AGENDA

SPECIAL GUESTS PRESIDENT DAVID BARNARD AND V.P. (ACADEMIC) JANICE RISTOCK

1. Presentation by President Barnard & VP (Academic) Janice Ristock

2. Adoption of the Agenda

3. Minutes of January 16, 2017
   Minutes of February 16, 2017
   for approval

4. Business Arising
   4.1 Statement by Arts Senators to Senate March 1, 2017
   for information

5. New Business
   5.1 Arts Nominating Committee Report
   5.2 Arts Standing Committees and Senate Elections
   5.3 Arts Endowment Fund Terms of Reference
   5.4 Arts Nominating Committee Terms of Reference
   5.5 Anthropology Department Council Bylaws
   5.6 Arts Student Body Council Budget Statement
   for approval

6. Arts Standing Committee Annual Reports
   6.1 Local Discipline Committee
   6.2 Academic Regulations Policy Committee
   6.3 Academic Regulations Appeals Committee
   6.4 Arts Executive Committee
   6.5 Arts Endowment Fund
   6.6 Equity, Diversity and Human Rights Committee
   6.7 Internationalization Award Committee
   6.8 Teaching Excellence Committee
   6.9 Rules & Procedures Committee
   6.10 Research Committee
   for information

7. Report of the Dean and the Associate Deans’ Reports
   7.1 Dean’s Report
   7.2 Associate Deans’ Reports

7. Question Period Questions must be submitted by 10:00 a.m. April 5, 2017

8. Adjournment

Please forward REGRETS ONLY to Janice Gripp, Secretary to Arts Faculty Council by phone at 8439 or email at janice.gripp@umanitoba.ca.
Faculty of Arts Council  
January 16, 2017

Minutes


Regrets: S. Bookman, T. Elusakin, L. Kuffert, J. Mann, J. Marotta, A. Nabess, W. Simpson

1. Adoption of the Agenda

MOTION: To approve the agenda with item 3.3. being moved to 3.1 and to have “other business” added as 6.0 (T. Ivanco) CARRIED

2. Adoption of the Minutes

MOTION: To approve the minutes of April 13, 2016 as submitted (G. Clarke) CARRIED

3. New Business

3.3 Update on the University Budget Re-Design

Dr. David Collins provided an update on the University Budget Re-Design process to date (presentation attached to minutes). He noted the current budget constraints have prompted the University to look at alternative funding designs. Dr. Collins noted that there was a general consensus early in the project that the current funding model does not work and there has been a lot of conversation determining what would be the best model to move forward with. There are a number of hybrid budget processes being used by various Canadian universities. The University is moving forward and entering into a year of parallel budget process, which will help determine which drivers are beneficial and which ones are not. He stressed that the governance model is not changing and that Faculties will continue to have the final decisions on how their funding is spent. However the new process will be much more transparent to see how the money is flowing throughout the University. Questions were asked and answered throughout the presentation.

Prior to moving forward with the agenda it was noted there was a report requested by Stephan Jaeger at the last meeting of Faculty Council regarding how much sessional teaching has been reduced by. R. Hoppa noted the request and would look into providing that information to Faculty Council.
3.1 Nomination and Election of Senator for leave replacement

R. Hoppa called for any further nominations from the floor. Susan Prentice asked to have her name stricken from the ballot. An announcement will be sent out tomorrow regarding the results.

3.2 Update from the Ad Hoc Committee on Indigenous content

H. Marx noted that the mandate for the committee is to provide advice and recommendations regarding the implementation in the Faculty of Arts of the University Strategic Plan that every student graduates with a basic understanding of the importance and contributions of Indigenous Peoples in Manitoba and Canada.

H. Marx added that the aim is to have recommendations prepared to bring forward to the April meeting of Faculty Council. She updated Faculty Council on what activities the committee has taken to date. Committee members have met with University of Winnipeg members, a brown bag lunch was held, further information will be solicited from Heads and committee members are continuing research. She noted what other universities across Canada have implemented and that the committee is leaning towards toward an I designation, much like the current M designation. She also noted that the committee recognizes that indigenizing the University needs to be supported with funding to hire indigenous experts. The committee is currently developing a survey to distribute on where the Faculty currently has Indigenous content and then determine which courses will have an I designation.

Further comments –

T. Chen asked that the committee review what the new elementary and high school curriculum looks like. This would be required to determine what level of education incoming students have upon entering university and to note that the students may have varying experiences over the upcoming years. The University will have to take a staged approach to this at it changes over the years.

D. Churchill requested a more concrete definition of what indigenous content means.

C. Trott noted that the committee should also take note that there are a lot of non-Canadian students who will not have the prior experience of our local students.

J. Dodd noted Women’s and Gender Studies is offering a program called “the Decolonizing Lens” which can be used as a resource for the Faculty.

S. Prentice asked that information regarding funding be transparent.

4. Report of the Dean and the Associate Deans’ Reports

4.1 Report of the Dean –

Dr. Hoppa noted that we had three tenure applications and thirteen promotion applications this fall. In addition, the Faculty’s SRP (budget) plan has been submitted however there has not been any response as of yet. He will be meeting with the Vice-Provost soon to discuss funding of a few
positions for the Faculty. He noted that a candidate has accepted the position of Head of Native Studies, however a public announcement has not taken place as the position still needs Board of Governor’s approval. In addition, Arts was awarded one position through the Indigenous Scholars fund, which was for a faculty member in an open area in the Department of Native Studies. As well, timetabling memos will be going out next week.

R. Hoppa also noted a committee to review Travel and Expense Claims has been struck by central administration, of which T. Janzen is a member. T. Janzen added that he is happy to receive feedback personally. He also noted the committee will be setting up meetings for feedback on the current process.

Lastly, R. Hoppa explained that as he had indicated to Arts Executive committee, once the language has been finalized in the new collective agreement, he will be calling a special meeting of UMFA members to discuss the process regarding revisions to the Teaching Responsibilities Guidelines.

He added that UMGFs have now been allocated. There has been a second call for Canada Research Chairs nominations which includes a Tier one SSHRC position. He noted that the process will remain the same, with departments submitting expressions of interest to the research Committee for their review.

4.2 Associate Deans’ Reports – There were no additional comments made.

5. Question Period – R. Hoppa noted that he had received a question regarding the process to review the Teaching Responsibilities Guidelines, which he already answered in his update.

6. Other Business –

Member suggested, while it might be late for a fulsome discussion now, that Council may wish to consider discussion drafting a motion to be presented to Senate regarding concerns of the Faculty of Arts budget. It was suggested that perhaps this could be referred to Executive to consider calling a special meeting of Faculty Council to discuss.

In addition, some members felt that they had not had an opportunity to respond to the final version of the Teaching and Responsibility Guidelines that were released by Dean Taylor in June 2016. R. Hoppa said he was not sure a discussion of the guidelines would be constructive given that he has indicated we will be calling a meeting of UMFA member to review the current guidelines once the final language of the Collective Agreement has been approved. It was requested this matter also be referred to Arts Executive to consider putting forward as part of the same special meeting.

7. MOTION TO ADJOURN at 4:30 (R. Hoppa) CARRIED
Minutes


1. Adoption of the Agenda

MOTION: To approve the agenda with item 2.1 and 2.2 being reversed in the order. (D. Bailis) CARRIED

2. Business Arising

2.2 Arts Budget

R. Hoppa noted that some questions have come forward regarding the savings from the strike action. He explained that no decisions have been made at this point. He will be holding discussions with Heads to discuss various ideas, but no firm decision will be made until after the 2017-2018 budget is decided.

H. Marx explained that last year Faculty Council made a motion to strike an ad hoc committee to review the budget situation in Arts. The report from the ad hoc committee can be viewed in the April 2016 Faculty Council agenda. This report was well received by central administration and it helped to mitigate some of the cuts that were being planned for last year. She suggested Faculty Council strike another ad hoc committee to continue to track the effects of the recent budget cuts. H. Marx opened the discussion up to the floor asking for feedback and suggestions. The following points and suggestions were noted:

- Strong support to continue the work of the ad hoc committee
- Concern about the shrinking contingency of faculty members and sessionals affecting the ability to maintain collegial governance
- The University’s desire for niche programs and targeted initiatives affect and funding of existing programs
- The University should not fund any new or special initiatives until the core funding required for the faculties is sufficient
- Media has been popularizing the influx of international students without any thought to the increase in class size. Many international students are not prepared for the experience at a Canadian university and tax the existing resources
- Re-iterated that anytime central administration supports a niche program it is draining money from existing programs
- The Faculty of Arts has been stigmatized as a faculty that students “pass through” to professional programs and that we are not as useful as professional programs
- Faculty Council members would like to see just how much money is being siphoned away from Arts to be reallocated
- More work should be done to exploit the synergies between the undergraduate and graduate programs. Teaching assistants should be used more effectively and trained to assume more of the work load which would allow an increase in the number of students that could be enrolled. It may also attract a higher quality of graduate student.
- Concern that the budget redesign could further impact the Arts budget in a negative way
- The Faculty should prepare to fight the budget model redesign if it is going to worsen the overall budget for Arts
- Important that Arts register a formal complaint in Senate
- Members agreed that a formal statement should be made at Senate. In addition, a letter should be sent to the Provost

MOTION — that Arts Senators prepare a statement to be read on the floor of Senate expressing Arts concerns that ongoing funds cuts are harming the integrity of Arts programs and calling for a halt to any further reductions. (J. Owens/J. Brownlie) CARRIED

MOTION- that the Faculty Council Ad Hoc Budget Committee send a letter to the Provost’s Office that expresses concerns that the new budget redesign model may further impact the Arts’ budget and that past cuts be reversed. (J. Brownlie/H. Marx) CARRIED

2.1 Teaching Responsibilities Guidelines

Rob Hoppa, upon the request of several Council members, read the following statement from Dean Taylor to have recorded in the minutes:

Changes made to the Teaching and Responsibility Guidelines in June of 2016 were only clarifying the existing language and did not impact the current timetabling process. I see no need to re-engage in any kind of consultative process since there were no substantive changes. The views of Faculty Council on this matter have already been clearly conveyed.

