Graduate Affairs Committee Handbook

2018 – 2019

Department of Educational Policy Studies, Faculty of Education
University of Alberta
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Introduction to the Graduate Affairs Committee

Welcome to the Graduate Affairs Committee (GAC) Handbook, 2018 – 2019. GAC is one of the standing committees of the department, and reports to Department Council on changes to the academic programs and admissions. GAC is an important committee in the Department of Educational Policy Studies, with all Academic issues occurring with our graduate programming including: program development, policies, new courses and calendar changes. Substantive motions (e.g. new courses) from GAC relevant to the Academic quality of the graduate program are forwarded to Department Council for approval.

Committee members are a combination of ex-officio members (by nature of their positions) appointed by their specialization or elected by other faculty members. As such, all GAC representatives are representing others and it is vitally important that there is good communication between members and the people they represent.

The GAC handbook is produced in an attempt to help the membership of GAC to have the information they need to assist in understanding the complexities and procedures of this committee. The forms presented in this handbook are intended to serve as examples of the relevant ones for the work of this committee. The fillable forms are available on the department website. We envisage building on the handbook each year and welcome any feedback on what else should be included, changed, deleted or general comments.

Thank you
Jorge Sousa
Associate Chair, Graduate Programs and Chair of GAC
sousa@ualberta.ca

Meeting Schedule for 2018 - 2019 Academic Year

Below are the scheduled dates for the Graduate Affairs Committee meetings, held the second Thursday Wednesday of every month. The meetings are normally held in Room 7-152 Education North from 10:00 – 12:00noon.

2018
Wednesday, September 12
Wednesday, October 10
Wednesday, November 7

2019
Wednesday, January 9
Wednesday, February 6
Wednesday, March 6
Wednesday, April 3

A call for agenda items will occur prior to each meeting and will include a submission deadline (supporting documentation normally required at least one week prior to the committee meeting date). Agendas are normally distributed by the Friday prior to the Wednesday meetings.

If members are unable to attend a meeting, please email regrets in advance to epscoord@ualberta.ca

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1 This handbook is modeled after the handbook provided to members of the Undergraduate Academic Affairs Council (UAAC) and developed by Clive Hickson. This handbook is the outcome of requests by previous members of GAC for orientation materials.
Graduate Affairs Committee Membership

2018 - 2019
Chair: Jorge Sousa
Associate Chair, Graduate Programs

Statutory Members (Ex-officio Officers participating by virtue of office) are the only members who can have an alternate represent them in their absence

Graduate Affairs Committee 2017/2018

Statutory Members:
Sara Carpenter       ACHE Specialization Coordinator
José da Costa        EDAL Specialization Coordinator
Evelyn Steinhauer   IPE Specialization Coordinator
Jerry Kachur         SJI Specialization Coordinator

Elected Members:
Dia Da Costa         Faculty Member
Darryl Hunter        Faculty Member

Representatives:
Belen Samuel         Graduate Student Representative
Valetine Ojelede     Graduate Student Representative
TBA                  Sessional Representative
Katherine Koch       Library Representative

Joan White           Graduate Administrator

Effective: October 1, 2018
Graduate Affairs Committee Terms of Reference

Department of Educational Policy Studies
University of Alberta
May 11, 2012

To oversee and make recommendations to Department Council regarding graduate student enrollment management, including recruitment, application and admission, as well as matters pertaining to course and program development and modification.

Membership

1. Area specialization coordinators, ex officio
2. 2 full-time continuing academic staff members, elected by full-time continuing academic staff
3. 2 graduate students, recommended to Council by the Educational Policy Studies Graduate Students’ Association
4. 1 sessional staff member, recommended to Council by sessional staff
5. 1 representative from the library, recommended to Council by the HT Coutts Library (non-voting)
6. The Graduate Administrator (non-voting)
7. The Graduate Coordinator, who shall be Chair
Important Dates for the Graduate Affairs Committee

New Course Approvals:
Over the last two years the Registrar’s office have been asking departments to prepare course schedules much sooner than what has been done in the past. As a result, there has been some confusion and frustration with respect to the approval deadlines to the development and approval of new courses.
- Proposed new courses for Spring 2019 or for the 2019/2020 academic year will be initially approved by the specialization in September.
- Once the course(s) have been approved by the specialization, the proposed course will go to the Graduate Affairs Committee (GAC) for the October 10th meeting for approval.
- Once the course is approved at GAC, the proposed course will go to Department Council for final approval.
- The specialization coordinator will need to submit the proposed course to the Graduate Administrator by October 3rd to be considered for the October 10th GAC meeting.

