



UNIVERSITY OF CALGARY
FACULTY OF ARTS

MINUTES
Arts Faculty Council
Meeting 35
April 9, 2019, 2:30-4:30pm, EEEL 161

The Chair called the meeting of the Arts Faculty Council (FC) to order at 2:35pm and made the Treaty Acknowledgement. The Chair confirmed quorum for the Faculty Council Committee*.

**Secretary's Note:* Quorum for this Faculty Council meeting was not achieved, the Chair adjourned Faculty Council and referred the business of the meeting to the Faculty Council Committee, quorum was confirmed and the meeting was convened. Therefore, the proposed agenda for the Faculty Council meeting is the Faculty Council Committee meeting agenda.

FC35.1 Motion to Accept April 9, 2019 FC35 Agenda

MOTION

That the Agenda for the April 9, 2019 Faculty Council meeting be approved.

Moved by Robert Oxoby, Seconded by Keith Yeates, majority in favour, no oppositions – **Carried.**

FC35.2 Motion to Approve the February 6, 2019 FC34 Minutes

MOTION

That the Minutes of the February 6, 2019, FC34 meeting be approved.

Moved by Jeremy Brown, Seconded by Elizabeth Ritter, majority in favour, no oppositions – **Carried.**

FC35.3 Motion to Approve the October 3, 2018, FC32 Minutes

MOTION

That the Minutes of the October 3, 2018 FC32 meeting be approved.

Moved by Dawn Johnston, Seconded by Robert Oxoby, majority in favour, no oppositions – **Carried.**

FC35.4 Motion to Approve the December 5, 2018, FC33 Minutes

MOTION

That the Minutes of the December 5, 2018, FC33 meeting be approved.

Moved by Jeremy Brown, Seconded by Robert Oxoby, majority in favour, no oppositions – **Carried.**

FC35.5 Motion to approve revised “Procedures for the Appointment and Re-Appointment of Department Heads and School Directors in the Faculty of Arts” (Revisions at 5.2 and 7.4)

MOTION

That the revised “Procedures for the Appointment and Re-Appointment of Department Heads and School Directors in the Faculty of Arts” be approved.

The Vice Dean, Pascale Sicotte, briefly reviewed the revisions to the document.

Moved by Jim Ellis, Seconded by Virginia Tumas, majority in favour, no oppositions – **Carried.**

There was no discussion

FC35.6 Motion to approve revised “Terms of Reference for Arts Faculty Committees” (Revisions at 4e)

MOTION

That the revised “Terms of Reference for Arts Faculty Committees” be approved.

Moved by Mary O’Brian, Seconded by David Goldblum, majority in favour, no oppositions – **Carried.**

There was no discussion.

FC35.7 Report from the Chair, Dean Richard Sigurdson

The Chair included the following in his remarks:

- Ed McCauley was installed as president of the university at a ceremony yesterday, April 8th. Shout out to Allan Bell and Jeremy Brown for the musical piece. Many friends of the Faculty of Arts came to the installation. Credit to the Communications team for a great event at the Oval.
- The faculty hosted “Conversation with the President” on Friday, April 5th. There was a good turnout and lots of engagement. Faculty and staff engaged with him, gained his perspective on issues, and gave him some things to think about re our faculty. He will hold this event again, not just a one time event.
- Reminder that the provincial election is coming up, there are advance polls here at the university starting tomorrow, April 10th, and elsewhere. We have received emails regarding the election – this is a reminder to make sure we are following rules outlined in the emails.
- This Friday, April 12th, is the end of classes. A regular class day but other activities on campus will be a bit different this year. Bermuda Shorts Day is changing significantly this year, it will be held inside in MacHall AB instead of outside. Student representatives work hard on this event every year and work towards making it a safe event. There will be some building closures, information can be found on UToday.

- Reminder from the Faculty of Arts Nominations Sub-committee that nominations have closed for committee representatives. You can vote until Monday, April 15th.
- We have not been able to hire a great many people into tenure-track appointments this year but we have approved several limited term appointments.

Questions or comments? None.

FC35.8 Report from the Vice Dean – Pascale Sicotte

The Vice Dean's report was circulated with the Agenda and she presented the report and highlighted the following:

- We will be presenting an overview of the work that has been done on the implementation of the Faculty of Arts Strategic Plan since 2017. The presentation will take place at the first meeting of the FC in 2019-2020 in October 2019.
- We are working on a Toolkit re sessional instructors.

Questions or comments? None.

FC35.9 Reports from the Chairs of Arts Faculty Council Standing Committees

The report from the Committee Chairs was circulated with the Agenda as one document.

Equity and Diversity Committee, Chair: Pascale Sicotte

- The Chair of the committee presented the report.

