Meeting Minutes

Meeting #13 of Arts and Science Faculty Council, held Friday, September 26, 2014 in Room 5-142, was called to order by Craig Monk at 3:00 pm.

Present (65)

I. Adoption of Agenda

Motion # 1: That the agenda be adopted as circulated.

Skeffington/Honey

Motion: Carried

II. Approval of Minutes: Meeting #12, April 29, 2014

Motion # 2: That the Minutes of A/S Council be approved.

Meleshko/Buro

Motion: Carried

III. Items Arising From the Minutes

• None.

IV. Dean’s Report

• Reorganization update: Dr. Melike Schalomon has accepted an initial, three-year appointment as Associate Dean, Administration; Heather Pick has accepted appointment as Director of Finance and Business Operations; Naomi Beke has accepted appointment as Director of Programs and Curricular Planning; Dean’s Office staff members continue to provide input on their titles and job descriptions;
• Visits to department councils: the Dean accepts invitations to department meetings but tries, each year, to attend an early session to talk about priorities. This year, Arts and Science will continue to review terms of reference for Faculty Council and its standing committees to create more development opportunities for junior and mid-career colleagues, use Executive for planning functions, and
have chairing of subsidiary bodies done by colleagues other than the Dean (or designate);

- Ro@m, the institutional repository of MacEwan University: Library colleagues are making presentations about this new initiative, and they are scheduled for our December meeting. Please visit roam.macewan.ca, in the interim, and look for information sessions in Café. Amongst the many opportunities presented up by a repository is the ability to capture ephemeral conference presentations;

- Review of Performance Evaluation, 2013-14: 129 colleagues evaluated, first, by individual Department Chairs; when all components of workload were judged “satisfactory,” the Dean accepted “satisfactory” rating overall. This happened in 110 cases; where at least one element of workload was judged to be something other than “satisfactory,” as in the case of 19 files, these were referred for recommendation to a Performance Evaluation Committee; all 19 had at least one element assessed, initially, as “meritorious.” None had any element of workload assessed, initially, as “unsatisfactory”; after reviewing 19 files, the Performance Evaluation Committee recommended “meritorious” in 11 cases; of these 11, the Dean awarded “meritorious” in 7 cases. This program is unfunded, has no targets. The Dean dedicated approximately $20k to acknowledge 5% of eligible faculty members. We need to discuss, as a community of scholars, what we expect from performance evaluation;

- Changes to building hours: City Centre Campus will be open an hour earlier and later, weekdays and weekends; there is dramatically greater access to library study space; it is easier to stay here when campus closes, and it is easier to arrange occasional access for individuals and their vehicles; there will be card access for frequent off-hours users;

- Titling: University Rank and Title Committee accepted every recommendation brought forward for 2013-14. Provost’s Office has released aggressive deadlines for 2014-15 hearings. By October 1, members wishing to be considered for promotion should each inform their department chair; by October 31, applications need to be submitted to departments; by December 15, recommendations must be submitted to the Dean’s Office; Faculty is required to make recommendations to the University committee by January 16;

- Budgeting: in October, the Dean will participate in the first open budgeting exercise at MacEwan University. Each academic unit will, publicly, review its budget and make formal request for any additional funds. The Faculty of Arts and Science will seek funding to regularize continuing elements of our operations, to address structural debt, to grow our faculty complement, and to address class size. While it is unlikely that much additional money will be available, these requests are consistent with the institution’s Integrated Strategic Plan, and so it is essential that they make up the foundation of our budget narrative. After some discussion, academic staff members now make up the majority of Budget Committee members, and we are represented by Dr. Edvard Lorkovic, Humanities, and Chaldeans Mensah, Anthropology, Economics, and Political Science;
Discretionary money: resources placed in departments for Chairs and their councils to allocate as they see fit. When acknowledging funding, please acknowledge both the Department and the Faculty, as discretionary funding is allocated to the former by the latter;  

Engineering: there is no plan for MacEwan University to stop offering first-year Engineering, one of our most popular programs. We are seeking to regularize it within a university structure by positioning it as a multidisciplinary program offered by colleagues with regular appointments across a number of existing departments. We make it easier for students who do not transfer after first year to continue in other MacEwan programs;  

Dedicated student space: provision of rooms for department-based student community building exists only in Arts and Science, and so this program will always be scrutinized. Units outside our Faculty support open access spaces. Our program is being monitored through the Fall with further review after Christmas. Encourage robust use of our dedicated student spaces;  

Tracking external funding: "gifts in kind" may be eligible for matching funds; please report to the Dean's Office any donated material from external sources;  

