A meeting of Faculty Board was held on Friday, November 19, 2021 at 3:30 p.m.

Land Acknowledgement by Member Rose.

Recognized the recent death of Lee Maracle, indicated website:

Shared a quote from her about her ability to overcome diversity:
“My life has been a long, slow journey over sharp rocks. But God damn it if I didn’t dance over every last one of them.” - Quote from Kristen Mercer about Lee Maracle: “With her dancing, she made the world around her more magical and the rocks a little less sharp for those who came after her.”

1. Adoption of the Agenda
2. Approval of the Minutes
Moved: Member Beauchemin, Seconded: Member Straker, Motion carried

3. Business Arising from the Minutes
Member Beauchemin wanted to correct the spelling of Provost Green in the minutes. His name is written without the “e” at the end. Minutes will be changed to reflect that.

4. Arts and Science Undergraduate Society Report: Alyth Roos
   - Lots of programming to celebrate the 131st birthday of ASUS on November 29
     a) There was a barbecue held yesterday
     b) There will be an Open House on November 29
     c) Marketing: Then versus Now
     d) Faces of ASUS campaign
   - Oncoming structural changes to the OnQ portal
   - Changing the mandate with a constitutional change
   - Operational change with an IT migration
   - Opening a reflection room which will be an “openable” space
   - Given financial assistance to 67 students
   - Held a successful: “Life after ArtSci”
   - Medical and Law School event
   - Held a meeting “Who do you serve?” about holding students accountable
   - Working on improving Wellness Burnout workshop
   - Good Times diner service now twice a week and not just once
   - Essay writing contest on sustainability
   - ASUS review
   - Advocacy projects: community outreach to 12 charities in December
   - Funds raised during Orientation week ($40,000) were given to Canadian Cancer Society
   - Making Resources transparent for Sexual Violence prevention and response
   - Ongoing Indigenization campaign
Comment: Member Rose. That’s amazing, I’m exhausted just hearing you talk about your work.

Q: Member Burfoot; Expressed concern about the online evaluations, which used to be administered in person by the DSC reps. How can we increase response rates? Where are you in terms of that process? Are you working on it?

A: Member Roos: We’re happy to take that on, will work to impress students with the importance of the evaluations. Will work through messaging and other means.

Q: Member Burfoot: This should not be done unit by unit, but rather at arm’s length between the evaluation and the instructors. How can it be made systemic? We are struggling as to where the responsibility lies.

A: Member Roos: We will work on that.

4. Reports:
   1. Dean’s Report: Member Crow
      The Dean was not available to give her report.

   2. Associate Dean’s Report on Teaching and Learning: Member Nelson
      Indicated that his office would be working with ASUS on the online evaluations. They can help.
      There are four main points to his report:
      a) Exams: Only those students who have all courses online will write online. Those who have a mix of in-person classes and online classes will write in person. There have been some issues with SOLUS with some incorrect information. There will be an OnQ website opened on Monday so students can go to the course and find out where they are writing and the question of accommodations. We are messaging the Department Heads, Undergrad Chairs, and then to Instructors to tell students to check. ASUS will provide a social media outreach as well.
      b) COVID in the classroom: Reminder that cases are increasing, and you may see some instances in classrooms. It is urgent to follow the guidance letters. KFL&A is doing the contact tracing. No indication so far of transmission within classrooms. Both students and faculty are stressed. Students should stay home if they are not feeling well and should go to the academic consortium portal so instructors will make sure not to penalize you or to give you an extension.
      c) E-Campus Ontario has funding to develop online courses and make them available for Ontario universities. This is a $7 million call for funding for online course content and module development. There has already been a first round, but those who already benefitted can build a second round. Send a brief email to artsci.nelson@queensu.ca by November 22.
      d) New certificate in Film and Media in animation theory and practice

      Member MacKenzie indicated that this would build on strengths already in the program: It will be the only program of its kind in Canada, filling an intellectual and critical need. It will bring in creativity. Anyone interested can email me for more info. Mackenzs@queensu.ca

Q: Member Straker: Regarding the exams. As an instructor can I move the exam online if I take all the work myself?
A: Member Nelson: This is not a benign decision. Proctors and rooms have already been set up. There is a centrally scheduled problem which makes it difficult. But please reach out to me and we can discuss this.

