MINUTES
Department Council Committee Meeting
DEPARTMENT OF EDUCATIONAL POLICY STUDIES

September 15, 2017, 10:00-12:00 pm, 7-152 Education North


Regrets: M. Elfert, H. Kanuka, M. McKay, L. Shultz, P. Timanson

1. Approval of Agenda dated September 15, 2017
   R. Sockbeson requested to add a discussion to the agenda regarding EDU 211 under New Business.

   Motion: It was moved by J. Sousa, seconded by B. Stelmach, that the Agenda be approved. CARRIED

2. Approval of Minutes dated April 21, 2017
   C. Weber-Pillwax raised that some wording was incorrectly transcribed under the motion raised for New Business – Summary of April 13, 2017 Racist Graffiti Meeting. A correction was proposed as follows:

   Moved that the department develop one or more policies to be forwarded to the Faculty of Education and University Central Administration, and University Governance and Senate, regarding the establishment of a safe, caring and protective work environment that directly and clearly acknowledges and addresses the heightened threats against specific members and groups of the University workforce and student body, particularly Indigenous women.

   Motion: It was moved by J. Sousa, seconded by B. Stelmach, that the revised April 21, 2017 minutes be approved. CARRIED

3. New Business
   R. Sockbeson raised concerns regarding the consistency of the syllabi and delivery of course materials across sections of EDU 211.

   Discussion on this occurred, with the following points being mentioned:
   - While many courses may benefit from an open structure, EDU 211 is a foundational course that requires consistency.
   - Many instructors change outlines year-to-year, with the intention of updating content and adapting to changes. Meeting course objectives should be the main goal of a section.

   L. Prochner suggested to include this discussion as a part of the undergraduate program renewal and approval process.

4. Guest, Dean Tupper, Faculty of Education
J. Tupper attended the meeting at 10:30 am. A general and open discussion was encouraged to facilitate introductions and to familiarize J. Tupper with the department.

5. Library Report
   T. Ball presented a report which had been distributed to Department Council prior to the meeting. The report summarized upcoming events and ongoing initiatives at the Library.

6. Graduate Program Report and Notices
   J. Sousa presented a report which had been distributed to Department Council prior to the meeting.

Motion: It was moved by J. Sousa, seconded by K. Wells, that the name change of the Theoretical, Cultural and International Studies in Education Specialization in the Department of Educational Policy Studies, in the Faculty of Education, to: Social Justice and International Studies in Education Specialization.

Discussion ensued, indicating that this was a timely change, and that a consensus had been reached after discussion with GAAC. Correspondence with external contacts provided positive anecdotal evidence, but little data on student placement post-grad under this title exists.

Department Council voted on the above motion. CARRIED

Motion: It was moved by J. Sousa, seconded by I. Martyniak, that EDPS 501: Educational Leadership in First Nations Schools that was offered in Summer 2017 be retroactively approved.

Discussion ensued with the following points being mentioned:
- The course has already taken place to its completion. While the administrative process was not followed correctly, the intention of this motion is to legitimize the course on student transcripts.
- The course will not be offered again, unless it should go through the correct approval process. This is a one-time approval for this offering of this course alone.
- Should council decide to approve this, there is potential for precedent being set in not following correct procedures.
- While the governance process was not followed, this approval does not delegitimize the content of the course. The course was offered in good faith.
- Question: Should council instead offer credit to students who took this course, rather than approving the course?
- This situation should reaffirm the role of GAAC in the governance structure of the department. There is a process in place and it should be abided by.
- Discussion of the case at hand may be more appropriate than discussion regarding precedent setting.

It was moved by J. da Costa, seconded by I. Martyniak that the motion be amended as follows:

Motion… moved that EDPS 501: Educational Leadership in First Nations Schools that was offered in Summer 2017 be retroactively approved for that course offering only.

Department Council voted on the motion to amend. CARRIED

Department Council voted on the above motion. CARRIED
Motion: It was moved by J. Sousa, seconded by S. Carpenter that Department Council reaffirm that the Graduate Affairs Committee is empowered to make recommendations to Department Council regarding any new courses prior to their scheduling.

Discussion ensued with the following points being mentioned:
- This discussion is largely symbolic, given the nature of the previous motion.
- Question: Is there a policy that outlines this procedure?
- There has previously been a practice, which has not been followed.
- Discussion and reiteration of policies and practices is not bad for council, as processes are confirmed and reinforced.