Calendar Changes:
All proposed calendar changes must follow the appropriate forms, which are shown in this handbook, and available on the department course website.
- Proposed calendar changes can be submitted to GAC at any meeting of the year.
- Once the proposed calendar changes have been approved by the specialization, the proposed calendar changes will go to the Graduate Affairs Committee (GAC) for the October 10th meeting for approval.
- Once the course is approved at GAC, the proposed course will go to Department Council for final approval.
- The proposed calendar changes are then forwarded to the faculty Graduate Academic Affairs Committee for approval, which would include a notice of motion and approval is likely to occur over two meetings.
- The specialization coordinator will need to submit the proposed calendar changes to the Graduate Administrator for the September meeting or the final meeting of the year in order to be considered for adoption into the new University Calendar for the following year.

Doctoral Application Key Dates:
- Files will be available to review on or before mid-February, 2019.
- Specializations coordinators will inform the Graduate Administrator of recommendations up to 4 weeks after access to the doctoral is granted.
- The recommended number of doctoral applications will be considered at the March or April GAC meeting.

MEd Application Key Dates:
- Applications submitted by October 1st, 2018 for January, May, July or September 2019 admission.
- Applications submitted by March 1st, 2019 for May, July, or September 2019 or January 2020 admission.
- Final approved admission numbers will be provided to GAC by the second meeting after the deadline.

MEd transfer to thesis-based program:
- Applications due December 31st or June 30th.
- Final approved transfer numbers will be provided to GAC by the second meeting after the deadline.
Meeting Procedural Rules

The meeting procedural rules that appear below is a modified version of the GENERAL FACULTIES COUNCIL (GFC) Meeting Procedural Rules policy. For matters not covered by these rules, or by the Post-Secondary Learning Act (PSLA) reference shall be made to the current edition of Robert's Rules of Order. If this does not provide clear direction regarding a point in question, then the Chair shall decide how to proceed. However, such rulings by the Chair may be overruled via a motion supported by a vote of the majority of those present.

As stated in the GFC policy, the following rules and procedures are based on a number of fundamental principles that encourage participation and engagement of members. These principles include:

- A commitment to inclusive and participatory decision-making.
- A commitment to openness, transparency and respectful communication.

Please note that the rules of order that appear here are intended to support orderly discussion, and not are to be seen as a tool to limit debate.

Motions

- Normally, all motions concerning substantive matters shall be published in the agenda materials.
- All motions must be moved and seconded by members of GAC.
- Motions pass with a majority vote, except for the following: (1) motions to add an item to the agenda require a two-thirds majority of those present; (2) motions to rescind a motion require a two-thirds majority of total members.
- To make a motion, a member must be recognized by the Chair. (In the interest of clarity and to expedite business, it is advisable to provide a written motion to the Chair). The person making a motion will be invited by the Chair to speak first in any ensuing debate.
- Amendments to Motions - A member may make a motion to amend the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is voted upon. The amendment must be germane and cannot be used to introduce a new subject. An amendment is debatable.
- Motion to Adjourn - A motion to adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable, and typically requires a simple majority vote. During the months of March and April, motions to adjourn require a two-thirds majority if substantive items of business remain on the agenda.
- During the course of a GAC meeting, members may make a Notice of Motion for debate at the next GAC meeting. In such cases the graduate coordinator will be responsible for placement of the motion on the next agenda.

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Motions for Specific Purposes

- **Motion to Table** – Enables the pending question to be laid aside until some future time. The motion cannot be debated. The mover may make a statement regarding what information they believe would be required to remove the item from the table, and the proposer of the item may make a brief comment on the impact of tabling the motion.

- **Motion to Take From the Table** – Brings the motion back before GAC and cannot be debated.

- **Motion to Reconsider** an item which was voted upon at the current or the last meeting. If passed, proceedings are restored to the point immediately prior to the vote to which it applies.

- **Motion to Rescind a Motion** is only used when a Motion to Reconsider is out of time. Motions to Rescind require support of two-thirds of the total membership if no Notice of Motion was given, but only a simple majority if Notice was given.

Debate

- Normally, a member may not speak for a second time until the Chair is satisfied that all members wishing to speak for their first time have done so.

- A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the motion. If the Chair does not do so, a member may raise this as a point of order.

- **Point of Order** - It is the right of any member who notices a breach of the rules of Council to insist on their enforcement. If the Chair fails to notice such a breach, any member may make the appropriate Point of Order, calling on the Chair for a ruling. A Point of Order does not require a seconder, it is not debatable or amendable, and cannot be reconsidered.

- **Calling the Question** - Upon hearing a member call the question, the Chair will ask members if they are ready to vote on the motion being discussed. If there appears to be opposition to closing the debate, the Chair may ask for a motion to close debate. If seconded, members will then vote on this motion and proceed accordingly.

Debates without Motions

When discussion of an issue and the formal rules pertaining to making motions, debate, and voting seem to be a hindrance to thoughtful discussion, the agenda can allow for a less structured discussion guided by the Chair and the consensus of the members in attendance.

