FACULTY OF ARTS
Minutes of Meeting
September 25, 2018
Robert Vogel Council Room

Attendance: As per Faculty Appendix Book.

Documents: A-16-18    A-17-1 to    A-17-3

Order
Associate Dean Lane-Mercier welcomed members to the first meeting of the year and conveyed the regrets of Dean Maioni. The meeting was called to order at 3:03 p.m.

The Associate Dean asked members to give speaking rights to Mr. Andrew Stoten (Manager, Student Affairs, Arts Administrative Service Centre 1) and Ms. Della Maharajh (Administrative Student Affairs Coordinator, Arts Administrative Service Centre 1) should they need to respond to questions concerning Item 5 (Motion – Waitlists) on the agenda. The assembly agreed.

Agenda
101.1 Professor J. Johnson (Political Science) moved approval of the agenda, seconded by Ms. Wilson (Student Member). Carried.

Announcements
102.1 Associate Dean Lane-Mercier welcomed the new academic staff members that have recently joined the Faculty. Faculty applauded.

102.2 The Associate Dean welcomed and introduced Professor Miranda Hickman (English) who will be acting as Associate Dean (Student Affairs) while Professor Lucy Lach was on sabbatic leave this year.

Associate Dean Lane-Mercier also welcomed Professor Martin Grant (Physics) and said that he has been named as Steward of the Institute of Islamic Studies. Professor Grant explained that he would be Steward for 2018-2019 and that his responsibility was to look after the administrative duties and academic matters of the Institute. He concluded by noting that he has struck an Advisory Committee to aid him in this task.

102.3 This concluded the Announcements.
Seating of Student Members

A-17-1

103.1 Associate Dean Lane-Mercier welcomed the students to the meeting and thanked them for the time and effort they will be devoting to the Faculty. The list of student representatives was accepted.

Award Presentations

The Rita and Charles Bronfman Award for Excellence in Teaching

A-18-2

104.1 Professor C. Scholtz (Program Director, McGill Institute for the Study of Canada) announced that the winner of the Rita and Charles Bronfman Award for Excellence in Teaching for 2017-2018 was Professor Shelley Butler, Professor, McGill Institute for the Study of Canada.

104.2 Professor Scholtz read a citation. Professor Scholtz concluded by saying that Professor Butler embodies the excellence to which the title of this award refers and that the Institute was very happy to make her the recipient of this award for 2017-2018.

Faculty applauded.

Motion – Waitlists

105.1 Associate Dean Lane-Mercier asked Ms. Wilson to read her motion.

105.2 Ms. Wilson (Student Member) moved the following (with changes in bold), seconded by Ms. Kemeni (Student Member):

Whereas, most courses in the Faculty of Arts have the capacity to utilize a waitlist;

Whereas, when a course does not have a waitlist, students are forced to be highly active on Minerva or to turn to costly third-party registration resources such as "Get a Seat" - options that are not accessible to students without constant access to a computer or those experiencing financial difficulties;

Whereas, waitlists increase the accessibility of the registration process by removing the aforementioned barriers;

Whereas, being on a waitlist does not guarantee for the student a spot in the desired course, but does reduce the ambiguity around their ability to attain a spot in that course;

Whereas, waitlist rules may be customized to ensure that upper-year students who require a specific course to graduate will be able to register in it;

Whereas, there exists the possibility that registration for certain courses in the Faculty of Arts would not benefit from, do not require, or may be hindered by the addition of a waitlist;
Whereas, the Arts Undergraduate Society undertook considerable consultation on this matter with students, Faculty members and administrative staff throughout the 2017-2018 academic year;

Whereas, during these consultations, students responded overwhelmingly in favour of an initiative to universalize the usage of waitlists in the Faculty of Arts;

Whereas, the Committee on Student Affairs in the Faculty of Arts voted in favour of a verbal form of this resolution on April 4, 2018;

Be it resolved that a waitlist section be opened for all courses in the Faculty of Arts with which one would be compatible.

