

**School of Languages, Linguistics, Literatures and Cultures  
Council Meeting 015  
Wednesday, September 12, 2018, 15:00, CHE212**

**MINUTES**

***Voting Members***

M. Conliffe, Chair  
A. Barber  
W. Bennett  
M.-A. Bergeron  
E. Bratishenko  
E. Buonocore  
C. Burian  
W. Cai  
S. Carroll  
D. Flynn  
A. George  
R. Friedman  
Y. Kodama

M. Li  
F. Macé  
O. Mladenova  
M. O'Brien  
J.-F. Richer  
E. Ritter  
F. Sánchez  
S. Sciban  
A. Sharp  
D. Skordos  
J. Süselbeck  
D. Storoshenko  
L. Torres

M. Wagner  
A. Wall  
E. Wang  
B. Whaley  
S. Winters  
X.-J. Yang  
LLAC Grad Rep (interim): Paul Frey  
LING Grad Rep (interim): L. Hracs  
Sessional Rep #1:  
Sessional Rep #2:  
Support Staff Rep #1: B. Arnautovic  
Support Staff Rep #2: F. Gowen  
Undergraduate Rep #1 -  
Undergraduate Rep #2 – K. McKinnon

***Observer***

A. Athanasopoulou  
J. Meng  
F. Pisicoli

**Scribe:** K. Guevara

**1. Call to Order**

The Chair confirmed quorum, calling the meeting to order at 3:10pm and acknowledging the peoples of Treaty 7.

**2. Approval of Agenda**

**MOTION** That the Agenda for the September 12, 2018 School Council be approved, as amended (moving agenda item #7 to #4 and approving minutes from both April 18 and May 1 meetings). Storoshenko/Barber **CARRIED**

**3. Approval of Meeting Minutes from April 18 and May 1, 2018**

**MOTION** That the minutes for the April 18, 2018 School Council be approved. Carroll /Winters **CARRIED**

**MOTION** That the minutes for the May 1, 2018 School Council be approved. O'Brien/Wall **CARRIED**

**4. Debra Di Santo, OHS Partner for the Faculty of Arts**

Debra Di Santo, Occupational Health and Safety Partner for the Faculty of Arts provided members with a high level introduction to their occupational and environmental health and safety rights and responsibilities as employees of the University of Calgary.

Safety moment: Slips, Trips and Falls

- Biggest hazard on campus and probably at most workplaces.
- Season approaching with hazardous conditions.
  - o Recurring situations of ice buildup or conditions that could create a hazard should be reported to Customer Care at Facilities Management (220-7555).

Members were reminded of the legislative requirements for occupational health and safety and of their own responsibility to be safe and to watch out for coworkers' safety. The full presentation will be circulated by email together with a video clip that could not be played during the meeting due to technical difficulties.

Next steps:

- All employees need to take the orientation and hazard assessment training. To date only one third of the School has completed these courses.
- New employees should be completing the same training and be provided with hazard assessments, information on who is the first aider, etc.
- Ergonomic training is recommended.
- Safety moments with relevant topics at meetings of five or more people.
- Ensure quick access to Campus Security (220-5333) and be aware of the resources available.

##### **5. Remarks from the Chair**

The Chair welcomed members back and conveyed his ongoing pleasure to serve as Director of the School. He thanked members for their understanding and patience over the last year and through the ongoing transition of building the School. He shared his commitment to helping academic and administrative colleagues thrive and for students to pursue their dreams and needs and he also expressed his intention to continue learning from students, faculty and staff while also bringing his own perspective and learning to the table.

Enrolment statistics have historically been presented at the first meeting but will be distributed by email for review by divisions. Discussion could take place at the October school council meeting, should that be helpful. Enrolments are up across the Faculty of Arts which has affected several of SLLLC's programs. The Dean has been made aware of these numbers, including the number of first year students trying to get in; close to 300 students (total) were unable to get into our courses.

Members were reminded that for building evacuations, the meeting place is not outside Craigie Hall but rather in the food court of the Professional Faculties Building.