However, given that some people are upset with this, and given that I am not available to discuss my actions, I would rather move forward so that we can begin the development of the new guidelines afresh. I am, therefore, willing to revert to the language in the guidelines dated September 2, 2015.

To be clear, this reversion will have no impact on instructors’ loads. The normal course teaching responsibility for full-time instructors is 18-24 credit hours, distributed over a one year period, with the assumption that instructors are teaching 24 credit hours unless there is significant needs for the Faculty and the department that warrant a teaching reduction approved by the Dean. Most instructors are currently teaching 21 credit hours.
R. Hoppa reminded Council there is an association grievance relating to this issue, and staff relations will have to deal with the technicalities of that part of the process.

R. Hoppa added that he would be sending out a memo to all UMFA members in the next few days to set out the process for a review of the Teaching Responsibility Guidelines as per Article 19 in the Collective Agreement. A meeting date for all UMFA members would also be indicated in that memo.

A discussion ensued with some members expressing a deep concern with Dean Taylor’s response to the advice he received from Faculty Council. Some members expressed the opinion that it was disheartening and undemocratic that the changes recommended to the Dean were not reflected in the new guidelines. It was noted that the Dean had made it clear to Faculty Council when he brought the guidelines forward that he was seeking advice only. Some Council members continued to express extreme disappoint and voiced their displeasure strongly. Some members were uncomfortable with the discussion as Dean Taylor was not present to respond to faculty concerns.

MOTION: to formally note that Faculty Council is profoundly dissatisfied at the lack of meaningful consultation in the discussion of the Teaching Responsibility Guidelines” (J. Guard/E. Thomson)

CARRIED

7. MOTION TO ADJOURN at 4:30 (J. Lewis) CARRIED
Statement by Arts Senators to Senate, March 1, 2017

On Thursday, February 16, 2017, Arts Faculty Council held a special meeting to discuss pressing matters of concern to the Faculty. Among these was the concern that the University’s 2017-18 budget would include further cuts to the Faculty's already dwindling resources. In view of this, Faculty Council charged the Arts Senators with conveying to Senate the Faculty’s strong conviction that the cuts must cease and that resources be made available to repair the damage done by the reductions already imposed.

Cuts made over the past four years have reduced the Arts complement of full time tenured faculty by 26 members. These cuts have been accompanied by ever-dwindling resources for sessionals. The result has been a substantial decline in the number of courses offered, increasing enrolments in the surviving sections, threatened viability of programs as courses cannot be offered, unmet student demand as sections enrol to capacity, and restricted student choice of elective courses. Such conditions seriously undermine faculty capacity to give students the attention they need, a shortcoming not compensated for by non-faculty tutorial services. These realities now affect the more than 17% of the University's students taught by the Faculty of Arts, which calls into serious question the University's commitment to providing a first class student experience.

Behind these generalizations lie the stark realities of struggling departments, both large and small, that have to cope with the fallout from cuts. In English, there are colleagues with W courses responsible for 150 students per term but with no marking assistance. In Economics, core courses at the 3000 level are extremely difficult to get into and students often have difficulty finding a third year course needed for graduation. It is not uncommon for third year courses to
have enrolments of 65 students. We have French language courses capped at 40 when the standard should be twenty-five at most, and still students must be turned away. Native Studies has had to cut offerings at the 2000 and 3000 level to meet the overwhelming demand for introductory courses needed by students who wish to enter programs like Nursing and Social Work. The growing burden of service teaching has also undercut offerings in Native Studies at the graduate level. The Department of History is alone amongst U15 counterparts in having no specialist in Russian and East European history and it has only one Asianist, while the average U15 complement is three. German is struggling to survive with only two professorial rank positions; and in any given year Slavic Studies might not be able to field the 3000 level language courses necessary to complete the major. Philosophy has lost four positions since 2015 and faces difficulties finding sessionals to replace them in essential courses. Since 2010, Psychology's faculty complement has dropped by 23%, which has had a serious impact on the undergraduate program and future accreditation of graduate programs.

This is not an exhaustive list, but a collection of examples. Similar difficulties exist across the Faculty. Not surprisingly, both student experience and faculty morale have been very badly affected by these conditions. Overwork and anxiety about cuts has also had a very negative impact on our administrative staff. The Faculty is in desperate need not simply of a respite from cuts but of new resources to repair the damage that previous cuts have done.

The Faculty’s difficulties have been clearly evident to external reviewers. Fourteen of the nineteen academic units in the Faculty of Arts have completed undergraduate, graduate, or accreditation reviews in the last 5 years. For 79% of these Departments, the review reports noted that further losses to full-time positions would jeopardize the standing and quality of the program, or that programs were already in a situation where additional faculty are required to
ensure continued delivery of satisfactory programs in the field. Reviewers making these recommendations were aware of the budget constraints of the Faculty. Regrettably, many of the units have experienced additional losses since the date of their review.

Cuts imposed during the past four years have occurred at a time of relatively generous government funding. Future government grants may well usher in brutal austerity. But whatever the case, we think the administration must make it a priority to avoid any further cuts, even if it means bringing a halt to reallocations pursuant to the current strategic plan. In a situation of austerity, where basic programs and their students and teachers are already stressed to the breaking point, there is no justification for forging ahead with new initiatives. It may be time for Senate to reconsider its support for the current plan and recommend to the Board that it be suspended until sufficient resources are available to fund its provisions.

As many members of Senate will know, the University of Manitoba Act empowers Senate to make recommendations to the Board of Governors respecting budgetary policies (section 34(1) (s)). To carry out this right under the University’s system of bi-cameral governance, Senate needs an opportunity to respond to the University’s budget proposal in a timely way. In light of this, we respectfully request that before submitting the 2017-2018 Budget to the Board, Senate be apprised of the policies upon which the draft budget has been based and how these policies have determined the allocations under the proposed budget. In this way, Senate would be assured of the possibility of exercising its right to make recommendations to the Board with respect to budgeting policy.
Date: March 20, 2017
To: Arts Faculty Council
From: Royce Koop, Chair, Arts Nominating Committee
Re: 2017 Report on Committee Nominations

The Faculty of Arts Nominating Committee met on March 8, 2017 in order to discuss and finalize nominations to the various Faculty Council committees. A general call for self-nominations was done prior to this meeting and was immensely successful. This call was a great success fulfilling many of the upcoming vacancies. The Nominating Committee thanks all those who self-nominated.

Two committees still require leave replacements; the Rules and Procedures Committee from January 1/18 to June 30/18 and the Teaching Excellence Committee from July 1/17 to June 30/18.

Besides these two vacancies, the committee is pleased to present a full slate of nominees to Faculty Council for approval. Five committees as well as the Senator positions will require an election. Ballots will be provided for these elections. Pending any nominations from the floor of Faculty Council, elections will not be necessary for any of the other committees.
March 16, 2017

TO: Rob Hoppa, Chair, Faculty Council

FROM: Greg Smith, Dean’s Designate, Arts Endowment Fund

SUBJECT: Changes to Terms of Reference for Arts Endowment Fund

At the last meeting of the Arts Endowment Fund Committee, held on February 13, 2017, I raised a concern that the community member positions on the committee often sit vacant. The committee discussed how to move forward with (or without) these positions. The committee discussed different possibilities and a motion was raised to change the terms of reference to include one more undergraduate student and one more graduate student. It was felt that this would encourage more student involvement, particularly as students are the principal donors and beneficiaries of the funds. The committee agreed and the motion was passed unanimously.
FACULTY OF ARTS
ENDOWMENT FUND COMMITTEE
Terms of Reference

Authority:

Established by Arts Faculty Council as a standing committee of Faculty Council

Purpose:

The Faculty of Arts Endowment Fund was established for the purpose of advancement and enrichment of the teaching, research and scholarly goals of the Faculty of Arts.

Revenue from the Faculty of Arts Endowment Fund is intended to be used for activities or projects not normally funded by the operating or capital budgets of the Faculty of Arts such as:

- the enhancement of instructional and research facilities and equipment,
- the encouragement of innovative student and support staff activities,
- visits by guest speakers, researchers, visiting professors
- staff self-improvement courses and workshops,
- special library acquisitions related to teaching and research

Terms of Reference:

1.) The committee shall elect its own Chairperson

2.) The committee shall, through the Arts Executive Committee, report annually to Faculty Council with respect to dispersal of the interest revenue from the Faculty of Arts Endowment Fund.

3.) The Committee shall meet at least once annually to consider applications for funding, in the Second Term before the first of March. Prior to that meeting, the Committee shall ensure that reasonable notice is given of the deadline for application. Additional meetings will be at the call of the chair.

4.) Per Diem rates will be set according to the University of Manitoba’s governing document “Travel and Business Expense Claims” procedures.

5.) The committee will develop and maintain a set of funding guidelines that may be updated from time to time.

Composition:

There shall be eleven (11) Committee members in total:

1.) Dean of Arts (or delegate), ex officio1
2.) Arts Student Body Council Senior Stick (or delegate), ex officio
3.) three (3) academic staff members, one from the Humanities, one from the Social Sciences, and one member at large elected by Faculty Council for two-year terms. The Social Science member and the Humanities member will hold staggered two year terms.
4.) two (2) members of the community selected by the Dean of Arts to serve two-year terms, one to be selected each year;
5.) one (1) member elected by and from the Faculty of Arts support staff for a two-year term;
6.) one (1) graduate student in an Arts discipline nominated by the President of the Graduate Students’ Association to serve a one-year term.
7.) two (2) undergraduate students in Arts nominated by the Senior Stick of the Arts Student Body Council to serve a one-year term.

Established and approved by Faculty Council April 27, 1994

1 All ex officio members of standing committees have voting rights unless otherwise stipulated
March 15, 2017

TO: Arts Faculty Council

FROM: Royce Koop, Chair of the Arts Nominating Committee

SUBJECT: Change to Terms of Reference for Art Nominating Committee

At the last meeting of the Arts Nominating Committee held on March 8, 2017 the committee discussed gently modifying the composition of the committee. The faculty member’s portion of the composition of the committee was changed to try to encourage Arts Executive and Faculty Council try to ensure a broad representation from the Faculty’s academic units are elected to this committee. Having a broad representation of members assists the committee in filling vacancies with faculty members from all areas of the Faculty. The number of faculty members on the committee remains the same. The committee agreed unanimously to this change.
Nominating Committee
Faculty of Arts
Terms of Reference

AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council that will make recommendations for approval by Faculty Council.

