GRADUATE AFFAIRS COMMITTEE
September 14, 2011

MINUTES

Attendance: Donna Chovanec – Chair, Andre Grace, Paul Newton, Stephen Norris, Jorge Sousa, Cora Weber-Pillwax, Joan White.

Absent/Regrets: Dip Kapoor

Note: The library rep, Kim Frail, due to low staff resources in the Education Library, will only come if an agenda item pertains to the Library, therefore, she did not attend this meeting. The Sessional Rep had just been selected this morning; so there was no time to notify him of the meeting. Student Reps had not been selected yet.

1. Approval of Agenda
   J. Sousa moved that the agenda be approved. Seconded S. Norris. CARRIED

2. Terms of Reference for Committee
   D. Chovanec, Chair, opened the meeting by reviewing the committee’s Terms of Reference and pointed out that the committee was now responsible for the “policy making pertaining to scholarship and awards” as a result of motion at Council last year. At the next meeting (October 2011) questions concerning the current Scholarship and Award Policy will be discussed. The committee suggested that it would be good to review an outline of what was currently being done and the problems encountered one week prior to the meeting, as well as a list of the awards that the department’s students are eligible for every year.

3. Approval of May 11, 2011 Minutes
   P. Newton moved that the minutes be approved. Seconded by S. Norris. CARRIED

4. Business Arising from the Minutes
   D. Chovanec stated that she recently forwarded to J. Kelly, Chair of the Department, the motion this committee had drafted at the May 11, 2011 meeting asking J. Kelly to approach the Dean of the Faculty of Education about a possible solution to the issue that the IPE specialization was not at full complement because one of their academic staff was also highly involved in the Faculty of Education’s ATEP program. This continues to be an issue.

   D. Chovanec asked if a recruitment meeting between the department’s specialization coordinators and K. Loeffelmann, Publicity and Events Coordinator for the department, could be arranged to start working on this issue. P. Newton was asked to head this up because there have been particular concerns in EdAL about low enrollment; he will be talking to K. Loeffelmann about a possible session.

   D. Chovanec informed the committee that a pilot offering of the Graduate Seminar was to be scheduled in January 2012. Students would not be required to take the course because it was not part of the requirements of their program. R. Sockbeson and P. Newton will be acting as coordinators and facilitators for this seminar. The adhoc committee (L. Servage, L. Shultz, R. Hetherington, J. Kelly, D. Chovanec) will be meeting with Rebecca and Paul and will likely bring an outline of this “course” to this committee and then to Department Council for approval. The logistics of how to schedule the seminar for some kind of credit but no extra fees as not yet been worked out.
5. U of A/Blue Quills MEd Program Admissions

D. Chovanec updated the committee on the U of A/Blue Quills MEd program. At this time, the AGRMT 900 course that the MEd IPE students were to register for in Fall 2011 at the U of A was still in the ‘posting’ stage and had not yet been approved for registration. The university channels will make a decision on this course in early October 2011. Registering in this course alongside the first BQ course this month will allow the students to be official UofA students right from their first term. This means that we will not need to offer their first course as the EDPS 501 that was passed by Council last year.

6. Admissions Quota for 2012/2013

D. Chovanec informed the committee that over the past year (2010/2011), a total of 23 thesis-based students had either completed a doctoral candidacy or a final oral. She congratulated all the supervisors and committee members that had made this happen; it is a testament to the work that had been done by all of the academic staff in the Department.

An adhoc committee last year (D. Chovanec, P. Newton, J. Wallace, C. Dawson, J. Bosie and J. White) had been meeting throughout the Winter and Intersession terms as much as they could. As members of the ad hoc committee, D. Chovanec, P. Newton and J. White distributed some statistical information about current enrollment to the GAC as well as a table using the department existing enrollment policy (the same formula as was used last year). However, there was some confusion as to whether the Spring 2011 and Fall 2011 convocation stats should be considered in the enrollment formula or if it should actually be Fall 2010 and Spring 2011 convocations. The committee asked J. White to work on variations of the formula to see if there is any difference in the resulting EGS numbers.

It should be noted that the number of academic staff has increased to 23 as a result of 2 recent hires. However, D. Chovanec also reminded the committee that the number of academic staff that are in academic positions has also increased. Discussion then turned to GFC and what exactly it states concerning student supervision when an academic staff member is in an administrative position. Information on this will be brought forward to the next meeting for further discussion.

P. Newton provided some statistical information in table and graph form regarding a potential five-year enrollment plan based on the enrollment management principles that were discussed last year. However, there was some confusion in the numbers because J. White was using current numbers and P. Newton’s calculations were based on earlier enrollment numbers. This will be revised and presented again at the next meeting.

A question arose about whether the number of students admitted effects the number of courses offered in a given year. D. Chovanec indicated that she would bring this up at the Department’s Administration meeting to find the answer.

There was some discussion about how the decision-making process for admissions should proceed this year. One idea that was put forth and had some tentative support was to institute a second level of decision-making after the specializations have made their admissions recommendations. This committee could consider all the applicants recommended by the specializations as a whole, rather than per quotas given to the specializations. This will be discussed further at the October meeting. D. Chovanec indicated that she would be talking to each academic staff member over the next month to determine how many applicants have identified supervisors to support their applications for the 2012/2013 admissions.
Discussion on this item will continue at the October 2011 meeting.

