FACULTY OF ARTS
Minutes of Meeting
January 22, 2019
Robert Vogel Council Room

Attendance: As per Faculty Attendance List.


Order
Dean Maioni welcomed members to the meeting. The meeting was called to order at 3:06 p.m.

Agenda
301.1 Professor J. Johnson (Political Science) moved approval of the agenda, seconded by Professor M. Fronda (History and Classical Studies). Carried.

Announcements
302.1 Dean Maioni announced that the Dean’s Office has realigned some of the duties of the associate deans as well as creating one new associate dean position. This reorganization was necessary because Arts is a very large faculty with seventeen departments, five institutes, four schools, over three hundred full-time equivalents in its tenure-track and nine thousand students. The Dean noted the following:

- Professor Tabitha Sparks (English) was the new Associate Dean (Research and Graduate Studies). Professor Sparks began in her new portfolio as of January 2019. This office has been expanded and clarified in terms of its duties and, as such, the Associate Dean will oversee and manage all research, prizes and awards, and graduate, and post-doctoral studies matters in the Faculty.

- All of the four associate deanships’s duties and responsibilities have been restated (an outline is appended to these minutes as Appendix A). The outline will be circulated to all Chairs and Directors as well as to all the lead administrators so that it will be clear to all which associate dean to contact for specific matters. In summary:
  - Professor J. Engle-Warnick becomes Associate Dean for Faculty Affairs which is a new position. This portfolio oversees and manages all academic personnel matters in the Faculty, e.g. reappointment and promotion, leading the Review Board, sabbaticals, leaves of absence, mentoring, Faculty recognition, academic performance evaluation, contract academic staff, and in collaboration with the Dean – tenure-track and tenured faculty recruitment, retention, retirement and the compact process.
  - Professor G. Lane-Mercier remains in the position of Associate Dean for Academic Administration and Oversight until she begins her sabbatical
this summer. This portfolio includes the oversight and management of all teaching programs and space planning in the Faculty.

- Professor M. Hickman continues as Acting Associate Dean for Student Affairs until Professor Lucy Lach has returned from sabbatical this fall. This portfolio oversees and manages all undergraduate student matters in the Faculty.

- Congratulations to Professor Cindy Blackstock (School of Social Work) for being honored as one of Chatelaine magazine’s Women of the Year for 2018. Professor Blackstock is one of the “newsmakers, trend-setters, policy-makers and all-around awesome women who helped put Canada on the world stage.” This is, of course, because of her work and her mission to ensure that the federal government compensates First Nations children who faced discrimination under the on-reserve child welfare system. Professor Blackstock is a member of the Gitksan First Nation as well as a full professor in the School of Social Work.

302.2 This concluded the Announcements.

Minutes of Faculty of November 20, 2018

303.1 Professor K.L. Dalkir (School of Information Studies) moved approval of the minutes, seconded by Professor S. Laszlo (Economics/ISID). Carried.

Business Arising from the Minutes

304.1 There was no business arising.

Members’ Question Period

305.1 No questions were submitted.

Report on the Actions of Senate -

306.1 Dean Maioni asked if there were any questions for Senators. No questions were raised.

Detailed minutes of Senate meetings can be found at: https://mcgill.ca/senate/senate-2018-2019/senate-meeting-documents-2018-2019

Report of the Dean

307.1 Dean Maioni reported on the following:

- A reorganization of the administrative staff within the Office of the Dean will be undertaken as there was now a new Director of Administration. Mr. Richard Courtois has been hired to replace Ms. Helen Wilicka who retired last fall. He comes to the Faculty from the Office of Student Life and Learning. Mr. Courtois will also be instituting some changes of the internal workings of the Faculty and, as such, has already reached out to the Coordinating Chairs and to the administrative leaders.
• Budget meetings have now been scheduled with every unit to allocate budgets for the next fiscal year.
• The final version of the compact agreement between Arts and the Provost was expected to be returned to the Faculty next week.
• January will be very busy with recruitment of academic staff. There are seventeen job searches with some completed and some still underway. The Dean commended all the search committees and their Chairs for bringing such interesting and promising scholars to campus. It was also time for recruitment of students with Graduate Directors reviewing files and putting together offers to graduate students. There will be a new funding agreement in place this fall which changes the way in which Arts funds its undergraduate students.
• There were three new hires who began on January 1st: Professor Jennifer Welsh who is our Canada 150 Chair and who is cross-appointed in Political Science and the School of Public Policy; Professor Taylor Owen who is the new Beaverbrook Chair in Media, Ethics and Communications in the School of Public Policy; and, Professor Daniel Béland who is a full professor in Political Science and who is the new Director of the McGill Institute for the Study of Canada. Faculty applauded.

