



FACULTY OF ARTS COUNCIL

MINUTES

Meeting # 18

Room# MacEwan Ballroom

October 9, 2014

1:00 – 3:00 P.M.

Opening Session

The Chair called the meeting to order and quorum was established.

FC 18.1 Approval of Agenda

MOTION: Bell/Sicotte

That the agenda be accepted as presented.

CARRIED

FC 18.2 Report from the Dean (Richard Sigurdson)

- A number of new Faculty members are starting this year. Our Faculty of Arts is hiring most extensively in comparison to other similar faculties in other Universities across the country. We have also approved 23 positions for the upcoming year. We are lucky to attract incredible talent.
- Really appreciate the hard work done by the departments who came up with the strategy to merge. There is still some work to do in supporting interdisciplinary programs.
- It is the time of the year for budget. We have received the budget letter. Thanks go out to the Finance Partner and the Vice Dean who have been working on meeting with each department before we make a decision. Having a Vice Dean is extremely helpful. Budget guidelines are pretty tight.
- Enrolment went down in the Faculty of Arts. There were some issues with admissions and issues in the Registrar's office so we tend to think it is not really our fault that enrolment went down.
- Sent out Performance report, which contains priorities. This will be a year of strategic planning. Faculty Executive will come up with the plan to draft a strategic plan and this will come to Faculty Council for approval.

- Faculty of Arts students have become actively engaged. This proves that the Faculty of Arts has an identity. We have a very active FASA which is doing amazing things.
- At the moment we have challenges with Alumni engagement; however, with the new position of an Alumni relations person (Emily Aalbers), we are hoping to connect to alumni and have them connect with you in the Faculty.
- 2016 is our 50th anniversary. We will be hosting the Congress. Thanks to the whole team who is working on this event to make it successful.

FC 18.3 Report from the Vice Dean (Florentine Strzelczyk)

- Please see attached Report of the Vice Dean, Florentine Strzelczyk.

FC 18.4 Reports from the Associate Deans (Moorman, Oxoby, Tumas, Ulliot)

- *Brian Moorman, Associate Dean, Research and Infrastructure* - not present.
- *Robert Oxoby, Associate Dean, Research* - this year we have 46 applications going in. SSHRC partnership grants – let me know. November 1st graduate student SSHRC applications due. Mentor program for SSHRC Insight development grants – email has been sent.
- *Virginia Tumas, Associate Dean, Undergraduate Programs and Student Affairs* - the Program Information Centre has changed its name to the Arts Students' Centre (ASC). We are also open not only to students but also to staff. One of the goals is to improve communication between ASC and departments. We had a training session for people involved at the departmental level and student advisors. This will be our regular event. Our open office hour is now on Thursdays from 10:30-11:30. We are also producing a page related to academic misconduct, and working on measures regarding misconduct. Students will need to go to a mandatory workshop.
- *Michael Ulliot, Associate Dean, Teaching and Learning* - communication regarding teaching and learning will continue. Four departments will be going through review. Orientation and student engagement. We had an event with all incoming students. FASA is very energetic and there will be a lot of events happening. Awards for teaching – could be conferences, materials and supplies, guest speaker. Please talk to me about this. We have had workshops on D2L. Seminars will be running in the department. Co-op education. Started developing in the new areas. Doing a broader, experimental learning next year.

FC 18.5 Reports from Committees

- *Brian Moorman (Research and Scholarship Committee)* - the first meeting will be in a couple of weeks and will go through sabbatical applications and the PURE program.

- **Robert Oxoby (Creativity and Performance Committee)** - the first meeting will be in a couple of weeks. Will be organized shortly.
- **Virginia Tumas (CARC)** - 2015-2016 calendar changes have been passed and they are being reviewed by University of Calgary curriculum review committee. If any issues arise I will be coming to talk to your department. New registration date – March 15, 2015. The Calendar will be up early. There are students already applying for admission. Start date for applications is October 1 and the deadline is March 1, 2015. The program change deadline is February 1, 2015. The Honours program is also changing as well.
- **Michael Ulyot (Teaching and Learning Committee)**

The main points the committee will work on will be:

Graduate attributes

Teaching + Learning Workshops

Teaching dossiers

Learning technologies

More communication with downtown campus

Discussion followed.

Comment of D. Stewart: The Teaching + Learning Committee has no authorization to provide advice to Departments and/or to Department Heads. This could be done on the basis of currently existing documents approved by the Faculty Council.

Response by M. Ulyot and R. Sigurdson: The Teaching + Learning Committee will include things that could be included in the dossier and we do not have guidelines for that yet. This is a recommendation only of what can be included in the dossier. At the moment we are gathering background information that could be included in the dossier.

FC 18.6 Reports (3) from the GFC Representative

- No comments on reports.

