Faculty of Arts Council  
September 29, 2010  
306 Tier Building

MINUTES


SPECIAL PRESENTATION: Jay Doering, Dean of Graduate Studies made a special presentation on the “Time to Completion” report. Among other findings, the report indicates that many graduate students at the University of Manitoba take significantly longer than their counterparts across the country to complete their graduate programs. The task force summarized the issues raised around time-to-completion under four headings: graduate student funding, advisor and supervisory committee, coursework, research and demographics.

The Time-to-Completion Task Force developed recommendations with the following principles in mind:
• to provide a high quality graduate student experience at the University of Manitoba;
• to optimize the university’s capacity to train highly qualified personnel;
• to better meet the demands for highly qualified personnel;
• to minimize the debt of a graduate student; and
• to minimize the impact of delaying entry into the job market thereby increasing the life-time earning potential of a graduate student.

The Task Force grouped its recommendations into four themes. The four themes are

1) Raising Education and Awareness which would include, among other things, developing workshops for faculty members, increasing collaboration with the GSA and developing a handbook and website of “best practices”.
2) Structural Changes which would include, among other things, reducing the maximum time limits for full time students to complete a master’s or a doctorate degree to 36 and 72 months respectively and explicitly state the expected completion times are 24 and 48 months, respectively.
3) Improved Monitoring and Remediation which would include, among other things, graduate students being more closely and more consistently monitored by their advisor and, in particular, by their respective unit. Progress Reports should not be viewed as an administrative burden, but rather as an integral part of assessing graduate student performance and ensuring a timely completion.
4) The Graduate Enterprise which would include, among other things, developing nominal load criteria that outlines expectations for teaching, research and service.

Although a shortage of graduate funding was cited as a problem, it was not the primary reason for the delay in completing coursework. Financial support does play a major role, but the research indicates that it does not play a big a role as we think. However lack of support will increase the odds that the student will have to get a job which will impact the time to completion.
The complete report can be viewed at
http://umanitoba.ca/faculties/graduate_studies/publications/index.html

A short answer and question period followed.

1. Adoption of the Agenda
   
   MOTION: That the agenda be adopted as circulated. (J. Owens / C. Dueck)

   CARRIED

2. Minutes from the Previous Meeting
   
   MOTION: That the minutes of April 6, 2010 be approved with additional notes on the University college issue (to be provided by D. Churchill). B. O’Kell felt the minutes do not reflect the overall feeling of Faculty Council.

   (L. Wilson/R. Wilson)

   CARRIED

3. Business arising from the minutes

   There was no business arising from the minutes.

4. Updates

   4.1 Associate Deans

   M. Lawall

   Graduate Studies – UMGF process – 32 UMGF offers were made, however even many of the earliest offers, those sent out with letters of acceptance in February, did not necessarily accept. He explained that funding helps – but it is not everything, and other schools could be making offers of more money even earlier. Our process was completed and offers were sent out 2-3 weeks earlier than last year. A debriefing with grad chairs will take place October 12 to consider any changes to the process that might be needed for the January 2011 round of admissions.

   Equity Diversity and Human Rights – Lynette Chappell-Williams, Associate Vice President for Workforce Diversity and Inclusion at Cornell University visited the University of Manitoba and made various presentations September 23 and 24. Her biggest messages were the importance of website visibility of diversity resources and the need to nurture potential sources for recruiting a diverse workforce over time. Her message also stressed that although hiring is currently slow, making the contacts and establishing positive relationships with potential candidates is worthwhile and will lead to positive, agreed upon goals. A secondary effect of her visit was to forge better links between the Faculty of Arts and other units on campus working on similar issues surrounding diversity and inclusion.

   Local Area Safety and Health – The new terms of reference and recent changes in practices bring this committee in compliance with provincial laws in this area. Paul Richards will give a fire safety and preparedness presentation for all Arts Faculty and Staff October 27 at 2:30pm – 306 Tier.

