

**Present:** Richard Arias-Hernandez, Jennifer Douglas, Luanne Freund (Chair), Rick Kopak, Aaron Loehrlein, Eric Meyers, Lisa Nathan, Heather O'Brien, Mary Sue Stephenson, Connie Wintels (minute taker)

**Regrets:** Luciana Duranti, Mary Grenier (Administrator), Melissa Nightingale (SSC), Judith Saltman, Caroline Haythornthwaite (on leave), Vicki Lemieux (on leave),

**Documents distributed:**

- Draft meeting minutes from January 29, 2016 (by email before the meeting)
- Director's Report (by email before the meeting)
- UCB Workplace Experiences Survey results

**Approval of Agenda**

- Added to faculty reports: Research Day (Richard Arias-Hernandez & Jennifer Douglas)
- Removed Administration and Student Service Coordinator report
- Added update on Admissions (Aaron Loehrlein)
- *Mary Sue Stephenson motioned to approve, Richard Arias-Hernandez seconded, all voted in favour*

**Approval of minutes**

- *Mary Sue Stephenson motioned to approve, Lisa Nathan seconded, all voted in favour*

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

- Reviewed and discussed Director's report

**2. Faculty reports**

- **Research Day** – Richard Arias-Hernandez & Jennifer Douglas
  - Keynote speaker, Peter Hirtle cannot travel due to illness
  - Asked faculty members for last-minute replacement
- **Wise courses** – Mary Sue Stephenson
  - 3 Wise courses are being offered to students in the summer and will end August 30<sup>th</sup> which will not allow for grades to be submitted in time for August graduation. An announcement will go out in today's Digest.
  - Aaron Loehrlein will be taking over the Wise file from Mary Sue Stephenson after her retirement.
- **Admissions Committee** – Aaron Loehrlein
  - All but 2 application for the MLIS have been reviewed
  - MAS number were increased because of quality of applicants, new classrooms are being sought to accommodate the additional students.
    - Richard Kopak – Update on PhD admissions
      - no archival applicants
      - All supervisors of incoming doctoral students advised

**3. Other business**

- No other business

***Motion to adjourn by Mary Sue Stephenson, seconded by Heather O'Brien motion carried***

**Adjourned 2:00 pm.**