

SAFAGRAM

President's Message



by Doug Spurgeon

Welcome back to all returning faculty, and welcome to new faculty members!

This year has started off as a very busy one, with much to do and a new 27-hour day to do it in. You did get the memo, right? It's the one that looks like a schedule?

The year is shaping up to be a very busy one for the Association. Discussions are currently taking place from everything to do with class contact hours to dealing with leftover vacation leave. Not that I want to add anything else to my "to do" list, but I encourage all members to look through the Collective Agreement. Many members come to me with issues that I have been told "they can't do that, it's against the labour code." In case you're not aware, the Alberta Government has specifically exempted us from the labour code in the Post Secondary Learning Act. That's why I encourage you, before you leap, to take a look. If you need help, by all means come to see me or any member of the SAFA Executive.

A quick word on Ethics. SAIT has the Ethics FIRST principles. These principles, once you look at them, are not that different from what I have heard people say they want. Contrary to popular belief, the principles are not all one-sided; we too must try to portray what we expect.

SAIT policies are located on the mySAIT website and can be found under the Employee tab; there, you will find a link to the policies. Some are very good reads and some have very good information on how certain things such as time off are to be administered.

Some of you might be saying, "Why is he telling me all this?" That's a good question. Currently, things are very busy in our Association office. Any faculty member who wishes to come and chat will be listened to, but regrettably some issues take a little longer. If you know how to access some of the information that you need in order to answer a question or even solve a dispute, you can be more prepared when meeting a SAFA rep to discuss your issue. I don't want to give the impression that just by your speaking with a SAFA rep, SAFA will be ready to launch a fight—at least

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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.

Library Report



by Dave Weber and Nora Robinson

Library Collection

Our summer students completed a full inventory of library collections, and staff are now busy reordering missing material. More than a year has passed since the disastrous flood of June 2007, which closed the lower level of the Library for almost four months. We needed to check for materials missing, damaged, or in need of replacement.

Staff Professional Development

Five Library staff will attend the October NetSpeed Conference in Edmonton. The goal of this conference, sponsored by The Alberta Library, is to provide the opportunity for Library staff "to explore new technologies in a highly connected world" (from The Alberta Library website).

Library Liaison Service

Have you ever wanted to make a suggestion for a book or DVD to the SAIT Library when you noticed we did not have this item in our collection? Do you think the Library does not have enough material in your curriculum area? We have the solution for you.

- The SAIT Library has established teams who select and order Library material for the SAIT Library.
- Each team is lead by a librarian. Library material is purchased to support the curriculum in the areas taught at SAIT. The size of the budget for Library resources to support the purchase of these materials is decided by the number of students who are enrolled in the program, their use of the Library, and the cost of the material.

Faculty and staff are encouraged to contact the librarian in their subject area and recommend resources. The Library staff will do their best to order the suggested resources. Suggestions are considered based on their support for the curriculum, the cost, and the suitability in level and appropriateness in a technical institution. The service is short two team leaders this academic year, so departmental responsibilities have been redistributed.

The following is a list of teams and Library leaders for the 2008-09 academic year:

Business	Kat Marlowe	8515
CALS	Dave Weber	8476
CITD	Dave Weber	8476
Construction	Dave Weber	8476
Energy	Susan Brayford	4477

Health, Public Safety	Nora Robinson	4073
Hospitality/Tourism	Kat Marlowe	8515
ICT	Nora Robinson	4073
Manufacturing/Automation	Dave Weber	8476
Transportation	Dave Weber	8476
Audio-Visual Materials	Liaison Librarian or AnneMarie DeGroot	8431

Library Research Instruction

The SAIT Library offers instructional sessions for students at the request of the course instructor. We already have more than 70 sessions booked for the fall semester.

The types of sessions available include basic introductory tours, library research tutorial classes (offered through the first-year Communications courses (e.g., COMM238, COMM240, COMM256), and specialized research skills sessions tailored to meet your students' needs. In the Library research tutorial class, students are introduced to

- the online catalogue to find material in the Library
- searching for articles using databases
- the importance of evaluating information sources and tips on how to evaluate a source
- the importance of citing sources

A specialized session might include an overview of subject-specific databases and e-book collections as well as class time for individual assistance.

Sessions are also available for faculty or staff on request.

To arrange for training sessions or for more information, instructors should contact Nora Robinson (nora.robinson@sait.ca; tel. 4073) or Kat Marlowe (kat.marlowe@sait.ca; tel. 8515).

SAFA Division Four

Dave Weber began his term as SAFA Division IV representative on the executive. Division IV is a new division for SAFA and includes faculty in the Library, Counselling, and CITD. Nora Robinson continues to serve on the Faculty Council.

