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York University  
Faculty of Liberal Arts & Professional Studies  
32<sup>nd</sup> Meeting of Faculty Council

**NOTICE OF MEETING**

Thursday, September 12, 2013  
2:00 pm – 4:00 pm

Senate Chamber, N940 Ross

Welcome Reception to Precede Council at 1:30 p.m.

**Agenda**

1. Call to Order and Approval of the Agenda
2. Chair of Council's Remarks
3. Minutes of the **May 9, 2013** meeting.....1
4. Dean's Report to Council
5. Special Presentation: Report to Faculty Councils Fall 2013  
Gary Brewer, Vice-President Finance & Administration and Rhonda Lenton, Vice-President Academic & Provost
6. Reports of Standing Committees of Council
  - Executive Committee Report (item for information)
    - Call for Nominations for Standing Committees of Faculty Council.....5
    - Call for Nominations for Contract Faculty Representatives on Senate.....6
7. Other Business

2013 - 2014 Liberal Arts & Professional Studies Faculty Council Meetings are normally on the second Thursday of the month at 3:00pm in the Senate Chamber, N940 Ross (unless otherwise noted below):

October 10, 2013	March 13, 2014
November 14, 2013	April 10, 2014
December 5, 2013 ( <i>first Thursday</i> )	May 8, 2014
January 9, 2014	June 12, 2014
February 13, 2014	

***All are welcome and encouraged to attend!***

**York University**  
**Faculty of Liberal Arts & Professional Studies**  
**LA&PS Faculty Council**

Senate Chamber  
Minutes of the 31<sup>st</sup> Meeting of Council  
May 9, 2013  
#130509

**Attendance:** M. Adriaen, S. Alnasseri, K. Anderson, C. Ashton, U. Best, M. Buccheri, G. Comninel, M. Derayeh, M., Dodman, K. Dowler, M. Figueredo, P. Giordan, M. Harper, B. Heron, X. Huang, T. Hudson, T. Hwong, R. Iannacito-Provenzano, N. Jazairi, M. Jeon, P. Khaiteer, A. Khandwala, D. Leyton-Brown, L. Lo, M. Lockshin, A. Maclennan, K. Mcpherson, G. Mianda, K. Michasiw, G. Mueller, C. Murray, J. Phillip, R. Myers, L. Myrie, J. Newton, P. Ng, R. Ophir, N. Ota, N. Razack, A. Redding, K. Reynolds, A. Semenov, M. Singer, B. Smith, D. Spokiene, J. Steigerwald, A. Valeo, J. Warren, A. Weiss, P. Wood, D. Woody, N. Yabuki-Soh

**Guests:** Z. DiFranco, V. Olender

### **1. Call to Order and Approval of Agenda**

The Chair of Council called the meeting to order.

The Chair stated that the Student Council of Liberal Arts and Professional Studies (SCOLAPS) had informed that they are unable to make their presentation to Council today as planned and will reschedule for a future meeting. He therefore called for a motion to approve the agenda with revision of omitting item #6.

It was moved, seconded and carried that the agenda be approved.

### **2. Chair of Council's Remarks**

The Chair noted that the Executive Report at today's meeting includes the results of the April 2013 election for Faculty Council, Council Standing Committees and Senate Representatives. He personally thanked all of his colleagues who voted, those who allowed their name to stand for nomination and congratulated those who were elected. He also thanked those members of Council whose term is coming to an end for their service and contributions to the Council and the Faculty as a whole. The Chair pointed out that there are still some vacancies on the Tenure and Promotions Committee and the Committee on Student Academic Petitions and informed that there will be another call for nominations in early fall to fill these vacancies as well as for those positions allocated for Contract Faculty and Teaching Assistants. He said that overall, the Standing Committees are well populated for this time of year.

The Chair asked members to take note of the dates for next year's Council meetings and encouraged all to attend.