PURPOSE:

The Nominating Committee is responsible on an annual basis for ensuring that faculty members and students are made aware of upcoming opportunities for committee involvement, and for seeing to it that vacancies, including leave vacancies, on all Arts Faculty Council committees are filled.

TERMS OF REFERENCE:

1. The Committee shall elect its own chair. Before the completion of his/her term of office the Chair of the Committee shall ensure that a new Chair has been appointed.

2. Nominees for vacancies on the Nominating Committee shall be submitted by Executive Committee to be elected by Faculty Council. If a position becomes vacant, a replacement shall be elected by Faculty Council for the balance of the term. The term of office for each elected academic member shall be two years, beginning on July 1, with four members to be elected each year.

3. The term of office of the student member shall be one year.

4. If positions on standing committees become vacant between annual presentations of nominations to Faculty Council, the nominations of people to fill such vacancies shall be submitted to the Executive Committee for decision.

COMPOSITION:

1. Dean of Arts (or designate) ex officio

2. Eight Arts faculty members with representation from as many academic units as possible. Four members shall be elected each year, members of Arts Faculty Council holding probationary, continuing, tenured or full-time term positions in the Faculty of Arts or St. Boniface College

3. One current-undergraduate Arts student who is appointed by the Senior Stick.

Established and approved by Faculty Council
Revisions approved by Faculty Council April 2010, April 2011

All ex officio members of standing committees have voting rights unless otherwise stipulated
MEMORANDUM

DATE: March 21, 2017

TO: Dr. Robert Hoppa, Acting Dean, Faculty of Arts

FROM: Dr. John (Jay) Doering, Chair, Senate Committee on Rules and Procedures

RE: Department of Anthropology Council Bylaw

In accordance with the policy on Department Council Bylaws, the Senate Committee on Rules and Procedures reviewed proposed changes to the Department of Anthropology Council Bylaw and provided its comments and recommendations to Dean Jeffery Taylor under memo dated February 9, 2016.

The Committee observed/recommended the following:

Committee members noted that although the Department Council Bylaw template provided that voting members of a Department Council included the President, the Provost and Vice-President (Academic), the Dean of the Faculty, and the Head of the Department, yet none were named in the Bylaws. The Committee recommended that, for clarity, the President, the Provost and Vice-President (Academic), the Dean of the Faculty, and the Head of the Department be listed as voting members ...

Faculty Council should be aware that, under University policy, the President, the Provost and Vice-President (Academic), the Dean of the Faculty, and the Head of the Department are members of the Department Council, whether named in the Department Council Bylaw or not. The Committee's position was that listing those individuals in the Bylaw (as set out in the department council bylaw template) would provide greater clarity to the document.

Should you have any questions or concerns, please feel free to contact me directly at 204-474-9568, or the University Secretary, Mr. Jeff Leclerc, at 204-474-6167.

/su
MEMORANDUM

DATE: February 9, 2016

TO: Dr. Jeffery Taylor, Dean, Faculty of Arts

FROM: Dr. John (Jay) Doering, Chair, Senate Committee on Rules and Procedures

RE: Department of Anthropology Council Bylaw and Department of Religion Council Bylaw

In accordance with the Policy on Department Council Bylaws, the role of the Senate Committee on Rules and Procedures was to review the proposed changes to the Department of Anthropology Council Bylaw and to the Department of Religion Council Bylaw and to provide commentary and recommendations for consideration prior to the presentation of the Department Council Bylaws to Faculty Council for approval. In doing this, the Senate Committee on Rules and Procedures considered the readability of each bylaw, any potential challenges in its application, and consistency with other department council bylaws.

With respect to the proposed revisions, the Committee observed/recommended the following:

1. Committee members noted that although the Department Council Bylaw template provided that voting members of a Department Council included the President, the Provost and Vice-President (Academic), the Dean of the Faculty, and the Head of the Department, none were named in either of the Bylaws. The Committee recommended that, for clarity, the President, the Provost and Vice-President (Academic), the Dean of the Faculty, and the Head of the Department be listed as voting members of each Department Council.

   Department of Anthropology Council Bylaw

2. With respect to members of the academic staff (section 1.1.1), Committee members noted that Adjunct and Emerita members were not included, and have requested the rationale for this decision.
Hi Janice,

The rationale behind this decision is:

1. The President and Dean are ex-officio members already so adding them to our membership would be redundant
2. Adding these people to our membership would shift our voting balance beyond the Department
3. The Adjunct Professors/Professor Emerita have never expressed an interest in being part of the membership of the Department Council or attending any of the meetings.
4. Adding this many people to our membership would increase the difficulty of reaching the quorum requirement.

Please let me know if you require any further documentation.

Thank-you.
ANTHROPOLOGY DEPARTMENT
COUNCIL BY-LAWS

1. DEPARTMENT COUNCIL

1.1 Membership

The following shall be members of the Anthropology Department Council:

1.1.1 All full-time members of the academic staff, including staff holding positions of Instructors, and those holding part-time academic appointments in the Department

1.1.2. All full-time support staff members

1.1.3 Six student representatives as follows:

3 full-time undergraduate (general B.A. advanced B.A., or Honours) students in Anthropology;

3 full-time pre M.A., M.A. and/or Ph.D students in Anthropology.

1.1.4 In accordance with an Agreement between the University of Manitoba and L’université de Saint-Boniface, March 18, 2008 all staff holding academic appointment in that college, and who teach courses listed by the Department of Anthropology, shall be members of the Anthropology Department Council, "with full voting privileges on all matters except the financing, the financial administration, and the staffing of the University of Manitoba".

1.2 Selection of Members

1.2.1 Student representatives shall be chosen annually by student election. Normally the students shall call their own meeting for nominating candidates for representation on Council.

1.2.2 The failure of students to elect representatives shall not impede the function of Council or its committees.

1.3 Meetings of Council

1.3.1 Normally, meetings of Council shall be called by the Head twice per term during the academic year, provided that there shall be no fewer than one meeting each term.

1.3.2 There may also be special meetings called by the Head on his/her own motion or upon written request of any six members of Council.

1.3.3 Notice of meetings shall be posted at least one week in advance together with agenda and appropriate documents.

1.3.4 A quorum shall be at least one-third of Council membership.

1.3.5 The Head or delegate shall be the presiding officer at all meetings of Council.
1.3.6 A member of the support staff of the Department shall act as secretary for Council meetings, and Minutes shall be distributed as soon as possible after each meeting.

1.3.7 Meetings shall be open to all constituents of the Anthropology Department (subject to the right of Council to declare closed sessions) and all such are entitled to speak to issues under discussion whether they have been elected to voting responsibility in Council or not.

1.4 Powers to Act and to Recommend

1.4.1 Council shall have power to act on all matters in its jurisdiction as determined from time to time by Senate or Faculty Council.

1.4.2 Council shall have power to make recommendations to the Head and/or to appropriate persons or bodies with respect to all matters of concern to Council, including positions or actions to be taken by its representatives to other bodies both within and outside the University.

1.5 Accountability of the Head to Council

If the Head of the Anthropology Department does not act on, support or administer a recommendation or decision made by the Department Council, he/she must explain to the Department Council why he/she has not done so, and must present the recommendation or decision of the Department Council to whatever officers or bodies with the University the Department Council deems appropriate.

2. COMMITTEES

2.1 With the Exception of the Executive Committee, students shall have the right to representation on all department committees. In addition, student members of committees shall be excluded from portions of meetings dealing with private and confidential student matters.

2.2 Staff members shall be elected by staff members, and student members shall be elected by students.

2.3 Student members need not be members of Council.

2.4 The Department Head shall be a member ex officio of all committees.

2.5 The membership and terms of reference of committees shall be determined from time to time by Council.

3. RULES

3.1 Standing Rules

Standing Rules governing the conduct of the affairs of the Department may be adopted or amended by a majority of the members attending and voting at a regularly called meeting of the Department Council, provided that such proposed rules or amendments have been circulated with the notice of the meeting.
3.2 Rules of Order

Unless otherwise provided for in the Standing Rules, meetings shall be conducted in accordance with the rules of Senate. Where further clarification is required Robert's Rules of Order, then Bourinot's Rules of Order shall apply.

4. AMENDMENT

Amendment of this Bylaw shall be effected either:

a) (i) by a motion passed by a two-thirds majority vote of the members of the Department Council present and voting at a duly called and constituted meeting,

AND

(ii) by subsequent ratification by a majority vote of those present and voting at a duly called and constituted meeting of the Arts Faculty Council;

OR

b) in the absence of a resolution from the Department Council, by a two-thirds majority vote of those present and voting at a duly called and constituted meeting of the Arts Faculty Council.

Approved by Arts Faculty Council May 24, 1977.
Approved by the Committee on Rules and Procedures May 1, 1990.
Amended April 7, 2000.
Amended February 1, 2002. (Approved Arts Faculty Council October 25, 2004)
Amended November 18, 2005. (Approved Arts Faculty Council December 18, 2005)
Amended March 17, 2008. (Approved by Department Council April 4, 2008.)
Amended November 1, 2010.
Amended March 18, 2011.
Amended November 1, 2013.
Amended November 28, 2013. (Approved by Department Council, November 29, 2013)
Amended December 19, 2013. (Approved by Department Council, February 7, 2014)
Amended April 4, 2014. (Approved by Department Council, April 4, 2014)
Amended October 16, 2015. (Approved by Department Council, October 15, 2014)
ANTHROPOLOGY DEPARTMENT
COUNCIL BY-LAWS

1. DEPARTMENT COUNCIL

1.1 Membership

The following shall be members of the Anthropology Department Council:

1.1.1 All full-time members of the academic staff, including staff holding positions of Instructors, and those holding part-time academic appointments in the Department

1.1.2. All full-time support staff members

1.1.3 Six student representatives as follows:

3 full-time undergraduate (general B.A. advanced B.A., or Honours) students in Anthropology;

3 full-time pre M.A., M.A. and/or Ph.D students in Anthropology.