7. **Other Business**

There was a brief discussion about the meeting schedule for this committee. It was decided that the Graduate Affairs Committee will meet every 2nd Wednesday of the month, unless otherwise notified. Meetings will be in room 7-152 Education North and will start at 10:00am. The meeting dates are:

- October 12, 2011
- November 9, 2011
- December 7, 2011 (Department Council is meeting on December 14)
- January 11, 2012
- February 8, 2012
- March 14, 2012
- April 11, 2012
- May 9, 2012
- June 13, 2012 (if needed)

Meeting was adjourned.

The next meeting of the Graduate Affairs Committee will be on October 12, 2011.
GRADUATE AFFAIRS COMMITTEE
October 12, 2011

MINUTES

Attendance: Donna Chovanec – Chair, Stellamary Ebi Johnson, Andre Grace, Dip Kapoor, Freda Maideen, Paul Newton, Stephen Norris, Cora Weber-Pillwax, Joan White, Dean Wood.

Absent/Regrets: Kim Frail, Jorge Sousa

The Chair opened the meeting by having everyone introduce themselves, since the EPSGSA Student Representatives and the department’s Sessional Representative were attending their first meeting.

1. Approval of Agenda
   The Chair indicated that items 5 and 6 on the agenda would be moved above item number 4. S. Norris moved that the revised agenda be approved. Seconded D. Wood. CARRIED

2. Approval of September 14, 2011 Minutes
   S. Norris moved that the minutes be approved. Seconded by C. Weber-Pillwax. CARRIED

3. Business Arising from the Minutes
   D. Chovanec informed the committee that, the day before, the Graduate Seminar ad hoc committee had met to plan for the pilot offering of the Graduate Seminar. They were discussing the logistics of the offering in January 2012 and were working on the outline for the course to be presented to the Graduate Affairs Committee soon. All the students currently registered in EDPS 680/681 for the 2011/2012 academic year would be invited to participate in this pilot course, but they would not be required to take it and there will be no credit for the course. Dates for the course had not yet been determined.

   D. Chovanec outlined the history of the IPE program being offered at Blue Quills for those on the committee who were new members. J. White indicated that 29 MEd course-based students were now officially admitted into the program and the AGRMT 900 course offering at the U of A for Fall 2011 had been approved for students to register. But the official contract for this pilot collaborative program had not yet been signed. Questions that had been raised by the lawyers reviewing the contract; were currently being addressed.

8. EDPS 900 Capping Exercise Document
   D. Chovanec outlined the current procedures for the storage of the capping exercise papers: collected by the instructor, passed on to J. White, Graduate Secretary, who then placed them in the department’s Resource Room in a binder, labeled. After two years, the documents are then retrieved and placed into each student’s file and, following the department’s FOIPP guidelines, both the student file and the papers are destroyed approximately 10 years later. The questions that needed to be answered were why were these documents being kept? Was it still important to keep them? If so, was hard copy the best option? Discussion proceeded and it was generally felt that the documents should still be kept and possibly longer than is currently the practice. It was also felt that they should be in a system of some sort so that they could be accessed by the public. The suggestion of having the documents submitted electronically instead of hard copy, and then placed on a CD was made, but the possibility of someone taking the CD to review and then forgetting to return it, would mean that some capping papers could be permanently lost. There was a suggestion that they could possibly be stored in the Library, but it was not generally felt that this would be the best solution since not all of the papers were of publishable
quality. Another suggestion was to have a list of the papers on the department website with a notation of where they could be found for the public to access. Currently a permanent list of the theses is not on the department website so if this was done for the MEd course-based it would probably have to also be done for the MEd and doctoral Theses that are completed as well.

C. Weber-Pillwax pointed out that for the Aboriginal students that completed a MEd course-based program, that both the student and the individuals who had provided information (Elders, etc.) would be expecting that the paper created for the course would be kept in the department and not destroyed.

After further discussion S. Norris moved:

**Motion:** students will no longer submit a hard copy of the EDPS 900 capping exercise paper. Instead students will submit the final paper electronically to the department to be placed on a CD. The CD will contain the Title, Abstract, completed Paper and Signed Release form for each student. The CD will be stored in the Department’s Resource Room for people to access.

The capping exercise title and abstract will be placed on the department website with information where the paper is located for the public to access.

Seconded by A. Grace.  

CARRIED

9. **Grad Expo / U of A**

D. Chovanec informed the committee that on October 19, 2011 the University of Alberta would be hosting a Grad Expo at the Lister Conference Centre. The event is scheduled from 10:00 – 2:30; Department Council is also scheduled for that day, but students who are not on Department Council could volunteer for the morning and academic staff could attend in the afternoon. Breakfast and Lunch would be provided at the event. This is an event that happens every year and she asked that the members of the committee consider volunteering to attend a portion of the day. The department will have a table at the event to provide information on the Graduate Program in the Department. She asked that individuals talk to Kelly Loeffelmann, Publicity and Events Coordinator for the department or herself if they wished to volunteer.

4. **Admissions**

D. Chovanec informed the committee the October 15, 2011 doctoral deadline for 2012/2013 admissions was at the end of the week and thus far approximately 23 doctoral applications had been received, for the four different specializations offered in the department. It was not known yet, though, if all of them were qualified. The Enrollment Management Adhoc Committee had been meeting throughout the Spring and Summer to discuss this item and to propose a possible plan on how the department should proceed with admissions for the 2012/2013 intake. It was noted that the current department policy to determine a quota of admissions each year was no longer working to the department’s advantage and the adhoc committee felt that the department should look at this in a different way. Therefore the Adhoc Committee was proposing a 5-year plan for Enrollment Management.

