DEPARTMENT OF EDUCATIONAL POLICY STUDIES

Department Council September 16, 2016

MINUTES


L. Prochner explained that the Department Council was moved to 3-119 Education North so that all members of the committee, who attended, could be at the table and not seated on the sides of the room. Introductions were made around the room. L. Prochner indicated that a clicker system would be used for voting, but unfortunately was not available for today’s meeting. He wished to create a safe place for committee members to talk, etc.

1. Approval of Agenda
   It was moved by D. Kapoor, seconded by J. Anuik, that the Agenda be approved.
   CARRIED

2. Approval of April 27, 2016 Minutes
   M. Hawks asked why the minutes stated there would be a Department Council meeting in May, since there was not. J. White explained that at the end of April’s meeting, the next meeting (May) was planned and then later cancelled. The minutes reflect what occurred at the April meeting, and there are notes in the 2015/2016 Department Council binder containing the year’s minutes that indicate the May 2016 meeting was cancelled.
   It was moved by J. Anuik, seconded by D. Da Costa, that the Minutes of April 27, 2016 be approved.
   CARRIED

3. Business Arising
   3.1 Green Spaces: M. Stewart-Harawira stated that the U of A Office of Sustainability website now provides certification for Green Space offices across campus. Information on this will be distributed for all council members to read prior to the October 2016 meeting. Motion on this item for the October 2016 meeting.
   3.2 Recording of Dept. Council and all Dept. Council Sub-Committee Meetings: On behalf of J. da Costa who was unable to attend the meeting J. Anuik read a proposed motion that will be brought forward to Department Council at the next meeting.
   Proposed Motion: That members of Department Council (or any of its subcommittees) be notified at the beginning of any meeting of any digital or analogue recording being made.

4. New Business
   None
5. **Library Report**

K. Koch sent her regrets but asked that the department be aware of:

- Library workshops coming up, some very useful for graduate students in Ed Policy Studies
- All copies of required textbooks available in the library reserve rooms
- A reminder to request request resources we do not own here. You can choose to be notified when it arrives.
- Please extend an invitation to our upcoming book clubs. Note copy of the book is now available electronically.

6. **Undergraduate Program Report and Notices**

S. Carr-Stewart presented the Undergraduate Program Report:

- EDPS 410: the instruction of this course for this year consists of 11 sections, with 9 being instructed by department academic staff and two being instructed by sessional staff; one of the sections of 410 is an online offering.
- The overall enrollment in the course is down from last year from 358 to 326.
- It is also noted that some students that are enrolled in this course are in their 1st or 2nd year of their BEd program, which is an issue.
- All sections are offered two days a week for 80 minutes each.
- The main text for the course is the same as last year; supplemented by *The Ethics of Teaching* by Strike & Soltis (2009). Additional sources were also being used by individual professors.
- Other departments were not offering non-required courses and fewer students were choosing EDPS courses for electives.
- How does the department attract students to their courses? Would a possible certificate option in the various specializations be one way to attack students?

Discussion on this occurred with the following points being mentioned:

- One possible reason for the low enrollments is that the department’s courses were now considered electives in the U of A’s BEd program rather than required, e.g., EDPS 360 used to be required but is now an elective and the enrollment has decreased by half.
- Need to have the electives in the department reviewed and the problem that is arising possibly addressed by UAAC
- L. Prochnor indicated that there was no scheduled review in the near future for the undergraduate program which has now been implemented but he could confirm that Secondary Education's enrollments were slightly down and Educational Psychology’s enrollments were slightly up.
- It was felt that the history of how the department had and was contributing to the BEd program was important and should always be considered when discussions arose about the undergraduate program. As well, it appeared that now in the new undergraduate program, that other departments were offering more core courses and less electives, which could be causing the problem our department was seeing in the elective courses.
- Department possibly needs to submit a statement to UAAC about what appears to be happening to student enrolments in the department’s elective undergraduate courses. And to include that in the past, the undergraduate courses offered by the department were not always electives.
- It was felt that this time needed further discussion and possibly not in a Department Council setting.

7. Graduate Program Report and Notices
E. Steinhauer informed Council that between 2012 – 2015 there had been a 34% decrease in MEd admissions and 30% decrease of doctoral admissions. For the MEd program, there had been a few cohort groups admitted, which would increase admissions but overall there has been a steady decrease in admissions. Presently there are 160 graduate students down from 197 last year.

There is a need for the department to recruit graduate students and the academic staff need to be involved. Unfortunately, there is currently no budget for this.

Awards: Faculty of Education awards FGSR deadline was August 31 and the Department Specific Awards FGSR deadline is October 1. She thanks all who had completed reference letters for both award competitions.

Discussion about awards:
- Question: why the awards decisions were being made by a committee rather than all academic staff being involved in the decision?
- The department needed to decide on 1) who we are; 2) what we do; 3) how we would like to advertise our programs. This would then possibly help with graduate student recruitment, course enrollment, etc.
- Over the years the financial stress on students has increased along with the competition to obtain funding, but awards and assistantships. Students are now only allowed to be assigned a max of 12 hours in assistantship funding in a given term.
- Other avenues of funding was needing to be obtained in order to help students with their financial burden, which, in turn, will help them complete their programs in a timely manner.
- Faculty research grants had also decreased over the years also affecting the students opportunity for funding.
- Question: was there a quota for the Queen Elizabeth II awards? If not, why were not more students nominated for that award?