1.1.4 In accordance with an Agreement between the University of Manitoba and L’université de Saint-Boniface, March 18, 2008 all staff holding academic appointment in that college, and who teach courses listed by the Department of Anthropology, shall be members of the Anthropology Department Council, "with full voting privileges on all matters except the financing, the financial administration, and the staffing of the University of Manitoba".

1.2 Selection of Members

1.2.1 Student representatives shall be chosen annually by student election. Normally the students shall call their own meeting for nominating candidates for representation on Council.

1.2.2 The failure of students to elect representatives shall not impede the function of Council or its committees.

1.3 Meetings of Council

1.3.1 Normally, meetings of Council shall be called by the Head twice per term during the academic year, provided that there shall be no fewer than one meeting each term.

1.3.2 There may also be special meetings called by the Head on his/her own motion or upon written request of any six members of Council.

1.3.3 Notice of meetings shall be posted at least one week in advance together with agenda and appropriate documents.

1.3.4 A quorum shall be at least one-third of Council membership.

1.3.5 The Head or delegate shall be the presiding officer at all meetings of Council.
1.3.6 A member of the support staff of the Department shall act as secretary for Council meetings, and Minutes shall be distributed as soon as possible after each meeting.

1.3.7 Meetings shall be open to all constituents of the Anthropology Department (subject to the right of Council to declare closed sessions) and all such are entitled to speak to issues under discussion whether they have been elected to voting responsibility in Council or not.

1.4 Powers to Act and to Recommend

1.4.1 Council shall have power to act on all matters in its jurisdiction as determined from time to time by Senate or Faculty Council.

1.4.2 Council shall have power to make recommendations to the Head and/or to appropriate persons or bodies with respect to all matters of concern to Council, including positions or actions to be taken by its representatives to other bodies both within and outside the University.

1.5 Accountability of the Head to Council

If the Head of the Anthropology Department does not act on, support or administer a recommendation or decision made by the Department Council, he/she must explain to the Department Council why he/she has not done so, and must present the recommendation or decision of the Department Council to whatever officers or bodies with the University the Department Council deems appropriate.

2. COMMITTEES

2.1 With the Exception of the Executive Committee, students shall have the right to representation on all department committees. In addition, student members of other committees shall be excluded from portions of meetings dealing with student privacy and confidentiality, such as appeals, admissions and all evaluations.

2.2 Staff members shall be elected by staff members, and student members shall be elected by students.

2.3 Student members need not be members of Council.

2.4 The Department Head shall be a member ex officio of all committees.

2.5 The membership and terms of reference of committees shall be determined from time to time by Council.

3. RULES

3.1 Standing Rules

Standing Rules governing the conduct of the affairs of the Department may be adopted or amended by a majority of the members attending and voting at a regularly called meeting of the Department Council, provided that such proposed
rules or amendments have been circulated with the notice of the meeting.

3.2 Rules of Order

Unless otherwise provided for in the Standing Rules, meetings shall be conducted in accordance with the rules of Senate. Where further clarification is required Robert’s Rules of Order, then Bourinot’s Rules of Order shall apply.

4. AMENDMENT

Amendment of this Bylaw shall be effected either:

a) (i) by a motion passed by a two-thirds majority vote of the members of the Department Council present and voting at a duly called and constituted meeting, AND

(ii) by subsequent ratification by a majority vote of those present and voting at a duly called and constituted meeting of the Arts Faculty Council;

OR

b) in the absence of a resolution from the Department Council, by a two-thirds majority vote of those present and voting at a duly called and constituted meeting of the Arts Faculty Council.

Approved by Arts Faculty Council May 24, 1977.
Approved by the Committee on Rules and Procedures May 1, 1990.
Amended April 7, 2000.
Amended February 1, 2002. (Approved Arts Faculty Council October 25, 2004)
Amended November 18, 2005. (Approved Arts Faculty Council December 18, 2005)

Amended March 18, 2011
Amended December 9, 2011
Amended February 7, 2014
The following are the working rules of the Department Committees. They may be modified at any time, subject to Council approval.

6. DEPARTMENT COMMITTEES

6.1 Department Committees

Executive Committee
Graduate Programs Committee
Communications Committee
Undergraduate Programs Committee

6. STANDING COMMITTEES, STANDING POSITIONS, AND OCCASIONAL RECURRENT COMMITTEES

6.1 Executive Committee

Composition:

Head as Chair; Associate Head; Chair of the Graduate Programs Committee; one member at-large elected by Department Council from among full-time faculty; two-year term.

Terms of Reference:

1. Address ad hoc assignments by Department Council;
2. Advise Department Council and Head, including, but not limited to, overall staffing needs, annual planning of projects and events, and use of facilities;
3. Advise on purchases from the supplies and expenses budget;
4. Recommend committee membership slates to Department Council for approval.

Frequency of meetings:

No fewer than one per term; usually two per term, or four per academic year.

6.2 Undergraduate Programs Committee

Composition:

Four full-time faculty members (appointed or reappointed annually by Department Council, upon Executive Committee recommendation), two students from the Department (recommended annually to Department Council by the University of Manitoba Anthropology Students Association (UMASA) (approved by Dept. Council 05/21/04).
Terms of Reference: (Approved by Council DEC 10, 1991); amended 05/21/2004.

Preamble

The Undergraduate Programs Committee (UPC), a standing committee of the Anthropology Departmental Council, is responsible for the local administration of all aspects of the undergraduate programs (curriculum, scheduling, teaching evaluations of non-UMFA members, and appeals). In the course of exercising these responsibilities, the UPC operates under the general regulations and policies of the Faculty of Arts and any Department of Anthropology supplementary regulations pertaining to undergraduate students and undergraduate program instruction. In addition, the UPC, through its representation on the Arts Course and Program Approval Committee, provides the avenue for carrying forward Graduate Programs Committee (GPC)-curricular concerns.

Membership and Appointment

The Undergraduate Programs Committee (UPC) consists of four faculty members of the department and two students. Three voting members are appointed annually by Department Council, upon Executive Committee recommendation, from a pool of resident full-time faculty members. The UPC will be chaired by the Associate Head of the Department. Faculty members normally serve for three years. The student members of the committee are recommended annually to Department Council by the University of Manitoba Anthropology Students Association (UMASA).

Decision-Making

Issues or motions, decided by formal vote, are carried by a simple majority of voting members present. In the case of a tie, the issue or motion is carried by vote of the chair, who will otherwise not vote but retains the right of free and active participation in the deliberations upon issues or motions.

Duties and Responsibilities

In relation to the general operation of the Department and the undergraduate programs in particular, the UPC carries out the following duties and responsibilities:

1. to prepare and recommend to Council any additions, deletions, and other changes in undergraduate courses offered by the Department;

2. to review course and program proposals by other teaching units for possible overlap with Anthropology courses and programs;

3. to recommend to Council on general matters regarding course offerings, scheduling of courses, and instructors to teach these courses, in regular session as well as summer session;

4. to conduct a periodic review of courses and programs offered by the Department, and a periodic review of enrolments;

5. to review course outlines and requirements for all undergraduate courses offered by the Department before the end of the first week of classes in a
given term, and draw to the immediate attention of the Head any non-compliance with University and Faculty regulations;

6. to function as the Department of Anthropology Undergraduate Appeals Committee in the hearing of, and recommendation upon, appeals initiated by undergraduate students concerning work in undergraduate Anthropology courses;**

7. to represent the Department on the Faculty of Arts Course and Program Approvals Committee;

**Frequency of meetings:**

Twice per term during the academic year, provided that there shall be no fewer than one meeting each term (variable, depending on amount of curriculum change and appeals).

*The chair of the UPC, together with the chair of the Graduate Programs Committee and the Department Head, constitute the Anthropology Timetable Committee which recommends upon the annual timetable of courses mounted in each of the undergraduate and graduate programs.

**The UPC chair is to propose at the last Council meeting in the winter term a list of alternate faculty members to enable the committee to fulfill its Undergraduate Appeals Committee responsibilities during the summer months.

6.3 Graduate Programs Committee

**Composition:**

Four full-time faculty members (appointed or reappointed annually by Department Council, upon Executive Committee recommendation), three graduate students from the Department (recommended annually to Department Council by the University of Manitoba Anthropology Students Association UMASA).

**Terms of Reference:**

Preamble

The Graduate Programs Committee (GPC), a standing committee of the Anthropology Departmental Council, is responsible for the local administration of individual pre-Master's programs and the M.A. and Ph.D. programs within the department. In the course of exercising these responsibilities, the GPC operates under the general regulations and policies of the Faculty of Graduate Studies and, in addition, the Department of Anthropology supplementary regulations on graduate programs and students as sanctioned by the Faculty of Graduate Studies.

Membership and Appointment

The Graduate Programs Committee consists of four faculty members and three graduate students from the department. Three voting members and the chair are appointed or reappointed annually by Department Council, upon Executive Committee recommendation, from a pool of resident full-time faculty members. Faculty members (including the chair) normally serve for three years. Three voting resident graduate students for the committee are recommended annually.
to Department Council by the University Manitoba Anthropology Students Association (UMASA). Student members are expected to must absent themselves from meetings or proceedings of the committee in which the agenda, or items pertaining thereto, will place them in an actual or perceived conflict of interest situation as determined by the chair.

Decision-Making

Issues or motions, decided by formal vote, are carried by a simple majority of voting members present. In the case of a tie the issue or motion is carried by vote of the chair, who will otherwise not vote but retains the right of free and active participation in the deliberations upon issues or motions.