The Graduate Affairs Committee discussed this 5-year plan and other issues relating to this item. It was felt by the adhoc committee that this 5-year plan would be a revolving one and not just one that was only for the next 5 years. It was decided that this 5-year plan would need further discussion, but since Department Council was expecting the Graduate Affairs Committee to present a quota number for the 2012/2013 at the next meeting (October 19, 2011) that the following motion would be made:
Motion: P. Newton moved that for the 2012/2013 year, the graduate admissions quota will be a maximum of 12 doctoral admissions, maximum of 8 MEd thesis-based switches and an unlimited number of MEd course-based students.

This motion is based on the current enrollment policy.

The processing of the doctoral admission files will be discussed at the next Graduate Affairs Committee meeting (November).

10. Report from Specialization Coordinators
This item was tabled for the next meeting

11. Other Business
None

Meeting was adjourned at 12:10pm.

The next meeting of the Graduate Affairs Committee will be on November 9, 2011.
November 9th meeting was cancelled but a meeting concerning doctoral admission took place later in the month.

Brief Notes from the November 28, 2011 meeting – Doctoral Admissions

Attending: Donna Chovanec – Chair, Andre Grace (last 1/2 hour of the meeting) Paul Newton, Jorge Sousa, Cora Weber-Pillwax, Joan White
Meeting: 11:00pm in 5-109 Education North

The department’s specialization coordinators and the department’s Graduate Coordinator met to discuss the doctoral admission nominations made by the four specializations for the 2012/2013 admission period. At the beginning of the meeting, many of those present expressed a discomfort in being given the responsibility to possibly eliminate a student or two from each list that had been submitted by the various specialization groups. After further discussion, and keeping in mind that Department Council in October 2011 had approved an admission quota of 12 doctoral students for that entrance period, it was decided that each specialization coordinator would talk about each nomination in their respective lists. After going through the nominations lists, it was decided (by a majority vote) that 13 doctoral students would be nominated for admission with 3 others being placed on a ‘waiting list’. This will be brought forward to the Department’s Graduate Affairs Committee in December.

November 28, 2011
Graduate Affairs Committee
December 7, 2011

Minutes

Attendance: Donna Chovanec – Chair, Dip Kapoor, Freda Maideen, Stephen Norris, Jorge Sousa, Cora Weber-Pillwax, Joan White, Dean Wood.

Absent/Regrets: Stellamary Ebi Johnson, Kim Frail, Andre Grace, Paul Newton

Guest: Lynette Shultz, Rebecca Sockbeson

1. Approval of Agenda
   D. Chovanec asked that items 4 and 5 on the agenda be reversed. J. Sousa moved that the revised agenda be approved. Seconded S. Norris. CARRIED

2. Approval of October 12, 2011 Minutes
   S. Norris asked that his name be moved out of the Motion on page 2 of the minutes, and noted some other typos as well. S. Norris moved that the revised minutes be approved. Seconded by D. Kapoor. CARRIED

3. Business Arising from the Minutes
   J. Sousa asked for an update on the EDPS 900 Capping Exercise motion that had gone from this committee to Department Council in October 2011. D. Chovanec informed the committee that due to questions surrounding the motion Department Council had tabled it. The item was not brought back to this committee’s agenda this month because of other pressing issues that needed to be addressed at this time. J. Sousa asked about this committee’s role since the motion had been tabled by Department Council. Was the committee allowed to proceed? D. Chovanec indicated that answers to some of the questions raised at Department Council about this motion were being researched. This item will be on the agenda of this committee in either January or February 2012. In the meantime, D. Chovanec agreed to look into what the protocol was for the committee concerning a tabled motion.

R. Sockbeson had not yet arrived to discuss item #5, so the committee moved onto items #6 and #7 of the agenda.

6. Reports from Specialization Coordinators
   Adult Education – J. Sousa indicated that the specialization was currently looking at two separate items 1) the undergraduate program in adult education (currently in moratorium); a GRA is doing some research on what is happening in other places and investigating the certificate and/or diploma programs for undergraduate students and 2) the Graduate program; although the department Chair has started a new initiative to conduct some research into graduate programs, the status is not known at this time.

   EDAL – P. Newton was unable to attend the meeting so L. Shultz was representing EDAL. She indicated that the group was seriously looking at the drop in graduate student enrollment they have been experiencing and considering alternate delivery methods for their courses.

   IPE – C. Weber-Pillwax indicated that their group was intending to have a full day planning session focusing on the IPE graduate program and student enrollment/recruitment.
TCI – A. Grace was unable to attend the meeting so there was no report from this group.

7. Other Business

J. Sousa asked about the recent email that the Chair of the Department had sent out to all specialization coordinators concerning a strategy for recruiting graduate students and/or a marketing plan for the department. He asked that more direction on what the Chair was actually wanting from the specialization coordinators be given. He was also wondering if what was being asked was actually the responsibility of this committee rather than the Department Chair’s. The committee’s ‘Terms of Reference’ does state that this committee is “To oversee and make recommendations to Department Council regarding graduate student enrolment management, including recruitment,...” After further discussion it was decided that the Chair of the Department should be invited to attend the next meeting (January 2012) to give the committee some direction about her request. Then between the January/February meeting, the members of the committee will have time to identify problems and possibly formulate some ideas to bring forward to the committee’s meeting in February 2012 for discussion.