He stated that there are three items for action at today's meeting. From the Academic Policy and Planning Committee there is a proposal to create an Honours Minor Program in Japanese Studies and a call to close the Interdisciplinary Program in Science and Technology Studies. He added that the Teaching and Learning Committee will present a proposal regarding recognition and awards for teaching excellence.

The Chair said that there had been no requests to move the consent agenda items onto the regular agenda, and stated those items are deemed approved.

He pointed out that the report of the last meeting of Senate on April 25, 2013 is available at the front of the room.

The Chair noted that there may or may not be a June meeting of Council and stated that the decision will be made by the Executive Committee at their meeting on May 29, 2013.

### **3. Minutes of the April 11, 2013 Meeting**

It was moved, seconded, and carried that the minutes of the April 11, 2013 meeting of Council be approved.

There was no business arising from the minutes.

### **4. Dean's Remarks**

The Dean reported that the tenure track hiring process had finished, noting that there are 17 or 18 new hires. He said that he is satisfied with the results given that financial state of affairs at the University. He thanked the Chairs, faculty members and students who assisted with the process. In terms of non-tenured positions, he said that there had been 65 limited term contract appointments. He added that these appointments were needed to accommodate an increase in enrolments and to compensate for retirements.

With regard to Tenure and Promotion, the Dean stated that all tenure files have been considered through his office, with most having been forwarded to the President. He said that only half of the promotion files had come through to his office and stated that of those submitted, he had two more files to review.

The Dean said that an announcement will be forthcoming regarding new appointments of Chairs, Directors and College Masters.

For Admissions and Enrolments, the Dean said that although applications are slightly down for the summer term, acceptances are up. As a result there has been less than a 1% decline. The difference in enrolment compared to last year is marginal. For the fall term, he said that domestic applications are down by 7% and observed that many of those who have accepted an offer are not first choice applicants. The Dean stated that he hopes that the improved conversion rate for summer will follow through to fall. International applicants have significantly increased to 10%, most notably by 30% in first choice applicants. Students who are accepting offers are top class. The Dean commented that two students from LA&PS were recipients of the \$25,000 Entrance Scholarships.

In the External Portfolio, he commented that in 2009, 92 students went abroad and noted that in 2013 193 LA&PS students will travel abroad. He said that all of the students who have participated in study abroad have reported a valuable experience. He said that for summer 2013, classes are travelling to Italy, China, France and Greece. In summer 2014 classes are proposed to travel to Ghana, Rwanda, Spain, Portugal, China, England, Thailand and the Caribbean.

On the topic of budget, the Dean suggested the Faculty is in an impossible position with a multi-million dollar deficit. He noted that LA&PS was created with a structural deficit. He pointed out that the Faculty has in fact since increased enrolment by 9%, thereby increasing revenue. He informed that the deficit for the current year was actually less than anticipated by about one million dollars, but added that the Faculty was then held responsible for renovation costs associated with the Writing Department. He suggested that the size of the deficit is a symptom of a larger problem in the way that the University deals with revenue and expenses.

The Dean noted that the Province had introduced a new policy on claiming expenses to replace the per diem system.

In the area of Teaching and Learning, the Dean noted that an event was held on April 30<sup>th</sup> to celebrate Experiential Education. The event was well attended by students, professors, external partners and community sponsors. He noted that a number of workshops related to Teaching and Learning are scheduled during the months of May, June, July and August. Further information is available on the Teaching and Learning website.

The Dean commented that this may be the last meeting of Faculty Council for the year as the June meeting may be cancelled. He therefore thanked the Chair of Council, Professor Hassan Qudrat-Ullah, for his work over the past year and welcomed George Comninel as the incoming Chair. He wished everyone an enjoyable summer and noted that at the September meeting of Council, he will deliver his full report on the state of the Faculty.

During the question period for the Dean, Associate Dean Razack added that as her term is coming to an end, she wished to thank everyone she has worked with during her tenure as Associate Dean.