   New Portfolios

   International Collaborations and programs – The conference October 4-5 between the U of M and U of Umea, Sweden entitled “From Cultural Capital to Culture Capital” has excellent representation from Arts.
Interdisciplinary programs – University College – The portfolio on Interdisciplinary studies is the task of working towards a clearly defined role for University College within the Faculty of Arts. The advisory committee struck for this purpose has recommended some very modest developments for the College in the coming year which center on providing space for faculty and grad students involved in artistic work (theater, film, creative writing, etc.) or interdisciplinary studies. A request to central administration for funding to improve these spaces was received favorably, and it is hoped that these recommendations can move forward quickly. As well, those in University College and those sharing interests in these themes of creativity and/or interdisciplinary studies will be invited to start a series of meetings to move forward on more detailed issues related to the future of the College.

R. Hoppa

SSHRC Standard Research Grant deadline date is October 15th. 25 Arts applications have been submitted to date including those that received Arts Proposal Development Funds.

New SSHRC Partnership Development Grant will be available in November.

SSHRC Partnership Grant letter of intent will be due in January.

New SSHRC Research Developments Grants will be probably be due in February

L. Wilson

BA Integrated Studies has admitted its inaugural cohort for Fall, 2010 of 18 students. The next admissions cycle has an application deadline of October 1, 2010 for January, 2011 admissions. Arts will host a welcome/orientation session for the Fall cohort as well as an information session for potential applicants on October 26/27, 2010. Arts 1160 Leadership was introduced during the past year and is offered for the first time to full enrolment this Fall, 2010. Currently the BAIS program has one interdisciplinary concentration The Changing Workplace. Faculty members are encouraged to consider interdisciplinary collaborations to produce other compelling concentration options for students in this program.

The Student Discipline Working Group of the Vice-President (Academic) has presented its report to Senate for approval of several new tools and measures to be used in matters of academic discipline. A toolbox for all faculty and administrators who handle allegations of academic dishonesty has been developed and its web site will launch soon.

Also included in the report approved by Senate at its September 8, 2010 meeting is the replacement of the CW (compulsory withdrawal) grade notation with the DISC (discipline) notation, which can be applied to any grade, not just a failing one. In addition, the DISC, like the former CW, when given as part of a consequence for academic dishonesty, must be accompanied by the period of time for which it will appear on the students’ transcripts/histories. Therefore, a student committing an act of major plagiarism could receive an F DISC, with the notification letter specifying that the DISC may be removed, with no further supported allegations of academic dishonesty, at some time before graduation from the University of Manitoba.

Arts workshop for new teaching assistants and gradermarkers was held on September 7.

The President’s Advisory Committee on the Rhodes Scholarship hosted an information session for prospective applicants for the Rhodes Scholarship on September 7. Arts had the single highest turnout for this event, with over 70% of those attending being current Arts students or recent graduates.
Arts’ annual Scavenger Hunt for new University 1 students was held as part of U1 Orientation on September 8 and was a big success.

International Exchange Programs - 15+ students in Arts and several pending have half or full study abroad plans for the 2010-2011 academic year. Students are heading to Australia, China, Denmark, France, Germany, Iceland, Japan, South Korea, Sweden, and Ukraine. Faculty of Arts is a supporter of THE BIG GUIDE, a helpful tool for persons considering study or working outside of Canada.

ROSE committee on Marketing and Advertising - The pilot project, which the Faculty of Arts is a member of, is focusing on improving communication among media/communication experts in six Units at the University of Manitoba and the office of Public Affairs and capitalizing on expertise of these media/communication experts in problem-solving will begin in January 2011.

The Associate Deans Undergraduate/Undergraduate Liaison Officers Committee met in September and was co-chaired by the UM’s new Vice-Provost (Programs and Academic Development) David Collins (former Dean of Pharmacy) and new Vice-Provost (Students), Susan Gottheil. A major emphasis for this year’s work with Susan Gottheil will be enhancing the undergraduate experience at the University of Manitoba.

Evening of Excellence (UM’s informational outreach to 11th and 12th graders in Manitoba) will occur on Thursday, October 28, 2010, from 6:00 pm to 8:00 pm in the Engineering and Information Technology Complex. More will follow regarding Arts participation.

B. Ferguson

CPAC invitations have gone out to department.

Space issues continue to be a problem even with the Psychology move back into Duff Roblin.

4.2 Dean’s Update

Faculty Oars Committee to be chaired by B. Ferguson.

