Dr. Abdi was away the week this meeting was to possibly be scheduled so the Acting Graduate Coordinator asked that the one agenda item that needed to be discussed be done electronically.

**Item:**
Approval of EDPS 501 – Part 1 and EDPS 501 – Part 2 for Fall 2013

The new MEd IPE (Innovative Cohort) program was to start Fall 2013. The students admitted to this program were to register in to introductory courses for the program, EDPS 501 – Part 1 and EDPS 501 – Part 2.

IPE was asking that the two courses be approved for the program:

Rebecca Sockbeson moved that EDPS 501 – Part 1: Contextualizing Epistemology in Higher Education: Part 1 theoretical Engagement be offered as a one-time offering in Fall 2013 for the new MEd IPE – Innovative Cohort program. Seconded by Dip Kapoor.

Electronic vote: motion carried with 1 abstention and 2 non-votes.


Electronic vote: motion carried with 1 abstention and 2 non-votes.

This item was then moved forward for discussion and approval to September 2013 Department Council’s meeting.

September 16, 2013
GRADUATE AFFAIRS COMMITTEE  
October 9, 2013  
MINUTES

Attendance: Ali Abdi – Chair, Dip Kapoor, Rebecca Sockbeson, Jorge Sousa, Makere Stewart-Harawira, Alison Taylor, Dania Wattar, Joan White

Absent/Regrets: Rosemary Foster, Laura Servage, Katherine Koch, Li Mao

The EDPSGSA student representatives were not known when the agenda was sent out for this first GAC meeting.

1. Approval of Agenda
   J. Sousa added to the agenda a discussion about Graduate Program Review Committee. It will be discussed prior to ‘Other Business’. D. Kapoor moved that the revised agenda be approved. Seconded by A. Taylor. CARRIED

2. Approval of the May 8, 2013 Minutes
   D. Kapoor moved that the minutes be approved. Seconded by J. Sousa. CARRIED

3. Notes for the September 2013 Electronic Vote
   The notes were not approved/carried, but the committee did discuss the electronic vote process that occurred in September. It was decided that only in very exceptional circumstances should an item be both discussed and voted on electronically by the Graduate Affairs Committee (GAC). The previous procedure of having the item discussed at a GAC meeting and voted on at the same time is best, and/or to discuss the item at GAC and then vote on it electronically if necessary. If, in the future, it is required for an item to be discussed and voted on electronically, the information provided to the committee should include ‘content’ information on why the item is of such urgency to require this procedure to be activated.

4. Business Arising from the Minutes
   None

5. Graduate Seminar
   A. Abdi informed the committee that this is a standing item on the agenda requested by the GAC committee in 2012/2013. But D. Chovanec was not able to attend or submit a report by the October meeting. She has indicated that she plans to attend the November 2013 meeting to give a report. Item tabled for the next meeting.

6. Discussion: GPA entrance requirement
   A. Abdi opened this item by informing the committee that since Departments’ are now making the graduate admission decisions themselves, FGSR no longer requires department’s to submit a ‘case’ when submitting an admission with a low GPA. This means that the department now needs to decide if they wish make any changes to previous admission practices.

   After discussing the matter, it was decided that:

   **Motion:** J. Sousa moved that the department’s 3.0GPA remain as the minimum for MEd admission; specializations can admit students with lower GPA’s if desired. But, admissions with low GPA’s will require specialization coordinators to provide a letter for the student file justifying the low GPA admission. Seconded by D. Wattar. CARRIED
After further discussion:

**Motion:** A. Taylor moved that the specialization coordinators submit a list of the students admitted with low GPA’s to the Graduate Affairs Committee, after every application deadline, for information. Seconded by J. Sousa. CARRIED

Both motions will be presented at the next Department Council.

7. **Discussion: 2014/2015 admissions quota**

A. Abdi informed the committee that he had sent out an email to all of the academic staff in the department asking about their current and future doctoral supervision. He wanted to know how many would be interested in having new students to help with the decision on the admissions quota for 2014/2015. A. Abdi indicated he had received 7 responses from staff and a total of 11 students were indicated as a possible number to be admitted.

After further discussion, it was decided that this item should be discussed again at the next meeting. The doctoral application deadline has moved from October 15 to January 15 so a decision did not have to be made at this meeting.

8. **Discussion: Graduate Programs Review Committee (added to agenda)**

J. Sousa asked several questions pertaining to the creation of and mandate of the Graduate Programs Review Committee that would be meeting over the next several months. A. Abdi informed the committee that:

1. The Graduate Programs Review Committee was NOT a subcommittee of GAC. The creation of the committee was at the request of the Chair of the Department.
2. The committee’s terms of reference was currently being created and would be reviewed at the first meeting (to be held the next day).
3. The membership of the committee is voluntary and there is at least one representative from each of the four specializations on the committee.
4. There is currently no ‘list’ of items that the committee will be discussing, but some suggested items are: the viability of the department’s specializations (governance), the department’s graduate courses – should there be more or less, etc.
5. The committee will be meeting over the next couple of months with an end goal of December to report back to the Chair of the department.
6. If any changes or additions to the graduate program / courses are recommended by this committee, they will be brought to the Graduate Affairs Committee for discussion and possible approval, etc.

9. **Other Business**

None

At 11:30am A. Taylor moved that the meeting adjourn.

