

SOTA Meeting Minutes
December 4, 2015 – 1:30 pm
CNH 607

In attendance: Professors Alfaro-Laganse, Cockett, Hladki, Major-Girardin, Graham, Kinder, McKay, McQueen, Mitchell, Palmer, Rensink-Hoff, Renwick, Sheng, Sokalski, Woolhouse, and Rita Crespo

Regrets: Olivia Dudnik

On leave: Professors Ford, Schutz

1) Previous Minutes

Prof. Major-Girardin corrected the studio fees mentioned in the previous minutes to reflect \$300 in the first year; students pay \$500 in their second year and \$350 in their third year. During their 4th year, fees are lower because students are more independent. Prof. McQueen called for a motion to approve the previous minutes. Prof. Major-Girardin moved on the motion. Prof. Palmer seconded. All voted in favor and the motion carried.

2) Announcements

Faculty were invited to congratulate both Prof. Kinder and Rose Mannarino in celebrating their quarter-century with McMaster University. A celebratory reception was held on December 18th.

This will be Prof. Kinder's last meeting, as he will be on leave next term. Prof. Kinder has asked to forego a formal retirement party, as the June celebration sufficed. Dr. Kinder will be keeping his office for research purposes, and will be borrowing micro film from the library. On behalf of SOTA, Prof. McQueen wished him well.

Prof. Graham has been elected as CP/M representative for the period of January – June, 2016.

Professors Cockett, Graham, Hladki and Sokalski were congratulated for their hard work in regard to Theatre & Film IQAP, for which they've been working since September. Prof. Hladki, on leave, contributed to the process. Theatre & Film faculty mentioned that it seemed very intimidating, but was very useful, and created interesting discussion. Prof. Sokalski offered Theatre & Film faculty to provide help. Prof. McQueen asked T&F faculty to share their information. Theatre & Film IQAP will be available for viewing in early January 2016. Art History and Art programs are looking forward to their IQAP as well.

Prof. Palmer made a MUFA announcement, that human rights has changed their policy, and will now have training sessions available for faculty. Prof. McQueen advised that if a student comes to you with a concern, to take this seriously.

Prof. McQueen relayed that she attended a November 27th MUFA session on harassment and responsibility for providing a healthy climate as a professor and Chair. This policy also has an off-campus jurisdiction. It is reassuring that this policy is in place, as McMaster was initially slow at organizing, but now we have an umbrella that covers many groups: staff, faculty, visitors, and students.

Prof. Graham noted that Meaghan Ross is new at her position (Sexual Violence Response Coordinator), and that there is a new report for sexual assault, which is a helpful document. The most dangerous place for sexual harassment and assault in females between 19 and 25 years old is a university campus.

Prof. Major-Girardin asked if all faculty needs to go to training. Prof. McQueen recommended that faculty attend training if they can and, at a minimum, commit to a thorough reading of the policy.

Discussion followed re: what happens if students are harassed off-campus, while working on university projects.

Prof. Graham cited two cases last year with two male students.

Prof. McQueen advised faculty to contact HR, in writing, should they be suspicious of things happening in the classroom.

Prof. Sheng spoke about a peer evaluation form which she distributes to students when working in groups. It guides students in terms of mutual respect. She provided a copy for our use.

Prof. McQueen and Rose Mannarino made headway with SOTA budget meetings. Prof. McQueen announced that we are in the same situation as last year, with belt-tightening required. Dean Cruikshank will be presenting more information in the spring. Prof. Major-Girardin asked where we stand. Prof. McQueen replied we are in good shape; impressive, given our space demands.

The next SOTA meeting will be on January 22, 2016. Robert Burke will run a strengths workshop. A survey will be made available to the faculty and staff. At this meeting we will discuss our strengths. Lorna Somers will also be in attendance.

3) Proposal for Position in Choral Music

Prof. McQueen discussed the proposal for tenure track position in choral music, which she hoped everyone had a chance to review. This proposal will be forwarded to the dean, but Prof. McQueen is unsure if any changes will be made to the document before heading to the Provost.

Prof. Sheng asked if the funding was coming from the Provost's office, to which Prof. McQueen answered, to her knowledge, monies were coming from Faculty of Humanities.

Prof. Major-Girardin asked if Prof. Rensink-Hoff can be discussed as primary candidate to this position. Prof. McQueen assured that the Provost hasn't sanctioned who will be hired for this position, and will be reviewing all applicants.