8. Educational Policy Studies Graduate Students' Association
S. Cortez gave the EPSGSA report:
- The EPSGSA met the day before and student reps had been selected for some of the department committees. They were currently working to fill the remaining student rep positions.
- The EPSGSA executive committee are:
  Rochelle Starr – President
  Kelsey Reed – Vice-President
  Sarah Cortez – Secretary
  Benjamin Deng – Treasurer
9. Chair's Report

L. Prochner opened his report by indicating that due to the fact that he is an Interim Chair for a year, the goals that he had set for himself for the year are different from what a Chair would normally have.

Goals:
A) Building the Team: since he started on July 1, 2016, he has been actively working to build the department administrative team. Over the past couple of months two people had been hired: Gail Johnson is now the Executive Assistant and Izabela Martyniak is now the Assistant Chair.

B) Erin Thompson's contract, who had been on contract to work in the department office, was not renewed. He and Izabela will be working to review workload of the office support staff to determine if another position was needed.

In order to keep email history intact after office staff member leaves, a new email address had been created for the executive assistant: epsea@ualberta.ca.

C) Workplace Culture: over the summer there was a Department review. It was now completed and the results will be shared with the department later this month. Recommendations would also be talked about. The plan is to work with the Faculty of Education Dean and the department to start on department renewal.

D) Graduate Recruitment: he reported that he had to cancel about 1/4 of the 16 scheduled graduate courses. The class average was 8.6 with two courses less than 5. For the Winter term he will be reviewing the class enrollments and will be cancelling any courses that have an enrollment less than 5. The need for recruitment of students is evident by the low enrollment.

He confirmed that the department was responsible for the advertising of a course and/or recruitment of students. The teacher's conventions that were held every year was one avenue that the department could recruit students, but with the different specializations in the department, other avenues to recruit needed to be explored.

E) Undergraduate Electives: this item needs further discussion and not at a department council meeting. But one possibility would be to explore having EDPS 360 become a required course in the undergraduate program again.

F) Budget – Faculty Council: as in the past, revenue generation was to continue to be an item that the department needed to discuss and pursue. Teaching releases for academic staff was one area that may be reviewed. Currently the department offers 55 courses with 21 staff.

G) Faculty Renewal: further to the announcement made by the Dean, there are 4 new ATEP positions and 5 new academic staff across the faculty as part of the the plan for faculty renewal. Due to the issues that the department was currently facing, he had asked the Dean to place the hiring of the department's new academic staff member on 'hold' until some of the issues the department was facing had been addressed.
Discussion:
- How does the budget work when it comes to funding academic staff positions? How does the number of full-time graduate students relate to the amount of funding received by the department?
  - I. Martyniak will be presenting how funding to the department is allocated by the U of A to Department Council at a future meeting.

10. Announcements
L. Prochner announced that over the summer several students in the department had received the Queen Elizabeth II Graduate Scholarship (MEd and Doctoral) and one had received a SSHRC Doctoral Fellowship. Congratulations to all of the award winners.

Next Department Council Meeting will be October 21, 2016.
MINUTES
Department Council Committee
Department of Educational Policy Studies

October 21, 2016. 10:00-12:00 pm, 3-117 Ed North


Regrets: D. Da Costa, J. Kelly, K. Koch, L. Shultz, R. Sockbeson, N. Steinhauer, A. Sumaru, K. Wells

Guests: L. Houle, G. Johnson, R. Veldkamp-Nyman, M. Walesiak

Scribe: J. White

Note: For this Department Council meeting an electric voting system was utilized for motions.

1. Department Chair appointment process – R. Wimmer, Interim Dean
R. Wimmer talked to the council about the process that would be followed in selecting a new chair for the department. The chair selection will be an open application process with applications being accepted from both internal and external the University of Alberta. But if an external applicant is hired for the position, one new academic position would be utilized for the chair position. The advertisement of the position will be posted soon and communication will be emailed to the department concerning membership on the chair’s selection committee; the membership will follow the requirements stated in UAPPOL. The position will be advertised until the end of January 2017 with the goal to have the person hired by the end of April 2016.

2. Social Sciences and Humanities Research Council of Canada (SSHRC) Financial Review – M. Walesiak, Associate Director of Research Services Office (RSO)
M. Walesiak was not able to come to the meeting until 11:00 am so this presentation was later in the meeting but listed as 2nd on the agenda.

M. Walesiak presented a report on the audit process that will be occurring called the Tri-Agency Financial Monitoring Review.
- The review is to decide if the U of A obtains a ‘Good’ or ‘Bad’ rating.
- The RSO will be informed of what documentation needs to be submitted and then asking departments for that information as well. A delay in receiving the documentation will be considered non-compliance and questioned.
- Individual staff may also be contacted by the Tri-Agency reviewers about expenses, asking for clarification.
- The U of A was rated as ‘Good’ in the last review in 2010.
- The RSO will be meeting remotely with the Tri-Agency next week. The bulk of the work will be completed in November/December.
- M. Walesiak will email his slide presentation to the EPS EA for distribution to the Department Council Committee

3. Approval of Agenda Dated October 21, 2016
L. Prochner added two items to the agenda after item #10. They are Report of the Social Committee and the Report of the Research & Scholarship Committee.
Motion: It was moved by J. Anuik, seconded by J. da Costa, that the revised Agenda be approved. CARRIED

4. Approval of Minutes dated September 16, 2016
Motion: It was moved by B. Stelmach, seconded by D. Hunter, that the September 16, 2016 minutes be approved. CARRIED

5. Business Arising
The motion concerning Green Spaces certification in the department as part of the University of Alberta Sustainability program would be delayed as further information needed to be obtained.

