ARTS STAFF ADVISORY COMMITTEE

Monday January 16, 2017
1:00pm, PAS 2438

Present: Bonnie Bishop, Janice DaSilva, Marina Ivanova, Kathryn MacDonald, Doug Peers, Stacy Reda, Victoria Salim, Jameson Schildroth, Sharon Secord, Julie Thompson
Absent: Emma Courlander, Rita Cherkewski, Maureen Stafford, Stephanie Bromley (on Secondment)

Notes

1. Welcome to new ASAC members
   - Marina welcomed our returning and new members – Emma, Jameson, Janice, Julie, Sharon and Stacy.
   - Lynn Jelokhani-Niaraki originally implemented this committee in 2013 with the purpose of creating a platform for staff to connect with the Dean, and the Dean to have an ear to front line issues.
   - The meetings take place the third Monday of the month at 1:00 p.m. The commitment is limited as follows: chair – 1 year, members 2 years, renewable for two years.
   - Marina called for volunteers for Vice-chair and Secretary. Bonnie offered to continue as secretary. Marina will send an email to solicit Vice-chair volunteers.

2. Dean’s Report and Q & A
   - Importance of the committee
     - Important for staff to be heard and given the opportunity of improvement.
     - Staff tend to be an early warning sign of when issues arise. For example, enrollment issues and degree of satisfaction issues are often noticed through direct interaction with students. Lack of student social space was met with the building of the new Hagey Hub.
     - NRAM to WBM (Waterloo Budget Model)
       - The new model ties budget to revenues.
       - Arts is the only faculty in the red. This happens due to the way the Ontario government grants funding (our students receive less) and our delivery costs are higher (smaller class sizes).
       - We are in good shape faculty-wise. 1/3 of our faculty have been here six years or less, which is the right mix.
     - Student Experience – We participate in the National Survey of Student Engagement (NSSE). Our first year students are in line with others, but our second and third year student results drop. We are looking into the causes.
     - Arts First is a new plan to improve communication skills among students. We are replacing the ELPE. The students will need to take a Communications class (25 students or less).
• 4th Year Experiential Learning program – we have donor who would like to help enrich student experience. Teams will address real world problems with input from community leaders and experts.
• Working on a five-year funding package for PhDs to improve recruitment efforts and put us at a level with the competition.
• When PhD’s graduate, we do not have much information on where they go or what they do. We are looking to create a database to help track this information.
• MPS – the MPS program will take on space in one of the East Campus buildings.
• Outreach and visibility – We need more stories on the website, such as the Ig Noble prize awarded to a group of professors and alumni from Psychology. Our KPL presentations have been sold out and are creating a great opportunity for interdisciplinary discussions on topical subjects. If we can excite people about the subjects we study, we can attract strong students.
• Arts Faculty Council – The Dean is looking for better participation rates for the Arts Faculty Council meetings.

3. Past/Current Sub-committee initiatives
• Communication/Web committee – Wendy will provide assistance for web updates. Committee is responsible for maintenance and suggestions for the ASAC website. Uwaterloo.ca/arts/faculty-staff/staff-advisory-council
• Staff Relations representative – provide a summary of issues raised during the open portion of the meeting. The meetings are on Friday afternoon from 1:00-2:00pm, once per month.
• Staff Association Area Reps meeting – provide a summary of issues raised through staff association meetings.
• Social and Community Outreach Committee – organizes ASAC events such as coffee breaks and Canbuild.
• Learning and Development Workshops – plans the workshops and hosts the event.
• Onboarding committee – created documents to help managers onboard their new employees. This committee will be on hold with new items covered under the Communication committee.

4. Assign ASAC Sub-committee members
• Communications & Web Committee – Rita, Julie, Stacy
• Staff Relations Committee Meeting Representative – Janice
• Staff Association Representative – Stacy (Marina as back-up)
• Social and Community Outreach Committee – Sharon, Jameson, Janice and Bonnie
• Learning and Development Committee – Maureen, Victoria, Sharon and Emma

5. Staff Association Report (Marina)
• Unable to attend. Discussion was on Green Office Initiative and Sustainability. The Faculty of Arts has achieved Silver status. Marina is looking to expand to Psychology, Political Science and other departments.

6. Arts staff survey
• Marina provided a copy of the agreed upon staff survey questions. Would like to send to staff and provide a two week window for responses. Minor corrections were made to Question 4 – adding an option “g – was not aware”. If you have any other suggestions, please let Marina know as soon as possible.

7. February 2017 meeting
• Proposed to move February meeting to Monday February 27th due to family day.

8. Other business arising
• No new business.

Next Meeting – Tuesday February 27 at 1:00 p.m. PAS 2438