307.2 This concluded the Dean’s report.

Report of the Associate Deans

Academic Administration and Oversight

308.1 Associate Dean Lane-Mercier reported on the following items which have also been reported at a recent Chairs and Directors meeting:

Strategic Planning Committee

• The Strategic Planning Committee (SPC) reports to the Planning and Priorities Committee. The SPC worked very hard the entire fall term on the Faculty’s case for support. The Faculty was now waiting to see the rewritten version of what Arts submitted to University Advancement. The only news to date was that the document has not changed very much from the original submission. This was a good sign that what was submitted was already acceptable.

The case for support provides a very stimulating snap shot of where the units feel they would like to be going over the next five to ten years insofar as research projects and initiatives are concerned.

The committee will now focus on two matters: 1) administrative support and post-administrative reorganization issues, based on survey results that were compiled for which some of the results have not yet been taken into consideration; and 2) the draft Space Policy that was developed four years ago, which was just prior to the administrative reorganization. It had become clear that the current Space Policy which was adopted by Faculty in 2005 was no longer adequately reflecting space needs, space priorities, etc. The draft version quickly became outdated with the implementation of the administrative reorganization and was then abandoned for the time being. SPC and the new Director of Administration will now resume working on this policy. A report on both these matters will be presented at the Dean’s retreat in May.
Associate Dean Lach will continue with Student Affairs dimension of the SPC mandate when she returns from sabbatical leave.

**Space**
- A detailed space report will be given at the next Faculty meeting. As the Dean noted earlier, there will potentially be seventeen new hires arriving this fall and, as a result, the ongoing lack of space in the Faculty will only worsen. There are approximately 446 offices that were currently being occupied by Arts instructors. There was no longer any swing space available and the message now was to ask Chairs and Directors to try to find very creative solutions when assigning space.

**Indigenous Studies**
- Indigenous Studies was included in the case for support because of the Faculty’s commitment to continue building Indigenous Studies programs. As such, over the next few months work will begin on developing a Major Concentration in Indigenous Studies and an Honours in Indigenous Studies program. These new programs will require Ministry approval which could take as long as two-five years. The Associate Dean was currently in discussion with First Peoples’ House, Enrolment Services, and other faculties to move forward with these new programs. Updates will be provided in the near future.

**Research and Graduate Studies**

308.2 Associate Dean Engle-Warnick reported on the following:

**Research**
- There has been a significant change to the nomination process for nominating colleagues to internal and external research chairs, this refers to the CRC program (Tier 1 and Tier 2 CRC chairs), the William Dawson Scholars, and James McGill Professorships. In order to provide equity and ensure that everyone has the opportunity to be nominated for a chair, everyone must now self-nominate. In the past colleagues were nominated by a department chair and then the Dean. Going forward when a Call for Nomination has been received, the call will be forwarded individually to every faculty member for self-nomination. Once the self-nominations have been received there will be an internal faculty committee composed of two Tier 1 chair holders or James McGill Professorships and the Associate Dean (Research) that will decide on which nominations will go forward to an internal competition within the University and then on to Ottawa.

A recent call was received for eight total chairs which was at the Faculty internal stage. Nominations have been submitted from the following departments: For CRC and James McGill Professorship - Philosophy, Political Science, Anthropology, and Political Science/MISC; For Tier 2 and William Dawson Scholars – Philosophy, Sociology, English, and History.

- A Colloquium has been scheduled for February 28th for faculty members doing Indigenous research to discuss their work with each other. This will be the second such colloquium held. The Associate Dean (Research) was holding this workshops periodically to facilitate Indigenous studies research within the Faculty.
Graduate Studies

- Graduate funding allocations from the University has been released to all departments. The amount was about the same as last year and is very valuable money. This year it is approximately $2.6 million. This was extremely stable funding for approximately one thousand graduate students. The money is stable because it is not attached to anything and the funding formula remains the same every year.
- There will be a new Ph.D. recruitment prize targeting applicants for fall 2019 with ten $10,000 grants offered to top candidates that can be given in addition to the standard funding packages. Information about this will be sent to the Graduate Program Directors.
- Two Mellon PostDoctoral Fellowships have been awarded, one in History and one in Art History and Communication Studies. These are for two years for humanities only and which are funded by the Mellon Foundation. The program has now ended and there may not be any news on it being renewed for quite some time.