A question from the floor was raised about what supports are in place for incoming international students. Associate Dean Razack responded that information for incoming students is available through advising sessions, the Colleges and a special orientation session offered through her office. She commented that challenges are presented to students through travel planning – obtaining visas, study permits etc. in time for the start of term. The Dean added that he has observed that incoming applicants now have a greater proficiency in English and suggested that the challenges faced by international students have more to do with lifestyle and expectations. He noted that there is also increased contact with parents of international students. He contended that it is important to provide multiple points of contact for incoming international students aside from the Faculty, such as current students and alumni.

A question was raised from the floor about student advising becoming more centralized in delivery of service to students. It was agreed that Associate Dean Spraakman (who was absent) would follow up on this question directly after the meeting.

A question was raised from the floor about the ongoing deficit in the Faculty and whether it was reasonable to expect it would be reduced within the Dean's term. The Dean responded that he is hopeful that that the deficit can be reduced and noted that a new budget model for the University should benefit LA&PS in terms of the allocation of funds.

## **5. Reports of Standing Committees of Council**

### **a) Executive Committee**

The Vice-Chair of Council announced that the Executive Report contains three items for information – the April 2013 Election Results for Faculty Council and Council Standing Committees, the April 2013

Election Results for Faculty Representatives on Senate and the meeting dates of Faculty Council for 2013-2014.

The Vice-Chair reviewed the election results noting that new members are bolded on the report. He noted that there are still vacancies on the Tenure and Promotions Committee as well as the Committee on Student Academic Petitions. He congratulated A. MaLennan as the incoming Vice-Chair of Council. On behalf of the Executive Committee, the Vice-Chair thanked all faculty members who participated in the election process as well as the administrative staff who facilitated the process.

The Vice-Chair pointed out the dates of the meetings of Council for next year and encouraged all to attend.

As a follow up from discussion at the last Council meeting, The Vice-Chair provided an update regarding the Senate Executive proposal to reduce the number of LA&PS Senators in order to accommodate the new Lassonde Faculty. He said that in response to a motion presented on behalf of the LA&PS Executive Committee, Senate Executive had withdrawn their motion to reduce the number of LA&PS Senators. He suggested that it is reasonable to expect that number of LA&PS Senators will not be reduced at this time and that further discussion on the issue will take place over the coming year.

During the question period, the current Chair of the Committee on Student Academic Petitions, Professor K. McPherson, asked members to encourage new faculty members to serve on the Committee as not only does it provide an opportunity to gain service in the Faculty, it also provides good insight into how the Faculty operates.

### **b) Academic Policy and Planning Committee (APPC)**

The Chair of APPC, Professor T. Hwong, stated that there are two items for action at today's meeting – the creation of an Honours Minor Program in Japanese Studies and the closure of the of the Interdisciplinary Program in Science and Technology Studies.

The following motion was presented:

The Academic Policy and Planning Committee recommends the Faculty Council to approve the proposal to create an Honours Minor degree program in Japanese Studies, effective September 2014, with the understanding that the program will undergo a review of its sustainability in the academic year of 2017-18. It was noted that the review process would be formulated by the Program and the Dean's Office.

The motion was seconded and carried.

The following motion was presented:

The Academic Policy and Planning Committee recommends the Faculty Council to approve the closure of the Interdisciplinary Program in Science and Technology Studies in conjunction with the Senate approval to create a Department of Science and Technology Studies within the Faculty of Science.

The motion was seconded and carried.

### **c) Committee on Teaching and Learning**

Professor J. Newton, Chair of the Teaching and Learning Committee presented the following motion:

The Committee on Teaching and Learning recommends that Council approve the creation of departmental-level recognition for excellence in teaching and the revised terms of reference of the Dean's Award for Excellence in Teaching effective Fall 2013.

The motion was seconded.

J. Newton commented that the Committee had worked hard to propose a valid and meaningful process and she thanked all of those involved and also paid tribute to nominees for the awards from last year. She noted that there is a typo on page 15 of the report where it states "Each year, the Departmental Teaching Recognition Committee will nominate candidates in each of the above

categories...." The "Departmental Teaching Recognition Committee" is to be replaced by "The Department".

