

# SAFAGRAM

## President's Message

By James McWilliams



The Academic Year is coming to a close.

It has been my pleasure for the past several years to attend SAIT's Annual Convocation. May 28 and 29 marked the 2014/15 Graduation Ceremonies at the Jubilee Auditorium. These Ceremonies recognize well over a thousand graduating students from a broad spectrum of programs and trades. Discipline colours were proudly displayed by excited and anxious students as they filed regimentally into their designated rows—waiting enthusiastically to take their seats, extending the customary high fives with each other, lip-syncing congratulations to colleagues several seats away, and

giving the customary wave to family and friends in the balconies. Noticeably some of the young men were actually clean shaven; some had even adorned a tie for the event—Windsor knots and all. The young women adjusted their newly-acquired hair styles under their ceremonial caps and glistened euphorically with their 'Sephora' lip gloss and eye shadow. The sense of excitement was invigorating.

Faculty were seated adjacent to the students, rows of black gowns and University insignias being displayed with honour. Facial expressions of Faculty portrayed a sense of pride in their accomplished students. Whispers into willing ears of "I am so glad Johnny Q. stuck with the program and is finally graduating" and how "Mary-Ann S. has matured so much, her parents must be so proud."

As the shrill of the pipes echoed resoundingly at the back of the Auditorium bringing a degree of order to the gathering, the noise level began to recede and eventually a semi-stillness came over the assembly, and all eyes followed the parade of the attending Professorate. The procession efficiently and orderly moved in unison onto the stage. Assembling into their respective seats, they postured quite formally before being requested to sit. The President and CEO of SAIT, Dr. David Ross, opened the ceremony with a resounding welcome to all parents, families, and guests, followed by a sincere congratulations to the graduating body. Dr. Ross spoke encouragingly about the challenges that new graduates will face in their realignment into the industry sector from that of the educational world. More significantly, though, they will be enduring the economic challenges that graduates face as they move forward into their futures; an experience that Dr. Ross can testify to following his own graduation.

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### Editorial Board

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SAFAGRAM is published by the SAIT Academic Faculty Association (SAFA) five times a year usually closer to the end of the months of October, December, February, April, and June. Deadline for submissions is the 10th of the month preceding publication. Send submissions to SAFAGRAM, care of the SAFA office, N201 or e-mail submissions to [kathie.dann@sait.ca](mailto:kathie.dann@sait.ca). Please keep submissions under 300 words, double-spaced. Submissions may be edited for grammar, length, or content.

SAFAGRAM editorial policy, as approved by the SAFA Executive on June 14, 1995, is as follows:

1. The Editorial Board has the final say as to what is included or deleted from the newsletter.
2. Editorial Board decisions about newsletter material must be agreed to by consensus.
3. The newsletter will include a disclaimer stating that the views expressed in its content do not necessarily represent the views of the Editorial Board or SAFA.
4. All material included in the newsletter must
  - be signed by the author when submitted to the editors, but anonymity may be requested and granted for printing.
  - be based on "reasoned argument" if personal criticism is used.
  - not involve name-calling.
  - not include sexist, racist, or homophobic comments.
  - be related to SAIT, although this will be interpreted broadly.

**The views expressed in SAFAGRAM do not necessarily represent the views of the Editorial Board or SAFA.**

<http://www.safacalgary.com/>

# Labour Relations Officer (LRO) Report

By Al Brown, LRO



Well, we are in the annual performance review season. I would like to remind you of your rights under the Collective Agreement. Performance reviews are covered in the SAIT/SAFA Collective Agreement in Section 18.

As a member of SAFA, you have a couple of entitlements in this section. Your supervisor or Academic Chair, on an annual basis, will review your performance with you. You may respond in writing and that response will be attached to the performance review in your personal file. This provides you with the opportunity to have your opinion included in your personal file for future reference. Assuming your overall performance is determined to be satisfactory, you will advance one step on the salary grid.

However, in the event your overall performance is deemed to be less than satisfactory (“requires improvement”), Section 18.01 (b) of the SAIT/SAFA Collective Agreement entitles you to receive the reasons in writing and to appeal through the grievance procedure. The reason is that there is a significant financial penalty attached to a “requires improvement” performance review. If your overall performance review results in a “requires improvement” evaluation, you may not receive your annual salary grid step increase. Keep in mind your “long service allowance” is also tied to a “meets expectations” performance review.

However, there are time limits you need to be aware of: *Section 20.05 (a) requires that an academic staff member must submit the grievance within ten (10) days of the date upon which you had the first reasonable opportunity of knowing that a grievance had allegedly occurred.* In the case of a performance review, I would think that would be the date you signed the PPR document acknowledging you have been advised of the contents. So, it’s very important that you contact the SAFA office, or me directly, as soon as possible following the PPR meeting with your supervisor, if your overall performance is deemed “requires improvement.”