New Hires, Probationary, Continuing, and Term: Agata Becalska in Biological Sciences; Jeff Davis in Engineering; Andy Enggist in Physical Sciences; Jeremy Gauthier in Physical Sciences; Elena Krevsky in Humanities; Daniel Martin in English; Alissa Overend in Sociology; Alex Penney in Psychology; Kalyani Thurairajah in Sociology;  

Staffing, 2014-15: the Dean has received requests for eleven appointments from across the Faculty. A meeting with Department Chairs will help in prioritizing these requests before a staffing plan is submitted to the Provost;  

Email: changes to our archiving practices will require us to manage email differently. It will be necessary, moving forward, to delete transitory correspondence while saving essential attachments as pdfs, rather than keeping everything stored in email. Emails kept for more than 90 days will be archived, centrally, in perpetuity;  

Changes to the expense policy: while other, recent policy changes have confirmed best practice, this is one intended to change behaviour. We are to spend virtually nothing on alcohol and less, overall. What hospitality we do sponsor should be student-focused. We are also adopting guidelines within the policy, consistent with past practice, for hospitality for visiting job candidates. By focusing on how much you spend, we can end the debate about where you spend it;  

Convocation: two ceremonies will be held on Tuesday, November 18; Dr. Bob Irwin has been nominated as Mace Bearer for the morning ceremony, in recognition of his record of distinguished teaching and research;  

Continuing Status: Article 9 of the current Collective Agreement sets out the process by which an Academic Staff Appointment Committee considers the transfer of probationary members to continuing status. This ASAC is to be, simply, the Department chair and four faculty members, three from the
Department. By tradition, this has been the same committee that hired an individual. While there is nothing preventing this, it is not required by the Collective Agreement and it is, in fact, bad practice. This year, I will be asking Chairs to recommend committees based on the most qualified, willing participants. As was the case last year, any probationary member appearing before an ASAC will have the opportunity to discuss with the Dean any concerns about the membership of that committee;

- Communications: Mark Wheller, our Faculty Governance Coordinator, will work with Chairs to gather news of colleagues and students from all our departments;
- Notable recent successes: Sam Mugo, Physical Sciences, will in October have bestowed a WesTec Award; Alex Penney, Psychology, successfully defended his Ph.D.; Hugh McKenzie, Anthropology, Economics, and Political Science, has been awarded Adjunct Professor status in the Department of Archaeology and Anthropology at the University of Saskatchewan; Jacqueline Baker, English, published a new novel, The Broken Hours.

V. Items for Action

- Report from Program and Curriculum Committee
  
  Approval of MATH 115 Motion #3: That Arts and Science Council approve and recommend to Academic Governance Council or its designated subsidiary body changes to MATH 115.  
  
  Lorkovic/Skeffington  
  Motion: Carried

  Approval of MATH 225 Motion #4: That Arts and Science Council approve and recommend to Academic Governance Council or its designated subsidiary body changes to MATH 225.  
  
  Lorkovic/Skeffington  
  Motion: Carried

  Approval of STAT 151 Motion #5: That Arts and Science Council approve and recommend to Academic Governance Council or its designated subsidiary body changes to STAT 151.  
  
  Lorkovic/Skeffington  
  Motion: Carried
Approval of STAT 322

Motion #6: That Arts and Science Council approve and recommend to Academic Governance Council or its designated subsidiary body STAT 322.

Lorkovic/Skeffington

Motion: Carried

Approval of STAT 324

Motion #7: That Arts and Science Council approve and recommend to Academic Governance Council or its designated subsidiary body STAT 324.

Lorkovic/Skeffington

Motion: Carried

Approval of STAT 370

Motion #8: That Arts and Science Council approve and recommend to Academic Governance Council or its designated subsidiary body changes to STAT 370.

Lorkovic/Skeffington

Motion: Carried

Approval of STAT 412

Motion #9: That Arts and Science Council approve and recommend to Academic Governance Council or its designated subsidiary body changes to STAT 412.

Lorkovic/Skeffington

Motion: Carried

• Delegation of Arts and Science Council Program and Curricular Powers

Motion #10: That Arts and Science Council, for a period from September 10, 2014 until December 31, 2015, delegate to its Program and Curriculum Committee the authority to recommend to AGC and any of its subsidiary bodies changes to course number, title, credit value, course hours, prerequisite, or co-requisite, provided that the committee recommends unanimously such a change.

Honey/Buro

Motion: Carried

• Terms of Reference

Approval for Mathematics and Statistics Terms of Reference

Motion #11: That Arts and Science Council approve Terms of Reference for the Department of Mathematics and Statistics Council.

Buro/Anton

Motion: Carried
• Approval for English Terms of Reference Revisions
  
  Motion #12: That Arts and Science Council approve the revised Terms of Reference for the Department of English Council.