Staff

Zahina Iqbal retired after ten years of service. May Chan and Zahra Razaghi are on medical leave until January 2009. ♦♦

Many Thanks to Hilde Clovechok

Hilde Clovechok, a nine-year member of the SAFAGRAM Editorial Board, has retired from SAIT and the Editorial Board.

Hilde came to SAIT in September 1988 as a sessional/contract instructor and became a permanent faculty member in 1997. She taught business and technical communications to many different programs on campus including a long-term association with Business & Tourism and the Library Information Technology Program. Hilde has always had a strong love of learning and education and especially enjoyed the interaction with so many students during her 20 years at SAIT.

Her retirement plans include moving to and setting up a new home, spending more time with family, reading more (not assignments and reports!), and yoga. We wish Hilde all the best as she moves into the retirement phase of her life. She will be missed!

*President's Message
continued from page 1*

not right at the start. Sometimes we can resolve issues just by going to the policies and the Collective Agreement, finding the correct topic, then looking to see how it should be applied. Discussions at that point have yielded some amazing results.

A very simple topic that comes to mind is, "How much vacation do I get?" or "When can I take my vacation?" The "how much" is easy—by reading the Collective Agreement you will find the number of days you are to receive. The "when" is not that much harder. According to the Collective Agreement, you can take vacation at any time. The only stipulation would be around operational commitment; this commitment would include whether you have any classes at that time. The short, simple answer is to take vacation while you are not teaching. Do you have a break between those Apprenticeship intakes? Why not unwind for a few days before starting the new group?

The pecking order that needs to be followed is 1) Legislation, 2) Collective Agreement, 3) SAIT policy and procedures, 4) Department or School policy, if applicable.

Now you may be asking "Are you looking for disputes to chase?" The answer is No.

My intention is for you as a member of the Association to become more informed of your rights as well as your expectations. By your knowing where to find the information, we may be able to head off larger disputes while they are still small. I am hoping to reduce the number of grievances filed while ensuring members are informed of their rights.

There is an old saying, "Knowledge is power." While this may be true, I would remind you that "Power without common sense runs the ship onto the rocks."

As always, any member who requires help finding or interpreting information or who truly needs to have someone help them help themselves will always find a member of this Executive willing to guide them. We may not know all the answers, but we will find out what we can.

Well, if you have made it this far down the page, you need a coffee. Drop by the SAFA Office in N201 and grab that cup of java or, of course, the cookies or candies that Kathie always has for those who drop by. ☛

Tips on Referring Students

*From Student Counselling and Development
by Student Counselling Staff*

One of the most frequently asked questions from faculty is how to encourage students to go to counselling once the instructor has identified this as an option. Some tips below may help you with that conversation.

As a faculty member you have the unique opportunity of having ongoing, direct contact with students and are in a position to identify students who are struggling. Your ability to recognize the signs of stress/difficulty and the courage to acknowledge your concerns directly to the student are often noted by students as a significant factor in the successful resolution of their problems. You are not, and should not be, their counsellor. However, you often have a rapport with your students, and this puts you in a good position to refer them for assistance.

Making a referral: It is usually best to speak directly to the student in a caring, supportive manner and privately. The following could be included when making a referral:

- Seeking help is a sign of strength and considered good judgment and an appropriate use of resources. You might say, "If you needed help on an assignment, you would use the library; if you had the flu, you would go to Health Services.... Counselling is simply another resource and the one to use for this situation." Refer with the same attitude you would to other student services. Reason for referral – to help them be successful.
- Give information about our services such as where, who, etc.
- Remind them that services are available at no cost and that services are strictly confidential.
- Point out that a situation does not have to reach a crisis level for him/her to benefit from professional help.
- Point out that they don't need to know "why" or exactly what their difficulty is – the counsellor will help them figure that out.
- Acknowledge, validate, and discuss the students' real fears and concerns about seeking help.
- Sometimes it can also help to indicate that instructors and staff at SAIT also have counselling services (separate from the students) available to them, and many use it.
- Consider calling our office while speaking with the student to help them, make the appointment or offer to walk to our office with the student.

If you are having difficulty referring a student or are uncertain how or whether to refer a student, our counselling staff is available to consult with you. Simply call our office at 284-7023 and ask to consult with a counsellor about a student.