The Chair highlighted major accomplishments of the last year:

- Academic Performance Review and Faculty Merit processes
- Annual budget submission (with thanks to K. Guevara for her work on that document)
- Collective work on curricular and academic review
- The School's Governance Document (thanks to A. Pounder and the other members of the committee)
- Drawing up of terms of Reference are underway for five Divisions, two grad programs and two centres, and the Director's Advisory Committee
- Early steps on a two year instructional plan
- Advancing work on space in the School. By the end of September CHE212 should be equipped with more chairs, whiteboards, and folding tables with the plan that it can be made available for programs during the day and then for events in the evening
- School Launch, celebrating the School and introducing it to many communities (special thanks to R. Friedman, M. Li, F. Pisicoli, and X.-J. Yang)
- Meaningful School retreat with continuing conversations around values, mission, and student learning outcomes
- Administrative team's intentional work throughout the summer to respond to requests made at the retreat

Foundational work was accomplished this past year, examining and asking questions about resources, collecting data, identifying needs, clarifying processes and expectations, talking about who we are as a School and what we understand our working relationships, student learning, and our community of researchers to be, and creating channels of communication, so that each member of the School has the opportunity to make their voice heard.

Congratulations to all for their contributions to these important tasks and accomplishments. Although there is more to be done, the School has created a firm foundation for taking steps forward.

The Chair pointed to four things for attention going forward:

- i. Dedication of time to intentional conversations and actions that will move SLLLC towards an understanding and articulation of (a) School values, (b) mission, (c) and vision, as well as a Strategic Plan for the next five years. The Chair is working on an outline for these conversations and a timeline for these actions.
- ii. Goals are mentioned in the context of three things:
  - a. To his knowledge, no position requests were granted in the process that the Dean initiated last spring.
  - b. This year SLLLC is undergoing a Unit Review. The self-study will be prepared this semester, and external reviewers will come to campus in March.
  - c. The School will undergo a Curriculum Review in the 2019-20 academic year.
    - These three points are provided as context for thinking about values, mission, vision, and strategic planning. We name them and embrace them as challenges, but also – and more importantly – as opportunities to think hard about what the reviews produce and what we as a School need to do because of continuing academic staffing constraints, and to bring this thinking to our work on intentional conversations and actions to move us forward.

The Chair opened the floor for questions. Discussion included:

- Request for stats from across the University for comparison and possibly for building a rationale to request additional resources..
- Concerning overload requests, instructors and Undergraduate Advisors are able to approve these although the decision is constrained by the cap on the classroom. Requests for overload may be directed to M. Raffo or Undergrad Advisors with PeopleSoft access can overload students themselves. Care should be taken to ensure Clause L instructors are not burdened with extra students. Further review of the School's practice on overloads is yet to be done.
- The Chair had no specific details on why no position requests were granted. He assumed that a general call for positions was issued in the spring in case funding came available.
- The Chair of the Division for Spanish Studies and Italian Studies expressed the Division's prioritization of the future of Italian. It was agreed that the Division could draft a job description with a strong rationale and argument so that it is in place should resources for a position come available.

General discussion followed with a number of concerns being expressed:

- Preparing position requests is onerous and time consuming so it is frustrating when the work is required without any indication of available funding to fill the positions.
- Administration at the University is growing while the research/teaching cohort is shrinking.
- The Unit Review outcome could be critical even though the School's current state in terms of personnel is beyond its control. It will be important to take advantage of data in the self-study to highlight what is happening but also demonstrate the potential should positions be filled.
- The Unit Review should provide stats comparing SLLLC with other institutions in Alberta and BC.

## **6. Director's Advisory Committee Terms of Reference**

The Chair asked Mary O'Brien to present the document that outlined the mandate, membership and duties of the Director's Advisory Committee. M. O'Brien reminded members that the committee is advisory (i.e. no decision making authority) and is a key channel for transmitting information from the Director to the divisions and centres. M. O'Brien also presented the proposed changes.

**MOTION** That the Director’s Advisory Committee TOR be adopted, as presented. Ritter/Yang

Discussion followed with a focus primarily on the proposed update to section 4b, changing “may” to “must”. It was agreed that if a key responsibility of the committee members is to convey information to constituents, then it is important that there always be a representative at the meeting.

**MOTION** That the Director’s Advisory Committee TOR be adopted, with the noted amendments. Ritter/Yang **CARRIED**

### 7. Updates

Marc Stoeckle updated members on the library’s new search engine and requested feedback. He also expressed his willingness to visit classes and share expertise on using the library.

O. Mladenova informed members that CARC is once again seeking their feedback on the importance of the Math 20 requirement. She promised to distribute more information however she asked that people consider two questions: 1) Do students need math? 2) Do students need Math 20-1? Members were asked to direct their responses to their divisional curriculum representatives.

### 8. Other Business

All members were invited to the start of semester reception.  
Next meeting: Oct.17 @ 15:00

### 9. Adjournment

**MOTION** to adjourn at 4:30pm Ritter/Bergeron **CARRIED**