GRADUATE AFFAIRS COMMITTEE
September 6, 2017
MINUTES

Attendance: Jorge Sousa – Chair, Sara Carpenter, Tanya Ball, Dia Da Costa, Joe da Costa, Darryl Hunter, Dip Kapoor, Cora Weber-Pillwax, Joan White

Absent/Regrets: The EPSGSA reps for this committee had not been selected by the time this meeting took place.

1. Approval of Agenda:
J. Sousa added the following to the agenda: 5.A – Timetabling of new and existing courses in 2018/2019.

Motion: J. da Costa moved that the revised agenda be approved, seconded by D. Da Costa. CARRIED

2. Approval of Minutes: April 12, 2017
Cora noticed that her name appears as being absent from the meeting but she was there since she also moved a motion at the April meeting. This will be corrected to state that she was at the April 12, 2017 meeting.

J. Sousa informed the committee that the practice of providing paper copies of the agenda, etc. at each meeting will be discontinued. Instead a google folder for the Graduate Affairs Committee will be created and all members of the committee will be provided access to. The agenda, etc. for each meeting will now be placed in the folder and the committee members can decide if they wish to download and print themselves a copy for the meeting or access it via their computer laptop which they bring to the meeting. Because of this, each member of the committee will have an additional 2000 copies attached to their photocopy code so that this change will not effect the amount of copying they can do in a year.

Motion: J. da Costa moved that the April 12, 2017 revised minutes be approved. Seconded by D. Kapoor. CARRIED

3. Business Arising from the April 12, 2017 Minutes
None

4. Terms of Reference for GAC
J. Sousa briefly reviewed the mandate of the committee. He also indicated that sometime at the end of the academic year (February/March), the terms of reference could be discussed again in the new year and proposed changes could be recommended if it was felt necessary.

5. Meeting Procedural Rules
J. Sousa indicated that the document covering the meeting procedural rules include ones that had been used in the past. J. Sousa indicated that the procedural rules were not to be seen as preventing changes or improvements from occurring. Changes to the rules can be made if deemed necessary, and may revisit in the new year.
5. A. Timetable New and Existing Courses (2018/2019)

J. Sousa acknowledged that the recent message circulated to the specialization coordinators has led to some confusion regarding the purpose of announcing that September 6 was the deadline for specializations to submit to the department a list of the existing courses that they wish to offer for Spring/Summer 2017.

Questions/concerns:
1) Was there a way to access a previous course schedule?
2) It was felt that the September 6 deadline was too early as none of the specializations had had a chance to meet to discuss this. This was normally due in October allowing time for specializations to meet.
3) It was mentioned that the earlier deadline was based on the Registrar’s Office change to their deadlines to accommodate the work that had to be completed in that office.
4) Normally EDAL offered some elective course; IPE usually offered their EDPS 537: Issues in Indigenous Education course; ACHE had not been offering intersession courses and neither had TCI due to earlier communication that the offering of elective courses in the intersession was being eliminated.
5) Timetable Committee; it has not been a functioning body over the past several years. Would it be returning?

J. Sousa informed that committee that Special Sessions would now only support intersession courses that has 12 or more students registered in it. Anything below that would be the department’s responsibility.

S. Carpenter talked about a 2nd email that was sent out about submitting proposed courses for the 2018/2019 academic year. Deadline September 15, 2017. After further discussion it was decided that J. Sousa would talk to the APO about these two emails and the September deadlines to determine how best to proceed. He will be reporting back to the committee after this conversation.

J. Sousa then informed the committee that any new courses (EDPS 501) proposals to be offered in the 2018/2019 academic year should be presented to GAC in October/November 2017. The deadline to submit course proposal for October’s meeting is October 4, 2017.

J. Sousa informed the committee that any new courses (EDPS 501) proposals to be offered in Spring/Summer 2018 should be submitted to GAC for review by the November 2017 meeting and at the latest January 2018.