University OARS project is being re-constructed with Susan Gottheil, Vice-Provost (Student) and David Collins (Vice-President (Academic) & Provost taking over. The project will be much more focused. It will be integrated and imbedded into one large project to optimize academic resources. Dean Sigurdson feels this is a good step forward and should produce better results.

ROSE project has various projects that are ready to be rolled out. One of the main themes that have appeared in almost all the projects is a vastly increased use of technology to increase efficiencies. Several of the processes previously done on paper were handled in multiple offices. New electronic forms and methods for submission should streamline several of these processes. The budgeting process will also change dramatically by eliminating the current base line budgeting system. More information on this process should be forthcoming in the very near future.

Tenure meetings are now complete and the final reports are being written. Deadline for submission to the Vice Provost’s office is October 15.

Promotion application deadline was September 15th. The Dean’s office received a record number of 19 applications this year.
5. Reports of the Standing Committees

5.1 Report of the Academic Regulations Policy Committee

L. Wilson noted that there are 3 items being brought forward by the committee. Dr. Wilson briefly reviewed each of the three items. A motion to approve each of the three items was agreed upon.

MOTION: to approve the following three items:

1st item – language citation - carried
2nd item – internationalization citation – carried
3rd item – alignment of awards for students in the BA Integrated Studies - carried

MOTION: That the report of the Academic Regulations Policy Committee be approved. CARRIED

5.2 Report of the Course and Program Approval Committee

This material was for information only.

MOTION: That the report of the Course and Program Approval Committee be approved. CARRIED

6. New Business

6.1 Nominations and Elections for Arts Senator

Three nominations were received prior to this meeting. Dean Sigurdson called for any further nominations from the floor. There were no further nominations.

MOTION: That a paper ballot be mailed out for election. (B. O’Kell/J. Guard) CARRIED

Dean Sigurdson advised that he received a notice of motion pertaining to elections in the Faculty.

NOTICE OF MOTION: That the matter of elections in the Faculty of Arts be referred to the Rules and Procedures Committee with a request that they report to Council at its next meeting with the recommendations for the practice or practices to be followed (procedure for nominations, form of ballots, instructions for voting, tabulation of results, etc.) in the election of senators, members of the executive committee, and members of search committees, standing committees and ad hoc committees.

That the recommendations of the Rules and Procedures Committee, including any modifications of by-laws, shall be placed on the agenda of the next Faculty Council meeting for discussion and adoption.

Dean Sigurdson recommended that motion be changed to instead refer this matter to Faculty Executive Committee who will request this matter be addressed by the Rules and Procedures Committee. The findings will be reported to Faculty Council for any action that may be required. All were in favour.
6.2 Revision to the Award in Internationalization Selection Committee’s Terms of Reference

MOTION: That the terms of reference for the Award in Internationalization Selection Committee be approved as submitted.

Carried

6.3 Revision to the Equity, Diversity, and Human Rights Committee’s Terms of Reference

MOTION: That the terms of reference for the Equity, Diversity, and Human Rights Committee be approved as submitted.

Carried

6.4 Revision to the local Area Safety & Health Committee’s Terms of Reference

MOTION: That the terms of reference for the Local Area Safety & Health Committee be approved as submitted.

Carried

7. Question Period

T. Chen – noted there was nothing in the President’s Annual Report on the Faculty of Arts. Dean Sigurdson noted that he has already made mention of that to the President’s office. He also noted that the newspaper advertisements made no mention of the Faculty either.

J. Guard – asked for clarification on the voting process and election of the members of the President’s Advisory Committee for selection of a new Dean of Arts. It was explained that the names of the five faculty members with the most votes will be forwarded to the President. Four faculty members will be selected by the President with the fifth being an alternate.

D. Churchill – asked whether the Faculty would have a formal reply to the “Time to Completion” report. Dean Sigurdson advised that the purpose of the report is to generate discussion. Dr. Lawall will be meeting with the Graduate Chairs to discuss the report. J. Owens asked if the findings of the Grad Chairs would come forward to Faculty Council. Dean Sigurdson stated he did not know how the Grad Chairs would want to proceed but that Dr. Lawall would keep Faculty Council apprised of the situation.

8. Adjournment

MOTION: That the meeting be adjourned at 4:30 (B. O’Kell)