An amendment was proposed by I. Martyniak, seconded by S. Carpenter, and accepted by J. Sousa that the motion be amended as follows:

Motion… moved that Department Council reaffirm that the Graduate Affairs Committee is empowered to make recommendations to Department Council regarding any new graduate courses prior to their scheduling.

Department Council voted on the above motion. CARRIED

7. Undergraduate Program Report and Notices
   Presentation by S. Carr-Stewart tabled for next Department Council due to time constraints.

8. Educational Policy Studies Graduate Students’ Association Report and Notices
   No Report

9. Chair’s Report
   Presentation by L. Prochner tabled for next Department Council due to time constraints.

10. Announcements
    None

Meeting adjourned 12:14 pm.

Next meeting
October 20, 2017, 10:00 am-12:00 pm, 7-152 Education North
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:
  o Articulate the purpose of this department.
  o Build trust and normalize relationships.
  o Align department goals with overall strategy in the long term.
- Comments:
  o One issue raised during the retreat was conflict. There are no procedures in place to address conflict which can lead to feelings of inaction.
  o 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. Alshammiry 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
MINUTES
Department Council Committee Meeting
DEPARTMENT OF EDUCATIONAL POLICY STUDIES

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


1. Approval of Agenda dated November 24, 2017
   Motion: It was moved by D. Lorenz, seconded by D. da Costa, that the Agenda be approved.

   CARRIED

2. Approval of Minutes dated October 20, 2017
   Motion: It was moved by J. Sousa, seconded by D. Hunter, that the Minutes dated October 20, 2017 be approved.

   CARRIED

3. Library Report
   T. Ball presented a report which had been distributed to council prior to the meeting. The report summarized upcoming events and ongoing initiatives by the Library.

4. Undergraduate Program Report
   S. Carr-Stewart presented a report which had been distributed to council prior to the meeting. A review of the undergraduate program is underway, and feedback is being sought with regard to the review process. It was requested that feedback be provided to S. Carr-Stewart or N. Steinhauer by the following week.

   Question: How will individuals be selected to participate in the review?
   - It was indicated that no selections were currently made and that suggestions on how to select participants are welcomed.

   Comments:
   - Not all students end up in teaching positions after completing the program. Should the program be considering career outcomes that are not teaching? What other ways can we train our students for their careers? Will this be within the scope of our project?
   - This review should encompass teacher education, and a distinction between this and the previous comments should be made within the review process.
   - Parents should be included as stakeholders in this review.
   - Will the faculty be providing research assistance in order to collect data?

5. Graduate Program Report
   Motion: It was moved by J. Sousa, seconded by J. da Costa, that EDPS 501: First Nation, Metis and Inuit Education for School Leaders to be offered in Intersession 2018 be approved.
Discussion ensued, indicating that there is strong support for this course to go forward after a review by the Graduate Affairs Committee. This course fills a gap within the Administration and Leadership Program, and is one of several critical aspects in shifting this program. These shifts are in response to current changes in the province regarding how school leaders may aspire to leadership positions and retain them.

Department Council voted on the above motion.  

6.  
*Educational Policy Studies Graduate Students’ Association Report*

B. Denga presented a report that had previously been submitted to council, and outlined the EPSGSA’s ongoing initiatives. The EPSGSA welcomes feedback on how they can successfully move forward within the department.

7.  
*Chair’s Report*

L. Prochner presented a report including:

Department Council Retreat 2018:
- Please hold Wednesday, May 2, 2018 in your calendars for the 2018 Department Council Retreat. This is to be held at Alumni House. Further information, including topics of discussion, will be shared in the New Year.

Kitchen Cleanliness:
- A reminder to please leave the kitchen area clean after usage. This including emptying, cleaning, and putting away coffee pots and cups.

Strategic Plan:
- E. Steinhauer is representing the Department in the strategic planning process. An initial meeting has occurred, and feedback is encouraged. An email will follow with the opportunity to respond to the indicated questions and considerations.
- It was suggested that a meeting be held to facilitate open discussion regarding the strategic plan, as individuals responding to email may not provide the strongest feedback.
  - While this opportunity is worth pursuing, initial feedback is time-sensitive as the next meeting will be held before the Holiday Closure.
  - Feedback will still be welcomed after the upcoming meeting, however, initial discussion and issues raised will heavily shape the planning process.

