GRADUATE AFFAIRS COMMITTEE
September 29, 2010

MINUTES

Attendance: Donna Chovanec – Chair, Sarah Humphrey, Jerry Kachur, Stephen Norris, Laura Servage, Myah Slade, Brenda Spencer, Alison Taylor, Joan White.
Absent/Regrets: Michael Kariwo, Jorge Sousa, Cora Weber-Pillwax

1. Approval of Agenda
   D. Chovanec added several items to the Agenda under “Other”. B. Spencer moved that the agenda be approved. Seconded by L. Servage. CARRIED

2. Terms of Reference for Committee
   The terms of reference of the committee was reviewed so that all present would understand the mandate for the committee over the next year.

3. MEd Admissions – March 2010 and July 2010
   D. Chovanec reported that from the March 2010 and July 2010 MEd admission deadline dates, 26 students had been recommended for admission. Of that 26, three had since declined admission. Breakdown: Adult – 5; EDAL – 8; IPE – 3 and TCI – 8.

4. Request from Rob Desjardins, Graduate Writing Advisor
   D. Chovanec informed the committee that Rob Desjardins, Graduate Writing Advisor from the Academic Support Centre at the U of A has asked the department if ‘you can think of a really high-quality PhD dissertation which was completed fairly recently (say in the past 10 years) by a student in your department’. He would like to know the name of the individual(s) in order to ask permission to use or refer to their work in the writing workshops offered through their office to graduate students. The workshops would give ‘graduate students an opportunity to examine portions of excellent theses written by University of Alberta students in their own fields, or in fields proximate to theirs’.

   D. Chovanec asked that the specialization coordinators and EPSGSA student representative take this request to their respective groups and to send her name(s) of any former students that they felt would have completed excellent theses and could be approached by Mr. Desjardins for the above reason.

5. Doctoral Admissions Quota
   S. Norris opened this item by explaining the history of when the department first started looking at admissions quota and why. D. Chovanec then indicated that the Motion made by Department Council in January 2006 had three separate components to it when determining a quota for the year.

   It was moved by …., that the Equivalent Graduate Student be defined as follows:
   Thesis Student = 1.0 equivalent graduate student
   *3 Capping Student = 1/10 equivalent graduate student

   And

   That on a yearly basis, the Department establish the number of admissions for the next enrolment management year (May to January) as a proportion, primarily, of the number of graduates in the two recent convocations.

   Graduate Student Target Enrolments and Management
It was moved by …., that the maximum graduate student enrolment be at an average of 5 equivalent graduate students per full-time faculty member.

D. Chovance asked what exactly did the 2nd part of the motion mean when it came to determining quota. S. Norris was able to explain to the committee that the number of students that had convocated in the past two convocations (Spring/Fall) was then the number that would be ‘assumed’ to convocate the next year and thus a quota ratio could be determined.

Therefore the following is a breakdown of the admissions quota for 2010/2011:

**Past 2 Convocations:**
Number of students that have completed from the two recent convocations: Spring 2010 and Fall 2010.

- **Spring 2010:** Total: 14 Students
- **Fall 2010:** Total: 16 Students  
  Grand Total: 30 Students or 14.7 EGS  
  (or 15 EGS)

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**Current Active Students:**
Currently there are 204 active students for the 2010/2011 academic year

  107 thesis-based students (90 + 17) and 97 course-based students

Or

  107 EGS (thesis-based) and 9.6 EGS (course-based) = 116.7 EGS

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**Quota for 2010/2011:**
116.7 EGS (current students) – 15.0 EGS (students who have convocated in Spring 2010 and Fall 2010) = 101.7 EGS

So if the department max is 105 EGS (21 staff members) then there are 3.3 EGS spots available to admit during the 2010/2011 academic year. Currently, the Graduate Student/Academic Staff ratio an average of 5.5EGS which is .5 over what the department had approved in the January 2006 motion.

After further discussion the following was proposed:

Ideas discussed:
1. Admit an EGS of 3.3 over the 2010/2011 academic year
2. No Doctoral students should be admitted but the current MEd students that had already talked to academic staff about switching from course-based to thesis-based during this next year would be grandfathered in but would not be included in the above proposed EGS admission number.
3. A max of 33 MEd course-based students (3.3 EGS) would be admitted for the 2010/2011 academic year
4. Any doctoral student that applies for admission and is already fully funded by an outside resource (ie SSHRC or Commonwealth) would be considered for possible admission.
The committee asked that before a final decision on this motion be made, that additional stats information would need to be reviewed. J. White is asked to submit stats on the number of course-based, MEd Thesis and doctoral students have been in the program over the last 10 years. As well she is asked to submit convocation stats for the last 10 years.

Once a decision on the admissions quota for 2010/2011 has been made, the committee will look more closely at the entire admission process/supervision, the student ‘mix’ of the department, etc. to help make this process simpler and easier to enforce, and to keep within the approved student/academic staff ratio as approved by Department Council.

6. Reports from Specialization Coordinators
None

7. Other Business
Grad Expo – being offered by the University of Alberta will take place in Dinwoodie Lounge in SUB on October 20, 2010. D. Chovanec asked that each specialization coordinator ask their respective groups for names of individuals interested in helping out at the event. Since Department Council was also scheduled for that day, J. White indicated if academic staff could not come in the morning that they could come and help in the afternoon.

Agenda’s and attachments for Meetings – D. Chovanec asked if the committee was fine with receiving the Agenda and attachments for the committees meeting electronically rather than by paper. It was decided that the Agenda for the meetings would still be sent out to committee members on paper, but the attachments could be sent to the committee by email. At the meetings the attachment documents for the meeting would be displayed on the overhead available in the 7-152 room scheduled for the meetings.

Change of Meeting Time – D. Chovanec indicated that several members of the committee were unable to attend at 10:00am as they were also teaching courses until 10:15 or 10:30am that same day. She asked if moving the meeting back half an hour would be possible. It was decided that the meetings during the Fall 2010 session will start at 10:30am, with a possibility of them being as long as 12:30pm.

