

# EXECUTIVE COMMITTEE MEETING MINUTES 3.0

October 27<sup>th</sup>, 2010 at 1:00 P.M. in SS 1339

## PRESENT:

McQuillan (Chair)	Mather (Anth)	Konrad (Fisl)	McKerlie (Phil)
Gibbs Van Brunschot (VD)	Mercader (Arch)	Moorman (Geog)	Cameron (Poli)
Gaisford (AD-Students)	Eiserman (Art)	Vanderspoel (G&R)	Pexman (Psyc)
Polito (AD-Students)	McCaugherty (Dram)	Zekulin (Gsea)	Moore (Rels)
	Bruce (Econ)	Hill (Hist)	McCoy (Soci)
	Rudy (Engl)	Carroll (Ling)	

## DESIGNATES:

Melnyk (C&C)

## REGRETS:

Schneider (C&C)                      Moss (Dnce)                      Delong (Musi)

## ABSENT:

RECORDER:        McLeod

### 3.1.0 WELCOME:

- Welcome - McQuillan
- Introductions around the table.

**Motion #1** – moved by Moorman, seconded by McKerlie – that the minutes of September 10, 2010 meeting be accepted as presented.

**CARRIED**

Due to the many items on the agenda, another meeting will be required to deal with all the issues prior to Faculty Council on November 8<sup>th</sup>. Next meeting will be Monday, November 1<sup>st</sup> at 12:00 in SS 1339.

### 3.2.0 STRATEGIC PLAN:

At Faculty Council on Nov.8/10, Dr. Elizabeth Cannon will be announcing a Strategic Planning Taskforce.

- Each Faculty needs to review their upcoming retirements, replacement positions required, and the direction of the departments, Faculty and University.
- There is a need to consider – quality and scope of the undergraduate programs, and the link between Research and Graduate Institutions.
- Consider good management and efficient administration in staffing, merging of departments, and centralizing tasks.

**Motion #2** – moved by Pexman, seconded by Vanderspoel – that the Executive Committee of the Faculty of Arts approves and recommends to Faculty Council the establishment of a “Strategic Planning Committee” composed as follows:

Dean of the Faculty (who shall chair the committee)

- Vice Dean of the Faculty
- Three members of faculty, holding continuing appointments, to be elected by Faculty Council
- One member of faculty, holding a continuing appointment, appointed by the Dean
- One member of full-time staff elected by Faculty Council
- One undergraduate student in the Faculty of Arts appointed by the Students’ Union
- One graduate student enrolled in a graduate program in the Faculty of Arts appointed by the Graduate Students’ Association

The committee will bring a final report to Faculty Council for approval no later than May 15, 2011.

**CARRIED**

### **3.3.0 CURRICULUM & ACADEMIC REVIEW COMMITTEE: (Gaisford)**

**Motion #3:** Moved by Moorman, seconded by McCoy, that Subject to adequate new resources being made available, the Executive Committee of the Faculty of Arts approves in principle the proposed Bachelor of Planning degree, which would be jointly offered by the Faculty of Environmental Design and the Faculty of Arts.

**CARRIED**

Background: The Academic Review and Program Committee of the former Faculty of Social Sciences approved this program in principle in Winter 2010 and the Curriculum and Academic Review Committee of the new Faculty of Arts gave unanimous approval in principle in its meeting on October 21, 2010.

Documentation: Please refer to the electronic document entitled “Bachelor of Planning proposal.” An overview of the tentative structure of the program is found toward the end of the document and the covering letters and information is at the beginning. (As well as seeking Committee approval in principle, the comments and suggestions on program details by individual Committee members can be provided off-line.)

**Motion 4:** Moved by Eiserman, seconded by Cameron, that Executive Council of the Faculty of Arts endorses the program and procedural changes that have been made and approved to the Bachelor of Arts in Art History and supports reopening admissions to the program.

**CARRIED**

Background: In March 2010, the Faculty Council of the former Faculty of Fine Arts approved program changes to streamline the BA in Art History and recommended re-opening admissions to the program. In April 2010, the Program Coordination Committee (PCC)

approved the program changes for the BA in Art History, but the Academic Planning Committee deferred deciding on re-opening admissions to the program pending faculty amalgamation and receiving additional information. The Curriculum and Academic Review Committee of the Faculty of Arts unanimously approved a motion along the lines of Motion 2 at its meeting on October 26, 2010.

Documentation: Please refer to the following electronic documents:

- ARHI Draft APC Green Sheet
- ARHI Calendar Revisions v03
- ARHI Field of Study
- ARHI Draft Sustainability Plan v02

**Motion 5:** Moved by Moore, seconded by McCoy, that Conditional on similar agreement from the Faculty of Education, the Executive Council of the Faculty of Arts approves allowing the multidisciplinary Bachelor of Arts in Communication and Culture to be combined with the Bachelor of Education in the context of the new "concurrent program" being implemented by the Faculty of Education.