D. Chovanec informed the committee that there is now a Community-Based Research and Evaluation (CBRE) Certificate through the Faculty of Extension that our graduate students could be eligible for. The Community-University Partnership for the Study of Children, Youth and Families certificate only requires four courses and three of them are ones that our graduate students are already completing.

D. Chovanec informed the committee that the Department’s Scholarships & Awards policy/procedures would be placed as an agenda item for the January 2012 meeting.

5. EDPS 501 Course Proposal – Winter 2012

D. Chovanec asked if a meeting was cancelled but a decision on an item was needing to be made before the next scheduled meeting, did the current committee feel comfortable making decisions via email versus waiting for the next scheduled meeting? This course proposal had been submitted in November 2011 for a decision and an email method was used at that time. But several of the committee members had expressed a desire to have the item discussed at a meeting rather by email, so it was held for the December 2011 meeting. In the past some decisions had been made via email by the former Graduate Admission/Graduate Studies committees. This item was tabled for further discussion at another meeting.

R. Sockbeson talked about the EDPS 501 course that she proposes to offer in Winter 2012 for the first time. She explained the reason the course was being offered and the interest that students had expressed for this course. The course will be open to all graduate students in the department and University. After further discussion C. Weber-Pillwax moved that:

**Motion:** EDPS 501: Mobilizing Indigenous Knowledge be offered in Winter 2012.

Seconded by S. Norris

CARRIED

This will forwarded to Department Council in December 2011.

4. Doctoral Admission

D. Chovanec reminded the committee of Department Council’s decision to admit 12 doctoral students for 2012/2013 and she explained the process that was conducted to arrive at 12 recommended admissions as follows: By mid- to late-November the specialization groups had reviewed the doctoral
applications and had submitted their nomination lists to the Graduate Coordinator. The Graduate Coordinator and the four Specialization Coordinators then met to make the final 2012/2013 admission recommendations. After discussing each nominated file, it was decided that the following from each specialization would be recommended for admission:

- Adult = 1
- IPE = 3
- EDAL = 5
- TCI = 4
- Total = 13

The Coordinators further recommended that the three students that were not recommended for admission would be placed on a waiting list in case any of the above decided not to pursue their degree at the U of A and that the students on this list would be listed in ranking order.

Since the recommendation of 13 students is over Department Council’s quota, D. Chovanec asked the committee to either proceed with a motion of 13 recommendations for 2012/2013 or to suggest another procedure to reach the quota of 12. There was a general sense that the process that was used to make these decisions was not the best and that a serious look into that process was needed for the future. P. Newton expressed, via L. Shultz, that the process of making this decision was not one that he was comfortable with and asked that the recommendation for admission not be 13 but all 16 files that had originally been nominated by the specialization groups.

After further discussion it was agreed that the Graduate Coordinator would review the files again and make a final decision on one more student that would not be recommended for admission at this time. But, that individual would be ranked first on the waiting list. The Graduate Coordinator was also asked to inform all of the supervisors whose doctoral students were not being recommended for admission.

S. Norris moved that:

**Motion:** for the 2012/2013 academic year, 12 doctoral applicants be recommended for admission with the remaining 4 doctoral applicants who were nominated by the specializations to be placed on a waiting list in ranked order.

Seconded by C. Weber-Pillwax 5 in favor; 0 opposed; 2 abstentions CARRIED

J. Sousa moved that the meeting be adjourned at 11:40pm.

The next meeting of the Graduate Affairs Committee will be on January 11, 2012.
Meeting Cancelled
GRADUATE AFFAIRS COMMITTEE
February 8, 2012

MINUTES

Attendance: Donna Chovanec – Chair, Stellamary Ebi Johnson, Paul Newton, Stephen Norris, Jorge Sousa, Cora Weber-Pillwax, Joan White.

Absent/Regrets: Dip Kapoor, Freda Maideen, Kim Frail, Dean Wood

Guest: Jonathan Anuiik, Jennifer Kelly, Milosh Raykov, Rebecca Sockbeson

D. Chovanec informed the committee that A. Grace had resigned as the TCI specialization coordinator and as of today, another specialization coordinator had not been selected by TCI.

1. Approval of Agenda
   D. Chovanec added one item to the agenda: EDPS 501 course proposal from Dr. Milosh Raykov as item number 4b. She also indicated that the EDAL recruitment proposal that had been distributed by email to the committee would be discussed under item #6: Recruitment/Marketing for Graduate Program. J. Sousa moved that the revised agenda be approved. Seconded P. Newton. CARRIED

2. Approval of December 7, 2011 Minutes
   P. Newton moved that the minutes be approved. Seconded by J. Sousa. CARRIED

3. Business Arising from the Minutes
   None

4a. Proposed EDPS 501 course – Jonathan Anuiik
   J. Anuiik presented his proposed course: EDPS 501: History of Indigenous Education in Canada. He confirmed that graduate students at both the MEd and doctoral level could register in it and from all four department specializations. He indicated that after this first offering of the course, if it was well received, could possibly become a specialization core course in the department. The course is scheduled to be offered in Winter 2013. After further discussion, it was not clearly established that the course outline itself had yet been reviewed by the TCI specialization. This item was tabled and D. Chovanec agreed to consult with the Chair about how to proceed with this course.

