in a staggered manner, 3 new appointments each year, so each year three appointments expire and three continue

[joint FPSE/CapU committee. Chair of CapU committee attends or selects someone to attend FPSE's Faculty Professional & Scholarly Development Committee meetings]			<ul style="list-style-type: none"> • <u>One</u> of the CFA members is a representative to the FPSE Professional Development committee • Chair is hired by a search process and receives release time • The Joint committee meets once per month • Duties: review applications from faculty and make recommendations for PD funding; organize faculty PD activities and May PD Days; brainstorm ideas; contact presenters; introduce and thank presenters; read emails and respond to on-going email discussions regarding PD-Days decisions • The FPSE umbrella committee usually meets once per term (fall and spring) • FPSE web page for this committee: http://fpse.ca/committees/PSDC
Food & Beverage Services	Joint	Services	<ul style="list-style-type: none"> • 2 members + 1 alternate • Meets once per month • Reviews food services on campus and provides guidance/feedback on food services
Harassment	Joint	Workplace	<ul style="list-style-type: none"> • 2 members • Meets as necessary • Reviews from time to time the effectiveness of the harassment policy and procedures.
Paid Ed Leave	Joint	Faculty Development	<ul style="list-style-type: none"> • 6 members • Constituted under the collective agreement • Meets annually • Reviews annual applications for paid educational leaves to determine which ones meet the CA requirements. Grants PEL according to guidelines
Physical Environment	Joint	Services	<ul style="list-style-type: none"> • 2 members + 1 alternate • Meets 2nd Thursday of each month from 11:40-12:20
Student appeals	Joint	Academic	<ul style="list-style-type: none"> • Meets as necessary • Our set of representatives are a pool from which two are chosen to review a particular appeal by a student of a grade or other departmental decision
Transportation & Parking (Sticker)	Joint	Services	<ul style="list-style-type: none"> • 2 members + 1 alternate • Transportation: Meets 3rd Thursday of each month from 12:00-12:55. It works with the university to help solve issues regarding transportation and parking • Parking (Sticker): Meets at the start of each term. It reviews applications for special parking permits

CFA COMMITTEES

Academic	CFA	Academic	<ul style="list-style-type: none"> • Mandate: Attend and summarize all University Senate, Board of Governor and external public community engagement meetings. Stay current with the University Act and Collective Agreement (CA) contract administration at Capilano University, in particular senate and board policies being produced or revised. • Composition: 1 faculty representative per Faculty area, 3 CFA Executive members (President, Chief Steward or Assistant Chief Steward, Public Affairs / Policy & Procedures) • Meeting Frequency: 2 per term • Reporting Expectations: Produce monthly summaries of Senate and Board of Governors meetings in relation to mandate description • Liaison: Staff (MoveUp), Capilano Students Union (CSU), Board of Governors, partner Special Purpose Teaching Universities, CUFA, colleges
Academic	CFA		<ul style="list-style-type: none"> • Goal: minimum of four members • Chair to be chosen by the committee • Meets once per semester with additional meetings as determined by the committee • Purpose is to identify, discuss, develop and support, from the theoretical and practical point of view, interdisciplinary courses and/ or programs at Capilano University
Audit	CFA	Financial	<ul style="list-style-type: none"> • Reviews the financial statements before each year's AGM, and reports to members at AGM • Meets as necessary during the year to review the budget and financial records
Benefits Review	CFA	Contract Administration	<ul style="list-style-type: none"> • Constituted under the collective agreement: a sub-committee of Joint Standing Committee • Meets as necessary • Also acts as an appeal committee on disputes about benefits
Budget	CFA	Financial	<ul style="list-style-type: none"> • Mandate: Undertake an annual analysis of the Capilano University All Funds Budget, to analyze changes between the previous and current budgets, and to continue to track budget changes over the current decade. Analyze changes (add-ons and cuts) to section allocations for each Faculty and overall to instructional areas. Analyze budget changes (absolute numbers and percentages) to all administrative areas and for each instructional Faculty. Conduct a comparison between Capilano University's Budget and End of Year Actuals to analyze changes between the budget section allocation and the actual sections taught, and for line items of interest. • Composition: Faculty representatives per Faculty area, 2 CFA Executive members (President, Treasurer) • Meeting Frequency: 2 to 3 per year • Reporting Expectations: Prepare summaries of the changes (add-ons and cuts) to section allocations for each Faculty and overall Prepare summaries of the budget changes

			(absolute numbers and percentages) by administrative areas and for each instructional Faculty
Communications	CFA	Social & Communications	<ul style="list-style-type: none"> • Liaison: CFA exec, COPE (Move up) • Mandate: Undertake an annual communications audit of the Capilano Faculty Association, updating communications, brand and media toolkits as necessary, as well as selected digital communication channels (CFA website, social media channels, email and project based communications tools) and print products. • Composition: 1 faculty representative per Faculty area, 3 CFA Executive members (President, Vice President, Public Affairs / Policy & Procedures) • Meeting Frequency: 2 per term • Reporting Expectations: Produce monthly summaries of Senate and Board of Governors meetings in relation to mandate description • Liaison: Capilano University Communications and Marketing, brand building and community outreach activities/projects
Dispute Resolution, Mediation, & Trade Union Practices and Ethics	CFA	Contract Administration	<ul style="list-style-type: none"> • This is a pool of members from which a committee is selected to deal with specific disputes among CFA members • Meets as necessary
Equivalent Workload	CFA	Contract Administration	<ul style="list-style-type: none"> • Constituted under the collective agreement • Meets as necessary • This is a pool of members from which a committee is selected for a specific issue: e.g., reviews complaints from faculty when their workload equivalent is more sections than they have been assigned
Nominating Committee	CFA	Contract Administration	<ul style="list-style-type: none"> • Formed ad hoc, for recruiting executive and bargaining team members
Placement review	CFA	Contract Administration	<ul style="list-style-type: none"> • 1 member • Constituted under the collective agreement • Reviews placements on scale to ensure they have been done properly
Social	CFA	Social & Communications	<ul style="list-style-type: none"> • Stages CFA-sponsored social and other special events