

**FACULTY OF ARTS
Minutes of Meeting
September 30, 2014
Robert Vogel Council Room**

Attendance: As per Faculty Appendix Book.

Documents: A-13-15 A-14-1 A-14-2 A-14-3

Order

Dean Manfredi welcomed everyone to the meeting and called the meeting to order at 3:07 p.m.

Agenda

101.1 Mr. Sobat **moved** approval of the agenda, seconded by Professor Hall. **Carried.**

Announcements

102.1 Dean Manfredi welcomed new staff members to the Faculty of Arts and to McGill University. Introductions of new members were made. Members were invited to read the biographies of their new colleagues on the Arts web page.

102.2 There were no further announcements.

Seating of Student Members

A-14-1

103.1 The Dean welcomed the students to the meeting and thanked them for the time and effort they will be devoting to the Faculty. Introductions were made and the list of student representatives on Faculty committees for 2014-2015 was accepted.

Minutes of Faculty of April 15, 2014

A-13-15

104.1 Mr. Greenspon **moved** approval of the minutes, seconded by Professor Everett. **Carried.**

Business Arising from the Minutes

105.1 There was no business arising.

Members' Question Period

106.1 Dean Manfredi read the first question regarding the Faculty of Arts budget:
"At recent Senate meetings the upper administration has indicated that, due to changes to the provincial budget announced by the new government, "adjustments" will need to be made to McGill's

2014-2015 operating budget. Do you have any indications yet of how the Faculty of Arts' budget will be impacted by changes to McGill's global operating budget, and are there any areas of the budget you are prioritizing?"

- 106.2 The Dean responded that there have been no indications yet as to what measures the Provost may take in response to the adjustments made to the budget. The Dean did report, however, that in September MELS indicated a global cut of four percent to the MELS grant for universities, with targeted cuts [for McGill] amounting to \$2.2 million to: 2% reduction in non-academic salary expenses and a 3% in other expenditures.

Dean Manfredi said that the Provost has said that this request was not reasonable or possible for the University to reduce its expenditures by that amount after receiving instructions six months into the year. As to prioritizing areas of the Arts budget, the Dean replied that, as in past years, Arts would prioritize areas such as: teaching assistants' budget; support for graduate students; and support for student advising.

- 106.3 Dean Manfredi read the second question regarding the Terms of Reference for Faculty Committees: "While on the Faculty of Arts website there exists a document entitled "Procedures for Faculty Meetings (https://www.mcgill.ca/arts/mcgill.ca.arts/files/faculty_meeting_procedures.pdf), there are no similar Terms of Reference available for the Curriculum Committee or the Committee on Student Affairs. Particularly given recent discussions around the mandates of both committees, where can these terms be located?"

- 106.4 The Dean replied that the mandate for the Curriculum Committee will be posted on the Curriculum Committee restricted web page and that a web site was under construction for the Committee on Student Affairs, once completed the mandate would be posted on the new site.

It was suggested that it would be more helpful if the mandates could be posted publicly. The Dean agreed with the suggestion and also noted that hard copies of the mandates can be obtained by contacting Ms. Sharpe.

Dean Manfredi pointed out that the procedures for submitting questions can be obtained by contacting the Secretary, Ms. Susan Sharpe (susan.sharpe@mcgill.ca or by calling #094859).

Report on the Actions of Senate - Senate meetings of April

- 107.1 Dean Manfredi noted that because Senate meetings were now live-streamed and that the minutes of the meetings were available quickly asking Arts Senators to make a presentation at Faculty meetings seems redundant. Therefore written reports on issues of particular interest to the Faculty of Arts were now available to read at: <http://www.mcgill.ca/arts/facultystaff/facultymeetings/faculty-meetings-restricted>

- 107.2 With no questions raised about the reports, the Dean thanked the Senators for the reports.

