

Faculty of Arts Council

Minutes

Wednesday, January 24, 2018

12:30-1:30 PM

Present: Tim Babcock, Rachel Berg, Brandon Christopher, Roewan Crowe, James Currie, Linda DeRiviere, Barbara Foucault, Neil Funk-Unrau, Matt Gibbs, Colin Goff, James Hanley, Roy Loewen, Shauna MacKinnon, Jaqueline McLeod-Rogers, Jacqueline Romanow, Catherine Taylor, Sante Viselli, Michael Weinrath, Tracy Whalen, Doug Williams

Regrets: Carlos Colorado, Hugh Grant, Steven Kohm, Roy Loewen

Motion to approve the agenda (R. Crowe/J. Mcleod Rogers): with notice that Brianne Selman from the Library is ill and cannot attend and with additions of the Arts Teaching and Research awards and an update on security. Approved

Motion to approve the minutes (J.Hanley/S. MacKinnon). Approved

Electronic Document Processing

The University is making changes in how it reimburses travel, office and other expenses. Expenses will be reimbursed on payroll days. This schedule means that some payments could take up to 3 weeks depending on when the request was made. This new system is expected to be implemented at the end of January.

Also being looked at are other paperless changes. Hiring CAS staff is one example. By using such a process, the University would accept electronic signatures. This aspect will be considered over the next year. The trial will not involve Arts in its initial stage.

Accessibility Services

AS is looking for feedback from professors on their experiences with the accommodations being requested by students.

Some professors took issue with the double or even triple time being allocated to exams for AS students. In some cases, professors have not received prior notification of the accommodations. It was noted that accommodations without prior notice were not required.

In instances where AS cannot provide a note-taker, classmates are asked to assume this function. Some instructors feel that this can be a burden on other students.

Security

There have been a significant number of break-ins in Graham Hall. Both money and equipment have been taken. Graham Hall stairwells and elevators will soon require Salto access. In addition, security cameras may be installed.

Theatre noted that they have had thefts, particularly of bicycles. A new locked area has been set up.

It was noted that the UW Safe App did not report the Graham Hall thefts which led Roewan to wonder who is expected to report incidents to the police. Others noted that, in general, the break-in locations should not be identified as these same locations could, then, be targeted.

Open House

Jaqueline thanked all departments that provided photos and images for the Open House. In the end, the space was too small for the items to be used. But Jaqueline is interested in collecting such material that records the Arts history and experience. She encourages departments to send such material as it becomes available.

Excellence in Teaching and Research Awards

Calls for nominations for these awards are being sent. The date for nominations is March 5 for both awards. Chairs might think of and propose potential nominees with their departments.

Space for CAS

The Space Committee is looking at this. Currently there is space on the 5th floor of Rice. English has 1 office for CAS staff but has 15 hires. To illustrate the tight space, English reports that 4 tenure track instructors are sharing 2 offices. Psychology says that they are doubling up as well.

Spring Hiring

Lisa will send information on end dates which is the final exam plus ten working days. The posting requirement for hires is a 15 working day time frame for applications to be submitted

Student Records

Student Records reports that permission forms are often incomplete. They request faculty input on these forms.

Motion to adjourn: (T. Babcock/T. Whalen). Approved.