Budget Reallocation:
- Dean Tupper has provided communication regarding the Faculty budget through email, and through a budget presentation on November 14, 2017. She has invited individuals to submit suggestions, questions, and reflections to the Dean in response to the budget presentation via a Google Form. She has also asked Chairs to bring the topic to their Department Council for discussion. Members of Department Council have all had opportunity to attend the presentation and review the slides. The Faculty of Education needs to reduce its base budget by 4% or $1.2 million for 2018-19.

- Comments:
  - Such decisions may be difficult to make without a strategic plan being in place. We may need to revisit budgeting decisions once this plan is in place.
  - Why is our department running a surplus, as according to the Dean’s presentation?
    - There are various reasons why the department is running a surplus. Most notable is the absence of an administrative support position that is expected to be filled early next year.
Can Department Council be provided a budget presentation, so that suggestions and feedback may be informed?
   ▪ This is currently planned to be presented in January.

Does each individual department have specific amounts to be reduced?
   ▪ This is not clear yet, and departments are awaiting further direction from the Dean.

How is tuition revenue calculated into our budget?
   ▪ It is not currently, but this is likely to be a factor in the proposed budgeting system.

8. New Business
   I. Martyniak presented information on hiring graduate students for research and teaching opportunities. Faculty members who wish to request department-based funding assistance for Graduate Research Assistants (GRA) in the Fall and Winter 2018-19 terms, should do so by March 15, 2018. The availability of department-based funding assistance will be determined by the Department Chair, and is not guaranteed. This does not impact Trust or Research-based funding of GRAs.

   Comments:
   - It would be advantageous to connect hiring of graduate students to our ability to attract and retain high-quality students.

9. Announcements
   A celebration of faculty tenure and promotion achievements followed the Department Council meeting.
   Dr. Dia Da Costa, Full Professor
   Dr. Bonnie Stelmach, Full Professor
   Dr. Cora Weber-Pillwax, Full Professor
   Dr. Kris Wells, Associate Professor

Meeting adjourned 11:37am.

Next Meeting
January 19, 2018, 10:00am-11:30am
7-152 Education North
MINUTES
Department Council Committee Meeting
DEPARTMENT OF EDUCATIONAL POLICY STUDIES

January 19, 2018, 10:00-12:00pm, 7-152 Education North


Transcriber: I. Taylor

1. Approval of Agenda dated January 19, 2018
   Motion: It was moved by K. Wells, seconded by J. da Costa, that the Agenda be approved.  
       CARRIED

2. Approval of Minutes dated November 24, 2017
   Motion: It was moved by I. Martyniak, seconded by B. Madden, that the November 24, 2017 minutes be approved.  
       CARRIED

3. Library Report
   T. Ball presented a report which had been distributed to council prior to the meeting. The report summarized upcoming events and ongoing initiatives by the Library.

4. Undergraduate Program Report
   S. Carr-Stewart presented a report on the status of the Undergraduate Program. A main point of concern is ongoing issues with student placements in the field. There have been cases of students entering practicum placements and not being successful, or being removed entirely. Additionally, assessment and grading policies will be a continuing discussion as there is a need for consistency in how courses are marked, and guidelines for marking in multi-grade classrooms.

   Comments and Questions:
   - Can we support students in preparation for practicum earlier?
   - Many universities conduct interviews before a student may enter an education degree. Should this be considered?
   - Is there a need to reintroduce a University Facilitator role? This seemed to be successful in the past.
   - Is there any discussion around the origins of these issues? Is there an excessive workload?
   - Has Undergraduate Student Services discussed integration with Student Accessibility Services? There has previously been discordance between these offices, which may not support students in the best way possible.
5. **Graduate Program Report**
   This report was not presented.

6. **Educational Policy Studies Graduate Students’ Association Report**
   A. Alshammiry presented a report on behalf of B. Dengi that had previously been submitted to council. The report outlined the EPSGSA’s ongoing initiatives.

7. **Chair’s Report**
   L. Prochnor presented a report that had previously been submitted to council.

   **Department Budget Presentation**
   - Presentation will be postponed until the faculty budget process is complete. Further direction is expected from the Dean, and opportunities to share and discuss the budget reduction remain open.

   Reminder: Department discussion of the faculty strategic plan is scheduled for January 26, 2018, 10:00 am - 12:00 pm.
   - The Strategic Planning team has 7 additional 1-hour meetings planned, where input may be provided. There is also a Google Form available to provide feedback.