Amendment of these Rules and Procedures

Rules and procedures governing our meetings may be amended by a majority vote of those present and voting at a duly constituted meeting of GAC, provided that notice of the proposed amendment has been given and that a quorum is present at the time the vote is taken. Rules can be reviewed every few years.
Transfer from a Course-Based to a Thesis-based MEd Program

The following procedures govern the transfer from a course-based to a thesis-based master's program:

1. Individuals seeking approval to transfer must:
   ● Have completed a minimum of three courses which would include EDPS 581, prior to applying.
   ● Have arranged to be supervised by a full-time faculty member.
   ● Submit with their application a "letter of intent" (maximum of 1500 words) describing the thesis they propose to undertake and a rationale for wanting to write a thesis.
   ● Have their prospective supervisor submit a letter of support attesting to their ability to carry out the thesis.

2. The deadline for submitting completed applications to the Graduate Administrator: June 30 and December 31.
   ● June 30 deadline will allow students to transfer into the new program route in either September or January terms
   ● December 31 deadline will allow students to transfer into the new program route in May, July or September terms

3. When all applications have been received, the specialization groups will review each application; the specialization coordinator will make a recommendation to the graduate coordinator.

4. Applicants will be notified of the Department’s decision as soon as possible.

5. The supervisor must be approved by the Graduate Coordinator and/or Department Chair as the Dean’s designate.

Students are advised to familiarize themselves about the registration requirements in the thesis-based route.

Additional information: FGSR Fee information: [https://uofa.ualberta.ca/graduate-studies/current-students/tuition-and-fees](https://uofa.ualberta.ca/graduate-studies/current-students/tuition-and-fees)

Minimum Units of Course Weight and Registration requirements: [https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/section-6-program-planning-and-registration/6-2-minimum-units-of-course-weight-and-registration-requirements](https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/section-6-program-planning-and-registration/6-2-minimum-units-of-course-weight-and-registration-requirements)
# Calendar Change Request Form

**Department:**

**Implementation Type:**  [ ] Normal    [ ] Early

**Implementation Calendar Year:**

**Type of Change:**

- [ ] Introduce Course (Attach completed New Course Questionaire)
- [ ] Delete Course
- [ ] Modify Course (Includes editorial changes)
- [ ] Update Contact Info

- [ ] Introduce / Delete / Modify Program
  (Attach completed Program Approval Template)
- [ ] Introduce / Delete / Modify Academic Regulations:
  Admission Requirements, Application Deadlines, Academic Standing Requirements
- [ ] Introduce / Delete / Modify Info Listed in [Graduate] Section(s) of the Calendar

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Use <em>yellow highlight and strike out</em> for all changes)</td>
<td>(Use <em>yellow highlight and underline</em> all additions)</td>
</tr>
</tbody>
</table>

Rationale:

<table>
<thead>
<tr>
<th>Department Chair</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**FACULTY USE ONLY**

| Change Request Received: | Consultation and Notice of Motion: | Motion Approved: |
New Graduate Course Submissions Template

All new graduate courses must be approved by the Department Graduate Affairs Committee and the Department Council. It is expected that your specialization group has carefully vetted your proposed course prior to submitting this information. The full submission should be given to Joan White (Graduate Administrator) at least one week prior to the scheduled meeting of the Graduate Affairs Committee. All new courses will be forwarded to Department Council for final approval.

Instructions

Please provide a full description of the proposed course using the guidelines outlined below. Please complete the requested information in Part A for new courses intended to be offered for a trial period. These courses will be given a 501 or 601 number.

Complete Part B if your submission is a request for a permanent course number or a change to the Calendar entry for your course. Part B will be submitted to GAAC after receiving approval by the Department Graduate Affairs Committee and the Department Council.

Part A “One-Time Offering”

1. Using the departmental course outline template, you are asked to submit a course outline with the following information:
   a. Course name and title, including suggestions as to when the course will be offered;
   b. Instructor(s) name and other contact information;
   c. Course objectives and content;
   d. Sample of the required reading list and course topics; and
   e. Course evaluation criteria, including: assignment weighting, and details of participation.

2. In addition to the course outline requested above, please provide the following information:
   a. A detailed rationale for your submission.
   b. Describe how the proposed course is sufficiently different than other departmental courses.
   c. Was your proposed course endorsed by the specialization?
   d. In what ways does your proposed course complement the objectives of the specialization.
Part B “Calendar Submission”

Please complete the Faculty of Education’s Graduate Academic Affairs Council Calendar submission template if your submission is for a permanent course number or a change of an existing Calendar entry.