Recently I attended the Annual Accommodation Law Conference in Edmonton. There were many topics covered—Family Status, Workplace Policies, The Duty to Accommodate, etc. One area that I would like to discuss is what the Employer—in our case SAIT or their agent, Homewood—can and cannot ask of you and your doctor during the accommodation process.

Any request for medical information must strike a balance between your right to privacy and the Employer’s need to understand your restrictions in order to accommodate your return to the classroom. That means SAIT (or Homewood) is restricted in the type of information that can be requested. They may request only information that is reasonably needed to accommodate your disability—no vague or intrusive questions that leave it up to your doctor to figure out what or how much information to give.

The Employer can’t contact or ask for information directly from your doctor without your “informed” consent. That

means that you *understand* the reasons for and the limitations of the request. Whatever information they are requesting must be focused on what is *reasonably* required to accommodate your disability. SAIT may have some follow-up questions or require more details once they have made the initial request of your doctor. But, again, this follow-up information must be only to assist in determining the correct accommodation for your restriction.

Following is some of the information that SAIT or Homewood *would not* be entitled to:

- The diagnosis and if it is hereditary
- The medications you are taking
- A list of all the specialists you’ve been seeing
- A copy of your medical records, including clinical notes
- The number of counselling sessions you’ve attended and what was discussed
- The name of your sponsor and who else attends your sessions.

Please keep in mind that, like any rule, there are exceptions and also there may be a legitimate need for further information from your doctor in order to best accommodate your disability-related restrictions. The key to this process is getting the Association involved early. That way, by staying in the loop as effective communicators at the early stages of the accommodation process, we will help make it a success. Please alert us at SAFA if you are being asked to provide further information or more detailed information after you’ve requested a disability-related accommodation.

As always, if you have any questions, please stop by the SAFA Office N201 in the Burns Building, contact me directly at Ext. 4067, or e-mail [al.brown@sait.ca](mailto:al.brown@sait.ca). 📧

Have a great summer!

*President’s Message  
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Over and above the traditional convocational speeches, SAIT Polytechnic presented Honorable Degrees to the following recipients:

- Clarence Hollingworth received an Honorary Bachelor of Science. Hollingworth was a graduate from PITA (Provincial Institute of Technology and Art) and subsequently an instructor at SAIT for 28 years. This 100-year old gentleman received a standing ovation from all in attendance at the ceremonies for his enlightening speech.
- Dave Mowat received an Honorary Bachelor of Business Administration. Mowat is President and CEO of ATB Financial. In 2014 he was named Alberta’s Venture Person of the Year.
- Linda Olsen received an Honorary Bachelor of Business Administration. Olsen is co-anchor for Global Calgary and a 1988 graduate of SAIT’s Broadcasting Program.

Our learned Faculty sat respectfully through the Convocational Ceremony, applauding as the graduates received their long anticipated Diplomas/Certificates—increasing their applause as their own respective students crossed the time-honoured stage. Many Faculty had thoughts of how these young individuals were going to be received as they ventured into their chosen professions. Fear is often an underlying factor when one transitions into uncharted endeavours. While they know

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## Library Report

By Alison Hart

### New and Notable E-Resources at the Library!

At the Reg Erhardt Library, we take the academic and scholarly interests of our instructors and students very seriously. Recently, we have purchased several new electronic resources that will help assist our clientele in their educational pursuits. Following are some of the databases that are now available:

**Britannica Image Quest** has a collection of nearly three million digital images from the National Portrait Gallery of London, the National Geographic Society, and over 40 international collections including a Canadian Photo collection. All of the images can be used and cited for educational purposes by instructors and students without fear of copyright infringement.

**Business Monitor International** is an up-to-date international business resource which provides extensive economic analysis with impartial social and political insights about 24 industries and 200 global markets. Extensive coverage of key global issues and forecasts as well as special reports are presented in various articles, webinars, and podcasts.

**Cambridge Companions** is an online compendium of over five hundred titles from Austen to Yeats and includes over five thousand essays that are searchable by author, title, or subject. Subject matter is continuously updated and covers literature, philosophy, religion, classics, cultural studies, and music within the humanities.

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they have a lot to offer, because SAIT Faculty prepared them well, many students hesitate during the transition from school to career.

The working world is a different place with different expectations and unwritten rules. We hope that our graduates have invested their time in researching their future employers: how the company works, how to understand the process, and most importantly, what is the vision behind the organization. As educators, we are not always convinced that companies establish a structured learning environment for students and graduates during the transitional period. Although training is not always the most exciting part of a new job, it can provide a sense of familiarity to new graduates. First days can be nerve-racking, but relief can be found in their training curriculum since it is reminiscent of their time spent in classes. Much of the philosophy preached by SAIT Faculty is the power of mentorship. For employers, this is a profound way to assist new graduates and build relationships with more experienced employees. In most cases, the new hires will learn accurately the mechanics of the company's processes, removing the anxiety and doubt of "who should they ask."

