



**MINUTES**  
**Arts Faculty Council Executive Committee**  
**Meeting 41**  
**January 23, 2019, 1:00-2:30pm, SS 1339**

The Chair opened the 41<sup>st</sup> meeting of the Arts Faculty Council Executive Committee (EC) at 1:01pm and made the Treaty Acknowledgement.

**41.1 Motion to accept Jan 23, 2019 EC41 Agenda**

Moved by Darren Bender, Seconded by Shu-ning Sciban; majority in favour, no oppositions. **Carried.**

**41.2 Motion to approve Sep 24, 2018 EC39 Minutes**

Moved by Shu-ning Sciban, Seconded by Irving Hexham; majority in favour, no oppositions. **Carried.**

**41.3 Chair's Remarks**

We have a new President, former VPR, Ed McCauley, and we are moving through the presidential transition. The Strategic Research Plan that Dr. McCauley wrote will stay in place and the Academic Plan and Eyes High Strategy are expected to continue.

There is some uncertainty about the upcoming provincial and federal elections, both of which can affect universities (especially the federal election) primarily with research funding. The provincial election could also cause changes within the post-secondary sector as it may affect student tuition.

Our budget probably won't be approved until after the election, which brings a bit of caution. We may need to take a harder look at the things we do so we are going forward with limited expenditures.

**41.4 Faculty of Arts Unit Review Report**

The committee were provided with the APPC's QA Report for the Faculty of Arts and the Chair gave a verbal review of the report.

Following receipt of the report, the Chair met with the Provost, and prepared a response which was presented to APPC. This is a quality assurance process put in place by the Provost's office and the reviews are every five years.

The end result: As there were about 65 recommendations, it is not a particularly focused review. Some highlights:

- We've already made progress on a couple of things: added staff to student advising office (hired one, in the process of hiring another) although the budget may not support these as permanent positions.
- Communications and Marketing team is working on moving the website content to Drupal 8 by December 31, 2019. We don't have sufficient staff to achieve this goal as there is a lot of work involved, so we have added two 1-year limited term positions to support this project.

- Some recommendations we didn't agree with: increase the size of DAC, take the Partners out of it; there were contradictory recommendations within that. The department heads don't have the connection with Finance and HR Partners, so having these Partners in the room has been successful. Another recommendation was to add Directors of Research Institutes: we don't think that would add value, would just make for a bigger committee - so instead we decided that every year they are invited to DAC for interaction with heads.
- Unhappiness/confusion around tenure promotion process: these are collective agreement issues between the UofC and Faculty Association, so can't do much about it. We are still using guidelines from faculties before the merger, this should be renewed – there have been a few changes, but the Faculty is not imposing these, they are a part of the collective agreement, hence the system that we have.
- One of the issues: need strong metrics to measure ourselves against other U15 faculties; you will probably hear more about that. Many of the tools used at UCalgary focus heavily on science, engineering and medicine, and don't capture books, articles and certain performance activities, so want to find a way to capture those but how do you compare those to other Faculties' metrics? We will need to work on it.
- Communication and Governance: going regularly to departments, hope to open ways of communication and transparency. Challenges we couldn't agree on: transparency regarding planning is good, but in other ways heads should be able to have multi-year strategy and know what positions they'd be able to keep – the University budgets just don't work that way, we can't guarantee that. We do have a process for appointment and renewal of heads, didn't have that when the reviewers were here, not entirely sure what the concerns were about that.
- Communication regarding roles i.e. Associate Deans' roles: we pointed out that it's on the website, but maybe it doesn't capture it – do we need more communications about what the Dean's Office staff is doing, how do we improve that?
  - Comment: If people come to meetings (i.e. Faculty Council), they should be able to stay up-to-date.
  - Comments: Associate Deans could conduct workshops for new faculty, mentoring for new faculty.

[Warren Elofson left the meeting at 1:40pm due to class.]

Discussion:

Question: Were the 65 recommendations agreed on by every reviewer, or was it recommendations made by each review committee member and that's why we have that many?

- Chair: Not sure but they didn't refer to our Strategic Plan, for example - do they think we're going in the right direction?

[Maria Bakardjieva left the meeting at 1:47pm due to class.]

Comment: There were three items in the unit review identified as potential problems: 1) students not knowing where to get advising help and confusion between departments and advising office about respective responsibilities (Recommendation 36); 2) the unfair onus placed on student groups to advertise research opportunities for undergrads (Recommendations 39, 40); and 3) the confusion among students about how to report issues (Recommendation 31).

- Chair: We hear some concerns from students i.e. regarding respect and inclusion; see

recommendation 31 and 32. This has picked up a bit in departments and I've heard about it in department meetings. Maybe we can do more, and educate people on what to do - we've had a couple of workshops, but not reaching enough people that way.

Comment: It might be worth thinking about the role of the Undergraduate Program Directors (associate heads) in reference to these issues, i.e. more comprehensive training about university systems and processes for these folks and a clearer docket of responsibilities might ensure that some of this information does not get dropped or lost at the department level. More generally, perhaps the UPDs might play a more formalized and consistent role in student services and advising.

- Chair: That's a good suggestion, we should look into it.

#### **41.5 Motion to approve Revised Procedures for Appointment and Reappointment of Heads and Directors, Sections 5.2 and 7.4**

Moved by Irving Hexham, Seconded by Lorraine Markotic; majority in favour, no oppositions.

**Carried.**

#### **41.6 Motion to approve Revised Faculty Committees Terms of Reference, Section 4.e**

Moved by Darren Bender, Seconded by Irving Hexham; majority in favour, no oppositions. **Carried.**

#### **41.7 Motion to accept February 6, 2019 Arts Faculty Council Agenda**

Moved by Darren Bender, Seconded by Susan Boon; majority in favour, no opposition. **Carried.**

#### **41.8 Other Business**

At the last Faculty Council there was a presentation on the new ADP system and it was indicated that the faculty would be invited to test the system in January – has that happened?

Chair: It is supposed to be a part of the process, we will find out. (Committee Coordinator's note: Testing took place on February 21 and 22, 2019 and several test participants were from Arts.)

The meeting concluded at 2:12pm.