

Present: Muhammad Abdul-Mageed, Richard Arias-Hernandez, Luciana Duranti, Luanne Freund (Chair), Mary Grenier (Administrator), Deborah Hicks, Rick Kopak, Aaron Loehrlein, Eric Meyers, Lisa Nathan, Connie Wintels (minute taker)

Regrets: Jennifer Douglas, Victoria Lemieux, Melissa Nightingale (SSC)

On Leave: Heather O'Brien

Documents distributed: (by email before the meeting)

- Final Draft Faculty meeting minutes January 27, 2017
- Draft Course Syllabus of LIBR 504 / ARST 570: Management of Information Organizations
- First Nations Curriculum Concentration Year-end report
- Student Services Coordinator Report 33117

Approval of Agenda

- *Lisa Nathan, motions to approve, Muhammad Abdul-Mageed, seconds*

Approval of minutes

- *Luciana Duranti motions to approve, Richard Arias-Hernandez seconds*

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

- Faculty Search – The selected candidate for the Assistant Professor position has accepted the offer and will start July 1, 2017. The recommendation for the Instructor position has been submitted to the Dean's office.
- Integration Update – There will be a meeting of faculty members from all affected departments on Tuesday, April 4th, the Acting Dean of the Faculty of Arts, Kathryn Harrison will attend part of the meeting. The integration proposal is scheduled to be motioned at the next Faculty of Arts meeting on April 20, 2017.
- A group of students have approached the acting director asking for department support for their "Out on the shelves" collection that is part of LGBTQIA+ resources in the Nest. Any faculty members that are willing to be the department contact are asked to contact the acting director.

2. Committee Reports

- Accreditation Working Group – Luanne Freund, acting Director
 - The group had their last meeting
 - Materials will be organized and preserved
 - Chapters for the next accreditation will be assigned to committees as soon as possible to start collecting information and documents for the next accreditation review.
- Research Leadership Committee – Muhammad Abdul-Mageed and Luciana Duranti
 - ACA @ UBC – seminar and symposium was successful
 - Research Day event was successful and Luciana would like to congratulate Muhammad Abdul-Mageed, Jennifer Douglas, Deborah Hicks and student volunteers.
 - Muhammad Abdul-Mageed extends his thanks to faculty and students for a successful Research Day event.

- Policy for Visiting Professors – committee will draft a policy and present to faculty for voting. Mary Grenier will pass over examples of policies from other departments to Luciana Duranti.
 - Curriculum Committee – Luciana Duranti
 - Presentation and discussion of syllabus for LIBR 504 / ARST 570: Management of Information Organizations.
 - *Eric Meyers moves to accept syllabus, Richard Arias-Hernandez seconds*
 - ❖ *VOTE – all in favour*
 - Admissions Committee – Aaron Loehrlein
 - Admissions committee met and discussed following issues:
 - Impact of the U.S. travel ban, decided to extend deadline for applications to accommodate
 - Discussion of the application review policy and procedure
 - ❖ Vote taken on question: Do you agree that the current application review system works?
5 – in favour, 3 – abstentions
 - ❖ Committee will review the procedures towards a more timely completion of the review process
 - Doctoral committee – Richard Kopak for Edie Rasmussen
 - Four (4) funded offers have been made and accepted
 - There will be a second round of consideration (from faculty) of non-funded students
 - This will be the last year of 2-year GSI funding allocation; 4-year funding packages will be required for September 2018 cohort
 - Discussion of Masters level theses
 - Facilities Committee – Richard Kopak
 - No meeting since last faculty meeting
 - Air quality of the Pod in the Kitimat was addressed and additional ventilation installed
 - Application for academic equipment fund submitted
 - New printer for Kitimat lab has been ordered
 - Sandbox project will be expanded
 - Discussion of self-help resources (technical) for students
 - FNCC
 - Review and discussion of year-end report
3. Graduate Advisor Report– Richard Kopak
- Discussion of increase in accommodation issues, confirmed with faculty that they should consult with office when handling grade submission and accommodation for student(s) with health problems that affect their coursework.
4. Admin Report – Mary Grenier
- Anthony Edward, Special project manager worked his last day March 30, Debra Locke’s last day before maternity leave is today and will be replaced by Mandy Behnia;
 - Information was sent out for Merit & PSA document submission deadline and Merit and PSA Committee meeting.
 - Deadline for grades entry is April 20, 2017, please let Alynne Pols know of any extensions or failing grades.
 - Travel funding for students is available at \$500.00 per student

- The Connect Learning Management System will be discontinued in mid-2018 and replaced with a new one (TBA).
 - A new finance and HR system will be rolled-out
 - We will be booking the Golden Jubilee room for the next Research Day
 - All UBC employees will have to undergo a Data Privacy Compliance training
5. Student Services Reports – Luanne Freund for Melissa Nightingale
- Would like to emphasize the first annual Experiential Learning Day taking place on April 7th, all faculty are encouraged to participate.
6. Other business
- No other business was presented

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

Adjourned 3:34 pm