Student Affairs

308.3 Acting Associate Dean Hickman reported the following which was also reported at a recent Chairs and Directors meetings:

- The portfolio of the Associate Dean (Student Affairs) entails oversight of the academic advising office for Arts OASIS whose mandate includes providing advice and support to students regarding their academic path, in other words, working with students on the big picture of degree planning, strategies for managing academic responsibilities at McGill, and thinking about how students can avail themselves of resources at the university to equip themselves for the days after the B.A.

This year’s work, as Associate Dean, has also included working with the new Manager in OASIS on reorganizing and strengthening the team with the goal of making the team function more effectively. There has been thinking about redesign for better workflow, matching of adviser’s skillsets to portfolios and resources for professional development for advisers.

Much thought has also gone into building in the new work on health and wellness at McGill.

Work has begun on clarifying procedures on study away applications and also working on enhancing communication strategies more generally. Work has begun on strengthening ties with Enrolment Services and Service Point.

- Some good news from OASIS to announce was a grant that was just received in the amount of ten thousand dollars to be used in honour of Margaux Koeune for the OASIS program. Arts was very grateful for this kind donation.
- A pilot program has been created in partnership with Professor Martin Grant (Physics, and Steward of the Institute of Islamic Studies) designed to create awareness of Arts OASIS and what it offers to students in Arts.
- The Associate Dean’s portfolio also requires working on the question of curriculum development with the Associate Dean (Academic and Administrative Oversight).
Another aspect was serving as the Disciplinary Officer for Arts. This year it has involved rethinking the procedures partly in response to revisions to the Student Code of Conduct and Disciplinary Procedures.

Also serving as a representative on other university committees, such as the Committee on Student Affairs and the Enrolment and Student Affairs Advisory Committee.

The Associate Dean’s Office has partnered with Teaching and Learning Services (TLS) on an upcoming workshop which will be held mid-February and which will be centered on a pedagogical resources project. The project was called “Building Connections in the Classroom”. It was basically a tool kit for Arts instructors which was available on the TLS website. The principle target audience will be new hires, especially for new tenure-track hires from the last two years, and those who are interested in participating in developing the project further.

Another new pilot project in the works was being designed to enhance existing support for U0 students in Arts. This was in response to a need from U0 students transiting into university work and life. In consultation with Campus Life and Engagement and McGill Tutorial Services, it was agreed that OASIS would provide funds to offer free hours at McGill Tutorial Service in addition to the one free hour already available to U0 students who register at this service.

Ms. Bianca Brunetti has joined the team in OASIS as the new Local Wellness Advisor for the Faculty of Arts. In this role, Brunetti will act as a liaison for students, referring them to services at the Rossy Student Wellness Hub and to other student services; she will be identifying health promotion and other training needs for the Faculty of Arts; she will provide initial screening and assessment for students who present with concerns about well-being and health; and she will be ready to provide workshops and support groups, primarily for students, but also for staff and faculty.

After a student-led initiative a motion was approved at the September 2018 Faculty meeting establishing a new waitlists policy. This means that beginning fall 2019 all courses in Arts compatible with a waitlist must use a waitlist by default and instructors must choose, by a certain deadline, to opt out should they prefer. They can opt out through their local administrative manager. Discussions with Ms. Anna Walsh (Associate Registrar, Enrolment Services) and Ms. Fiona Lees (Manager, Enrolment Services) were underway to modify and improve the way in which waitlists work.

308.4 Dean Maioni thanked the Associate Deans for the reports.

Report of the Curriculum Committee  

A-18-10

309.1 Associate Dean Lane-Mercier moved approval of the Report of the Curriculum Committee ‘en bloc’, seconded by Professor P. Brissette (Langue et littérature françaises).

The report contained the following proposals:

**LANGUE ET LITTÉRATURE FRANÇAISES**

Program retirements:

B.A. Spécialisation Langue et littérature françaises : Traduction CC-18-47

B.A. Double Spécialisation Langue et littérature françaises : Traduction CC-18-48
Program revisions:
B.A. Spécialisation enrichie Langue et littérature françaises : Études et pratiques littéraires CC-18-49
B.A. Concentration majeure Langue et littérature françaises : Études et pratiques littéraires CC-18-50
B.A. Double Spécialisation Langue et littérature françaises : Études et pratiques littéraires CC-18-51
B.A. Concentration mineure Langue et littérature françaises : Études et pratiques littéraires CC-18-52
B.A. Concentration majeure Langue et littérature françaises : Traduction CC-18-53
B.A. Concentration mineure Langue et littérature françaises : Traduction CC-18-54
B.A. Concentration mineure Langue et littérature françaises : Langue française CC-18-55