S. Norris moved at 11:45am that the meeting be adjourned.

Next meeting will take place October 13, 2010.
GRADUATE AFFAIRS COMMITTEE
October 13, 2010

MINUTES

Attendance: Donna Chovanec – Chair, Jerry Kachur, Michael Kariwo, Laura Servage, Myah Slade, Jorge Sousa, Brenda Spencer, Alison Taylor, Cora Weber-Pillwax, Joan White.
Absent/Regrets: Sarah Humphrey, Stephen Norris

1. Approval of Agenda
   D. Chovanec added a couple of items to the Agenda under item #10: Other Business.

2. Approval of December 9, 2009 Admission Committee Minutes
   J. Kachur moved that the minutes be approved. Seconded by B. Spencer. CARRIED

3. Approval of January 22, 2010 Admission Committee Email Notes
   J. Kachur moved that the notes be approved. Seconded by A. Taylor. CARRIED

4. Approval of April 14, 2010 Graduate Studies Committee Minutes
   J. Sousa moved that the minutes be approved. Seconded by B. Spencer. CARRIED

5. Approval of September 29, 2010 Graduate Affairs Committee Minutes
   A. Taylor moved that the minutes be approved. Seconded by B. Spencer. CARRIED

6. Business Arising from the Minutes
   From the April 14, 2010 Graduate Studies Minutes: J. Kachur indicated that a TCI student had already asked if the EDPS 501 course that was approved as an EDAL offering at that meeting, could be considered an TCI elective course. Concern was raised that this and possibly other courses could be crossing over into other specialization fields and causing problems with requirements in respective specializations. As this item is one that will be discussed along with others concerning the graduate program in the department, it was tabled for now.

8. Course Title Calendar Change
   TCI submitted a course title change for EDPS 554. J. Kachur explained the reasons for the change 1) to clearly reflect the contents of the course and 2) to increase the market for the course.

   **Motion:** J. Kachur moved that the course title and brief calendar description of EDPS 554 change:

   From: Title: The Epistemology and Ethics of Educational Research
          Calendar Entry: Provides opportunity to explore epistemological and ethical issues…

   To: Title: Philosophy of Educational Research
       Calendar Entry: Provides opportunity to explore philosophical issues…

   Seconded by A. Taylor. CARRIED
10. Other Business

Graduate Program Review: D. Chovanec informed the committee that the Chair of the Department, Dr. J. Kelly has requested that the committee continue the review of and possibly proceed with program changes this year. The idea of a possible ‘course cluster’ program without specializations is one idea but a subcommittee will need to be created in order to once again review the information already gathered from discussions over the last 5 years and to then proceed with possible recommendations for changes. Since the subject focus of the subcommittee was not yet decided upon, it was decided that this item will be tabled for the next meeting in November 2010.

EDPS 612 Course: L. Servage asked if the committee could give her some feedback to present to the EPSGSA concerning this course. As this item will be discussed during the Graduate Program Review, there is presently no final decision about this course other than it could be offered again this year if there is sufficient enrollment numbers.

9. Doctoral Admissions Quota

D. Chovanec asked each specialization coordinator and association representative on the committee to give feedback concerning the doctoral admissions and department admissions quota for 2011/2012. Some feedback was:
1. The idea of a moratorium on admissions for the year was not recommended as it sends out a negative message to our clients concerning availability and accessibility (optics).
2. The question of whether staff has autonomy on how many students they carry versus the department determining the workload needs to be discussed and decided upon.
3. The structure of the current graduate program needs to be addressed to help the overall problem of admissions and program completion.
4. To ensure that the admitting more students will not have a negative effect on the supervision and support of the current students in the department.
5. Are the current motions and guidelines just that guidelines or are they to be treated as hard and fast rules that the department is to follow every year?

D. Chovanec then asked the specialization coordinators and association representative what each group had suggested would be the way to proceed concerning the 2011/2012 admissions. Some Feedback was:
1. To be judicious and careful in reviewing doctoral application files and to ensure that there is a supervisor (and back up) for the applicant prior to recommending admission.
2. To honor the promises already made to the course-based students who wish to switch to the thesis-based route this next year.
3. To communicate to the department staff that promises should not be made concerning admissions or transferring from course-based to thesis-based in the future.

It is clear that the current structure of making decisions concerning doctoral admissions, etc. is problematic, therefore this structure will be reviewed by the committee over the next year to ensure that a better system is in place before September 2011.
Motion #1

Moved by D. Chovanec that, for the 2011/2012 academic year,

1) the departmental target for doctoral admissions is 10 with a distribution guideline of 2-Adult, 4-EDAL, 2-IPE and 2-TCI

2) the department accept 8 MEd course-based students to transfer to thesis-based and

3) the department admit an unlimited number of MEd course-based students who qualify for admission

Seconded by C. Weber-Pillwax.

Motion #2

Moved by D. Chovanec that the specialization groups review and rank the doctoral applications received by the October 15 deadline with careful consideration of the departmental target, the specialization guideline and the individual workload, to be followed by a meeting of the specialization coordinators and graduate coordinator to make the final doctoral admission decisions for 2011/2012. Seconded by C. Weber-Pillwax.

Motion #3

Moved by D. Chovanec that the Graduate Affairs Committee work over the next year to develop an enrollment management plan. Seconded by Laura Servage.

10. Reports from Specialization Coordinators

This item was tabled.

C. Weber-Pillwax moved at 12:43pm that the meeting be adjourned.

Next meeting will take place November 10, 2010.
GRADUATE AFFAIRS COMMITTEE  
November 10, 2010

MINUTES

Attendance: Donna Chovanec – Chair, Jerry Kachur, Michael Kariwo, Laura Servage, Myah Slade, Jorge Sousa, Alison Taylor, Joan White.  
Absent/Regrets: Sarah Humphrey, Stephen Norris, Brenda Spencer, Cora Weber-Pillwax

1. Approval of Agenda  
   D. Chovanec added one item to the Agenda under item #10: Other Business.  J. Sousa moved that the revised agenda be approved.  Seconded by L. Servage.  
   CARRIED

2. Approval of October 13, 2010 Minutes  
   L. Servage moved that the minutes be approved.  Seconded by M. Kariwo.  
   CARRIED

3. Business Arising from the Minutes  
   J. Sousa asked which word the department should use when referring to Admissions: Quota or Target?  
   Per the committee motion made in October 2010 and approved by Department Council, the word Target is what should be used when referring to admissions for 2011/2012.

4. Doctoral Admissions - update  
   D. Chovanec informed the committee that 33 doctoral applications were received by the October 15, 2010 deadline.  But in reviewing those files before the circulation process started, several of them were eliminated because of a low gpa or the files were incomplete.  As a result only 19 doctoral files will be reviewed by the academic staff this competition.  D. Chovance stated that she did include files that had a gpa of 3.4 (just below the department’s 3.5 minimum) as well as files who did not have a noted supervisor attached to them, but whose gpa was 3.5+.  EPS academic staff has been sent an email informing them that the doctoral files are now ready for review and have been given a timeline in which to complete that process.  Specialization coordinators are asked to submit one blue review sheet for each student they nominate to J. White before the first week of December 2010.  Information on the Supervisor and back-up Supervisor is to be included as well as a ranking order of the nominations from each specialization.  The nominations will then be discussed at a special meeting scheduled for the specialization coordinators and the graduate coordinator on December 6, 2010.  Final doctoral admission decisions for 2011/2012 will be made at that time.  The results of this meeting will then be presented to the Graduate Affairs Committee on December 8 and later at Department Council on December 15.  Applicants will be notified of the final decision on their files before the 2010 Christmas break.