The next meeting of the Graduate Affairs Committee will be on November 13, 2013.
GRADUATE AFFAIRS COMMITTEE  
November 13, 2013  
MINUTES

Attendance: Ali Abdi – Chair, Dip Kapoor, Rebecca Sockbeson, Jorge Sousa, Makere Stewart-Harawira, Li Mao, Laura Servage, Dania Wattar, Joan White

Absent/Regrets: Rosemary Foster, Katherine Koch, Alison Taylor

Guest: Donna Chovanec

1. Approval of Agenda
   M. Stewart-Harawira added an item: EDPS 501 courses. It will be discussed prior to ‘Other Business’.
   J. Sousa moved that the revised agenda be approved. Seconded by D. Wattar. CARRIED

2. Approval of the October 9, 2013 Minutes
   M. Stewart-Harawira moved that the minutes be approved. Seconded by D. Kapoor. CARRIED

3. Business Arising from the Minutes
   None

4. Graduate Seminar
   D. Chovanec attended this meeting to report on the Graduate Seminar. She started by giving a brief history about the seminar from the time it was first discussed (2005) to when it was first offered (Winter 2012). The seminar has now been offered twice (Winter 2012 and Winter 2013), both considered pilot offerings as the refining of the seminar was taking place while it was being offering. New doctoral students were the selected focus group for the Winter 2013 offering of this seminar. 14 students participated in the seminar at some time during the 6 month period it was being offered with at least 10 students attending the seminar between 1 and 10 times each. The seminar was offered twice a month and general 5 to 6 people were in attendance at each meeting. In June the sessions were open up to pre-candidacy students to attend. At that time the topics of discussion was more focused on helping students working towards their candidacy defense. Only two attended those sessions.

   After the completion of each Graduate Seminar (Winter 2012 and Winter 2013) an anonymous 17-question feedback survey was distributed to all who were invited to attend the Graduate Seminar initially. The results of the last survey was that generally the students support the offering of such a seminar and felt that it was beneficial to them. Some items to think about was whether the seminar should be offered earlier than the Winter term and whether or not the seminar should remain a voluntary, non-credit, offering. The students felt that it should be a voluntary offered seminar but did concede that by it being voluntary the problem of attendance was an issue.

   D. Chovance reviewed the Goals for the Graduate Seminar and then outlined the recommendations concerning a possible future Graduate Seminar.

   After this report the committee proceeded with their discussion on this item.

   Ongoing points of discussion:
   - To make the seminar a regular course with credit attached to it to help ensure that all doctoral students attend and are given the same support.
   - To have the seminar offered on Saturdays instead of in the evenings.
   - To have it in a venue that is both inviting and warm, a classroom setting may not be the best for this type of course.
- To have food provided at the seminar (at least tea)
- To possibly have the seminar start on the same day that the department has their student orientation in Fall. This would then catch all students as they start their program.
- Or to have the seminar start one week ahead of the start of the Fall term.
- Question: what was the work that the students would be doing in the course; Answer: students were asked to do some work pertaining to topics discussed but since the seminar was attended voluntarily and a pilot offering, students did not always do the work or attend consistently. If the seminar was to be made mandatory, then course requirements would be outlined.
- The Graduate Programs Review Committee (GPRC) will also be discussing the Graduate Seminar and it’s possible permanent offering in the department. It was felt by the GPRC committee that any permanent offering of the course should be done after a doctoral student has completed the department core courses of EDPS 680/681. This would mean, then, that students in their 2nd year of their program would be taking this course.

Area of Concern:
- The autonomy of the relationship between the supervisor and their student(s).
- Academic staff workload, this would need to be addressed if this seminar became a permanent course offering in the department’s doctoral graduate program.

The Graduate Seminar item will be brought back again to the Graduate Affairs Committee for further discussion.

5. **MEd Graduate Admissions – October deadline**

A. Abdi informed the committee of the results of the October 1 MEd admissions in the department:

<table>
<thead>
<tr>
<th>Program</th>
<th>Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>1</td>
</tr>
<tr>
<td>Educ. Admin. &amp; Lead.</td>
<td>3</td>
</tr>
<tr>
<td>Indig. Peoples Ed.</td>
<td>0</td>
</tr>
<tr>
<td>Theor. Cult &amp; Intern.</td>
<td>3</td>
</tr>
</tbody>
</table>

6. **Motion returned from Department Council**

A. Abdi opened this item by informing the committee that Department Council had asked the Graduate Affairs Committee to relook at one of two motions brought forward to Department Council in October 2013.

The motion presented at Department Council in October 2013:

**Motion:** …. moved that the specialization coordinators submit a list of the students admitted with low GPA’s to the Graduate Affairs Committee, after every application deadline, for information.

What was concerning was the wording ‘list of the students admitted’ in the motion. It was felt that this was not actually necessary and should be relooked at.

The Graduate Affairs Committee discussed the motion again and the idea of whether or not the need for this information was necessary to be report to the committee after every admission deadline. It was decided that the previous motion would be revised and the following wording changed: ‘a list of the students admitted’ be removed and replaced with ‘the number of students admitted’.

**Motion:** J. Sousa moved that the wording ‘a list of the students admitted’ be removed from the previous motion and be replaced by the wording ‘the number of students admitted’. The new motion’s wording would then be as follows: that the specialization coordinators submit the number
of students admitted with a GPA lower than 3.0 to the Graduate Affairs Committee, after every application deadline, for information. Seconded by L. Servage.

Yes – 6; No – 0; Abstentions – 1

CARRIED

This revised motion will be brought forward to Department Council’ next meeting.

7. Seoul National University / U of A agreement
   A. Abdi was bringing this item to the committee’s attention for information only as the agreement between the two Universities had already been signed (2011). This agreement allows students to complete two degrees at the doctoral level, at the same time, at two different institutions. He was bringing it to the committee’s attention because the department had been approached by a potential student from Korea interested in doing a Dual Degree program with one of the specializations in our department.
   Areas of concern:
   - That this agreement was discussed and approved without the involvement of the general academic body being able to voice their option, concerns, and possible objection to such an agreement
   - That now that the agreement was in place, that it was now ‘assumed’ that this type of a program would automatically be accepted by departments and students admitted to complete the dual program.
   - There are concerns about the quality of a dual program because the student would be completing two doctoral degrees at the same time.
   - The academic workload that would be necessary to support a student going through this type of degree.