Detailed minutes of Senate meetings can be found at <http://www.mcgill.ca/senate/senate-2014-2015>

Report of the Dean

108.1 Dean Manfredi reported on the following:

Budget:

- Ninety-five percent of the Faculty's budget is dedicated to salaries and only five percent is used for non-salary expenditures, such as telephones, paper, photocopying etc. The breakdown of the funds for the global budget is as follows: 64% is used for tenure-track salaries; 12-14% is used for contract academic staff salaries; 12% is used for student salaries (T.A.s); etc. Last year the Faculty broke even on its \$48 million budget.
- The revenue expectations were now lower than when the FY15 budget was prepared, however, there still have not been any indications given by the Provost about possible cuts being made.
- In response to a question about the effects of cuts made last year, the Dean said that the area affected was exclusively the sessional lecturer part of the contract academic staff budget. The Teaching Assistant budget was preserved. As a result the Faculty will have fewer resources to fill in the gap between what can be taught with the permanent staff and the courses that are actually offered.

Curriculum Committee review:

- The Multi-Track program was implemented approximately twenty years ago. A full-scale review has never been implemented. Towards the end of last year, consideration was given to proceeding with a review and as part of the preparation a decision was made to commission an undergraduate student to complete an environmental scan of the requirements for a B.A. degree at various universities in Canada and the United States. The result was that the Faculty of Arts general requirements were very much in line with what was taking place in other Arts faculties or Arts and Science faculties at other universities.
- Since current Arts resources were stretched very thin, a major review of how Arts programs are delivered would be extremely time-consuming, require lots of energy, and require mobilizing several of colleagues. Therefore, it made more sense to mandate the Curriculum Committee to investigate various areas. This seemed appropriate since the Committee exists already with a mandate to look at the delivery of programs and is broadly represented from across the Faculty and includes good student representation.
- The Curriculum Committee has been asked to look at the possibility of implementing some practices with respect to the approval of new undergraduate courses while taking into account Arts resources, and to look at the following particular areas: the sustainability in the current context of offering very low enrolment undergraduate courses (ten students or less; there are 200 courses with 10 or less students); look at enrolments in all minor concentrations (both disciplinary and interdisciplinary), would there be any value in consolidating some minor concentrations; look at interdisciplinary programs; look at the number of courses offered annually (approx. 1200) compared to the Faculty's total inventory of courses (approx. 1800); finally to look at the role of full-year 6 credit courses. The Co-Chairs of the Curriculum Committee will be scheduling meetings with the departments to discuss these points.

Tenure-track hiring:

- There were no new recruitment licenses given to Arts. As a result, nine new tenure-track recruitment licenses have been requested for this year. The hiring will be designed to fill in gaps in departments that have had a net decrease in tenure-track faculty since 2007.

108.2 Dean Manfredi took the opportunity to welcome the School of Information Studies (SIS) to the Faculty and said that this would be a great collaboration. Faculty applauded.

108.3 Professor Bouthillier (Director, SIS) thanked the Dean for the warm welcome and agreed that there would be many opportunities for collaboration.

108.4 This concluded the Dean's report.

Report of the Associate Deans

Academic Administration and Oversight

109.1 Associate Dean Lane-Mercier reported on the following:

- Wilson Hall will be refurbished. Since this is a heritage building the façade will have to remain the same, however, the entire interior of the building will be renovated. This will increase the space by an additional forty-seven percent. The School of Social Work will be relocated to rental space during the renovations. The School of Nursing will be relocated permanently elsewhere. Teaching and Learning Services will be closely involved with the project in order to meet the needs of the occupants and students. The move-in date will be 2018. Once completed the following units will join Social Work in Wilson Hall: French Language Centre, Linguistics, the ALMF labs, as well as the language units currently located at 688 Sherbrooke Street. Plenty of consultation will take place with the involved units and students.
- The Faculty will continue to use the Ferrier Building.
- The Arts Internship Office continues its great success with its Internship Awards increasing from nine interns receiving a total of \$20,000 to last year with eighty-five interns receiving a total of \$173,000 and this year (2013-14) with 126 interns receiving a total of \$230,000. ARIA began in 2010 with twenty-seven awards totaling \$108,000 and this year the awards are up to forty-eight awards totaling \$192,000. This was all due to the hard work of the Director, Ms. Anne Turner.
- The People, Processes, and Partnership project was moving into the final stages after two years of work. All the moves have taken place and the renovations in the Leacock Building are in the second (and last) phase. There are four administration service centers (ASC), two in Leacock, one in Arts/Ferrier complex, and one at 688 Sherbrooke Street. The Service Centers are in the transition phase and it was hoped that feedback about the progress of the areas will be provided by colleagues as well as students. One important note was that the Leacock renovations were financed directly by the University and not by Arts funds whereas the renovations to the Arts/Ferrier ASC was indeed financed by Faculty funds. This defines why the scope of each of the projects was so different.
- The Humanities and Social Sciences Library Advisory Committee met in July to discuss the decision made by the Library to migrate to WorldCat without any kind of consultation taking place. The Committee decided to write a letter to the Director of the Libraries to inform her of the serious consequences that this decision has had on colleagues in Arts. Meetings were held over the summer with Library administrators to try to work out this issue and to possibly reinstate the e-material. More details about this serious issue will be provided in the near future.

