

Arts Faculty Council meeting held on September 1, 2020 by Zoom

PRESENT: J. Allan; S. Asselin; R. Baker; K. Bessant; C. Boulton; D. Combet; K. deForest; R. Dwivedula; R. Elliott; J. Forsythe; R. Gasse; P. Harms; D. Hetu; R. Hinthner; R. Kramer; D. Lakevold; L. MacKay; M. Malainey; A. Marshall; C. Mason; M. Massi; C. Mattes; V. Maud; A. McCulloch; L. McLachlan; K. McKenzie; E. Mihelakis; S. Medd; Naylor; S. Petrella; D. Ramsey; B. Rose; K. Saunders; B. Strang; D. Taylor; E. Varley; K. Wong; L. Wood; L. Xu; F. Zehtab-Jadid; C. Kazakoff-Lane; L. Robson (Chair); L. Murray (recorder).

ABSENT: A. Abdou; J. Dolecki; A. Hanemaayer; D. Klonowski; H. Liu; M. Malazdrewicz; H. Murphy; K. Spice; H. Venema.

REGRETS: K. Noll.

ON LEAVE: B. Ashton; S. Grills; E. Holland; L. Mayer; W. Robles; C. Schneider; D. Smid; D. Winter; H. Zhuang.

GUEST: N. ElSherbiny, Student Services.

1.0 Approval of the Agenda

**MOTION: (Naylor/Petrella) – THAT the Agenda be approved with item 4.1 moved to the beginning of the meeting.**

**CARRIED.**

2.0 Approval of the Minutes

**MOTION: (Gasse/Forsythe) – THAT the minutes of the May 19 and May 26<sup>th</sup> Arts Faculty Council meetings be approved.**

**CARRIED.**

4.1 Noha ElSherbiny, Learning Skills Specialist

Dr. Robson introduced Ms Elsherbiny who informed faculty of the many ways in which she supports our students and encouraged instructors to reach out to her if there is anything she can do to support their teaching.

3.0 Chairs Report

The Dean introduced and welcomed our five new full-time faculty: Ms Lindsay McLachlan who was hired in Business Administration, to a Tenure-Track position in Accounting; Dr. Hanna Liu in Business Administration, Tenure-track in Strategic Management; Dr. Dominique Hetu, two-year term in Classical and Modern Languages in French; Dr. Hailey Murphy, one-year term in Political Science; and Dr. Marta Massi, one-year term in Business Administration in Marketing.

Enrolment: August 15<sup>th</sup> enrolment statistics note that compared to this time last year, overall headcount is down 3.2%, credit hours are down 5.7%. Notably, first-time domestic, non-Indigenous students are down 17.2%. In Arts, enrolments are down 6.8% in credit hours and in first time students we are down 7.9% in credit hours. The Dean will circulate updated data next week or at the next AFC meeting.

Budget: Department heads will notice that budgets are similar to last year. However, the Dean's budget has been cut considerably and we have very little excess. As you may recall, we can no longer use our

carry-forward for anything other than capital purchases (purchases or renovations greater than \$2,500 per item). This year we've been allowed up to 25% for non-capital expenses but in years to come, 100% will be for capital purchases exclusively. Unfortunately, these carry-forward funds are what Dr. Robson and past deans have been using to support research. There are some funds in the PDA pool but the amounts are certainly far less this year. For the moment, we will hold this small amount and perhaps open research requests in January. If anyone has any ideas for capital purchases, please forward them to the Dean's Office through your department Chair. We will also not have any funds to support a Research Facilitator this year.

Andrea McDaniel will be sending emails to all Department Chairs and Program Coordinators regarding new coding of courses. This is part of the new ERP system and will allow for streams within Departments, as well as note course type (topics, lecture, studio, etc.).

Please remember that the Arts Common Grading scale must be used this year. Please update your course outlines. The new Academic Integrity Policy comes into effect the first day of classes. Links to both the Arts Common Grading Scale and the New Academic Integrity Policy and accompanying documents have been posted to the Arts webpages under the Office of the Dean/Forms and Policies. Use old language for the statement on course outlines for now.

BU is completely out of Zoom licenses. We have placed an order for more and hope that we get them soon. Email Kevin Klassen directly should you require a license. For instructors who wish to teach from a classroom setting, we have setup three classrooms and currently have five instructors using these rooms. Please remember to contact your students and let them know what platform you're using. We know that enrolments can change daily, but students are anxious for this information.

Request forms for markers will go out this week and the Dean hopes to be able to fund all requests. Orientation is September 8<sup>th</sup>. Arts will have a one-hour zoom session from 2:30 – 3:30. If you are willing to spend a few moments to talk about your area, please let our office know. The Dean requested that instructors email the Dean if you have any issues with the Bookstore. She will then take this forward to PAC.

#### 4.2 Covid Update

A lot of Covid information has been distributed over the summer. Last Thursday the Fall 2020 web portal was uploaded to our webpage. This portal provides links for students regarding access to the Library, Student Services, etc. There is also a link for faculty with teaching supports, various platform resources, and information on privacy issues, Library and IT services, etc. BU's Operations Guideline is available at [www.brandonu.ca/coronavirus](http://www.brandonu.ca/coronavirus). This document dictates the various phases and how we will function in response to COVID. There will also be processes developed about how we respond to students who don't follow safety protocols. Any in-person related activity (related to teaching or not) will need to go through an approval process.

