

FACULTY OF
ARTS AND SCIENCE**Arts and Science Faculty Council**

Minutes of the meeting held on, January 29, 2021

OPEN SESSION

Present: P. Sicotte, I. Lacelle, J. Muir, F. Anwar, M. Barker, E. Bloodgood, A. Bensmihen, W. Bukowski, P. Caignon, J. Capobianco, B. Caron, A. Champagne, S. Chlopan, R. Courtemanche, C. Daniel-Hughes, S. Dayanandan, C. DeWolf, J. Didur, M-F. Dion, J. Foisy, M. Gagnon, J. Grant, J. Hansen, C. Hyndman, M. Kenneally, S. Kennedy, I. Kraulis, P. Leroux, D. Liakin, K. MacDonald, K. Manning, C. Martel, T. Matraxia, P. Morden, H. Muhammad, B. Nelson, M. Penney, V. Pepin, M. Rashid, C. Richardson, R. Saha, F. Scala, D. Secko, M. Sharma, Mahesh Sharma, S. Sheikhnezhad, A. Swiffen, C. Townsend

Regrets: W. Brake, G. Carr, E. De Martinis, E. Faure, A. Johnson, M. Kissock, D. Linetsky, S. Smith, T. Tower, L. Vileno, M. Wesolowski; A. Whitelaw, P. Wood-Adams

Guests: N. Boukas, N. Freeman, J. Johnston, S. Kalfon

Documents Circulated and/or Considered at the Meeting

ASFC 2021-1M	Minutes of the meeting held on December 18, 2020
ASFC 2021-1M-A	Department of Education, EDUC-79
ASFC 2021-1M-B	Department of Theology, THEO-25
ASFC 2021-1M-C	Department of Theology, THEO-26
ASFC 2021-1M-D	Department of Mathematics and Statistics, MATH-32
ASFC 2021-1M-E	Elections and Ratifications

1. Call to Order

The meeting was called by P. Sicotte at 10:00 am.

2. Territorial Acknowledgement

P. Sicotte stated the territorial acknowledgement.

3. Approval of the Agenda

ASFC 2021-1M-1 It was moved and seconded (D. Secko/P. Leroux) that the agenda be approved.

Carried, unanimously

4. Presentation by Nicole Freeman, Administrator, Academic Programs, Office of the Dean, Faculty of Arts and Science, Julie Johnston, University Curriculum Administrator, Office of the Provost and Vice-President, Academic and Nicolas Boukas, Project Manager, Institutional and Information Technology Services on the Curriculum Software

This is a big project that the university has taken on over the past few years, it bridges the curricular aspect but also the systems and software that actually produces the curriculum changes. The current curriculum system is outdated and the University had to create its own system as the ones available on the market didn't meet our needs.

Benefits of this new system:

- Minor editorial changes and changes to Mastheads can be updated online more frequently
- Calendar publication time should be significantly reduced
- Progress through all steps from LOI to Ministry approval will be tracked
- Users will be able to generate a summary of changes report, impact reports and informational reports
- The present calendar text will be pulled from the database
- Security will be improved
- Standardized program templates and course templates
- French and English spellcheck

Many discrepancies were found throughout the calendar so to make sure this is fixed and doesn't happen they are planning to link all same courses, etc. Course descriptions will be linked to each other so if a change happens in one then it will change in all of them. This will be the same for notes that appear in each course posting.

There will be a lot of training and testing available for those who will use the system hopefully this June and July to make sure they are comfortable with the new software.

5. Visit from Shoshana Kalfon, Advisor, Office of the Dean, Faculty of Arts and Science to discuss advising assessment and upcoming conferences

A year and a half ago SAS started looking at advising assessment within the faculty and they feel that FAS does a good job, however, there is always room for improvement. S. Kalfon will be meeting with departments individually to discuss their current practices and what changes/improvements or support are needed. An advisory council will be put

together to help guide and make sure everyone is on target which will include staff, faculty, advisors and students.

