MINUTES
Department Council Committee Meeting
DEPARTMENT OF EDUCATIONAL POLICY STUDIES

October 20, 2017, 10:00-12:00 pm, 7-152 Education North


Attachments: Spring 2016 Retreat Report

1. Guest Speaker, Wade King, Audit and Analysis Safe Disclosure and Human Rights – Campus Incidents of Racism
   W. King’s was unable to attend. His presentation has been rescheduled to January 2018.

2. Approval of Agenda dated October 20, 2017
   Motion: It was moved by D. Lorenz, seconded by J. da Costa that the Agenda be approved. CARRIED

3. Approval of Minutes dated September 15, 2017
   R. Sockbeson raised that language in 3. New Business, did not fully convey the concerns she raised at the previous Department Council. It was noted that additional concerns regarded abrupt changes in the nature of EDU211, and that the course outline was approved without rationale provided.
   
   Motion: It was moved by J. Sousa, seconded by J. Kachur, that the September 15, 2017 minutes be approved. CARRIED

4. Library Report
   D. Feisst attended the meeting on behalf of T. Ball and presented upcoming events and ongoing initiatives by the Library.

5. Undergraduate Program Report
   S. Carr-Stewart summarized ongoing initiatives of the Undergraduate Committee and an update on EDPS 410. Classroom safety was raised, and it was noted that any person with safety concerns may contact Campus Security at any time. Campus Security, if requested, will patrol areas around classrooms while class is in session.

6. Graduate Program Report
   J. Sousa presented a report that had been distributed to council prior to the meeting. The motion included in the distributed report was not discussed, as council did not receive all documentation required. The motion is tabled to the next meeting.
   
   An update was provided on the status of the TCI name change, which was approved last meeting. This name change is expected to be confirmed within the next couple weeks.
7. **Educational Policy Studies Graduate Students’ Association Report**  
D. Lorenz presented a report on behalf of B. Denga. This report had been previously submitted to council, and outlined the EPSGSA’s ongoing initiatives.

Question: Does this association have representation across all specialties in the department? A. Alshamirry confirmed that there are representatives from each specialty in the EPSGSA.

8. **Chair’s Report**  
L. Prochner presented items that had been tabled from the previous Department Council meeting.

**Reporting of Racist Incidents:**  
- Follow up was conducted by L. Prochner in order to determine the correct response procedure.  
- This procedure was to be explained in a presentation by W. King, who was unable to attend this meeting and has been rescheduled to January 2018.  
- New processes are in development within Provost Office, but status of these are currently unknown.  
- Comments:  
  - This has occurred multiple times across campus and may not be necessarily targeting only our department.  
  - One series of messaging very clearly targeted our department. Campus Security is aware and investigating.  
  - How does the department/faculty respond to such attacks? Is there an opportunity or a need for professional development?  
  - Leadership on these issues is needed, and requires distinct expertise. Does the University have this?  
  - Comments are noted, and should be directed to W. King when he is able to present to Department Council.

**Break and Enter Events on the 5th Floor:**  
- There were a number of offices on the 5th floor that were broken into during the week of October 8, 2017.  
- The Departments of Educational Policy Studies and Education Psychology share spaces on the 5th floor.  
- Psychology labs were stolen.  
- The Dean’s Office and APO’s met and decided:  
  - Deadbolts will be placed on each door.  
  - Extra doors will be placed between offices and hallways in strategic locations.  
  - Cameras will be reviewed.  
  - Work-alone information and posters will be forthcoming.  
  - In the event of a break-in or emergency, call 911 immediately. Campus Security may not have the capacity to respond immediately.  
  - Close doors when working alone, and inform others.  
- I. Martyniak indicated deadbolts will be installed as soon as possible.

**Strategic Plan:**  
- The Dean of Faculty of Education outlined the process of creating a new strategic plan  
- Participation is encouraged and this process is expected to take place over the next 18 months.  
- This will be undertaken in parallel with the undergraduate program review and renewal process.  
- Audio Recording of Meetings:
- Department Council meetings had previously been audiotaped without the consent of the committee.
- There have been numerous conversations including by the Privacy and Provost Offices. The University of Alberta has taken this experience very seriously and a high-level committee has been created within the Provost Office to provide advice moving forward.
- Updates will be communicated (likely by email) as new information becomes available.

Upcoming Items:
- Budget presentations are planned for the University of Alberta and the Faculty of Education in November.
- A presentation on the status of EDU211 is tentatively planned before the end of this term.

Spring Retreat Results:
- A Retreat Report summarized the results of a 2016 workplace review and was shared with the committee.
- The focus of this retreat was to find common ground, working together by creating a team charter.
- The Facilitator and Author of the Retreat Report concluded there are needs to:
  - Articulate the purpose of this department.
  - Build trust and normalize relationships.
  - Align department goals with overall strategy in the long term.
- Comments:
  - One issue raised during the retreat was conflict. There are no procedures in place to address conflict which can lead to feelings of inaction.
  - How can trust be built and relationships become normalized if there is no mechanism in place to address conflict and issues?
- Comments are noted, and this report is open to further discussion.

9. New Business
- A. Da Costa and G. Johnson are new members of the Diversity, Equity and Respect Committee. A. Da Costa presented the Terms of Reference from the Diversity, Equity and Respect Committee and a series of results from a Climate Survey completed within the faculty last year. The results presented both strengths and weakness of the Faculty.
- A Respectful Workplace Initiative is to be developed and follow-up on diversity of spaces will be completed.

10. Announcements
On behalf of EPSGSA, A. Alshammyri informed the committee that they received an email from the Office of the Dean of Students. The email was regarding a potential complaint by a faculty member against the EPSGSA group. EPSGSA is not fully aware of the incident that is being referred to, and as such has not yet responded to the email. They will respond once further information is available.

The department holiday lunch will be on December 19 at the Faculty Club. Upcoming information will be communicated by email.

Meeting adjourned 11:35am.

NEXT MEETING
November 24, 2017
10:00-11:30 am, 7-152 Education North