Be it further resolved that at any moment, an individual with the administrative authority to do so may remove the waitlist section on any course in the Faculty of Arts at the request of said course instructor.

105.3 Acting Associate Dean Hickman noted that the motion was the outcome of a lot of work done over the last year and that Ms. Wilson has consulted extensively with many people across the university and stakeholders. Ms. Wilson discovered strong student support for this proposal. The Acting Associate Dean commended the effort that has gone into this proposal.

105.4 Ms. Wilson added that the two administrative staff members present would be able to respond to questions regarding the administrative responsibilities that would be increased with the passing of the motion. She also noted that if the motion passes there were further steps that would need to be dealt with, for example, reaching out to all relevant administrators about this new policy and also to communicate different aspects of the waitlists to students. The goal was to try to eliminate the enormous numbers of emails that administrators deal with concerning waitlists.

105.5 A very useful discussion took place. Acting Associate Dean Hickman pointed out that a recent conversation with Ms. Fiona Lees (Enrolment Services) has taken in place about enhancement of communication strategy to help students use the waitlists more effectively and also about the level issue and it was learned that waitlists could be put together with reserved seating rules that allocated certain numbers of spaces for certain levels of students, for example, U3, U2, U1 as well for students who need to graduate.

105.6 Associate Dean Lane-Mercier asked if members were ready to approve the motion with the minor changes noted. The motion carried, as amended.

Minutes of Faculty of April 10, 2018

106.1 Associate Dean Lane-Mercier moved approval of the minutes, seconded by Ms. Wilson (Student Member). Carried.
Business Arising from the Minutes
107.1 There was no business arising.

Members’ Question Period
108.1 No questions were submitted.

Report on the Actions of Senate -
109.1 Associate Dean Lane-Mercier asked if there were any questions for Senators who might be present. No questions were raised.


Report of the Dean
110.1 Associate Dean Lane-Mercier presented the following report on behalf of the Dean:

- This will be a busy hiring season with seventeen licenses to fill.
- While Professor L. Lach (Associate Dean, Student Affairs) is on leave this year, Associate Dean Lane-Mercier reported that she will be taking over as Chair of the Strategic Planning Committee (SPC). This was a committee that was created last year and which reports to the Planning and Priorities Committee. The work of the SPC was to reflect on the faculty’s mission and strategic vision of the next five to ten years. Associate Dean Lach submitted a report of the committee’s work during the first year at a retreat held by the Dean last May.

The only task for SPC this year will be to develop the faculty’s case for support in the context of the fundraising campaign that will be officially launched by the University next September. Faculties have been asked to develop a case for support and, as Chair of SPC, the Associate Dean reported that she will ensure that a first draft of the faculty’s case for support will be submitted to the Provost Office as well as to University Advancement by January 31, 2019. The final draft will be submitted to University Advancement for inclusion in the campaign materials by April 1st.

Ten possible priorities were developed by the Dean and Associate Dean Lach. These ten priorities have been combined into five over-arching themes which are presented below with working titles:

1) Novel solutions to global challenges - with initiatives pertaining to disruptive technologies and their impact, to big data methods, to humanities and social science research on artificial intelligence.

2) Attracting and nurturing brilliance in all its diversity – this theme is student-centered with areas such as student advising, post-doc
fellowships, experiential learning opportunities, supporting the Arts Internship Office fundraising campaign etc.

3) Indigenous success with a clear focus on the Humanities – this was not to the exclusion of social sciences but rather to ensure that the humanities was very present within the case for support. This is a priority where humanities can play a very important role in so far as languages and literatures are concerned. Some examples are: an endowed research chair in Indigenous Studies; entrance scholarships and graduate support for students enrolling in Indigenous Studies program; support for an elder-in-residence program, etc.

4) Humanities for the 21st Century – this will be of particular interest to departments and units because the point was to find specific projects proposed by units that would ideally be interdepartmental in scope. Chairs recently received an invitation to submit proposals which will be vetted by SPC.

5) Infrastructure – there may be some projects that would interest donors.

