

Present: Richard Arias-Hernandez, Jennifer Douglas, Luciana Duranti, Luanne Freund (Chair), Mary Grenier (Administrator), Aaron Loehrlein, Eric Meyers, Lisa Nathan, Melissa Nightingale (SSC), Heather O'Brien, Judith Saltman, Connie Wintels (minute taker)

Regrets: Caroline Haythornthwaite (on leave), Rick Kopak (on leave), Vicki Lemieux (on leave), Mary Sue Stephenson

Documents distributed:

- Draft meeting minutes from October 30, 2015 (by email before the meeting)
- iSchool Mission, Goals & Objectives, version 3.0: for Review (hard copy at meeting)
- Assessment committee report (hard copy at meeting)
- Working Group on Accreditation report (hard copy at meeting)
- Curriculum Committee report (by email before the meeting)
- Full-time faculty course descriptions (by email before the meeting)
- Student Services Coordinator Report (hard copy at meeting)
- Applications of Visiting Scholar (by email before the meeting)

Approval of Agenda

- Added to Faculty reports – Research Day update and Technology Skills Committee report (RAH)
- *Luciana Duranti motioned to approve, Richard Arias-Hernandez seconded, all voted in favour*

Approval of minutes

- Corrected dates for ACA Symposium
- Added action for Curriculum Committee regarding CAS Program

1. Director's Update – Luanne Freund

- Attended ASIS&T Conference in St. Louis, MO
 - Note: IMLS Grant Envisioning our Information Future and how to Educate for it (Simmons, Illinois & Toronto collaborating)
 - Along with Heather O'Brien, met with about 15 prospective applicants for open faculty position
- Attended event at Library & Archives Canada in Ottawa where there was much discussion of collaboration and professional development that could be relevant, Jennifer Douglas spoke very eloquently.
- We are investigating the possibility of bringing in a CTLT staff member for a 25% faculty term position in the school.
- Faculty meeting scheduled December 18th, propose not to hold meeting on this date, alternative call for one at the beginning of the week or deal with issues that need to be voted on by email. *Eric Meyers motions to accept, seconded by Richard Arias-Hernandez, all in favour – motion carried.*
- iSchool @ BCCLA – 2016 panel will discuss Teaching Innovations, Aaron Loehrlein and Richard Kopak have already volunteered to participate, if any other faculty member is interested, they are asked to send Luanne Freund an email.
- Director's Tea was held this past week, was a positive atmosphere. Next term will look at having a lunch event and getting LASSA more involved.
- UBC in the news – due to recent allegations of sexual assault, discussed posting www.ubc.ca/staysafe/ website on SLAIS website, in orientation material and on syllabi.
- Mission, Goals and Objectives

- ❖ ACTION: Luanne Freund will email a copy of updated objectives to faculty for feedback.

- Faculty Search Committees – nothing to report this time

2. Faculty reports

- **Assessment Committee** – Luanne Freund
 - Presented report
- ❖ ACTION: Assessment Committee will contact instructors to add competencies to assignments
- **Accreditation Working Group** – Luanne Freund
 - Presented and discussed report
- **Research Leadership Committee** – Richard Arias-Hernandez
 - Research Day
 - Faculty are asked to identify good works being presented in class as potential candidates for Research Day presentation
 - Call for proposals will go out in December (teaser) and then at the end of January.
 - Noted that proposals from outside of the school will not be accepted unless they are collaborative with the school as the day is to highlight the school's students activities
 - Committee is not actively searching for colloquia speakers for term 2 as there is a potential for up to 6 presentations by faculty search candidates.
- **Curriculum Committee** – Heather O'Brien
 - Presented report and discussed course description updates.
- **Admissions Committee** – Aaron Loehrlein
 - Working on terms of reference
 - Met with Mary Grenier, Luanne Freund and Melissa Nightingale to discuss recruitment and marketing strategies
 - Discussed MACL and PhD admissions relationship to Committee
 - Discussed student involvement in admissions
- **Doctoral Studies Committee** – Luanne Freund for Edith Rasmussen
 - Annual reviews have all been collected and are being reviewed
 - The Piternick award call is out
- **Technology Skills Committee**
 - Three of the four scheduled workshops have taken place
 - Will look at ways to increase attendance and target students who can benefit
 - Will be held earlier in the January term
 - Use self-assessment tool
 - Document facilitators' feedback
 - Extend to MAS core – will meet with adjunct professor Maria Robinson

3. Administration Report – Mary Grenier

- Statistics for ALA and ALISE reports now both go to ALISE and are due December 1.
- Organizing October 2016 visit from ALA Accreditation panel
- Working on 2016-2017 budget
- New financial hub for the Faculty of Arts will begin operating in January 2016
- We have received permission for 9:00 AM class start on Mondays, Wednesdays and Fridays.

- New furniture has been installed in office 482, for visiting scholars (3 seats)
- Met with building facilities for collaborative workspace to be installed in Kitimat lab, work will start in April 2016
- CIC portal was offline for a few weeks so no applications for visiting scholars or students could be made
 - Reiterated that visiting scholars and visiting research students are not permitted to sit in on classes
 - Copies of letters and/or email exchanges should be forwarded to Mary Grenier

4. Student Services Coordinator report – Melissa Nightingale

- Incoming January 2016 – Orientation
- Admissions – September 2016 - 268 Applications in progress, 196 submitted
- Online Information Sessions Will be looking to come up with a date in next two weeks for a MAS, MLIS, and MASLIS session
- GRASP Online Application System will be scheduling a meeting for late January to go over new evaluator instructions
- Attended 2 Recruitment Events, ASIS&T Conference and University of Victoria
- Alumni Survey – Assessment Data to be posted on website by mid-December

5. Other business

- Alumni Association
 - Was advised by Jennifer Borland that there is no replacement executive and association will be on hiatus.
 - Will meet with Christine Lee Associate Director, Alumni Engagement to discuss possibilities before meeting with outgoing alumni association.
- Visiting Scholars
 - The TD Visiting Professorship in Children’s Literature and Writing for Children has been decided and working on setting the terms of appointment; announcement will follow
 - Dodson Visiting Professor: will not be advertised this year due to the TD Visiting Scholar
 - Reviewed applications submitted before meeting
 - [REDACTED] application was incomplete
 - ❖ Luanne Freund will contact him and his application can be considered at the March 2016 faculty meeting
 - [REDACTED] – Voted 5 for, 3 abstentions
 - [REDACTED] – Voted 5 for, 3 abstentions
 - [REDACTED] – Voted all in favour
- Visiting students
 - Will discuss issue at next meeting

Motion to adjourn by Eric Meyers, seconded by Heather O’Brien, motion carried

Adjourned 3:12 pm.