6. TCI Specialization Name Change

Motion: D. Kapoor moved 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 the Social Justice and International Studies in Education specialization. Seconded by D. Da Costa

J. Sousa outlined the process by which the proposed specialization name change would have to follow to be approved and then included in the 2018/2019 U of A Calendar:

Path: Approval at GAC = > then DC = > then GAAC = > FGSR Dean = > information to FGSR Council
With the final deadline at FGSR being the third week of October, in order to ensure that the specialization name change appears in the 2018/2019 U of A calendar, the Department needs to complete its approval process in September so that it can then proceed to GAAC by the October 2, 2017 deadline. With special permission, upon approval by DC, the Faculty of Education’s Associate Dean will send out an e-vote notice of motion to the GAAC committee so that the motion can be considered prior to the October 2, 2017 GAAC meeting. Upon approval at GAAC the change will be forwarded to the Dean of FGSR, and sent to FGSR Council for information by the third week of October. If approved, the changes will then be placed in the 2018/2019 calendar by the November 2017 deadline.

D. Kapoor briefly discussed the change and indicated that the department’s EPSGSA is in support of the new specialization name change.

The motion was CARRIED.

7. EDPS 501: Educational Leadership in First Nations Schools (EDAL)

   **Motion:** J. da Costa moved that EDPS 501: Educational Leadership in First Nations Schools that was offered in Summer 2017 be approved. Seconded by D. Hunter.

This course was offered in Summer 2017 and it was discovered just before the first class started that the course had not actually been presented and approved by GAC to be offered. After further discussion:

Friendly amendment to the motion by D. Kapoor: that the word retroactive approval be included in the motion. This was agreed upon by both J. da Costa and D. Hunter.

   **Motion:** J. da Costa moved that EDPS 501: Educational Leadership in First Nations Schools that was offered in Summer 2017 be retroactively approved. Seconded by D. Hunter.

5 Approved; 1 Abstention CARRIED

8. EDPS 401/501: Parent/Caregiver Participation in Schooling (EDAL)

   **Motion:** J. da Costa moved that EDPS 501 portion of EDPS 401/501: Parent/Caregiver Participation in Schooling be approved and offered in Fall 2017. Seconded by D. Hunter.

This course has already been scheduled and students registered in both the EDPS 401 and EDPS 501 sections for Fall 2017. It was discovered in intersession 2017 that the EDPS 401 had been approved but the EDPS 501 portion had not come to GAC for approval.

A discussion arose concerning the course, and whether or not the offering of an EDPS 401/501 course was possible in the department. D. Kapoor and S. Carpenter both said that they had previously been told that the department does not offer combined 401/501 courses, which was different than what other members of the committee had experienced. There was also the concern that the GAC’s role in approving courses was undervalued.

J. da Costa indicated that there had been 2 instances where a similar error had occurred within the last 10 years. J. da Costa described the negative implications that will result by not approving the course since it is currently being run with students registered in it. The committee
wanted to make it clear that there were no concerns with the course itself, but had to do with how the course was scheduled and why didn’t it go through the approval process that all courses need to go through. Members of the committee felt it needed direction from council in order to both resolve the issues raised as well as vote for the course.

After further discussion:

**Motion:** C. Weber-Pillwax moved that the motion to approve the course be tabled until the October 2017 GAC meeting. Seconded by D. Da Costa.

4 Approved; 2 Against CARRIED

The committee identified three key issues/questions that need to be addressed before they could vote on the course:

- Does the department have a policy about offering EDPS 401/501 courses?
- Does the Chair have the power to override department collegial governance and schedule graduate courses that have not been approved by GAC?
- Do all proposed graduate courses need to come to GAC if the processes could be overruled by department administration?

J. White will look the first question and inform J. Sousa who will then inform the committee. J. Sousa will look into the second question. In order to address the third question it was then decided that the following motion would be forwarded to Department Council for discussion:

**Motion:** D. Kapoor moved 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. Seconded by D. Da Costa.

The motion was CARRIED.

J. Sousa encouraged members of the committee to raise their concerns at Department Council, but requested that the focus not be on the course since it was the catalyst for the discussion. J. Sousa will also describe the discussion to Department Council on September 15, 2017.

9. **EDPS 501: First Nation, Metis and Inuit Education for School Leaders (EDAL)**

Due to time, this item was tabled for the October 2017 GAC meeting.