8. **New Business**

   **Security on Campus**
   - Peace Officer A. Eisenmenger attended department council as a guest presenter, providing an overview of safety and security measures at the University. Information and resources were provided, following safety and security concerns within the department. Presentation materials were distributed following the Department Council meeting.

   **Discussion on Notice of Motion regarding the Faculty Annual Reporting Application**
   presented at Faculty Council on December 5, 2017
   - Attachments and additional materials were distributed to Department Council prior to meeting. Faculty Council will vote on this motion on February 6, 2018, and feedback is sought prior to this vote.
   - Comments and Questions:
     o There are only a few faculties engaged in this specific process across campus. Why does Faculty of Education want to be, or need to be an early adopter of this new reporting system?
     o Could this change in reporting method impact how Faculty is evaluated? If so, this could shift focus.
     o Will this reporting method place greater time and record-keeping burdens on faculty?
     o What would be the implications should this motion be defeated?
       - If this is being implemented as a cost saving measure, can it be assumed that we may suffer in other areas given budget cuts?
     o Our current system requires paper copies/signatures, while the actual database is entirely electronic. This is clearly inefficient.
     o What are the most significant elements of the new system? Any significant changes to reporting methods?
     o Once this new system is in place, there may be implications to the change discovered after the fact.
     o Can a method of discussion be established, after the implementation?
     o Broader issue: changing nature of the University. A conversation around measures of productivity for Faculty is lacking.
     o Should this be rejected, the current system remains. The current system is not well-liked. Are there other options?
     o Will there be support for faculty should this be implemented?
9. **Announcements**

Distinguished Visitor Dakxin Bajrange will be in attendance for a number of events from February 6-9, 2018. Further details were distributed, and questions may be directed to D. Da Costa.

The Department Research Day will be on May 1, 2018 at Educational Policy Studies.

Education North 7th Floor renovations are complete. Faculty and students who were displaced during renovations will be moved back to the 7th floor, beginning next week.

Meeting adjourned 11:53am.
1. **Approval of Agenda dated April 13, 2018**  
   **Motion:** It was moved by S. Carr-Stewart, seconded by D. Hunter, that the Agenda be approved.  
   **CARRIED**

2. **Approval of Minutes dated January 19, 2018**  
   **Motion:** It was moved by I. Martyniak, seconded by A. Da Costa, that the January 19, 2018 minutes be approved.  
   **CARRIED**

3. **Library Report**  
   A Library Report was distributed prior to the meeting, however this was not presented as T. Ball was unable to attend Department Council.

4. **Undergraduate Program Report**  
   S. Carr-Stewart provided a report on the status of the Undergraduate Program. No presentation was required, and there were no comments or questions.

5. **Graduate Program Report**  
   J. Sousa presented a report that had previously been distributed to Department Council. It was noted that due to quorum not being met at the meeting scheduled for March 16, 2018, a time-sensitive motion was sent electronically to membership as follows:  
   **Motion:** It was moved by J. Sousa, seconded by A. Da Costa that up to 11 doctoral students are to be admitted for the 2018/19 academic year.  
   **CARRIED**  

   **Motion:** It was moved by D. Hunter, seconded by D. Da Costa that EDPS Department Council approve the calendar changes in order to comply with University policy that all graduate program requirements appear in the University of Alberta Calendar.

Discussion ensued, indicating that this was primarily a compliance issue that should have been attended to a number of years ago. The University Calendar is considered a legal document for the University, and outlines what students are expected to complete in their program. EDPS has not previously complied with Calendar requirements, as have many other departments. The process of correcting this non-compliance started in spring 2017,
and in February 2018 FGSR clarified the process and expectation that all departments bring this issue to their respective Department Councils. This has been discussed at the EDPS Graduate Affairs Committee. It was made clear that this does not represent any change to the program, and is simply placing what is already on the EDPS website into the Calendar. Should this motion not pass today, as of July 1, 2018 the Department would not formally have a program in the Calendar, and the Provost would become involved in next steps.

Department Council voted on the above motion.  

**Motion:** It was moved by I. Martyniak, seconded by D. Hunter to change Graduate Secretary to Graduate Administrator to the Graduate Affairs Committee Terms of Reference.

Discussion ensued, indicating that this was primarily an administrative change which GAC has approved.

Department Council voted on the above motion.  

