

Present: Muhammad Abdul-Mageed, Richard Arias-Hernandez, Jennifer Douglas, Luciana Duranti, Luanne Freund (Chair), Deborah Hicks, Rick Kopak, Victoria Lemieux, Aaron Loehrlein, Eric Meyers, Melissa Nightingale (SSC), Connie Wintels (minute taker)

Regrets: Mary Grenier (Administrator), Lisa Nathan (absent for voting)

On Leave: Heather O'Brien

Documents distributed: (by email before the meeting)

- Visiting Professor Policy--questions.docx
- Admissions Committee Report Jan 2017.docx
- AssesmentCommReport_FacMeeting_Jan27_2017.docx
- Draft Minutes Faculty Meeting - Jan 27 2017.docx
- Facilities Meeting Report 26 January 2017.docx
- Research Committee Update _ Research Day.pdf
- Research Leadership Committee-January report.docx
- Student Services Report – January 27.docx
- Support for Adjunct Faculty.pptx

Approval of Agenda

- *Aaron Loehrlein, motions to approve, Victoria Lemieux, seconds*

Approval of minutes

- *Muhammad Abdul-Mageed motions to approve, Jennifer Douglas seconds*

1. Director's Update – Luanne Freund, acting Director

- Faculty Search – The search committee has confirmed a short list of three candidates for the position for Assistant professor, we are in the process of inviting them
- Head's & Director's meeting January 25
 - Integration proposal presented, strong support from Faculty of Arts, (will form) a working group for cross-listing certain courses, Matthew Evenden, Associate Dean of Research and Graduate Studies, is leading search committee for Chair of Media Studies, Alfred Hermida and Richard Cavell are also on that committee.
 - Entertainment expenses – it was re-emphasized that reimbursement for meal costs inclusive of taxes and gratuities, for travel, meetings and events must be limited to the University's current per diem rates. Sage Bistro is able to provide a lunch menu at the current rate of \$16 if it requested ahead of time. It is confirmed that faculty can spend more than and only claim the current rate.
 - Critical incident report – faculty are reminded that there is an online reporting system (Risk Management) and that all critical incidents should be reported and in case of emergency to call 9-1-1.
 - Conflict of interest declarations – reviewed the requirement for all faculty to submit annual COI declarations, and noted that this includes disclosure of romantic or familial relationships with other faculty, staff or students.
 - ALISE Conference and ALA Committee on accreditation meeting in Atlanta –

- Met with North American heads of LIS schools to discuss: student recruiting, there has been an overall drop in the 2010 to 2014 period; minimal growth in employment in libraries in North America; ALA accreditation, ALISE will propose an increase in the number of heads of schools as members of the Committee in Accreditation
- Met with other members Canadian Council of Information Studies – good information sharing, discussed project to survey Canadian employers about ALA accreditation.
- Integration Update – We received abundant input on the proposal from alumni and organizations and least amount of input from current students; townhall meeting was successful; consultation on the new proposal and another townhall require extension of timeline

2. Committee Reports

- Assessment Committee – Richard Arias Hernandez
 - Presented report to faculty
 - Formal vote on rewording iSchool Graduate Competency 1.1
 - Vote – 1 in favour, 6 opposed, 2 abstentions
 - Wording of Competency 1.1 will remain as is
 - Formal vote on rewording iSchool Graduate Competency 1.3
 - Vote – all in favour
 - Victoria Lemieux moves to official thank the Assessment Committee for their work
- Accreditation Working Group – Luanne Freund, acting Director
 - The school will celebrate the full ALA accreditation on Wednesday, Feb. 1 at 12:00 pm, with cake, all faculty, staff and students are invited.
 - The committee will meet one or two more times to wrap up and prepare documentation in preparation for the next accreditation
 - Victoria Lemieux moves to official thank the Accreditation Working Group for their work
- Research Leadership Committee – Muhammad Abdul-Mageed and Luciana Duranti
 - Research Day – Name of the event is Social Media, Information and Well Being; the Call for papers is out; there will be a poster workshop on February. 17th.
 - ACA @ UBC – February 9 and 10; the website for registration is up.
 - Policy for Visiting Professors – presented list of questions that should be answered before setting policy; faculty members can send feedback to Luciana Duranti; the committee will draft a policy and present to faculty for voting
- Curriculum Committee – Luciana Duranti
 - Will meet on February 2nd.
- Admissions Committee – Aaron Loehrlein
 - No meeting this month, presented change in rubric approved by Admissions Committee
- Doctoral committee – Richard Kopak for Edie Rasmussen
 - Committee will meet next week to review applications, the number of applicants to be accepted is to be determined, and intention is to advise applicants for admission in February.
 - 4 annual reviews are complete
- Facilities Committee – Richard Kopak
 - Presented report

- Noted complaints about temperature in Terrace Lab
- 3. Graduate Advisor Report– Richard Kopak
 - Met with Matthew Evenden and discussed allocation of GSI funding; a new formula has been developed which he explained
 - Discussion of Access and Diversity letters from students
 - Richard Kopak explained process of how students obtain these letters
 - Suggestion to bring in representative from Access and Diversity to discuss issue
 - Reiteration that any concerns regarding personal safety should be brought to director
- 4. Admin Report – Mary Grenier (absent) presented by Luanne Freund
 - Report to be circulated by email
- 5. Student Services Reports – Melissa Nightingale
 - Presented report
- 6. Other business
 - No other business was presented

Motion to adjourn by Rick Kopak, seconded by Richard Arias Hernandez motion carried

Adjourned 4:16 pm.