Research and Graduate Studies

109.2 Associate Dean Engle-Warnick reported on the following:

- Screening of applications for post-docs and overseeing applications for CRC Chairs was the bulk of the work at this time. The Banting Post-doc competition has been closed with two competitive applications out of nine.
- The Mellon Post-doc competition will begin shortly. Approximately sixty applications were expected this year.
- The Faculty was recently awarded five 2-tier CRC Chairs.

- The reorganization of OSR was almost complete and now there will be teams that will be servicing faculties. Since Arts is such a large faculty, it will have its own Grants Officer.

Student Affairs

- 109.3 Associate Dean Lach reported on the following:
- Orientation was very successful. All the Arts departments were present to show case what they do. This enabled the students to learn about the various programs that are available.
 - Thanks to Mr. Greenspon for preparing a package of information that was sent to students over the summer. The result of this was that there was less numbers of students at OASIS looking for answers to questions.
 - OASIS staff are working on graduation audit.
 - OASIS and the AUS were in the midst of preparing for the Mental Health Week, this was a way of nurturing students and bringing awareness to students about the presence of mental health issues in our community.
 - Plans were underway for International Week to be held the beginning of November. Students were being contacted who were away on exchanges and study away so that they could available to speak to students who were considering study away and exchanges.
- 109.4 Dean Manfredi thanked the Associate Deans for their reports.

Report of the Curriculum Committee

A-14-2

Interdisciplinary Programs

- 110.1 Associate Dean Lane-Mercier **moved** approval of the new Minor Concentration in Medieval Studies, seconded by Mr. Sobat. **Carried.**

B.A.&Sc.

- 110.2 Associate Dean Lane-Mercier **moved** approval of the proposal to allow B.A.&Sc. students to take Major Concentrations in Geography in BOTH Arts and Science, seconded by Mr. Greenspon. **Carried.**
- 110.3 Dean Manfredi thanked Associate Dean Lane-Mercier for the report.

Report of the Nominating Committee

A-14-3

- 111.1 Dean Manfredi **moved** approval of the Report of the Nominating Committee as outlined in document A-14-3, seconded by Mr. Greenspon. **Carried.**
- 111.2 Mr. Greenspon asked that when filling the 'TBA' vacancy on the Curriculum Committee, that the Nominating Committee consider filling this vacancy with a member from a small department. The Dean took this request under consideration.

Report of the Activities of the Arts Undergraduate Society

- 112.1 Mr. Sobat said that the Report was posted on the Faculty restricted web page prior to the meeting. He pointed out that the AUS was in the process of fulfilling its legal obligations to the University and that the AUS was very happy that many departmental associations were being assigned new office space at 3434 McTavish Street.

- 112.2 Dean Manfredi thanked Mr. Sobat for the report. The Dean pointed out that he would be holding office hours in the AUS lounge beginning October 30th from 12:30 p.m. to 1:30 p.m.

Report of the Graduate Students

- 113.1 Dean Manfredi was happy to report that a graduate student representative was among the members but, unfortunately, there was no report at this time.

Other Business

- 114.1 There was no other business.

Adjournment

- 115.1 The meeting adjourned at 4:25 p.m.