4b. Proposed EDPS 501 course – Milosh Raykov
   M. Raykov discussed the importance of his course (EDPS 501: Quantitative Methods in Educational Policy Studies) and how it would be beneficial to all students in the department. The course was scheduled to be offered in Summer 2012 for both MEd and PhD students. After further discussion, it was learned that the course outline had not been reviewed by the TCI specialization group. A decision on this course was then tabled and D. Chovanec suggested that the course outline go back to the TCI specialization group for a review. If TCI was able to approve the course quickly, they were to inform D. Chovanec who would then ask the committee members to submit a vote on whether the course should be offered for Summer 2012. It is hoped that this entire process will be completed so that it could be submitted to Department Council in February for final approval.

From the discussion of these two course proposals, D. Chovanec indicated that she will draft the new course proposal procedures, including the type of endorsement that is needed by GAC from the...
specialization group when giving their approval of a course; whether new or to become a permanent offering.

Another item that needs to be discussed is whether courses that specialization members have taught in one specialization are to remain with the specialization or can they travel with the staff member if they themselves change specializations within the department.

8. Graduate Seminar Update
P. Newton distributed some information that had been gathered from the few meetings that had occurred between the 16 students and two coordinators for the piloted graduate seminar being offered in Winter 2012. Students that are attending had been invited to participate in the piloted seminar, which is a non-credit, non-required seminar for 2nd year doctoral students. Meeting dates for the seminar have now been selected and two distinct groups had emerged from the 16 students that were attending: 5 students were in the 2nd term of their doctoral program and the other 11 students were closer to finishing their course work and were working on/towards their candidacy. P. Newton indicated that the seminar was now like doing two separate sections of the proposed graduate seminar structure because of the different needs that had arise between the two groups. R. Sockbeson indicated that some of the students were attending to ‘meet people’ and to develop a sense of community while going through their doctoral program; this is one of the goals that the seminar had been created for. The question of what should be happening and what the outcome of the seminar was to be was raised. Due to the various needs that students have who attend, the outcome can be different for each one. Members of the steering committee that the coordinators were obtaining direction from while doing this pilot seminar are: Shelane Jorgenson, J. Kelly, Laura Servage, Lynette Shultz. After further discussion, the coordinators for the pilot seminar were encourage to continue to develop the course as they went along and to keep the steering committee in the loop by sending them email updates.

9. Recruitment/Marketing for Graduate Program
D. Chovanec opened the discussion by informing the committee that MEd graduate student enrollment was not only down in this department but also in graduate programs across the Faculty of Education. The only department with an over abundance of MEd applicants than room was Educational Psychology, and only in two of their specializations: Psychological School in Education and Counseling Psychology. J. Kelly reminded the committee that she had sent an email to all specialization coordinators last term asking each of them to submit recruitment proposals to bring to GAC so that a discussion on graduate recruitment could occur. At this time, only EDAL had submitted a recruitment proposal. The former TCI specialization coordinator had sent out an email to the group about this, but no responses had been received and IPE was working on their proposal.

P. Newton talked about the EDAL recruitment proposal that he had distributed to the committee by email prior to the meeting. He indicated that over the last 15 years there had been a substantial drop in the number of applicants that had applied/been admitted for the MEd in EDAL. This seems to be the result of other educational options that are now available to potential applicants from other competitors like Portland University, who, at present, have 7 cohort programs currently operating in the City of Edmonton. Other competitors are U of Calgary, Gonzaga, UNBC, UPEI and San Diego State University, as well as the MES program within the Faculty of Education at the University of Alberta. These programs were being offered in a cohort style and mostly online/distance instruction.

Due to time constraint, this discussion will resume in the March 2012 GAC meeting. D. Chovanec asked the other three specialization coordinators to submit their recruitment proposals before the next meeting.
10. Scholarship & Award Policies
   Tabled for March 2012 meeting

11. Other Business
   Tabled

   P. Newton moved that the meeting be adjourned at 12:00pm.

   The next meeting of the Graduate Affairs Committee will be on March 14, 2012.
GRADUATE AFFAIRS COMMITTEE
March 14, 2012

MINUTES

Attendance: Donna Chovanec – Chair, Stellamary Ebi Johnson, Rosemary Foster, Dip Kapoor, Freda Maideen, Paul Newton, Stephen Norris, Cora Weber-Pillwax, Joan White, Dean Wood.

Absent/Regrets: Kim Frail, Jorge Sousa

D. Chovanec informed the committee that D. Kapoor was now the new TCI specialization coordinator for the remainder of the year in place of A. Grace, who had stepped down. Because of this, D. Kapoor’s role as an elected member of the committee would change and R. Foster is now the new elected member of this committee.

1. Approval of Agenda
   S. Norris moved that the revised agenda be approved. Seconded P. Newton. CARRIED

2. Approval of February 8, 2012 Minutes
   S. Norris brought up a procedural item that he wished to have noted in the minutes. When a new course is being proposed for approval, if the individual is a guest, that person should only join the meeting to present the course proposal and answer any questions. They would then be asked to leave the meeting for the committee to further discuss and make a possible motion to approved the course.

   If there is an additional course to be approved at the same meeting, that individual will not be present during the first course presentation.

   P. Newton moved that the minutes be approved. Seconded by R. Foster. CARRIED

3. Business Arising from the Minutes
   D. Chovanec indicated that the EDPS 501 course proposal that Dr. Anuik had presented at the last meeting was on the agenda for this meeting so would be discussed later.

   D. Chovanec informed the committee of what had occurred concerning Dr. Raykov’s EDPS 501 course “Quantitative Methods in Educational Policy Studies” that was discussed at the February meeting. The TCI specialization, as well as the other specializations in the department, reviewed the course outline and all supported its offering. Once this was known D. Chovanec sent out an email to all members of the GAC committee requesting a final vote on the course, by email, with the following result: 7 – yes; 2 – abstain. Thus, the course was approved by GAC.

