Department Council  
Department of Educational Policy Studies  
MINUTES  
Friday, October 19, 2018  
7-152 Education North  
10:00-12:00 PM  

ATTENDEES:  
Voting Members:  
Regrets:  
H. Kanuka, K. Koch, J. Sinclair, E. Steinhauer, P. Steinhauer,  
Scribe:  
G. Johnson  

OPENING SESSION  
The Chair congratulated J. da Costa for his 25 years of service at the University of Alberta this year.  

1. Approval of the Agenda  

**Motion**: It was moved by J. da Costa and seconded by D. Hunter to approve the Agenda dated October 19, 2018  
CARRIED  

2. Approval of Minutes  

**Motion**: It was moved by I. Martyniak and seconded by A. Da Costa to approve the Minutes dated September 21, 2018.  
CARRIED  

REPORTS AND NOTICES  

3. Library Report  
K. Koch provided a report on the status of the Library that was sent to Department Council prior to the meeting. The Chair presented the report on behalf of K. Koch’s absence. The Buyer Beware: Predatory Publishing Workshop is on November 5, 2018, 3:00-4:00 pm, Coutts Library L-110. There were no comments or questions.
4. Undergraduate Program Report
N. Steinhauer provided a report on the status of the Undergraduate Program that was sent to Department Council prior to the meeting. It was emphasized that there are 2 senior staff in Undergraduate Student Services (USS); there were previously 4 senior staff positions. USS have been working on how to meet the need of students for counseling support. At the beginning of the year, students were referred to the services at SUB. There is now a graduate student intern that functions in this role. There were no comments or questions.

5. Graduate Program Report
J. Sousa provided a report on the status of the Graduate Program that was sent to Department Council prior to the meeting.

5.1 Calendar Changes

**Motion:** Move to approve that EDPS 563 Calendar Change: Education from a Sociological Perspective change to EDPS 563: Social Justice Education from a Sociological Perspective and the recommended course description. It was moved by J. Kachur and seconded by D. Hunter.  
CARRIED

A Faculty GACC will meet to review the next round of calendar changes by July 1, 2019. Specializations are encouraged to add descriptions for all courses.

5.2 EDPS 501 Course Offering

**Motion:** Move to approve a second offering in EDPS 501: Parent/Caregiver Participation in Schooling. It was moved by J. da Costa and seconded by I. Martyniak.  
CARRIED

5.3 English Language Proficiency Test Scores for Masters and Doctoral Applications

**Motion:** Move that Department Council approve the TOEFL computer-based minimum for the department at 237.  
**Motion:** Move that Department Council approve change of the MELAB minimum from 88 to 85.  
**Motion:** Move that Department Council approve the change of the IELTS minimum and overall from 6.5 to 7.0.  
Nine members were in favor, 4 members were opposed, 6 members abstained.  
CARRIED

J. Sousa added that the wording in the calendar changes are to be reviewed again.

5.4 Update on EDPS 900 Directed Research Project

The capping exercises are in PDF files and located in Google Team Drive. We are currently in the process of developing a system that will allow academic staff and students the ability to access these documents for reference. The signature page and library release form now allow instructors
to add their digital signature or a signed scanned version. Both forms are required to be submitted to J. White, Program Administrator. Please provide any feedback over time.

5.5  **Integrate Teaching into Mentorship of Doctoral Students**

Department Council was asked to discuss if there was a need for a department strategy for teaching and mentorship. J. Sousa previously spoke with S. Carpenter and she agreed to lead an ad hoc working group, if approved by council.

R. Wimmer and L. Shultz expressed a willingness to be part of the working group. EPSGSA also indicated they would like to include one student representative.

Members asked the working group to take into account:

- Funding options available with the department (or across the University). Consider whether this could be part of how we fund our doctoral students.
- The various agreements that may be impacted from this initiative (or vice versa); and
- Consider what impact this initiative might have on assignment of faculty workload.

**Motion:** Move to establish a working group to propose a department strategy for teaching and mentorship of Doctoral Students and to report with a proposal to Department Council by March 2019 Meeting. The motion was approved unanimously. **CARRIED**

6.   **Chair’s Report**

L. Prochner presented the Chair’s Report including:

6.1  **Course cancellations and course scheduling**

Six courses in winter term were cancelled quickly due to low enrolment. In the future, instructors, advisors and students will receive at least 1 month notice prior to enrolment review in late September for winter courses. This will provide an opportunity for instructors to advertise their course. Making a decision to cancel a course in early October, gives students time to register in alternate courses and instructor’s time to prepare for an alternate teaching assignment. This also means we can do more accurate planning for part-time instructor contracts. Over the past few years, we frequently cancelled low-enrolment graduate courses, but never to this extent. Cancelling courses on this scale shows that our course rotation and scheduling is not working. Our aim is to provide students with a conflict-free pathway to complete their program. Students need a predictable course schedule. As a strategy to achieve this, we will review non-compulsory courses proposed for 2019-20 to ensure that it corresponds with anticipated enrolment capacity. Our aim is not to develop an elaborate protocol for cancelling courses but to plan differently to eliminate course cancellations as far as possible.

6.2  **Space**

Facilities & Operations has prioritized renovation of the department’s conference room as part of its asbestos management program. The work will begin November 8, 2018 and continue until at least the Christmas break.
New Business

7. Graduate Student Funding and Teaching Opportunities

J. Kachur asked for clarification if the discussion of graduate student funding and teaching opportunities is at Department Council or should there be a structure of a committee.

The Chair clarified that Department Council is the place to have these discussions.

Discussion included:

- There are ongoing concerns regarding the strategy taking the next steps from the discussion at the Retreat in May.
- Decisions made by administration support the core of the department in decision-making channels.
- There was frustration from the students at the Faculty Retreat. We are still talking about collecting information instead of moving forward.
- Request for a separate faculty meeting that considers the new budget module to discuss the issue of graduate student funding.
- It has been priority to fund GRAs over GTAs, which was a department decision that moved the department in a particular way.
- The Graduate Affairs Committee could strategize and bring back to Department Council with a proposal.
- The department of Secondary Education has a different funding – 8 graduate students funding and how they are funded.

J. Sousa reminded members of Department Council that graduate funding is not discussed at the Graduate Affairs Committee because it is outside the terms of reference of the committee. According to the current terms of reference, the academic considerations of the graduate program is the primary focus of the Graduate Affairs Committee. J. Sousa stated that the terms of reference could be changed, but needs to be proposed by members of the Graduate Affairs Committee, and ultimately approved at department council.

J. Sousa described the process and conditions practiced in The Department of Secondary Education, and noted that a fundamental difference is that The Department of Secondary Education has a greater presence in the undergraduate program. J. Sousa met with the acting chair of The Department of Secondary Education for clarification of their guaranteed funding. The Department of Secondary Education have a guaranteed funding package for 2 or 3 students per year, and the funding lasts for up to 2 years. A significant portion of the funding package is the expectation that the individual will teach in the undergraduate program, either as the primary instructor or as a GTA.

CLOSING SESSION
8. **Adjournment**

The Chair adjourned the meeting at 12:05 pm.