



York University
Faculty of Liberal Arts & Professional Studies
31st Meeting of Faculty Council

NOTICE OF MEETING

Thursday, May 9, 2013
3:00 pm – 5:00 pm

Senate Chamber, N940 Ross

Agenda

1. Call to Order and Approval of the Agenda
2. Chair of Council's Remarks
3. Minutes of the **April 11, 2013** meeting.....2
4. Dean's Remarks
5. Reports of Standing Committees of Council
 - a) **Executive** (items for information).....5
 - April 2013 Election Results: Faculty Council, Council Standing Committees, and Senate
 - Council Meeting dates for 2013-2014
 - b) **Academic Policy and Planning Committee** (items for action).....9
 - Honours Minor Program in Japanese Studies
 - Closure of the Interdisciplinary Program in Science and Technology Studies
 - c) **Teaching and Learning** (item for action).....12
 - Award for Teaching Excellence
 - d) Consent Agenda (Curriculum, Curricular Policy and Standards).....19
6. Special Presentation: Student Council of Liberal Arts & Professional Studies (SCOLAPS)
7. Other Business

2012 - 2013 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):

June 6, 2013 (*first Thursday*)

All are welcome and encouraged to attend!



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

Senate Chamber
Minutes of the 30th Meeting of Council
April 11, 2013
#130411

Attendance: N. Adelson, M. Adriaen, U. Anucha, K. Bhathal, M. Buccheri, G. Comninel, B. Crow, M. Deryeh, R. Drummond, J. Edmondson, S. Embleton, P. Evans, G. Fallis, C. Forrester, P. Giordan, M. Harper, T. Hwong, C. Innes, P. Khaiteer, A. Khandwala, S. Kwon, M. Ladd-Taylor, D. Lee, E. Lee, D. Leyton-Brown, A. Maclennan, N. Mandell, C. Marjollet, K. Michasiw, C. Murray, L. Myrie, R. Myers, N. Nandakumar, J. Newton, P. Ng, K. Ogata, V. Phillip, H. Qudrat-Ullah, A. Rakhra, N. Razack, A. Redding, M. Saboor, C. Sanchez-Rodriguez, L. Sanders, A. Schrauwers, A. Semenov, J. Simeon, M. Singer, T. Somaroo, J. Spencer, G. Spaarkman, I. Steinisch, L. Stewart, R. Udit, S. Tweyman, A. Valeo, J. Vernon, A. Weiss, E. Winslow, D. Woody.

Guests: N. Bisesar M. Carducci, Z. DiFranco, D. Mirabelli, V. Olender, K. Reynolds, A. Simone and Family

1. Call to Order and Approval of Agenda

The Chair of Council called the meeting to order.

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

2. Chair of Council's Remarks

The Chair of Council welcomed everyone and introduced M. Harper who is taking over as Secretary of Council while L. Cozzi is on maternity leave. He extended congratulations to L. Cozzi and her family on the birth of their daughter.

The Chair announced that nominations for standing committees of Council and Senate Representatives would be approved at today's meeting. He thanked members of the Executive Committee and Chairs and Directors for their efforts in creating a slate of nominations that is reflective of the diversity of our Faculty. He added that in addition to the reports of the standing committees of Council there would be a special presentation of the inaugural Anne Simone Graduate Student Conference Award.

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

He pointed out that the report of the last meeting of Senate is found at the back of the agenda package.

3. Minutes of the February 14, 2013 Meeting

It was moved, seconded, and carried that the minutes of the February 14, 2013 meeting of Council be approved.

There was no business arising from the minutes.

4. Dean's Remarks

The Dean updated members on the status of hires in the Faculty, noting that of the 20 tenure track searches, to date 16 individuals had signed. He added that 14 were first choice hires and two were second choice hires. He stated that two searches are still underway and two searches had failed. He then provided a breakdown of the hires by School/Department. He thanked the Chairs and Directors for their efforts in the hiring process. He added that one appointment had been gained through the conversion exercise.

The Dean updated members on the status of Tenure and Promotion files in the Faculty. He stated that all 21 applications for tenure and promotion to Associate Professor had been reviewed and processed through his office. He stated that about 7 files are still in queue for the Senate Review Committee. In terms of files for promotion to

professor, he said that there are 5 files for review in his office and some still at the unit level. The Dean stated that he was pleased to have been able to move these files along and noted that overall there had been few procedural issues this year.

He then provided an update on enrolments and admissions. He explained that summer 2013 enrolments are not falling and that the difference in numbers compared to last year is negligible as domestic enrolments are slightly down while international enrolments are modestly up. Although the number of first choice applications is down for fall 2013, he pointed out that the difference in the overall number of applications is less than 1% compared to last year. He added that there had been a 30% increase in international applications.

On the international front, the Dean said that more funding had been made available to students through fully subscribed scholarships and fully subscribed conference travel bursaries. Overall, things are headed in a positive direction.

He noted that 91 applications had been received for research releases and thanked the adjudicating committees for their efforts.

The Dean shared that he was at an alumni meeting in Hamilton last week where he engaged alumni from the Faculties of Arts and Atkinson and LA&PS. He commented that alumni are a valuable resource. He noted that he would be travelling to Vancouver in one week for a brief visit.

He stated that it is a very busy and challenging time as Deans are now meeting weekly and Chairs, Directors and Masters have moved to bi-weekly meetings for the next few weeks as both groups have full agendas.

There were no questions for the Dean.