5. Graduate Seminar  
   Since the Chair of the Department asked that the discussion/creation of a possible graduate seminar for next year be started now by the Graduate Affairs Committee:

   **Motion:** L. Servage moved that the Graduate Affairs Committee create an adhoc committee to explore the structure, process and content of a potential graduate seminar.  Seconded by J. Kachur.  
   CARRIED

The subcommittee membership will be 2 academic staff and 2 EDPS graduate students, with one of the student’s being L. Servage who will be the Chair.  D. Chovanec will be sending out a memo to academic staff inviting them to be part of this subcommittee and L. Servage will send out an invitation
to the EPS students. The subcommittee will review the feedback that has already been obtained from the EPSGSA on this possible seminar. D. Chovance indicated that the academic staff has already started talking about this possible seminar and questions like workload, grading system, the purpose of the seminar were already being discussed. Notes from a meeting where this discussion took place will be given to L. Servage. The subcommittee will discuss its terms of reference at their first meeting.

6. Subcommittee re Department’s Admission Process
Further to Department Council’s mandate in October 2010 to the Graduate Affairs Committee about the department’s admission process:

**Motion:** D. Chovanec moved that a subcommittee consisting of some members of the Graduate Affairs Committee, EPSGSA and academic staff from Educational Policy Studies be created to work over the next year to develop enrollment management guidelines. Seconded by J. Sousa.

CARRIED

D. Chovanec who will be the Chair of this subcommittee will be sending out a memo inviting the academic staff of the department to be a part of this subcommittee. L. Servage will send out an invitation to the EPS students. The subcommittee will consist of 3 academic staff (including D. Chovanec) and 2 student representatives. The subcommittee will discuss its terms of reference at their first meeting.

11. Subcommittee re Department’s Graduate Program
Further to the discussion started at the last meeting in October 2010 it was felt that since representation of all parts of the department are present on the Graduate Affairs Committee, instead of creating a separate adhoc committee, the Graduate Affairs Committee as a whole will be looking at the department’s graduate program. B. Spencer’s notes that she had compiled over the last several years will be looked at for next meeting. The question of whether J. Kelly, Chair of the department should be involved was asked. J. Kelly will be approached about this to see what her involvement in this review and recommendation process could be. One mandate, though, is clear; J. Kelly would like the Graduate Affairs Committee to consider the possible clustering of courses across specializations. The Graduate program review will take a bit of time so, a few ‘special meetings’ for this item will probably be needed, but basically this item will be on the agenda for the Graduate Affairs Committee to discuss every month over the next year.

12. July 1 MEd Application Deadline
D. Chovanec asked that the committee consider eliminating the July 1 MEd admission deadline. Students applying for the July 1 application deadline if recommended for admission are often unable to register in core courses, and at times any other relevant courses they need in the following Fall and/or Winter terms. By the time the admission process is complete in both in the department and at FGSR it is mid-August and classes will have been full for some time by then. Core courses, especially, fill up quickly (as early as mid-April). The other problem these new students face is that by the time the July 1 deadline comes, all of the Graduate Teaching or Research Assistantships are already decided upon so they do not have any opportunity to apply for possible funding for the first year of their graduate program.

**Motion:** D. Chovanec moved that the current July 1 MEd application deadline be eliminated immediately. Seconded by J. Sousa.

CARRIED
13. EDPS 501 Course Proposal – Summer 2011

J. Sousa introduced this item and indicated that Dr. Swee-Hin Toh and Dr. Virginia Cawagas were asked to come and offer a summer course in the department.

**Motion:** J. Sousa moved that the EDPS 501: Educating for a Peaceful World: Perspectives & Strategies for Adult Educators course proposed for a one time offering (Summer 2011) be approved. Seconded by M. Kariwo. **CARRIED**

14. Diploma Program

D. Chovanec explained to the committee that though there is an ‘undergraduate diploma program’ in the department, the department’s website currently indicates (and has for a few years) that there is a ‘moratorium’ on admission for this program which means that we don’t really have an ‘active’ undergraduate diploma program in the department. But over the years, a few students have been admitted into undergraduate diploma for various reasons. The undergraduate diploma program consists of 8 courses (undergraduate and/or graduate level) and usually individuals who take the diploma program are potential MEd applicants whose gpa is below the MEd department (and FGSR) graduate minimum. Recently it has been learned that USS was informing possible diploma individuals that we have a diploma but our department website indicates that we do not currently have an ‘active’ diploma program; this communication is causing confusion for all concerned. D. Chovanec asked that the specialization coordinators discuss the undergraduate diploma program within their group to obtain feedback about it. Three options exist for this program 1) to totally discontinue it and indicate such on both the department website and the University of Alberta calendar; 2) decide to actually offer an Undergraduate Diploma program and create a structure for the program; and 3) to continue as is with the department website stating there is a moratorium on admission, to have the University of Alberta Calendar indicate that there is a diploma program in the department and to only let a few in every year, based on ??

15. Reports from Specialization Coordinators

**Adult Education**

J. Sousa indicated that their specialization group would be getting together on Wednesday, November 17 to discuss doctoral admission nominations.

EDAL – none

IPE – none

TCI – J. Kachur indicated that TCI had recently changed the number of TCI elective course requirements for MEd Thesis-based students only. Thesis-based MEd TCI students now only take 2 TCI electives; Course-based MEd TCI students take 3 TCI electives.

EPGSGA

L. Servage indicated that some students were concerned about the lack of transparency within the department’s admission process and others have expressed concerned about applicants believing that they were ‘in/assured admission’ into the graduate program upon obtaining an indication from an academic staff member that they’d be willing to supervise them upon admission.

16. Other Business
J. Sousa asked for clarification as to why the specialization coordinators were now being asked to select a potential advisor when reviewing the MEd applications. D. Chovanec indicated that she was trying to respond to the complaints that she had heard concerning students being matched up to academic staff who are not familiar with the specialization (i.e., TCI staff assigned to an EDAL student) or academic staff not being matched up to a particular new MEd student who might be well suited to their own area of study and whom they wished to be the advisor for. D. Chovanec indicated that she was just asking the specialization coordinators to indicate whom they thought might be a good potential advisor for a new MEd student, if they knew of one, but if they did not, they were not required to do so. The old process of having the Graduate Coordinator of the department assign academic staff to students was not one that she wished to continue for various reasons. J. Kachur stated that this was an item that should be discussed by the Graduate Affairs Committee in more detail when discussing the graduate program as a whole.

