

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

Documents distributed: (by email before the meeting)

- Final Draft Minutes Faculty Meeting – Oct. 28.docx
- AssesmentCommReport_FacMeeting_Nov25_2016.docx
- AccredWG-ReportNov25_2016.docx
- Talal Alhaji - CV & Research proposal
- Dr. Mezbah - CV & Research proposal
- TermsOfReference_FacilitiesCommittee_22-11-16.pdf
- MAS Programme Review_November Faculty Meeting Update.docx

Approval of Agenda

- *Richard Arias-Hernandez, motions to approve, Victoria Lemieux, seconds*

Approval of minutes

- *Heather O'Brien motions to approve, Jennifer Douglas seconds*

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

- Faculty Search – First meeting of Search Committee is scheduled for December 5th to review policy and protocol with members of committee.
- Integration Update – Working to integrate feedback, priority is consultation [with stakeholders], discussed current draft of organizational structure.
- Director's Lunch with students on November 2nd – great turnout, mostly discussed accreditation and integration of units, other questions were about courses, in particular library planning courses and how students could provide input to what students can choose as electives.
- The iSchool will be taking on BMS course in HCI and 2 sections of LIBR 555 will be offered next year.
- Discussed need for TAs and possibility of hiring lab assistant and that an analysis of the use of TAs across campus could be part of a new proposal for the need of more TAs.
- Heads and Directors met with Provost and discussed the Focus on Excellence Fund
- Research matters:
 - Proposal sent to NSERC for program "Designing for People Research Cluster" by Eric Meyers, Lisa Nathan, Rick Kopak and Luanne Freund
 - Faculty of Arts will have 2 Excellence chairs that includes one Humanities chair, proposal deadline is December 9th.
 - Muhammad Abdul-Mageed, Richard Arias-Hernandez, Rick Kopak, and Tony Edwards have each submitted a TLEF.
 - ❖ **ACTION:** Will send summary of proposals to faculty list
 - Muhammad Abdul-Mageed has been participating in Language Science initiatives meetings and can brief faculty members who are interested in the subject.
- University Librarian search – the position description has been made public.
- Visiting Scholar Jenny Preece's last day will be December 5th and Allison Powell from the London School of Economic will be starting her visit on January 17, 2017.

- Visiting scholars' applications:
 - Dr. Talal Alhaji
 - Vote – 0 in favour – 2 abstention
 - Dr. Muhammad Mezbah
 - Vote – 9 in favour – 1 opposed – 1 abstention
- ❖ **ACTION** – Luciana Duranti and the Research Leadership Committee will draft a document/policy of expectations of and criteria for approving Visiting Scholars..

2. Committee Reports

- Assessment Committee – Luanne Freund, acting Director and Richard Arias Hernandez
 - Met twice since last faculty meeting; established mandate; presented report; rewording of competencies will be proposed at next meeting.\
 - Discussion
- Accreditation Working Group (update) – Luanne Freund, acting Director
 - Official thanks to all faculty, students and staff who participated
 - ALA External review panel will draft a report that will be available for review before the ALA meeting on January 21, 2017.
 - The ALA's accreditation committee's decision will be made following the meeting.
- Research Leadership Committee – Jennifer Douglas and Muhammad Abdul-Mageed
 - Met and discussed details of Research Day
 - Doctoral students will contact LASSA to organize students
 - Proposed theme of "Social Media and Well Being"
 - Faculty agreed that theme should be broader; RL Committee will propose new theme title and distribute to faculty before sending out Call for Papers.
- Curriculum Committee – Heather O'Brien
 - Julie Walchli, Director, Arts Co-operative Education Program, will speak at the next committee meeting about e-portfolios on December 16 from 2-2:45 pm, all faculty members are welcome to attend.
 - Formal vote to change 5 topics courses to regular courses (ref. March 2016 CC report)
 - Vote – all in favour
 - Formal vote to delete the CAS Program
 - Vote – all in favour
- Admissions Committee – Aaron Loehrlein
 - No meeting this month
- Doctoral committee – Richard Kopak for Edie Rasmussen
 - An 8th new doctoral student will be joining us in January. This is the first time we have permitted a January start, due to exceptional circumstances (and also because the splitting of the first year doctoral courses makes it logically possible).
 - Applications for travel and Piternick awards have closed and the awardees will be announced on Monday.
 - The deadline for annual review dossiers is past, they have (mostly) been submitted and reviews will start next week. Reminded faculty supervisors to submit the form for their advisees if they have not already done so.
- Facilities Committee – Richard Kopak

- Presented terms of reference for vote
 - Vote – all in favour
- 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 and an official thank you to Dr. Evenden for making the process transparent.
- 4. Admin Report – Mary Grenier
 - Attended information session on given by UBC Research and Trust accounting; Tri-council auditors found inconsistencies throughout Canada.
 - They are requiring more accountability, more documentation and adherence to UBC policies when expenses on research grants.
 - To show consistency across grants 2 forms will replace internal travel expense forms (Research Travel Claim and Justification form) and links to these forms will be available on the iSchool website on Monday.
 - Main purpose is to link expenses to research
 - One example of justification is to interpret travel time at location outside of conference dates.
 - Tri-council auditor are due back next year
- 5. Student Services Reports – Melissa Nightingale
 - January 2017 Incoming Cohort- Advisee assignments coming end of next week or early the week after
 - September 2017 Admissions Update
 - Experiential Learning
 - Experiential Learning Day - Tentative date April 7th in the GSS building (Grad Studies)
 - Workshops and Information Sessions
- 6. Other business
 - MAS Program Review – Victoria Lemieux
 - Presented progress report asked that comments be sent by email to Victoria Lemieux.
 - BMS CBEL Evaluation by Richard Arias-Hernandez will be presented at a future meeting

Motion to adjourn by Eric Meyers, seconded by Luciana Duranti, motion carried

Adjourned 4:04 pm.