5. Reports of Standing Committees of Council

a) Executive Committee

Before presenting the revised Executive Report (reflecting nominations that had been received since the agenda package was circulated), the Vice-Chair of Council announced that Senate Executive had proposed to reduce the number of LA&PS Senators from 40 to 38 to accommodate membership for the new Lassonde Faculty. He noted that the issue had been referred back to Senate Executive for further consideration at the last Senate meeting. He suggested that this was an important issue for the Faculty in terms of representation. He contended that alternative models should be considered, such as increasing membership by 5 seats rather than decreasing the Senate membership. He encouraged members to speak to this issue at the April Senate meeting.

He then read aloud the nominations for the Standing Committees of Council and Senate.

There were no further nominations from the floor.

It was moved, seconded and carried to close nominations.

It was moved, seconded and carried to approve the slate of nominations for the Standing Committees of Council.

It was moved, seconded and carried to approve the slate of nominations for Senate.

b) Committee on Research Policy and Planning

N. Adelson, Associate Dean, Research stated that the Grant Adjudication Sub-Committee of the Committee on Research, Policy and Planning received a total of 40 applications from 16 Schools and Departments. A total of 38 grants were awarded in the amount of \$122, 140.28. She thanked the adjudication committee for their efforts in reviewing the applications. She encouraged full-time YUFA faculty colleagues to apply to the grant for spring 2013.

She informed members that the Strategic Research Plan is now posted on the Vice-President Research & Innovation's website and thanked members of the CRPP and the Advisory Group and all those involved for their input and feedback on the plan. She stated that the input and feedback provided indeed had an impact on the final version of the plan and she suggested that we as a Faculty should be able to see ourselves in the document.

Dean Singer also thanked the committee members for their efforts.

c) Committee on Teaching and Learning

J. Newton, Chair of the Teaching and Learning Committee provided an overview of the development of new teaching awards within LA&PS. She stated that there had already been wide consultation across on the Faculty which had highlighted some contentious issues. She said that the Committee would welcome feedback from Council members on the following 7 main issues:

- 1) Teaching Awards vs. Recognition and Celebration of Teaching
- 2) Sequenced Process to Recognize and Reward Teaching
- 3) Departmental Benchmarks & Criteria
- 4) Workload
- 5) Eligibility
- 6) Recognition and Awards Process should inform improvements in Teaching Practice
- 7) Research-Based Teaching Practices.

J. Newton asked for feedback from the floor.

R. Udit, Chair of the Student Council of Liberal Arts & Professional Studies (SCOLAPS) stated that the student council supports the initiative to recognize instructors through teaching awards. He added that the student council appreciated having been consulted in the process. He commented on what the student council believes to be the qualities of good teaching. He suggested that consideration should be given to alternative ways to reach out to students to solicit nominations, such a social media. He said that the student council supported the idea of including the option to nominate instructors as part of course evaluations and added that incentives should be

provided for students to submit nominations. He stated that it is very important to incorporate students in the process.

6. Special Presentation: Inaugural Anne Simone Graduate Student International Award

B. Crowe, Interim Dean for the Faculty of Graduate Studies and AVP Graduate stated that the Anne Simone LA&PS Graduate Student Conference Award will provide a maximum of \$1,000 for a full-time graduate student enrolled in a programme affiliated with the Faculty of Liberal Arts & Professional Studies to attend an international conference to present his/her research. She then expressed words of gratitude to A. Simone for her years of long service to York University and for her commitment to students. She then called upon N. Razack, Associate Dean External to assist in making the presentation of the award.

N. Razack also thanked A. Simone for her years of service and for the support that she had provided to her over the years. She called A. Simone to the front of the Senate Chamber to make the presentation of the award to the recipient, Ms. Pamela Fuentes.

7. Other Business

There was no other business.

It was moved, seconded and carried to adjourn.

H. Qudrat-Ullah Chair of Council

M. Harper, Secretary of Council



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ITEMS FOR INFORMATION (3):

1. Election Results: Council Standing Committees

Elections for membership of Vice-Chair of Council and Council Standing Committees opened on Wednesday, April 17, 2013 and closed on Wednesday, April 24, 2013. In accordance with its responsibilities, the Executive Committee reviewed the election results and, in cases where nominees had been elected to more than one committee, assigned these faculty members to the committee with the greatest need. A further request for nominations for additional vacancies on Council Committees will be issued in the Fall 2013 term.

The Executive Committee is pleased to announce the membership of 2013-2014 Council Committees as follows (new members in bold):

Vice Chair of Council (1)

Last Name	First Name	Department	Area	Term Start	Term End
MacLennan	Anne	COMN	Social Science	July 1, 2013	June 30, 2014

Executive Committee (7)

Last Name	First Name	Department	Area	Term Start	Term End
Anucha	Uzo	SOWK	Professional Studies	July 1, 2011	June 30, 2014
Ophir	Ron	ADMS/HRM	Professional Studies	July 1, 2012	June 30, 2015
MacLennan	Anne	COMN	Social Science	July 1, 2012	June 30, 2015
Sheptycki	James	SOSC	Social Science	Nov 1, 2012	June 30, 2015
Spotton Visano	Brenda	PPA/ECON	Social Science	July 1, 2012	June 30, 2015
Redding	Arthur	EN	Humanities	Nov. 1, 2012	June 30, 2015
Ferrarra	Ida	ECON	Social Science	July 1, 2013	June 30, 2016

Academic Policy and Planning Committee (7)

Last Name	First Name	Department	Area	Term Start	Term End
Wellen	Richard	SOSC	Social Science	July 1, 2012	June 30, 2014
Hwong	Thaddeus	PPA/ADMS	Social Science	July 1, 2012	June 30, 2015
Mule	Nick	SOWK	Professional Studies	July 1, 2012	June 30, 2015
Ducharme	Mary Jo	HRM	Professional Studies	Nov 1, 2012	June 30, 2015
Karakul	Mustafa	ADMS	Professional Studies	July 1, 2013	June 30, 2014
Bird	Kym	HUMA	Humanities	July 1, 2013	June 30, 2016
Innes	Christopher	EN	Humanities	July 1, 2013	June 30, 2016

