

## Faculty of Arts Council

### Minutes

Wednesday, March 15, 2017

12:30-1:30 PM

**Present:** Christopher Brauer, Jim Clark, Brandon Christopher Carlos Colorado, Roewan Crowe, Linda DeRiviere, Barbara Foucault, Neil Funk-Unrau, Matt Gibbs, Catherine Hunter, Fiona Green, James Hanley, Steven Kohm, Lisa McLean, Jaqueline McLeod Rogers, Glenn Moulaison, Sante Viselli

**Regrets:** Karen Barkhouse, Hugh Grant, Roy Loewen, Jacqueline Romanow, Jim Silver

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

**Motion** to approve the minutes of the last meeting (S. Viselli /S. Kohm). **Approved**

#### Business Arising

Glenn spoke to Global College about the Council's decision to develop a policy before taking action.

#### Feedback from meeting with Department Assistants

Glenn meets with the assistants at least once annually to see if there are ways that he can help to simplify or streamline their tasks.

They noted that tasks or responsibilities from other units have been downloaded to both Chairs and Assistants. Glenn said that he would take the issue to the other Deans and the VPs.

#### PSAC, proctors, and profs

Departments seem to be successfully managing the classification of markers, teaching assistants, etc. into categories relevant to the PSAC/UW agreement.

Exam proctoring has been flagged as a potential issue. Chairs report that their instructors are expected to be in attendance when exams are written, though there is no set policy. A student or non-instructor proctor may assist but should not be in the room alone. Chairs acknowledged that that situation could happen, but, it should only be for a short time.

Some Departments acknowledge using lab instructors as proctors, especially in multiple-section courses. Most Departments agree that a policy would be preferable to a vague understanding.

Fiona noted that potential academic misconduct issues are affected by exam proctoring.

#### Accessibility Services

One Department responded to a request for what is being called a retroactive accommodation. Glenn will check with Accessibility Services as to whether they have a policy on this.

Crossings

Jaqueline announced that a new call for papers has gone out. This new volume will focus on Canada 150. Submissions need not be historical but linked to Canada then or now. Students should be willing to participate in a revision process. The editorial board feels this process offers benefits to students.

ACE

Assets and Campus Enhancement sessions are being schedule. The dates can be found on the website. These sessions are a chance to be affect what activities, programs or campus facilities need attention and resources.

**Motion** to approve the adjourn (B. Christopher / J. Clark). **Approved**