

**Present:** Jennifer Douglas, Luciana Duranti, Luanne Freund (Chair), Mary Grenier (Administrator), Rick Kopak, Aaron Loehrlein, Eric Meyers, Lisa Nathan, Melissa Nightingale (SSC), Heather O'Brien, Judith Saltman, Mary Sue Stephenson, Connie Wintels (minute taker)

**Regrets:** Richard Arias-Hernandez, Caroline Haythornthwaite (on leave), Vicki Lemieux (on leave),

**Documents distributed:**

- Draft meeting minutes from November 27, 2015 (by email before the meeting)
- Director's Report (by email before the meeting)
- Curriculum Committee report (by email before the meeting)
- ARST 575R/LIBR 569R: Graduating Project Course – Syllabus (by email before the meeting)
- Admissions Committee Draft Terms of Reference (by email before the meeting)
- Doctoral Studies Committee Report (hard copy at meeting)
- Student Services Coordinator Report (hard copy at meeting)
- Document re: Experiential Learning Policy (hard copy at meeting)
- Truth and Reconciliation Commission Recommendation Working Group Report (hard copy at meeting)
- Adjunct Faculty Survey results

**Approval of Agenda**

- Corrected date on distributed agenda
- Added introduction of Anthony Edwards, consulting project manager
- Jennifer Douglas asked to present Research Day update earlier
- *Mary Sue Stephenson motioned to approve, Judith Saltman seconded, all voted in favour*

**Approval of minutes**

- *Mary Sue Stephenson motioned to approve, Judith Saltman seconded, all voted in favour*

**1. Director's Report – Luanne Freund**

- Introduction of Anthony Edwards, consulting project manager who will be working with the New Programs Working Group and with Luanne Freund on other projects.
- Presented Director's report
  - Answered questions about dissolution and future of Alumni Association
  - Discussion of student awards process;
    - Awards meeting will now take place in August or September, instead of May
    - Discussed process of faculty nominations
    - Discussed students' understanding of definition of "Graduating" and "Continuing" student. Confirmed that specific definition exists and that these definitions will be included on the awards web page.
      - ❖ ACTION: Include definition of "Graduating" and "Continuing" student on awards web page.
      - ❖ ACTION: Check on individual award criteria for nomination process, if the process is specified or if it can be established by the school.
- Faculty Search Committees' update
  - Rationales for Archival Science position going to the Dean's office next week
  - Short list for each position will be circulated to the Standing Committee to review and express any concerns

## 2. Faculty reports

- **Assessment Committee** – Luanne Freund
  - Will be meeting next week, therefore no update at this meeting
- **Accreditation Working Group** – Luanne Freund
  - No report, but confirmed that students have been hired as GAAs
  - Confirmed new dates for External Review Panel visit November 14 and 15, 2016
- **Research Leadership Committee** – Luciana Duranti
  - Mary Lynn Young from the Dean’s office will open and speak at the ACA Symposium
- **Curriculum Committee** – Heather O’Brien
  - Heather O’Brien would like to publicly thank Jelena Grabeljsek, Information Assistant, for her support in posting the course descriptions and academic calendar update
  - Presented Committee report
    - Discussed timing of Graduating Project Course (ARST 575R/LIBR 596R) course and credits required, confirmed that with the exception of January 2017, it will be offered in September and January
    - Working with community organizations to match projects and student skills
    - *Motion tabled to approve syllabus for ARST 575R/LIBR 596R Graduating Project Course, all voted in favour*
    - Proofreading revisions should be forwarded to Heather O’Brien in the following week
- **Admissions Committee** – Aaron Loehrlein
  - Presented draft Terms of Reference
    - Discussed the Committee’s role in recruitment
    - Discussed whether there should be student representation on the committee
    - *Motion tabled by Eric Meyers to revise Terms of Reference to include student representative, seconded by Heather O’Brien, all voted in favour*
- **Doctoral Committee** – Richard Kopak for Edie Rasmussen
  - Presented Committee report
  - Noted that 4-year and GSI funding will be changing
    - ❖ ACTION: Richard Kopak, Mary Grenier and Luanne Freund will be meeting to speak about other funding options

## 3. Administration Report – Mary Grenier

- Facilities Report
  - Richard Kopak and UBC architect met about new Tech Pod in Kitimat Lab, will get estimate and concepts at next meeting
  - Terrace Lab renovations will include 6 tables of 60” diameter and an instructor station, room orientation will be changed
  - Plans of the new configuration will be posted in Bralorne Reading Room for students and faculty to see
  - Work on Kitimat and Terrace Labs will begin after the end of current term

## 4. Student Services Coordinator report – Melissa Nightingale

- Presented report on admissions and experiential learning
- Lisa Nathan suggested to Melissa Nightingale speak with student David McAtackney to compare with project he worked on at UBC’s First Nations and Indigenous Studies Program

- Melissa Nightingale and Alynne Pols were thanked for their contribution to the success of the recent student application process

## 5. Other business

- Truth and Reconciliation Commission Recommendations Working Group – Lisa Nathan
  - Presented report Advising on the school’s obligations and responsibilities to the TRC’s final report
  - Jennifer Douglas has agreed to join Lisa Nathan and student members on this committee
  - Will put a call out to all instructors teaching in these areas for comments
- Instructor Survey Results and Summary – Lisa Nathan and Heather O’Brien
  - Presented Report on Adjunct faculty survey
  - Working with CTLT on designing a workshop in the spring
  - Will continue instructor orientations in the fall, open to all the school’s teaching community
  - Will make version of executive summary public, distribute it to listserv and post it on website with accreditation documents
- Research Day update – Jennifer Douglas
  - Updated faculty on logistics, going well
  - Confirmed that students and faculty can apply, and that students may submit two posters, but that more may not be practical for presentation
- Feedback on Faculty meetings
  - Written Director’s report distributed before the meeting is appreciated

***Motion to adjourn by Eric Meyers, seconded by Richard Kopak, motion carried***

**Adjourned 2:48 pm.**