A meeting of Faculty Board was held on Friday, October 27, 2017 at 3:30 p.m. in the School of Kinesiology and Health Studies – KHS101. Mr. Rose was in the Chair.

1. Adoption of the Agenda
   Moved by D. Pugh, seconded by S. King, and carried that “the agenda be adopted.”

2. Approval of the Minutes
   Moved by G. Smith, seconded by S. King, and carried that the “minutes of September 29, 2017 be adopted.”

3. Business Arising from the Minutes
   At the previous meeting there was some consideration, and in accordance with Senate policy, that Faculty Board use a form of address that does not recognize gender. J. Rose responded that he had already considered the issue and will consider it further and report back at this meeting. In discussions, B. Crow suggested using the title ‘member’. J. Rose felt that this was an excellent suggestion. Henceforth, the standard form of address, when speaking about a third party will be ‘member’ followed by their last name. Of course, when members introduce themselves they are free to use their full name.

4. Arts and Science Undergraduate Society Report
   J. Lagundzija updated the Board on several ASUS matters.

   The main project for ASUS this month has been the launch of the undergraduate research fund, which is open until November 13th. The fund, initiated last academic year, is supported by a $3.75 opt-out fee for Arts and Science students, matched by the Faculty, and should total about $70,000 this year. J. Lagundzija reminded Faculty Board that all undergraduate students are eligible to apply to the fund which will support conference fees, travel and materials. Application details can be found at https://www.queensasus.com/asurf/.

   J. Lagundzija announced that Mr. Samuel McLennan, who planned the ‘How do you Deal’ sessions at this year’s orientation, will be next year’s head Gael and is in the process of hiring the 35-member orientation committee.

   J. Lagundzija serves on the undergraduate orientation review working group which will being consultations with students in the next month to look at ways to make ASUS orientation more accessible and inclusive.

   Finally, ASUS is working with Four Directions and the Faculty of Arts and Science to plan an opening ceremony for the Reflection Room to take place on November 22nd. Details to follow.

   In answer to a question about how the funds from the undergraduate research fund were paid out, member Lagundzija responded that they are paid directly to the student who submits a budget and it is expected that students will apply that money directly to their research.
A member asked if the fund would pay for expenses in film making. J. Lagundzija responded that it would.

For questions and comments about current or upcoming ASUS projects please send an email to president@asus.queensu.ca.

5. **Dean’s Report**

Details of the Dean’s report can be found at [http://www.queensu.ca/artsci/staff-and-faculty/faculty-board/2017-2018](http://www.queensu.ca/artsci/staff-and-faculty/faculty-board/2017-2018)

B. Crow noted that in trying to meet with many students, staff and faculty, a series of luncheon meetings has been arranged. At her most recent meeting, she lunched with fifteen 4th year students. She said that the advice the students wished they had received when starting their first year at Queen’s was not to be so focused on their GPA that they miss the undergraduate experience.

B. Crow acknowledged that Queen’s is a leader in student mental health and wellness and that the Protocol for Academic Consideration, to be presented later at this meeting, is an important step to ensure that our students are treated fairly around considerations and accommodations in all Faculties.

Also, this weekend there will be some media attention around Halloween. Member Crow urged Faculty Board to be mindful of the importance of respect and not to let a few students ruin the work that Queen’s has done in the areas of equity, diversity, indigeneity at the student, staff and faculty level.

Member Crow was pleased to see that there are two new undergraduate courses, one on Indigenous Languages and Cultures and another on Global Action and Engagement being presented for approval. She also reminded Faculty Board of the Graduate Indigenous Symposium that runs this weekend and starts today at 5:00pm.

6. **Question Period**

M. Epprecht asked, considering the possibility of a repeat of last year’s party, if the administration has taken any pro-active steps, other than asking people to be respectful. B. Crow said she did not know of an organized response from the administration. J. Lagundzija added that Principal Woolf as well as the AMS have both published blog statements saying that any event that “degrades, mocks or marginalizes a group” is not acceptable.