10. **Library Report**

    T. Ball introduced herself and will be the department’s acting library representative while K. Koch is away during the 2017/2018 academic year.

    T. Ball then reviewing the information she had provided in the report she forwarded prior to the meeting.

11. **Other Business**

    None
Meeting adjourned at 12:10pm

The next meeting is October 11, 2017.
GRADUATE AFFAIRS COMMITTEE
October 11, 2017
MINUTES

Attendance: Jorge Sousa – Chair, Sara Carpenter, Dia Da Costa, Darryl Hunter, Carrie Karsgaard, Belen Samuel, Noella Steinhauer (attended in place of Joe da Costa), Cora Weber-Pillwax, Joan White

Absent/Regrets: Tanya Ball, Joe da Cosa, Dip Kapoor

Because the two EPSGSA student reps were attending this committee meeting for the first time introductions were made around the table. J. Sousa reminded the committee that we may want to review the Terms of Reference in February/March.

1. Approval of Agenda:

   Motion: D. Da Costa moved that the agenda be approved, seconded by S. Carpenter. CARRIED

2. Approval of Minutes: September 6, 2017

   Motion: D. Hunter moved that the September 6, 2017 minutes be approved. Seconded by D. Da Costa. Approved: 5 Abstained: 2 CARRIED

3. Business Arising from the September 6, 2017 Minutes

   J. Sousa informed the committee that the academic staff are to receive 1500 additional copies not 2000 as stated in the September 2017 minutes, and if an academic member required further copies before the end of this academic year more copies will be available. For the student reps on the committee, there is a printer in the resource room in the department that they can access to print the agenda, etc. for free. For assistance with the printer in the resource room, contact the receptionist in the main office

   J. Sousa asked the specialization coordinators if they had received clarification about the deadline dates to submit their area’s course selections for 2018/2019. None had received clarification so he will be following up on this.

4. Graduate Applications – October deadline

   J. White informed the committee that a total of 18 applications were now ready to be considered for MEd admission.

   ACHE = 3  EDAL = 8 -10  IPE = None  TCI = 5  Total: 18

   - 4 of the 18 are Canadian applicants
   - The new GSMS review system will be used for this process
   - November 1, 2017 is the deadline to submit admission recommendations
   - The new system can collect and collate the ranking for each file reviewed. Please contact J. White for this information if needed to make the final admission decisions.

   An email will be sent to all academic staff that will be reviewing files explaining the review process, including how to access the applicant files.
J. Sousa indicated that an additional google folder will be created that will contain stats on the last 5 years of admissions. This will be a separate folder from the one that is already available for the committee that contains the GAC agenda/minutes.

C. Weber-Pillwax asked if there could be a discussion about graduate student recruitment in the department at the next GAC meeting; preferably November. There was also a request for more information on how funding was allocated to graduate students in the department. J. Sousa indicated that graduate funding was an item on today’s agenda but a separate meeting just for this topic may also be needed. J. Sousa indicated that he would be talking to the Chair’s advisory committee about this but that individuals could request that a department budget report be given at a Department Council meeting.

5. EDPS 401/501: Parent/Caregiver Participation in Schooling
This item was tabled at the September 2017 meeting.

Motion: S. Carpenter moved that the tabled motion about the EDPS 401/501: Parent/Caregiver Participation in Schooling course be taken off the table and discussed again at this meeting. Seconded by C. Weber-Pillwax. CARRIED

Since that last meeting, it has been confirmed by Department Council that the Graduate Affairs Committee are not the body that should be approving these types of courses (undergraduate/graduate combination).

Motion: N. Steinhauer moved to remove from the table the motion to approve EDPS 401/501 course. Seconded by D. Hunter. CARRIED

Then

Motion: C. Weber-Pillwax moved that original motion concerning the EDPS 401/501 course be withdrawn. Seconded by D. Da Costa. Approved: 5, Abstained: 2 CARRIED

Any further discussions about a 401/501 course could be discussed at Department Council.

