

## Faculty of Arts Council

### Minutes

Wednesday, October 19, 2016

12:30-1:30 PM

**Present:** Christopher Brauer, Karen Barkhouse, Brandon Christopher, Jim Clark, Carlos Colorado, Barbara Foucault, Neil Funk-Unrau, Matt Gibbs, Catherine Hunter, Steven Kohm, Lisa McLean, Jaqueline McLeod Rogers, Aaron Moore, Glenn Moulaison, Jacqueline Romanow, Jim Silver, Sandy Tolman, Sante Viselli, Michelle Owen

**Regrets:** Linda DeRiviere, Pauline Greenhill, Fiona Green, James Hanley, Roy Loewen

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

**Motion** to approve the minutes (C. Brauer/B. Christopher). Approved with addition of interviewing practices to Other.

#### Business Arising

- Budget forms: there was some confusion over who should come from Financial Services. Glen will see whom best to invite.
- Bookstore: Glenn will follow up as the manager was away.
- Physical Plant: Glenn will follow up.
- Minor Declaration: after discussion, it was noted that the opportunity to be able to declare a minor both at the time of graduation as well as earlier in a student's academic career has value. Some students are pleased to discover they have credits for a minor, but, in other circumstances, minor requirements need to be anticipated and planned for. The Departmental Assistant group will look at practical aspects.

#### Department Reviews:

The first step in this process is to revise the policy and, then, establish a cycle. Neil anticipates one or two reviews per year. In the near future, Glenn will ask for Departments who wish to initiate the process.

#### Travel and Hospitality

Glenn noted that when he signs the Travel Application forms, he is approving classroom arrangements. Budgeting and expenses are the purview of Financial Services. He cannot approve your expenses.

Receipts regardless of date cannot be processed after March 31 of a given year.

There are issues about what can be claimed as a TDPA expense. What you buy technically belongs to the University. The University is unlikely to claim books but may claim computers and other assets. To take these items, faculty need to complete and have approved an asset disposal form.

Chairs and other office furnishings are a University responsibility and should not be claimed under TDPA.

If you or colleagues are uncertain, Glenn's advice is to ask before purchasing.

The March 31 deadline is an accounting deadline. There is some TDPA carryover, but it is limited.

#### Interview Practices

The criteria for evaluation, developed last year, remain in effect for 5 years.

DPC "procedures" can be changed. The Dean is responsible to ensure that sound labour practices are in place.

Students cannot play a direct role in hiring. They may attend lectures but may not vote or attend confidential hiring meetings with the candidates. Students have no training about the types of questions that can be asked.

Only those who have permission get to see the candidate's documents. Reference letters are to remain private. The candidate cannot release these letters as these were written by others.

In reviewing applications, the DPC cannot skype with some and not others to develop a shortlist. All must be treated equally.

Discretionary funds will be distributed soon.

A question was raised as to whether, since the term has been lengthened due to reading week, the exam period could be compressed. Glenn will look into this.

**Motion** to adjourn (A. Moore/ B Christopher): approved.