J. Sousa moved at 12:13 pm that the meeting be adjourned.

Next meeting will take place December 8, 2010.
GRADUATE AFFAIRS COMMITTEE  
December 8, 2010  

MINUTES

Attendance: Donna Chovanec – Chair, Jerry Kachur, Michael Kariwo, Laura Servage, Brenda Spencer, Cora Weber-Pillwax, Joan White.  
Absent/Regrets: Sarah Humphrey, Stephen Norris, Myah Slade, Jorge Sousa, Alison Taylor

1. Approval of Agenda  
L. Servage moved that the agenda be approved. Seconded B. Spencer.  
CARRIED

2. Approval of November 10, 2010 Minutes  
L. Servage asked that a correction be made to the minutes under the heading ‘Graduate Seminar’. The sentence about the membership on the subcommittee should read: ‘The subcommittee membership will be 2 academic staff and 2 EDPS graduate students, with one of the student’s being L. Servage who will be the Chair’. J. Kachur moved that the revised minutes be approved. Seconded by L. Servage.  
CARRIED

3. Business Arising from the Minutes  
D. Chovanec informed the committee that the membership of the three subcommittees created at the last meeting was now confirmed. Chairs will call meetings in January 2011.

The July 1 deadline motion from the November meeting had been approved by Department Council in November, so the department website, the online application form and the Department Profile sheet (FGSR) have now all been changed to reflect this.

Due to the items on the December 2010 agenda, the Undergraduate Diploma program item will not be discussed that this meeting. It will be forwarded to the January 2011 meeting.

4. Doctoral Admissions  
D. Chovanec restated, from the November minutes, that 33 doctoral applications were received by the October 15, 2010 deadline. In reviewing those files before the circulation process started, several of them were eliminated because of a low gpa or the files were incomplete. The previous minutes indicated that there were 19 doctoral files reviewed but actually 20 were reviewed. In view of the Department Council decision of a ‘target of 10’ for doctoral admissions for 2011/2012, it was decided files that meet the department criteria (with or without a supervisor listed) as well as some files that had a gpa of 3.4 (just below the department’s 3.5 minimum) would be circulated. This meant that a few files at 3.3 or lower were not circulated (a total of four files). The specialization groups had now reviewed the files, met as individual groups and submitted their doctoral nomination, as a result:

- Adult Education = guideline of 2; nominated 3
- EDAL = guideline of 4; nominated 5
- IPE = guideline of 2; nominated 1
- TCI = guideline of 2; nominated 3

For a total of 12 nominations (2 over the admissions target).

These nominations were brought forward to a special meeting between the specialization coordinators (two missing), D. Chovanec and J. White. But just before that meeting a number of staff in the EDAL group expressed concern that not all doctoral files that had been submitted by the October deadline had been circulated for review (specifically those who had gpa’s under 3.4, but at least 3.0). Therefore, the
four files that had not previously been circulated were made available for review by the two specialization groups (EDAL and TCI). TCI has indicated that they will not be considering files with a low GPA; EDAL, though, will be meeting before the December Department Council meeting to discuss the new files along with the others. Therefore, because of the uncertainty of what might happen in the EDAL group upon reviewing the three new files, a final recommendation from this ‘special doctoral admissions meeting’ could not be made. Discussion concerning the ‘target of 10’, the current 12 nominations, and the possibility that EDAL might increase the number of their nominations was discussed.

**Motion:** D. Chovanec moved that 12 doctoral applicants be admitted for the 2011/2012 academic year. Seconded by B. Spencer. CARRIED

This motion meant that EDAL could not nominate more than 5 students for possible admission after reviewing the additional three now available for consideration. It was agreed by the committee that upon receiving the results of EDAL’s meeting before Department Council, that if the final decision was more than 5 nominations or that they needed more time to make a decision, that the above motion would not be brought forward to Department Council in December and applicants would be notified that a final decision on admission was to be delayed until January 2011.

5. **EDPS 625 – Title Change**

B. Spencer talked about the reason for the change in the title and one word of the course description for this course. It was felt that these changes would better reflect the content of the course.

**Motion:** B. Spencer moved that the EDPS 625 title be changed to Administrative Theory and Processes, and the word ‘systems’ be changed to ‘settings’ in the course description. Seconded by J. Kachur. CARRIED

6. **Possible Course Proposal - IPE**

C. Weber-Pillwax, on behalf of the IPE specialization, submitted a course proposal for a possible Winter 2011 offering: EDPS 501 Indigenous Knowledges & Anti-Racism Toward Survival. The course would be taught by Rebecca Sockbeson, a current doctoral graduate student in the Winter 2011 term. Concern was expressed that this course’s content overlaps EDPS 526, a course currently being offered. Rebecca Sockbeson will be asked to review EDPS 526’s course outline to help make her course more distinct. She will also be asked to come to Department Council in December to talk about the course, if necessary.

**Motion:** C. Weber-Pillwax moved that EDPS 501: Indigenous Knowledges & Anti-Racism Toward Survival be approved for a one-time offering in Winter 2011. Seconded by B. Spencer. CARRIED

17. **Department Graduate Program Subcommittee**

Jennifer Kelly, Chair of the Department joined the meeting at this time. Notes from previous meetings and department retreats had been collected, and distributed as one complete document to all members of the committee. Having reviewed the documents previously, J. Kelly noted the following:

- Comprehensive exams had been discussed but it was not clear what had finally transpired in relation to this idea so this needed to be reviewed again for further discussion.
- What is the department’s approach to policy? What is policy? This needed to be clarified.
- The idea of a graduate seminar (or something of that sort) was noted through the documents so this would need to be seriously looked at. The possibility of it being in two streams was raised: Professional and Theory.
- The idea of co-teaching should be considered.
- The role of Indigenous knowledge throughout the department should be discussed.

J. Kelly expressed that her goal was to have the Spring (April) Retreat for the Department as a working retreat to move the process forward with the idea of implementing something by Fall 2011. She asked the committee to consider if this goal is realistic. One way to start the process could be to first look at the structure of the current program and then possible new structures and then later look at the content of the new program. The work that had already been done was well documented but J. White is asked to obtain information about the comprehensive examinations decision as well as the visioning exercise and information on the changes/timeline concerning the course structure that is now our current Graduate Program. This information will be distributed to the committee as soon as it is obtained.