BU also has a laptop lending policy for students and some on-campus computers that can be used. While the Dean does not recommend posting this on your outline, she asked faculty to identify students who are having difficulty meeting the technology needs of our classes, and put them in touch with Katie Gross. Members might consider putting a statement such as the following in their outlines: "If you are having difficulty meeting the technological requirements necessary to take this course, please contact Katie Gross, Dean of Students, to discuss your options." The lower level of Harvest Hall (the Down Under) will be available for student study space and an area in the library is available by appointment.

Students will also be able to rent a room in Residence for a night or two to help with the odd necessary in-person course requirement for out of town students. Although instructors are encouraged to make every reasonable accommodation for students this year, there will be things we just cannot fix.

No one will be allowed to wander the library. However, students and faculty will be able to access books through the library system for holds pickup.

ID cards – the University is falling behind so is giving some students temporary digital ID cards until real ones come in. For International Students who aren't here, the digital ID is OK for them for the whole term. Note: it is outlined in red.

Curt Shoultz sent out an email last week regarding the use of Tophat for exams. Please contact Val Rodgers by September 14<sup>th</sup> if you wish to get in on this order. You will notice there is no date for Take Home exams in the Registration Guide. The date shows in the Information Query and students will also have access to these dates in their timetable in the student portal, but it is a good idea to include this on your course outlines.

This year, allowing students on the wait list to sit in on the first few classes is not so easy. If you are willing, please extend the zoom invite for your class to the first few students on your wait list so they don't miss out.

Masks are mandatory on campus and BU has provided masks for all regular faculty and some are available to sessionals as well. Clark Hall, Jeff Umphrey, McKenzie and most other buildings on campus will remain locked. However you always have access through your key fob/keycard. If you prefer to teach from your office that is available to you. Please note that only one person should be in the outer area of the Arts Faculty Office at one time. If you need considerable copying done, please ask Jan or Sally to do this work so that we're not tying up that area when folks want to pop in and get their mail. The Faculty Lounge also has some restrictions on numbers. Signage is up in both areas to explain these limitations.

Dr. Ramsey questioned why our narrow stairwells have arrows for two-way traffic. Others agreed this was a problem and there was some discussion regarding possible solutions.

**MOTION: (Naylor/Ramsey) -- THAT AFC request that the working group allow for one-way staircases in Clark Hall.**

**CARRIED.**

Lisa Wood questioned whom students should contact to book a room in residence for a night. The Dean replied that Ancillary Services would take these bookings.

Dr. Malainey requested further detail re study spaces in the Library and in Harvest Hall and who to contact in the library. The Dean will try to send out a summary document with answers to all these questions.

4.3 Motion to Approve Sessional Voting Privileges at AFC

**MOTION: (Strang/Petrella) – THAT Sessional instructors be allowed voting privileges at AFC meetings.**

**CARRIED.**

#### 4.4 Elections

Dr. Mihelakis reviewed the list of nominations.

**MOTION: (Gasse/Naylor) -- THAT the nominations for Arts Committee membership be approved.**

**CARRIED.**

**MOTION: (MacKay/Kramer) – THAT the nominations for University committees be approved.**

**CARRIED.**

**MOTION: (Gasse/Marshall) – THAT the nominations for Senate Committees be approved.**

**CARRIED.**

**MOTION: (Gasse/McCulloch) – THAT Dr. Jonathan Allan, Dr. Kelly Saunders, Prof. Lisa Wood, Dr. Patti Harms, and Dr. Bruce Strang serve on the Dean of Arts Search Committee.**

**CARRIED.**

#### 4.5 Motion to join Drama Program and Department of English and Creative Writing

**MOTION: (Rose/Forsythe) – THAT the Drama program join the English and Creative Writing Department, with the requirement that the line position in Drama continue as a performance-based position rather than a literature one.**

Dr. Rose spoke to the rationale behind this motion and emphasized the current links between the two areas and that the merge is voluntary. Prof. Forsythe also noted that it's beneficial to a new hire, to be recruited into a group, rather than to a solitary post.

**CARRIED.**

#### 4.6 Name change for the Department of Visual and Aboriginal Art

**MOTION: (deForest/Combet) – THAT the Department of Visual and Aboriginal Art change their name to *Ishkabatens Waasa Gaa Inabateg* Department of Visual Art.**

Prof. deForest noted that the name change came about to revise 'Aboriginal' as it is sometimes thought as outdated. 'Aboriginal Art' is also Visual Art. Elder Barb Blind gave the Department their spirit name in 2017, at which time the department also took the spirit colors of silver, red and brown. The name is in Anishinabek and translates to "The Little Smoke that Travels Far." This new name represents their values and is agreeable to their larger community.

**CARRIED.**

#### 5.0 Business Arising from the Minutes

5.1 Honours Thesis in Inter-disciplinary Studies degree – Arts Review and Planning  
Deferred to the next meeting.

#### 6.0 Other Business/Announcements

6.1 Fall Teaching Q&A

Members felt that this matter might be better addressed once teaching has begun.

#### 7.0 Adjournment

The meeting adjourned at 2:02 p.m.