6. New Business
Motion: J. da Costa moved that members of Department Council (or any of its sub-committee) be notified at the beginning of any meeting of any digital or analogue recording being made, seconded by J. Anuik.

Discussion proceeded.
- GFC does not currently have any policy about digital or analogue recordings at meetings. Question: why had GFC not discussed this and made a decision?
- This motion was not to prevent recording at a meeting but to inform those present at the meeting that a recording was happening. Question: if someone did not wish to be recorded? Answer: They could leave the meeting.
- Question: how were digital or analogue recordings different from written minutes of a meeting? Answer: digital or analogue recordings record the person talking but minutes are an interpretation of what was stated at a meeting.
- Question: Does this motion contradict the ‘duty to accommodate’ policy of the U of A? Would not informing that a recording was to take place require a person to ‘bring attend’ to themselves and/or their circumstances? Answer: It was felt that the motion did not contradict the ‘duty to accommodate’ as it was only to inform people and not restrict the possibility of recording.
- Canadian Federal law indicates that only one party consent is required for a meeting to be recorded.

Motion: J. Sousa moved that the motion be tabled until the December 2016 Department Council meeting so that further information about the possible policy is obtained, seconded by D. Lorenz. CARRIED

A representative from Student Accessibility Services will be contacted about coming to Department Council to talk about the possible Department Council policy and if it would be contradictory to current U of A policies.

GFC would also be asked as to why a policy on recording at meetings had not yet been discussed decided upon.

K. Koch was unable to attend the meeting but submitted a report.
- Education related statistics from the 2016 Census will be released November 29, 2016.
- A 2016 Census Teacher’s Kit is on the census website.
- The Herbert T. Coutts Library is now lending out laptops for students
- There is now a library guide to the subject ‘residential schools’ on the general libraries website
- J. Anuik informed the council that the On The Same Page (OTSP) project involves students, staff, and faculty reading a common book. In the spring and summer preceding an academic year, staff voted on a shortlist of books selected by members of the Herbert T. Coutts Library (Education & Physical Education) Advisory Committee. This year’s book is The Inconvenient Indian: A Curious Account of Native People in North America (2012) by Thomas King. This book is for the 2015-17 academic years. The committee decided to have one book for two academic years.

8. Undergraduate Program Report and Notices – S. Carr-Stewart
EDPS 416 course that K. Wells is proposing to offer is currently being reviewed by the UAAC and should be approved by next month.
S. Carr-Stewart will be meeting with Bill Dunn, member of UAAC, to discuss the department’s EDPS 410 and general elective courses and their low enrollment.

It has been noted from the University of Alberta 2016/2017 Calendar, BEd program, that under Fall Term: Course Requirements the Open Options appears to emphasize Elementary Education general electives. But in the Winter Term: Course Requirements, the Open Option states “education coursework recommended” which covers all courses across the faculty.

**Motion:** Sheila Carr-Stewart moved that in the U of A Calendar the following wording be changed:

*From:* Fall Course: Course Requirements
  - Open Option (*6) [3 EDAL (300-Level) Recommended]

*To:* Fall Course: Course Requirements
  - Open Option (*6) [Education Coursework Recommended]

Seconded by J. Sousa.

This change will hopefully inform students of more course options for their program.

Concerns:
- Would this change result in UAAC believing that the issue(s) our department has with the new BEd program was now solved?
- Was EDPS 360 discussed or included in the discussion of about the Open Option change?
- S. Carr-Stewart indicated that the other departments now have more required courses and less general electives in the BEd program which was resulting in less room for general electives.
- S. Carr-Stewart felt that a small step needed to be made to help the department’s undergraduate enrollment and that the issue with EDPS 360 could be taking up again after this change has been completed.
- The department needs to do more than “just make students aware” of the elective courses in the department.
- The concern about the department’s presence or involvement in the BEd program started back when the new BEd program was being discussed. The new members of the department were not aware of the history and possibly a meeting to discuss the history of the new program and how it was now effecting the department’s undergraduate enrollment should occur.

Department Council then voted on the above motion. CARRIED

J. Sousa informed Department Council that UAAC were going to revisit the decisions made by the electives group when the new BEd program was being drafted. The review was not to change but rather to monitor what had been agreed upon.

9. **Graduate Program Report and Notices – E. Steinhauer**

E. Steinhauer informed Council that a department recruitment strategy needs to be developed but a few questions needed to be answered first:
- What is the department’s enrollment target?
- Should there be specific area of targeted for recruitment or all areas in the department?
- What is the department’s mandate and vision? Should they be revised?

E. Steinhauer indicated she talked to L. Prochner and I. Martyniak about updating the department website to help prompt the department and the graduate program. Other social media options should also be considered to do the same, but one concern with social media options is the lack of resources to manage them. A. Da Costa suggested that the management of this be done by the EPS Social Committee and the update be once a week, rather than every day. R. Starr indicated that the GSA would like to be involved.
The department needs to explore ideas of how to help students, specifically international students, financially. L. Shultz from the International Office will be asked to talk to the Department Council to start the conversation about the concerns international students have and the funding issues that they face.