Duties and Responsibilities*

Pursuant to its mandate, the GPC administers graduate programs within the context of the following duties and responsibilities:

1. to receive, evaluate, and recommend upon applications for admission to the pre-Master's, M.A., or Ph.D. programs;

2. to assign, conditional upon a faculty member's consent, an academic supervisor to new registrants in the M.A. and Ph.D. programs;

3. special academic funds permitting to solicit, evaluate, and act upon faculty-originated applications for Student Research Assistants;

4. to recommend to the Head upon appointments of graduate teaching assistants and CUPE instructional appointments;

5. to receive, evaluate and rank graduate student applications for University of Manitoba Graduate Fellowships (M.A. and Ph.D.) and the Manitoba Graduate Scholarships (M.A.) and applications for funded fellowships/scholarships and awards vetted through the Department of Anthropology;

6. to administer chair the M.A. Thesis Examinations, the Ph.D. Candidacy Examinations, and the examination of the proposal for Ph.D. dissertation research;

7. to function as the Department of Anthropology Appeals Committee in the hearing of, and recommendation upon, appeals initiated by pre-M.A. or graduate students within the department;

8. to receive or initiate, and recommend upon, proposals for additions or deletions to, or modifications of, the policies and procedures, general requirements, curriculum and courses pertaining to the graduate programs;

9. to review, on an annual basis, course outlines and seminar descriptions, including criteria for student evaluation, as these pertain to the graduate curriculum;

10. the Chair of the GPC (or designate) is a voting member on the selection committee for the C. Thomas Shay Scholarship.

Frequency of meetings:

Twice per term during the academic year, provided that there shall be no fewer than one meeting each term (variable depending on appeals and other specific
needs; second-term meetings concentrated on graduate student selection and fellowship ranking).

In discharging the duties and responsibilities of the GPC, the chair serves as ex officio chair of each M.A. Thesis Examining Committee. In the event that an advisee of the chair is being examined, a delegate chair is appointed from the faculty membership of the GPC. Additionally, the chair of the GPC, with the chair of the Undergraduate Programs Committee and the Department Head, constitute the Anthropology Timetable Committee which recommends upon the annual timetable of courses mounted in each of the undergraduate and graduate programs.

6.4 Anthropology Timetable Committee

**Composition:**

The Head and the chairs of the two principal committees (Undergraduate Programs Committee and Graduate Programs Committee) and the Administrative Assistant. Additional faculty members may be added to ensure sub-disciplinary representation.

**Terms of Reference:**

Recommends the annual timetable of courses mounted in the undergraduate and graduate programs.

**Frequency of Meetings:**

Generally one formal meeting per year, based upon frequent communication between committee members.

6.5 Tenure Committees and Promotion Committees

As needed; and in accordance with Faculty of Arts regulations

6.6 Recruitment Committees

As needed; five UMFA members to be recommended to the Dean who will select three of the five to serve on the committee; two students (one undergraduate and one graduate) in the Department.

6.7 Colloquium Series Coordinator (Standing Position)

Appointed or reappointed annually by Department Council, upon Executive Committee recommendation. Normally, this position is filled by the Professional Development course instructor.

Responsible to coordinate program of internal and external speakers in Department Colloquium Series, including travel arrangements for outside guests.

6.8 Communications Committee

— Appointed or reappointed annually by Department Council, upon Executive Committee recommendation.
— Responsible for editorial aspects of University of Manitoba Anthropology Papers (UMAP), with assistance of Managing Editor (Department Administrative Assistant).
— Also responsible for updating and maintaining the Department of Anthropology webpage.

Amended March 17, 2008.
Approved by Department Council April 4, 2008.

Amended November 1, 2010
Amended December 9, 2011
Approved by Department Council December 9, 2011

Amended November 1, 2013
Amended November 28, 2013
Approved by Department Council, November 29, 2013
Amended December 19, 2013
Approved by Department Council, February 7, 2014
Amended April 4, 2014
Approved by Department Council, April 4, 2014
DATE: March 31, 2017
TO: Rob Hoppa, Acting Dean, Faculty of Arts
FROM: Greg Smith, Associate Dean, Faculty of Arts
SUBJECT: Annual Report of the Local Discipline Committee 2016-17

The Local Discipline Committee (LDC) meets to consider appeals of disciplinary decisions from the initial hearing held by the Associate Dean Undergraduate. Between April 1, 2016 and March 31, 2017, the Faculty of Arts LDC met on 3 occasions to consider appeals from five (5) students.

The table below provides a summary of the LDC decisions. Where the student subsequently appealed the decision of the LDC to the University Discipline Committee (UDC), the UDC decision has been included in the table.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Nature of LDC Appeal</th>
<th>LDC Decision</th>
<th>UDC Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16, 2016</td>
<td>Appeal Pre-LDC Penalty</td>
<td>Appeal Denied</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appeal Pre-LDC Finding and Penalty</td>
<td>Appeal Denied</td>
<td></td>
</tr>
<tr>
<td>June 28, 2016</td>
<td>Appeal Pre-LDC Penalty</td>
<td>Appeal Granted</td>
<td></td>
</tr>
<tr>
<td>March 16, 2017</td>
<td>Appeal Pre-LDC Finding and Penalty</td>
<td>Appeal Granted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appeal Pre-LDC Finding and Penalty</td>
<td>Appeal Denied</td>
<td></td>
</tr>
</tbody>
</table>
DATE: March 31, 2017
TO: Rob Hoppa, Acting Dean, Faculty of Arts
FROM: Andrew Osborne, Chair, Academic Regulations Policy Committee
SUBJECT: Annual Report of the Faculty of Arts Academic Regulations Policy Committee

The Faculty of Arts Academic Regulations Policy Committee (ARPC) did not meet during the reporting period (April 1, 2016 – March 31, 2017). Therefore, there is no report from this committee.
DATE: March 31, 2017
TO: Rob Hoppa, Acting Dean, Faculty of Arts
FROM: Heidi Marx, Associate Dean, Faculty of Arts
SUBJECT: Annual Report of the Faculty of Arts Academic Regulations Appeals Committee (ARAC) 2016 – 2017

The Faculty of Arts Academic Regulations Appeals Committee (ARAC) meets with students who wish to appeal Faculty and/or University academic regulations. During the period of April 1, 2016 to March 31, 2017, the Faculty of Arts ARAC met twice to consider student appeals.

Meeting #1 – May 30, 2016
The student appealed for the following academic concessions:
   a. That the Faculty of Arts accept a request for a late time extension, past the deadline to make such a request.
   b. That an instructor allow the student to re-write two tests.

Both parts of the appeal were denied.

Meeting #2 – August 25, 2016
The student appealed to be allowed to continue their studies despite being placed on academic suspension for having exceeded the maximum number of F grades allowed in an Arts degree.

The appeal was denied.
March 22, 2017

To: Arts Faculty Council

From: Rob Hoppa, Acting Chair, Arts Executive Committee

Subject: Annual Report of the Faculty of Arts Executive Committee

The Executive Committee met three times its last report to Faculty Council. The committee met on December 14th, 2016, January 23, 2017 and March 29th, 2017.

Standard approval of replacement committee members and CPAC reports on course and program changes took place as well as the review and approval of the agenda for the meetings of Faculty Council.

The committee is also pleased to present the four required nominations for the Nominating Committee. Further nominations may be received from the floor of Faculty Council.

**Nominations Committee**

Number of members needed: 4 Faculty Members

Term of office: July 1, 2017 – June 30, 2019 (2 Years)

Continuing members: Tina Chen (History) *Chair  
Radhika Desai (Political Studies)  
Caterina Reitano (French, Spanish & Italian)

Replacement member: Launa Leboe-McGowan (Psychology) for Heidi Marx (withdrawn from the committee)

New Nominees: Will Oxford (Linguistics)  
Erin Keating (English, Film, & Theatre)  
Henry Heller (History)  
Simone Mahrenholz (Philosophy)
March 16, 2017

TO: Arts Faculty Council

FROM: J.C. Lussier, Chair, Arts Endowment Fund Committee

SUBJECT: ANNUAL REPORT OF THE ARTS ENDEWOMENT FUND COMMITTEE
Meeting of February 13, 2017

The Arts Endowment Fund Committee met to review and rank applications for the 2017 competition. Out of the 69 applications that the Committee received, 62 applications were successful.

Attached is the financial report from the Arts Endowment Fund Committee meeting of February 13, 2017. The report includes the following data:

- capitalization of the fund
- total funds available for disbursement in the 2017 competition
- total amount allocated
- total number and value of applications (support staff, undergraduate students, graduate students, sessional instructors, faculty members, groups)
- total number and value of awards allocated (support staff, undergraduate students, graduate students, sessional instructors, faculty members, groups)
- total funds allocated by project type (e.g. travel, furnishings, events, etc.)

The committee recommended to the Arts Student Body Council that another referendum be held to assess whether undergraduate students would like to continue the automatic annual contribution by its members for another three year period. The committee also voted to increase the funding amounts available for domestic travel from $750 to $900 and for international travel from $1500 to $1800 as travel costs have increased.

JCL/kl
Enclosure

cc. Arts Budget Office
Rob Hoppa, Acting Dean, Faculty of Arts
### Total Funds Allocated by Project Type

| Total Amount Allocated | 102'995.00 | Other **
|------------------------|------------|---------
| 8%                     | 815.00     | **       |
| 3%                     | 302.00     |         |
| 7%                     | 749.30     | Guest Lecture |
| 16%                    | 1632.60    | Equipment |
| 18%                    | 1964.00    | Conference/Workshop |
| 46%                    | 4786.80    | Travel |

<table>
<thead>
<tr>
<th>% of Awarded Funds</th>
<th>62 applications</th>
<th>102'995.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>47%</td>
<td>11 applications</td>
<td>4478.71</td>
</tr>
<tr>
<td>9%</td>
<td>2 applications</td>
<td>412.24</td>
</tr>
<tr>
<td>4%</td>
<td>2 applications</td>
<td>418.80</td>
</tr>
<tr>
<td>36%</td>
<td>32 applications</td>
<td>3136.00</td>
</tr>
<tr>
<td>9%</td>
<td>12 applications</td>
<td>5144.60</td>
</tr>
<tr>
<td>0%</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of Applications</th>
<th>66 applications</th>
<th>122'433.60</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>33%</td>
<td>21 applications</td>
<td>43524.22</td>
</tr>
<tr>
<td>4%</td>
<td>3 applications</td>
<td>524.00</td>
</tr>
<tr>
<td>4%</td>
<td>3 applications</td>
<td>524.00</td>
</tr>
<tr>
<td>43%</td>
<td>30 applications</td>
<td>44331.34</td>
</tr>
<tr>
<td>14%</td>
<td>10 applications</td>
<td>17024.83</td>
</tr>
<tr>
<td>0%</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

