

The University of British Columbia  
School of Library, Archival and Information Studies  
**FACULTY MEETING MINUTES**  
2001 October 29

Present: Ann Curry, Sylvia Crooks, Luciana Duranti, Ken Haycock (Chair), Richard Hopkins, Rick Kopak, Christine Marton, Judi Saltman, Mary Sue Stephenson, Dale Yamaura (recorder).  
Regrets: Martin Dowding, Heather MacNeil.  
On Leave: Terry Eastwood

**Agenda/Minutes**

The minutes of 2001 September 24 were approved.

**Committee Responsibilities/Recommendations**

**A. School Leadership**

1. **Approval of SLAIS Work Plan.** Approved.
2. **Approval of Terms of Reference.** Approved. SLAIS alumni will appoint representatives to SLAIS committees.
3. **Issues in Director Search.** It was stressed that emphasis needs to be on courting preferred candidates, not thinking that we can simply assess those who come forward. Funding for this position is only assured for one year. Several possibilities for candidates were discussed and names were referred to RK for action.

**B. Curriculum and Program Development**

2. **Distance Education.** The recommendations were discussed. DET encourages SLAIS to move forward with development of new courses. KH will review SLAIS proposal and discuss with individual faculty.

**C. Faculty Development**

1. **Approval of Terms of Reference.** Revise item 4 as follows: to review criteria and procedures for merit increases, peer review, advancement, tenure, promotion and sabbatical leave; and to make recommendations for any change to the faculty.

**D. Environment and Resources**

1. **Approval of Terms of Reference.** Revise item [c] as follows: to recommend priorities for upgrading existing facilities.
2. **Review of Policy and Procedures Handbook.** KH requested that faculty review the SLAIS policy and procedures handbook and to advise of items which should be included.

**E. Student Admissions and Adjudication.**

1. **Tuition Freeze/Fees.** The committee was requested to review current tuition fees with a view to possibly implementing a professional program fee.
2. **Review of Mid-Career Student Performance.** The committee was requested to review and recommend a procedure.