**CARRIED**

Background: The University of Calgary has already opened on-line applications for Fall 2011 admissions to the new concurrent program in education. Due to glitches in the consultation process, there will be some revision to the list of Arts degrees that can be combined with the Bachelor of Education in the coming weeks. Several Faculty of Arts degrees will have to be removed due structural conflicts and/or resource issues. Our multidisciplinary BA degree is not currently listed, but could be added. The Faculty of Science has included their BSc in Natural Sciences, which is their general degree.

The Curriculum and Academic Review Committee approved a motion along the lines of Motion 3 at its meeting on October 26, 2010.

Notes:

- Faculty Council of the Faculty of Arts has recommended renaming the BA in Communication and Culture. The recommended new name is the BA in Multidisciplinary Studies.
- For a program description of the BA in Communication and Culture, please see: <http://www.ucalgary.ca/pubs/calendar/current/arts-4-47-1.html>.

**Motion 6:** Moved by Moorman, seconded by McKerlie, that Executive Council of the Faculty of Arts approves the changes to courses and programs in Latin American Studies as proposed in the accompanying documentation.

**CARRIED**

Background: The Curriculum and Academic Review Committee approved a motion along the lines of Motion 4 at its meeting on October 26, 2010.

Documentation: Please refer to the electronic document entitled "Latin American Studies Revisions".

### **3.4.0. ELECTION PROCEDURES: (McQuillan)**

**Motion 7:** Moved by Rudy, seconded by Moore, that The Procedure for Nominations and Elections for Faculty Council Committees be accepted as follows:

- a) The Executive Committee will establish a sub-committee on nominations comprising five members elected by the full committee. The sub-committee will select its chair.
- b) The sub-committee on nominations will solicit candidates from across the faculty who are interested in serving on committees of Faculty Council. The sub-committee may choose to consult with department heads in order to identify suitable candidates
- c) The sub-committee will prepare a list of nominees for all open positions. The number of persons nominated may exceed the number of open positions. In compiling the list, the sub-committee will pay due attention to the diversity of the faculty in terms of gender, rank, and field of specialization. The list of nominees will be distributed to all voting members of Faculty Council
- d) For one week following the publication of the slate of nominees, the sub-committee will accept additional nominations. Such nominations must be signed by three voting members of Faculty Council, be accompanied by a short biography of the candidate, and a written indication from the nominee that s/he is willing to serve if elected.
- e) The final slate of nominees will be presented to Executive Council for approval prior to the election. Additional nominees may be added to the slate only if supported by a majority of the members attending the meeting.
- f) An electronic ballot will be sent to all voting members of Faculty Council on the Monday following approval of the nominations by the Executive Committee. The polls will remain open until Friday at 4 pm of that same week. The names of the successful candidates will be reported on the website of the Faculty of Arts as soon as possible following the conclusion of the election and circulated with the agenda for the next regular meeting of Faculty Council.

**CARRIED**

### **3.5.0. OTHER BUSINESS:**

#### **3.5.1 GUIDELINES FOR GRANTING CREDIT: (Gibbs Van Brunschot)**

- Motion presented is to combine the four faculties' policies (if there were any in place) into one policy for the Faculty of Arts.
- This would not be retro, but only carried forward from where the former policy existed.

**Motion 8:** Moved by Hill, seconded by Pexman, that the Faculty of Arts Executive Committee approve the "Guidelines for Granting Credit for Required Independent Study Courses".

In the Faculty of Arts, for **undergraduate** courses, the contribution that will be calculated toward an individual's teaching load will be as follows:

- For a course offered to students on a volunteer basis (courses which are optional to the student's program) – no teaching load credit. However, this contribution will be taken into account in the head's merit recommendation at FPC time.
- For a course that is mandatory for undergraduate program completion (such as for honours programs), and which has been approved by the Head or delegate of the faculty member's home department – the supervisor of a half course independent study will receive 1/10 half course credit (a full course project would be given 1/5 credit). These credits will accumulate until at least one half course equivalent is reached.
- Normally the teaching load reduction will be used in the year following the year in which the half-course credit is earned, and may not be combined with other load reductions in such a manner that would lead to a total course reduction of over 50% for any given year.

For all **graduate** reading/project courses offered on an individual basis to students (including theses and dissertations which appear on student's transcripts as courses) – no teaching load credit will be given. Successful supervision to completion of Masters and Doctoral students will be taken into account in the head's merit recommendation at FPC time.

\*These guidelines do not apply to one-on-one instruction in the Department of Music, which are covered by a separate letter of understanding in the Collective Agreement.

**Motion to table to next meeting:** Moved by Moorman, seconded by Gibbs Van Brunschot.  
**TABLED**

#### **NEXT MEETING:**

Next Executive Meeting – November 1, 2010 in SS 1339.

**Motion 9:** Moved by Moorman, that the meeting be adjourned.

Meeting Adjourned – 2:00

/pm 2010-10-29