Q: Member Beauchemin: How are remote students being determined and what is the criteria?

A: Member Nelson: We have worked to ensure accuracy. We have 73 hybrid classes that are both in-person and remote. Those remote students will not be forced to write on campus if they are non-vaccine compliant students. All totally in-person classes require the students to write on campus.

Q: Member Knobel: The list of the hybrid classes is not correct. There are complications with the list.

A: Member Nelson: This information is being updated right now and there will be changes to what is already posted. Students should reach out and we will solve problems on a case-by-case basis.

Q: Member Sewilski (from chat): Is there messaging for students regarding how early they should show up prior to an in-person exam? Given that everyone needs to show their SeQure App, should students show up earlier than in years past when all they needed as to show their student card?

A: Member Atkinson: All those instructions will come from the Exams office, so follow the instructions.

3. Associate Dean Academic Report: Member Atkinson.
   Two Items:
   1. Deregistration: there is only a small number of students involved. We are looking to the winter semester to see who will need to be deregistered. There is still time before January 3, 2022, for students to be compliant. There will be information sent to instructors to explain this. It must be noted: Instructors are not responsible to provide accommodations because students have been warned.
   2. There has in the past been a restriction of the number of Health Science course you can take if you are in Life Science or plans. There will be a motion later to remove that restriction and we are currently using discretion in that regard.

5. Report of the Nominating Committee – Appendix A – for approval
   Moved: Member Hosek, that the Faculty of Arts and Science Committee Membership attached be approved, Second S. Chen

Q: Member Beauchemin: Why is there inconsistency in the length of terms? And why are the members nominated not from a wider variety if departments?

A: Member Hosek: Some members have accepted a second term, because it is difficult to find people who are willing to volunteer and some choose to continue.

Q: Member Beauchemin: In the past it was not usual to ask people to continue
Q: Member Cotton: If we decline this motion, what will happen? What’s the alternative here?

A: Member Hosek: defers to Member Rose for a response.

A: Member Rose: If we reject this motion, the Chair of the Nominating committee will have to find other people for these positions.

Q: Member Cotton: Are we voting on whether to put them forward to a vote, or are we appointing them to the Senate for 6 years?

A: Member Hosek: Let me check on the original document, can we decide on some or none? Looking at the file there is an error that needs to be altered

Information from Member O’Brien in chat https://www.queensu.ca/secretariat/senate/rules-procedure-senate: Membership Terms Membership terms are normally three years for faculty and staff. Terms for students are two years except for two 1-year positions in Arts & Science and two 1-year positions in Business.

Comment: Member McKenzie: We cannot change the regulations, that is not our decision

Comment: Member Hosek went through list and clarified the terms.

Vote taken:
Comment: Member Hosek wants to know about the abstentions to see if we can improve something

Comment: Member Rose indicated that the high number of abstentions in the vote could be uncertainty about the regulations and how to proceed.

6. Curriculum Committee Omnibus Report Part I – Appendix B – for approval
   Moved by Member Chen that the Omnibus Report Part I be approved, Seconded by Member Beauchemin
   Member Chen indicated that the Curriculum Committee has started to approve revisions. This is the first set of submissions, including sessions from Chemistry and Biology. Motion carried

7. Report of the Academic Orientation Committee, presented by J. Mennell
   Two primary takeaways:
   1. Negative aspect is that it is difficult to build team spirit and meet other students of the cohort
   2. Positive Aspects is that students can review the videos at a later time, and that a lot of information about websites and places to go are preserved in the recordings so students can refer back to information that interests them

   Overall, this was an extremely successful orientation, and the students did a fantastic job!