For more information on our services for students, visit us on mySAIT under Academic Resources. ☛

2008/2010 SAFA Executive Committee

President	Doug Spurgeon, ICT (4315)
Secretary-Treasurer	Fred Malley, Hospitality & Tourism (8948)
Directors:	
Division I	Blair Howes, Construction (4597) Tim Thomas, Construction (5742)
Division II	Tony Wallace, Energy (8647) Bill White, Construction (4469)
Division III	Tracy Fawcett, CALS (4749) Ray Gauthier, Hospitality & Tourism (8941)
Division IV	Dave Weber, Librarian (8476)
Past Representative	Vacant
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Division I	Brad Kingdon, Manufacturing & Automation, September 1, 2007– June 30, 2009 Ted Nelson, Manufacturing - September 1, 2008–June 30, 2010
Division II	Stephen Hayward, ICT, September 1, 2007–June 30, 2009 Jean Paterson, ICT, September 1, 2008–June 30, 2010
Division III	Vacant - September 1, 2007– June 30, 2009 Tim Williams, ICT - September 1, 2008–June 30, 2010
Division IV	Danica Heiderbrecht, Health Safety & Wellness, September 1, 2008–June 30, 2010 Tim Loblaw, CALS, September 1, 2008– June 30, 2010
Board of Governors Representatives	
	Morgan Chetty, Manufacturing & Automation, July 1, 2007– June 30, 2009 Steve Olson, Information & Communications Technologies, July 1, 2008–June 30, 2010



UPCOMING EVENTS

*by Christina Arthur, Instructional Events Coordinator
christina.arthur@sait.ca, 284-7167 or 969-7167*

The President's Reception - Thursday, November 6, 2008. Call for Volunteers—All volunteers will have free entry to the event, plus their costume costs will be covered. Contact Christina Arthur.

The Kids' Christmas Party – Saturday, November 29, 2008, Symposium Room, Campus Centre. Volunteers are needed! Contact Christina Arthur.

The Staff Christmas Party – Saturday, December 6, 2008. An increased number of tickets will be sold this year. The seating is being expanded to the upper level (fantastic seating!) Tickets will go on sale on November 1. The event will feature the Dino Martinis and Comedian Daryll Makk. A few volunteers are needed to help set up décor—admission will be free for volunteers. Contact Christina Arthur.

The Definitive Guide to SAFA PD Timelines

'or' How Much Can I Receive & When

by Doug Spurgeon



There always seems to be confusion around the SAFA PD fund, which is administered by SAIT, not by the SAFA office.

To put this plainly, you have a set dollar amount to draw from in a 24-month period. Therein lies the confusion—what is the 24-month period?

SAFA PD can be found in the Collective Agreement under Section 14.

In 2002, the SAFA bargaining team was able to change the time frame of the SAFA PD from 12 months to 24 months and increased the dollar amount to \$600.

In 2004, there was a letter of understanding to accompany Section 14 (SAFA PD) for assistance in interpreting the timeframe. In essence, it states that the 24-month period will start on

July 1, 2004. Any Academic Staff hired before July 1, 2004, would have had July 1, 2004 as the start date for their 24-month time frame (i.e. July 1/2004 to June 20/2006), and anyone hired between July 1 and December 31, 2004, would also have had July 1, 2004, as their SAFA PD start date. Following that guideline, the SAFA PD start date has continued to be July 1 of the hire year. Some examples may help to clarify this:

If you were hired prior to July 1, 2004, your 24-month period would be:

- 1) July 1, 2004 to June 30, 2006
- 2) July 1, 2006 to June 30, 2008
- 3) July 1, 2008 to June 30, 2010, etc.

If you were hired in December 2005, your 24-month period would be:

- 1) July 1, 2005 to June 30, 2007
- 2) July 1, 2007 to June 30, 2009
- 3) July 1, 2009 to June 30, 2011, etc.

If you were hired in March 2007, then your 24-month period would be:

- 1) July 1, 2007 to June 30, 2009
- 2) July 1, 2009 to June 30, 2011
- 3) July 1, 2011 to June 30, 2013, etc.

What also muddies the water is that effective July 1, 2009, the dollar amount goes up to \$800 per 24-month period. This would mean that if you straddled the 2009 year, you would have a total of \$700. This would be \$300 for the 2008 year plus \$400 for the 2009 year.

As for what you can spend the PD funding on, you can find an employer policy and procedure for "Professional Development" under the "My Employee" tab on mySAIT.