6. EDPS 501: Parent/Caregiver Participation in Schooling

Motion: B. Samuel moved that the EDPS 501: Parent/Caregiver Participation in Schooling be retroactively approved for the Fall 2017 term. Seconded by N. Steinhauer

After a discussion about the timing of this approval, members of the committee expressed a discomfort about passing this course retroactively. Members raised the concerns from last month’s Department Council discussion about retroactive approvals, as well as the potential impact that such approval would have on the committee’s governance role in the department.

The final voting result was: Approved: 2 Abstained: 5 The course was not supported.

J. Sousa stated that he would contact FGSR to ensure that students who were currently registered will not have any problems with having the course recognized on their transcripts. J. Sousa further expressed concern that a course that was currently being taught has not been approved.

7. EDPS 501: First Nation, Metis and Inuit Education for School Leaders

Motion: D. Hunter moved that EDPS 501: First Nation, Metis and Inuit Education for School Leaders to be offered in Intersession 2018 be approved. Seconded by D. Da Costa.
N. Steinhauer clarified that this course was in response to the Leadership standards requirement now mandated by the ATA for teachers across Alberta. This course is different from the one offered in summer 2017. The summer course focused more on First Nation schools, etc., this course’s focus was more of a broader look as school functions. It will be open to all graduate students across campus, etc.

This motion was CARRIED

8. Graduate Student Funding
J. Sousa provided some information on the graduate student funding allocated this past year:
- $167,000 was allocated to students; funds from UofA/Faculty of Education
- funding for GRA/GTA’s
- $97,000 to GRA’s based on a 5 hour per week requirement
- $70,000 to GTA’s for courses taught by our graduate students (e.g. EDPS 410 and EDPS 211)

J. Sousa described the different areas that EDPS graduate students can access funding. Members of the committee made the following requests with respect to graduate student funding in the department:
  - More transparency of how graduate student funding is allocated in the Department (GRA/GTA’s)
  - More transparency on how students are nominated for scholarships
  - Explore the possibility of guaranteed funding packages for graduate students
  - Question: How do other departments fund their students?

Sub-committee formed to work on possible questions that need to be answered concerning graduate funding in the department. Members: J. Sousa, D. Da Costa, C. Karsgaard, B. Samuel

S. Carpenter volunteered to do some research on how other Universities provide graduate funding.

J. Sousa will submit a statement on behalf of GAC to Department Council for their next meeting concerning graduate funding.

9. Library Report
T. Ball was unable to attend the meeting, but she had submitted a report. Anyone with questions, should contact T. Ball.

10. Other Business
J. Sousa asked if the committee would like a grad coordinator’s report to be a standard item on the agenda and members felt it wasn’t necessary.

J. Sousa indicated that any new intersession courses to be offered in 2018 should come for the November 2017, meeting.

S. Carpenter moved and seconded by D. Da Costa that the meeting adjourn at 11:55am.

Next meeting is November 8, 2017.
GRADUATE AFFAIRS COMMITTEE

November 8, 2017

Graduate Affairs Committee meeting for November 2017 was cancelled.

Next Meeting January 10, 2018.
GRADUATE AFFAIRS COMMITTEE
January 10, 2018
MINUTES

Attendance: Jorge Sousa – Chair, Tanya Ball, Sara Carpenter, Dia Da Costa, Joe da Costa, Darryl Hunter, Dip Kapoor, Joan White

Absent/Regrets: Carrie Karsgaard, Belen Samuel, Cora Weber-Pillwax

1. Approval of Agenda:
   J. Sousa indicated that the Library item (#9) would be discussed after Business Arising (#3). He also indicated that item #7 would be tabled for the next meeting.
   Motion: J. da Costa moved that the revised agenda be approved, seconded by S. Carpenter. CARRIED

2. Approval of Minutes: October 11, 2017
   Motion: D. Da Costa moved that the October 11, 2017 minutes be approved, seconded by D. Kapoor. CARRIED

3. Business Arising from the October 11, 2017 Minutes
   Several of the items in the minutes were also on the agenda for the meeting.

