

**Minutes of the Arts Faculty Council Meeting
Held on March 17, 2015 in Room 104 Clark Hall**

PRESENT: J. Allan, K. Bessant, K. DeForest, R. Gasse, S. Grills, P. Harms, R. Hinthner, E. Holland, R. Kramer, D. Lakevold, L. MacKay, M. Malainey, M. Malazdrewicz, C. Mason, S. Medd, J. Naylor, S. Petrella, M. Pollex, D. Racine, S. Robinson, L. Robson, B. Rose, K. Saunders, M. Serfaty, D. Smid, E. Varley, H. Zhuang. B. Davis (sessional), Sh. Grills (Student Services Rep.), J. Mahoney (recorder), D. Tryphonopoulos (Chair)

REGRETS: B. Ashton, D. Brown, S. Gouthro, R. Major

1.0 Approval of the Agenda

MOTION: (Gasse/Naylor) - THAT the Agenda be approved.

CARRIED

2.0 Approval of the Minutes

MOTION: (Malazdrewicz/Malainey) - THAT the Minutes of AFC Meeting, January 13, 2015 be approved.

CARRIED - unanimous

3.0 Recognition

Attached list was read out by D. Tryphonopoulos. Congratulations to all. Chair reported that it was exciting to see all of these accomplishments. (applause)

4.0 Chair's Report

In the last month or so the Dean and Dr. Robinson have been visiting and observing classes. We have wonderful, wonderful professors, not just for Brandon but everywhere. No one needs help, just doing great! We can celebrate not only our research but our teaching. Teaching evaluations are ready to be picked up. The Dean will send a reminder about teaching evaluations and how they are to be done.

We have received applications for two positions in sociology. Interviews for the sociology theory position start next week. Police studies position is more difficult. We didn't get enough applicants and those who are natural fits are applicants that are already at the associate level. Therefore, we have re-advertised the position and asked the previous applicants to let their names stand. It now reads Assistant or Associate level and are hoping to complete this search quickly.

We are also having discussions with other institutions in the province: ACC regarding police studies; University of Winnipeg regarding business; and University of Manitoba for social work. The Dean will keep the council informed.

Over the past month the Dean has been signing letters to high school students who have accepted our offer to come to BU. At least 150 and it is a part of our recruitment. Invitation not only to visit the university but to meet with faculty and Dean. I hope to have your support in this.

5.0 New Business:

5.1 Syllabi Collection

I felt I was in a difficult position when attending classes this past while because I had no syllabi to work off of. We have no place to collect syllabus. Question: Should we not be collecting syllabi in Sept. and a central place to house them – so the Dean and other faculty can have access and see what happens in our classes. Often teach similar topics. Some kind of regulation needed. R. Gasse - Chairs are suppose to collect syllabi each year. It is an Arts policy. There is a policy somewhere in writing. E. Varley - fantastic idea, especially for new profs. Could be in Chair's office. As long as there is access. Ideas: Came up in senate - syllabi would contain information – intellectual property for individual. The question was: Would they be giving up their property and if they had the option to take that out if they wanted to submit to publishers. Need to be flexible. Senate didn't reach a solution. K. Saunders – it is great for new faculty or just for all to have good access to other courses. Very useful. L. MacKay suggested that it should be an online data base for students to go and look at syllabi online.

Motion: (M. Malazdrewica/R. Kramer) THAT we resurrect the policy that every member full and part-time submits his/her syllabus at the beginning of classes and give a time line for that.

Is there anything in the CA that would make it problematic – copyright article. M. Serfaty - make it voluntary. The moment you make it compulsory to hand in it becomes an issue and it is how you interpret the clause. We shouldn't get into possible difficulties. Voluntary. J. Naylor - I think it should be voluntary or open but my opinion is syllabi are necessary for counselling. Public access is maybe not a good thing.

Amendment: That it should be housed in the Chair's and handed over to the new chair. And have a central place.

Discussion about central place for syllabi. R. Kramer - have them in the Dean's office so that they are private and not made public.

2nd Motion: That it would be housed in the Dean's office and limited to members of the university faculty. Not be published.

If not public it is required.

Chairs should have copies of the syllabi as well. They have to be submitted. Some kind of consistency.

Motion: (M. Malazdrewicz/R. Kramer) THAT every member shall submit a copy of their syllabi to the Dean's office, it shall be submitted in the first month of classes and will be made available to all members of the AFC.

CARRIED. Unanimous

Discussion: J. Allan: Should the syllabi at some point be destroyed? S. Robinson: There is a legal issue here as well. Contract between University and student. University needs copies because of any action taken by students and we need a copy of the course outline for the university's sake.

Discussion ensued re different situations. Repository needed if a faculty member is gone. R.Gasse – Often needed for transfer credit. If syllabi are not available it can't be evaluated. D. Ramsey - Much broader motion needed. Find the policy. S. Grill - It is on the faculty documents.

5.2 Website Updates

D. Tryphonopoulos pointed out how embarrassing our website is. We need to discuss how we can update and put our best foot forward. Looking at website it doesn't show this. Parents and students want to visit a website that is very favourable and so we just need to have a discussion. Do you feel the same and how can we improve things? There isn't a lot of money but we could find some if we had some information and how to do it or have help and show us how to do it. Strongly believe in giving people opportunities to upgrade and go to workshops.

Discussion – C. Mason - how to make updates consistently and constantly. Need an expert's on call so that people can get to the people they need to be in touch with. Need to do it on a regular basis and have someone in charge of this to keep it updated. IT office have people to help when we can. We need to approach as a faculty and get it going. Request a specific person to do this. Communication is bad here. Let's find some solutions. Centralize some things but other things need more expertise. D. Tryphonopoulos will report back. Mechanics is important but design is also important. S. Robinson: take a look at other faculty who have updated and see what you want. Google is not able to find people on it—this is important. Lisa will call and get a few faculty together to help the dean figure it out.