The Associate Dean noted that the five priorities can interact with one another and that the idea was to think big and to think outside of the box. The Associate Dean said that she will provide updates as the work of the committee unfolds.

- The Dean confirmed that Ms. Helen Wilicka has retired. The position of Director of Administration has been posted.
- Bi-Centennial Celebrations – this was in parallel with the fundraising campaign which are moving forward simultaneously but don’t necessarily overlap completely. Departments will receive a communication from Professor Brian Lewis (History and Classical Studies) who is the Chair of the Arts Bi-Centennial Committee regarding the celebrations in honour of McGill’s 200th birthday that will take place between September 2020 and December 2021. Professor Lewis was asking units to submit one or more major events from units that could be chosen as part of the celebrations with the idea to commemorate McGill’s achievements and milestones and to launch McGill into the 21st Century. A selection process will take place for the submissions. The Dean has committed $50,000 to help fund some of the initiatives.
- The Provost has announced five new Provostial licenses for the upcoming hiring cycle in the area of artificial intelligence. The Faculty has already submitted a list of six potential proposals.

Also announced by the Provost, five additional Provostial licenses in the area of Indigenous Studies. The Faculty was in the process of moving forward with its submission.
- The new Guidelines on Intimate Relations between Teaching Staff and Students was released last spring. The Dean would like to ensure that the teaching staff was made aware of this document and that a special investigator has been charged with investigating all reports of alleged sexual misconduct on campus as well as reviewing the policy against sexual misconduct to ensure adherence to Bill 151.
• The Dean has agreed to an increase in compensation for chairs and directors effective May 1, 2019. The details will be announced shortly.

110.2 This concluded the Dean’s report.

Report of the Associate Deans

Academic Administration and Oversight

111.1 Associate Dean Lane-Mercier reported on the following:

AIO
- 2017-18 was a successful year for the Arts Internship Office with the following:
  - 41 Arts Research Internship Awards (ARIA) were awarded from seventeen departments and programs with a total of $4000 per award.
  - 104 students were awarded a Faculty of Arts Internship Award last spring for a total of $338,000.

Space
- There are two row houses on Peel Street that house Arts colleagues and the Faculty has been informed by the University that these buildings will be sold. They are:
  - 3465 Peel Street – this building has been vacated and will be put on the market to be sold very soon and 3475 Peel Street – this building is almost empty with the exception of the Screening Room which the University has promised to leave untouched until an equivalent screening room space can be found.
  - 3463 Peel Street – MISC has been relocated to the first floor of the Ferrier Building. Colleagues not affiliated with MISC, for example the Indigenous Studies Program, will remain in the row house until appropriate space can found elsewhere.
  - OASIS – there are plans to move the Faculty advising unit out of Dawson Hall because it is not very student friendly for advising purposes etc. OASIS may be moved to the ground floor of Peterson Hall after renovations have been completed.
  - Wilson Hall – The Ministry of Culture in Quebec City has refused McGill’s request to demolish this building and rebuild it on the grounds that it is a heritage building. It can only be gutted and renovated on the inside. The funding is still available and the architects were now working on plans to renovate the building. The goal was to modernize the building and make it a much more hospitable place.
  - Royal Victoria Hospital site – The government has approved McGill’s proposal to purchase the site, with aid from both levels of governments. The project was now in the design phase. This will be where the Public Policy cluster from Arts will eventually be housed.

Research and Graduate Studies

111.2 Associate Dean Engle-Warnick reported on the following:

• There was a new policy for posting for tenure-track positions for CRC Chairs. When posting for a tenure-track position it is done in a manner consistent with the ability to nominate the person for a CRC later. This is the procedure because it is the only way now that the Faculty can receive new chairs. When a new policy is instituted which causes difficulty because of the timing of the policy, the Faculty must follow it and follow it exactly. The Associate Dean said he was happy to complain when needed adding that sometimes this works and it actually helps.
The Associate Dean said this has come right in the middle of hiring season which is
difficult but all the chairs and directors have the instructions. The change to the
policy was to have more tightly controlled equity in the hiring process.