8. Discussion on 2014/2015 admissions quota
   A. Abdi opened this item by reminding all that he had sent out emails earlier in the term asking academic staff to let him know who was interested in supervising new doctoral students in 2014/2015. The result was that we could admit as many as 10 doctoral students. The MEd course-based students would not be included in this number as admission into that route was open, but a possible MEd thesis-based admission number for 2014/2015 was discussed. It was decided that the MEd thesis-based students would not be included in the proposed number ‘10’ since decisions on whether or not an MEd student switched from the course-based to the thesis-based route was dependent on supervision, gpa, etc. at the time the student requested the switch.

   The committee discussed whether or not a decision on the number of doctoral students to be admitted for 2014/2015 was needed this early since the doctoral deadline had now been moved from October 15 to January 15. One thought was to delay the decision until after the Fall term to allow academic staff the opportunity to review the doctoral application files that would be received by the January 15 deadline. It was felt that by making a decision now would not allow for flexibility later if needed once the application files had been reviewed.

   It was brought up that the Department’s Enrollment Management Plan for 2011-2016 outlined admission of 10 doctoral students for the 2014/2015 academic year.

   A. Abdi indicated that he was willing to increase the number to 11 to accommodate the dual degree student that we might admit from Korea.

   After further discussion:
Motion: D. Kapoor moved that for the 2014/2015 academic year 11 doctoral students be admitted. Seconded by R. Sockbeson.

Yes – 6; No – 0; Abstention – 1

CARRIED

This item will be brought forward to Department Council.

9. Thesis Format in Department

A. Abdi brought this forward to the committee for information. Dr. McClay, Associate Dean (Graduate Studies) had discussed this item with the Graduate Coordinators in the Faculty of Education a month or so ago. Currently for most departments/students in the faculty who completed thesis-based programs, the final dissertation was done in what is called the ‘traditional format’ of original work. But there was also an option for students to complete their thesis in a ‘mixed format’ where the dissertation contained papers either in press or published previously along with an introductory chapter and final chapter being original work. The papers in the ‘mixed format’ consist of published and as-yet published research.

10: EDPS 501 courses (added to agenda)

M. Stewart-Harawira added this item to the agenda for this meeting. She was wondering if the committee could look at a possible process/policy concerning the number of EDPS 501 courses (and/or new permanent courses) allowed to be offered in the department (or more specifically from specializations). She indicated that currently in the TCI specialization there are more courses on record that could be offered than what could be scheduled in a two year rotation. A two year rotation is the department’s current timeline when timetabling courses. She was concerned with the number of new EDPS 501 courses from academic staff newly hired in the department, EDPS 501 courses being created outside specializations, etc. that were being created/approved and then later moved to permanent numbers.

The question of whether the procedure/policy should be a department one or if the decision on how to deal with this should be left up to the specialization groups to decide was discussed. The idea of possibly eliminating a permanent course (or EDPS 501 course) if a new EDPS 501 or new permanent course offering was being requested was suggested as a possible future policy and/or standard practice.

A. Abdi asked that this be discussed by each specialization group as well as EDPSGSA and then to come back to GAC to discuss this further. A. Abdi also indicated that he will be asking the specializations to let him know of any new EDPS 501 courses that are pending and possibility to be offered in the next year. He will bring a list of the possible courses to the next meeting.

10. Other Business

None

At 11:45am A. Abdi moved that the meeting adjourn.

The next meeting of the Graduate Affairs Committee will be on December 11, 2013.
Meeting Cancelled
GRADUATE AFFAIRS COMMITTEE
January 8, 2014
MINUTES

Attendance: Ali Abdi – Chair, Neda Asadi, Rosemary Foster, Dip Kapoor, Katherine Koch, Rebecca Sockbeson, Makere Stewart-Harawira, Dania Wattar, Joan White

Absent/Regrets: Laura Servage, Jorge Sousa, Alison Taylor

1. Approval of Agenda
   D. Wattar moved that the agenda be approved. Seconded by N. Asadi. CARRIED

2. Approval of the November 13, 2013 Minutes
   The members of the GAC committee present at the meeting asked that the following changes be made to the minutes and some additional information be added.
   Graduate Seminar:
   1) Change the working of ‘points from discussion’ to ‘ongoing points of discussion’.
   2) Add the following wording in this section:
      Area of Concern:
      - The autonomy of the relationship between the supervisor and their student(s).
      - Academic staff workload, this would need to be addressed if this seminar became a permanent course offering in the department’s doctoral graduate program.

   Seoul National University/U of A Dual Degree Agreement:
   Add the following wording in this section:
   Areas of concern:
   - That this agreement was discussed and approved without the involvement of the general academic body being able to voice their option, concerns, and possible objection to such an agreement
   - Now that the agreement was in place, that it was now ‘assumed’ that this type of a program would automatically be accepted by departments and students admitted to complete the dual program.
   - There are concerns about the quality of a dual program because the student would be completing two doctoral degrees at the same time.
   - The academic workload that would be necessary to support a student going through this type of degree.

   D. Kapoor moved that the revised minutes be approved. Seconded by N. Asadi. CARRIED

3. Business Arising from the Minutes
   None

4. EDPS 5XX Permanent Course – Dr. Makere Stewart-Harawira
   M. Stewart-Harawira presented this course to the committee. The course was originally offered as EDPS 636: Indigenous Ontologies in the Global Context. But because the course should be open to more than just doctoral students, it was decided that the course’s numbering would change from 6XX to 5XX. And, because the course numbering was changing, the title and brief description was changing to better reflect the nature of the course and its content. The Theoretical, Cultural and International Studies in Education specialization has approved this change to the course.