The GAAC has recommended that departments start to announce the successful completion of student milestones on the department website, i.e. Candidacy and/or Final Oral completion.

10. Educational Policy Studies Graduate Students’ Association – R. Starr
R. Starr indicated that last year Department Council agreed to have a commitment to the TRC and presence on Treaty 6 land on the department website, but has not been done. J. White will work with I. Martyniak and L. Prochner to get this done.

EPSGSA asked if award competitions with deadline dates can be listed on the department website.

EPSGSA will be working on creating a ‘community’ within the department, to include all members of the department. R. Starr thanked E. Steinhauer for working on creating a graduate student space on the 7th floor of the department.

EPSGSA are also working to make their meetings more accessible to all students in the department, which included students attending by Skype.

11. Social Committee Report
D. Hunter informed there will be a Spectacular Snacks Luncheon for the department on October 31, 2016 and information will be sent to the department next week.

12. Research and Scholarship Report
S. Carpenter reminded council that B. Stelmach will be presenting “Writing an Effective Literature Review” session on October 31, 2016, 1:00 pm and everyone is welcome to attend.

In November there will be a REMO Workshop (research ethics) and on April 14, 2017 there will be a workshop on preparing scholarship/award projects.

The Department’s Research Day will be March 16, 2017 from 2:00 – 5:00pm on the 4th Floor lounge. This event will be simpler in structure but students will still have the opportunity to display their posters but there will only one keynote speaker.

13. Chair’s Report – L. Prochner
L. Prochner reported:
- The IPE specialization in the department is celebrating 20 years in 2016. The Faculty of Education communication manager and U of A Central Communication Office is working to profile the story for the Faculty website and U of A magazine. A department celebration might also occur.

14. Discussion of Department Review
L. Prochner opened the discussion indicating he will be proceeding with the recommendations given in the Department Review report. There would be a meeting on October 26, 2016 to discuss the department report/debrief and then three vision planning meetings starting on November 4, 2016. Further information will be emailed to faculty, staff and students.

Questions/Comments:
- Why were we only given a summary of the report and not the whole report? Answer: one possible reason is the fact that the full report has descriptions and links to identifiable individuals in the department. That information was eliminated from the summary.
- How can the department proceed on the recommendations if they were not able to see the full report?
- Who has the full report? Answer: The reviewer, Faculty of Education Interim Dean Wimmer and probably the University of Alberta Provost.
- The report did not address the power/privilege issues that occurred prior to the review commencing, why? How could the department move forward if dealing with the issue that arose and then allowing the department to heal is not allowed to happen?
- Interim Dean Wimmer indicated at the department meeting on October 7th that reconfiguring the department would not happen while he was Interim Dean of the Faculty but that discussion on the possibility and how it could happen could proceed.
- Ethical and power relationships issues that arise in the department, what are the procedures that can be following to address those issues?
- Was there a possibility of the department faculty only having a meeting to discuss the department review?

15. Other Business (added agenda item later in the meeting):
J. Sousa asked if “Specialization Report” could be a standing agenda item on future Department Council agendas. This could then give specializations the opportunity to inform the council what was occurring in their area. This was agreed.

J. Sousa then informed Council that the ACHE specialization was organizing a gathering of students and faculty in their area to develop a community of learners across the specialization and to better understand ongoing needs. This first ACHE event will be held October 26, 2016.

Meeting adjourned 12:05 pm

Next Meeting
November 18, 2016, 10:00 am, Council Chambers, University Hall
MINUTES
Department Council Committee
Department of Educational Policy Studies

November 18, 2016. 10:00-12:00 pm,
Council Chambers, University Hall


Regrets: J. Kachur, D. Kapoor, J. Kelly, A. Sumaru

Guests: K. Achaibar-Morrison, H. Young-Leslie

Note: For this Department Council meeting an electronic voting system was utilized for the motions.

1. **U of A’s Grant Assistant Program – Heather Young-Leslie**

   H. Young-Leslie informed the committee that help is available to mentor people through the **U of A’s Grant Assistant Program** application process and also support to help people with the writing portion of the award application. The website offers assistance and includes creating a Canadian Common CV and access to professional award editors - [http://www.rso.ualberta.ca/en/Applying/GrantAssistProgram.aspx](http://www.rso.ualberta.ca/en/Applying/GrantAssistProgram.aspx).

   H. Young-Leslie reminded everyone that there is a SSHRC Insight Development Grant competition; internal peer reviewer deadline December 7, 2016; SSHRC deadline, February 3, 2017. There will be an Insight Development Grant Intensive Workshop on November 30, 2016 for half a day. There is also bridge funding available for PIs on SSHRC applications. The funding is to help improve those grant applications that were not successful in the first competition.

2. **International Students: Rights, Responsibilities and Resources - K. Achaibar-Morrison & L. Shultz**

   L. Shultz talked about the role of the International Office in the Faculty of Education. K. Achaibar-Morrison outlined the various resources provided by the University of Alberta International (UAI) office on campus. There are two general orientations available to students in September and January. Also information regarding student visa, registration, cost of living, living arrangements/climate, fees, etc. is emailed to new international students as soon as they are admitted and before they come to Canada. Staff is encouraged to inform international students to contact UAI early if they have any questions that can’t be answered by the office.

