A meeting of Faculty Board was held on Friday, April 10, 2015 at 3:30 p.m. in the School of Kinesiology and Health Studies Building Room 101. Mr. Ascough was in the Chair.

Before beginning the business of the meeting Mr. Dignam read a tribute to Dr. Lockwood a Professor in the Department of Physics, Engineering Physics & Astronomy here at Queen’s who passed away January 20, 2015. A letter and a copy of the tribute will be sent to the family.

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

2. **Approval of the Minutes**
   Moved by Ms. Beauchemin, seconded by Mr. Santeramo, and carried that “the minutes of March 13, 2015 be adopted.”

3. **Business Arising from the Minutes**
   There was no business arising from the minutes.

4. **Report from Arts & Science Undergraduate Society**
   Mr. Grotsky announced that this was to be his last Faculty Board meeting and he thanked the members of Faculty Board for a wonderful experience.
   ASUS held a reception for ASUS Honorary President Mr. Peter Milliken.
   ASUS is working on finalizing their partnership with Princeton Reviews to offer MCAT and LSAT support throughout the year.
   Finally, Mr. Grotsky offer his condolences to the family, friends and classmates of Carley Allison, a Queen’s student who passed away from cancer March 31st. In her honour, Faculty Board held a moment of silence.
   Mr. Ascough thanked Messrs. Grotsky and Butler for their service to Faculty Board and ASUS.

5. **Dean’s Report**
   There was no verbal summary of the Dean’s report. The full text of the Dean’s report is available at http://www.queensu.ca/artsci/staff-and-faculty/faculty-board/2014-2015

6. **Question Period**
   Ms. Beauchemin asked that in light of the plagiarism that occurred in Cultural Studies in which an Associate Dean was involved would there be some reconsideration of readjusting the Associate Dean portfolios so that Associate Deans are not responsible for their own departments. Dean Mumm said she was not aware of the event described and that there was no plan to adjust the Associate Dean’s portfolios.

7. **Communications**
   There were no communications.

8. **Teaching and Learning Initiatives – Appendix A**
   Ms. Scott and Mr. Wolf updated Faculty Board on the initiatives to enhance teaching and learning at Queen’s. Once the committee develops best practice guidelines, the physical teaching spaces will be inventoried and compared against the guidelines to see what can be done to improve the teaching environment. Over the next 18-24 months Moodle, the Arts and Science learning management system (LMS), will be replaced by BrightSpace from Desire2learn, which several faculties currently use. BrightSpace has several features Moodle does not have and the move to a single campus LMS will simplify LMS support and make it easier for students who take courses across faculties. There will also be the development of a committee to examine learning outcomes at Queen’s and the committee will need support from the community.

Mr. Parker asked about an apparent conflict of interest between Mr. Wolf and Desire2Learn. Mr. Wolf clarified that he was a different Mr. Wolf that was associated with Desire2Learn.
Mr. Parker asked if someone would report back to Faculty Board on the purchase price and annual cost of BrightSpace compared to Moodle, which is a freely available open-source LMS.

Ms. Wallace asked how one could find common ground in the outcomes from a diverse curriculum, such as that offered at Queen’s, which includes general program such as Art & Science and professional programs such as Engineering and Commerce. Ms. Scott acknowledged the importance of the question and that the key lies in ensuring the outcome measures align with the provincial degree level expectations, which cover every program.

Mr. Taylor asked that since there will be some consideration on improving the physical teaching spaces, what was meant be large, active learning classes and what was proposed for those spaces. Mr. Wolf noted that there are several groups looking at the current spaces, what would be best practice and how could those spaces be altered to improve them.

Ms. Beauchemin asked, considering the changes in LMS over the past few years, how long will Queen’s be using BrightSpace and, in a lighter tone, if we could get that in writing. Ms. Scott said that the move to BrightSpace was considered seriously, including the disruption that learning a new LMS would cause. However, the benefits of BrightSpace are significant making the switch worthwhile. Ms. Scott would not promise that BrightSpace will be the last LMS we use.

In terms of classroom size, Mr. Morelli asked for the working definition of a ‘large classroom’. Mr. Wolf suggested that ‘large’ is a classroom of over 120. In a follow-up Mr. Morelli commented on the problems interacting with students in large classrooms and questioned the absolute need for more advanced technology. Mr. Wolf acknowledged that there are some physical barriers, like tiered classrooms, that we will not be able to overcome and there is a need to recognize the need for a variety of technologies to match the variety of teaching styles.

Mr. Turner-Wood expressed student concern over large classrooms being divided where one section is with the instructor while another is in a second overflow room watching a real-time video of the lecture. Mr. Horton noted that this happened in HLTH 101. The situation was not desirable and was due to an influx of students who registered late and dividing the class was the only solution. A solution to this particular problem has been found. Mr. Turner-Wood noted that dividing the class also happen in a second year biochemistry (BCHM 218). Ms. Blake responded that this situation, like that of HLTH 101, was a one-time event that occurred due to an error in prioritizing students who needed the course for their program. As a result the class enrollment had to increase to accommodate these students. This issue will be addressed before the next academic year.

Ms. Lord asked if BrightSpace will be supported externally unlike Moodle which was supported internally. Mr. Wolf clarified that BrightSpace is stored externally and BrightSpace will still be managed by Queens’ IT staff but it will be managed at a distance. Related to being off-campus, Ms. Lord asked about protection of the data stored by Desire2Learn. Mr. Wolf replied that data protection is a key aspect of what Desire2Learn offers. Finally, Ms. Lord asked who would pay for the training that will be required for teaching assistants to learn the new LMS. Ms. Scott said that the cost of TA training will be taken into consideration when developing the rollout of the BrightSpace.

Ms. King noted that since BrightSpace will not be available until September how should instructors plan course delivery for the upcoming academic term. Ms. Scott replied that there will be a time where both Moodle and BrightSpace will be operating at the same time. She added that which courses will use BrightSpace is yet to be determined, but there will be ongoing support for Moodle until it is decommissioned.

9. Curriculum Committee Omnibus Report VI – Appendix B – for approval
Moved by Mr. Ableson, seconded by Ms. Atkinson, and carried “that the Omnibus Report Part V be approved.”

10. Arts Graduate Council Curriculum Submission Report – Appendix D – for approval
Moved by Ms. Jessup, seconded by Ms. Wallace, and carried “that the Arts Graduate Council Curriculum Submission Reports – for February and March, 2015 be approved.”
11. Science Graduate Council Curriculum Submission Report – Appendix E – for approval
   Moved by Ms. Jessup, seconded by Mr. Treitz, and carried “that the Science Graduate Council
   Curriculum Submission Report – March, 2015 be approved.”

12. Other Business
   Mr. Morelli asked about the status of the Undergraduate Academic Writing Certificate Proposal that
   was approved by Faculty Board but defeated at Senate. Ms. Ravenscroft replies that there is ongoing
   discussion about the certificate program and that appropriate consultation with stake holders is
   taking place.

   There being no other business the meeting was adjourned.

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