Faculty of Arts Council  
December 9, 2009  
306 Tier Building  
2:30 pm

M I N U T E S

Present: R. Sigurdson (Chair), N. Aponiuk, B. Austin-Smith, C. Axelrod, S. Bookman, C.  
Cartmill, T. Chen, J. Compton, E. Comack, R. Cossar, I. Diallo, R. Eignebrod, R. Finnegan, M.  
Gabbert, J. Ghomeshi, J. Guard, R. Hoppa, K. Hunt, S. Jaeger, T. Janzen, D. Johnson, E.  
Johnson, E. Jones, L. Kuffert, R. Kueneman, T. Kulathungam, K. Ladner, D. Laporte, M.  
Lawall, W. Lee, I. Lipnowski, K. MacKendrick, D. Medoro, T. Mondor, M. Morry, T. Nesmith,  
Thomas, E. Troutt, V. Warkentin, D. Watt, I. Whicher, E. Wilkinson, L. Wilkinson, L. Wilson,  
R. Wilson, A. Young, J. Gripp (recording secretary)

Regrets: C. Albas, D. Albas, D. Arnason, B. Bjarnadottir, G. Friesen, M. Glenright, H. Gunay,  
J. Hoskins, T. Ivanco, M. Kinnear, F. McIntyre, L. Millware, A. Muller, R. Perry, L. Wallace, K.  
Warmbrod

1. Meeting Agenda

   MOTION: That the agenda be adopted as circulated (R. O’Kell/L. Wilson)  
   CARRIED

2. Minutes from the Previous Meeting

   MOTION: That the minutes of October 20, 2009 be approved as circulated.  
   (B. Austin Smith/R. Eigenbrod)  
   CARRIED

3. Business arising from the minutes

   3.1 Nomination and election of member to Executive Council to replace Rob Hoppa

       There were no nominations from the floor.

       The vote was held by paper ballot.

4. Updates

   M. Lawall

   Curriculum

   A report outlining all the proposed deletions and retention of lapsed courses has been  
   forwarded to Senate. Similar lists will be seen next year, but hopefully with fewer  
   courses. The curriculum agenda is on the January CPAC meeting. There are a number of
proposals that have come forward that will require changes to program language. In light of this, and in consultation with the Dean, there will be a January CPAC meeting. Very few substantive course changes can be made without requiring changes to program descriptions; so the original policy of only holding one CPAC meter per year was problematic. This may mean that CPAC members in the future will have their reviewing duties more evenly spread over the January and July meetings. This change of policy cannot guarantee that changes will happen any more quickly, but it is a step in that direction.

**Space**

There has been a recent wave of attempted and actual office break-ins over the past month. This has been a particular problem in University College and in the Arts Student area of Fletcher Argue. It is not limited to loss of articles due to offices being left open, but have been actual break-ins into locked offices. Security Services is aware of these problems, and they will be meeting with the Arts Student Council.

**Graduate Studies**

Various changes have occurred in how Graduate Studies operates and interacts with departments in Arts. First, an online application system should be operational next week (December 15). This should greatly speed up the distribution of applications to departmental committees. Second, at a recent meeting of graduate heads, it was decided to have students apply for UMGF funding directly to departments by January 15. This should speed up the process of departmental rankings and creating a global ranking list for the faculty.

The PhD and MA applications for SSHRC funding have been reviewed, many of which came from departments in Arts. In many cases the proposal were stunningly clear and jargon free – with well-presented statements of objectives, review of past research, and methodology. Faculty members are urged to work closely with potential applicants to ensure such clarity.

**Local Area Health and Safety**

The Local Area Health and Safety committee is now well-populated and will begin meeting in the new year. If there are any concerns about workplace safety, please feel contact a committee member. The committee members are Elizabeth Comack, Terry Janzen, Mark Gabbert, Birna Bjarnadottir, Todd Mondor, Bill Kerr, Greg Monks, Sherry Peters, Rose Fiorillo, and Trisha Kulathungam (Arts Senior Stick).

**Pandemic Planning**

The assembly of the Faculty of Arts Pandemic and other Emergency planning file is progressing. Eleven departmental packages have now been received along with a package from the Arts Dean’s office. A broader practices and policies statement for the Faculty is being assembled, but more policy statements have started to emerge from the central University Pandemic planning committee. The next step is to meet with Kenton Friesen, the University’s emergency management officer to coordinate our Faculty policy statements with those of the central committee.
OARs – Rules, Regulations and Red Tape
One of the areas that are being reviewed is the M and W requirements. Various
University wide reviews from recent years are available on this topic; however Faculty
members input on how to improve students’ writing and math skills from within their
disciplines would be valuable. Research indicates that writing style and rhetoric varies
from field to field, discipline to discipline. Feedback on the possibility of focusing
writing instruction within disciplines, within the context of upper level (2000-3000 level)
courses, targeted at each department’s majors would be appreciated. This would do away
with the current W-designation system that is both clumsy and difficult to monitor.

International College of Manitoba
ICM courses upcoming in the winter term include two sections of Economics, one
English, and one Political Studies.

R. Hoppa
Academic Enhancement Fund
Five initiatives for the Academic Enhancement Fund, with a total value of approximately
$316,000.00 were sponsored by the Dean and forwarded to the Vice President
Academic’s office. The Dean also co-sponsored four other initiatives, totaling
approximately $150,000.00. The successful applications are to be announced by
December 18th.