4. Library Report
   T. Ball reviewed her report for the committee; specifically mentioning that the workshops for the EDPS graduate students had been well attended. She also mentioned that there was a possibility that the Library’s name would change, but reference to Herbert T. Coutts would remain.

5. Graduate Applications – Doctoral
   J. White informed the committee that to date 14 doctoral applications had been submitted for 2018. January 15, 2018 is the application deadline so more applications could be submitted. She asked if there were any concerns that had come up when the MEd applications were reviewed in October.
   - The academic reviewers are not able to see other reviewer’s remarks for a file.
     - J. White will be looking into this to see if FGSR is working on a solution for this problem.
   - Access to the online review system needs to be more accessible.
     - A direct link to the review system will be provided on the Department’s admin webpage.

   J. Sousa informed the committee that the doctoral review process would be similar to what had occurred in the past, but with the committee’s agreement, GAC would not review the individual doctoral files when specializations recommended admission. Rather they would just approve the number recommended for admission. This change was approved.

6. Graduate Student Funding Working Group
   J. White handed out information about the U of A MEd Course-based Recruitment award. Two (2) awards are available for the entire University every year; deadline March. J. Sousa asked that the specialization groups be involved in deciding what student could be nominated for this award (one per department). J. White will be providing the specialization coordinators with a list of the students that were admitted, thus far, for Fall 2018. Students who apply by the March 1, 2018 deadline could also be considered if admission is recommended prior to the award deadline (March 21, 2018).

   J. Sousa talked about the U of A Doctoral Recruitment Scholarship. The department has been given $30,000 to distribute, at $5,000 per unit, for 2018. One unit will be allocated to each specialization and two units will be held by the graduate coordinator to be distributed later. The primary criterion will be a GPA of 3.5. FGSR will be announcing the final GPA level by the end of the month. The
specialization groups will determine the additional criteria and will recommend what new student will receive this funding. The specialization groups will inform the graduate coordinator of the developed criteria. If there is no student nominated from a specific group, their funds will return to the Graduate Coordinator who will then redistribute it, along with the two units held, to the other specializations. For this award, he recommends that the groups rank their eligible students 1-5 to ensure that the funding is taken up. Also, to ensure that the funds are utilized, new students will be asked to confirm their acceptance of the admission, etc. by May 1, 2018.

J. Sousa indicated that the graduate student funding working group had sent out a survey to students before the holiday break but had only received 27 responses; so it has been sent out again last week. A report from the survey will be given at the next meeting.

6. Graduate Student Recruitment
J. White handed out a sheet that outlined the various teachers’ conventions occurring in the next few months. She asked that academic staff consider participating at the Faculty of Education booth for a few hours on the selected dates. She will be sending out to the specialization coordinators the link to this signup sheet for this event. Also, D. Kapoor indicate that advertising programs in government publications could also help in reaching students.

A brief discussion occurred over the admission and completion stats provided for the meeting. Other than guaranteed funding for students, J. da Costa talked how the department could improve their course offering/program flexibility by offering more courses in the spring/summer, teaching on Saturdays and online and/or video conference attendance. He also mentioned that graduate programs being offered by other institutions, venue Edmonton, was having an effect on the number of local applications they received.

J. Sousa talked about learning outcomes for our programs. He indicated it will be necessary for the department to develop learning outcomes. J. Sousa requested that each specialization begin to review their programs to determine what the learning outcomes were to be and to see how best to implement them. The intention is to develop departmental level learning outcomes that reflects the individual outcomes from each specialization. He informed the committee that there would be a Faculty Review in 2021-2022 and this item could be a factor in the review.

7. Professional Development Requirement (FGSR)
Tabled for the next meeting.

8. Strategic Planning
J. Sousa indicated that the Faculty of Education GAAC would be submitting a report to the Strategic Planning committee. He asked that if anyone was interested in collaborating to submit a Department GAC report on the graduate program should send him an email.

He reminded the committee that the department would be having a meeting on the Strategic Plan on January 26, 2018. He stressed that all should attend as additional information would be provided at this meeting.

10. Other Business
J. Sousa indicated that the Faculty of Education was considering an online Annual Report system. All who had received the email about this were encouraged to review the information and vote.