3. **Approval of Agenda dated November 18, 2016**

   L. Prochner corrected the Heather Young-Leslie’s name on the agenda.

4. **Approval of Minutes dated October 21, 2016**

   T. Pillay asked that the following wording be added as another point to item #6: Canadian Federal law indicates that only one party consent is required for a meeting to be recorded.

   **Motion**: It was moved by D. Lorenz, seconded by S. Carr-Stewart, that the revised October 21, 2016 minutes be approved. **CARRIED**

5. **Business Arising**

   L. Prochner is continuing to work on obtaining information about the motion concerning audio recording at meetings and is planning to share this information at a future meeting when it is received.
6. New Business
None

- The Library hired a new Strategic Communications Manager to improve communication of all of our activities and resources to the University community.
- Reminder of many useful free library workshops and training: https://web.library.ualberta.ca/studenttraining/
- The spaces at the Coutts Library are improving. There were 25% more users through the gate in September 2016 than in September 2015.
- Online chat use is growing. There were 2.5 more chats in September 2016 than September 2015.
- K. Koch and your departmental liaison librarian are available to answer your questions and comments regarding library services.

8. Undergraduate Program Report and Notices – S. Carr-Stewart
- UAAC approved EDPS 415: Sexuality, Gender & Culture in Education
- UAAC will be discussing EDPS 410 in January 2017
- Roberta Jamieson, guest speaker, November 27/28, 2017; talk about Indigenous Education.
- If you are interested in the UAAC Handbook, contact the department’s UAAC Representative or the Associate Chair, Undergraduate.

9. Graduate Program Report and Notices – E. Steinhauer
The following motions were each approved individually:

Motion: EDPS 560: Philosophies, Theories and Methods of Teaching and Learning in Adult and Higher Education; E. Steinhauer moved that the proposed calendar description change be approved for EDPS 560. Seconded by J. Sousa. CARRIED

Motion: EDPS 561: Design and Development of Learning, Teaching and Assessment in Adult and Higher Education; E. Steinhauer moved that the proposed calendar description change be approved for EDPS 561. Seconded by J. Sousa. CARRIED

Motion: EDPS 585; E. Steinhauer moved that the change to the title for the course and the addition of a calendar description be approved for EDPS 585. Seconded by J. Sousa. CARRIED
The proposed new title for the course is: Assessing Needs and Program Planning in Adult and Community Education.

Motion: E. Steinhauer moved that EDPS 501: Popular Education: Theory & Method course be approved to be offered a maximum of two times. Seconded by J. Sousa. CARRIED

Motion: E. Steinhauer moved that EDPS 501 Feminist Theories and Epistemologies course be approved to be offered a maximum of two times. Seconded by S. Carpenter. CARRIED

10. Educational Policy Studies Graduate Students’ Association – R. Starr
(The notes that follow are based on R. Starr’s verbal report). The first three items will be submitted to GAAC for approval.

- Student representation had been removed from committees and they no longer had access to their department student listserv.
- EPSGSA be advised of any item that directly relates to them prior to a department council meeting.
- Inquired how the motion concerning ‘recording at meeting’ come about.
- J. da Costa informed the council that student representation on committees is important and had been in place since a former Chair, S. Norris, implemented it, but they were non-voting members at that time and it
is unclear as to when that changed to them becoming voting members. The motion that is currently being reviewed came about when it was discovered at a previous Department Council meeting that a recording of the meeting was happening but the council members had not been informed prior to the meeting commencing.

- K. Wells asked that the committee membership that includes students be reinstated and the student’s listserv be open for them to access during the time that L. Prochner is looking into the issue concerning student representation on committees, etc.

11. Chair’s Report – L. Prochner
L. Prochner presented a report:
- We will continue our consideration of a department vision and charter at a dedicated retreat with a professional facilitator in Spring 2017.
- The process for developing signature areas (an objective of the university's Institutional Strategic Plan - For the Public Good) is outlined on the UofA website: https://www.ualberta.ca/strategic-plan/institutional-priorities/signature-areas-development
- All members of the university community are invited to submit a proposal with a deadline of January 28. As well, the dean is meeting with chairs later in November to discuss a Faculty-led signature area.
- University of Alberta Facilities is undertaking a renovation of the department office. Staff have been relocated for the duration of the work, which will continue into the winter term.

12. Specialization Report
None

13. Announcements
None

Other Business (added to Agenda):
M. Stewart-Harawira asked why a full report of the Department Review could not be given to department members. L. Prochner replied that the decision was made to ensure anonymity of participants.

J. Sinclair informed that the November 23 convocation was a special day for IPE with 5 students convocating.

S. Carr-Stewart indicated that the Halloween event for the Social Club was successful and that there would be a holiday luncheon at the Faculty Club on December 1, 2016. Everyone will be invited and need to RSVP to Karen Kutyn.

Meeting adjourned 12:00 pm.

Next Meeting
January 20, 2017, 10:00 am, Council Chambers, University Hall
MINUTES
Department Council Committee Meeting
DEPARTMENT OF EDUCATIONAL POLICY STUDIES
February 17, 2017, 10:00-12:00 pm, 3-119 Education North


Guests: Dr. Bill Dunn, Dr. Adam Kemezis, Linda Wagner

1. **AASUA Bargaining Consultation**
   Before the Department Council meeting started, Dr. Adam Kemezis talked about the upcoming AASUA bargaining that will happen over the next year. Because the University now has the ‘right to strike’ if necessary, the association now has more autonomy and the scope of the bargaining had now expanded. The AASUA bargaining can effect: salary, EFC Evaluation process, job security (reorganization), academic freedom (incl. intellectual property), benefits, equity, etc.

