Department Council Minutes  
September 20, 2019  
10:00-12:00 pm, 7-152 Education North

Present: L. Prochner (Chair), I. Martyniak (Assistant Chair), J. Sousa (Associate Chair, Graduate), N. Steinhauer (Associate Chair, Undergraduate)  

Regrets: D. Kapoor, P. Steinhauer, B. Stelmach, M. Stewart-Harawira

Minutes G. Johnson  
Recorder:

Administration Support Team Responsibilities

1. **Meeting Called to Order (1004)**  
L. Prochner read the Acknowledgement Traditional Territory. “The department of Educational Policy Studies respectfully acknowledges that we are located on Treaty 6 territory, traditional lands of First Nations and Métis people.”

2. **Introductions (1006)**  
Round table introductions of Chair, Assistant Chair, Academic Faculty and Support Staff.  
L. Prochner informed the undergraduate representative is not here at this meeting.

3. **Approval of Agenda dated September 20, 2019 (1012)**  
Revision to move #5. Information for Council Members after #4.  
**Motion:** It was moved by J. Anuik, seconded by D. Da Costa that the agenda be approved after revision. All in favor.

4. **Approval of Minutes dated April 12, 2019 (1014)**  
**Motion:** It was moved by J. Sousa, seconded by J. Da Costa that the minutes be approved.

5. **Business Arising (1015)**  
There was no business arising to report.
REPORTS AND NOTICES

6. **Library Report (1016)**
   C. Gareau-Brennan has accepted a tenure-track library position for the Bibliothèque Saint-Jean, at the Campus Saint Jean starting September 15, 2019. The library will continue to serve the department as she transitions between both libraries for the Fall 2019 Term. Any previous commitments continue to be booked. Two new Librarians at the Coutts Library are Gabrielle LaMontage and Alissa Droog. The library main contact is 780-492-3770 or educref@ualberta.ca

7. **Undergraduate Studies Coordinator Report presented by N. Steinhauer. Discussion included:** (1022)
   **Motion:** It was moved by N. Steinhauer, seconded by J. Anuik to support the calendar change of EDPS 445 from Issues in Middle Years Education to Contemporary Topics in Middle Years Education. All in favour.

8. **Graduate Program Report presented by J. Sousa. Discussion included:** (1025)

   8.1 Registration for Open Studies Students - Instructor Permission
   **Motion:** Move that the Department Council approve that Open Studies registration requires instructor approval following Graduate Administrator recommendation effective immediately.

   Amendment to Motion
   **Motion:** It was moved by L. Shultz, seconded by J. Sousa to amend the motion on the floor and change the word “recommendation” to “assessment”.
   4-In Favour, 5-Opposed, 5-Abstained. Motion Defeated

   **Motion:** Move that the Department Council approve that Open Studies registration requires instructor approval following Graduate Administrator recommendation effective immediately.
   All in Favour, 1 Opposed.

   8.2 Impact of Raising Enrollment Caps on Graduate Courses. Discussion included:
   ● Course cap was raised on anticipated enrollment with smaller number of offerings
   ● Maintain minimum enrollment to 8
   ● Average 12.5 students in courses

   J. Sousa will take the conversation back to GAC and report back to department council.

9. **EPSGA’s Report presented by C. Karsgaard. Discussion included:** (1033)
   ● Thanked academic faculty members who participated in student events
   ● Requested the locks in Room 7-133A Education North (EPSGSA Office) be reset to 9:00-4:00 pm weekdays so faculty can access the student area. Last year the doors remained locked on the recommendation of the University of Alberta Protective Services. I Martyniak will arrange for a doorstop for use during the day.
   ● A question was raised regarding kitchen and lounge facilities for graduate students. L. Prochner clarified that alternatives to the department kitchen were arranged after the mailroom/workroom was locked for security reasons. I. Martyniak detailed that when this
occurred in 2018-19 the lounge space was refurbished to include a refrigerator, water cooler, couches, desks, computers and free printing, with access to a sink in room 7-152.

10. **Assistant Chair’s Report presented by I. Martyniak: (1137)**
    Each administrative support staff member introduced themselves to the committee.

    A list of the staff and responsibilities were outlined on a yellow document and will be distributed in each department member’s mailbox. I. Martyniak thanked J. Anuik for his suggestion from the Faculty Retreat.

11. **Chair’s Report presented by L. Prochner (1138)**
    - The Research and Scholarship Committee requires 2 academic faculty members. Please send your nomination or self-nomination to Larry Prochner or Gail Johnson.
    - New Budget Model Implementation: A working group including the Dean, Vice-Dean, Assistant Dean, and our department’s Assistant Chair; Izabela Martyniak has been formed to plan for the New Budget Model implementation. This will have an impact on post-secondary institutions. Academic faculty were encouraged to think of ideas such as efficiency, duplication, services, encouragement, revenue generator, etc.
    - Starting Sept. 12, 2019, and for the next 3 weeks, Academic Faculty can make appointments through Ed Tech for updated headshots for professor profiles, faculty website and media.
    - Register to attend the ATEP Orange Shirt Day and purchase an ATEP Orange Shirt on Sept. 27, 2019.
    - Please attend the First Annual Faculty of Education’s First Annual Orange Shirt Day Photo outside of Education North Building on Sept. 30, 2019, 1215 pm.
    - Join us to celebrate Dr. Jerrold Kachur’s career and retirement in the on Oct 18, 2019, 1145 am, in the staff kitchen
    - Plan to attend the Faculty of Education Fall Convocation on Nov. 20, 2019, 10:00 am

12. **Adjournment (1148)**
    **Motion:** It was moved by I. Martyniak, seconded by J. Sousa that the Department Council meeting be adjourned.