7. **Communications**

There were no communications.

8. **New Protocol for Academic Consideration - Presentation**

J. Bénard presented the Protocol for Academic Consideration. Before beginning the presentation, J. Bénard thanked J. Dods and C. Teske for their work on the protocol. The presentation will be posted separately.
J. Hosek assumed that student use of the service would be tracked as there might be a robust uptake of the service. J. Bénard confirmed that all self-declarations would be tracked and it will be assumed that the students are not abusing the system. But heavy use of the system by a student could indicate that the student needs another service, perhaps they need accessibility services.

In a follow-up question, J. Hosek asked about the need to create make-up tests for students that use the service and miss the regular scheduled test, which places a burden on the course instructor and may also compromise the fairness to all students as it is difficult to construct a make-up test that is similar to the original. J. Bénard agreed that creating make-up tests is a burden, but noted that that burden already exists and did not think that the policy would exacerbate the problem.

S. King asked if the policy applies to graduate students. J. Bénard said that it does. S. King then asked what would happen if a graduate student working as a teaching assistant used the protocol and missed their marking duties. J. Bénard clarified, and J. Dods agreed, that the protocol does not apply to graduate students in their capacity as employees of Queen’s.

R. Manley asked about the delay in the system if the Faculty office reviews the student’s request for accommodations in the late evening and a 48-hour response might come after the exam has already been written. J. Bénard stated when a student requests an accommodation the system sends out notifications immediately but the system does help with the workload caused by student requests. For an accommodation that will last for longer than 48 hours there will be some time required to verify the request but notification will also be immediate.

J. Stephenson agreed that the protocol may not change the situation but asked could there be some additional support for instructors to better manage the situations, suggesting learning from other instructors how they handle these situations. J. Bénard noted that there was already more discussion and future work could focus on educational strategies for instructors.

J. Hosek said that one solution could be to talk to the student, especially those who feel overwhelmed by their situation and are using the service to manage their workload. J. Bénard responded saying that self-declarations are not meant to be used for these types of issues. In these cases, tracking a student’s repeated use of the self-declaration might suggest that the student needs a different service.

B. Crow acknowledged that if there are issues for faculty and students around mental health issues to be addressed and this protocol is just one tool that will help simplify the paperwork and create fairness in dealing with students. B. Crow also acknowledged that making our courses more inclusive and the consideration of mental health will redefine how we teach and the work to be done to achieve that goal. B. Crow said that work will be done on developing tools for both student and faculty to improve the learning experience.

9. **Curriculum Committee Omnibus Report I - Appendix A - for approval**
   Moved by J. Stephenson, seconded by G. Smith, and carried “that the Omnibus Report Part I be approved.”
10. New Undergraduate Program – Certificate in Indigenous Languages and Cultures – Appendix B – for approval
Moved by J. Stephenson, seconded by D. Pugh “that the proposal for a new Undergraduate Program, a Certificate in Indigenous Languages and Cultures be approved.”
J. Hosek asked how the program was funded after its initial five year period. D. Pugh responded that after five years funding, will be transferred to the department budget and it is expected that there would be sufficient enrollment to sustain itself.

S. King asked since LLCU 101 for Mohawk was given its own designation, what was proposed for LLCU 101 and 101 for Anishinaabemowin. J. Stephenson replied that those two courses are operating as topics courses and when they are taught more regularly they will given their own course codes.

J. Rose called the question and the motion was carried.

11. New Undergraduate Program – Certificate in Global Action and Engagement – Appendix C – for approval
Moved by J. Stephenson, seconded by M. Epprecht, and carried “that the proposal for a new Undergraduate Program, a Certificate in Global Action and Engagement be approved.”

12. Other Business
There was no other business.

Jonathan Rose          Patrick Costigan
Chair, Faculty Board   Secretary, Faculty Board