   The Consultation process over the next few months will be as follows:
   - Department Meeting (January-February 2017)
   - Member Forum (February 8, 2017)
   - Town Hall Events (Late February-March 2017)
   - Online Surveys (April 2017)
   - Web Forums (IGLOO) coming soon - email will be sent out about this

   Dr. Kemezis encouraged AASUA members to participate in this bargaining process. Items brought to the attention of the AASUA executive will create the Bargaining Agenda. Members can contact any of the following: Dr. Adam Kemezis, AFC Chair, Dr. Carolyn Sale, AASUA President, Dr. Rachel Milner, AASUA Vice-President.

2. **Program Renewal for the Sec. Ed. & Elem. Ed. Education Program**
   Dr. Bill Dunn indicated the new BEd program had been in effect for approximately 4-5 years, therefore a brief review of it might happen (not yet confirmed if a review will occur) to address issues that had arisen since its implementation. He is here today to hear what possible issues the department needed to address and how the department could possibly contribute more to the BEd program.

   One issue is EDPS 360 Course is now an option but was previously a required course. Registration in the course has dropped since it became an option, which is a concern for the department. Also the amount of guaranteed credit space that the department has been assigned (appears to be decreasing) in the BEd program. Department Council felt that the department is undervalued by the other departments in the Faculty of Education.

   L. Prochner indicated that due to time further discussion on the item was not possible and suggested that it continue in a different format for a full discussion to occur. He indicated
that a full discussion on this would allow Department Council to draft up a plan to address
the department’s participation in the BEd program.

3. **Approval of Agenda Dated February 17, 2017**
   **Motion:** It was moved by J. Sousa, seconded by J. da Costa, that the Agenda be approved.
   **CARRIED**

4. **Approval of Minutes dated November 18, 2016**
   **Motion:** It was moved by J. da Costa, seconded by D. Hunter, that the November 18, 2017
   minutes be approved.
   **CARRIED**

5. **Business Arising**
   C Weber-Pillwax presented an email from J. Kelly who was unable to attend today. This item
   pertained to item #10 in the November 2016 minutes.

   J. Kelly’s email:
   “I would like a correction to the minutes item #10. The information presented is incorrect. Dr. Norris allowed full participation of students on Advisory Selection Committees.

   I know this to be a fact because I was an EPGSA representative on one of Dr. Norris’s first
   Advisory Selection committees in the department (hired Dr. Andre Grace and Dr. Tara
   Fenwick) and he checked with higher administration and came back to let the EPGSA know
   that representatives were full members of the committee. As students we were encouraged
   to canvas student views and feed these views into the Advisory Selection committee. We
   were allowed to attend the final stages of decision making and were regarded as full
   members. We were never told that we were partial members unable to participate in final
   decisions.

   I would like the Department Council minutes changed to reflect what actually took place
   since these minutes will become a record for the future.”

   C. Weber-Pillwax indicated that she agreed with J. Kelly stated in her email.

   After a discussion it was agreed that this email should be Business Arising for the February
   2017 minutes rather than a ‘correction’ and revision of made to the November 2016 minutes.
   L. Prochner indicated that although the new chair of the department would be the one that
   will have to ‘relook’ at the membership of the department’s committees, he would review the
   previous Department Council Minutes/Motions to see what was originally agreed upon
   concerning student representation on the department’s committees.

   L. Prochner indicated that the Provost’s Office was still to get back to him about the question
   concerning audio recording at meetings.

6. **New Business**
   The Educational Policy Studies 13th Annual Research Day will be on March 16, 2017.
   Currently there were only three abstract submissions and the deadline is February 17, 2017.

   M. Stewart-Harawira highlighted that the Aboriginal, International and Indigenous Health
   Council of the Integrative Health Institute is advertising for a Director.

7. **Library Report – K. Koch**
   K. Koch was unable to attend meeting but submitted a report about the Images of Research
   Competition and Exhibition coming in (look at the library link for date) and information on the
   link for students and staff to access the library’s workshops.
8. Undergraduate Program Report and Notices – S. Carr-Stewart
S. Carr-Stewart was unable to attend the meeting but submitted a brief report. She indicated that 1) UAAC had had an information meeting about undergraduate electives January 26; 2) the department will be holding a presentation on the first floor of the Education Building about the undergraduate electives they offer; 3) she asked instructors to inform their class that the APA style of writing is required. Consequences of not doing so may lead to plagiarism.

A question was asked if a strategy had been drafted up on how to handle the issue with EDPS 410. L. Prochner will be meeting with S. Carr-Stewart to discuss the strategy to discuss EDPS 410 at UAAC’s next meeting.

9. Graduate Program Report and Notices – E. Steinhauer
E. Steinhauer was unable to attend the meeting but submitted a report on the new U of A International Student Tuition Increase, the US Travel Ban, information from a meeting of the Graduate Coordinators of the Faculty of Education (GAAC cancelled in February) and the Graduate Scholarship and Awards Committee.

It was clarified that the new $4,000 ($2,000 – PT) fee increase for International students will appear on their fee statement at the beginning of every year. But International students will not ‘pay’ this additional fee as the U of A will automatically grant them financial support in the amount of the increased fee. This will occur every year starting in Fall 2017.