Please include a copy of the current course outline. Once the course has been approved by the Department Graduate Affairs Committee and the Department Council the submission will be forwarded to the Faculty of Education’s Graduate Academic Affairs Council (GAAC)
University of Alberta
Faculty of Education – Graduate Academic Affairs Council
(GAAC)

Questionnaire For New Course Proposals Only

1. Course overview (provide an elaboration of the submitted proposed calendar copy)

2. Resource requirements (e.g., staffing, technical needs, library resources)

3. Brief bibliography (no more than 5 listings)

4. Has course been piloted?
Course Outline Template

Course Name and Section Number: EDPS
Year: 20

Course Title:

Term: ___ Fall ___ Winter ___ Spring ___ Summer

Instructor Name:

Office room: Office Phone number:

Instructor’s e-mail address (if available):

Course Objectives and Content:

Required Textbook and Readings:

Evaluation criteria: (including assignment weighting, details of class participation, etc.)

Examination Dates:

Application of the University grading system:

“Policy about course outlines can be found in Section 23.4(2) of the University Calendar.”

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.ualberta.ca/secretariat/appeals.htm) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University”. (GFC 29 SEP 2003)

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used for distribution without prior written consent from the instructor.

“The Faculty of Education is committed to providing an environment of equality and respect for all people within the University community, and to educating faculty, staff, and students in developing teaching and learning contexts that are welcoming to all.”
# Calendar Change Request Form – Tip Sheet

## How to Indicate Changes on Comparison Table

- Ensure text in the left "CURRENT" column is exactly the same text as what is listed in the current Calendar copy.
- Strike-through text in the left-hand column that is to be deleted (the text is then removed or replaced in the right-hand column).
- Introducing a new course or program: Enter “New” in left-hand column.
- Underline text in the right-hand column that is to be added.
- Highlight changes in yellow.

## Things to Keep in Mind / Look Out For

<table>
<thead>
<tr>
<th>Early implementation</th>
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<tbody>
<tr>
<td>▪ Is not the norm.</td>
</tr>
<tr>
<td>▪ Departments must provide a statement of the circumstances surrounding the request, an indication of how the change will be communicated to students, as well as assurances that students will not be negatively impacted by the change.</td>
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<table>
<thead>
<tr>
<th>Language</th>
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<tbody>
<tr>
<td>▪ Ensure it’s “gender neutral”</td>
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<tr>
<td>▪ Use “Restricted to...” rather than “Registration is restricted to...”</td>
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<tr>
<td>▪ Use “Priority given to...” rather than “Registration priority will be given to...”</td>
</tr>
<tr>
<td>▪ Watch for typos, grammar, etc</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Course title</th>
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<tr>
<td>▪ Must be included: No more than 150 characters</td>
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<thead>
<tr>
<th>Course description</th>
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<tr>
<td>▪ Must be included: No more than 100 words</td>
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<tr>
<th>Term</th>
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<tr>
<td>▪ Must be included: Encourage the use of “Either” rather than specifying a term</td>
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<tr>
<td>▪ Use “First” or “Second” instead of “Fall” or “Winter” terms</td>
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<tr>
<td>▪ “Spring/Summer” term is acceptable</td>
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<tr>
<th>Prerequisite(s)</th>
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<tr>
<td>▪ Typically refers to a specific course(s) or consent of Department.</td>
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<tr>
<td>▪ Listing of prerequisites is department’s responsibility.</td>
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<tr>
<td>▪ Confirm prerequisite exists in Calendar.</td>
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<thead>
<tr>
<th>Deleted course numbers</th>
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<tr>
<td>▪ Cannot be used for 10 years. It’s up to departments to monitor numbers.</td>
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<th>*3</th>
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<tbody>
<tr>
<td>▪ Must be included: Refers to course weight (credit)</td>
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<th>(φ 6)</th>
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<tbody>
<tr>
<td>▪ Must be included: Refers to course fee index (affects tuition).</td>
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<tr>
<td>▪ It’s twice the course weight.</td>
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<tr>
<th>(3-0-0)</th>
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<tbody>
<tr>
<td>▪ Must be included: Refers to the total number of instruction hours in a week. For example: 3 lecture hours - 0 seminar or clinical hours - 0 lab hours.</td>
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<tr>
<th>Rationale</th>
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<tr>
<td>▪ Must be provided</td>
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<table>
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<tr>
<th>Department Chair Signature</th>
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<tbody>
<tr>
<td>▪ Must be provided in PDF version of form</td>
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<thead>
<tr>
<th>Course renaming and numbering</th>
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<tr>
<td>▪ Should not be a normal occurrence.</td>
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<tr>
<td>▪ Should only occur when there are strong academic reasons for doing so. Such reasons would include restricting/amalgamation that change a department’s ability to offer the same configuration of courses as before or complete revisions to the content and structure of a Faculty’s courses and programs.</td>
</tr>
</tbody>
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<tr>
<th>Changing a course number</th>
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<tr>
<td>▪ New description should indicate “students cannot receive credit for both</td>
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2018 October