Committee on Curriculum, Curricular Policy and Standards (7)

Last Name	First Name	Department	Area	Term Start	Term End
Karpinski	Eva	GSWT	Humanities	July 1, 2011	June 30, 2014
Tufts	Steven	GEOG	Social Science	July 1, 2011	June 30, 2014
Weiss	Allan	EN	Humanities	Jan. 1, 2012	June 30, 2015



Executive Committee

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Colaguori	Claudio	EQST	Social Science	July 1, 2012	June 30, 2015
Srinivasan	Sharada	SOSC	Social Science	July 1, 2012	June 30, 2015
Slowey	Gabrielle	POLS	Social Science	July 1, 2012	June 30, 2015
Solis	Adriano	ADMS	Professional Studies	July 1, 2013	June 30, 2016

Tenure and Promotions Committee (15)

Last Name	First Name	Department	Area	Term Start	Term End
Marjollet	Christian	FR	Humanities	Aug. 1. 2012	June 30, 2015
Shea	Victor	HUMA	Humanities	Aug. 1. 2012	June 30, 2015
Xu	Xueqing	DLLL	Humanities	July 1, 2011	June 30, 2014
Pelham	Judy	PHIL	Humanities	July 1, 2011	June 30, 2014
O'Reilly	Andrea	GWST	Humanities	July 1, 2011	June 30, 2014
Domian	Dale	ADMS	Professional Studies	July 1, 2011	June 30, 2014
Ezzedeem	Souha	HRM	Professional Studies	Aug. 1. 2012	June 30, 2015
Bohn	Simone	POLS	Social Science	Aug. 1. 2012	June 30, 2015
Drummond	Lisa	SOSC	Social Science	July 1, 2011	June 30, 2014
Grinspun	Ricardo	ECON	Social Science	July 1, 2013	June 30, 2014
Cohn	Daniel	PPA	Social Science	July 1, 2013	June 30, 2016
Trevett	Jeremy	HIST	Humanities	July 1, 2013	June 30, 2016
Vacancy				July 1, 2013	June 30, 2016
Vacancy				July 1, 2013	June 30, 2016
Vacancy				July 1, 2013	June 30, 2016

Committee on Teaching and Learning (6 full-time faculty + 1 contract faculty + 2 TAs)

Last Name	First Name	Department	Area	Term Start	Term End
Denning	Kathryn	ANTH	Social Science	July 1, 2011	June 30, 2014
Waring	Duff	PHIL	Humanities	July 1, 2011	June 30, 2014
Newton	Janice	POLS	Social Science	July 1, 2012	June 30, 2015
Khaiter	Peter	ITEC	Professional Studies	Nov 1, 2012	June 30, 2015
Lunny	Allyson	SOSC	Social Science	July 1, 2013	June 30, 2016
Roth	Robin	GEOG	Social Science	July 1, 2013	June 30, 2016
Vacancy			contract faculty	Sept 1, 2013	June 30, 2014
Vacancy		Teaching Assistant		Sept 1, 2013	June 30, 2014
Vacancy		Teaching Assistant		Sept 1, 2013	June 30, 2014

Committee on Research Policy and Planning (9 with at least 2 from each of the three areas)

Last Name	First Name	Department	Area	Term Start	Term End
Heron	Barbara	SOWK	Professional Studies	Nov 1, 2012	June 30, 2015
Huang	Jimmy	ITEC	Professional Studies	July 1, 2012	June 30, 2015
Nirupama	Niru	ADMS	Professional Studies	July 1, 2011	June 30, 2014
Canefe	Nergis	POLS/PPA	Social Science	Nov 1, 2012	June 30, 2015
Peacock	Mark	SOSC	Social Science	July 1, 2012	June 30, 2015
Burke	Tony	HUMA	Humanities	July 1, 2012	June 30, 2015



Executive Committee

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Hadj-Moussa	Ratiba	SOCI	Social Science	July 1, 2013	June 30, 2016
Hayward	Mark	COMN	Social Science	July 1, 2013	June 30, 2016
Wicken	William	HIST	Humanities	July 1, 2013	June 30, 2016

Committee on Student Appeals and Academic Integrity (9)

Last Name	First Name	Department	Area	Term Start	Term End
Robson	Karen	SOCI	Social Science	July 1, 2012	June 30, 2014
Spletstoesser	Ingrid	ADMS	Professional Studies	July 1, 2012	June 30, 2014
Asgary	Ali	ADMS	Professional Studies	Nov 1, 2012	June 30, 2014
Beck	Jacob	PHIL	Humanities	Nov 1, 2012	June 30, 2014
Neill	Deborah	HIST	Humanities	Nov 1, 2012	June 30, 2014
Yabuki-Soh	Noriko	DLLL	Humanities	Jan 1, 2013	June 30, 2014
Erechtchoukova	Marina	ITEC	Professional Studies	July 1, 2013	June 30, 2015
Campbell	Heather	EN	Humanities	July 1, 2013	June 30, 2015
McKenzie	Andrea	WRIT	Humanities	July 1, 2013	June 30, 2015

Committee on Student Academic Petitions (16)

