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Academic Unit Review Summary: Libraries and Archives

Site Visit	October 22-23, 2018
Informal Response to Planning	February 20, 2019
Formal Response to Planning	March 25, 2019
Implementation Update	October 2019
Midterm Review	2022-23

Review Team Members:

- Francesca Holyoke, University of NB Libraries Archives & Special Collections (Chair, Review Team)
- Creighton Barrett, Dalhousie University Libraries
- Mark Lee, Modern Languages and Literatures, Mount Allison University

Note: The following recommendations are taken mostly verbatim from the external review. For context they should be read in conjunction with the department’s formal response.

Recommendations of the Libraries and Archives Review

9.1 Short-term recommendations (next two years)

- 9.1.1 Establish an ad-hoc committee of Library Council to oversee the transition to Novanet
- 9.1.2 Consider more frequent all-staff meetings, team meetings, and other configurations to share information and advance key priorities
- 9.1.3 Develop new or revised organizational charts to explain reporting structures and committee structures
- 9.1.4 Update terms of reference for Library Council and all library committees and working groups
- 9.1.5 Conduct a systematic review of all endowments related to the Libraries & Archives
- 9.1.6 Provide modest increases to support staff numbers while sustaining the existing librarian complement as a bare minimum
- 9.1.7 Work with the University administration to secure increased cleaning services from Facilities Management.

## **9.2 Medium term recommendations (next three to five years)**

9.2.1 Re-imagine information literacy services

9.2.2 New UL should assume a leading role in fundraising and planning for renovations to the Library & Archives

9.2.3 Initiate an all-staff discussion re: organization, workload, collegial discussion, management, etc.

9.2.4 Work with colleagues from Novanet libraries to consider collaborative collection development initiatives

9.2.5 Develop improved systems and procedures to allocate library space and services to support University research and teaching

## **9.3 Long-term recommendations (next five + years)**

9.3.1 Consider secure off-site storage for some University records and other library materials

9.3.2 Consider hiring a records analyst to support the University Archivist with day-to-day aspects of managing a University Records Management Program

9.3.3 Begin developing staffing plans and budget models to support administration of Libraries and Archives after renovations



Senate Committee on University Planning

Academic Unit Review Summary: Department of Music

Site Visit	October 18-19, 2018
Informal Response to Planning	February 20, 2019
Formal Response to Planning	March 25, 2019
Implementation Update	October 2019
Midterm Review	2022-23

Review Team Members:

- Dr. Jack Eby, Bishop’s University (Chair, Review Team)
- Dr. Deanna Oye, University of Lethbridge
- Dr. Hanna Lane, History, Mount Allison University

**Note:** The following recommendations are taken mostly verbatim from the external review. For context they should be read in conjunction with the department’s formal response.

Recommendations of the Academic Program Review

Faculty/Staff complement

- Rec. 1:** we recommend that the full-time position in Music Theory be replaced immediately.
- Rec. 2:** as a phased retirement within the department begins in 2019-2020, a search should be made for a candidate who can deliver some Education courses but also has expertise in choral conducting. We agree that this is the second highest priority, and should be considered also in the very near future – if not the next academic year, then for 2020, as was previously considered.
- Rec. 3:** we recommend that the String position be viewed as a longer-term goal, and that it be combined with some other area of expertise not already covered by existing faculty.

Issue of Collaborative Piano

- Rec. 4:** that the Music Faculty establish a Collaborative Piano staff position or post-graduate fellowship.
- Rec. 5:** that piano majors start their accompanying requirement in second year instead of in first year.
- Rec. 6:** that the Department consider the possibility of asking Students to pay a collaborative piano fee.
- Rec 7:** that the Department consider the possibility of limiting use of (by-the-hour) paid professional pianist

## **Calendar Copy**

- Rec. 8:** if the university allows Departments to prepare their own Academic Calendar copy, we recommend that the Department create a more user-friendly Music section. The Music Degree Map is very good for students already admitted.
- Rec. 9:** that the University consider taking advantage of the online format to revisit its calendar template, for example to enable the use of short titles in the listings of courses for degree programmes, and not just numbers.

## **Curriculum**

- Rec. 10:** that the Department of Music consider a “Concentration” in the categories of Theory/Composition, History/Literature, Education and Performance, for those students who do not want a general degree.
- Rec. 11:** that it would be helpful, whenever possible, to have the same instructor follow through the two years of Musicianship courses, in the interest of consistency. Alternatively, a clear outline that would be used by every teacher of the course should be prepared.
- Rec. 12:** that the Department explore the possibility of dividing the two Musicianship courses into separate elements, which would be one-semester long, instead of offering them as full-year courses.
- Rec. 13:** that the Music Department consider the 4<sup>th</sup> year of Applied Music as optional for students not going on in a performance-related field.
- Rec. 14:** that, where appropriate, students be allowed to substitute a second instrument for their principal instrument, in the fourth year.
- Rec. 15:** that in collaboration with the University, the Music Department prepare a study and comparative chart of all extra fees paid by music students in the region, and that any change in fee structure take this information into account.
- Rec. 16:** the fact that studios are obligatory should be included in the academic calendar.
- Rec. 17:** that the possibility be explored of allocating one or more official time-table slots for studios, to make sure some appropriate times and spaces will be available.

## **Facilities**

- Rec. 18:** as part of the assessment process for the Band Room, the Music Department should consult the Canadian University Music Society Standing Committee for Institutional Members guidelines, for the entry on Musicians’ Health.

## **Librarian**

- Rec. 19:** we strongly support the request that Music Librarian position be renewed, in combination with other assigned duties, so that the Music Library is able to maintain its vital status as a regional resource for students, faculty, scholars, community, and the wider musical public.

### **Brunton Hall**

**Rec. 20:** that the grand pianos always be kept locked when left on stage outside regular building hours and studio times.

**Rec. 21:** that the current sound/light equipment be used only by music students or CSD staff assistants previously 'trained' by the music technician.

**Rec. 22:** that members of the university community wishing to book Brunton Hall as an event space consult first with Music staff concerning Music event planning as well as technology and safety protocols concerning the Hall's use.

**Rec. 23:** that the department, in consultation with Computing Services/audiovisual and Facilities Management, consider drafting and disseminating as needed a checklist reminding outside users of these protocols and other responsible user 'best practices'. This could also be part of the useful checklists and event planning guides already provided by booking and conference services on the university website itself.

**Rec. 24:** that the Music Department formally draft into a clear single document its policies on when and why live-streaming of Music Department events is permitted or not permitted, and add this document to both the department's own website and the university website.

### **Instruments**

**Rec. 25:** that the Music Department, at a minimum, draw up some kind of schedule of essential maintenance work and plan of replacement for its instrument collection.

### **To the University**

**Rec. 26:** we recommend that, given the degree of investment by members of the Music Department in publicity and recruitment for the University at numerous events, they receive greater financial – and moral – support for their upcoming recruitment and orientation endeavours.