10. Educational Policy Studies Graduate Students’ Association
D. Lorenz presented the EPSGSA report. M. Stewart-Harawira asked about the reference that students were experiencing delays in their program due to supervisor’s own personal priorities, etc. D. Lorenz indicated that students were expressing concerns about proceeding to candidacy and their final oral in a timely fashion. J. Kachur explained that a student’s supervisor is responsible for ensuring that a student is ready and sufficiently equipped to proceed to candidacy and the final oral. This sometimes requires more time to pass while the student is preparing for each oral. As well life events for both the student and academic staff can cause delays in proceeding and often can’t be avoided. It was confirmed that students need to contact either the Department’s Graduate Coordinator or Chair to discuss concerns if they feel that there were issues arising that could not be dealt with between the student and their supervisor.

11. Chair’s Report – L. Prochner
L. Prochner presented his report:

- The Faculty of Education Research Fair will be on March 23, 2017 named Engage 2017: Celebration of Research & Teaching Excellence. The event will include viewing of the research posters submitted by Faculty of Education academic staff (deadline is March 1, 2017), remarks by President David Turpin and the Annual Faculty of Education Teaching Awards Ceremony.

- The Educational Policy Studies Department Council Spring Retreat will be on May 3, 2017 at the UofA Alumni House for a full day.

- The department’s website move from the old format to the new format was almost completed. At this time the change was just to transfer information from one to the other. Changes to the content will be made later and specialization groups will be consulted to learn if possible changes to their sites are necessary.

- Gail will be emailing academic staff soon to set up appointments to meet with L. Prochner to review and confirm 2017-18 teaching assignments.
- AASUA has announced that the responsibility for the funding of negotiated salary ATB and merit to faculties has totaled 4.5% of the faculty’s budget this year. This amount needs to come from the Faculty’s base budget. The Faculty of Education is looking at ways to reduce costs and generate revenue, both within its eight units and across the faculty as a whole. The department’s final budget meeting for 2017/2018 will be in the Spring.

- The renovations of the main office that began in November are now complete and staff will be moving back into the main office next week. The cost for these renovations did not come from the department’s budget.

12. Other Business

J. Sousa asked when the scheduling of EDPS 580/581 for Intersession would be known and available on Bear Tracks for registration. J. White indicted that these two courses would not be offered this intersession. L. Prochner indicated that he would look into this to learn why they were not going to be offered in Intersession 2017, and informed it was not economical to have full-time staff teaching courses during the intersession term. EDPS 410 will need to be mainly taught by full-time academic staff in the fall and winter terms.

J. Sousa informed that students have in the past, had the option to register in all four terms to complete their program. Thus students are expecting to be able to register in courses for the Spring/Summer terms.

Meeting adjourned 12:15pm.

Next Meeting: TBC
MINUTES
Department Council Committee Meeting
DEPARTMENT OF EDUCATIONAL POLICY STUDIES

March 17, 2017, 10:00-12:00 pm, 7-152 Education North


1. Approval of Agenda dated March 17, 2017
   Motion: It was moved by D. Da Costa, seconded by D. Lorenz, that the Agenda be approved. CARRIED

2. Approval of Minutes dated February 17, 2017
   T. Pillay indicated there was an error in the minutes provided. The minutes state March 17, 2017 but should state February 17, 2017.
   Motion: It was moved by D. Lorenz, seconded by J. da Costa, that the revised February 17, 2017 minutes be approved. CARRIED

3. Business Arising
   L. Prochner indicated his research on the composition of the department’s committees was continuing. This item will be on the DC agenda in the future.

4. Library Report
   K. Koch was unable to attend the meeting but had submitted a report which was distributed with the agenda to council prior to the meeting. The report was about the University of Alberta’s Open Education week event on March 30, 2017.

5. Undergraduate Program Report and Notices
   S. Carr-Stewart presented her report with additional information she distributed during the meeting. She talked about the results of the Undergraduate Electives Survey that had been conducted by UAAC. She also indicated that there was to be an ‘advertising’ session on the first floor of the Education Building where the departments across the faculty could be at a table to talk to undergraduate students and prompt the electives being offered. The session will be happening on Thursday, March 15, 2017.

   S. Carr-Stewart asked that staff review the title of their courses and possibly change them to make them more appealing to undergraduate students. She recommended that this occur between now and October 2017 since changes during that timeframe can then appear in the next U of A calendar (2018/2019). After that date, the changes will not appear until 2019/2020 calendar.

   S. Carr-Stewart asked if there was a possibility of the department offering 200 level undergraduate courses. A survey of undergraduate students indicates they are interested in taking more 200-level courses.
Further discussion occurred about the ‘areas of interest’ selected for the undergraduate survey and the importance of having an undergraduate student representative attend Department Council, for subjects like this.

6. *Graduate program Report and Notices*

S. Carr-Stewart presented the report on behalf of E. Steinhauer who was unavailable to attend the meeting.

**Motion:** It was moved by S. Carr-Stewart, seconded by M. Stewart-Harawira, that up to 13 doctoral students are to be admitted for 2017. **CARRIED**

M. Stewart-Harawira asked what the currently faculty/student ratio was across the department. J. da Costa indicated that the number of students in the department had dropped over the past few years and there was now space available to admit a higher number of doctoral students. He also indicated that all of the applicants recommended for doctoral admission were included in the motion.