Last Name	First Name	Department	Area	Term Start	Term End
Birch	Kean	SOSC	Social Science	July 1, 2012	June 30, 2014
Cain	Stephen	EN	Humanities	July 1, 2012	June 30, 2014
Bell	Stephanie	WRIT	Humanities	Nov 1, 2012	June 30, 2014
Carbonell	Pilar	ADMS	Professional Studies	Nov 1, 2012	June 30, 2014
Cothran	Boyd	HIST	Humanities	Nov 1, 2012	June 30, 2014
Couto	Noemia	PPA	Social Science	Nov 1, 2012	June 30, 2014
Wang	Haiping	ADMS	Professional Studies	Jan 1, 2013	June 30, 2014
Cowdy	Cheryl	HUMA	Humanities	July 1, 2013	June 30, 2015
Iannacito-Provenzano	Roberta	DLLL	Humanities	July 1, 2013	June 30, 2015
Valeo	Antonella	DLLL	Humanities	July 1, 2013	June 30, 2015
Zimmerman	Brett	EN	Humanities	July 1, 2013	June 30, 2015
Elliott	Denielle	SOSC	Social Science	July 1, 2013	June 30, 2015
Vacancy				July 1, 2013	June 30, 2015
Vacancy				July 1, 2013	June 30, 2015
Vacancy				July 1, 2013	June 30, 2015
Vacancy				July 1, 2013	June 30, 2015



2. Election Results: Faculty Representatives on Senate

Elections for membership of Faculty Representatives on Senate opened on Wednesday, April 17, 2013 and closed on Wednesday, April 24, 2013. The Executive Committee is pleased to announce the new and continuing 2013-2014 Liberal Arts & Professional Studies Faculty Representatives elected-at-large members on Senate as follows (new members in bold):

Elected-At-Large LA&PS Faculty Representatives on Senate (18)

Last Name	First Name	Department	Term Start	Term End
Ehrlich	Carl	Humanities	July 1, 2011	June 30, 2014
Magee	Joanne	Administrative Studies	July 1, 2011	June 30, 2014
Spotton Visano	Brenda	Public Policy and Administration/Economics	July 1, 2012	June 30, 2015
Leyton-Brown	David	Political Science	July 1, 2012	June 30, 2015
Bird	Kymerley	English	July 1, 2012	June 30, 2015
Sanders	Leslie	Humanities/Writing Department	July 1, 2012	June 30, 2015
Michasiw	Kim	English	Nov 1, 2012	June 30, 2016
Robson	Karen	Sociology	Nov 1, 2012	June 30, 2016
Innes	Christopher	English	July 1, 2013	June 30, 2014*
Anderson	Karen	Sociology	July 1, 2013	June 30, 2016
Campbell	Heather	English	July 1, 2013	June 30, 2016
Dimock	Susan	Philosophy	July 1, 2013	June 30, 2016
Heron	Craig	History	July 1, 2013	June 30, 2016
Little	William Kenneth	Anthropology	July 1, 2013	June 30, 2016
Vanstone	Gail	Humanities	July 1, 2013	June 30, 2016
Weir	Lorna	Sociology	July 1, 2013	June 30, 2016
Vacancy	Contract Faculty		Sept. 1, 2013	June 30, 2014
Vacancy	Contract Faculty		Sept. 1, 2013	June 30, 2014

*G. Comninel is on a one year stop out as Chair of Council in 2013-2014

3. Meetings of the Faculty Council 2013-2014

The Executive Committee wishes to report the 2013-2014 meeting dates of the Faculty Council. Meetings on the following dates at 3:00pm in the Senate Chambers, Room N940, Ross Building:

Thursday, September 12, 2013
 Thursday, October 10, 2013
 Thursday, November 14, 2013
 Thursday, December 5, 2013*
 Thursday, January 9, 2014

Thursday, February 13, 2014
 Thursday, March 13, 2014
 Thursday, April 10, 2014
 Thursday, May 8, 2014
 Thursday, June 12, 2014

*The December meeting will be held on the 1st Thursday due to the exam and holiday schedule.



**Report 4
April 2013**

ITEMS FOR ACTION (2):

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.

1. Proposal to create an Honours Minor degree program in Japanese Studies (Excerpt)

Faculty of Liberal Arts and Professional Studies
Proposal for the Creation of an Honours Minor Program in Japanese
Studies in the Department of Languages, Literatures and Linguistics
(DLLL)

Prepared by Norio Ota
Coordinator, Japanese, Korean and Computing (Languages), DLLL
April 18, 2013

Context of Proposal

a. Statement of purpose:

Creation of an Honours Minor degree program in Japanese Studies. The program is expected to commence in the F/W 2014-2015 academic year.

The Japanese language curriculum at York University has been steadily growing since its inception in the 1960's, a time when Japan emerged as one of the major economic powers in the world. The twenty-first century is called "the century of Asia." Having a good command of an Asian language is an enormous asset for professional opportunities. The Japanese Section at York University has been offering Japanese language curriculum up to the fourth year level, designed to provide students in various fields with a working knowledge of the language and useful information concerning Japanese people, society and culture. Learning Japanese with reference to cross-cultural communication is emphasized so that students will be able to adapt to a foreign environment without much difficulty. The communicative approach has been adopted to help students to become creative, autonomous and sensitive language learners. Students learn how to make maximal use of their knowledge at their own levels, including non-verbal communication skills.

The Japanese language curriculum at York University is the only one in Canada fully web-based and offers an open-learning environment for anyone who is interested in learning Japanese. Textbooks were replaced by web-based instructional materials specifically developed for York students. A modular approach has been adopted to enhance synergistic effects in language learning and teaching. Online interactive materials help students to learn on their own even during vacation periods. The Japanese language curriculum at York University is ranked at the top level in Canada, based on the excellent teaching instruction and the outstanding achievement by students in the regional and national speech contests.