Prof. McQueen congratulated the school's Art CLAs on their hard work in regards to the Atrium renovations.

Prof. Hladki said it is important for all to see recognition, and thanked Prof. McQueen for this.

Prof. Sokalski asked if there will be another position opening, given Prof. Kinder's retirement. Prof. McQueen replied that to her knowledge there is no other position forthcoming.

Prof. McQueen called for a motion to approve the tenure-track proposal. Prof. Cockett moved on the motion. Professor Sheng seconded the motion.

4) Administrative Structures Document

Prof. McQueen relayed that it is not unreasonable to take a year to complete this document. One significant change: Rose Mannarino will not have to attend, or be part of quorum; that she wishes to attend in a non-voting capacity.

Prof. McQueen intends for the final document to be ready to be discussed and voted on at the April meeting.

Meeting adjourned at 3:32 pm.

Peer Feedback Form

Date:

Self Evaluation

GROUP PERFORMANCE TASKS

Initiating: Proposing tasks, goals, or actions. Defining group problems, suggesting a procedure.

Informing: Offering facts, giving an opinion that educates the group.

Clarifying: Interpreting ideas, or suggestions, defining terms, clarifying issues before the group, asking for further facts, opinions or feelings.

Summarizing: Pulling together related ideas, restating suggestions, offering a decision or conclusion for the group to consider.

Reality Testing: Making a critical analysis of an idea, testing an idea against some data, testing if an idea will work.

Resource: Brings in outside or unexpected resources.

Reflection: Reminds the group to stop and reflect, think carefully and critically.

Insights: Provides good, novel ideas or insights.

Standard Setting: Setting the standards for group performance and interaction.

GROUP MAINTENANCE TASKS

Harmonizing: Reconciling disagreements, reducing tensions, helping people explore their differences.

Encouraging: Being friendly, warm and responsive to others, indicating by facial expressions or remarks the acceptance of others' contributions.

Compromising: Admitting error, modifying position in the interest of group growth or cohesion, offering a compromise when own ideas are involved in a conflict.

Gate Keeping: Facilitating the participation of others, suggesting procedures that permit sharing remarks, helping to keep channels of communication open.

Giving Feedback: Tells others in helpful ways how their behaviour affects him and the group process.

Consensus Testing: Asking if the group is near a decision, sending up a trial balloon to test a possible conclusion.

Organizing: Preparing the agenda, contacting members (emails, phone).

Following: Following the lead and accomplishing the important work.

SELF CENTERED TASKS

Aggression: Refflating other's status, attacking the group or its values, joking in a barbed or semi-concealed way.

Blocking: Disagreeing and opposing beyond reason, resisting stubbornly the group's wishes for personally oriented reasons. Using a hidden agenda to thwart the movement of the group.

Domination: Asserting authority or superiority to manipulate group members, interrupting contributions of others, controlling by means of flattery or other forms of patronizing behaviour.

Out-In-Left-Field Behaviour: Making a large display through strange behaviour of one's lack of involvement, seeking recognition in ways not relevant to group task.

Avoidance: Pursuing outside interests, staying off subject to avoid commitment.

Special Pleading: Introducing or supporting ideas related to one's own pet concerns beyond

Problem Solving

Step	How to do it	Example
1. Describe the problem.	Use "I" messages.	I get very frustrated v time is being wasted.
2. The other person listens and then reflects back what he or she heard.	Listen quietly without interrupting, and then summarize the other person's thoughts and feelings without advising, criticizing or judging.	You get frustrated wl time is being wasted.
3. Ask the other person for his or her thoughts and feelings about the problem.	Listen quietly without interrupting, asking questions or commenting. Parent: "What do you think about the problem?"	I feel bossed around v member rushes us to work when we the gr arrived.
4. Reflect back what you hear.	Summarize the other person's thoughts and feelings without advising, criticizing or judging.	You feel bossed arou someone tries to get ; immediately working
5. Summarize the problem, including both people's needs and feelings.	Avoid judging, criticizing and blaming.	
6. Invite the other person to problem solve with you.	Each person comes up with several possible solutions. Some will be workable, some won't.	
7. Take turns listing ideas.	Be respectful of each other's ideas, even if you don't agree with them.	
8. Take turns commenting on each idea.	Avoid judging or criticizing.	
9. Make a plan for how the solution will work. Write the plan down.		