   D. Chovanec indicated that the discussion that had started at the February meeting about Recruitment/Marketing for Graduate Program was to continue but due to the number of items that had been submitted for this meeting, it was being tabled until the next meeting in April 2012.

4. Courses
   a. EDPS 5XX Course Offering (EDAL) - Permanent
   P. Newton informed the committee that EDPS 501: Gender Issues in Educational Administration had been offered several times in the past under the EDPS 501 number and EDAL was now asking to have it moved to become a permanent course offering under their specialization.
Motion: P. Newton moved that EDPS 5XX: Gender Issues in Educational Administration be approved as a new course. Seconded by S. Norris.

S. Ebi Johnson asked if this course was for all graduate students or possibly a doctoral level only offering. The course will be open for all MEd and doctoral students to register. Even though the faculty member that had taught the course in the past will retire within the next year or so, P. Newton confirmed that other members of the EDAL specialization would be able to teach this course when scheduled in the future.

The motion was voted on and CARRIED.

b. EDPS 595 Calendar Change
P. Newton directed the committee to the editorial Calendar Change for EDPS 595 that EDAL was proposing. On behalf of EDAL, P. Newton presented a rationale for presenting this editorial change (rather than a new course) due to the following:

- In the last several offerings of the course the ‘seminar and simulations’ component of the course was not included, thus having this noted there was misleading
- With the ‘seminar and simulations’ portion of the title (and course) being eliminated, that meant that the 3-0-1 would need to change to 3-0-0 to correctly reflect the content of the course
- The course description that was currently in the calendar was really only a description of the pedagogy rather than an actual course description, so the new one provided this information.
- The prerequisite information was no longer required
- The reference to EDAL 595 was no longer necessary


The following questions were asked and discussed, 1) was this actually a minor change or a major change and/or possibly a new course offering with the elimination of the Seminars and Simulations portion of the course? 2) was it not better to keep this course on the books, for now, and have EDAL present a new course proposal for a similar course but possibly without the Seminars and Simulations portion?

The motion was voted on with the following result: 4 opposed, 3 abstained. The motion was DEFEATED.

c. EDPS 501 Course Proposal (Jonathan Anuik)
D. Chovanec briefly went over the procedures of what was followed concerning the proposed EDPS 501: History of Indigenous Education in Canada course that Dr. Anuik had presented at the February meeting. Since the meeting, the course outline was reviewed by TCI who was supportive of the course with the condition that the course is also supported by TCI. IPE reviewed the course proposal, discussed the course with the instructor and proposed that IPE present the course for approval. This was acceptable by TCI. Therefore:
Motion: C. Weber-Pillwax moved that EDPS 501: History of Indigenous Education in Canada be approved. Seconded by P. Newton.

As per a discussion by the Graduate Studies Committee (April 2009), this course can only be offered twice before it will need to be presented to GAC again for a possible 3rd offering and/or permanent course approval.

This motion was CARRIED.

D. Chovanec briefly mentioned that she was working on the proposal of procedures that should be followed when presenting a new course proposal. Due to the number of items that came for this month’s meeting, this item will be brought up at a future meeting.

12. MEd Admission – March 1 deadline (update)
J. White informed the committee that the following applicants were received by the March 1, 2012 deadline:

<table>
<thead>
<tr>
<th>Program</th>
<th>Number</th>
<th>Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>6</td>
<td>3 to be circulated</td>
</tr>
<tr>
<td>EDAL</td>
<td>26</td>
<td>12 or 13 to be circulated</td>
</tr>
<tr>
<td>IPE</td>
<td>4</td>
<td>2 to be circulated</td>
</tr>
<tr>
<td>TCI</td>
<td>18</td>
<td>14 to be circulated</td>
</tr>
</tbody>
</table>

D. Chovanec went on to state that the reasons some of the files were not being circulated was 1) substantial amount of documentation not yet received for files to make a decision; 2) applicant chose to withdraw application; 3) TOEFL too low. As well it was evident by this admission deadline that the number of international applicants had increased, especially from China.

13. Red Deer Cohort Proposal
P. Newton presented an overview of a proposal to start a cohort of EDAL students in Red Deer. He provided a description of the history and rationale of the development of the proposal. Because the cohort as proposed will be the same program as that offered by students attending the Edmonton campus, there doesn’t appear to be a need for GAC to approve the program. Further discussion with departmental administration will ensue regarding resource implications, etc. P. Newton will bring an update forward to GAC for information at a future meeting.

14. Scholarship & Award Policies
D. Chovanec distributed information on the awards competitions that occur throughout the academic year and asked for guidance concerning the adjudication panel composition and possible responsibilities, the nomination of students for awards (both major and department specific) and the criteria that the department may wish to introduce to help in the nomination/selection process.

Four major awards occur throughout the year: SSHRC, General Awards, Queen Elizabeth II and Department Specific awards. However, throughout the year, there are additional awards opportunities that come up that the department needs to attend to and sometimes in a very short time frame.

D. Chovanec proposed that a revision be made to the composition and function of the current awards committee. Ideas were discussed. Dr. Chovanec will bring a proposal forward to a future meeting of GAC for a revision to the terms of reference for the awards committee to include: specifically
identified composition for a 1-2 year time frame, responsibility for policy-making and criteria-setting and feedback to students in some fashion.