Since the 90's the request for setting up a degree program in Japanese Studies has been growing larger as the enrollment grew. While students could major or minor in the East Asian Studies program, of which the Japanese Section is a participating member, many students expressed their wishes to focus their study on Japan and the Japanese language, being inspired by Japanese popular culture and attracted to work and study opportunities in Japan. A degree program in Japanese Studies was envisaged and several non-language courses such as Introduction to Japanese Culture and society, Classical Japanese, Teaching of Japanese as a Foreign Language and Translation: E-J and J-E, were developed to augment the language curriculum. As the enrollment grew, more faculty members were hired and promoted partially funded with external funding such as the Tanka Fund. All the language courses have been modified as web-based courses with self-study instructional material and online testing to maximize communicative activities in class and save time for faculty members. The results of the questionnaire undertaken by the Japanese Section in 2011 indicated 172 students would minor in Japanese Studies (plus 65 major), if a degree program should become available. The faculty of the Japanese Section consists of two tenured members, one in tenure-stream, one CLA and one part-time instructor. A few new courses have been added to increase the choice of courses. The student enrollment of the academic year of 2012-13 was approximately 450, including a large number of high quality students at each level, many of whom stated that they decided to come to York University based on the reputation of the Japanese curriculum. With the pioneering initiative in deploying technology in teaching and testing, the Section is confident in developing a quality honours minor degree program for very enthusiastic students in the Japanese courses. Such a program will give students with various major fields opportunities to enhance their potential, academic interest, professional and career development.

The full proposal is available by clicking [here](#).

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.

2. Proposal to Establish a Department of Science and Technology Studies in the Faculty of Science (Excerpt)

Introduction

At the conclusion of the spring 2010 Undergraduate Program Review of the Program in Science and Technology Studies, the consultants made the following recommendation: "We strongly recommend that STS give close and careful consideration to forming a department within FSE, with Natural Sciences as a course set and General Education entity within the new department." Members of the Program, meeting to consider the report, agreed unanimously with this recommendation. This was also the consensus of the Associate Vice-President Academic and the deans during the UPR consultation.

Academic Implications

We propose to undertake the following:

(1) Create a Department of Science and Technology Studies in the Faculty of Science, and to commence operations on 1 July 2013. This will allow us to participate in and contribute to Faculty affairs on an equal footing with those in other departments. We believe we have much to offer the Faculty of Science, its faculty,



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and its students. By moving to a departmental arrangement, we can also offer our LA&PS students a stronger and more coherent STS program. A coherent and stable departmental structure will also facilitate recruitment of more and higher quality majors to our programs.

(2) Bring into the department, either fully or through cross-appointment, other STS scholars at York who wish to contribute to our undergraduate programs. As the UPR report indicated, York has a very large group of excellent, high-profile STS scholars. The creation of a coherent and easily-identifiable department will further our goal to becoming one of the world's premiere STS programs. To this end, we must ensure that faculty members outside the Faculty of Science are able to participate in and contribute to our degree programs. There is no "one-size-fits-all" solution, but transfers and cross-appointments need to be facilitated. We do not want to leave out anyone from our current undergraduate program who wishes to participate.

(3) Move the programmatic activities of the Inter-faculty Interdisciplinary Program in STS, including the existing BA and BSc degree programs, into the new department.

Action Requested of LA&PS Committees and Council

We are requesting that LA& PS Academic Policy and Planning Committee and Council pass a motion to close the current Inter-faculty Interdisciplinary Program in STS, including the existing BA and BSc degree programs, at the time of the creation of the department.

The full proposal is available by clicking [here](#).



**Report 3
April 2013**

ITEM FOR ACTION (1):

The ensuing document “LA&PS Teaching Excellence: Recognition and Awards” highlights contributions made to the enhancement of the student learning experience. It also recognizes the commitment to building a stronger culture of excellence in teaching within the Faculty of Liberal Arts & Professional Studies (LA&PS). The Committee on Teaching and Learning therefore 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.

Rationale:

Based on the research conducted on awards and recognition within the Faculty (through Academic Chairs and Directors and SCOLAPS), the University and externally, the Committee proposes a revised awards process to address issues that arose with past awards. The Committee is committed to creating a transparent awards process that engages academic units and students in a meaningful way.

The most significant change is the recommendation for recognition of excellent teaching at the Departmental level. This allows Departments to focus on their priorities and on the goals of the Strategic Plan. The revised process is also designed to have an impact on the LA&PS community, since the overall process leads to significant recognition at various levels and the sharing of best practices, anchored in teaching research and evidence of teaching practices that promote student engagement and deep learning.

This process focuses on undergraduate teaching since graduate teaching is recognized in a separate award. From our experience this year, we want to keep the criteria as open as possible to allow Departmental-level and Faculty-level committees to fully consider factors relevant to their specific contexts. The Committee will review and refine the process as needed based on yearly reports from Departments and the Faculty Adjudication Sub-Committee.

LA&PS Teaching Excellence: Recognition and Awards

Terms of Reference

Purpose

- a) To identify and celebrate effective teaching practices that foster deep learning, as informed by the scholarship on teaching and learning;
- b) To facilitate continuity of recognition of teaching excellence by:
 - Identifying and celebrating excellent teaching within a Department;
 - Recognizing and rewarding excellent teaching and strong leadership in teaching at the Faculty level;
 - Promoting the recognition of our excellent instructors beyond the LA&PS community;
- c) To engage students, Departments, and Chairs broadly in processes of nomination and adjudication that are efficient and meaningful.

Departmental Recognition of Teaching Excellence

This recognition process acknowledges the top instructors, within a Department in a given year, who demonstrate skill and effectiveness in promoting student learning, or strong leadership in teaching and learning in the undergraduate curriculum. The aim is to provide recognition of efforts that go beyond the normal course of one's duties to promote student learning. This Departmental Recognition, over time, should also identify top candidates who may be eligible for the LA&PS Teaching Award, or other external teaching awards.