- Mellon Postdoc Program – the program has been extremely successfully with almost
everyone who comes to Mcgill for a Mellon Postdoc ends up getting a very difficult
to obtain academic job. The fund has an end date but since the program has been so
successful it is quite possible that the fund will be extended for one more year.
However, there was no information on when this decision will be taken.

**Student Affairs**

111.3 Acting Associate Dean Hickman offered good wishes for Indigenous Awareness Week and
reported on the following:

- For information – the Acting Associate Dean’s duties includes Arts OASIS and also
includes disciplinary cases for students within Arts. This means that she will be the
designated Disciplinary Officer for Arts for this year working closely with Dean Chris
Buddle’s office. The Associate Dean’s office is also a resource for queries that one
might have about the Student Assessment Policy.

- OASIS focuses on academic advising but it is also there to help students think about
the larger multidimensional picture of their experience at McGill and to use this
thinking toward imagining and planning the future.

- OASIS refers students to many other support resources available on campus, such as
the Office for Students with Disabilities, Counselling Services, and the office devoted
to sexual violence issues called the Office for Sexual Violence Response, Support,
and Education.

The Associate Dean’s office can also serve as a liaison between teaching staff and
Teaching and Learning Services (TLS). A new initiative by TLS was the Arts tool kit
project which was now available through a link on the TLS web site, under
“projects”. The tool kit offers suggestions for strategies in the classroom keyed
especially to building connections in the classroom and fostering engagement and
collaborative work.

- As mentioned earlier, OASIS will be moving over the next two years due to the need
for additional space. In the meantime, however, a reorganization was taking place
with the addition of a new manager in place, Ms. Mylissa Falkner who has already
been accomplishing superb work of renewal. Another change that has taken place
was a redesign of the OASIS team.

- Some priorities for OASIS for 2018-19 will be: trying to enhance support and
infrastructure for study away; the process of requesting course equivalency
judgments has been streamlined so that students moving through this process will
find it easier; and there will be a suite of information sessions for students
interested in study away beginning in November.

- The website was being updated.

- One area that OASIS was now focusing more on was career advising. The point
person involved in this is Ms. Brandy Jugandi (Career Advisor, OASIS). The goal was
to help students think about what next after the B.A.
• The wellness initiative, overseen by Student Services which is focused on well-being, was to “ensure adequate response to the wellness and mental health needs of the University community” (language from the Provost memo to Senate). As such, there will be a wellness advisor based in OASIS who will serve in a social work capacity and referring students to appropriate services. The emphasis will be on prevention and early intervention in cases where people need support.

• OASIS will be trying to raise the profile of academic advising with some team members being stationed around Arts locations during the lunch hour period to field queries about academic advising.

111.4 In response to a concern about the increase in mobility of study away and the amount of administrative work that might be downloaded to departments and whether or not departments would receive some additional resources, Acting Associate Dean Hickman said that she was keenly aware that making the commitment to increasing mobility of study away also requires infrastructure with which to accomplish this goal. She was also keenly aware that this would be placing a great deal of responsibility on units and that this was an issue that needs to be addressed.

111.5 Associate Dean Lane-Mercier thanked the Associate Deans Engle-Warnick and Hickman for the reports.

Report of the Nominating Committee  
A-18-3
112.1 Associate Dean Lane-Mercier moved approval of the Report of the Nominating Committee “en bloc” as outlined in document A-18-3, seconded by Ms. Kemeni (Student Member). Carried.

Report of the Curriculum Committee  
A-18-4
INTERDISCIPLINARY PROGRAMS
Proposed new program: Minor Concentration in Global Experiential Learning (CC-17-73)  
Note: Proposed new course: GCIT 200 (CC-17-74) was approved by the Curriculum Committee on May 7, 2018.

113.1 Associate Dean Lane-Mercier welcomed Dr. Oxhorn and asked him to speak to the proposal for the new minor concentration and new course.