The National Academic Advising Association (NACADA) is housed at Kansas State University and the advisors in SAS and many others throughout Concordia are members. The conference was supposed to happen in Montreal this year, however, due to the current situation it has been moved online. It will now be a two day event with many presentations and the price has been decreased due to the fact that it is online. It is open to everyone so if you would like to get some more information about advising please feel free to register.

There will be an event with McGill on Monday, February 22nd which will last about three hours where we will work together to discuss advising. It is being offered to all advisors and staff who deal with advising.

6. Presentation by students from the Arts and Science Federation of Associations (ASFA) on a range of issues from students

Student representatives informed council that ASFA had created their own survey in regards to how students are feeling since the beginning of the pandemic and wanted to share the outcome. Out of the 152 students who responded to the survey most of the students have remained in full-time status, remained living in Quebec and that international students are having a hard time due to the time difference in their countries. The main issues that came up were:

- students are happy with their access to resources on campus;
- Moodle is disorganized and confusing;
- tired of sitting at a computer;
- online labs are complicated and not very fulfilling;
- participation grades are now extra work;
- course load is significantly bigger;
- group projects are nearly impossible online.

7. Approval of the Minutes of the Meeting held Friday, December 18, 2020

ASFC 2021-1M-2 It was moved and seconded (M-F. Dion/J. Grant) that the minutes be approved.

Carried, unanimously

8. Business Arising from the Minutes

There was none.

9. Remarks of the Chair

Dean Sicotte stated that a Teaching and Learning working group at the Faculty level has been created to start envisioning teaching and learning in FAS and at Concordia. This group is made up of four faculty members (M. McDonnell – ENGL, C. Rogers – CHEM, D. Querrien – FRAN and J. McGrath – PSYC) will work with P. Caignon and S. Gabriel. They will consult with faculty, staff and students to engage with them on the future of teaching and learning.

The anti-racism workshops will be rolled out by the Black Perspectives Office. The title of the workshop is “how to develop an anti-discriminatory framework in a university setting. Chairs will be asked to send a few dates and times to J. Muir so that departments can be paired up for this workshop. The Dean’s office had this workshop the other week and it was very interesting, engaging and informative.

Chairs and Principals are asked to think about EDI in their unit and if they have a representative to please inform P. Sicotte who that is. She would like to create an EDI working group within the Faculty.

P. Sicotte stated that she circulated a survey which was sent out to students in November. This survey was complimentary to all other initiatives. She would like to thank all who were involved, especially T. Taylor and E. Faure and the team in SAS.

The graduate open house took place last week and the undergraduate house will take place in a few weeks. The good news we keep hearing is how there is an increase in participation by potential students in this new online format. I. Lacelle stated she really enjoyed the online format and the ability to connect one on one with students.

10. Consent Agenda

- a. Undergraduate Curriculum
 - Department of Education, EDUC-79, ASFC-2021-1M-A
 - Department of Theology, THEO-25, ASFC-2021-1M-B
 - Department of Theology, THEO-26, ASFC-2021-1M-C
- b. Graduate Curriculum
 - Department of Mathematics and Statistics, MATH-32, ASFC-2021-1M-D
- c. Elections and Ratifications ASFC-2021-1M-E

There is a small typo in the ProvoTrack document for the Graduate Curriculum change for the Department of Mathematics and Statistics, MATH-32. It should state a PhD in Mathematics **and** Statistics.

ASFC 2021-1M-3 It was moved and seconded (R. Courtemanche/F. Scala) that the documents be approved.
Carried, unanimously

11. Forum – Unit level ideas to help graduate students write earlier/better, be productive, graduate on time.

All members of ASFC broke out into virtual rooms to discuss the topic of this forum. Significant feedback was received through a survey designed by A. Champagne. Future forums and topics will be decided upon once the feedback is taken into account.

12. Question Period

Topics such as the ASFA student survey presentation, changes in coursework, TAs, potentially offering more summer courses and other topics were discussed.

13. Other Business

There was none.

14. Notices of Motion

There were none.

15. Next Meeting

The next meeting of Faculty Council will be held on Friday, March 12, 2021.

16. Adjournment

ASFC 2021-1M-4 It was moved and seconded (R. Courtemanche/K. Manning) that the open session be adjourned at 12:00pm.
Carried, unanimously