A meeting of Faculty Board was held on Friday, April 22, 2016 at 3:30 p.m. in the School of Kinesiology and Health Studies – KHS100. Mr. Ascough was in the Chair.

1. **Adoption of the Agenda**  
   Moved by Ms. Wallace seconded by Ms. King, that “the agenda be adopted”. Mr. Ascough made a change to the agenda. Item 8, “Annual Reporting System” was moved to come after item 14, to ensure all Faculty Board business could be completed. With this change the agenda was adopted.

2. **Approval of the Minutes**  
   Moved by Mr. DiCapua, seconded by Ms. Lord, and carried that “the minutes of March 11, 2016 be adopted.”

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

4. **Arts and Science Undergraduate Society Report**  
   Mr. DiCapua thanked the Board for their warm welcome and for welcoming discussion on their many advocacy discussions through the year. ASUS was pleased to have the Personal Credit Course implemented this year and thanked the Board and the Faculty office for their support with this initiative. Mr. DiCapua noted that the new ASUS executive will also have some advocacy goals that will be coming to the Board in the next academic year. There were no questions for Mr. DiCapua. The Chair thanked Mr. DiCapua and the ASUS executive for their work and participation in faculty Board this year. A round of applause followed.

5. **Dean’s Report**  
   The Dean’s report has been posted and can be found at: [http://www.queensu.ca/artsci/staff-and-faculty/faculty-board/2015-2016](http://www.queensu.ca/artsci/staff-and-faculty/faculty-board/2015-2016). The Dean was not present at the meeting. Mr. Smith noted that this would have been the Dean’s last Faculty Board meeting. He said that she was under the weather and sends a fond farewell to all Faculty Board members. Mr. Smith did not expand on the Dean’s report.

6. **Question Period**  
   There were no questions.

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

8. **Arts Graduate Council Curriculum Submission Report – Appendix A – for approval**  
   Moved by Ms. Dickey Young, seconded by Ms. Remenda, “that the Arts Graduate Council Curriculum Submission Report be approved.”

   Mr. Smith commented, saying he was delighted to bring this new interdisciplinary program to Faculty Board.

   Ms. Wallace agreed that this was an exciting new program and asked for an explanation of the
difference between the Masters and Graduate Diploma programs. Ms. Dickey Young explained that the first term of the Masters program serves as the Graduate Diploma program. Students can decide to continue on after the first term to complete their Masters degree. In answer to a follow up question from Ms. Wallace, it was noted that student who complete the Graduate Diploma program can return at a later date to complete the Masters degree.

The motion carried.

9. **Academic Program Regulations** – Appendix B – for approval

Move by Ms. Bénard, seconded by Ms. Remenda, “that the Faculty of Arts and Science Academic Program Regulations be approved.” After a brief clarification of the contents of the motion and no questions the motion carried.

10. **Admission Regulations** – Appendix C – for approval

Moved by Ms. Bénard, seconded by Ms. Remenda, “that the Faculty of Arts and Science Admission Regulations be approved.” Ms. Benard explained that the motion clarifies the requirements for students to proceed to degree completion and similar detail for BISC students.

The motion carried.

11. **Appeal Regulations** – Appendix D – for approval

Moved by Ms. Bénard, seconded by Mr. DiCapua, “that the Faculty of Arts and Science Appeal Regulations be approved.”

Ms. Benard explained that the motion extended the 21 deadline to appeal to drop a course as the 21 day deadline was too short, especially if students have extenuating circumstances. Ms. Benard noted that this change will benefit students. Additional details were clarified about how appeals for incomplete courses and rereads for courses were handled in the appeal process.

The motion carried.

12. **Dual and Second Degree Regulations** – Appendix E – for approval

Moved by Ms. Bénard, seconded by Ms. Wallace, and carried “that the Faculty of Arts and Science Dual and Second Degree Regulations be approved.”

13. **Report of the Nominating Committee** – Appendix F – for approval

Moved by Ms. Fachinger, and amended to add Mr. Smith from Environmental Studies who will sit on the Board of Studies, seconded by Ms. King, and carried “that the nominees being brought forwarded by the Nominating Committee be appointed.”

14. **Annual Reporting System - Faculty 180**

Ms. Clark presented an overview of the new Annual Reporting system – Faculty 180. Ms. Clark explained that the new electronic system will operate much like the Common CV. Faculty enter their information once and the system will generate reports formatted for their annual report, program evaluations and grant applications. Beta testing with users from several diverse disciplines have shown that without some training the system is more difficult to use. For uses who want early entry into the Faculty 180, there will be optional training offered the summer. Currently, the thought is that training will be required to access the system once it is fully implemented.
Many comments suggested that mandatory training is difficult if not impossible to enforce. In addition, there was some sentiment that for members familiar with sites such as Common CV might not need training.

15. **Report of New Offerings of Existing Courses** – Appendix G - for information


17. **Other Business**
   Before concluding the meeting, the chair expressed the Board’s appreciation to the Dean for her work with Faculty Board.

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