   After a discussion by the committee, it was felt that the course was better as a 5XX level course.
Motion: M. Stewart-Harawira moved that EDPS 636: Indigenous Ontologies in the Global Context course be changed to become a 5XX level course with a new title and updated brief calendar description: EDPS 5XX: Global Transformations, Indigenous Knowledge and the Crisis of Sustainability. Seconded by D. Kapoor. CARRIED

5. EDPS 5XX Permanent Course – Dr. Rosemary Foster (Shultz)
R. Foster presented this course to the committee on behalf of the Educational Administration and Leadership (EDAL) specialization. This course has been offered several times under EDPS 501 and is now ready to be made into a permanent course offering and the EDAL specialization has approved this course as a permanent offering in their specialization.

Motion: R. Foster moved that EDPS 501: Leadership and Social Justice become a permanent EDPS 5XX course offering in the department. Seconded by N. Asadi.

The committee discussed the course and the possible subject overlap it may contain, a further discussion on subject overlap in the department’s graduate courses will need to take place, but for this course it was decided that the subject overlap was being directed to a different group of students than what normally take a course like EDPS 590. It was also expressed that often when a course is being taught by a various instructors from year to year, the course is different as well per the approach the instructor takes with the topic/course.

After further discussion, all present indicated that the EDPS 501 course should become a permanent number so the motion was CARRIED.

6. Other Business
K. Koch informed the committee that if any of the students or academic staff have created posters of their work/research they could be displayed at the J.H. Coutts Education Library for all to see and read.

At 11:00am A. Abdi moved that the meeting adjourn.

The next meeting of the Graduate Affairs Committee will be on February 5, 2014.
GRADUATE AFFAIRS COMMITTEE
February 5, 2014
MINUTES

Attendance: Ali Abdi – Chair, Neda Asadi, Dip Kapoor, Heather Kanuka, Katherine Koch, Laura Servage, Rebecca Sockbeson, Makere Stewart-Harawira, Alison Taylor, Joan White

Absent/Regrets: Rosemary Foster, Dania Wattar

Dr. Jorge Sousa is on an unexpected leave for two months, so Dr. Heather Kanuka is the acting Adult Education specialization coordinator for those two months and thus acting as the AE representative on this committee.

1. Approval of Agenda
   D. Kapoor moved that the agenda be approved. Seconded by N. Asadi. CARRIED

2. Approval of the January 8, 2014 Minutes
   D. Kapoor indicated that the changes made to the November 2013 minutes were agreed upon by all present at the January 2014 GAC meeting therefore, he asked that this be indicated as such in the January 2014 minutes. Therefore, the following will be changed:

   “D. Kapoor asked that the following…” will be changed to “The members of the GAC committee present at the meeting asked that the following changes be made to the minutes and some additional information be added.”

   The other changes to the November 2013 minutes will remain along with the information concerning the vote by the committee on these changes in the January 2014 minutes.

3. Business Arising from the Minutes
   None

4. EDPS 501: Models, Theories and Practice in Postsecondary Instructional Design
   H. Kanuka presented this course to the committee. The Adult Education specialization has approved this course offering for Fall 2014; if well received, possibly offered again for a 2nd time; after the second offering, the course could then attain a permanent number and may be offered on a continuing basis. As there are not many courses in the Postsecondary Education area in the department, by offering this course, it would give students an option to increase their knowledge in this area. It was suggested that the word ‘Practice’ should be ‘Practices’ in the title of the course. It was agreed that this should be changed and will be done prior to the course being presented to Department Council for information, etc.

   After further discussion by the committee, the following motion was passed:

   Motion: H. Kanuka moved that EDPS 501: Models, Theories and Practices in Postsecondary Instructional Design be offered for the first time in Fall 2014. Seconded by D. Kapoor. CARRIED

5. EDPS 401/501: Adult Education and Rural Context
   H. Kanuka presented this course to the committee on behalf the Adult Education specialization. The course is one that Dr. J. Sousa and Dr. Z. Hamm are working on together with Dr. Hamm being the
instructor for the course when scheduled. From the discussion for this motion, the following was pointed out:

- The rational of having an undergraduate/graduate course offering together was not clear; one reason mentioned by the Adult Education representative was to help revitalize the undergraduate Adult Education specialization in the Faculty of Education, this information needs to be submitted along with the course outline because of the unusual nature of the offering.
- The course, if offered as an undergraduate/graduate offering, will need to be approved by both the department’s Undergraduate Committee and the department’s Graduate Affairs Committee. And be reviewed by the Department Council before it can be scheduled for a possible offering; proposed Summer 2014.
- The grading system for undergraduate students versus graduate students is different and this would need to be outlined to show how this would be done.
- The course title does not reflect accurately the content of the course
- The Adult Education specialization already has a community based course so the committee would need to be informed of the difference between that course and this one
- It was mentioned that the 401/501 course offering was used in the CSL program and has worked effectively in that community based learning format.

After further discussion by the committee, the following motion was defeated:

**Motion:** H. Kanuka moved that EDPS 401/501: Adult Education and Rural Context be offered for Summer 2014. Seconded by A. Taylor. **DEFEATED**

The committee further discussed the need for a department policy on 401/501 course offerings. The question of whether or not this type of course could/should be offered needed to be discussed and decided. This item will be placed on the March 2014 agenda to start this discussion.

In the meantime, H. Kanuka will be returning to the Adult Education specialization and will be presenting the committee’s concerns about the course; this item may appear again on the GAC agenda for approval in March if the concerns outlined by the committee are addressed. If it does return, Z. Hamm will be asked to also attend the meeting to help answer questions about the course.

