

SOTA Meeting Minutes
January 13, 1:30 – 3:00 p.m.
MUSC 221

In attendance: Rita Crespo, Rose Mannarino and Professors Alfaro-Laganse, Cockett, Ford, Hladki, Major-Girardin, McKay, McQueen, Mitchell, Palmer, Rensink-Hoff, Schutz and Sokalski.

Regrets: Professors Graham, Myhr and Woolhouse

On leave: Professors Renwick and Sheng

1) Minutes

Prof. McQueen called for a motion to approve the previous minutes. Prof. Hladki moved on the motion. Prof. Palmer seconded. The motion carried with three abstentions; due to concerns expressed by Prof. Schutz and his desire to add to the departmental record, adoption of the minutes of the December 2016 meeting was adjourned until the next departmental meeting.

2) Adjunct Assistant Professor Proposal

Prof. Schutz presented a proposal to elect Dr. David Gerry as an Adjunct Assistant Professor. Prof. McQueen explained that an Adjunct Assistant Professor is a scholar or other professional who is not employed full-time by another university, and that the expectation is that the person is involved in departmental-relates activities such as teaching and/or research. She noted the role Dr. Gerry plays in recruitment, particularly of flute students, and how that positions the flute instrument as a strength of the Music program compared to some peer institutions in the province.

Prof. Schutz called for a motion to appoint Dr. Gerry as Adjunct Assistant Professor. Prof. Palmer seconded. The motion carried.

3) Recruitment and Retention

Following Prof. Hladki's request, Prof. McQueen opened a departmental discussion about recruitment initiatives. Prof. Hladki raised concerns about the increasing demands on faculty time and energy and the circumstances of recruitment work. She proposed the following suggestions: increasing student contributions and offering honorariums, and suggested that faculty in different programs in the school consider representing one another at future recruitment events (and distributing business cards with specific contacts). Discussion ensued, including around increasing challenges with the opening of a new building and expectations that SOTA faculty offer tours of the new spaces during recruitment events. Prof. McQueen said she will inquire about possible honoraria for student volunteers and would raise these concerns with the new Recruitment Officer

Nathan Nash; she noted Nathan's concern that expecting faculty to be knowledgeable about programs outside their area of expertise could increase the stress they experience at recruitment events.

4) Announcements and Updates

a) Black Box Users Committee:

Prof. Cockett gave an update that the Black Box is now sealed off from the Concert Hall in preparation for installation of equipment, and said that the plan is to mount the HPS in the Black Box.

b) Concert Hall:

Prof. McQueen spoke about the need for a Concert Hall committee given concerns around access to teaching spaces and maintaining priority booking as had been the case for Convocation Hall. Professors Schutz and Rensink-Hoff agreed to have their names put forward as the main contact for a Concert Hall Committee.

c) Peer observation of teaching in SOTA:

The Peer-observation of teaching document was discussed, including interest in seeing letters in order to receive feedback. Prof. McQueen explained that such letters may need to be a document related to challenges, for example regarding a Sessional instructor, and thus feedback for Sessional and CLA instructors would be given in an informal way. Discussion followed.

5) SOTA Budget

Prof. McQueen presented what she and Rose Mannarino have been working on with Phoebe Hu.

This was followed by a detailed analysis of the 2015-16 SOTA costing.

Prof. McQueen discussed costing, and the deficit and surplus of areas of the School. She noted that starting in the 2017-18 fiscal year the new account codes that are being stabled this year will permit more detailed analysis of the budget (projected and costing (retroactive) for the four programs in the School.

Meeting adjourned at 3:45 p.m.