Questions or comments? None.

Teaching and Learning Committee, Chair: Dawn Johnston

- The Chair of the committee presented the report and highlighted:
- Last workshop of the year is coming up, they have been well-attended
- Faculty of Arts awards have been announced – thanks for the nominations
- Sitting on a working group to improve the USRIs

Questions or comments? None.

Research and Scholarship Committee, Chair: Steig Johnson

- The Chair of the committee presented the report and highlighted:
- Names now be released for the Faculty of Arts Research awards and they will be celebrated at the Faculty of Arts Awards and Celebration of Excellence event on May 2nd.

Questions or comments? None.

Internationalization Committee, Chair: Gavin Cameron

- The Chair of the committee presented the report.

Questions or comments? None.

Creativity and Performance Committee, Chair: George Colpitts

- The Chair of the committee presented the report.

Questions or comments? None.

Curriculum and Academic Review Committee (Graduate) (GARC), Chair: George Colpitts

- The Chair of the committee presented the report.

Questions or comments? None.

**FC35.11 Curriculum and Academic Review (Graduate) Committee (GARC) Calendar Changes
F20-W21**

FC35.11.1 – Briefing Note: CARC F20-W21

FC35.11.2-7 – Background on Motions

Documentation for this item was circulated with the Agenda. George Colpitts, Chair of the committee, presented this item and introduced each motion with information from the documentation.

MOTION 1

That Faculty of Arts Council approve the revisions to the Drama calendar entry, including the proposed load changes for Master of Fine Arts Drama: specializations in Theatre Studies, Directing, Playwriting, Design/Technical and the accompanying calendar entry, as detailed in the following documents:

FC35.11.2_DRAM_PAPRS Load Change

FC35.11.3_DRAM_F20-W21 Program and Course Files

Discussion: There was no discussion.

The motion was CARRIED with no opposition or abstentions.

MOTION 2

That Faculty of Arts Council approve the proposed new program/specialization for Drama, Master of Fine Arts as detailed in the following document:

FC35.11.4_DRAM_F20-W21 Specialization Proposal MFA Drama

Discussion: There was no discussion.

The motion was CARRIED with no opposition or abstentions.

MOTION 3

That Faculty of Arts Council approve the revisions to the Economics calendar entry as detailed in the following document:

FC35.11.5_ECON_F20-W21 Program and Course Files

Discussion: There was no discussion.

The motion was CARRIED with no opposition or abstentions.

MOTION 4

That Faculty of Arts Council approve the revisions to the Languages, Literatures and Cultures calendar entry, including updates to copyediting rules and changes to multiple Spanish courses, as detailed in the following document:

FC35.11.6_LLAC_F20-W21 Program and Course Files

Discussion: There was no discussion.

The motion was CARRIED with no opposition or abstentions.

MOTION 5

That Faculty of Arts Council approve the revisions to the Music calendar entry as detailed in the following document:

FC35.11.7_MUSI_F20-W21 Program and Course Files

Discussion: There was no discussion.

The motion was CARRIED with no opposition or abstentions.

FC35.10 Curriculum and Academic Review Committee (CARC) Calendar Changes F20-W21

FC35.10.1 – Briefing Note: CARC F20-W21

FC35.10.2-10 – Information only

Documentation for this item was circulated with the Agenda. Virginia Tumas, Chair of the committee, presented this item and highlighted the following:

- It was a remarkable year - all the changes were minor and the Executive Committee of the Arts Faculty Council (EC) were asked to approve the Motions and refer them to FC for information only, which the EC did.
 - ECON and HIST are undergoing a curriculum review and the changes will go to EC in September 2019 and then FC October 2019.
 - There were also two submissions from ART and SLLLC that we weren't ready to bring to FC now, they will appear at a later meeting.
 - Thank you to all involved, especially the members of CARC and the Co-Chair, Jo-Anne Andre.
- Questions or comments? None.

FOR INFORMATION

The Executive Committee approved revisions to the Faculty of Arts 2020-21 calendar entry and to courses labelled University, as detailed in the following documents:

- FC35.10.2 ANAR F20-W21 Program and Course Files
- FC35.10.3 CLARE F20-W21 Program and Course Files
- FC35.10.4 CMF F20-W21 Program and Course Files
- FC35.10.5 CPA F20-W21 Program and Course Files
- FC35.10.6 ENGL F20-W21 Program and Course Files
- FC35.10.7 PHIL F20-W21 Program and Course Files
- FC35.10.8 POLI F20-W21 Program and Course Files
- FC35.10.9 PSYC F20-W21 Program and Course Files
- FC35.10.10 UNIV F20-W21 Course Files

Discussion: There was no discussion.