6. **Graduate Admissions**

A. Abdi informed the committee that the motion originally passed by GAC in October 2014 was defeated at Department Council and returned to GAC for further discussion. He went on to remind the committee that the department’s doctoral admissions deadline had been moved from October 15 to January 15. The doctoral application files were now available for review and the following were received in each specialization:

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>1*</td>
</tr>
<tr>
<td>EDAL</td>
<td>12*</td>
</tr>
<tr>
<td>IPE</td>
<td>3</td>
</tr>
<tr>
<td>TCI</td>
<td>14*</td>
</tr>
</tbody>
</table>

*one student requested to be considered for three specializations

A. Abdi indicated that at the March GAC meeting the committee would need, again, to discuss the 2014/2015 graduate admissions and present another motion to Department Council on this. Specializations groups in the department were already starting to review the doctoral files and are to have their ranked nominations submitted by February 14, 2014. This information will be provided at the March meeting to help with the decision/motion that GAC will need to make and submit to Department Council, in March as well.
7. **Academic Integrity and Ethics Training included with EDPS 581/681**

A. Abdi indicated that FGSR’s portion of the Academic Integrity and Ethics Training was something that needed to be discussed. J. White then proceeded to explain that currently the Academic Integrity and Ethics Training requirement in the program was in two parts: 1) FGSR’s Graduate Ethics Training (GET) and 2) a course requirement from the Department (EDPS 581 or EDPS 681). The completion of the GET portion does not currently have a deadline other than it must be completed by the end of the program in order to convocate. When this was first introduced, students were completing the GET well ahead of their last term, but over the past several years this was changing and now it is not uncommon for students in EDPS 900 or students scheduling their final exam to not have yet completed the GET requirement in their program. There was even an incident of a student having defended their thesis but had not yet completed the GET and needed to do so quickly in order to convocate when planned.

In order to avoid this from happening again and to possibly better connect the GET to the department’s course requirement it was proposed that the GET become a requirement in the department’s core courses of EDPS 581 and EDPS 681 so that the GET requirement is also completed at the end of these two courses. Upon completing the GET, students are asked to submit a document called ‘User Report’ that has both their name and the ranking results of the quizzes for the GET.

The following motion was proposed and passed:

**Motion:** A. Abdi moved that FGSR’s Graduate Ethics Training (GET) portion of the Academic Integrity and Ethics Training requirement be completed and the necessary paperwork submitted to the department’s graduate office during the same term that either EDPS 581 or EDPS 681 is being taken by a graduate student in the department.

Seconded by M. Stewart-Harawira CARRIED

Whether a grade for the course (581 or 681) would be withheld until the completion of the GET is a decision that the instructor for the course would need to make. J. White indicated that the way the User Report was collected and submitted to the department’s graduate office was up to the instructor of the course, but she will be sending out an email to instructors at the beginning of a term where EDPS 581/681 is being offered to remind them of this requirement and to confirm how the User Report would be received by the office. As well, students that might have completed this requirement in a previous degree at the U of A will NOT need to do the GET portion of the requirement again, but they will still be required to complete the department’s course to fulfill the Academic Integrity and Ethics Training requirement for the graduate program.

8. **Other Business**

L. Servage asked about the Graduate Seminar and whether or not a decision on this item had been made. A. Abdi indicated that this item was to be discussed, as planned, at the next GAC meeting along with the Graduate Program Review report.

At 10:55am A. Abdi moved that the meeting adjourn.

The next meeting of the Graduate Affairs Committee will be on March 19, 2014.
GRADUATE AFFAIRS COMMITTEE  
March 17, 2014  
MINUTES

Attendance: Ali Abdi – Chair, Dip Kapoor, Heather Kanuka, Rebecca Sockbeson, Makere Stewart-Harawira, Alison Taylor, Joan White

Because decisions on graduate application files were to be discussed at this meeting, the three students on the committee were asked to not attend this meeting: Neda Asadi, Laura Servage, Dania Wattar

Absent/Regrets: Katherine Koch, Rosemary Foster

Guest: Zane Hamm

1. Approval of Agenda
   A. Taylor moved that the agenda be approved. Seconded by H. Kanuka.  
   CARRIED

2. Approval of the February 5, 2014 Minutes
   J. White noted that R. Sockbeson’s name was listed twice as attending in the minutes. This will be corrected.

   D. Kapoor moved that the revised minutes be approved. Seconded by M. Stewart-Harawira.  
   CARRIED

3. Business Arising from the Minutes
   None

4. Graduate Admissions
   J. White distributed a sheet that listed the doctoral applicants that each specialization was nominating for possible admission.

   Adult Education  –  None  
   EDAL  –  3  
   IPE  –  1 (possibly)  
   TCI  –  3

   A couple of the applicants on the list have GPA’s lower than the department’s 3.5 minimum requirement; the specializations nominating these students will be required to submit a ‘case’ as to why they wish to admit these applicants for the department file (only).

   Concerning the IPE applicant, there was still a question as to whether not the nomination would stand; the specialization had not yet had their admissions interview with the applicant, standard practice. This will be occurring soon and a decision made, hopefully before the end of March. The name is on the list, though, to ensure that there is a space available for the applicant to be admitted if the nomination stands.

   A couple of other applicants were being considered for possible doctoral admission by A. Taylor from TCI, she will be reviewing their files today and will be submitting her decision on which one, if any, she would be nominating for admission.

   R. Sockbeson officially informed all academic staff present that IPE would like to invite any of the aboriginal students admitted into specializations other than IPE to join the IPE students in the various
activities that occur through that specialization. She indicated that the success of completion for
aboriginal students is stronger when aboriginal students have a connection to each other in some way
throughout their program.