The possibility of having the January 12, 2011 Graduate Affairs Committee meeting becoming a mini-retreat was discussed. As several members of the committee were not at the meeting, this possibility will be discussed and decided by email over the next several weeks. D. Chovanec then asked the committee to review the documents provided at the meeting and reflect on a series of questions that was later circulated to the members.

18. Reports from Specialization Coordinators
   Because of time this item was tabled for the next meeting.

19. Other Business
   None

B. Spencer moved at 12:40pm that the meeting be adjourned.

Next meeting will take place January 12, 2011.
GRADUATE AFFAIRS COMMITTEE
January 12, 2011

MINUTES

Attendance: Donna Chovanec – Chair, Sarah Humphrey, Jerry Kachur, Stephen Norris, Laura Servage, Myah Slade, Jorge Sousa, Brenda Spencer, Alison Taylor, Cora Weber-Pillwax
Absent/Regrets: Joan White
No longer on committee: Sessional Rep Michael Kariwo

Only academic staff members of Graduate Affairs Committee (GAC) in attendance for the first agenda item:
During the first half hour of the meeting two academic staff members each presented a case for consideration by the academic staff members of GAC to consider for possible admission. After listening to the presentations made on behalf of the two doctoral program applicants, the academic staff members of the committee determined that the GAC was not an appropriate venue for making such decisions. They referred to the process established by motion at Council that the specializations recommend names for admission to the Coordinators and encouraged the students to apply again next year, in the meantime, perhaps working to improve their application package.

Graduate Affairs Committee meeting (all members, except Joan, present)
1. Approval of Agenda
   Agenda was approved by those present.

2. Doctoral Admissions – 2011/2012
   D. Chovanec opened the discussion by stating that a motion carried at the October 2010 Department Council meeting directed the specialization groups and specialization coordinators to review the doctoral files and to keep in mind the following targets: Adult – 2; EDAL – 4; IPE – 2; TCI – 2 for a total of 10 doctoral recommendations for the 2011/2012 academic year. In December 2010 the Graduate Affairs Committee received a total of 12 nominations from the four specializations, which was brought forward as a motion to Department Council on December 15. The motion to admit 12 doctoral applicants was defeated and the specialization committees were asked to go through the review process again to include some applications that had not been reviewed during the first process. The Chair stressed that the previous approved target of 10 students should be kept in mind when reviewing the additional files. After the 2nd opportunity to review the files the following was submitted by each specialization:
   - Adult Education = guideline of 2; nominated 3
   - EDAL = guideline of 4; nominated 5
   - IPE = guideline of 2; nominated 1
   - TCI = guideline of 2; nominated 3
   For a total of 12 nominations (2 over the admissions target).

   After a discussion
   Motion: D. Chovanec moved that 12 doctoral applicants be admitted for the 2011/2012 academic year. Seconded by S. Norris. CARRIED (1 abstention)
3. **MEd Students Requests to Switch from Course-based to Thesis-based – December 31, 2010 deadline**

D. Chovanec reminded the committee a motion was passed at the October 2010 Department Council that approximately 8 MEd students could switch from course-based to thesis-based programs for the 2011/2012 academic year. By December 31, 2010 deadline, four students had submitted requests to switch. All four had been reviewed by their respective specialization coordinators and were now been recommended for approval.

**Motion:** B. Spencer moved that 4 Master Course-based students be transferred to the Master Thesis-based program. Seconded by L. Servage. **CARRIED**

4. **EDPS 501 course proposal – Summer 2011**

D. Chovanec directed the committee to the course description for the proposed course in Summer 2011. It is a course that was offered once before for only for a one-time offering, thus is needed to be approved again if it was to be offered again. Questions were raised concerning the timing of the course and the possible effect on enrollment in the Peace Education course already scheduled in Summer 2011. Questions concerning ‘courses being approved for one-time offerings’ were raised. After further discussion it was decided that this item would be tabled as it had not yet been reviewed and approved by the EDAL group.

J. Kachur suggested that we have a discussion in the department about protocols for course proposals and approvals by specialization groups and the Graduate Affairs Committee, either at a future meeting or department retreat.

D. Chovanec moved at 11:05am that the Graduate Affairs Committee meeting be adjourned. Seconded by J. Sousa

Next Graduate Affairs Committee meeting will take place February 9, 2011.
GRADUATE AFFAIRS COMMITTEE
February 9, 2011

MINUTES

Attendance: Donna Chovanec – Chair, Sarah Humphrey, Jerry Kachur, Stephen Norris Laura Servage, Jorge Sousa, Alison Taylor, Cora Weber-Pillwax, Joan White.
No longer on committee: Dr. Brenda Spencer (EDAL specialization coordinator); Myah Slade (Library Representative)
New members of the committee: Dr. Alison Taylor now the EDAL specialization coordinator and Dr. Ali Abdi (Faculty member representative)

1. Approval of Agenda
   J. Kachur moved that the agenda be approved. Seconded A. Abdi.  CARRIED

2. Approval of December 8, 2010 Minutes
   J. Kachur moved that the revised minutes be approved. Seconded by A. Taylor.  CARRIED

3. Approval of the January 12, 2011 Minutes
   J. Kachur moved that the revised minutes be approved. Seconded by L. Servage.  CARRIED

4. Business Arising from the Minutes
   None

5. EDPS 501 Course Proposal
   D. Chovanec indicated that Dr. Lynette Shultz is proposing to offer EDPS 501: Educational Leadership and Social Justice for the 2nd time in Intersession 2011. It was requested that the course be offered in Spring 2011 in order to not conflict with the Summer 2011 courses being offered.

   Motion: A. Taylor moved that EDPS 501: Educational Leadership and Social Justice be approved one more time for offering in Intersession 2011. Seconded by J. Kachur.  CARRIED

9. Report from Adhoc Committee – Graduate Seminar
   L. Servage informed the committee of the progress made thus far on this subject.

10. Report from Adhoc Committee – Graduate Admissions
    D. Chovanec informed the committee that this adhoc committee had not yet met but would soon.

6. Alternative Option for Meeting the English Language Requirement
   J. White informed the committee that FGSR has had an alternative option to complete the English Language Requirement for graduate foreign applicants. The Faculty of Extension has a course called EDPS 550: Preparing for Graduate Studies that FGSR has approved as this alternative option. But this course does not have the same ‘exam’ results as the other exams accepted by FGSR and is a pass/fail course. J. White went on to state that the professor who offers the course indicated that it was generally believed that once a student completed the course they were ready for graduate studies at the U of A. The question, though, is does this alternative meet the department’s requirements since the department’s requirements for all of the other exams are higher minimums than FGSR’s. Before a decision could be made on this the following questions need answers: Has anyone failed this course at the Faculty of Extension? Has a survey ever been done to learn if the completion of this course versus
the completion of the other Test for the English Language Requirement has resulted in equal results in
the area of admission and/or completion of degree? Is there a significant improvement in their overall
results of the English requirements after completing the course? Admission criteria into the course
needs to be reconfirmed.