FC35.12 Arts Students Appeals Committee Procedures

Chair explained that this is a different document from the one that was presented and approved at EC and that if there are any objections to the changes, we will take it back to EC for approval at the next meeting of EC.

Documentation for this item was circulated with the Agenda. Mark Baron, Chair of the committee, presented this item and highlighted the changes in the document since it appeared at EC. He reviewed the process that the document went through regarding the changes and that it was reviewed by Legal.

The Chair asked if there were any objections to voting to approve the document. There were no objections.

MOTION

That the “Arts Students Appeals Committee Procedures” be approved.

Moved by Mark Baron, Seconded by Virginia Tumas, majority in favour, no oppositions – **Carried.**

Questions or Comments? This document replaces the existing one, that one has been taken down from the website? Yes.

FC35.13 Report on Unit Review of the Centre for Military, Security and Strategic Studies (CMSS), David Bercuson, Director, CMSS

The Chair described the process for unit reviews and indicated that the report is for information only to FC.

The Director, CMSS, David Bercuson, gave a verbal report on the unit review of the centre and his response to the report.

Questions or Comments? None.

FC35.14 “Role and Responsibilities of Department Heads and School Directors, Faculty of Arts” document for information

Documentation for this item was circulated with the Agenda. Pascale Sicotte, Vice Dean, presented this item.

Highlights:

- Document was developed because we had no document that outlined the scope of the role. It was presented and discussed at a meeting of the Dean’s Advisory Council (DAC) and at EC for comments and suggestions and we are now bringing it to FC. There have already been numerous reviews of the document.
- Its purpose is to be a set of guidelines for unit Heads and Directors (Hs/Ds) and a reference for the faculty.
- It was noted at EC that we should mention in the document that duties are often delegated to other members of the unit and that Hs/Ds often receive support from the dean’s office.
- It is a living document and we welcome suggestions.

Questions or comments?

- Should there be clarity of tasks that should not be delegated? There are several things listed in document that can’t be delegated according to university policies, procedures or the collective agreement.
- At EC it was suggested that the document include the responsibilities of associate heads.
- The Chair thanked the Vice Dean and all those who have had input into the document so far.

FC35.15 Other Business

There was no other business.

The meeting was adjourned at 4:07pm.



UNIVERSITY OF CALGARY
FACULTY OF ARTS

MINUTES
Arts Faculty Council
Meeting 36*
May 22, 2019, 11:00am-1:00pm, ST 145

***Special Faculty Council meeting to make decisions regarding
Faculty Merit Committee (FMC) composition and consideration of cases by the committee**

The Chair called the meeting of the Arts Faculty Council (FC) to order at 11:04am and made the Treaty Acknowledgement. The Chair confirmed quorum for the Faculty Council Committee*.

**Secretary's Note:* Quorum for this Faculty Council meeting was not achieved, the Chair adjourned Faculty Council and referred the business of the meeting to the Faculty Council Committee, quorum was confirmed and the meeting was convened. Therefore, the proposed agenda for the Faculty Council meeting is the Faculty Council Committee meeting agenda.

FC36.2 Remarks from the Chair, Dean Richard Sigurdson

The Chair outlined the decisions to be voted on at the meeting.

The link to the Assessment Agreement was provided with the notification of the meeting:
<https://www.ucalgary.ca/hr/files/hr/tucfa-ca.pdf> - relevant sections 29.7.2b, 29.7.3 and 29.7.5.

FC36.3 Decision 1:

What should be the composition of the Faculty Merit Committee (FMC)?

Option 1 - Comprised of four (4) elected members (29.7.2[b])

OR

Option 2 - Constituted with one (1) member elected from each Department/ School (29.7.3)

A Motion was Moved and Seconded to vote on Option 1.

The Chair called for a vote on Option 1: Majority voted against, therefore the Motion was defeated.

A Motion was Moved and Seconded to vote on Option 2.

The Chair called for a vote on Option 2: Majority voted in favour, therefore the Motion passed.

FC36.4 Decision 2:

Which assessments should be discussed by the Faculty Merit Committee?

Option 1 - Every academic staff member in the Faculty shall be considered by the FMC

OR

Option 2 - Only those cases where the Head/Director has recommended an increment of 0.6 or less, or 1.6 or greater shall be considered by the FMC. Note: Unless appealed, the recommendation of the Head shall be forwarded directly to the Dean who may increase but not lower the recommended increment [29.7.5].

A Motion was Moved and Seconded to vote on Option 2.

The Chair called for a vote on Option 2: Majority voted in favour, therefore the Motion passed.

FC36.5 Adjournment

The Chair adjourned the meeting at 11:28am.