

**SOTA Meeting Minutes**  
**April 22, 1:30 – 2:45 p.m.**  
**CNH 607**

**In attendance:** Professors Alfaro-Laganse, Cockett, Graham, McKay, McQueen, Mitchell, Myhr, Palmer, Rensink-Hoff, Renwick, Sheng, Sokalski, Woolhouse and Rita Crespo

**Regrets:** Professors Hladki and Major-Girardin

**On leave:** Professors Ford, Schutz, Kinder

### **1) Previous Minutes**

Prof. McQueen called for a motion to approve the previous minutes. Prof. Palmer moved on the motion. Prof. Sheng seconded. All voted in favor and the motion carried.

### **2) Announcements**

Professor McQueen announced that our School meeting minutes can be found online, and noted that it is a welcome addition to the webpage.

Professor McQueen thanked the executive council members for their work on the Administrative Structure Document.

As well, thanks went out to Theatre and Film Studies faculty for having spent two very successful days with the IQAP reviewers.

Thanks, too, to Professor Graham for her time and effort as a CP/M representative, in reviewing faculty reports.

Professor McQueen announced Nikkie To's departure as Concert Assistant on May 6<sup>th</sup>. Nikkie was a part-time employee, responsible for advertising, concerts, and the SOTA banner. Nikkie has made a recommendation to Rose for a possible replacement. We wish Nikkie well in her upcoming internship in Beijing.

Printmaking technologist, Colin Lyons, leaves for Iowa in July. We wish Colin well in his new fellowship position there. We will be searching for a replacement.

There is a pending position for a CLA in sculpture. As of the meeting date, there has been no response.

On a positive note, Spotlight funds have allowed for for: gatherings for students enroled in each program, exhibition infrastructure for Art, two visiting speakers for Art History, four kettledrums (timpani) for Music, and lights and fresnel adapters for Theatre & Film Studies. The money has been allocated to enhance our programs.

The president of SSHRC will be at McMaster on May 16<sup>th</sup> and a tour of the Art studios was built into his schedule.

The deadline for the tenure-track Choral position was Wednesday, April 20 and the committee will now be reviewing the applications.

May at Mac will take place on May 7<sup>th</sup>. The public Open House will be from 10 am – 2 pm. Thank you in advance to faculty who will be volunteering that day.

Friday, June 3<sup>rd</sup>, there will be a combined pot luck lunch and year-end SOTA departmental meeting/workshop with Lorna Somers. The principal focus of the meeting will be to complete SOTA's Vision and Mission, and to discuss opportunities to create growth within the School.

## **2) Administrative Structure Document**

Faculty were asked to review the document prior to the meeting, and discussed the following:

- The School Committee and the Executive Council should meet at least twice per term.
- CP/M representative practices. It is imperative that the process be done not only by the Director/Chair of the department.
- The Tenure & Promotion Committee will consist of 3 full-time faculty, including the Chair/Director.
- Professor Sokalski noted that there had been discussion about whether there might be an Associate Director appointed within the School and asked Professor McQueen to speak to that possibility. Director of Finance Mr. Kingma and Associate Dean Moro have been open to discuss this possibility. If it takes place, it would be necessary to make some modifications to the Administrative Structure Document.

Prof. McQueen will send the revised Administrative Structure Document to the faculty. She called for a motion to approve the document, including the proposed revisions. Professor Renwick moved on the motion. Professor Cockett seconded. All voted in favour and the motion carried.

Professor Graham moved to formally thank Professor McQueen and other members of the Executive Committee for their work on the Administrative Structure Document.

Meeting adjourned at 2:45 p.m.