A meeting of Faculty Board was held on Friday, December 12, 2014 at 3:30 p.m. in the School of Kinesiology and Health Studies Building Room 100. Mr. Ascough was in the Chair.

1. **Adoption of the Agenda**
   Moved by Ms. MacDonald, seconded by Ms. Little, and carried that “the agenda be adopted.”

2. **Approval of the Minutes**
   Moved by Ms. MacDonald, seconded by Mr. Santeramo, and carried that “the minutes of November 14, 2014 be adopted.”

3. **Business Arising from the Minutes**
   Mr. Horton, responding to questions raised by a memo from FIPPA (Freedom of Information and Protection of Privacy Act), clarified the procedures on moving exams from campus when grading. Mr. Horton started by noting that, in general, it is not good practice to remove hardcopy exams, for which you do not have a copy, from campus as exams can, and have been, lost, thereby jeopardizing the integrity of the course.

   He continued saying that you may take exams off campus in electronic format but only if the medium, for example laptop, phone and memory stick, on which the exams reside is encrypted. Members can check with IT services to help determine if the device is appropriately encrypted. You may also remove hardcopy exams and other materials if the materials do not contain information that could identify the student (i.e. the material may contain the student number, since that alone is insufficient to identify the student). With hardcopy material you should take all reasonable precautions that the material is not out of your possession and that you also have a backup of the material. Faculty members who supervise teaching assistants are responsible for ensuring that those TAs are also following these guidelines.

   A second question from the previous meeting was related to the short time between the last possible final exam date (Dec 23rd) and the date that final course grades must be submitted (Jan 4th) since next year the time between these events is shorter by one day than in previous years. While this is a potential problem, Mr. Horton, noted that the Exams Office makes every effort to schedule large courses early in the exam period. Also, if a faculty member finds themselves in a position that they cannot make the deadline then it may be possible to negotiate, through Student Services in the Office of the Dean, a different deadline.

   Mr. Young asked if Mr. Horton’s statement regarding taking exams off campus be published to all faculty. Mr. Horton said that this will be circulated to all department heads, who can then forward them on to their faculty.
In a follow up question, Mr. Young asked if rather require the faculty member to ask for an extension to their exam due date, the exam due date could be moved later, perhaps Jan 11th. Mr. Horton responded that in that term Jan 11th will be quite close to the add/drop date, which is an important time for students making course selection decisions because they failed a prerequisite course or a course required for graduation. Mr. Horton suggested that working one-on-one with faculty would be preferable.

4. Report from Arts & Science Undergraduate Society
Mr. Grotsky reported that the ASUS tutoring services is now offering group sessions which are cheaper per student that one-on-one sessions. In addition, ASUS is also offering care packages to all 1st year Arts & Science students that provide support and motivation as students go through their first set of exams. ASUS jackets are also being distributed. Finally ASUS has launched a brand new website available at [http://www.queensasus.com/](http://www.queensasus.com/)

5. Dean’s Report
The Dean highlighted some items of interest from her report. The first was that the Dean, Mr. Horton and Provost Harrison traveled to China to meet with Queen’s nine university partners to consider ideas for revenue generation and research partnerships. The group noted that several Queen’s departments may have an interest in joint research programs. The Dean noted that the Social Science departments at these universities were very young, having only been established 20 to 30 years ago, and are very interested in developing research collaborations with Queen’s. Also under consideration were several potential 2+2 undergraduate programs as well as programs that span the undergraduate and graduate degrees. Such programs would help meet Queen’s goals of having 10% of its undergraduate compliment as international students. Mr. Horton will be contacting departments where the educational opportunities are likely.

The Dean also mentioned that the Arts & Science budget will be submitted shortly to the Provost. The budget projects that over the next 3 years the deficit will become a small surplus if Arts & Science can meet its undergraduate targets. Other initiatives include, expanding dual-degree programs, implementing internships, recruiting a number of new international students and developing new academic programs for new markets. As well, even though it has met its goal, the Faculty is still pushing ahead on fundraising that is targeted to entrance scholarships.


6. Question Period
Mr. Mingo asked what if there was some information on the programs and information that the Chinese students take into consideration when looking for a university. The Dean responded that one important factor to the families was the reputation of the university and the other was the area of study which encompasses the traditional disciplines including both the physical and social sciences. Mr. Horton added that Admissions was looking at adding international students in first year and these students are more concerned with the university ranking. In their visit they were looking at upper year transfers where the focus is on the University but more so on the department as well as opportunities to enter graduate school.
Mr. Morelli asked the Dean to comment on the number of requests for replacement faculty positions versus the number that were filled. The Dean recalled that there were 20 faculty to leave or retire over the last 18 months. The Faculty requested 15 positions and received permission to replace 10. While disappointed, the Dean said she understood the Provost’s caution considering our current budget position. The current budget has built into it a provision that nearly all departures or retirements are replaced. Even if the budget is approved, these replacement positions must be approved each year.