The following motion was passed:

**Motion:** H. Kanuka moved that for the 2014 graduate admissions, 7 doctoral applicants be
admitted with the possibility of one more applicant for TCI. Seconded by D. Kapoor.

CARRIED

During the meeting, A. Taylor was able to review the two doctoral files that she was considering for
admission and decided that she would not nominate either for admission. Both H. Kanuka and
D. Kapoor agreed to a change to their motion (above). The friendly amended motion therefore is:

**Motion:** A. Taylor moved that for the 2014 graduate admissions, 7 doctoral applicants be
admitted. Seconded by D. Kapoor.

CARRIED

5. **EDPS 401/501: Adult Education and Rural Context: Resources, People and Change**

H. Kanuka indicated that this course was coming back to the committee for approval, but only the
graduate portion of the course. The department’s Undergraduate Committee had already approved the
undergraduate portion of the course. The requested additions and changes to the course outline this
committee had requested at the February meeting had been incorporated into the new course proposal.
She then asked the committee to address any questions/concerns they might have concerning the course
to Z. Hamm who will be teaching the course if approved.

There was a question concerning the title of the course. It had changed from Adult Education in Rural
Contexts (February meeting) to Adult Education in Rural Contexts: Resources, People and Change.
Some on the committee thought the course title still was too narrow in that the word ‘rural’ was often
associated with farmers only. If the scope of the course was to be broader, then this should be reflected
in the title of the course in order to attract as many students as possible to the course. After further
discussion it was decided that the title for the course would be: Adult Education and Rural
Communities.

The following motion was passed:

**Motion:** H. Kanuka moved that Adult Education and Rural Communities course
(graduate) be approved to be offered in Summer 2014. Seconded by A. Taylor.

CARRIED

6. **Graduate Program Review**

A. Abdi informed those present that the graduate program review committee had completed their work,
and the document presented at the meeting today was a draft copy of what had been discussed and
decided upon. He was asking this committee to give him feedback on the various topics that had been
discussed.

Some of the feedback was:

**Graduate Seminar**
- Some doctoral supervisors were not in support of the graduate seminar and did not want their
  students to attend. This meant they were not encouraging their students to attend. Therefore, if
  the course became a mandatory one with a credit attached to it, how would this issue be
  addressed?
- The objectives of the seminar were still not clear to all, even for those who had facilitated it at some time over the last two years. It was suggested that because of this, that no further offering of the seminar be given until the objective was clarified and agreed upon by the department as a whole.
- Some complaints had been received from supervisors stating that information provided to the students in the seminar was contradictory to the information they were providing their own students.
- Suggestion: for the department to look at different models of supervision
- Possibly returning to the basic question as to why the seminar was needed in the first place; getting students ready for candidacy? And what that might mean? Or was the seminar to help with conference presentations and not necessarily about research?
- There seemed to be confusion and uncertain about the seminar among the academic staff in the department.
- It was felt and the students had expressed that they did appreciate the seminar for the opportunity it gave to develop connections with fellow students in the department.
- It was also provided them with a ‘good’ intellectual space where they could talk about their research, etc.
- EDPS 680/681 gives students a taste of the various types of research that can be done so why would this be needed in the seminar?
- Suggestion: to have the seminar taught on a rotating bases by each specialization group
- Suggestion: to review models of this type of seminar that are already being offered at other institutions; ie monthly seminar, volunteer basis, but not structured. Research would be presented with presentations also from visiting scholars.
- Suggestion: to look at what other departments at the U of A are doing that is similar to what we are trying to achieve.
- Question: if research was now more the focus of the department, why were doctoral students expected to take the number of courses that are currently required? Why were we offering EDPS 680 if the subject of ‘policy’ was not the focus?
- Coherence in the courses/program of the department needs to be focused on to help with clarity and designing of courses such as the seminar. What are the goals and aims of the department?

The committee then asked what was happening with the graduate program review draft. A. Abdi indicated that for now the item was to be discussed both at GAC and the Department Retreat in April, but that in May GAC would hopefully be voting on the item and presenting it to Department Council for approval (May).

Discussion then continued on the Graduate Review – Feedback:
Grading Policy
- Typo error was noted and corrected pertaining to this item at the end of the draft.
- Coherence was again discussed and this time it was recommended that this item be on a GAC agenda in the future to discuss the development of a strategy to facilitate coherence in the courses/program and grading.

Vital Connections with Community Partners
- H. Kanuka did not think that the department was able to influence or suggest changes to FEC as indicated in the graduate program review draft. A. Abdi indicated that in fact the department was able to do this but it depended on the membership of the FEC committee at a given time.
- It was recommended that we continue to keep the 4 specializations of the department. Research clusters are a good idea but we should not dismantle what we currently have until a more viable structure has been put in place.
7. **Other Business**

None

At 11:35am R. Sockbeson moved that the meeting adjourn.

The next meeting of the Graduate Affairs Committee will be on April 9, 2014.
GRADUATE AFFAIRS COMMITTEE
April 9, 2014
MINUTES

Attendance: Ali Abdi – Chair, Neda Asadi, Dip Kapoor, Katherine Koch, Rebecca Sockbeson, Jorge Sousa, Alison Taylor, Dania Wattar, Joan White

Absent/Regrets: Rosemary Foster, Makere Stewart-Harawira, Laura Servage

1. Approval of Agenda
   K. Koch requested that #6: Library Graduate Workshops be moved up the agenda as she was unable to stay the entire meeting. The agenda was adjusted and #6 was discussed after #3: Business Arising.

   D. Wattar moved that the revised agenda be approved. Seconded by N. Asadi. CARRIED

2. Approval of the March 17, 2014 Minutes
   A. Taylor pointed out that there is a typo on page 3 of the minutes, ‘Some complains’ should read ‘Some complaints’, this will be corrected.