A question was raised from the floor about the additional time required for the sequenced approach and if it is feasible to meet the nomination deadline for University-wide teaching awards. J. Newton noted that course evaluations are available in early summer and stated that it is hoped that Departments will establish their own criteria in early fall. Further discussion ensued about the new proposed structure and process.

A further revision was made to page 15 of the report concerning the nomination of three candidates – "Departments will nominate candidates in each of the above categories...." changes to "Departments are encouraged to nominate candidates in each of the above categories...."

The motion carried.

Dean Singer commented that it was a difficult decision not to award teaching awards last year and said that previous nominees would be encouraged to be involved under the new process.

As a follow up to his remarks, the Dean informed members that the new general education legislation is still under review at the Senate level. He noted that current faculty complement planning is based on the approval of the new legislation and he therefore expressed strong desire to have the legislation passed at the June Senate meeting.

### **6. Other Business**

There was no other business.

It was moved, seconded and carried to adjourn.

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H. Qudrat-Ullah Chair of Council

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M. Harper, Secretary of Council



**Report 1**

**August 2013**

**ITEMS FOR INFORMATION (2):**

**1. Request for Nominations for Standing Committees of the Liberal Arts & Professional Studies Faculty Council: Executive, Curriculum, Curricular Policy and Standards, Tenure and Promotions, Teaching and Learning, Research Policy and Planning, and Student Academic Petitions**

The Executive Committee would like to announce that there is an immediate request for nominations for members to serve on standing committees of the Liberal Arts & Professional Studies Faculty Council. At the next meeting of Council nominations will be approved.

**Executive Committee**

*(two vacancies for a three-year term)*

- Normally meets on the last Wednesday of each month from 1:00pm – 3:00pm
- <http://www.yorku.ca/laps/council/faculty/exec.html>

**Committee on Curriculum, Curricular Policy and Standards**

*(two vacancies for a three-year term)*

- Normally meets on the first Wednesday of each month from 1:00pm – 3:00pm
- <http://www.yorku.ca/laps/council/faculty/curriculum.html>

**Tenure and Promotions Committee**

*(five vacancies, four for a one-year term, one for a three-year term)*

- Normally meets in three rotating panels between November to June
- <http://www.yorku.ca/laps/council/faculty/tenure.html>

**Committee on Teaching and Learning**

*(one contract faculty vacancy for a one-year term, two teaching assistant vacancies for a one-year term)*

- Normally meets on the third Wednesday of each month from 9:30am – 11:00am
- <http://www.yorku.ca/laps/council/faculty/teaching.html>

**Committee on Research Policy and Planning**

*(two vacancies for a three-year term)*

- Normally meets on the fourth Monday of each month from 12:00pm-2:00pm
- <http://www.yorku.ca/laps/council/faculty/research.html>



**Committee on Student Academic Petitions**

*(two vacancies for a two-year term)*

- Normally meets every Monday, Tuesday, Wednesday & Thursday in four rotating panels.
- [http://www.yorku.ca/laps/council/faculty/petitions\\_com.html](http://www.yorku.ca/laps/council/faculty/petitions_com.html)

**2. Request for Nominations - Liberal Arts & Professional Studies Contract Faculty Representatives on Senate *(two contract faculty vacancies for a one-year term)*:**

The Executive Committee would like to announce that there is an immediate request for nominations for members to serve as Liberal Arts & Professional Studies **contract faculty (2)** representatives on Senate, Details regarding meeting dates and times are posted on the Senate Website: <http://www.yorku.ca/secretariat/senate/index.htm>. At the next meeting of Council nominations will be approved.

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**We would like to extend our gratitude and thanks to the following committee members who have completed their terms on the committee as of June 30, 2013.**

Hassan Qudrat-Ullah, Chair of Faculty Council (2012-2013)  
Lucia Lo, Department of Geography