

Faculty of Communication, Art, and Technology
Minutes of the Dean's Advisory Council (D.A.C.) Meeting
Friday April 24, 2009

Present: Owen Underhill, Dean, FCAT
John Bowes, SIAT
Martin Gotfrit, SCA
Martin Laba, CMNS

Rowland Lorimer, Publishing
Leigh McGregor, FCAT
Joe Van Snellenberg, FCAT

Unavailable: Michele Black, TechOne

Recorded by L. Diwana

The meeting was called to order at 10:05 am in room 14-000 Surrey Campus.

1. Approval of the Agenda. – Name of Faculty was added as an agenda item.
2. Update on Dean's Search
 - Owen informed the D.A.C. of the current status of the search.
3. Dean Pro Tem Report
 - a) FCAT Staffing
 - Leigh McGregor will be leaving June 1 to start a new job in the Faculty of Environment. Her job has been posted.
 - a temporary receptionist has been hired until June 15.
 - Livleen Diwana has been hired as Secretary to the Dean.
 - Steve Hannah is the Web Services Developer. He is currently on medical leave.
 - Faculty Advancement Officer is currently vacant but Tracy London continues to work on files carried over from old FAS.
 - b) Owen invites Directors to submit requests for their Director's research grants by email to Joe (jvs@sfu.ca). Up to \$8000/director is available.
 - c) Carry Forward – BOG is concerned with University's financial position and wanted to freeze the entire carry forward. This was opposed by Jon Driver. Therefore, a partial freeze is in place. Any Faculty can spend up to \$200,000 of carry forward. VPA approval will be required for amounts over \$200,000.

- d) 3-Year Planning
 - timeline pushed back until VPA puts up their academic vision
 - Deadlines: Depts by June, Faculty by September, VPA by November
- e) Website – fcat.sfu.ca
 - is up and running but still needs more development. Feedback welcome
 - some confusion about FCAT when on SFU Surrey website. Leigh to follow-up on this.
 - Some new ideas for the website were updating links, event tabs, research news.
 - Contact Leigh (leighm@sfu.ca) for content updates and ideas.
- f) Dean’s Scholarship –Files to be circulated to Directors of each School for ranking

4. Name of Faculty - Faculty of Communication, Art, and Technology

- There should be a comma after Art in the name.
- Owen does not think it needs to go back to Senate
- Owen will write memo clarifying the title of FCAT to J. Driver and M. Stevenson.

5. Associate Dean position – Owen is doing double duty so an appointment should not wait until September when the new Dean arrives. Process is as follows:

Dean makes Recommendation → Consult Directors for input → Referendum within Faculty

- a) Portfolio – There was discussion on the portfolio. Research, undergraduate curriculum, and new faculty initiatives were discussed. At this time it was felt that undergraduate curriculum and new faculty initiatives would be a good starting point. New faculty initiatives is thought to be broad enough to allow for some flexibility in the position.
- b) Term – It was agreed that the term should be 1 year and a few months with a possibility of renewal.
- c) Recommendation
 - Owen proposed that we start by looking for a candidate within the School of Communication
 - Martin L. is making inquiries.

6. FCAT Budget Issues (Owen/Joe)

- a) Decentralized Budget Model (Martin L.) – Directors need to confirm for the record their commitment to this decentralized plan – as established in the previous Faculty of Applied Sciences.

Motion:

That in respect of the understanding in formation of the Faculty of Communication, Art and Technology, the Directors of the constituent units--the School of Communication, the School for the Contemporary Arts, the School of Interactive Arts and Technology, and the Master of Publishing program--reaffirm their unanimous acceptance of a decentralized budgeting process as a constitutional given in the formation of FCAT.

Moved: Martin Laba

Seconded: Rowland Lorimer

- b) Finding some money for Faculty initiatives (Joe)
 - Joe outlined several sources of possible one-time funding for the Dean's office and specified a number of initiatives for which these funds were needed
- c) Owen
 - Directors indicated they want the Dean to have some funds to provide Schools assistance with new initiatives and other needs that arise
- d) 10% of carry forward from 2008-09 will be withheld for Faculty priorities

7. Woodward's support (Owen) – We will get the keys in September and the move will take place in December. SCA will be in Vancouver by Jan. 2010. On-going concerns: Positions to support venues

- a) Audain Gallery – Owen indicated he discussed with Jon Driver funding for a limited term assistant professor position for the Gallery, with some teaching duties. Jon agreed to fund 50% of the position for three years beginning September 1, 2009.

Moved by Martin G., seconded by John Bowes:

FCAT Dean's office will use one time funds to cover the other 50% funding

Motion carried after some discussion.

b) Production and Technical Manager – Without FCAT funding. VPA Office and Vancouver Campus to provide funding 50-50.

8. Tech One – need to find a new Director. It is proposed to be a faculty position.
9. FCAT sponsorship of various events – if there is an event that the Directors would like FCAT to sponsor, contact Joe. Owen reported on some events already sponsored by the faculty.
10. Writing Intensive Learning Proposal (Joe) – Draft proposal was circulated previously. Discussion indicated the proposal should be for a full time coordinator (up to \$75,000 available). Send feedback to Joe.
11. Meeting Adjourned at 12:00 p.m. – Owen proposed that the remaining agenda items be deferred to the next meeting which will take place in one month's time at HC. Another proposal is to have a tour of the Woodward's building on a separate day.

JVS/ld