FC 18.7 Curriculum and Academic Review Committee

FC 18.7.1 Greensheet FC#18.7.1 – CARC – Curriculum and Program Changes

The Calendar Changes detailed in the posted documents, summaries of which are included below, are being brought to Faculty Council **for information only** on the recommendation of the Executive Committee.

1. List of Documents from the Curriculum and Academic Review Committee

The changes listed in the following documents ***were approved by the Executive Committee:***

1. ALMC F15-W16 Courses- ALMC Fall 2014 Submission vEX01
2. LLC F15 - W16 Courses - CHIN Fall 2014 Submission vEX01
3. ENGL F15-W16 GRADUATE Courses Fall 2014 Submission vEX01
4. F15-W16 French Italian and Spanish - Programs Fall 2014 Submission vEX01
5. F15-W16 French FREN - Courses Fall 2014 Submission vEX01
6. F15-W16 Italian ITAL - Courses Fall 2014 Submission vEX01
7. F15-W16 Spanish SPAN - Courses Fall 2014 Submission vEX01
8. PHIL F15-W16 Courses- PHIL Fall 2014 Submission vEX01
9. SCPA F15-W16 Courses- DNCE Fall 2014 Submission vEX01
10. SCPA F15-W16 Courses- MUSI Fall 2014 Submission vEX01

FC 18.8 Change of Name – Department of Communication and Culture
FC 18.8.1 Greensheet FC#18.8.1

Decision

MOTION:

That the Faculty of Arts Council, upon the recommendation of the Executive Committee, approves of the change of name of this department to **Department of Communication, Media, and Film**, as set out in the proposal attached.

CARRIED

FC 18.9 Creation of Faculty of Arts Equity and Diversity Committee and Approve Terms of Reference
FC 18.9.1 Greensheet FC#18.9.1

Discussion included the following:

- At 3.7.1 of the proposed Terms of Reference, there is a provision that community members will be invited.
- The committee is not a task force. It is a standing committee. This aligns with the changes at the University level. They have appointed a permanent position – Equity, Diversity and Protected Disclosure.
- Engineering and Medicine faculties both have equity and diversity committees.
- Would the committee include race and class consideration? This is important. Guidelines are pretty inclusive.

The following suggestions for revision were requested prior to granting approval to the Terms of Reference of the Equity and Diversity Committee:

- At 3.7.2 (a) in the proposed Terms of Reference, there is a comma issue. There should be no comma after “teaching” so (a) should read:
“(a) Work towards advancing and maintaining a healthy and respectful environment as concerns everyday workplace dynamics, teaching and learning, and research and scholarship in the Faculty of Arts.”
- At 3.7.2 Duties (h) in the proposed Terms of Reference – in the fourth bullet in the list of duties, the word “provide” should be removed and replaced with the word “*providing*”.

Decision

MOTION:

That the Faculty of Arts Council, upon the recommendation of the Executive Committee, approves the creation of the Equity and Diversity Committee and the Terms of Reference (with the suggested revisions) of the Equity and Diversity Committee, as set forth in this document.

CARRIED

FC 18.10 Revised Procedures for the Appointment of Department Heads and School Directors

FC 18.10.1 Greensheet FC#18.10.1

Discussion included the following:

- There has been no provision in the Faculty of Arts for the appointment of Heads and Directors.
- University and Faculty do not have job descriptions for heads. This is going to be drafted for the Faculty of Arts.
- There is no re-appointment process. Colleagues should be involved in making that decision.
- There was a document on paper to appointment heads. It was circulated for information and not for approval.

The following suggestions for revision were requested:

- 2.1 v 6.1 – in 2.1 of the proposed Procedures for the Appointment of Department Heads and School Directors, the September sentence still exists but is not supposed to be there. **Remove the sentence: “Normally, the committee shall be struck in September of the incumbent’s last year of service.”**

- In 6.1 of the proposed Procedures for the Appointment of Department Heads and School Directors, **change the wording from “Approximately three to nine months prior...” to “Normally six to nine months prior...”**.

Following the discussion, the above changes were **MOVED IN AMENDMENT** by Hendrik Kraay, **SECONDED** by Joelle Welling.

Chair’s Comments - There have been many useful comments. There are many issues to take a closer look at. Full discussion to follow at the next Dean’s Advisory Committee, then back to Executive Committee, and then to Faculty Council for approval.

The Chair then suggested the withdrawal of the motion and to put it on the table for further discussion at the next Dean’s Advisory Committee meeting. **MOVED** by Nicole Wyatt and **SECONDED** by Jacqueline Jenkins. **CARRIED – MOTION REMOVED.**

MOTION:

That the Executive Committee recommends to Faculty of Arts Council to approve the revised Procedures for the Appointment of Department Heads and School Directors, as set forth in this document.

NOT CARRIED

FC 18.11 Other Business

- There was no other business.

Meeting adjourned at 2:54 p.m. on October 9, 2014.