As the torch of responsibility is now passed to the industry sector, we look forward with much anticipation to the success stories of our graduates. The Valedictorians concluded their final addresses, Stuart Martinson, School of Construction, from the morning session, and Kevin Taylor, School of Hospitality and Tourism, from the afternoon session. Then, as the ceremonies concluded, we stood and endured the cheers, whistles, applause, hugs and waves, cleared the lump from our throats, and dried those ubiquitous tears. We reset our perso-

**Power Generation FactBook** is a comprehensive resource providing valuable information on all aspects of power generation. This resource provides both basic explanations and complex in-depth analysis of hydro, nuclear, wind, solar, and fossil fuels. It also includes information on CO<sub>2</sub> transport and storage, sustainable energy sources, waste and heat management, and more.

**Proquest Dissertations & Theses** is a collection of over one million full-text dissertations and theses (most written since 1997) as well as citations of older dissertations from over seven hundred academic institutions worldwide. Subject coverage includes business and economics, medicine, science and technology, agriculture, social sciences, arts, and humanities.

**Kanopy** is an award-winning collection of thousands of streaming films, documentaries and training videos from PBS, Criterion Collection, First Run Features, Media Education Foundation, and hundreds of other leading producers.

All of our electronic resources can also be easily incorporated into your courses.

To learn more about our electronic resources, please contact the Library at 403-284-8616. ➡

nas, straightened our gowns and proudly marched from the Auditorium, knowing full well that we will have the pleasure of repeating it all again next time.

As the Institution's academic year draws to a close, Faculty will ready themselves for a well-earned summer break. We will endeavour to recharge the overused batteries, recoup from the daily rigid schedules, and finally focus on family, friends, and some well-earned relaxation.

I wish everyone a safe and enjoyable summer and look forward to seeing you in the fall. ➡

## SAFA AGM

Please join us for your  
**Annual General Meeting**

Wednesday, June 10, 2015,  
4:00 p.m.

Orpheus Theatre

## The CAT's Out of the Bag!

By Moira MacLoughlin

What are CATs? No, not the domestic kind, but the ones otherwise known as Classroom Assessment Techniques that you hand out to your learners to get feedback on your teaching and their learning. CATs involve asking your learners to answer a few questions anonymously. They are typically completed at the end of a class in just a few minutes. Generally, instructors complete one or two CATs per term/semester.



To assess teaching approaches, you may ask your students these questions:

- What do you like most about this class?
- What is one thing you would change about this class?

To assess learner knowledge, you may ask your students these questions:

- List five new things you learned in today's class.
- In four sentences or less, write what you know about \_\_\_\_\_.

For instructors, frequently used CATs can provide anonymous and honest feedback that can be applied immediately. They provide information about student learning without needing to spend time preparing and grading assessments. CATs also allow misunderstandings or lack of students' understanding to be addressed proactively and support the growth of student-instructor relationships. They help students to understand that the process of teaching and learning requires their participation. For students, frequently-used CATs increase feelings of connectedness to the instructor and the class and help develop the ability to think critically about the course content.

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## CAT Steps

Step	Recommended Approach
1. Choose a goal/topic	<ul style="list-style-type: none"> <li>• Be specific about your reason for asking for feedback.</li> <li>• Have a clear understanding of the purpose for using the CAT as well as the expected outcomes.</li> </ul>
2. Choose an assessment technique	<ul style="list-style-type: none"> <li>• Keep the activity simple.</li> <li>• Think about what you want the students to do and the kind of response you think that you will get.</li> <li>• Do not ask for more data than you need or are willing to use.</li> </ul>
3. Apply the technique	<ul style="list-style-type: none"> <li>• Tell students your goal for using the CAT.</li> <li>• Explain the benefits of this activity to your students.</li> <li>• Provide students with assessment and directions.</li> </ul>
4. Analyze the data and share the results with your learners	<ul style="list-style-type: none"> <li>• Look for patterns and common responses (how common are they?)</li> <li>• What did you not already know? What suspicions were confirmed?</li> <li>• Tell students how this activity will affect their experience as learners in your classroom.</li> </ul>
5. Respond to the data	<ul style="list-style-type: none"> <li>• Determine how you plan to use this data. Will you make changes to this course? Will the information be incorporated into future courses?</li> </ul>

CATs, Classroom Assessment Techniques, are great additions to SIR II data. Done on a regular basis, they give you immediate response to the temperature and climate of your classroom. For further information about CATs and CAT models, please contact [faculty.development@sait.ca](mailto:faculty.development@sait.ca) or call 403-284-8475. ♦♦



### Congratulations!

**Mick McGowan**, School of Construction

Winner of the Cadmus Trades Teaching Award for the best of teaching excellence and innovative ideas.