Indirect Costs of Research
Applications for the Indirect Costs of Research Program (ICP) are due in the Dean’s
office by December 9, 2009.

“Terminal Leaves”
The President’s office has announced a temporary return of terminal leaves. The term
“terminal leave” was coined when approval is granted for the exemption of a six month
return to work clause for faculty members taking a Research/Academic Study Leave. A
memo was sent out from the Dean’s office to eligible faculty members.

L. Wilson
BA Integrated Studies
The BA Integrated Studies has been successfully heard at the Senate Committee on
Admissions, the Senate Committee on Curriculum and Course Changes and the Senate
Planning and Priorities Committee. It will move forward to Senate Executive in January
and should be on the February Senate agenda. If successful, the program will be listed in
next year’s calendar.

Academic Integrity
The sub-committee will be having its third meeting on December 14th, 2009 and its full
report to the Vice President academic will occur sometime in winter 2010.
Dean’s Update - R. Sigurdson

News and updates

The Faculty of Arts has been successful in its application for a Tier 2 Canada Research Chair in Law and Social Justice. This chair will be housed in Sociology. A search committee will be struck immediately for a suitable candidate.

Central administration has announced the retirements of Elaine Goldie, Vice President (External) and Dave Morphy, Vice Provost Students. Dean Sigurdson is on the search committee for a new Vice Provost Students.

Budget & Staffing

Dean Sigurdson provided a brief update on the Faculty’s 2010 budget. Deans have all been asked to model a 5% budget cut in the budgets as they go forward. A 5% reduction to the Faculty’s budget equates to 1.75 million dollars. A document outlining possible expenditure reduction measures was reviewed. The Faculty will be modeling some of the university wide suggestions, like double sided printing and using inter-departmental envelopes. The Faculty is not currently looking at program cuts and it was noted that the Faculty has already been working hard during the last three years to reduce sections. Departments were encouraged to carefully review their own areas for other efficiencies that could be implemented.

A question was asked as to which of the expenditure reductions were being put forward by central administration and which were being put forward by the Faculty. Dean Sigurdson advised that the change to Distance Education payments was being put forward by central administration. The others are all being suggested by the Faculty.

The two “Revenue Generating” suggestions were put forward by central administration. Both of these suggestions have already been implemented by the Faculty. Arts already has a shared Development Officer and we are about to hire a shared Research Grant Facilitator that will be completely externally funded.

Dean Sigurdson reported that we have moved away from the SIP process and that Faculty’s now retain the average starting salary in that faculty for any positions that are vacated. He also noted that Deans are being encouraged to not fill positions when faculty members and support staff leave positions. Dean Sigurdson advised that searches are taking place in Women’s and Gender Studies, Political Studies and Public administration, Economics Headship, Jarislowsky Chair, CRC chair in Sociology and two positions in Psychology. Two positions that are being postponed are in Sociology and Philosophy.

ROSE

A Faculty of Arts Town Hall was held on December 1. The feedback being received is commendable. The biggest concern from the ROSE report is the proposed changes to IT support.
J. Sealy commented that proposals outlined in the report would essentially have all IT staff reporting to Central IST and that all services would be managed through that area. This would result in the Faculty losing control over our in house IT staff. J. Sealy asked that a motion be put forward.

**MOTION:** That Arts Faculty Council cannot support the recommendation to “implement a shared service model for IST that encompasses all IT staff across the University of Manitoba. Arts feels that in doing so we would lose autonomy over our technology needs and be relegated to IT staff who are least familiar with the day to day needs of support staff and diverse academic and research needs of faculty. (J. Sealy/J. Guard)

**CARRIED**

**OARs**

The Executive Committee agreed that a faculty OARs committee should be struck to review information being received from OARs and provide feedback from the faculty. This suggestion has already gone forwards to Heads Council and Heads have been asked to submit a representative from their departments. Dean Sigurdson will select a small group to from these representatives.

5. **Report of Arts Executive Committee**

5.1 **Report of the Faculty Executive Committee meeting of December 1 was provided**

5.2 **Report of the Equity, Diversity and Human Resource Committee**

M. Lawall, Chair of the Equity, Diversity and Human Resource Committee presented the report. He noted the Employment Systems Review, which was started in 2005, recommended that departmental reports be updated on a regular basis. This will be a periodic task for all departments. The report also urged that there be regular workshops. The committee is arranging for a visit from Lynette Chappell–Williams, the equity officer from Cornell University, to visit this spring. The committee will be seeking funding for this workshop from various areas. It was also noted that accessibility issues will be addressed in the coming year.

**MOTION:** That the report of the Equity, Diversity and Human Resource Committee be approved as submitted

**CARRIED**

6. **New Business**

6.1 **Deletion of Lapsed Courses**

M. Lawall, chair of CPAC spoke on the report. He noted that these have now gone forward for approval by Senate.
6.2 Undergraduate Course Modifications

M. Lawall, chair of CPAC spoke on the report and noted that these changes were largely editorial based on St Boniface College course changes.

7. Question Period

There were no questions submitted.

8. Adjournment

MOTION: That the meeting be adjourned at 3:50 (T. Janzen)