

Minutes of the meeting of the Arts Faculty Council  
Held March 1, 2016 in room 104 Clark Hall

PRESENT: J. Allan; K. Bessant; D. Brown; K. Deforest; J. Dolecki; R. Gasse; S. Grills; P. Harms; R. Hinthier; E. Holland; D. Klonowski; D. Lakevold; K. Lemky (RDI); L. MacKay; R. Major; M. Malainey; M. Malazdrewicz; S. Medd; J. Naylor; D. Racine; D. Ramsey; L. Robson; B. Rose; K. Saunders; M. Serfaty; D. Smid; S. Stankovic; L. Xu; R. Herron (Geog.); S. Grills (Student Services); L. Murray (recorder); D. Tryphonopoulos (Chair).

REGRETS: K. Noll, K. Winzoski

1.0 Approval of the Agenda

**MOTION: (Brown/Naylor) - THAT the Agenda be approved with the addition of 6.2 Collection of Course Outlines – D. Ramsey, and Item 6.3 BU/ACC Joint School of Business - D. Klonowski.**  
**CARRIED.**

Dr. Hinthier asked that item 5.3 be moved to the next meeting as she has to leave early today.

2.0 Approval of the Minutes

**MOTION: (Ramsey/Harms) - THAT the Minutes of the AFC meeting of December 1, 2015, and the Special AFC Meeting of December 8, 2015, be approved.**

**CARRIED. ONE ABSTENTION.**

3.0 Recognition

Not at this time.

4.0 Chairs Report

- Various ad-hoc committees continue their work, one of which (AFC Teaching and Research Awards) will be reporting to AFC today, while others like the Arts Website ad-hoc committee has already produced significant work
- A Slot Changes Survey is about to be circulated
- The ad-hoc committee on an upcoming Arts Retreat is also to circulate a follow-up questionnaire
- The Arts Speakers Series committee has already circulated an invitation to faculty in preparation for a late March Arts Research Forum to celebrate our Faculty's achievements in research (of any kind) for the 2015 calendar year.
- Two searches are underway (in Aboriginal and Visual Arts and in Languages – French)
- The proposal for the Public History program is in front of CAP
- A committee for the introduction of the Métis Studies program has been constituted and will try to have things set up for September 2016.

- A Co-op policy document (written by Dr. Gary McNeely) is in circulation and should be coming to AFC in the next little while.
- The next AFC meeting will include a reference of a presentation by Mr. Dave Neal on CMB
- There will be a discussion of indigenous education and the University's creation of a committee to discuss further implementation of curriculum.

Dr. MacKay suggested that the CMB presentation should be limited to 10 minutes.

## 5.0 New Business

### 5.1 SWRC Nomination

**MOTION: (Naylor/Brown) THAT both Dr. Emma Varley and Dr. Emily Holland serve as the Arts rep on the Status of Women Review Committee.**

**CARRIED.**

### 5.2 Course Changes

**MOTION: (Gasse/Robson) - THAT 30:3XX *Intermediate Workshop in Creative Writing II* be approved as a new course.**

**CARRIED.**

**MOTION: (Gasse/Holland) – THAT 64:4XX *Baroque Counterpoint* be approved as a new cross-listed course with Music.**

**CARRIED.**

**MOTION: (Saunders/Serfaty) - THAT 78:3XX *US Foreign Policy* be approved as an experimental course.**

**CARRIED.**

### 5.3 Arts Faculty Teaching and Research Awards – Dr. Rhonda Hinthier

The Dean charged the committee with coming up with a plan for an Arts Faculty Teaching Award and Research Award (2 separate awards). They are currently soliciting the thoughts of AFC on the idea of the awards, the forms they should take, the process, and any concerns they might have.

### 5.4 Transfer Credit Policy and Procedures

Andrea McDaniel introduced the process that CAP has come up with. Prof. Dolecki was unclear whether it had been implemented. He noted that he sent a 3 page letter to the Dean and trusts it has been sent off to CAP. [It was.] If not implemented, he feels there should be consultation first and stated that tweaking something now is not collegial. This process seems to be designed so that all courses get transferred in, and there is no longer the opportunity for details

Dr. MacKay asked Ms McDaniel how this policy differs and what issues they were trying to address. Ms McDaniel replied that this is a resource to assist with current practice. The policy changes went through the normal channels regarding transfer credit and how these credits are recorded on transcripts. Grades were previously transferred as letter grades but this is outside the norm. To be more consistent relative to other institutions across the country, the P grade for C or better transfer courses is now in place. The initial cumulative gpa allows for admission to BU, then the transfer of courses is considered. Only courses with a C or better go to a department for review. Fs and Ds no longer transfer and no longer need to be reviewed by Department Chairs.

Transfer students' records include multiple asterisks and each has separate, related text. These exceptions cannot be read by our registration or prerequisite system, and are manual work for those who do the degree audits. There is a high risk of error. Unless the student seeks advising from someone savvy enough to work through the system, problems occur.