If you are retiring this summer, we wish you the best. Thanks for your contributions to SAIT—you helped make it what it is today.

You are invited to join SAIT's ALIVE, an organization of **retired and former SAIT employees** and their spouses. The organization maintains a relationship with SAIT through various activities, and members enjoy four social gatherings each year. The next social function will be a BBQ on June 17.

For more information, please check the website:

<http://sites.goggle.com/site/saitsalive/>



### Congratulations!

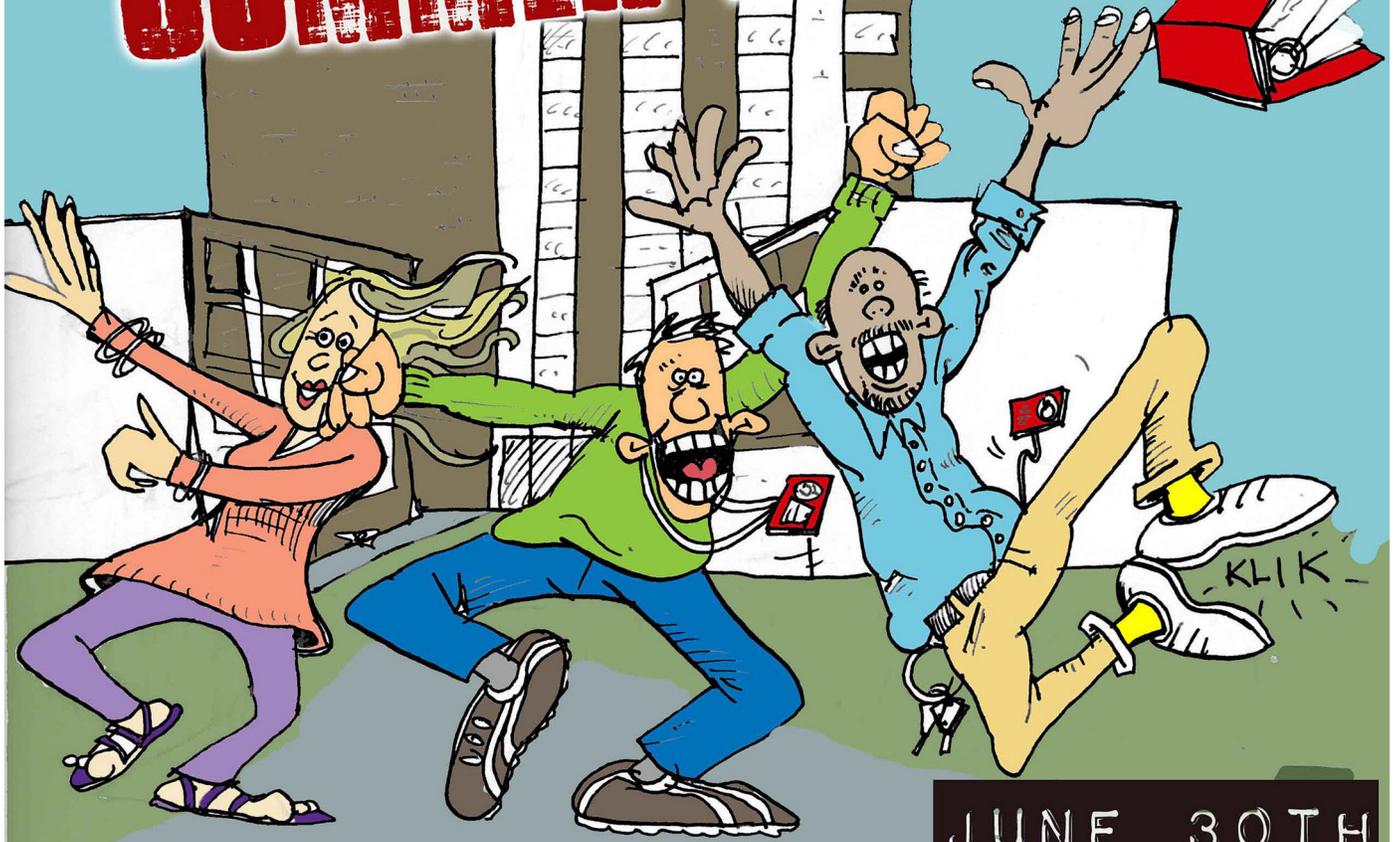
**Steve Janz**, School of Business and **Cynthia Maier**, School of Business

Recipients of the ACIFA 2014 Scholarship of Teaching and Learning Award



APRIL 24

# SUMMER + BREAK!!



JUNE 30TH