Purpose:

- To identify and celebrate the excellent teaching within a Department;
- To help graduate students and contract faculty build strong teaching portfolios;
- To recognize untenured faculty who demonstrate teaching excellence;
- To identify and disseminate best practices for teaching and learning.

Eligibility:

Instructors and TAs are eligible if they have served in one or several of the following roles within a given year:

- All course directors, tenure-stream and contract
- Tutorial Leaders
- Those who served in a leadership role promoting teaching and learning within the unit

Teaching Recognition Process

Each Department is encouraged to establish criteria and an adjudication process to recognize teaching excellence appropriate to their unit. The process shall be informed by concern for issues of conflict of interest, fairness, equity and transparency. While not required, a Department may judge it appropriate to strike a teaching and learning committee¹ to establish criteria and adjudicate recognition each year. The Department will also consider whether those adjudicating are eligible to receive recognition while serving.²

Criteria:

The Department will establish criteria for recognizing excellent instructors in their undergraduate program(s) and will recognize those who meet or exceed these criteria in a given year. We stress that it is up to each Department to develop these criteria based on the unique context of their unit. Criteria may change over time, in light of the needs of the Department. Recognition criteria might also be informed by other awards, for example disciplinary awards, to facilitate progression towards other teaching awards. It is requested that a summary of the criteria be forwarded to the LA&PS Committee on Teaching and Learning each year, to allow us to review and share best practices.

Given concerns about fairness, workload and transparency, below we offer some suggestions for units to consider in developing their criteria:

Option A (simplified version):

Course Evaluation Benchmarks: The Department may wish to identify a benchmark based on key course evaluation data (for example: Overall, how would you evaluate this course/Instructor?). This benchmark may vary depending on variables such as year level, required or elective nature of courses, etc. An instructor could be recognized in one or more category for each course they teach depending

¹Possible choices for committee members could include the Chair, Undergraduate Program Director, Teaching Coordinator, tenure-stream or contract faculty members, Teaching Assistant, or student representative(s).

²For example, if a simple process based on course evaluations or student nominations is adopted, it may be reasonable to allow all those who meet the criteria to be eligible, including the adjudicators. If however, a more complex process is decided upon, it may be reasonable for those adjudicating to recuse themselves from recognition while serving.

on whether they meet the criteria. The Department will wish to consider carefully how to structure this part of the process, either involving the Chair who has access to course evaluation results or requesting that individual instructors provide results.

Student Nomination Benchmarks: The Department could establish a benchmark for recognizing student nominations for teaching excellence. To facilitate this, Departments could initiate a survey of all their students to solicit nominations. Alternatively, the Course Evaluation site could link to a separate nomination site that invites students to nominate instructors for teaching excellence; nominations so received could be redirected to the Department.

Category Benchmarks: The Department may wish to distinguish different benchmarks among different classes of instruction: contract, junior tenure-stream (less than 10 years) and senior tenure stream.

Option B (complex version):

In addition to the above criteria, the Department may include consideration of:

- i. Instructors who use innovative teaching and learning practices to improve learning.
- ii. Instructors who undertook a major re-design of curriculum or courses for the Department to enhance student learning.
- iii. Instructors who innovated to improve student learning in targeted areas that posed a particular challenge such as disability, accessibility, social justice, first year retention, experiential learning, blended or online learning, or student engagement.
- iv. Instructors who demonstrated strong leadership on teaching and learning issues within the Department.

Timelines:

Ideally, the Departmental announcement of teaching recognition is sequenced to precede the opening of nominations for the Faculty-wide Award. It is therefore expected that Departmental recognition of teaching excellence be adjudicated in the Fall term.

	On-line results available:	Paper results available: 6-8 weeks later
S term evaluation	September 15	November 15
F term evaluation	January 15	March 15
W and Y term evaluation	May 15	July 15

Recognition:

It is recommended that the Department forward the list of distinguished instructors to the Associate Dean Teaching and Learning and the Teaching Commons. We also encourage Departments to acknowledge those instructors chosen for recognition. Possible forms of recognition include:

- Personal letters of congratulations to the distinguished instructors
- Names posted to the Departmental Web site and in the Department’s reception area
- Recognition of instructors at Departmental council meetings, student events and/or a unit reception
- Invitation to instructors to share their best practices within the unit
- Nomination of exceptional instructors, as appropriate, for other teaching Awards, including external disciplinary teaching awards, the Dean’s Award for Excellence in Teaching, etc.³

For additional follow-up, LA&PS will:

- Host events and/or workshops to showcase best practices
- Update the LA&PS web site to recognize distinguished instructors

³ Information about various external awards is found on the Teaching Commons @ York Web site

- Evaluate and recommend best practices based on the Committee on Teaching and Learning's review of reports from the Departments.

Dean's Award for Teaching Excellence (Faculty-wide)

Purpose:

- To build a culture of awareness of effective teaching practices
- To recognize those instructors who have a substantial record of exceptional teaching and outstanding leadership on teaching and learning within the Faculty of Liberal Arts & Professional Studies.

Eligibility:

One award will be offered in the following categories each year. All teaching faculty within the following categories are eligible:

- Tenure-stream faculty with six years of teaching experience in LA&PS
- Contract faculty who have taught at least ten courses within LA&PS
- Teaching Assistants with tutoring experience in at least four courses

Award winners become eligible again after six years. Members of the Committee on Teaching and Learning and members of the Dean's Award for Teaching Excellence Adjudication Sub-Committee are not eligible to apply for this award during their year(s) of service.