Since a decision on this item will be delayed any applicant that is currently asking for the alternative
option will be informed that for now the department is not considering ESL 550 as a viable option to
complete the English Language Requirement in the application process. Applicants will be asked to
complete the currently approved English Language Exams as outlined on the department website.

20. Undergraduate Diploma/Postgraduate Diploma
D. Chovanc read the minutes of the November 2010 meeting where this item first came up. On the
department website for the Undergraduate Diploma it states that there is currently a moratorium on
admissions but the University of Alberta calendar still lists three undergraduate diplomas: Adult
Education, Educational Administration and Postsecondary Education. As for the Postgraduate
Diploma, there was currently no indicated on the department website that this diploma was an option
for students to apply to nor is there information on it in the U of A calendar. It was the understanding
of most of the committee members present that the postgraduate diploma itself had been closed by the
department several years ago. The question before the committee is three fold 1) should both diplomas
be discontinued and thus removed from the U of A calendar and department website? 2) leave as it is
presently for now? Or 3) talk about reinstating both or one of these diplomas, develop a course structure
and admission process, etc.

In the last several years, a small number of students had been admitted into either diploma option for
various reasons. Each time they were admitted the department would need to submit a letter to either
the RO or FGSR requesting a ‘lift’ or ‘opening’ of the diploma but only for a particular student in mind.
The Undergraduate diploma program used to consist of mainly undergraduate courses and maybe a few
graduate courses. The Postgraduate Diploma consisted of graduate level courses. The usually reason
for admitting into the Undergraduate Diploma program to give the student the opportunity to increase
their gpa for possible admission into the MEd. And, if they needed to complete a total of 8 courses in
order to increase their gpa, they could then have a diploma as well as increase their gpa at the same
time. But none of the courses taken in the Diploma program can be transferred into the MEd as they
would be used to increase their gpa. When a student was admitted into the Postgraduate diploma it was
either 1) to give the doctoral graduate student ‘something’ at the end of completing 8 courses if they
were not planning to or able to complete the remaining portion of their doctoral program or 2) to
increase their gpa to enter the doctoral program, but the latter option has rarely been the reason.

Because of the confusion of what had been occurring in the past as well as an understanding by some of
the committee members that both diplomas were not available for admission in the department, it was
decided that instead of just ‘closing the door’ on these two options that further discussion will need to
take place. The committee asked that stats concerning the number of students that had been admitted
into either diploma and why be collected and reported to the committee at the next meeting. As well it
was requested that this item be on the committee meeting agenda until a final decision has been made.

D. Chovance asked the committee to give her some feedback as to what the Graduate Coordinator
should do in the meantime with requests from students to apply and enter either Diploma.

Motion: J. Kachur moved that the previous decisions by Department Council concerning both
diploma programs should be upheld for now. Seconded by L. Servage. CARRIED
A possible reversal of that decision could be brought forward to Department Council later after the Graduate Affairs committee had had a chance to review the information and make a recommendation.

21. **Graduate Program Committee update**
D. Chovanec asked the committee if they wished to continue to have it item discussed at regular monthly Graduate Affairs Committee Meetings, or if a couple ‘extra’ meetings of the committee would be preferable. D. Chovanec indicated that at the January 12, 2011 mini-retreat the committee members present had been able to come up with about half of a program blue-print and that another mini-retreat could possible finish the blue-print and allow the committee to start focusing on just one or two aspects of it to move forward in the process. This along with the work that the two adhoc committees were doing would hopefully result in a presentation at the April 2011 department retreat that could result in some changes to the program for Fall 2011.

It was decided that another mini-retreat for the Graduate Affairs Committee will be held on March 9, 2011. The day will be from 9:00am – 1:00pm. The agenda for the retreat is to finish the program structural blue print and to then select one or two items that could be worked on more closely.

11. **Report from Specialization Coordinators**
   Tabled for the next meeting

12. **Other Business**
   A. Taylor asked that 3 or 4 copies of the agenda and attachments be brought to the meetings to distribute for those who do not print them out from the email.

   S. Norris asked that the electronic attachments that are sent for every month’s meeting be one attachment containing all of the items instead of several different attachments.

Sarah Humphrey moved at 12:05pm that the meeting be adjourned.

Next meeting will take place March 9, 2011.
Notes

Attendance: Donna Chovanec – Chair, Ali Abdi, Sarah Humphrey, Jerry Kachur, Stephen Norris Laura Servage, Jorge Sousa, Alison Taylor, Cora Weber-Pillwax, Joan White. Guests: Lynette Shultz (morning) and Randy Hetherington (afternoon) from the Graduate Seminar subcommittee.

D. Chovanec opened the mini-retreat by having all present introduce themselves. She then briefly went over the history of what had occurred at the January 12, 2011 mini-retreat. The committee had started the Graduate Program Renewal process by creating a blueprint of what the entire graduate program looks like from the perspective of the student. The committee had been able to outline 6 stages in the Graduate Program and had also started to ‘flush out’ a brief outline for the first three stages. The three remaining stages are: Research Projects; Candidacy and Independent Research and Defense/Exit. The committee divided into three groups to first outline the questions for each area. The committee then met together to make review the various questions and to add any additional ones. Below is the Blueprint chart of the various stages of the Graduate program and questions pertaining to each one.

At this March meeting, the committee continued this process for the last three stages. Once completed, the committee returned to the beginning of the blueprint to focus more on one particular stage to develop depth and substance. Because the first stage entitled ‘Entry/Apply’ is being dealt with by another subcommittee, Enrollment Management Committee, D. Chovanec asked that this committee start focusing on the next stage of the blueprint ‘Admission/Getting Grounded in the Program’ which was further broken down to: 1) Graduate Seminar & Core Knowledge and 2) Orientation Community Building. The committee divided into two groups start to focus more on this particular stage of the blueprint.