Mr. Morelli followed up by asking if the abolishment of mandatory retirement might create a backlog of retirements with the possibility that some future year that will be a rash of retirement that we would not be able to replace. While difficult to predict, the Dean said that in other jurisdictions (such as California) with the initial removal of mandatory retirement university faculty members stayed on until age 67, which is the average age of retirement at Queen’s over the past 3 years. The Dean also noted that the Faculty does model different rates of retirement and discusses how these might be dealt with.

Ms. Beauchemin asked the Dean how the 10 departments that were awarded replacement faculty positions were determined. The Dean clarified that the decisions were not based on the number of years since the last hire for a department. The two main questions asked were: has the student: faculty ratio compromised the student experience and will the delivery of the program suffer? The Dean said the decision was very difficult but the Faculty’s budget position made replacement of all positions impossible.

Ms. Beauchemin asked that in light of an activity based budget why are direct entry programs not setting their own enrollment targets. Mr. Horton answered that there were several considerations. The first is the ability of the faculty to meet student demands in both their required and elective courses, where the pattern of demand is understood. A second consideration is the current academic admission thresholds for those units. A unit with a higher entrance threshold may be more able to admit additional students without reducing the quality of the students. There is also a need to strike a balance among the disciplines. The resulting decisions are those that are best for the faculty as a whole.

7. Communications
Mr. Young was satisfied that his submitted question was answered earlier in the meeting.

Mr. Morelli submitted four questions that were answered by Ms. Ravenscroft and asked for clarification on where revenue flowed for CDS courses taught by term adjuncts before those term adjuncts become continuing adjuncts with CDS. Ms. Ravenscroft said that for term adjuncts the revenue would flow to the department.

8. Proposal for a New Faculty of Arts and Science Unit – Department of Geography and Planning – Appendix B - for approval
Moved by Mr. Smith, seconded by Mr. Treitz “that the Proposal for a New Faculty of Arts and Science Unit – Department of Geography and Planning be approved.”

Speaking to the motion, Mr. Treitz noted that as of July 1st 2014, the Faculty of Arts and Science took over responsibility of The School of Urban and Regional Planning from the School of graduate Studies and was looking for a partner in Arts and Science. The Department of Geography agreed as it seemed a natural fit with a number of synergies between the two units.
Mr. Morelli asked if there were any negative consequences to the merger. Mr. Treitz said there were no particular negatives. Mr. Gordon agreed noting the SURP will live on and that their professional program will remain intact.

After questions and discussion the vote was called and the motion carried.

9. **Curriculum Committee Omnibus Report** – Appendix C - for approval
Moved by Mr. Ableson, seconded by Mr. Mingo, “that the Omnibus Report Part II be approved.”

With a change the LLCU 329 and GRMN 429 (pg 13 of the Report) be held back due to a potential overlap with an English, course the motion was approved.

10. **New Undergraduate Program Proposal - Arts & Science Internship Program** – Queen’s University Internship Program – Appendix D – for approval
Moved by Mr. Horton, seconded by Mr. Ableson, “that the New Undergraduate Program Proposal - Arts & Science Internship Program be approved.”

In response to Mr. Scribner’s question, Mr. Horton answered that the intention is that the internships would be paid.

Ms. Beauchemin asked about the academic requirements for the internship. Mr. Horton noted that the minimum requirement will be a GPA of 1.9, with the additional caveat that the student must find an appropriate internship, giving the employer the ultimate say in the quality of the students they take on.

With these clarifications the motion carried.

11. **Concurrent BFA(Honours), Major in Visual Art, and BEd** - Appendix E – for approval
Moved by Mr. Smith, seconded by Mr. Ableson and carried “that the Concurrent BFA (Honours), Major in Visual Art, and BEd be approved.”

12. **Arts Graduate Council Curriculum Submission Report** – Appendix F – for approval
Moved by Ms. Naaman, seconded by Ms. MacDonald and carried “that the Arts Graduate Council Curriculum Submission Report – November, 2014 be approved.”

13. **Science Graduate Council Curriculum Submission Report** – Appendix G – for approval
Moved by Mr. Horton, seconded by Mr. Mingo and carried “that the Science Graduate Council Curriculum Submission Report – December, 2014 be approved.”

14. **Other Business**
There was no other business.

Richard Ascough    Patrick Costigan
Chair, Faculty Board    Secretary, Faculty Board