Application Process:

The application should be 25 pages or less and include the following:

- 1) Nomination letter from the Department
- 2) Teaching Dossier
- 3) Student letters
- 4) Other letters of support
- 5) Summary of course evaluations

Below is additional guidance on what should be included within these five categories:

1) Nomination:

Each year, the Departmental Teaching Recognition Committee will nominate candidates in each of the above categories as follows:

- Large departments: up to three nominations per category
- Medium departments: up to two nominations per category
- Small departments: up to one nomination per category

The Department may submit a nomination letter for each candidate, outlining their particular distinctions in teaching within the unit. This letter would summarize information on the number of student nominations and key comments made in student letters and nominations. The letter is to be substantial and concrete with respect to the nominee's role in teaching within the unit.

2) Teaching dossier⁴ (maximum 10 pages):

⁴ The Teaching Commons @ York offers support on how to prepare a Teaching Dossier.

- Includes a statement of teaching goals and beliefs,
- Provides selected, succinct examples of the methods used to achieve those goals relevant to the award (examples may include retention rates, course outlines, syllabi, assignments, tests, learning outcomes, etc.)
- Provides evidence of success in meeting the goals

3) Student letters of support and nomination:

A representative sample of up to five student letters should also be included. If more letters exist, one of the other letter-writers could summarize the gist of the remaining student letters. It is recommended that the Department offer guidance to students on what to include in their letters:

- In what capacity do you know this instructor?
- What are some specific examples of significant learning experiences you had with this instructor?
- What significance or impact has this learning had on your life?
- How has this instructor guided, mentored or supported your learning?
- Any additional comments you would like to make about this instructor?

4) Letters of support (maximum of three):

To be collected by the candidate in signed, sealed envelopes and submitted with their nomination package. Letters of support should be substantial and concrete and may include the following types of letters:

a) Discipline Expert's Letter:

The letter from a discipline expert would focus on teaching and learning issues of rigour and academic appropriateness, which can only be addressed from the perspective of the discipline. Ideally, this person would be familiar with the course outlines, required readings, assignments of the nominee. Evaluation of classroom practices is welcome, but not necessary. The discipline expert can be from York or outside of York. The referee could assess the evidence and comment on:

- Appropriateness of the learning objectives of courses for the discipline
- Appropriateness of the academic content for the level of the courses
- Ability of the course to address relevant issues in the discipline.
- The unique challenges of teaching particular courses in the discipline and how effectively the nominee addresses these challenges.

b) Teaching Colleague:

The teaching colleague would focus on an evaluation of the effectiveness of pedagogical practices. This colleague would be familiar with the course outlines, required readings, assessment practices, and classroom practices of the nominee. The colleague can be from York or outside of York and could assess the evidence and comment on the following questions:

- Are the learning objectives clear?
- Are the teaching methods effective?
- Are the teaching methods and course learning objectives well aligned?
- Are the assignment design and assessment tools aligned with course objectives?
- Are the learning objectives for the course met?

c) Undergraduate Director, or Program Coordinator, or Chair

This referee could comment on the following questions:

- Are the learning objectives of the course appropriate to the program?
- In the context of the program, are the learning objectives of the course met?
- Do we need to contextualize the course evaluation results in any way?
- Are there any particular pedagogical challenges this instructor faced?

d) Other Letters:

Other letters may be from teaching assistants or other colleagues who have worked with or are familiar with the nominee's work.

5) Course Evaluations

It is recommended that course evaluation results be presented in a consistent fashion, using the summary form provided by the Teaching and Learning Committee, and that an explanation is provided as to why any course data is missing.

Tenure-stream faculty: would include summary data from the most recent six years of teaching, indicating the standard teaching load in the unit.

Contract Faculty: would include summary data for the most recent ten courses taught in LA&PS.

Teaching Assistants: would include summary data for a minimum of four courses taught in LA&PS.

Criteria:

These are among the key principles on which we assess the strengths of candidates, but it does not represent an exhaustive list. Nominees may wish to include additional relevant elements in their file. The Adjudication Sub-Committee will also weigh these criteria differently, as appropriate to the different categories: tenure-stream, contract and teaching assistant categories.

- i. Evidence of deep and sustained student learning;
- ii. Evidence of support for student growth and development;
- iii. Clear and appropriate learning objectives;
- iv. Alignment of learning objectives and priorities with teaching methods, assessments and assignments;
- v. Engagement with the scholarship on teaching and learning that had a positive impact on teaching and learning practices and student engagement;
- vi. Willingness to share best practices;
- vii. Demonstration of strong leadership in teaching and learning and/or curriculum development.

Adjudication Process:

The Committee on Teaching and Learning will appoint members to the Adjudication Sub-Committee, including:

- Faculty members who have distinguished themselves in teaching including:
 - One YUFA from the humanities
 - One YUFA from the social sciences
 - One YUFA from professional studies
 - One contract faculty member
- Two student representatives recommended by the LA&PS Student Council.
- One ex-officio representative from the Committee on Teaching and Learning who will report on the process of deliberation.

The Sub-Committee will review the nominations and recommend candidates to the Dean. The Sub-Committee may declare a failed search if its members judge that the nomination files in a category do not satisfy the criteria for the award. If any category has an insufficient number of nominations, the Sub-Committee may also decline to distribute an award in that category. The Sub-Committee may also notify the unit Chair if it judges a nominee to be an ideal candidate for the University-wide teaching award and for other external awards.

Timelines

November 1st – Nominations open

January 7th – Deadline to submit nominations

March 1st – Adjudication Sub-Committee makes its recommendation to the Dean

April/May – Recognition and awards announced in Faculty Council

Recognition and Award

It is recommended that:

- Awards be presented at Faculty Council with a reception to recognize teaching award winners, which includes student and faculty nominators
- Award winner(s) receive funding to attend the STLHE conference, or an alternate teaching conference or to complete a teaching project
- The names of winners be published on the LA&PS Teaching and Learning website and the Teaching Commons website
- Award winners receive wider publicity in other media sites
- Winners be recognized at Convocation
- Best practices be disseminated through workshops or new media in collaboration with the Teaching Commons @ York

Fundraising

LA&PS might consider developing opportunities for students, faculty and the community to support the recognition of excellence in teaching.