J. Sousa asked if there was any interest in having a standardized grading system for graduate courses in the department. After a brief discussion, no decision was made.

S. Carpenter moved that the meeting adjourn at 12:10pm. Next meeting is February 7, 2018
GRADUATE AFFAIRS COMMITTEE  
February 7, 2018  
MINUTES

Attendance: Jorge Sousa – Chair, Tanya Ball, Sara Carpenter, Dia Da Costa, Joe da Costa, Darryl Hunter, Joan White

Absent/Regrets: Dip Kapoor, Carrie Karsgaard, Belen Samuel, Rebecca Sockbeson

Temporary Replace: Rebecca Sockbeson will now be the IPE rep on this committee in place of Cora Weber-Pillwax

Before the meeting started, J. Sousa mentioned that the review of the committee’s terms of reference and the rules of order are scheduled for the March 2018 GAC meeting.

1. Approval of Agenda:
   Motion: D. Da Costa moved that the agenda be approved, seconded by S. Carpenter.  
   CARRIED

2. Approval of Minutes: January 10, 2018
   Motion: J. da Costa moved that the January 10, 2018 minutes be approved, seconded by D. Hunter  
   CARRIED

3. Business Arising from the January 10, 2018 Minutes
   J. Sousa informed the committee that for the University of Alberta Doctoral Recruitment Scholarship the specializations ACHE, EDAL and TCI would be given two units at $5,000 each for them to assign to new doctoral student(s) for the 2018 intake. The nomination criteria is a 3.5 minimum GPA, but specialization could have further criteria when making their own selections.

   J. Sousa asked that the specializations rank their nominated applicants for this award, just in case their first selected student decided to not accept the offer of admission.

4. Library Report
   T. Ball reviewed the library report distributed to the committee prior to the meeting.

5. Graduate Admissions - doctoral
   J. White informed the committee that 21 doctoral applicants were being reviewed for possible admission. She reminded them that the GPA stated on the online application was one that the applicants’ provided. The entrance GPA to be referred to for the admission process is outlined on the separate sheet that was sent to all academic staff with the list of applicants to be reviewed.

   J. Sousa reminded all that specializations are to submit their list of recommended students for admission by March 1, 2018.

6. Graduate Student Recruitment
   This item is a continuation of a conversation stated in the January 2018 meeting.

   One challenge the department faces is competition from institutions both from within and outside Alberta. Students were finding graduate programs from other institutions more attractive to pursue than the ones offered in our department. For example, the ATA teaching standards recently approved as mandatory were already implemented in some programs available at other institutions. And some institutions were offering the completion of the ATA certification requirement that includes laddering into a graduate program. The EDAL specialization, specifically, but also the department as a whole, needs to respond to the challenge.

   Different modes of offering programs or a possible program change might need to occur. Currently the MEd program (two routes) are similar in nature and thus viewed that way. The course-based program also does not provide enough of a research component to be competitive. As for the doctoral program, the option of possibly having the EdD as a more practical based degree versus the PhD, which would include comprehensive exams, might need to be looked at.
As for the recruitment of students, one recommendation was for academic staff, from the various specializations, become more involved in the process by involving themselves more at functions/locations that their particular cliental would be at to actively recruit. Relying on advertising in newspapers, etc. was no longer helping to draw people to the programs.

It was mentioned that this item should be discussed by the department at it’s Department Retreat later this year. This item will be brought forward for further discussion at the March 2018 GAC meeting.

7. Learning Outcomes
J. Sousa informed the committee that there would be a graduate review in 2022/23. One of the questions noted for the review was Learning Outcomes. The department currently does not have any listed learning outcomes for either the specializations or the department.

A discussion arose about how best to work on this and it was decided that for now the specializations should start a discussion in their groups concerning their own specific learning outcomes.

J. Sousa will ask that this item appear on the next department council meeting (in March) for a more general discussion on what the best procedure would be in determining the department’s learning outcomes.

8. Professional Development Requirement (FGSR)
J. White gave a brief history on how this requirement from FGSR came about and why the Faculty of Education had been exempted from this requirement when it was implemented a few years ago.