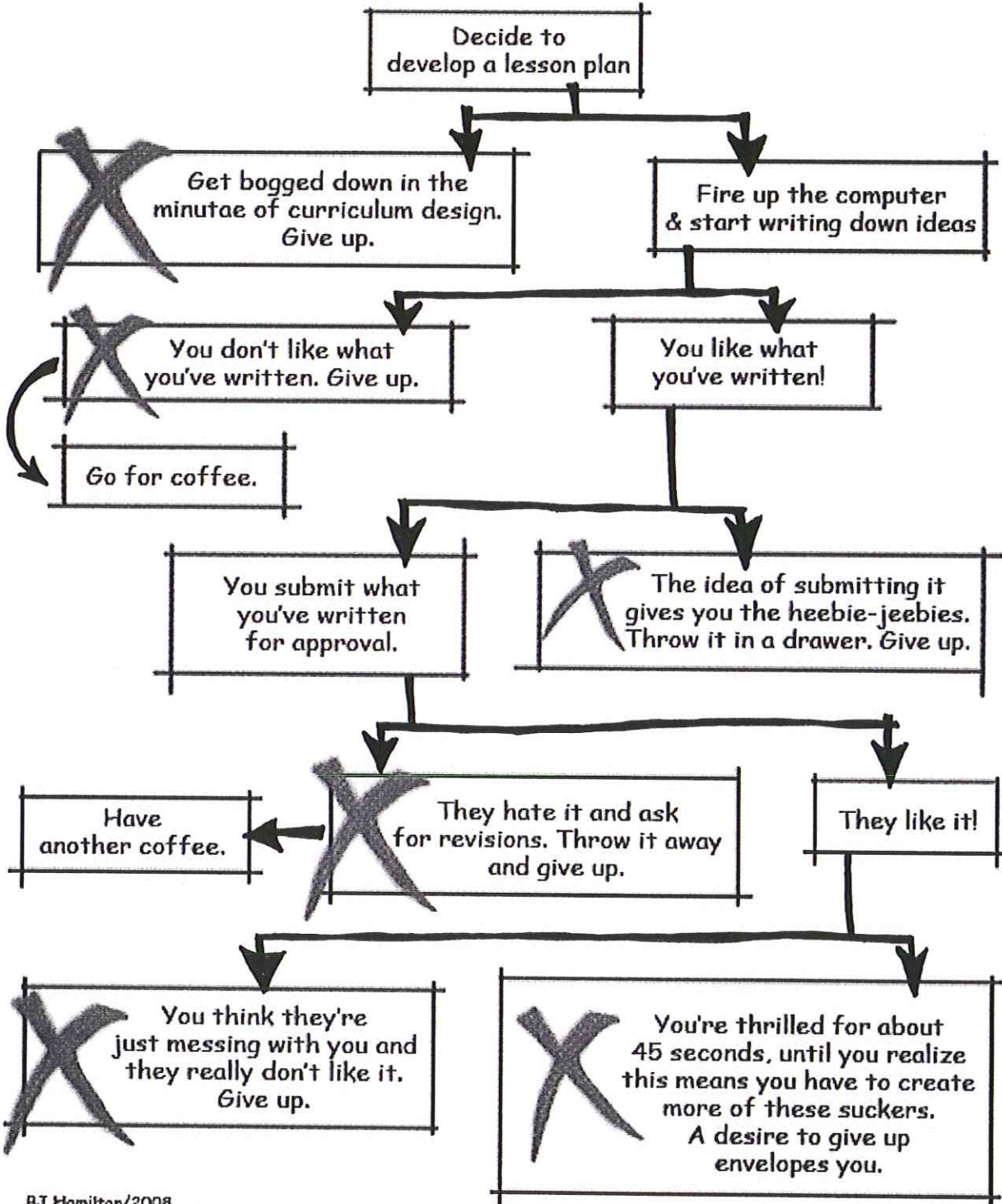
I hope this helps clear up some of the confusion. As always, if you have any questions, please contact the Association Office. ➡

Welcome to New Faculty

School	Faculty Name	School	Faculty Name
Business	Karyn Mart	Energy	Marvin O'Brien
CALS	Liza Sheppard Michael Sherrad	Health & Public Safety	Lisa Fedoruk Lori Hanninen Rupal Mistry Kathy Moore Lisa Proudfoot
Construction	Carina Butterworth Ali El Lablab Farshid Gholami Jordan Harty David Johns Rysen Jordan Dallas McMillen Cheryl Ann Reinholdt Peter Reitz Arnold Simmons Jason Taylor Stuart Wiebe Ed Wiercinski Cory Wittich	Hospitality & Tourism	Clark Adams Susan Crossman Donna Stratton
		ICT	Kevin Green
		Manufacturing & Automation	Jason Butz
		School of Transportation	Wade Anderson Michael Ferstl Norberto Guzman John David (JD) Zajicek

The Instructor's Decision Tree

NOW AVAILABLE IN HI-DEF PARANOIA-VISION!



BJ Hamilton/2008