Mini-Retreat was adjourned at 1:05pm.
GRADUATE AFFAIRS COMMITTEE
April 13, 2011

MINUTES

Attendance: Donna Chovanec – Chair, Ali Abdi, Jerry Kachur, Stephen Norris, Jorge Sousa, Alison Taylor, Cora Weber-Pillwax, Joan White.
Absent/Regrets: Sarah Humphrey, Laura Servage
New on the Committee: Elaine Harasymiw – sessional representative

1. Approval of Agenda
   S. Norris moved that the agenda be approved. Seconded E. Harasymiw. CARRIED

2. Approval of February 9, 2011 Minutes
   J. Kachur moved that the revised minutes be approved. Seconded by A. Taylor. CARRIED

4. Business Arising from the Minutes
   Item #1
   The Graduate Affairs Committee had another mini-retreat on March 9, 2011. The notes from that meeting were sent out to the committee by email this morning. D. Chovanec informed the committee that a draft proposal from the ad hoc Committee-Graduate Seminar will be brought to the Department Council Retreat scheduled for April 20, 2011. The focus of the retreat will be to come up with a concrete plan to offer the Graduate Seminar next year (2011/2012). But because of the timing of the various committee meetings, a copy of the draft proposal was not available for the Graduate Affairs Committee to review at today’s meeting. It was requested that the draft proposal be sent to all members of the committee a couple of days prior to the Department Council Retreat. D. Chovanec indicated that this could be done, and gave a brief description of what the draft proposal contained. There were three parts to the proposal.

   The proposed date for the first offering of the Graduate Seminar is January 2012. This would coincide with the offering of EDPS 680 which is currently scheduled for Winter term.

   Item #2
   Undergraduate Diploma / Postgraduate Diploma Programs: This item will be tabled for now because it is being discussed by the Enrollment Management Committee and is a part of the program renewal. However, two students were being admitted into the Postgraduate Diploma program for the 2011/2012 academic year due to past conversations with the students.

   Item #3
   English Language Requirement: D. Chovanec informed the committee that after having further discussions with other Graduate Coordinators across the Faculty, it was learned that no other department was actively using the ‘Alternative English Language option’ outlined by FGSR to fulfill this application requirement. Therefore she had decided that for now this item would be tabled and no applicant would be admitted without having completed and obtained the department minimums from one of the four approved English Language Proficiency Exams (ie TOEFL, IELTS, etc.). She also mentioned that currently FGSR was reviewing the English Language Requirement for graduate applicants.

5. EDPS 501 Course Proposal
J. Sousa talked about the new proposed course offering of EDPS 501: Queer Praxis in Adult and Higher Education for Fall 2011.

**Motion:** J. Sousa moved that EDPS 501: Queer Praxis in Adult and Higher Education be approved as a one-time offering in Fall 2011. Seconded by A. Taylor.  
CARRIED

This item will be brought forward to Department Council for information.

7. **MEd Admissions – March 1 Admission Deadline**  
D. Chovanec informed the committee that a total of 15 (completed) MEd applications had been received by the March 1 deadline. Of that 15, 12 were recommended for admission and 3 were denied admission by the various specialization groups in the department.

**Motion:** S. Norris moved that 12 MEd course-based students be admitted. Seconded by J. Sousa.  
CARRIED

This item will be brought forward to Department Council for information.

22. **Report from Specialization Coordinators**  

Adult Education: None

Educational Administration and Leadership:  
A. Taylor referred to a handout that had been provided to the committee and informed the committee that their specialization group was looking at course ‘clusters’ as a possible way to focus the EDAL graduate students research/programs and was wondering if other specialization groups would be interested in doing this. EDAL may be changing their current ‘program forms’ that are on student files to reflect these possible course clusters or they may be only having the information available to the academic staff to help in advising graduate students. She asked that the specialization coordinators take the sheet provided and go back to their specialization groups to discuss this and to bring any suggested changes to the next Graduate Affairs Committee meeting in May.

A. Taylor then talked about what EDAL was currently doing that could be considered a ‘graduate seminar’. It was created this year to help their graduate students’ progress in their thesis-based program. The unofficial seminar was conducted on Saturdays and each EDAL member of the specialization group was required to attend at least twice to talk on specific topics or questions that student’s were raising in the area of research, methodology, etc.

Indigenous Peoples Education:  
C. Weber-Pillwax informed the committee that they were currently operating their specialization with only 1 1/2 academic staff as one other member was on sabbatical. She expressed that due to this, they were currently unable to provide support at the faculty level needed/required in many areas of the specialization (ie student support/supervision, recruitment of new students, attending meetings, etc.). This was because the newly hired full-time person was not actually a full-time in the department as she is also still active in the ATEP program through the Dean’s Office, Faculty of Education. It was suggested that at the next meeting a motion be drafted up to urge the Chair, Educational Policy Studies to approach the Dean, Faculty of Education to hire a separate person for Faculty of Education ATEP program so that the new IPE staff member could actually be full-time in the department/specialization.

Theoretical, Cultural and International Studies in Education: None

23. **Report from Adhoc Committee – Graduate Seminar**
This was discussed under #4 “Business Arising from the Minutes” above.

24. **Report from Adhoc Committee – Enrollment Management**

D. Chovanec reported that the adhoc committee had now met twice. The first meeting was spent outlining the committee’s terms of reference, defining a clear mandate of the committee and outlining some of the questions that need to be answered in the area of Enrollment Management. At the second meeting the committee worked on the principles that will guide the committee through the process over the next year of meetings. The committee will be reporting to the Graduate Affairs Committee as progress is made.

13. **Other Business**

**Scholarship Policies and Processes**

D. Chovanec indicated that over the past year more and more award/scholarship decisions had needed to be made by the department/graduate coordinator. (i.e QE II, UA Doctoral Scholarship, Dissertation awards, etc.) Much of the time, the department is given either a quota number of awards that can be given or a set amount of funding that can be distributed by the department to graduate students. Currently the department does not have an ‘awards’ policy to help guide the graduate coordinator, committee(s) and/or process for these awards/scholarships. The question is should there be? Should the Graduate Affairs Committee be the committee that makes the recommendations to FGSR about the various awards, throughout the year? Or should this be done by a different committee? If the Graduate Affairs Committee, the responsibility would need to be added to the ‘terms of reference’ for the committee. After further discussion:

**Motion:** D. Chovanec moved to amend the description of the Graduate Affairs Committee Terms of Reference to add ‘policy making pertaining to scholarship and awards’. Seconded by S. Norris. CARRIED

This will be brought forward to Department Council in May 2011.

**Ethics Board Changes**

J. Sousa informed the committee that the current structure of the U of A Ethics Board was changing and that there would now be five (5) committees instead of one. The committees would be based on methodology rather than discipline. As of May 16, 2011 all ethic applications were to be streamed into this new system.

**Recruitment**

D. Chovanec commented we may need to consider student recruitment initiation in the department given the low number of students who had applied this year (2010/2011) for possible admission in 2011/2012. It was pointed out that some of the reasons for the low numbers could be the elimination of the July 1, 2011 application deadline (EDAL felt that this was problematic for their clients), academic staff sabbaticals occurring in the small academic staff base in various specialization and the different types of MEd programs that are currently being offered not only at the U of A but in the province. This item is to be brought up for further discussion at the next Graduate Affairs Committee meeting in May.