### Applications Received by Applicant Category

<table>
<thead>
<tr>
<th>Total Funds Available for Disbursement</th>
<th>117'397.69</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fiscal Year 2016</td>
<td>22'801</td>
</tr>
<tr>
<td>Funds Available for 2017</td>
<td>115'936.69</td>
</tr>
<tr>
<td>Capital of the Fund</td>
<td>29'728.99</td>
</tr>
</tbody>
</table>

---

Annual Financial Report

Arts Endowment Fund
<table>
<thead>
<tr>
<th>%</th>
<th>98.33% 96</th>
</tr>
</thead>
<tbody>
<tr>
<td>3%</td>
<td>100.00</td>
</tr>
<tr>
<td>12%</td>
<td>22.22</td>
</tr>
<tr>
<td>66%</td>
<td>44.44</td>
</tr>
<tr>
<td>11%</td>
<td>8.88</td>
</tr>
<tr>
<td>2%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- **Total Funds Allocated by Project Type**
- **Total Amount Allocated**
  - Scholarships: 59,994.06
  - Groups: 47,943.12
  - Faculty Members: 57,710.00
  - Sessional Instructors: 28,425.75
  - Graduate Students: 13,500.00
  - Support Staff: 3,500.00

<table>
<thead>
<tr>
<th>%</th>
<th>79 applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0.00</td>
</tr>
<tr>
<td>22%</td>
<td>17 applications</td>
</tr>
<tr>
<td>4%</td>
<td>3 applications</td>
</tr>
<tr>
<td>0%</td>
<td>0 applications</td>
</tr>
<tr>
<td>29%</td>
<td>22 applications</td>
</tr>
<tr>
<td>13%</td>
<td>14 applications</td>
</tr>
<tr>
<td>4%</td>
<td>1 application</td>
</tr>
</tbody>
</table>

- **Total Funds Requested**
  - Scholarships: 101,787.11
  - Groups: 53,982.31
  - Faculty Members: 81,710.00
  - Sessional Instructors: 28,425.75
  - Graduate Students: 51,444.81
  - Support Staff: 3,500.00

- **Applications Rejected by Applicant Category**
- **Applications Rejected**
  - Scholarships: 101,740.00
  - Groups: 0.00
  - Faculty Members: 101,740.00
  - Sessional Instructors: 2,725.40
  - Graduate Students: 0.00
  - Support Staff: 0.00

- **Advisory Committee**
  - Chair: John Doe
  - Members: Jane Smith, Mike Brown, Sally Johnson

- **Compliance with Guidelines**
  - All guidelines met

- **Future Recommendations**
  - Increase funding for...
<table>
<thead>
<tr>
<th>Total Funds Allocated by Project Type</th>
<th>Total Amount Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ineligible for primary consideration having received funding in 2014</strong></td>
<td><strong>2014</strong></td>
</tr>
<tr>
<td>34 applications funded</td>
<td>123.989.06</td>
</tr>
<tr>
<td>- Senior Scholar</td>
<td>0.00</td>
</tr>
<tr>
<td>- Fellow</td>
<td>79.532.00</td>
</tr>
<tr>
<td>- Faculty Members</td>
<td>1.500.00</td>
</tr>
<tr>
<td>- Sessional Instructors</td>
<td>79.00</td>
</tr>
<tr>
<td>- Graduate Students</td>
<td>25.169.00</td>
</tr>
<tr>
<td>- Undergraduate Students</td>
<td>17.241.00</td>
</tr>
<tr>
<td>- Support Staff</td>
<td>1.500.00</td>
</tr>
<tr>
<td>73 applications requested</td>
<td>249.510.88</td>
</tr>
<tr>
<td>- Senior Scholar</td>
<td>0.00</td>
</tr>
<tr>
<td>- Fellow</td>
<td>146.683.69</td>
</tr>
<tr>
<td>- Faculty Members</td>
<td>19.095.00</td>
</tr>
<tr>
<td>- Sessional Instructors</td>
<td>75.00</td>
</tr>
<tr>
<td>- Graduate Students</td>
<td>22.832.00</td>
</tr>
<tr>
<td>- Undergraduate Students</td>
<td>20.947.22</td>
</tr>
<tr>
<td>- Support Staff</td>
<td>2.722.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applications Received by Applicant Category</th>
<th>Total Funds Available for Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0%% of applications funded</td>
<td>0.0%% of applications</td>
</tr>
<tr>
<td>30.0% of applications</td>
<td>30.0% of applications</td>
</tr>
<tr>
<td>1.0% of applications</td>
<td>1.0% of applications</td>
</tr>
<tr>
<td>5.0% of applications</td>
<td>5.0% of applications</td>
</tr>
<tr>
<td>5.0% of applications</td>
<td>5.0% of applications</td>
</tr>
<tr>
<td>10.0% of applications</td>
<td>10.0% of applications</td>
</tr>
<tr>
<td>10.0% of applications</td>
<td>10.0% of applications</td>
</tr>
<tr>
<td>22.0% of applications</td>
<td>22.0% of applications</td>
</tr>
<tr>
<td>2.0% of applications</td>
<td>2.0% of applications</td>
</tr>
<tr>
<td>93.0% of applications</td>
<td>93.0% of applications</td>
</tr>
<tr>
<td>1.0% of applications</td>
<td>1.0% of applications</td>
</tr>
<tr>
<td>80.0% of applications</td>
<td>80.0% of applications</td>
</tr>
<tr>
<td>24.723.00% of applications</td>
<td>24.723.00% of applications</td>
</tr>
</tbody>
</table>

Annual Financial Report

Arts Endowment Fund

2015
<table>
<thead>
<tr>
<th>Project Type</th>
<th>Applications Funded</th>
<th>Amount Allocated</th>
<th>Total Amount Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholar</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Groups</td>
<td>12</td>
<td>57,430.00</td>
<td>57,430.00</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>3</td>
<td>6,230.00</td>
<td>6,230.00</td>
</tr>
<tr>
<td>Instructor</td>
<td>1</td>
<td>8,990.00</td>
<td>8,990.00</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>1</td>
<td>14,825.00</td>
<td>14,825.00</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>8</td>
<td>3,135.00</td>
<td>3,135.00</td>
</tr>
<tr>
<td>Support Staff</td>
<td>1</td>
<td>350.00</td>
<td>350.00</td>
</tr>
<tr>
<td>Total Scholar</td>
<td>83</td>
<td>200,350.00</td>
<td>200,350.00</td>
</tr>
<tr>
<td>Total Funds Requested</td>
<td></td>
<td>86,250.00</td>
<td>86,250.00</td>
</tr>
<tr>
<td>Total Funds Available</td>
<td>8,380.00</td>
<td>8,380.00</td>
<td>8,380.00</td>
</tr>
<tr>
<td>Carry over Funds from</td>
<td>78,370.00</td>
<td>78,370.00</td>
<td>78,370.00</td>
</tr>
<tr>
<td>Funds Available for 2023</td>
<td>21,118.395.00</td>
<td>21,118.395.00</td>
<td>21,118.395.00</td>
</tr>
<tr>
<td>Type</td>
<td>Number of Applications</td>
<td>Amount Allocated</td>
<td>% of Total Allocated</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------</td>
<td>------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Senior Scholar</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Groups</td>
<td>2</td>
<td>18,500.00</td>
<td>12.0%</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>5</td>
<td>22,488.00</td>
<td>14.0%</td>
</tr>
<tr>
<td>Sessional Instructors</td>
<td>1</td>
<td>4,725.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>11</td>
<td>26,330.00</td>
<td>17.0%</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>13</td>
<td>5,990.00</td>
<td>4.0%</td>
</tr>
<tr>
<td>Support Staff</td>
<td>1</td>
<td>1,500.00</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

Total Applications Funded: 44

<table>
<thead>
<tr>
<th>Type</th>
<th>Number of Applications</th>
<th>Amount Requested</th>
<th>% of Total Requested</th>
<th>Percentages of Total Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Scholar</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Groups</td>
<td>3</td>
<td>21,500.00</td>
<td>14.0%</td>
<td>63%</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>11</td>
<td>34,954.00</td>
<td>23.0%</td>
<td>93%</td>
</tr>
<tr>
<td>Sessional Instructors</td>
<td>2</td>
<td>3,488.00</td>
<td>2.0%</td>
<td>8%</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>52</td>
<td>36,897.00</td>
<td>24.0%</td>
<td>82%</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>14</td>
<td>6,000.00</td>
<td>4.0%</td>
<td>10%</td>
</tr>
<tr>
<td>Support Staff</td>
<td>1</td>
<td>2,750.00</td>
<td>2.0%</td>
<td>5%</td>
</tr>
</tbody>
</table>

Total Applications Requested: 65

<table>
<thead>
<tr>
<th>Type</th>
<th>Number of Applications</th>
<th>Amount Received from Capital</th>
<th>% of Total Received from Capital</th>
<th>Percentages of Total Received from Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated funds received</td>
<td>1,428.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Funds awarded in 2013</td>
<td>76,444.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Funds available for 2013</td>
<td>78,772.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Capital of the Fund 2013</td>
<td>1,428.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Type</td>
<td>Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1%</td>
<td>73,236.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.8%</td>
<td>73,360.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.9%</td>
<td>73,296.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3%</td>
<td>73,320.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.4%</td>
<td>73,330.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2%</td>
<td>45,835.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.7%</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fund Allocated by Project Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73,360.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73,236.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73,360.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73,296.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73,320.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73,330.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45,835.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Applications Received by Applicant Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 applications</td>
<td>0.00</td>
</tr>
<tr>
<td>1 applications</td>
<td>1,580.00</td>
</tr>
<tr>
<td>3 applications</td>
<td>4,100.00</td>
</tr>
<tr>
<td>25 applications</td>
<td>4,908.00</td>
</tr>
<tr>
<td>11 applications</td>
<td>3,300.00</td>
</tr>
<tr>
<td>54 applications</td>
<td>0.00</td>
</tr>
<tr>
<td>Unallocated funds returned to capital</td>
<td>3,330.00</td>
</tr>
<tr>
<td>Funds allocated in 2011</td>
<td>73,360.00</td>
</tr>
<tr>
<td>Funds available for 2012</td>
<td>73,296.00</td>
</tr>
<tr>
<td>Capital of the Fund</td>
<td>73,360.00</td>
</tr>
</tbody>
</table>

Annual Financial Report
Arts Endowment Fund
TO: Rob Hoppa, Chair, Arts Faculty Council
FROM: Jorge Nállim, Chair, Equity, Diversity & Human Rights Committee
SUBJECT: Report of the Equity Diversity and Human Rights Committee 2016-17

The Equity, Diversity, and Human Rights Committee (EDHR) has met four times since the last committee report to Faculty Council (March 2016, October 2016, January 2017, March 2017).

