Attendance: Jorge Sousa – Chair, Sara Carpenter, Dia Da Costa, Joe da Costa, Darryl Hunter, Jerry, Kachur, Evelyn Steinhauser, Joan White

Regrets: Katherine Koch

EPSGSA Student reps had not been selected for the 2018/2019 year by this meeting.

1. **Approval of Agenda:**
   J. Sousa noted that the current GAC meeting time and possible change was an item to be discussed.
   
   **Motion:** S. Carpenter moved that the agenda be approved, seconded by J. da Costa.  
   CARRIED

2. **Approval of Minutes: April 4, 2018**
   
   **Motion:** E. Steinhauer moved that the April 4, 2018 minutes be approved, seconded by S. Carpenter.  
   CARRIED

3. **Business Arising from the April 4, 2018 Minutes**
   J. Sousa informed the committee that the results from the Department Retreat last May will be a topic of discussion at Department Council this month.
   
   J. Sousa informed the committee that the department’s calendar changes had now gone through ASC and should be ready for the 2019/2020 U of A Calendar publication.
   
   J. da Costa asked that the GAC start the discussion about the substance of the courses required in our graduate programs. This will be an item on the GAC agenda in November.
   
   J. Sousa informed the committee that the Learning Outcomes and FGSR Professional Development requirement for our students was not yet required, but would eventually be phased in. Students already in the program would be grandfathered into the new requirement when implemented.

4. **Library Report**
   K. Koch informed the committee prior to the meeting that she will not be able to regularly attend the GAC meetings, but J. Sousa indicated that she will be providing a Library report for meeting and will be attending the Department’s Department Council meetings. If anyone had questions about the reports submitted should contact K. Koch.

5. **Committee Orientation**
   J. Sousa informed the committee that there was not a GAC Handbook that outlined various items that committee members should be aware of when making decisions in the area of student admissions and the department’s graduate program. The document would continue to be revised and items added but GAC members are advised to contact the department if there were any questions concerning the content or a subject outlined in the handbook. The handbook will become available for all on the Department website.

   In reviewing the current information in the Handbook the following was asked:
   - Sessional representation for the GAC committee; J. Sousa will be looking into this
   - Deadline for New Course offerings (EDPS 501 courses) for 2019/2020 academic year; J. Sousa will be following up on this
   - Add information like specialization program forms, information about full-time / part-time registration, program length, extensions, leaves, etc.

   Items suggested for GAC meetings in the future:
   - Moving EDPS 501 courses offered 2X’s or more to permanent numbers; possibly IPE
- Creation of new EDPS 501 courses from EDAL; possibly not available by October deadline as discussions were just starting. Courses pertain to the new ATA Teaching standards. Proposed pilot offerings for Winter and Summer 2019.
- English Language Requirement: TOEFL vis IELTS...results are not compatible so the department needs to review this and possible change department minimums.

6. Storing EDPS 900 Capping Exercise Documents
   J. White talked to the committee about the hard copy EDPS 900 Capping Exercise Documents that had been collected since the course started around 2001(?). Since the documents are not kept by the U of A Library system, she asked the committee to decide if the documents should be kept indefinitely or only for the retention timeframe for the student file, which is seven (7) years. After a discussion it was decided that the EDPS 900 Capping Exercise documents will be kept in PDF format and eventually placed in a depository that will allow academic staff and students to access for reference.

6. Meeting Time
   J. Sousa asked the committee about possibly moving the meeting time from 10:00 - 12:00 to later the same date of the month (2nd Wednesday of the month). After a discussion, it was decided that the GAC meetings for October and November 2018 would change to 2:00 - 4:00pm on the 2nd Wednesday of the month. Winter 2019 meeting times will be discussed via email. The EPSGSA Student president will be informed of this change.

10. Other Business
    J. da Costa asked about a couple of academic staff in the department that are not currently appointed to a specialization in the department. It was felt that by not being identified with a specialization, that the two academic staff were missing out on opportunities to be involved in conversations about admission, supervision, the department’s graduate program, etc. J. Sousa informed the committee that each specialization can invite faculty from outside their specialization to review specialization files. J. Sousa will follow-up with the chair. This can be discussed at the next GAC meeting.

D. Da Costa asked about the final decisions made concerning the Vanier Scholarship.

D. Da Costa asked for further clarification about assistantships and how students are assigned 12 hour and/or 6 hour assistantships. J. Sousa encouraged members of the committee to raise these issues and concerns with the department chair and raise them at the next department council meeting.

D. Da Costa moved that the meeting adjourn at 11:30am.

The next meeting will be on October 10, 2018.