**CARRIED**

Further, a discussion was held regarding Professional Development requirements. Up until recently, Faculty of Education students have been exempt from these requirements as they are considered to be receiving a professional degree. This is no longer the case, and FGSR requires all departments to provide a listing as to how Professional Development requirements are being met. This list is currently being compiled, and may be in effect as early as September 2018. This would not reflect a formal Calendar change, and would not likely be enforced until the 2019/20 academic year.

Question: Will there be any retroactive requirements for current students?

J. Sousa indicated that if students are already in the program, they will not be expected to meet this requirement.

6. Educational Policy Studies Graduate Students’ Association Report

B. Denga presented a report that had previously been distributed to Department Council. The report outlined the EPSGSA’s ongoing initiatives. The GSA members for the 2018/19 academic year were presented to Department Council.

Question: Will EPSGSA members be invited to the Department Council retreat, as has previously occurred?

L. Prochner indicated that yes, these members will be invited.

Comment: EPSGSA is looking for clarification over the process by which spring/summer teaching positions were filled and hired.

L. Prochner indicated that University protocol for hiring intersessional instructors was followed. The department is aware that our current students depend on GTA/GRA/PI positions, which is considered in the selection process.

7. **EDU 211 Presentation**

J. Sinclair presented a report that had previously been distributed to Department Council.

Comments and Questions:

- D. Da Costa stated that the main reason for this report, from recollection, was that there were changes underway to the course structure. Original Faculty members who had built this course were not a part of the oversight in this process. Clarity is sought regarding those changes.
L. Prochner clarified that the course was originally structured as 1 large section with 14-15 separate seminars being taught primarily by graduate students. This is now being taught as 14-15 course sections led by faculty and graduate students.

These changes came about in response to the Department’s ability to administer the course, budget considerations, and having new faculty members with the expertise to teach this course. Additionally, some students had scheduling challenges when only 1 section was available per semester. These changes were taken in consideration with some of the original EDU 211 instructors.

- Question: Has this resulted in any changes to the experiential component of this course?
  - L. Prochner indicated that the only changes were in terms of budget. The registrar’s advisory committee was approached to request a student fee be attached to this course. This was used to support the experientials, and it is important to note that these funds could be used to support travel and accommodation, but not gifts or honorarium.

- Question: Has the Dean’s Office been approached regarding potential budget issues?
  - L. Prochner indicated that yes, this has occurred. Future budgets are expected to include the costs to operate EDU 211, so there is a need to work within what has been provided.

8. Undergraduate Report
J. Thibaudeau presented a report that had previously been distributed to council. The report highlighted the strong showing from this council, with all but 2 of 15 positions currently filled. An improved budget is anticipated, as students will now be required to opt-out of membership, rather than opt-in. The anticipated improvement to funding will be used to expand professional development programming and to expand affiliate groups. A strategic plan is being developed to address continuity issues.

9. Chair’s Report
L. Prochner presented a report that had previously been distributed to council.

Budget
- Budget reductions are expected for the next 2 years at 2.5% per year. This will change the nature of work for Faculty, and it was stressed that minimal impact to students was a primary goal of current budget reductions.
- A number of positions within the Faculty of Education have been discontinued. The roles held by these positions are expected to be completed by others, and as such no job duties have been eliminated.
- Department Chairs were asked to prioritize staff for required courses, scheduling, and to reduce number of sections. There are currently plans to review the minimum and maximum enrollment numbers for all undergraduate and graduate courses in 2018/19.
- A. Da Costa commented that some short-term contracts had also been discontinued in “Tech-in Ed.” Discontinuation of similar contracts was not presented when discussing impacts on students and staff.
  - L. Prochner clarified that the current budget cuts are to base budgets. Contract positions fall into soft-funding and cannot be taken from base budget. The budget cut discussion addressed how positions being discontinued contributed to base-budget cuts only.
- Question: Can there be assurance that decisions regarding restructuring be brought to and discussed by Department Council?
  - This would ideally be the case, but it may not be up to the Chair’s or Department’s discretion. As much as possible, bringing issues to Department Council for discussion is preferred.
- Deadline for admission to the Bachelor of Education program was March 1, 2018. Undergraduate Student Services received over 4000 applications for 1000 positions. This seems to be a positive trend.

Physical Space
- The School of Library and Information Sciences will be moving to the 5th Floor of Education North. Further information will be announced when plans are finalized.

10. New Business
   No new business was presented.

11. Announcements
   EDPS Research Day will be held May 1, 2018.
   Department Council Retreat will be held May 2, 2018

Meeting adjourned 11:33am.