8. Fall Term Break – Update: Member Nelson
   - Member Nelson provided the results of the campus-wide survey
     o Fall break is something desirable across Queen’s faculties
     o All U 15 universities had a fall break in 2021
o Should be a long break
o Consensus was to attach Fall Break as a four-day period attached to Thanksgiving
o Classes should not start until the Tuesday after Labour Day

• Conclusions approved”
  o Fall term classes should begin after Labour Day
  o Should be the four days immediately following Thanksgiving
  o There should be a pre-exam period of at least one day
  o This will be implemented for 2022-2023 and beyond

Q: Member Knobel expressed surprise that the data compared Queen’s with other institutions given that we have a shorter term. How do longer 13-week terms organize this? How can they start at the same time as us, have a full week break and yet have an extra week of classes?

A: Member Nelson: They compress their exam period.

Q: Member Knobel asked if we can shorten our exam period

A: Member Nelson: It depends on the restructuring assessments, having fewer final exams. Things will change.

9. Academic Consideration Report – Appendix D—for information: Jill Atkinson

• There are an increased number of resources available:
  o Webpage for students with instructions
  o Providing support through office hours
  o Information sessions for instructors
• Data or short and long-term academic consideration requests show there has been a decrease over time.
• Students will need to provide documentation
• Staff can point students to online resources to decrease requests
• Instructors are building in flexibility to assessments, ways of making up missed work
• We want students to stay at home if they feel ill

Q: Member Manley: Are we doing a disservice to all students by allowing for an automatic grace period? The deadline is still there, and the students are no longer eligible for consideration. What is the impact for an automatic grace period?

A: Member Atkinson: I would just ask faculty to look at the UDL website and why this has come up as a best practice among educators.

10. Faculty of Arts and Science Enrolment Report – Appendix E – for information. Presented by Member Atkinson

• We are close to target overall on undergraduate students (+159)
• We are below target for International Students, which is not a surprise (-339)
• Undergraduate domestic student enrolment (+507)
• Historical counts indicate that student intake has increased each year, slow and steady (about 1.6% each year)
• Retention is around 1%, which means not much attrition

The closure process follows the process set up by SCAD
Admissions were suspended in 2018
There will be no loss of either faculty or students as the degree plan currently has no students
Medieval courses will still be offered, as they generate interest

Q: Member Reeves: Is there a typo? Section 1 mentions five departments, including Classics but it seems like this department was left out of the rest of the document.
A: Member Atkinson: We will go back and amend the document.

12. Notice of Motion for the General/Minor in Artificial Intelligence – Appendix G – for information. Presented by Member Atkinson
- This will come soon and will not be limited to Computing. It will be available especially to students in Arts and Social Sciences who want to understand the application. This will be a bridge to their Major. The whole proposal will come before Faculty Board.

- This program was announced in last meeting’s report. The program combines Kinesiology with the Faculty of Education. It reflects changes to the high school curriculum and lines up well with teaching.
- Students can choose a second teachable such as Science and Kinesiology. This will come forward as a formal motion.

14. Other business:
Member Jessup spoke in Dean Crow’s absence:
- Congratulated the School of Computing whose alumnus is soon to be the writer-in-residence In English, Omar El Akkad, who won the Scotiabank Giller Prize.
- Congratulations to Professor Smallwood of Psychology whose name appears on the world’s Highly Cited scholar list
- Member Rose also congratulated Jeffrey Brisson for the Award for Excellence in Graduate Teaching and the other editions that were posted in the chat as well: https://www.queensu.ca/artsci/sites/default/files/november_faculty_board_report_final.pdf
- Member Atkinson also congratulated Ian Janssen as most-cited researcher

Meeting adjourned at 4:53 p.m.

J. Mennell, Secretary
Faculty Board

J. Rose, Chair
Faculty Board