It is still the Chair's discretion to consider the transfer of the course to their department. If a course is not suitable for a Major/Minor but is a solid university course, it can be transferred as general faculty credit. Ms McDaniel explained that the policy reads poorly where the course outlines are concerned. The intent is to continue to provide the full outline to departments. She then explained how the rationale/ comment section is useful for internal communications and prevents students from going back to the Department for further details.

Dr. Brown indicated he would like the instructor's name or qualifications and the readings list to help understand if it is university level. He felt that whether the course is in class or online is relevant also. Ms McDaniel explained that evaluation decisions are on file for 5 years. So the initial assessment will cover the same course delivered by different people in different ways over the years.

Dr. Brown also felt the timeline column reads more strongly than suggested. That procedure has not been in place and the end part appears to give someone outside a department the ability to give an academic equivalency. Ms McDaniel explained that some assessments have been out for well over a year. For this reason, we've lost students as they had no contact from us, no admission, etc. Registration in their first term can depend on the assessment of the transfer credit. While it usually goes smoothly, course transfers are now ONLY for an admitted student so evaluations are even more time sensitive. She welcomes suggestions for improving response times.

Dr. Serfaty asked for clarification as to whether courses were from good institutions vetted by Admissions. McDaniel assured him that all are from accredited institutions. Dr. Naylor expressed that it would be useful to get the information on what body accredited the institution and also to know what other universities have accepted the course for transfer. In History content is sliced differently among institutions and so they do not wish to have a student repeat 50% of the content of a transferred course. It is necessary to continue providing those comments.

McDaniel said they are exploring ways to manage this but haven't come across anything that seems feasible in the short term.

Dr. Tryphonopoulos suggested inviting Ms McDaniel to a Chair's meeting to continue this conversation.

Point of Privilege - Dr. Meir Serfaty announced that Dr. M.V. Naidu passed away on Saturday. Dr. Naidu was a member of Arts Faculty in the Political Science Department for many years. He asked that AFC, through its Chair, send a message of condolences to his wife, Prema Naidu. The Dean was happy to do so. The flag will be lowered and employees campus-wide will be notified.

#### 5.4 CAP course change forms

CAP provided a set of suggestions as to what they need on their form. Dr. Gasse noted that courses can be delayed or sent back due to lack of information so getting it right the first time is important. She also noted that the comments were also to clarify in their own minds what CAP members are looking for.

#### 5.5 Examination Invigilation Policy

The survey was well received across campus.

MOTION: (Serfaty/Smid) – THAT WE move to accept the recommendations of the University Examination Invigilation Committee and to support CAP's efforts in formalizing a policy based on these recommendations.

**AMENDED MOTION: THAT AFC support CAP's efforts in formalizing a policy based on these recommendations.**

**CARRIED. ONE AGAINST.**

Dr. Holland questioned how two people per exam will be accommodated and would like that explicitly addressed.

Dr. MacKay stated that a sign in sheet is important as is checking ID. Dr. Smid noted that Val Rodgers, Financial and Registration Services, is really helpful. She assisted Dr. Smid in a 3 hour exam. People are willing to help. Arts secretaries could lend a hand also.

### 6.0 Business Arising from the Minutes

#### 6.1 Addition of Fall Reading Week

Dr. Gasse put forth Dr. Lisa Robson's question as to why a day or two couldn't be added to the term, rather than cutting a week out as suggested by CAP. This was not Arts intention. Ms McDaniel replied that classes could not start earlier due to orientation and that going later into the semester means shortening the exam period. If we do so, we lose flexibility for the larger classes. Music juries also happen in December. Members felt we desperately need a fall reading week and suggested perhaps orientation occur prior to labour day. The Dean's Office will send

an email to Chairs and Coordinators to try to consult with members at their next meeting. This item was tabled to the next AFC.

## 6.2 Collection of Course Outlines

MOTION: (Dolecki/Naylor) --

1. THAT providing course outlines to the Dean of Arts is voluntary.
2. THAT the Arts Policy and procedures on Course outlines provides a rationale including what uses for the outlines are permitted and which uses are not permitted.
3. THAT the Arts Policy and Procedures on Course outlines should acknowledge that course outlines are a faculty member's intellectual property and the faculty member retains ownership even if we elect to submit them to the Dean of Arts.
4. THAT an end date be provided for how long course outlines are kept on file should they be submitted to the Dean of Arts.

Members expressed the ways in which they share their course outlines, the need for a repository, etc. Prof. Dolecki repeated that intellectual property is the bottom line and instructors have the right to share them or not. If past students are unable to supply that information then too bad.

Due to lack of time the Motion will be tabled to the next possible meeting. Prof. Dolecki asked the Chair if he intended to call the next meeting in September. Dr. Tryphonopoulos asked him to take back that comment. Dolecki withdrew it. Ms Murray noted that room 104 had already been reserved for AFC the following week in case it might be needed.

Meeting recessed at 2:00 pm.