Consent Agenda

April 2013

1. Changes to Existing Degrees/Certificates

- Disaster and Emergency Management (BDEM)
- Professional Certificate in Emergency Management

2. New Course Proposals

- AP/ADMS 4707 3.00 Managing Risks to Critical Infrastructure
- AP/POLS 4011 3.00 Canadian Political Thought

3. Changes to Existing Courses

- SC/STS 2411 6.00 (cross-listed to: AP/HUMA 2411 6.00, AP/SOSC 2411 6.00) Introduction to Science and Technology Studies
- SC/STS 3780 6.00 (cross-listed to: AP/SOSC 3780 6.00) Biomedicine in Sociohistorical Context
- SC/STS 3790 6.00 (cross-listed to: AP/SOSC 3790 6.00) Science and Technology: Global Development

A consent agenda item does not involve new programs, significant new principles, or new policies. These proposals are clearly identified on the notice of the meeting as consent agenda items. Full proposal text is not reproduced in the hardcopy agenda package. Proposal text is available at the following URL:

http://www.yorku.ca/laps/council/faculty/curr_consent.html.

A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more members of Council advises the chair of a request to debate it.

Please contact the Secretary to the Committee, Whitney L'Esperance (whitneyl@yorku.ca), if you have any questions regarding the changes to existing courses section.

Synopsis

of the 593rd Meeting of Senate held on
Thursday, April 25, 2013

Remarks

The Chair of Senate greeted Senators as the Winter Term concluded and the Summer session was about to begin, thanking outgoing student Senators and wishing them success on examinations and final papers. He reported that the Vice-Provost Students had consulted him about academic accommodations for students who resided in a townhome heavily damaged in a fire, confirmed that Senate's meeting in May would begin at 2:30, and saluted Senator David Leyton-Brown on his service, now ending, as Master of Calumet College.

President Mamdouh Shoukri provided Senate with an environmental scan which covered the following external and internal items:

- the review of Strategic Mandate Agreement submissions conducted by the Higher Education Quality Council of Ontario and the advice HEQCO gave to the government
- the tuition free framework announced by Queen's Park for the next three years, during which time increases will be no more than 3 per cent on average
- the budget challenges facing York (and other Ontario and Canadian universities) and the need to continue investing in academic priorities
- the awarding of 4 Canada Research Chairs to York, which both illustrates research intensification and will lead to further success
- progress being made by PRASE teams and an event on May 9 that will feature AIF projects
- major donations for the Lassonde School of Engineering, the Graduate Program in Philosophy, and Greek History
- the designation of York as one of Canada's Greenest Employers

Dr Shoukri also announced the names of individuals who will receive honorary degrees at Spring Convocation ceremonies.

Approvals

Senate approved the *Strategic Research Plan 2013-2018: Building on Strengths* on a recommendation from the Academic Policy, Planning and Research Committee. The document was created through an intensive collegial process led by the Vice-President Research and Innovation and an Advisory Committee composed of members from across the University and the external community.

Senate approved a *Policy and Guidelines on Bridging Programs* as recommended by the Academic Standards, Curriculum and Pedagogy Committee.

Referrals

A proposal to adjust the membership of Senate to allow for the creation of the Lassonde School of Engineering was withdrawn by Senate Executive to permit further study.

Reports

Senators on the Board of Governors presented a synopsis of the Board meeting of April 22, 2013.

Committee Information Items

Senate Executive advised that it continues to welcome nominations and expressions of interest in service on Senate committees and other Senate-elected positions.

Academic Standards, Curriculum and Pedagogy facilitated a discussion of a draft Policy and Guidelines on Co-Registration Options with Ontario Post-Secondary Institutions and informed Senate that it had approved the following minor curriculum proposals:

Faculty of Graduate Studies

- minor change to requirements for the MSc Program in Business Analytics (increasing credit value of the MRP from 6 to 9).
- approval of a new course rubric (MSBA) for use by the MSc Program in Business Analytics
- minor change to requirements for the International MBA Program

Faculty of Liberal Arts & Professional Studies

- Minor changes to requirements for the BA programs in Children's Studies (edits to the list of courses from which students are required to take a defined number of credits)

Academic Policy, Planning and Research informed Senate that there would not be a traditional spring planning forum, but, through the Chair, advised that consideration is being given to an alternative, open event to discuss academic priorities in the current budget context. It also provided Senate with reports from its Sub-Committee on Organized Research Units as well as the annual reports of the three VPRI-supported sub-committees in its reporting line. APPRC announced that it supports efforts to better profile faculty members on the Web given the extensive use of University Websites by prospective graduate student applicants as they contemplate options.

The Senate Committee on Awards announced that it had selected Professor Stan Shapson and Professor Paul Wilkinson as the 2013 University Professors and that the following individuals had been chosen to receive 2013 President's University-Wide Teaching Awards:

- Dawn Bazely, Senior Full-time Faculty Member
- Peter Tsasis, Full-time Faculty Member
- Annette Bickford, Contact and Adjunct Faculty Member
- Janet Melo-Thaiss, Teaching Assistant

Congratulations were extended to all. The Awards Committee confirmed that it would consult with the Provost and others as a follow-up to the discussion at Senate in March about the low rate at which students renew entrance scholarships

For information on these items please refer to the full Senate agenda posted online at

<http://www.yorku.ca/secretariat/senate/agenda/2012-2013/20130425.pdf>

University Secretariat www.yorku.ca/secretariat or extension 55310.

Senate's 594th meeting will be held at 2:30 p.m. on Thursday, May 23, 2013.