

## MINUTES

### School of Art - BFA Studio Committee

Wednesday September 13, 2017 - 1:00-2:00pm

T487 Tache

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#### Present

P. Hess, (Chair), O. Botar, H. Kalberg, M. Neufeld, C. Plouffe, D. Rey, C. Bakun (recorder)

#### Regrets

S. Alward

#### 1) COMMITTEE TERMS OF REFERENCE

The terms of reference were distributed to the committee and discussed.

#### 2) CHAIR ROTATION

A chair rotation was decided amongst the members. It was discussed that the chair shall review the draft agenda and minutes with the recording secretary. Meeting materials shall be distributed 5 days prior to the next meeting. The chair schedule as well as the deadline for agenda items are listed as the final item of the agenda and minutes (see below).

#### 3) CHANGE IN MEETING TIME

As one of the committee members is not able to attend at 2:00pm, the committee will meeting at 9:00-10:00am, on the same dates. Corrine will confirm the 9:00am start time and confirm with members. The proposed new time is noted in the meeting schedule below.

ADJOURNED – 2:00pm

Meeting dates 9:00-10:00am room T487 Tache	Chair	Date agenda items to recording secretary to be included in next meeting agenda
Oct 04, 2017	D. Rey	Sept 27, 2017
Nov 01, 2017	H. Kalberg	Oct 20, 2017
Nov 29, 2017	M. Neufeld	Nov 17, 2017
Jan 03, 2018	S. Alward	Dec 8, 2017
Jan 31, 2018	O. Botar	Jan 19, 2018
Feb 28, 2018	D. Rey	Feb 16, 2018
Apr 04, 2018	H. Kalberg	Mar 23, 2018

APPROVED