J. Sousa indicated that at this time FGSR was asking our Faculty to provide proof that the graduate students in Education were meeting the Professional Development Requirement. All new students, as of September 1, 2018 were now to provide this proof in order to convocate. Therefore he was asking the committee to help provide this information for the Associate Dean, Faculty of Education to report to FGSR.

Questions: Was FGSR asking us to provide proof of required professional development opportunities or just general professional development opportunities. Also, what exactly were the components of the Professional Development requirement that were to be completed and were our students already fulfilling this? J. White will look further into this to help answer these questions.

9. Graduate Student Funding Working Group
D. Da Costa provided a report from the Graduate Student Funding Working Group. Emails with funding questions were sent to the Faculty of Education departments at the University of Alberta, University of British Columbia, University of Toronto and McGill University (the latter had not responded yet). The following had been learned so far:

Most of the institutions did offer funding packages when admitting students. At the U of A, Secondary Education and the Physical Education departments offered some funding packages. UBC had just started only offering funding ($18,000) to those students they admit; 4-year minimum package for PhD students. U of Toronto was offering funding ($25,000) to their students; PhD for 4 years, MEd for 1 year; but there was not information on how many student admitted that did not receive this funding.

The results of the graduate student survey showed that some students were unaware of funding opportunities and/or were waiting for their academic supervisor to encourage them to apply. J. White indicated that emails about funding opportunities was sent out to students on a regular basis via the department listserv. Several of the staff indicated that they were not receiving these emails. J. White will be talking to G. Johnson in the general office to ensure that the academic staff also received these emails. D. Da Costa asked if there could not be an opportunity for students to come together to learn how to draft up a research proposal to help them feel more comfortable when applying for awards.

Concerning Graduate Funding Allocation, J. Sousa suggested that the process of how GRA’s were distributed could be reviewed so as to include some or all of that funding in possible funding recruitment packages for new students. Since the working group was created to answer some questions before discussing the graduate funding issues at Department Council, this item could be brought up at department council again.
J. da Costa informed the committee that back in 2005 there had been a guaranteed funding package created by the department for new doctoral students. It assigned to strong students who would also be required to apply for SSHRC, QEII, etc. awards during their program. If successful in obtaining those awards, the funding given to them by the department then distributed to other students in the program. This could be an award that one student in each specialization could receive.

J. Sousa informed the committee that the starting date to submit requests for GRA’s will now be March 1, 2018 and the closing date will be March 31, 2018. Izabela will be sending the requests to the faculty.

There will be further discussion on this at the April 2018 meeting.

10. Other Business
None

D. Da Costa moved that the meeting adjourn at 12:00pm.

Next meeting is March 7, 2018
Graduate Affairs Committee meeting for March 2018 was cancelled.
GRADUATE AFFAIRS COMMITTEE
April 4, 2018
MINUTES

Attendance: Jorge Sousa – Chair, Tanya Ball, Dia Da Costa, Darryl Hunter, Belen Samuel, Joan White

Absent/Regrets: Sara Carpenter, Joe da Costa, Dip Kapoor, Carrie Karsgaard, Rebecca Sockbeson

Temporary Replace: Evelyn Steinhauer in place of Rebecca Sockbeson, acting IPE specialization coordinator representative for the committee

1. Approval of Agenda:
   J. Sousa moved Item #8 on the agenda to be discussed after Item #4.
   Motion: D. Da Costa moved that the revised agenda be approved, seconded by D. Hunter. CARRIED

2. Approval of Minutes: February 7, 2018
   Motion: D. Da Costa moved that the February 7, 2018 minutes be approved, seconded by B. Samuel. CARRIED

3. Business Arising from the February 7, 2018 Minutes
   J. Sousa informed the committee that the topic Learning Outcomes will be discussion at the Department’s Retreat scheduled in May 2018. It will be discussed in the morning and invited speakers will be coming to help with the discussion.

   J. Sousa informed the committee that the topic Graduate Student Funding will also be discussed at the Department’s Retreat; in the afternoon.