The Committee continues to benefit from the input from the University of Manitoba’s Diversity Consultant who sits as a non-voting, ex officio member of the committee. The Committee has also provided feedback—form the Faculty of Arts’ perspective—to the Diversity Consultant’s initiatives. Seeking to highlight its profile and relevance to the Faculty of Arts, the Committee discussed and circulated, through an e-mail sent on March 9, 2017 to the Faculty’s ‘arts-all’ list, a brief text explaining its mission and scope and inviting Faculty members to report any issue they might want the Committee to consider.

The Committee also continued discussions regarding workload for instructors and gender balance or imbalance within that cohort of the Arts academic staff. As part of the discussion, the Committee was introduced to a text and presentation by Laura Brown and Betsy Troutt (Economics) on issues of gender employment and wage differentials at UoM. Since the new Collective Agreement has established a joint committee between UMFA and the University to explore gender-based salary differentials, the committee agreed to wait for its results for further reference in this area.

Finally, the Committee continued its ongoing work of reviewing its terms of reference in order to align them with current concerns and processes in the Faculty of Arts relating to equity and diversity.
Faculty of Arts

DATE: March 24, 2017

TO: Chair, Faculty Council, Faculty of Arts

FROM: Heidi Marx, Acting Associate Dean, Faculty of Arts,

Subject: Internationalization Award Committee Annual Report for 2016/2017

Internationalization Award:

- Tina Chen, History
Faculty of Arts

DATE: March 24, 2017

TO: Chair, Faculty Council, Faculty of Arts

FROM: Heidi Marx, Acting Associate Dean, Faculty of Arts, for Enrique Fernandez, Chair

Subject: Teaching Excellence Committee Annual Report for 2016/2017

Students’ Teacher Recognition Reception (selected at March 14th, 2017 meeting)

- Oluwagbemiga Akhanamoya (English, Film, and Theater)
- Rory Waisman (Psychology)

Teaching Excellence Awards (selected at May 24th, 2016 meeting)

- New Faculty: Todd Scarth, History
- Established Faculty: Tracey Peter, Sociology
- Sessional Faculty: Cheryl Albas, Sociology
- Graduate Students: N/A
March 22, 2017

TO: Faculty Council

FROM: Rob Hoppa, Acting Chair Rules and Procedures Committee

SUBJECT: Annual Report to Faculty Council

The Rules and Procedures committee did not have any matters referred to it this year and did not meet.
MEMORANDUM

TO: Arts Faculty Council

FROM: Robert Hoppa, Associate Dean Research

DATE: 7 March 2017

SUBJECT: Arts Research Committee

Please be advised that the Faculty of Arts Research Committee did not meet in the period Jul 2016 to March 2017.
Report to Department Heads and Faculty Council, January 30, 2017 to March 29, 2017
Heidi Marx, Acting Associate Dean (Undergraduate Studies)

DISCIPLINARY HEARINGS

From January 30, 2017 to March 29, 2017, I chaired five disciplinary hearings (two inappropriate collaboration, two plagiarism, and one inappropriate behavior on an exam) and one appeal (plagiarism) in Arts.

Please note that it is the Head’s responsibility to report all allegations of dishonesty to the Dean’s Office. The integrity of our degrees depends on academic honesty. Please process first cases of plagiarism and forward all other cases to our office.

COMMITTEES – STANDING AND AD HOC

Academic Integrity Advisory Committee:
Meeting: March 2, 2017
The committee is going to conduct a soft launch of the AI Online Tutorial with incoming students this summer. They are trying to see if student compliance is high enough, as it is with Claim ID, to avoid having to make it mandatory. But they will likely pursue the mandatory option via Senate at some point. There are just some more logistical questions that need to be answered first. The tutorial is operational for faculty wanting to use it in their courses as part of UMLearn. The Graduate Working Group is trying to make the Graduate tutorial (GRAD 7500) more discipline specific.

Academic Integrity Advisory Committee Faculty Working Group:
Meeting: February 13, 2017
This meeting was devoted to planning a conference for university staff and faculty involved in academic integrity committees within Manitoba. The aim is to get together to share best practices and challenges. The aim is to make this an annual event. It will be held on June 2, 2017 at the UM, hosted in part by CATL. Attendance is currently

Undergraduate Program Reviews:
By the end of 2018, we hope to have the first round of all of our undergraduate program reviews completed. To that end, we have contacted all remaining departments in order to begin the process of evaluation and in order to begin scheduling site visits. Jason Leboe-McGowan and I, in consultation with Greg Sobe, will be responsible for completing the BAIS review. We would like to find a way to include consideration of indigenous knowledge and expertise in the process of reviewing the program and making recommendations for its improvement.

February 8-10, 2017: Greg Smith and I participated in the History Department’s comprehensive undergraduate and graduate review last month, which took place over
three days. History and Biology are the two departments participating in the new format for reviews.

I was able to schedule the Anthropology Department’s undergraduate program review for May 1 and 2.

**Associate Dean Undergraduate Committee:**
**Meeting: March 7, 2017**
- Update on Medical Notes (Don Stewart, Executive Director, Student Support)
- Presentation: Mental Health Issues (Don Stewart, Executive Director, Student Support, David Ness, Student Counselling Centre, Arlana Vadnais, Health and Wellness Educator and Arlana Vadnais, Interim Campus Mental Health Facilitator)
- Presentation: Revised Academic Integrity Advisory Committee Terms of Reference (Brandy Usick, Director, Student Advocacy and Accessibility)

**Teaching Excellence Committee:** see attached memo

**Faculty Executive Ad Hoc Indigenous Content Committee:** see attached memo

**Faculty Executive Ad Hoc Committee on Budget Cuts in Arts:** see attached memo

**University of Manitoba Ad Hoc Committee on Pop Up Faculty Club:**
- Diane Hiebert Murphy has invited a number of Associate Deans to participate in planning a series of “Pop Up” faculty gatherings in order to address the lack of social spaces and opportunities for convivial exchange on campus for faculty to meet across units
- We are planning our first “Pop Up” gathering for April 28th, 2017 from 3-6 p.m. (cash bar, free food, and music)
- More information to follow, but please reserve the date and time

**SPECIAL EVENTS AND ACTIVITIES NOT RELATED TO STANDING COMMITTEES**

- January 30-31, 2017: Participated in the program review of Student Advocacy
- February 7 – 8, 2017: Attended both talks by Tim Kenyon on Research Impacts and hosted a discussion with him, Mark Hudson and Greg Smith
- February 10, 2017: Attended workshop for administrators on “Strategic Planning”
- February 15, 2017: Worked with Neil McArthur (Center for Applied Ethics) to arrange a special discussion on Boycotting US Conference, discussants were Jila Gomeshi and RJ Leland
- February 16, 2017: Chaired the discussion on Budget Cuts in the special meeting of Faculty Council, agreed to chair the reconstituted Ad Hoc Committee working with Esoyti Jones and Tracey Peter to continue the work of last year’s ad hoc committee; we are tasked with continuing to track the effects of the cuts and to
draft a memo to the Provost; I also worked with the Arts Senators on their memo for Senate delivered March 1st, 2017; I anticipate that the committee will approach Heads again to report on effects in their departments and we will also collect narratives via Brown Bag meetings.

- February 22, 2017: Participated in a discussion about transit guidelines from U1 into Arts

- February 23-25, 2017: Attended the Western Deans Conference in Victoria, BC. There were some excellent presentations. The first session was on “Indigenizing Curriculum” which was very helpful. The session on “Predatory Publishing” was also important, and I’ve subsequently contacted Neil McArthur (Center for Applied Ethics) and David Watt/Paul Jenkins (UMIH) to see if we can’t host a discussion on the issue here in Arts next year. All are interested.

- February 28, 2017: Attended UM140 Celebrations (and almost lost a toe to the cold!)

- Attended talks in Political Studies and Economics

- Continued to promote the “International Buddy Program” with Greg Smith, Jason Leboe-McGowan, and Marcus Clossen

- Learned that my application to the Arts Endowment Fund was successful. The funding is to host Evgenia Cherkasova, a philosopher and innovative educator at Suffolk University in Fall 2017. Professor Cherkasova won a large NEH grant to develop a course on the “Meaning of Life” and she is currently the director of the Freshman Seminar Program at her institution. This will happen in Fall 2017.