  Skeffington/Copland  
  Motion: Carried

• Approval of Sociology Terms of Reference Revisions
  
  Motion #13: That Arts and Science Council approve the revised Terms of Reference for the Department of Sociology Council.

  Gulayets/Overend  
  Motion: Carried

• Approval of URDC Council
  
  Motion #14: That Arts and Science Council approve the revised membership of the URDC Advisory Council for 2014-15.

  Skye/McLaughlin  
  Motion: Carried

  The membership is as follows: Elizabeth Burgess-Pinto, Faculty of Health and Community Studies; Ben Garstad, Faculty of Arts and Science; Mona Haimour, Faculty of Health and Community Studies; Shahidul Islam, Faculty of Arts and Science; Lucille Mazo, Faculty of Fine Arts and Communication; Jeff Stepnisky, Faculty of Arts and Science; Bohdan Harasymiw, University of Alberta; Olenka Bilash, University of Alberta; Ernie Skakun, Ukrainian Foundation for College Education; Valerie Henitiuk, Executive Director, Café; Larisa Hayduk, Faculty of Arts and Science; Executive Director, MacEwan International.

VI. Items for Discussion

• Budget Report
  A. The Faculty’s 2014-15 budget and projected spending, as updated for University budget adjustments, known faculty and staff leaves and vacancies, and the current schedule and workloads;
  B. The allocation of discretionary budgets by department.

• Expense Policy
  A. The University's revised policy D4010, which came into effect September 1, and the Faculty’s related protocols.
• Program Proposals
  A. Pursue honours designations for all majors in the B.A. and the B.Sc., involving all three of our divisions: humanities, social sciences, and natural sciences;
  B. We seek to regularize first-year engineering by repositioning it as a multidisciplinary program that draws upon the expertise of continuing faculty members, appointed with regular workload assignments in existing departments;
  C. Humanities department is interested in pursuing a multidisciplinary credential that gathers together courses from a number of disciplines, as well as expanded programming in classics and ethics. Through a partnership with the natural sciences, they hope to develop courses in humanities computing. They are interested in working with colleagues in the School of Business and in the Faculty of Fine Arts and Communication to develop credentials in creative and technical writing. In addition, by working with departments in the social sciences and with the School of Business, they hope to develop programming in globalization studies;
  D. The social sciences are interested in establishing credentials in indigenous studies and northern studies, incorporating programming from across the Faculty. Partnering with the School of Business, they hope to pursue a credential in Public Administration. By establishing working relationships across the University, they seek to develop a program in health and society. They wish, as well, to establish partnerships with the Faculty of Health and Community studies as programming continues to develop in policing and corrections;
  E. The natural sciences seek to develop its own multidisciplinary credential, where students would take courses from pairs of cognate disciplines. In addition, our colleagues are interested in developing programming in environmental science. These courses, combined with offerings from the humanities and social sciences, may lead to a further credential in disaster studies. Colleagues from the natural sciences are also interested in expanding our courses in neuroscience, and they seek to develop a new credential in applied statistics. In response to the opportunities presented by demand from across the institution, they look to expand programming in computer science in areas like data analytics, gaming, health informatics, mobile computing, or security.

VII. Items for Information
• The meeting minutes for Executive Committee was circulated;
• Promotions in the Faculty;
  Professor: Dr. David Grant, Department of English;
  Associate Professor:
    Dr. Elaine Beltaos, Department of Mathematics and Statistics;
    Dr. Michael Carroll, Department of Humanities;
    Dr. Edvard Lorkovic, Department of Humanities;
    Dr. Hugh McKenzie, Department of Anthropology, Economics, and Political Science;
    Dr. Joanne Minaker, Department of Sociology;
    Dr. Samuel Mugo, Department of Physical Sciences;
    Dr. Kristine Peace, Department of Psychology;
    Dr. Paul Prince, Department of Anthropology, Economics, and Political Science;
    Dr. Vahid Rezania, Department of Physical Sciences;
    Dr. Mark Solomonovich, Department of Mathematics and Statistics;
    Dr. David Watson, Department of Psychology;
  Associate Teaching Professor: Dr. Robert Einarsson, Department of English;
  Assistant Professor: Dr. David McFayden, Department of Biological Sciences.

• Titling Dates
  A. University Rank and Title Committee accepted every recommendation brought forward for 2013-14. Provost’s Office has released aggressive deadlines for 2014-15 hearings. By October 1, members wishing to be considered for promotion should each inform their department chair; by October 31, applications need to be submitted to departments; by December 15, recommendations must be submitted to the Dean’s Office; Faculty is required to make recommendations to the University Committee by January 16.

• A list of Faculty members by division was circulated.

VIII. Adjournment
  Skeffington/Hohn
  Motion # 15: That A/S Council be adjourned.
  Motion: Carried