6.0 Business Arising from the Minutes

6.1 Academic Plan (see attached)

D. Tryphonopoulos: Would like to thank K. DeForest, S. Grills, D. Lakevold, D. Ramsey and E. Varley for all the time they have put into this. Reported that 20 hours in meetings and individually even more. It is an excellent start.

Postpone the academic planning til next week.

S Grills: Thanked the faculty for input. Political Science has asked to be included. Diversity is there in perspectives. Committee attempted to put into planning language. All detail is in the Dean's office and is available to you. Timing for a student to finish degree is a problem for all of us. Discussed a few issues that were needed to be done. Document is inconsistent because we are inconsistent.

MOTION: (Grills/Naylor) THAT the Faculty of Arts approve the Integrated Strategic Plan Faculty of Arts 2015-2020 and that the plan be forwarded to Senate for Information.

Discussion: A meeting that takes place at another time and not in this slot time but a specific meeting to discuss this.

Reason for why to keep it in house. Developed it collectively and tried to identify 5 things. D. Ramsey discussed on how they put the document together. What we believed and what we wanted to move forward and we didn't want Senate to approve it. It was more important for AFC as a unit to keep it here for ourselves for approval. Do we need a separate meeting for this? Senate needs it in May

MOTION: (L. MacKay/S. Robinson) That a special meeting be called to discuss Academic Strategic Plan.

Table the motion til the next meeting. Discuss dates and get it fit in.

6.2 External and Internal Communications – AFC Review & Planning (see attached)
D. Tryphonopoulos went over the document.

MOTION: (B. Rose/J. Allan) THAT we adopt the External and Internal Communications recommendations from the review committee.

CARRIED. Unanimous

6.3 Program Mapping (see attached)

D. Tryphonopoulos: Mike sent documents about mapping from Queens. Discussion ensued about this issue. Should we strike a committee to come out with outlines. Need direction as to being fruitful and to think about teaching and learning outcomes. Circulate the document if you wish. Open discussion. I will take it further at the next meeting if it is wanted. S. Robinson: lots to talk about - excellent document and recommend distribution of it and needs to be dealt with. K. Bessant - what is the issue that was raised for the need for us to look at it? S. Robinson: last term we discussed this and the context is from the government. That is where it is coming from.

Government administers and coordinates the outcomes and education spending. Government is looking to have the universities show their plans and get things equivalent across the country. Manitoba hasn't done anything and the government wants something done. D. Smid: This is also part of the academic planning. D. Tryphonopoulos - But needs to be done. S. Robinson - Manitoba government is pushing for it now.

Mapping is used – other universities have this. Science has mapped their programs. Arts needs to do this. All of this should be standard for students to look at their programs.

We will come back to this in the future.

7.0 Other Business/Announcements
Nothing

8.0 Adjournment

MOTION: (Varley/Rose) THAT the meeting be adjourned.

Meeting adjourned at 1:55 p.m.

Minutes of the Arts Faculty Council Meeting
Held on April 7, 2015 in room 104 CH

PRESENT: A. Abdou; J. Allan; K. DeForest; R. Gasse; S. Grills; S. Gouthro; P. Harms; R. Hinther; R. Kramer; L. MacKay; R. Major; M. Malainey; M. Malazdrewicz; M. Pollex; L. Robson; B. Rose; M. Serfaty; D. Smid; H. Bakker (SKDVP); Steve Robinson (Chair); L. Murray (recorder).

REGRETS: B. Ashton; K. Bessant; S. Medd.

Dr. Robinson welcomed members and noted that it would be useful to add two items to the agenda.

MOTION: (Robson/Malainey) – THAT 7.1 Credit Hour Limit for Declaration of Major, and 7.2 Elections be added to the Agenda.

CARRIED.

5.3 Courses Accepted from Other Faculties

Section 6.1 in the Academic Undergraduate Calendar notes that specific courses cannot be held for Arts or Science credit. This is a long-standing rule that, except for the Liberal Arts degree, a number of Music, Education and Health Studies Practicum courses are not be allowed in the B.A. or B.Sc. CAP is asking the faculties to revisit this rule as students who change from Music, Education and Health Studies degrees to Arts or Science degrees lose many of their earned credits. There was much discussion about the differences between the degrees; what courses are and are not in harmony with a B.A. degree; the current relationships with other faculties that exist; concerns about recreating the BGS; as well as possible changes that could be made.

MOTION: (MacKay/Kramer) – THAT the Status Quo stand.

CARRIED.

7.0 Other Business/Announcements

7.1 Credit Hour Limit for Declaration of Major

Currently, after the successful completion of 30 credit hours students are to declare a major. However, many students don't register or complete a full 30 credit hours in their first year and so don't declare until the END of the second year. After discussion the consensus was that students should declare their major upon registering for more than 30 credit hours.

7.2 Elections

MOTION: (Robson/Smid) – THAT all those nominated to positions be elected by acclamation.

CARRIED.

Dr. Robinson reminded members that if they have any interest in serving on a committee that they should contact a member of the Nominations Committee.

A member asked if the position of BU Communications Officer would be filled. Dr. Robinson said that it will not be, and that the responsibilities of that position will be distributed to other staff.

In order to avoid holding a meeting during final exams, the Academic Plan will be discussed at an AFC meeting on April 27th.

8.0 Adjournment

MOTION: (MacKay/Gasse) – THAT the meeting adjourn.

CARRIED.

The meeting adjourned at 1:40 p.m.