   D. Kapoor moved that the revised minutes be approved. Seconded by R. Sockbeson. CARRIED

3. Business Arising from the Minutes
   J. Sousa asked for confirmation about #4: Graduate Admissions; was the IPE 1 (possibly) doctoral admission included in the 7 doctoral graduate students that were approved by DC last month.

   Answer: Yes

   J. Sousa asked about the EDPS 401/501 course that was proposed by the Adult Education specialization. Why was the course approved by GAC but when it was proposed at DC it was only an EDPS 501 course offering. It was clarified that only the graduate level portion of the course was approved by GAC and per the motion that was forwarded to DC.

   J. Sousa asked about the information provided in the minutes about the department’s ability to ‘influence or suggest changes to FEC’. A. Abdi indicated that from his experience on the committee that was possible.

4. Library Graduate Workshops
   K. Koch asked the committee to refer to the document provided with the meeting’s agenda and asked for feedback from staff and students about the proposed workshop offerings that would occur next Fall for graduate students. Because of staffing reductions that had occurred in the Library system across campus, one-on-one training and instruction in the proposed areas was no longer possible. Instead, it is proposed that workshops on various topics be offered to students to ensure that support of this kind was still available. It is proposed that for next year (2014/2015) the workshops would be done as pilot offerings, be offered twice – once in the day and once in the evening – to ensure that all students have access to the workshops. An evaluation of the offerings would be done at the end of the term/year. During the discussion that occurred on this, several suggestion were given by both the academic staff and student representatives on this committee. K. Koch thanked everyone for their suggestions and welcomed people to submit more as ideas occurred to them.

5. Graduate Admissions – MEd March deadline
   A. Abdi informed the committee of the following information concerning the MEd admissions for the March 1, 2014 deadline:

   Adult Education... 3
A total of 16 or 17 MEd course-based students admitted for this deadline.

A. Abdi also stated that from this list only one of the students was admitted with a GPA lower than 3.0.

D. Kapoor asked when students were expected to accept the department’s admission offering. J. White indicated that she asks for a response approximately two weeks after the letter from the department is sent out to them (electronically). She confirmed that almost all of them have now sent in a response accepting the admission.

6. **2014/2015 Graduate Admissions quota**

A. Abdi indicated that the committee needed to decide upon a graduate admissions target for the 2014/2015 academic year. He indicated that the word ‘quota’ as stated on the agenda for this item, is not really the best word to reflect the intent of the motion needed. The word ‘target’ will be used instead.

A. Abdi informed the committee that several years ago the department had decided that the student/staff ratio should be 5/1. J. White indicated that approximately 4 or 5 MEd students were asking to switch from the MEd course-based route to the MEd thesis-based route and that there was also a pending request from a MEd course-based student to switch to the PhD program. A. Abdi stated that given all of this, the department needed to decide on a target but to also remember that the 7 doctoral students already admitted for 2014/2015 would not be included in the target number for next year.

A. Abdi informed the committee that currently there were 82 doctoral students and 10 MEd thesis-based students for a total of 92 thesis-based students in the department. This number does include the 7 doctoral students admitted for 2014/2015 already. If a target of 12 thesis-based students was approved, then this number would rise to 104 thesis-based students. With this new thesis-based number total, the staff/student ratio based on approximately 20 staff members (23 minus approximately 2 for the various administrative roles some staff in the department was involved in) would still be within the department’s approved range of 5/1.

J. Sousa asked if the 2014/2015 target that needed to be decided upon was to be retroactive to include the 7 doctoral graduate students that had been admitted at the DC meeting last month. The answer is no, it was more needed for the MEd course-based students that were requesting to switch to the thesis-based route (or doctoral program – for one student) for the same academic year.

**Motion:** A. Abdi moved that for the 2014/2015, graduate admissions the target be 12 thesis-based students. Seconded by Dania. **CARRIED**

7. **Graduate Program Review**

A. Abdi indicated that the draft copy of this document had now been reviewed by GAC and DC and was now back to GAC for any more feedback that people may wish to give about the document and its contents. This item is one of two main items to be discussed at the Department Council’s Retreat on April 16, 2014.

J. Sousa asked what the agenda was for the Department Council Retreat happening the next week. A. Abdi indicated that the two main items to be discussed were 1) Graduate Program Review Report
and 2) the Department’s Graduate Courses. There was also a possibility of some discussion around graduate certificate programs.

A. Abdi indicated that there would be no ‘vote’ or final decision(s) made about the items in the Graduate Programs Review Report at the Department Council Retreat. He had requested the Chair of the department to delay this until a month later so that the department members could review and discuss anything that may come up from the Retreat prior to final decisions being made.

8. Other Business
   None

At 10:45am A. Taylor moved that the meeting adjourn. Seconded by D. Wattar.

