

## Faculty of Arts Council

### Minutes

Wednesday, October 5, 2016

12:30-1:30 PM

**Present:** Christopher Brauer, Karen Barkhouse, Brandon Christopher, Jim Clark, Carlos Colorado, Linda DeRiviere, Barbara Foucault, Neil Funk-Unrau, Fiona Green, Pauline Greenhill, James Hanley, Catherine Hunter, Roy Loewen, Jaqueline McLeod-Rogers, Glenn Moulaison, Jacqueline Romanow, Jim Silver, Sante Viselli, Michael Weinrath, Conor Whately.

**Regrets:** Lisa McLean, Steven Kohm, Matt Gibbs.

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**Motion** to approve the agenda (S. Kohm/S. Viselli). Approved.

**Motion** to approve the minutes (B. Christopher/J. Hanley). Approved with changes to attendance.

#### Business Arising

Glenn has sent chairs the information from Institutional Analysis. He noted that Chairs can contact IA directly.

The CTLT survey is optional.

#### Departmental Reviews

Neil Besner has expressed a desire to revive the process of regular departmental reviews. A quick round-the-table survey revealed not departmental review within the last 10-12 years.

The 3-5 year plans done last year are a separate item and remain with Neil.

#### Transfer of Funds to Departments

There are some discretionary funds in the Arts budget. While retaining some funds in the Deans' Office for emergencies, it is Glenn's plan to distribute this money to the departments to be used as the departments determine.

#### Minor Declarations

The current protocol is that a minor is declared just prior to graduation. There was a question as to why this declaration could not come sooner. Departments may wish to share information with these students. Some courses required for a minor are not offered every year. The department has no way of ensuring that affected students have the necessary information.

There was a suggestion that minor requirements could be in the new advising system. Different members arranged to contact Student Advising and departmental assistants.

### Bookstore

The recurring problem is not enough books. Store staff report that to allow for student attrition and used book sales only 75% of the course cap is ordered.

Instructors find this policy problematic. Readings, quizzes and assignments are difficult for students without a text.

Students can go to Amazon; instructors could over-order but these solutions are not trouble-free.

### New Budget System

The problem for Theatre is frequent account number and order form changes. Theatre does extensive invoicing, so conflicting information creates problem. All agreed that there are two issues: the software and the account numbering system. It was suggested that Cathy Hunt of Accounts Payable be invited to Council.

### Physical Plant

While aware that Physical Plant is stretched with new buildings with attendant operating and maintenance issues, many report that calls and emails are not returned. Stairway light bulbs are, often, not changed. It was suggested that Kevin Smith, the Health and Safety Officer, might be a good source of assistance.

### Unauthorized Poster

Several faculty member found an unauthorized poster in several classrooms. Often, these were posted on the black or white boards used in teaching. A click on the website leads to an evangelical group.

### Events

The Fall is a busy time and several departments list conferences or other events. Check with the department.

### Study Leave/

Applications are due October 15. These should be sent to Alan Diduck, Acting Associate Dean of Science.

**Motion** to Adjourn (S.Kohm/P. Greenhill) Approved.