113.2 Dr. Oxhorn began by informing members that this was an initiative of the Provost’ strategic plan which aims to double the number of students in international experiences. While working on the initiative a problem arose and that was the uncertainty about transfer credits. In order to solve this problem the proposed minor concentration was created.

Dr. Oxhorn said that there were three basic components: 1) students will receive full transfer credits and will graduate on time and the program will be reflected on their transcripts which indicates clearly that McGill values the importance of such experiences. Having this on their transcript also benefits the students when it comes to future employers
and applying to graduate schools; 2) students can choose to go to universities which are part of McGill’s exchange programs or they can choose other programs of interest to them even if there is no formal exchange agreement. In order to have as few obstacles as possible, credits taken at certain institutions defined by UN categories, all the credits can automatically be applied to the minor concentration. The value of the minor concentration was living in another culture, different way of life and different perspectives, etc. Students can also do internships for credit; and 3) a foundation course has been created (GCIT 200) which was put together with the help of several academics from Arts as well as colleagues from other faculties. The idea of the course was to give students the background knowledge and the openness, in terms of attitude, to make the most out of the experience of going abroad. In other words, preparing them to live up to our expectations of being good citizens and really assimilating into the culture in a way that demonstrates respect and open-mindedness.

113.3 After members noted some queries, Dr. Oxhorn confirmed that there will be flexibility for any cases of problems that might arise with courses offered at other institutions; that the Arts Internship Office will continue its work as in the past; and finally, that exemptions will be made concerning transfer credits.

113.4 Dr. Oxhorn moved approval of the new Minor Concentration in Global Experiential Learning and new course GCIT 200, seconded by Professor J. Johnson (Political Science).

113.5 Associate Dean Lane-Mercier called the vote and the motion carried with 24 in favour, 2 opposed, and 3 abstentions.

113.6 Associate Dean Lane-Mercier moved approval of the remainder of the Report of the Curriculum Committee ‘en bloc’, seconded by Professor Liakina (French Language Centre).

The report contained the following proposals:

**QUEBEC STUDIES**

- Proposed program revisions and change of program title: Minor Concentration in Quebec Studies and Community Engagement (CC-17-28 Revised)

Note: the following course revisions were approved by the Curriculum Committee on May 7, 2018: QCST 200 (CC-17-28a/PRN 13527,V2) / QCST 300 (CC-17-28b/PRN 13528,V2) / QCST 336 (CC-17-28c/PRN 13529,V2) / QCST 440 (CC-17-28d/PRN 13530,V3).

**SOCIOLOGY**

- Proposed program revisions: Ph.D. in Sociology, Gender and Women’s Studies Option (CC-17-75).

**ISID**

- Proposed new program: Joint Honours Component in Latin American and Caribbean Studies (CC-17-76).

**POLITICAL SCIENCE**

- Proposed program revisions: M.A. in Political Science (Thesis) (CC-17-77) / M.A. in Political Science (Thesis); Development Studies (CC-17-78) / M.A. in Political Science (Thesis); European Studies (CC-17-79).
Note: POLI 694 [PRN 13496] course description change was approved by the Screening Committee on April 16, 2018.

113.7 The motion carried.

Report of the Activities of the Arts Undergraduate Society
114.1 Ms. Kemeni (Student Member) reported on the following:
- FROSH held in August was very successful and ran at a surplus.
- Departmental orientation took place in September with introductions of new AUS executives.
- Departmental equity training will be taking place soon.
- The Grad Fair will take place on November 7th with seventy schools participating.
- The yearly audit has been completed and a bookkeeper has been hired to ensure that the books balance etc.
- The AUS has been working with SSMU to ensure that the AUS By-Laws are equitable etc.

114.2 Associate Dean Lane-Mercier thanked Ms. Kemeni for the report.

Report of the Graduate Students
115.1 Associate Dean Lane-Mercier reported that there should be graduate student representatives in place for the November meeting.

Other Business
116.1 There was no other business.

Adjournment
117.1 The meeting adjourned at 4:22 p.m.