The next meeting of the Graduate Affairs Committee will be on May 14, 2014.
GRADUATE AFFAIRS COMMITTEE
May 14, 2014
MINUTES

Attendance: Ali Abdi – Chair, Laura Servage, Jorge Sousa, Makere Stewart-Harawira, Alison Taylor, Dania Wattar, Joan White

Absent/Regrets: Neda Asadi, Rosemary Foster, Dip Kapoor, Katherine Koch, Rebecca Sockbeson

Guest: Cora Weber-Pillwax

1. Approval of Agenda
   D. Wattar moved that the agenda be approved. Seconded by J. Sousa. CARRIED

2. Approval of the April 9, 2014 Minutes
   J. Sousa moved that the minutes be approved. Seconded by D. Wattar. CARRIED

3. Business Arising from the Minutes
   None

   R. Sockbeson was unable to attend the meeting, so Cora Weber-Pillwax attended the meeting to present the course and answer any questions about it. The course was to be offered for the first time in Spring 2014 for the IPE Cohort program’s 2nd year. The course is to be a ‘leadership’ course offering and it is hoped that in the future there would be partnerships with the EDAL specialization in offering this course. The course was originally to be offered in Fall 2014 but this was changed to Spring 2014. After further discussion:

   Motion: L. Servage moved that EDPS 501: Leadership and governance in Aboriginal Schooling: Supporting Aboriginal Students, Parents, Communities be approved and offered for the first time in 2014/2015. Seconded by A. Taylor. 4 Yes, 1 No CARRIED

5. Transfer from MEd CB to MEd TB (report)
   J. White informed the committee that by the April 30, 2014 deadline 6 students had submitted proposals/requests to switch from MEd course-based to MEd thesis-based. At this time 5 of the 6 had been approved, with the 6th one pending. The 6th applicant wanted to switch both specializations as well as move from course-based to thesis-based so further deliberation was needed before a final decision on the request could be made.

6. University-wide Graduate Review Program in Preparation (for information)
   A. Abdi informed the committee that a University wide review of graduate programs would be happening in the near future, but the exact time and way the review was to be conducted was still unclear. Dr. J. McClay, Associate Dean, Graduate Studies for the Faculty of Education indicated that some of the areas that could be reviewed are 1) general structure of graduate program, 2) student numbers in program, etc.

   J. Sousa asked when the last department graduate review had been done. J. White did not know but would look up that information and give it to the committee by email after the meeting.
After the meeting J. White was able to learn that the last Graduate Review the department went through was in 2005 and after that Department Graduate Reviews (or Faculty Graduate Reviews) were discontinued. Dr. J. McClay, Associate Dean Graduate Studies, Faculty of Education stated that there will be a University-Wide graduate review but timing of this is not known neither does she know the specifics as to how this will be done and/or what information will be requested from departments. As soon as information is available the departments will be informed.

7. Graduate Program Review (motions)
A. Abdi indicated that after the Department’s Retreat in April, the Graduate Affairs Committee was tasked with approving motions to bring forward to Department Council concerning the Graduate Program in the Department. He briefly reviewed some of the feedback that had been given at the Department’s Retreat on this subject and then referred to the following motions:

Motion 1: To maintain the four specializations but move to establish research clusters to facilitate teaching and research crossover among specializations.

Motion 2: That the course approval process for the department be divided into two sections: 1) Fall term for new course proposals and 2) Winter term for Permanent course proposals, changes and related issues.

Motion 3: The graduate seminar does not become a required course but remains optional with no credits attached for now.

Motion 4: Recommend that the department’s average grade for graduate courses be an A-.

Motion 5: Decided that the department works on ways of elevating the level of communication between the department and graduate students on issues related to conference information and other items that enhance students’ overall scholarly development.

Motion 6: Agree to explore ways of connecting the department’s graduate courses to both general and professional community contexts.

J. Sousa stated that on behalf of the Adult Education specialization, they appreciated the outcome of the graduate program review and felt the motions would move the department forward towards improving the graduate program.

There was a brief discussion about distance learning/online offerings of courses in the department and the fact that compared to some departments within the Faculty or at other institutions, we were behind in offering courses in this way. A serious discussion would need to take place concerning the viability, possibility and necessity of some courses or even a program offering via distance in some form. Policy around such offerings would also need to be developed. This item will be placed on the agenda for GAC in the future.

The discussion then turned to the motions that needed to possibly be approved. It was agreed that motions 1, 3, 4, 5 and 6 would be approved together. Motion 2 would be discussed separately since there needed to be further discussion on the wording.

Motion: A. Abdi moved that Motions 1, 3, 4, 5, 6 be approved. Seconded by J. Sousa. CARRIED
J. White then discussed possible wording changes to motion 2 in light of the length of time it takes to complete the process of permanent number, calendar changes, etc. She suggested a reverse order to the process:

**Proposed Motion:** That the course approval process for the department be divided into two sections: 1) Fall term for Permanent course proposals, changes and related issues and 2) Winter term for new course proposals.

The question of what a ‘winter term’ meant was asked. J. White indicated that the committee needed to consider that when introducing new courses, timing was an issue if approved later in the Winter term (April/May). Registration for Intersession opens in February so an earlier approval timeline would help the department in scheduling courses as well as inform students early of their course options. This would then hopefully solve some of the problems around course enrollment when a course is posted late. A question about how exceptions to a strict timeline would be dealt with since there was always a possibility of this happening was asked. The possibility of a professor from outside the department being invited to teach a course could occur and notification of this possibility could come at any time. It was agreed that exceptions would be considered on a case by case basis.

After further discussion friendly changes to the original motion was voted on:

**Friendly Amended Motion:** J. Sousa moved that the course approval process for the department be divided into two sections: 1) Fall term for Permanent course proposals, changes and related issues and, 2) Winter term up to and including March’s Graduate Affairs Committee meeting for new course proposals.

Any exceptions will be considered by the Graduate Affairs Committee on a case by case basis.

Seconded by D. Wattar. CARRIED

After the friendly changes to the original motion were approved, the following motion was approved:

**Motion:** J. Sousa moved that the course approval process for the department be divided into two sections: 1) Fall term for Permanent course proposals, changes and related issues and 2) Winter term up to and including the March Graduate Affairs Committee meeting for new course proposals.

Any exceptions will be considered by the Graduate Affairs Committee on a case by case basis.

Seconded by L. Servage. CARRIED

**8. Other Business**

None

At 11:17am the meeting adjourned.

This is the last scheduled meeting for the 2013/2014 Graduate Affairs Committee.