It was requested that the Faculty/Student ratio for the department be provided at the next Department Council meeting.

The other two items in the report: US Travel Ban and GAAC update were outlined in detail in the report that was distributed to council prior to the meeting.

7. *EPSGSA Report*

S. Cortez presented the report submitted for review to council prior to the meeting.

8. *Chair’s Report*

L. Prochner presented his report.

1) Staff hiring in Aboriginal teacher education. At the moment five candidates were being interviewed for four staff positions in Aboriginal teacher education. The successful candidates will be hired into the Faculty of Education and assigned to departments across the faculty. Where they would be assigned will depend on their academic background and will be the dean’s decision. This is an unusual way for academic staff to be hired in the faculty as normally the position starts with the department. Discussion about the job description of the positions occurred.

2) Update on the faculty position that was deferred to 2017/18. This position for next year would need to be confirmed that it was still available by the new Faculty of Education Dean. It was decided that a motion needed to be made and presented to the new Dean to ensure that the faculty position that was deferred is not lost to the department.

**Motion:** It was moved by C. Weber-Pillwax, seconded by D. Lorenz, that the hold on the faculty position offered last Fall 2016 be removed and the position carried over and confirmed for the 2017/2018 year. **CARRIED**

9. *Announcements*

None

10. *Other Business*

M. Stewart-Harawira asked that the Green Office Space item be placed on the next Department Council agenda (April). In the meantime, she distributed information about the topic to the committee members present at the meeting.
S. Carpenter commented that the Research Day on March 11, 2017 was a success. She thanked the department for providing support for the creation of the posters and thanked G. Johnson, K. Kutyn and R. Veldkamp-Numan.

L. Prochner reminded committee members that the Department Council Spring Retreat will be on May 3, 2017 at the Alumni House. Further information will be sent out soon.

Meeting adjourned 10:55am.

Next meeting: April 21, 2017, 7-152 Education North
MINUTES
Department Council Meeting
DEPARTMENT OF EDUCATIONAL POLICY STUDIES

April 21, 2017, 10:00-12:00 pm, 7-152 Education North


Regrets: S. Carpenter, D. Da Costa, D. Kapoor, M. McKay, L. Shultz, R. Sockbeson, A. Sumaru, K. Wells, R. Wimmer, J. White

1. Approval of Agenda Dated April 17, 2017
   Motion: It was moved by A. Da Costa, seconded by J. Kachur, that the Agenda be approve.  
   CARRIED

2. Approval of Minutes dated March 17, 2017
   Motion: It was moved by D. Lorenz, seconded by S. Carr-Stewart, that the March 17, 2017 minutes be approved.  
   CARRIED

3. Business Arising
   Supervision of Graduate Students
   J. White keeps records of the number of MEd thesis-based, MEd course-base and Doctoral graduate students versus supervision. Currently there are 21 faculty members in the department and 185 graduate students. Thesis based students are considered 1 student but MEd course-based students are considered .1 each. Therefore if the ratio is 5 students per academic staff member, it could be 4 thesis-based students and 10 MEd course-based students to reach a total of 5.

   In April 2017 J. White did a staff/student ratio calculation and the average program advising/supervision ratio is approximately 3.95 – 4 students per academic staff.

4. New Business
   Green Space Certification for the office
   M. Stewart-Harawira provided information about the Green Space Certification. (Information attached to the minutes)

   Motion: It was moved by M. Stewart-Harawira, seconded by J. Sousa, that Educational Policy Studies Department will participate in Green Space certification.  
   CARRIED

   The department will send one staff for training and I. Martyniak will fill out the application for the Bronze Green Space Certification.

   Policy for Department ListServes
   Discussion was on how to open the listservs to faculty members for open discussions.
The suggestion was for the faculty members in the department to use forums or Google Groups for open discussions instead of the Listserv. The forum should be used in a respectful way and managed by the faculty members in the department. Question: What is the Institutional Policy and the department policy around LisSers?

Summary of April 13, 2017 Racist Graffiti Meeting
L. Prochner provided a summary of the Racist Graffiti Meeting. From the discussion that followed it was decided:
- Keep the main doors to the graduate students offices open.
- Faculty list of who is teaching at night to know who is on the floor after 4:00pm and keep everyone safe.

Motion: It was moved by C. Weber-Pillwax, seconded by J. Sousa, that Educational Policy Studies seek a University Administration response that addresses and acknowledges the selective recognition and action of heightened threats to our community, particularly towards Indigenous women.

L. Prochner will bring this motion to the Faculty of Education Dean’s attention.

5. Educational Policy Studies Graduate Student’s Association Report and Motion – R. Starr

Motion: It was moved by R. Starr, seconded by D. Lorenz, that EPSGSA be kept informed and consulted on graduate student affairs. CARRIED

The EPSGSA new exec team for 2017-18:

President - Benjamin Denga
Vice President - Kelsey Reed
Treasurer - Areej Alshammiry
Secretary - Mary Pinkowski

It was requested that the student reps also be included in the upcoming scholarship and awards committee meeting.

The following student reps for that committee are:

Allison Mason
Misty Underwood
Deepthi Sebastian
Kelsey Reed
Rochelle Starr

6. Chair’s Report – L. Prochner

L. Prochner presented a report.

7. Announcements

None

Meeting adjourned 12:16pm.

Next Meeting: TBC