

**Present:** Muhammad Abdul-Mageed, Richard Arias-Hernandez, Jennifer Douglas, Luanne Freund (Chair), Deborah Hicks, Rick Kopak, Victoria Lemieux, Aaron Loehrlein, Eric Meyers, Lisa Nathan, Heather O'Brien, Connie Wintels (minute taker)

**Regrets:** Luciana Duranti, Mary Grenier (Administrator), Melissa Nightingale (SSC),

**Guest:** Suzanne Jay, MLIS student and Managing editor of *See Also*

**Documents distributed:** (by email before the meeting)

- Final Draft Minutes Faculty Meeting - Apr 29.docx
- Policy and Guidelines for Mentoring\_V1.0.docx
- FacultyMeetingReport-CC\_Sept2016.docx
- CCMandate2016-2017\_Sept19.docx
- MAS Program Review Mandate-Final.docx
- StudentAwardProcedures-4.docx
- MuseumStudiesProposal.docx
- *See Also* iSchool Student Journal information sheet (paper copy at meeting)

**Approval of Agenda**

- *Eric Meyers motions to approve, Victoria Lemieux seconds*

**Approval of minutes**

- Lisa Nathan motions to approve, Heather O'Brien seconds

**1. Special Guest Speaker – Suzanne Jay**

- Suzanne Jay outlined the history and current activities at the journal and asked faculty to help recruit and nominate peer reviewers and contributors.
- An information session on Open Source Journals will be given in the Terrace Lab on Oct. 12 at 12:00 pm. Kevin Stranack from the Public Knowledge Project at SFU, and SLAIS adjunct professor, will be a guest speaker.

**2. Director's Report – Luanne Freund, acting Director**

- Mentoring Policy
  - Presented draft Policy and Guidelines for Mentoring of Junior Faculty Members
  - Will be automatic for new faculty, present junior faculty can make a request to the director for a mentoring arrangement
  - Answered Lisa Nathan's question about location of policy document: the department is working towards posting all school policies on the Resources section of the website
  - Eric Meyers moves to approve policy, Richard Arias Hernandez seconds, all vote to approve
- Student representatives for committees – some response from students, committee chairs have been contacted with information about who is interested.
- Search Committees
  - 2 positions have been approved from search 1 tenure-track instructor and 1 tenure-track assistant professor
  - Ads for these positions are being formulated so that the two areas of study being covered can be filled by either position; ad should be ready for the ASIS&T Conference at the end of October.
  - Proposing 1 larger search committee for both positions

- Luanne Freund would like to thank all faculty members who attended the training and orientation for search committee participants
  - I + J-School Merger update
    - “Integration” is the word proposed to replace “merger”.
    - After meeting with Alfred Hermida and Richard Cavell, a proposal should be ready in a couple of weeks.
    - Met and told LASSA President, Margrith Mooney, that once the proposal is approved, a consultation with students will be arranged.
      - **ACTION:** The actual name of the new unit is to be determined, Luanne Freund will send an email to faculty for their opinion on the proposed name, name suggestions and negotiations.
  - **Awards Celebration – October 1 – Connie Wintels**
    - Presented summary of details for the upcoming event
- 3. Committee Reports**
- **Assessment Committee – Luanne Freund**
    - No report to present, but reporting that a student representative has been identified
  - **Accreditation Working Group – Luanne Freund**
    - The final Self-Study was sent to the ALA and the External Review Panel members today
    - Luanne Freund would like to thank the Accreditation Working Group for their efforts, as well as the office staff for their support.
    - Connie Wintels will be scheduling individual faculty meeting with the panel members
      - **ACTION:** Luanne Freund will confirm with Karen O’Brien of the ALA if the final copy can be made public on our website.
      - **ACTION:** A copy of the Self-Study will be sent out to faculty members.
  - **Research Leadership Committee – Jennifer Douglas for Luciana Duranti**
    - Jennifer Douglas is organizing the colloquia series and working with First Nations and Endangered Languages Program to organize a speakers with expertise on Indigenous knowledge curation
    - Muhammad Abdul Mageed will be taking the lead on Research Day
  - **Curriculum Committee – Heather O’Brien & Victoria Lemieux**
    - Heather O’Brien presented September meeting’s report , including the committee’s mandate for 2016-17
    - Victoria Lemieux presented the report on the MAS Program review
  - **Admissions Committee – Aaron Loehrlein**
    - Luciana Duranti, Aaron Loehrlein and Melissa Nightingale met early in September to work on a periodic update of the admissions rubric, in particular the technical skills so that applicants can provide a more qualitative description of the skills they possess.
    - Richard Arias-Hernandez suggests that the Tech Core pre-test and survey could be mapped to behavioural questions in the admissions application.
    - There will be new instructions for non-academic letters of reference.
    - A proposal addressing the issue of when admissions reviewers consistently give high or low scores will be presented at the next faculty meeting.
  - **Doctoral committee – Rick Kopak for Edie Rasmussen**
    - Deadline for SSHRC applications is today.

- Meeting with potential students is scheduled for next week, Edie Rasmussen and/or Luanne Freund will meet with them.
  - We are currently gathering information for the PhD students' annual reviews.
  - The Anne Piternick Award will be announced.
  - Faculty members will be advised of information session dates that they can share with their contacts.
  - **Facilities Committee** – Richard Kopak
    - Met on September 16, 2016
    - Virtual Lab - The need for a reference document for Virtual Lab was determined. Committee discussed results of questionnaires that Jessica Bushey sent out for the Virtual Lab at the end of May. Software from Arts ISIT and makers to be made available to students. A Wordpress site to be made for instructions resources. Welcoming on going feedback from faculty.
    - Kitimat lab – occupancy permit was given. In process of creating booking guidelines and system.
    - Terrace Lab is complete. Some changes based on feedback will be or have been made. Some cannot be made due to limitation of funds.
  - **Graduate Advisor Report** – Richard Kopak
    - Information session was attended by most incoming students
    - Representatives from Arts, Development and enrolment services also attended
    - GSI funding will decrease compared to last year.
    - Graduate and Post-doctoral Studies new policy states that all incoming doctoral students receive at least 4 years of funding.
    - “Student Awards – Guidelines and Procedures” to be voted on at the next faculty meeting for approval.
4. **Administration Report** – none presented
5. **Student Services Coordinator Report** – none presented
6. **Other Business**
- Proposal of Museum Studies Program – discussion of Executive Summary.
    - Faculty can give their input directly to Anthony Shelton, MOA Director and Jill Baird, MOA Curator of Education, copying Luanne Freund.
  - Introduction of visiting faculty & scholars: Julie Flett, TD Visiting Professor, Shanshan Li, Lecturer, Ph.D. School of Public Management, Northwest University (NWU), Shaanxi Province, China; Jenny Preece, Professor & Dean Emerita, University of Maryland College of Information Studies; and Yunxia (Nancy) Xie, Associate Professor, History Department, School of Humanities, Nanchang University, China

***Motion to adjourn by Lisa Nathan, seconded by Richard Arias Hernandez, motion carried***

**Adjourned 3:57 pm.**