It was felt that if this was to become a more permanent committee, that the work on the committee be reflected in a staff member’s annual report every year. As well the role of the student’s supervisor would need to be included in the process (feedback), since the student would have already involved the supervisor when working on the application documentation initially. The question of equity when nominating students for the awards was asked. For the SSHRC and General Awards, the department must submit the student that best meets the criteria of academic excellence because they are competing beyond the department. However, for the QEII, Department Specific awards, and some individual ones that come in between the four major award competitions, the department could put in place criteria that would allow for more equity distribution of award funding. But before a decision concerning criteria or equity could be determined on a specific award or in general, the committee asked to see the award(s) description and criteria. This will be provided at a later meeting.

Due to time constraints, further discussion was tabled for another meeting.

15. Other Business
   a. S. Ebi Johns indicated that the EPSGSA has been fielding concerns from the department student body about graduate course offerings in the department.

      **Motion:** S. Ebi Johnson moved that the Graduate Affairs Committee look into the feasibility of offering more doctoral level courses in the department. Seconded by P. Newton.

      S. Ebi Johnson indicated that specifically a methods course and a gender issues course at the doctoral level (only) seemed to be the ones that doctoral students were asking to have offered in the department. F. Maideen suggested that to help in the discussion process that a faculty/students lunch swap could be held on this topic.

      This motion was CARRIED.

   b. P. Newton asked for further clarification on why there was a moratorium on ‘visiting students’ in the department, per the email that Dr. J. Kelly, Chair, had sent to all staff earlier in the week.

      D. Chovanc explained that there had been an increase in the number of enquiries from Visiting Students from various countries wanting to come to the department for either research or to take courses. The department currently did not have a procedure in place to deal with them in this scale, so a moratorium was put in place to help the admin staff work out a procedure that would best serve the visiting students and department academic and support staff. A meeting with the Faculty of Education, International Initiatives office had already taken place and had answered some of the questions that had been raised about visiting students and some procedures, etc. Further discussions will occur and it is hoped that the moratorium will be brief.

      P. Newton moved that the meeting be adjourned at 12:08pm.

The next meeting of the Graduate Affairs Committee will be on April 11, 2012.
GRADUATE AFFAIRS COMMITTEE
April 11, 2012
MINUTES

Attendance: Donna Chovanec – Chair, Stellamary Ebi Johnson, Rosemary Foster, Dip Kapoor, Freda Maideen, Paul Newton, Stephen Norris, Jorge Sousa, Joan White.

Absent/Regrets: Kim Frail, Cora Weber-Pillwax and Dean Wood

Guest: Rebecca Sockbeson

1. Approval of Agenda
D. Chovanec moved #5 & #6 items on the agenda to the end of the Agenda after #9: Other Business in order to ensure that enough time was available to the other items on the agenda for discussion at this meeting. If time permits these items will be discussed but if not, they will be tabled for the next meeting.

J. Sousa moved that the revised agenda be approved. Seconded D. Kapoor. CARRIED

2. Approval of March 14, 2012 Minutes
R. Foster moved that the minutes be approved. Seconded by F. Maideen. CARRIED

3. Business Arising from the Minutes
Red Deer Cohort Proposal
D. Chovanec informed the committee that the Red Deer MEd (EDAL) Cohort program was now proceeding through the approval/creation process and that the department would soon be accepting applications for entrance in Fall 2012. The program will have an alternate fee structure. Potential applicants were already starting to contact P. Newton and J. White about the program, etc.

Doctoral Level Courses
D. Chovanec indicated that EPSGSA had submitted a motion to be on the April agenda concerning the offering of a 600 level methods course, but it could not be brought forward to the committee for discussion. Upon receiving the motion, she obtained information from B. Shokal, Chair’s Assistant, that this type of motion could not be submitted by the EPSGSA the motion involves academic requirements and resource issues. The committee asked that this be looked into further; it was felt by the majority of the committee that the motion had been valid to bring forward since there are students on the GAC committee. D. Chovanec will look into this further, but indicated that the GAC committee could act on the motion that had been passed in the March 2012 minutes concerning the offering of additional Doctoral level graduate courses. The committee could start by looking specifically at an EDPS 6XX Methods course. D. Chovanec asked how the committee wished to proceed on this matter.

Suggestions:
A. To inform the department’s academic staff of the graduate students’ interest in a EDPS 600 level methods course and invite those who are interested to create a course outline that would be submitted to the GAC committee for approval.
B. To review the graduate courses throughout the department/faculty that are similar to ensure that resources are not being duplicated with what might already be offered.
C. To pull theses from the last 5 years to see what the major research method had been used in order to help with the creation of a new methods course that would then be more specialized than the current
EDPS 681. A graduate student could be hired under a GRA(6hr) to do this research and work alongside the academic staff member that would work on the proposed course.

After further discussion, it was decided that D. Chovanec would meet with the EPSGSA Executive to help draft a motion that would/could be considered by the GAC and to learn more specifically what the students were wanting in a 600 level methods course and possible other doctoral level courses. Because the executive is currently in the process of changing, the current student reps will let D. Chovanec know to whom she should be communicating.

MEd Admission – March 2012 Deadline (update)
D. Chovanec informed the committee that all of the MEd applications that were being considered for possible admission had been returned by the specialization coordinators with their admission recommendations. An update on how many were being admitted would be given at the next GAC meeting in May 2012.

