

EXECUTIVE COMMITTEE MEETING MINUTES 1.0

August 20th, 2010 at 1:00 P.M. in SS 921

PRESENT: McQuillan (Chair), Schneider (CC), McCaugherty (Dram), Atkins (Econ), Rudy (Engl), Vanderspoel (Grst), Zekulin (Gsea), Hill (Hist), Carroll (Ling), DeLong (Musi), Cameron (Poli), Moore (Rels), McCoy (Soci).

DESIGNATES: Mather (Anth), Huyh (Art), Kazhi (Phil).

REGRETS: Pavelka (Anth), Eiserman (Art), Moss (Dnce), McKerlie (Phil), Pexman (Psyc),

ABSENT: Mercader (Arky), Konrad (Fisl), Moorman (Geog)

RECORDER: McLeod

1. WELCOME & INTRODUCTIONS:

General introductions of all members and representatives present.

Thanks to the committee who worked on the Faculty of Arts new Terms of Reference. A great deal of time and effort went into developing this document.

2. TERMS OF REFERENCE FOR EXECUTIVE COMMITTEE:

1. Prepare agenda for the Faculty Council meetings.
2. Act on behalf of Faculty Council when necessary
3. Act as striking committees for the Faculty.

3. PRELIMINARY AGENDA FOR FACULTY COUNCIL MEETING:

- Strategic Planning Committee for the Faculty of Arts. This is regarded as our most important task at this time for the following reasons:
 1. Our new President is committed to undertake a strategic plan across campus.
 2. As a brand new faculty, we need to review all aspects of our procedures and operations and set a course for the years ahead.
 3. The pressure of budget constraints, which will force us to evaluate our current activities and set guidelines for resource allocation in the future.
- Elections for Standing Committees of the Faculty Council.
In the handout are all the suggestions and nominations received from the departments. Please review carefully the suggestions for the Creativity & Performance, Research & Scholarship, and Teaching & Learning committees.

These are by election and we note a lack of balance across departments, so please seek broad department representation to cover concerns of all areas of interest and needs. In particular, if your department is not represented, generate interest in serving on these committees.

At this time, we do not require the nomination forms – only an email with the nomination and the acceptance of the nominated person.

Please send to Pat McLeod at mcleod@ucalgary.ca

This item will be priority on our agenda for the next meeting.

- Communication Strategies for the Faculty of Arts.
Jennifer Myers, our communications manager for the Faculty, will speak briefly at Faculty Council on the communication strategy for the Faculty with a specific focus on internal communication.
We will circulate the minutes to all faculty members by email.

4. REVIEW OF NOMINATIONS RECEIVED TO DATE:

These will be reviewed at our next meeting on September 10, 2010.

5. PROCESS FOR THE SELECTION OF DEPARTMENT HEADS:

We now have one process in place for the new Faculty of Arts (attached in the package of handouts).

We have 8 department heads to select for next year. This is critically important as departments and the Faculty run well when we have effective department heads in place.

The Executive Committee role is important in this process. Bring your suggestions to the next meeting, or send them to Kevin if you have any recommendations. Please submit to Pat at mcleod@ucalgary.ca .

6. OTHER BUSINESS:

Faculty Council meetings – will be moved around to different building and different times, to allow all to attend one or more meetings and to make our work visible to different groups across campus.

Discussed good, better and best meeting days/times for Executive committee.

NEXT MEETING:

Next Executive Meeting – September 10th, 2010 in early afternoon.