New courses:
FREN 320 CC-18-56 / [PRN 13930]
FREN 356 CC-18-57 / [PRN 13928]
FREN 375 CC-18-58 / [PRN 13929]
FREN 420 CC-18-59 / [PRN 13931]
FREN 422 CC-18-60 / [PRN 13932]
FREN 460 CC-18-61 / [PRN 13933]


GEOGRAPHY
Program name change and program revisions:
B.A. Honours in Urban Studies CC-18-72
B.A. Major Concentration in Urban Studies CC-18-73
B.A.&Sc Major Concentration in Urban Studies CC-18-73A
B.A. Minor Concentration in Urban Studies CC-18-74

SCHULICH SCHOOL OF MUSIC
Program revisions:
B.A. Minor Concentration in Music CC-18-75
B.A. Major Concentration in Music CC-18-76

McGILL SCHOOL OF ENVIRONMENT
Program revisions:
B.A. Minor Concentration in Environment CC-18-79
Diploma in Environment CC-18-80
ECONOMICS
Program revisions: Ph.D. in Economics
New courses:
ECON 711
ECON 712
ECON 713

309.2 The motion carried.

Report of the Activities of the Arts Undergraduate Society
310.1 Ms. M. Wilson (Student Member), on behalf of Ms. Kemeni (Student Member), reported on the various activities. The report was posted on the Faculty web page.

310.2 Dean Maioni thanked Ms. Wilson for the report.

Report of the Graduate Students
311.1 Ms. K. Kouchakji (Graduate Student Member) reported on the various activities. The report was posted on the Faculty web page.

311.2 Dean Maioni thanked Ms. Kouchakji for the report.

Other Business
312.1 There was no other business. Dean Maioni pointed out that the Provost will be speaking at the March 12th meeting.

Adjournment
313.1 The meeting adjourned at 4:02 p.m.
APPENDIX A

The Office of the **Associate Dean for Faculty Affairs** oversees and manages all academic personnel matters in the Faculty.

This includes activities such as:

- Reappointment and promotion, leading the Faculty Review Board
- Sabbaticals and leaves of absence
- Junior faculty mentoring
- Faculty recognition (in collaboration with the Associate Dean Research)
- Academic performance evaluation and management
- Contract Academic Staff, including visiting appointments
- In collaboration with the Dean,
  - Tenure-track and tenured faculty recruitment, retention, retirement
  - Yearly compact process for the allocation of academic hiring licenses

The Office of the **Associate Dean for Research and Graduate Studies** oversees and manager all research, prize and award, and graduate, and post-doctoral studies matters in the Faculty.

Includes activities such as:

- Oversight and coordination of research activity in the Faculty, including the management of grant application processes in the Faculty, of CRC and named chair application and renewals, as well as management of CFI applications
  - Review and signing of OSR checklists for Faculty commitments and unit chairs
  - Data analysis of Faculty grant performance
  - Faculty strategy, process and nominations for prizes and awards
  - Oversight of McGill Research Centres
  - Representing Faculty of Arts on University committees for research
- Oversight and coordination of graduate fellowship funding, management of postdoctoral competitions and graduate student travel awards;
  - Faculty resource allocation for graduate and post-doctoral studies resources
  - Allocation of teaching support budgets (course lecturer exclusions and teaching assistantships)
  - Data tracking of Faculty graduate studies funding
  - Representing Faculty of Arts on GPS committees for graduate studies
The Office of the **Associate Dean for Academic Administration and Oversight** oversees and manages teaching programs and space planning in the Faculty.

This includes activities such as:

- Management of the allocation of physical space for the Faculty, working closely with Campus Space and Planning, Teaching and Learning Services and Facilities Management
- Curriculum development, management and approvals; Chair of Curriculum Screening Committee and Curriculum Committee
- Developing inter-Faculty partnerships and programs
- Strategic Planning; co-chair of Strategic Planning Committee with Associate Dean (Student Affairs)
- Works closely with the Director of Administration on streamlining administrative structures within and across departments and other units
- Ensuring Faculty participation in the management of the Humanities and Social Sciences library collections
- Management and development of summer school offerings for the Faculty

The Office of the **Associate Dean for Student Affairs** oversees and manages all undergraduate student matters in the Faculty.

This includes activities such as:

- Oversight of Arts OASIS, whose mandate includes providing advice and support to students regarding their academic path
- Disciplinary officer for the Faculty of Arts
- Strategic Planning; co-chair of Strategic Planning Committee with Associate Dean (Academic Administration and Oversight)
- Representing Faculty of Arts on University committees pertaining to undergraduate student affairs