4. EDPS 501 Course
R. Sockbeson was invited to the meeting to present her request to offer EDPS 501: Indigenous Knowledges & Anti-Racism toward Survival for the 2nd time. The course was offered for the first time in Winter 2011 and had been well received. Because it was approved for a one time offering only when it was originally approved, a 2nd offering needs GAC’s approval.

Motion: P. Newton moved that EDPS 501: Indigenous Knowledges & Anti-Racism toward Survival be approved to be offered for a 2nd time. Seconded by J. Sousa. CARRIED

7. Postgraduate Diploma
Undergraduate Diploma
J. Sousa asked that the committee re-look at the possibility of the department reopening the Undergraduate Diploma option; and possibly introduce certificate programs. He suggested that a committee be selected to look into both of these options. S. Norris indicated that the Undergraduate Diploma was in the undergraduate program so it should really be discussed within the Department’s Undergraduate Studies Committee and not at GAC. J. White asked if graduate courses were to be completed in the Undergraduate Diploma would not the Graduate Affairs Committee need to be involved somehow in the creation of an undergraduate diploma program? (all of the students that had been admitted to the Undergraduate Diploma program in the recent years had completed the program with 8 graduate level courses) After further discussion it was decided that J. Sousa would talk to J. Kachur, Chair of the Department’s Undergraduate Committee about the Undergraduate Diploma option.

Postgraduate Diploma
D. Chovanec asked if the committee was interested in reopening this Diploma option for students who had completed a MEd degree but had not yet been admitted into the doctoral program. S. Norris indicated that when the department had merged in 1994, all of the specializations from each of the three departments were brought together, including the Post-graduate Diploma. When some ‘house cleaning’ was done concerning the department’s specializations, the Post-graduate Diploma was one of the programs that were eliminated as an option in the department.

D. Chovanec indicated that since the merger and the decision to eliminate the Post-graduate Diploma, any student that had graduated with the post-graduate diploma was in that program for one of the following reasons:
A. Students already in a doctoral program and have completed 8 courses but are unable to complete the program due to health issues; they are sometimes switched to the post-graduate diploma and graduate;

B. Students already in the doctoral program and have completed 8 courses but have not yet completed candidacy by the 6th or 7th year of their program; they are sometimes switched to the post-graduate diploma and graduate;

C. For the 2011 doctoral admission, students who were not admitted into the doctoral program either because of low GPA or need further studies before entering the doctoral program were offered the opportunity to complete a post-graduate diploma. (This option was discontinued soon after the 2011 doctoral intake and not utilized for the 2012 doctoral admissions.)

P. Newton indicated that the post-graduate diploma could be a good option for applicants of the EDAL specialization. Applicants may register in this program to 1) complete additional courses because of interest in the subject matter or 2) to completed additional courses to qualify for a higher salary in their job. He was not sure if the program would have the same benefit for the other specializations in the department. There is a question of resources and if the diploma was to be activated, since the program is not connected to any one specialization, who would determine the courses required in the program, etc.? After further discussion it was agreed that the Post-graduate Diploma would remain closed and only be used for either reason A or B as stated above.

9. Other Business
D. Chovanec informed the committee that the Provost (via The Umbrella Committee) has opened a competition for 4-6 opportunities to obtain $250,000 for the purpose of enhancing graduate programs, particularly for increasing intake of top students, improving rates and timing of completion and increasing student success at obtaining Tri-Council funding. The Provost’s deadline for submissions is June 1, 2012 but FGSR is willing to review the material and give some suggestions for change if submitted to them by May 1. Although there was some attempt to determine a joint Faculty of Education proposal, this did not proceed. Therefore, D. Chovanec and J. Kell have been discussing ideas for a departmental proposal.

8. QE II Award
D. Chovanec informed the committee that she will present a proposal of a committee structure of an Award Committee to the Graduate Affairs Committee for discussion at the next meeting, May 2012.

D. Chovanec informed the committee that the next award competition is for the Queen Elizabeth II award. This is one of the few awards in which there is no external competition, meaning when the department nominates students for this award they do not go through another University-wide competition when submitted to FGSR. This gives the department an opportunity to decide for ourselves who we wish to nominate for this award (as long as they also meet FGSR’s minimum criteria for this award).

FGSR criteria for the award are:

A. Major award holders are not eligible for this award
B. Only Canadian or Permanent Residents can be considered for this award
C. Must have a minimum 3.5 GPA
D. Needs to be registered full-time upon receiving the award
Some suggestions that the Awards panel for this award could consider are: 1) equity among the student body, 2) aboriginal quota, 3) a specific number of awards allocated between the four (4) specializations or not, 4) previous financial support a negative factor in being considered for this award, 5) the higher the GPA, the higher the consideration, 6) to review what the applicant has contributed to the department/productivity.

It was decided, that for this year’s competition (2012) the awards panel should consider the applicant’s academic merit (GPA), academic achievement (publications, etc. and including academic/non-academic service) and rank them accordingly. As well, applicants who have not yet received other departmental support would be ranked higher for consideration than others who have already received departmental support. A quota for Aboriginal applicants was not supported at this time.

Other Business:
P. Newton will ask the Steering Committee for the Graduate Seminar course that was offered this Winter (2012) term to provide a report for the Graduate Affairs Committee.

Items #5 and #6 are to be tabled for next meeting.

D. Chovanec moved that the meeting be adjourned at 11:50am.

The next meeting of the Graduate Affairs Committee will be on May 9, 2012.
Meeting Cancelled