**May 11, 2011 Meeting Time Change**

D. Chovanec asked if the committee’s meeting in May could start 1/2 an hour later than normal (10:30am). It was agreed that this would happen for the last meeting of the year.

D. Chovanec moved at 12:05pm that the meeting be adjourned.

Next meeting will take place May 11, 2011.
GRADUATE AFFAIRS COMMITTEE
May 11, 2011

MINUTES

Attendance: Donna Chovanec – Chair, Ali Abdi, Elaine Harasymiw, Jerry Kachur, Stephen Norris, Laura Servage, Jorge Sousa, Alison Taylor, Joan White.
Absent/Regrets: Sarah Humphrey, Cora Weber-Pillwax

1. Approval of Agenda
   D. Chovanec indicated that J. Kelly will be attending the meeting to discuss Item #4. L. Servage moved that the agenda be approved. Seconded A. Taylor. CARRIED

2. Approval of April 13, 2011 Minutes
   Typographical corrections were made to the minutes. J. Kachur moved that the revised minutes be approved. Seconded by S. Norris. CARRIED

3. EDPS 501 Course Proposal – Blue Quills
   J. Kelly arrived so this item was moved up the agenda for discussion. J. Kelly gave some of the background information concerning the pilot MEEd IPE program that would be offered off campus at Blue Quills College. She indicated that many of the applicants that will be applying for the program would be students who had already completed the Faculty of Education’s ATEP undergraduate program. This course will be the first one offered in the program at Blue Quills in Fall 2011. After further discussion:

   Motion: S. Norris moved that EDPS 501: Decolonizing Indigenous Peoples’ Education be approved for the Fall 2011 term in the IPE program being offered off campus at Blue Quills College. Seconded by J. Sousa. CARRIED

4. Business Arising from the Minutes
   D. Chovanec stated business arising from the Department Council Retreat would be discussed later in the meeting.

5. Switching MEEd Program Routes
   D. Chovanec informed the committee that by the April 30, 2011 deadline five (5) students had requested to switch from the MEEd course-based route to the MEEd thesis-based route. The files were reviewed by the respective specialization coordinators and all five have been recommended to switch.

   In October 2010, Department Council passed a motion that stated “the department accept approximately 8 MEEd course-based students to transfer to thesis-based” for the 2011/2012 year. Therefore, together with the four (4) students who had been approved to switch in December 2010 a total of 9 students would be switching for the 2011/2012 academic year. After further discussion:

   Motion: E. Harasymiw moved that the five (5) MEEd course-based students who requested to switch to MEEd thesis-based by the April 30, 2011 deadline be approved. Seconded by S. Norris. CARRIED

   D. Chovanec and S. Norris both stated that after having reviewed the proposals requesting the switch, it was felt that the students were not submitting the necessary information needed to ensure that the student was actually ready to start a thesis-based program particularly in relations to
methodology/methods. The information on the department website that outlines what is required in this proposal does not give sufficient detail to guide the student. Therefore, this item will be brought forward to next year’s Graduate Affairs Committee for further discussion and possible changes.

6. Draft of Motion to Dean (hire ATEP staff member)
   D. Chovanec reviewed the discussion that had occurred at the April meeting concerning this item. The IPE specialization currently has three staff members but one of them, though hired in a full-time position, is actually working part-time in the ATEP program. It was felt that the Graduate Affairs Committee should bring this matter to the attention of the Department Chair.

   **Motion:** S. Norris moved that: whereas the Indigenous People’s Education specialization already suffers a shortage of academic staff and risks being unable to offer the program and provide graduate supervision, and in view of the additional responsibilities related to the Blue Quills pilot project, we strongly urge the Department Chair of Educational Policy Studies to raise these concerns with the Dean of the Faculty of Education and to seek a resolution to the staffing shortage. Seconded by E. Harasymiw.
   CARRIED

   D. Chovanec will take this motion to the Department Chair.

7. Report from Adhoc Committee – Enrollment Management
   D. Chovanec reported that the ad hoc committee has drafted a set of ‘Principles Statements’ to guide them in making enrolment recommendations/decisions for the department. She asked if any of the committee had further feedback to provide on the proposed Principles. After further discussion:

   **Motion:** D. Chovanec moved that the Principles Statements as outlined by the Enrolment Management Ad Hoc Committee be accepted in principal. Seconded by A. Abdi.
   CARRIED

8. Recruitment
   D. Chovanec stated that although the number of applicants received this year was down, it was not an indication of a trend. But in an effort to ensure that it does not become a trend, a review of the department’s efforts in the area of student recruitment was needed. She stated that the Enrollment Management committee was looking into this matter but she asked if the Graduate Affairs Committee thought there should be anything done by them as well. After further discussion:

   **Motion:** A. Abdi moved that June 1 be added as an application deadline for MEd admissions starting in 2011/2012. Seconded by A. Taylor.
   CARRIED

   This will be brought forward to Department Council for approval.

   As well D. Chovanec will request that the specialization coordinators meet in September to discuss recruitment strategies with Kelly Loeffelmann.

   J. White asked that the committee think about the different deadline dates that FGSR has for foreign applicants, which happen to be different from the ones in the department. Because of these different deadlines, foreign files received were often been reviewed prior to each official department deadline to meet FGSR’s deadline. This item will be brought forward for further discussion next year (2011/2012).

14. Report from Specialization Coordinators:
Adult Education – None

EDAL – Course Clusters: A. Taylor indicated that she had sent out an email to all specialization coordinators to have them review the proposed course clusters and asked for feedback. Thus far she had not heard from anyone. S. Norris indicated that he had submitted TCI’s comments; three of the membership had informed him that they were in agreement to what was proposed.

IPE – None

TCI - None

15. Report from Ad Hoc Committee – Graduate Seminar
   D. Chovanec asked those who attended the Department Council Retreat to provide a short summary of the outcome. Those present felt that the participation had been good, the idea of a Graduate Seminar was supported and that the ad hoc committee could now move forward to the next step. L. Servage identified that one of the main issues to be addressed is the graduate seminar’s relationship to 680/681. D. Chovanec indicated that she had already asked for a meeting with the instructors of these courses and with B. Shokal to work out logistics.

16. Other Business
   None

D. Chovanec adjourned the meeting at 11:55am and thanked the committee for all of their hard work this year.

The next meeting of the Graduate Affairs Committee will be in either September or October 2011 after the new committee has been elected.