- Continued to work through the content of the MOOC via UBC entitled “Reconciliation Through Education”

- March 7, 2017: Indigenous Learning Workshop through CATL
Faculty of Arts

DATE: March 29, 2017

TO: Chair, Faculty Council, Faculty of Arts

FROM: Heidi Marx, Acting Associate Dean, Faculty of Arts

Subject: Ad Hoc Committee on Budget Cuts Update

Committee Members: Heidi Marx, Esyllt Jones (History), Tracey Peter (Sociology)

Activities to Date:
- The committee has met three times (once with Jakob Sanderson (Student Rep on FC and ASBC member; once with Rory Henry for information and data gathering)
- The committee has sent out a survey to Heads asking for updates on their reports from last year; many of these have come in already, but we are still waiting on a few
- Heidi presented at the ASBC Town Hall on March 29th, 2017
- The committee is partnering with the ASBC to devise and disseminate a student satisfaction survey for Arts which we can use to supplement our final report

Future Activities:
- We intend to prepare a report similar to last year’s, but with additional information from the student survey
- We will have this ready for May when the Dean’s office begins budget discussions with Central Administration
- We will be prepared to have a discussion of the report at the first Faculty Council meeting of Fall 2017
Faculty of Arts

DATE: March 29, 2017

TO: Chair, Faculty Council, Faculty of Arts

FROM: Heidi Marx, Acting Associate Dean, Faculty of Arts

Subject: Ad Hoc Committee on Indigenous Content Update

Activities to Report Since Faculty Council in January, 2017:
- The committee has met twice
- The committee has sent out a survey to Heads asking for lists of courses with Indigenous Content along with course outlines
- The committee has begun analyzing the data collected in the survey
- The committee has begun the process of drafting recommendations for Faculty Council

Future Activities:
- We are almost finished with our analysis and recommendations, but need a bit more time for both before we can present to Faculty Council
- We will have a report with our recommendations ready for discussion at the first Faculty Council meeting of Fall 2017
REPORT TO ARTS FACULTY COUNCIL - APRIL 2017
Jason Leboe-McGowan, Associate Dean (Undergraduate)

DISCIPLINARY HEARINGS
Since the last Faculty Council meeting in mid-January, I have chaired 11 disciplinary hearings and participated in 2 others involving Arts student enrolled in course offered by Science and Kinesiology and Recreation Management.

CO-CURRICULAR RECORD: THE CO-CURRICULUM
Heidi Marx, Greg Sobie, and I met with the Centre for the Advancement of Teaching and Learning to discuss a new comprehensive co-curricular training program, called the Co-Curriculum, which is currently under development. The idea is to develop a structured program for students can complete in various domains (e.g., Research & Innovation, Leadership, Career Preparation, Community Engagement, Health & Wellness, Personal Growth, and Bison Pride) with the aim of enhancing their skill set to make them more competitive for future employment.

COMMITTEES
Senate Committee on Admissions: This committee met in February and March to discuss efforts by the College of Pharmacy to develop a Doctorate of Pharmacy program to replace their current Bachelor of Pharmacy program. These changes would bring the U of M’s pharmacist training program in line with most of the other pharmacy programs across North America. During the March 21st meeting, this committee approved the admissions components of the College’s proposal.
Emerging Leaders Award Selection Committee: I reviewed and ranked 18 applications to help determine this year’s Emerging Leaders Award Recipients. A dinner honouring the successful applicants took place on March 16th.

OPEN HOUSE 2017
On February 23rd, I presented to a group of high school students, mainly about my own area of research expertise (memory and perception), as part of this year’s Open House (formerly Info Days) student recruitment event. I want to thank all of the departments and their representatives for participating in the event at the booths over in Marshall McLuhan Hall. I am also very grateful to Dr. Ken MacKendrick (Department of Religion), Dr. Alexandra Heberger and her students (Department of German & Slavic Studies), and Dr. Frank Cormier (Department of Sociology and Criminology) for delivering what were, by all accounts, very stimulating presentations for the visiting high school students.

WESTERN DEANS OF ARTS AND SCIENCE CONFERENCE 2017
Heidi Marx and I represented the Arts Dean’s Office at the annual meeting of Western Deans of Arts and Science in Victoria, B.C. from February 23-25. Various fascinating discussions took place on various topics, such as how to incorporate Indigenous content into our undergraduate curricula and how to establish better and more productive relationships with alumni. Other sessions provided a cross-institution comparison as to the nature, benefits, and challenges of federated colleges that operate within larger institutions, such as our own St. John’s and St. Paul’s colleges, and very informative presentations on how to identify predatory publishers. We were also treated to a visionary keynote presentation about the future of Canadian universities by the University of Saskatchewan’s President, Peter Stoicheff.

FACULTY OF ARTS UNDERGRADUATE RESEARCH SYMPOSIUM
I hosted the 2017 Arts Undergraduate Research Symposium on March 30th in Room 307, Tier Building. Twenty-one undergraduate researchers presented on a range of topics. It was a pleasure to get to know some of the fascinating, innovative work being undertaken by our undergraduates and their mentors.
Report to Faculty Council

29 March 2017

Greg Smith (Associate Dean, Graduate, Space, Curriculum, Internationalization)

Graduate

BFARs
Standardized language regarding BFARs for graduate programs that emerged from the first cohort of departments undertaking self-review is now making its way to Senate. While each unit is still required to participate in an in-house review and assessment of its own self-defined BFARs, the standard language will be suggested for use in any official documentation that results from the process. Any unit that decides it has additional or exceptional BFARs, beyond what the general language captures, is free to add those to its academic degree requirements.

One unit (outside of Arts) has already presented its draft BFARs to the FGS Programs & Guidelines Committee and should be coming soon to the FGS Council on their way to Senate. Heads should share the FGS Agenda with their own graduate program chairs and determine if the language you have developed so far in your own work to date on these is sufficient to proceed. You do not need CATL approval if you feel your BFARs are acceptable. In that case, a proposal from the unit to introduce the unit-specific BFARs would be made to CPAC as an amendment to the Supplemental Regulations document.

Readings Courses for Graduate Students
The Acting Vice-Provost (Graduate Education) & Dean (Faculty of Graduate Studies) has asked graduate teaching units to review the rules regarding reading courses for students in graduate programs. In general, readings courses should be used as an exception as they remove students from existing graduate courses and from the collegial experience of graduate curricula. They are also an extra teaching burden for faculty, and are not accounted as part of the normal teaching load. It is imperative that students who are granted a graduate level readings course be provided with an independent, graduate-level syllabus appropriate for their particular level of study, even if part of the overall experience involves attendance and/or participation in senior undergraduate lecture courses or seminars. Readings courses for which the content and evaluation methods are deemed not to be at the graduate level may not be used for credit toward a degree program. It is incumbent upon department heads and graduate program chairs to be well aware of their own supplemental regulations on alternate course requirements in their degree programs.

Program Reviews
The site visit for the review team for the graduate programs in Linguistics will take place on April 11-12.

Curriculum/CPAC

Readings Courses for Undergraduate Students
Senate-approved topics courses are approved on the understanding that the administering unit will ensure that the individual topics and the various syllabi created for them are subject to the same scrutiny as all other courses are. This includes courses taught by sessional instructors, courses taught off
site or via Extended Education. Given that a sample syllabus is only provided when a topics ‘shell’
course is endorsed to Senate, it is incumbent upon the unit Head or Coordinator to both keep a precise
and exact record of the sub topic course titles as they are offered, and also to ensure that course syllabi
are reviewed each time a course is offered to ensure uniformity of topic titles when the same topic is
repeated, or sufficient difference between recurring and new titles. A lack of scrutiny on our part can
have consequences for a student who may be assumed to be taking the same course twice for separate
credit but repeating the content in doing so. Such ‘double dipping’ is, of course, prohibited.

Summer 2017 CPAC meeting Paperwork submissions: 15 May Deadline
Course and program changes for undergraduate and graduate programs are due in the CPAC office
(Vicky Warkentin, Recording Secretary to CPAC) by May 15.

Units are reminded to ensure that they have followed up on notifications for support sent to them
concerning changes in other units. A ‘Control+F’ search of the PDF version of The addition, substitution
or elimination of courses by other units (including the Université de St. Boniface) may have
consequences for your own courses or programs, requiring modifications to course lists or to your own
course descriptions. Please treat requests for support for course or program changes as possible
triggers for your own action items as well.

Aurora & Waitlists
This academic year was the first in which the Aurora waitlist function was applied to undergraduate
courses across the University. Students seeking admission to full courses were directed to place their
name on the waitlist and await an email notification if and when a spot became available. The system
seemed to work fairly well, as long as students monitored their email accounts and Faculties monitored
their reserve requests. Please advise me of any unusual consequences you noticed from the
implementation of this new seat allocation policy.

Space Issues

Classrooms
Upgrades to classrooms and student spaces in Tier, Isbister and the Fletcher Argue 100 Theatre
are well under way. Upgrades will include installation of technology, or replacement of old
screens, older model digital projectors, as well as related computer hardware. The Fletcher
Argue Theatre will be redesigned along the lines of the Shultz Theatre in St. John’s College or the
Moot Court in Robson hall, with power receptacles at every seat. Once installed, there will be
some adjustments to classroom capacities.

Bulletin Boards
The Faculty would like to use one or two of our remaining bulletin boards to advertise some of
the courses we will be offering in the Fall/Winter academic year, especially to support classes
with historically low enrollment. We might also advertise new courses trying to establish a track
record or special topics courses that might have broad appeal. We have space to advertise
about 90 courses twice or 180 courses once. Roughly 6 adverts per department or program.
Please consider which courses you might like to see highlighted in this way, in advance of a
request from Marcus.
Internationalization

Erasmus Mobility Funding
Funding from the Erasmus program this past year supported two students who went to the Université de Caen Basse-Normale; one student and one faculty member who went to Copenhagen University, Denmark; and two incoming students from Ghent University, Belgium. Our students received roughly 800€ per month to help cover their costs of attending university in the EU.

We have encouraged our European partners to put in requests for the Erasmus Plus funding so that more of our students/faculty can participate in exchange for study, teaching, or research collaboration. For 2017/18 we have put ourselves on the lists of Ghent University, Belgium (student mobility); University of Linkoping, Sweden (student and faculty mobility); Central European University, Hungary (student, faculty and staff mobility). If we are successful with winning spots at any of these institutions, I will let you know. The next deadline for requesting we be including in the European partner’s application for funds for 2018/19 is February 2018. Anna Polonyi from the International Office suggests that such applications have a better shot if there is already existing faculty collaboration. She would like to hear from us if there would be interest in a workshop on starting or developing faculty collaborations now, in preparation for next winter’s call for mobility funding.

Potential Student Exchange Partners
I met with a representative from Manchester Metropolitan University to discuss the possibility of a student exchange agreement with that university. They have about 37,000 students, are located in central Manchester (UK) and have a number of complimentary programs. Strengths in their Faculty of Arts & Humanities include Creative Writing in the Department of English, the Manchester School of Art, the Manchester Fashion Institute, programs in Journalism, Information & Communication. If colleagues in your unit see some value in pursuing this particular partnership, please let me know.