   J. White indicated that because the March 2018 meeting had been cancelled in order to proceed with the 2018 doctoral admission process, the committee had passed the following motion, via electronic vote.

   Motion: J. Sousa moved that up to 11 doctoral students are to be admitted for 2018/19 academic year. Seconded by J. da Costa. CARRIED

   The motion was forwarded to Department Council for final approval in March and processing of the doctoral files received was now being completed.

4. Library Report
   T. Ball presented the library report and provided copies of the report to the committee for future reference.

8. Calendar Changes
   J. Sousa indicated that FGSR was requiring all departments/faculties across campus to have their program information outlined in the U of A calendar. The reason was the U of A calendar is considered the legal document when it comes to a program’s structure, requirements, etc. Therefore, the information currently on the department’s website now needs to be placed in the U of A Calendar. This means a calendar change request.

   Motion: D. Da Costa moved that the Graduate Affairs Committee send the proposed Calendar Changes to Department Council for approval. Seconded by E. Steinhauer.

   J. Sousa mentioned that for degrees already completed prior to this motion and up to August 31, 2018, would be given amnesty validation by the U of A. But, approval of this motion was needed in order to ensure that degrees completed after August 31, 2018 are considered valid. If, for any reason, this motion was not approved at any level by July 1, 2018, the U of A Provost’s office would need to become involved as the department’s programs would then be in question.

   The path for this approval will be the same as any calendar change: GAC => DC => GAAC (RO) => FGSR Council => GFC
After further discussion, the motion was CARRIED. The calendar changes proposal will now be forwarded to Department Council as a single package for discussion and approval.

5. Committee’s Terms of Reference

J. Sousa asked if anyone on the committee felt that there needed to be changes made to the committee’s term of reference document. IE, electronic voting option.

J. White asked that the wording ‘Graduate Secretary’ in #6 be changed to ‘Graduate Administrator’. No further revisions were submitted.

Motion: D. Da Costa moved to change the wording ‘Graduate Secretary’ to ‘Graduate Administrator’ in the Graduate Affairs Committee Terms of Reference document. Seconded by D. Hunter. CARRIED

6. Meeting Procedure Rules

J. Sousa asked the committee if there were any procedure rules that should be reviewed and possible changed now that they had been applied to the meetings over this past year. No changes were suggested.

7. Graduate Admissions Update - MEd

J. White informed the committee that a total of 30 MEd applications were now circulating for possible admission:

ACHE = 9; EDAL = 9; IPE = 3; SJI = 9 Total: 30

Specialization coordinators were reminded that final admission decisions needed to be submitted by April 9, 2018 and for any applicants who were being admitted with a low GPA, a brief reason why needed to also be submitted.

J. Sousa asked that the specialization groups also provide names of a program advisor for each student they recommend for admission.

9. Professional Development Requirement (FGSR)

Further to the discussion started at the February 2018 meeting, J. Sousa reminded all that although the Faculty of Education graduate students currently are not required to complete this FGSR requirement, as of Fall 2018, any new student, specifically doctoral student, would now have to ensure that they have completed this requirement. One way to do this was for the department to submit a list of Professional Development (PD) options that were available to our students when fulfilling of this requirement.

J. Sousa referred to the SLIS list as an example of what the department could work with when creating this list.

J. White asked when a PD option was being listed that consideration also be given as to how a student’s PD was being recorded in order to ensure that when asked if a student had completed it, there was evidence that they had. Examples of how to record this information is available on FGSR’s website.

10. Other Business

B. Samuel asked if there was any way that students could be involved in the selection of courses being offered for an academic year. J. Sousa indicated that students have the option of discussing course offerings with their area specialization coordinator. The 2018/2019 course selections were already completed, but between now and October 2018, students could start this conversation with the area specialization coordinator for the 2019/2020 academic year.

J. Sousa thanked all for their work on the committee this year. He indicated that he will be working on an Committee Orientation Handbook to help facilitate the function of the committee and to provide necessary information for new members of the committee; which occurs every year.

D. Da Costa moved that the meeting adjourn at 11:10am.
This is the last meeting for the 2017/2018 academic year for this committee. The next one will be either in September or October 2018.