GRADUATE AFFAIRS COMMITTEE  
September 12, 2018  
MINUTES

Attendance: Jorge Sousa – Chair, Sara Carpenter, Dia Da Costa, Joe da Costa, Darryl Hunter, Jerry, Kachur, Evelyn Steinhauer, 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.
   3 Abstentions
   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.

7. 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.

8. 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.
GRADUATE AFFAIRS COMMITTEE
October 10, 2018
MINUTES

Attendance: Jorge Sousa – Chair, Sara Carpenter, Dia Da Costa, Joe da Costa, Darryl Hunter, Jerry, Kachur, Katherine Koch, Valentine Ojelde, Evelyn Steinhauer, Joan White

Regrets: Belen Samuel

1. Approval of Agenda:
   S. Carpenter asked that under the Other Business item that the committee discuss the recent cancellation of Winter 2019 courses.
   
   Motion: D. Da Costa moved that the agenda be approved, seconded by J. Kachur.
   
   CARRIED

2. Approval of Minutes: September 12, 2018
   
   Motion: J. da Costa moved that the September 12, 2018 minutes be approved, seconded by S. Carpenter.
   
   CARRIED

3. Business Arising from the September 12, 2018 Minutes
   J. Sousa informed the committee that:
   - the Committee’s handbook had not yet been placed on the department website but work will proceed on it now that the initial process of the October MEd applications had been completed.
   - the capping exercise document forms for EDPS 900 had been revised to eliminate the need for the program advisor to sign. The new forms were available on the department website and signatures on both can now be done electronically.
   - Question: about the program advisor’s role for the capping exercise course/document.
   - Question: could the department’s various forms be reviewed to determine need and accessibility
   - the two academic staff members in the department who previously had not been connected to a department specialization, had now made a decision about which specialization they would be a part of. For more information he asked that the members talk to the relevant academic staff.

4. Library Report
   K. Koch briefly talked about workshops that are available through the library. She also informed the committee that because the staffing of the libraries across the U of A had been decreased that various functions within the Library were becoming more centralized.

5. Report on MEd applications
   J. White informed the committee of the number of MEd applications in the four specializations that were now being considered for admission. She also indicated that the number of Canadian applicants had decreased significantly.

   ACHE = 3   EDAL = 10   IPE = 2 or 3   SJI = 5

   In the discussion that followed:
   • Embassies appeared to be increasingly asking for an additional letter (beyond the formal admission letter from FGSR) verifying that the individual was a (current/active) student at the U of A. J. White indicated that FGSR is the only office that is allowed to provide that type of letter. She will be contacting them about this to see if they are aware of this and if so what they are implementing to solve this issue.
   • Question: was the decrease of Canadian applicants a trend that was across the Faculty of Education or just in the department? J. Sousa will be talking to the Faculty of Education’s GAAC about this.
   • J. White is asked to provide stats at the next meeting to learn what the ratio is between convocating students and students admitted in a given year, for the last 5 years.
6. **TOEFL vs IELTS English Language Score Minimums**

J. da Costa presented information to the committee about the department’s current minimums for the various tests allowed by FGSR and what was missing and/or needed to be changed. The TOEFL exam is now offered paper-based, computer-based and internet-based, but the department does not have a minimum concerning the computer-based exam. When comparing the minimums between the department’s MELAB and TOEFL requirements the department's MELAB minimum appears to be higher. The department’s IELTS minimum of 6.5, when converted to the TOEFL figures, can fall below the department’s (and sometimes FGSR’s) minimums.

**Motion:** J. da Costa moved and seconded by D. Hunter that
- the committee approve the TOEFL computer-based minimum for the department at 237.
- the committee approve change of the MELAB minimum from 88 to 85
- the committee approve the change of the IELTS minimum and overall from 6.5 to 7.0

In favour = 2  Against = 0  Abstentions = 5  CARRIED

Stats of students who entered with the English Language Proficiency requirement and what their resulting GPA was in their graduate program was asked to be obtained for the Department Council meeting when this motion is discussed there.

7. **Integrate Teaching into Mentorship of Doctoral Students**

S. Carpenter started the conversation by asking if the department had a strategy to address this. It was confirmed that there was no committee or department strategy.

- The development of teaching and research skills of the doctoral students in the department is and should be a concern by both the academic staff and students.
- The CTL unit in the Faculty of Education does help with some of this but it was felt that it does not provide all of the necessary education/skill opportunities needed.
- Question: How many TA’s could the department support in a given year?
- Question: How many of our students are planning to pursue academia?

After further discussion it was felt that this discussion should occur Department Council, as this is a department issue and should involve more faculty members and students, so the item will be brought to discuss there.

8. **EDPS 501: Parent/Caregiver Participation in Schooling**

J. da Costa presented the course and informed the committee that this course had been brought forward before but not approved. It had, though, been offered once already. J. Sousa asked that if the course was approved that it would be for a one time offering so that, after this next offering the course, the specialization could then request that it become a permanent offering, if they choose to.

**Motion:** J. da Costa moved to approve EDPS 501: Parent/Caregiver Participation in Schooling to be offered a second time. Seconded by D. Hunter  CARRIED

9. **EDPS 563 Calendar Change**

J. Kachur presented the course and the changes recommended. The course had been offered over the years without a course description in the U of A calendar. As well the change of title for the course was to reflect the change recently made to the specialization’s name. The course has the same content and focus as had been offered in the past.

**Motion:** J. Kachur moved to approve the EDPS 563 calendar change. Seconded by J. da Costa  CARRIED

10. **Other Business**

S. Carpenter talked about the recent cancellation of graduate courses for the Winter 2019 term.
- this came as a surprise to all involved as, in the past, the academic staff had been informed of a possible cancellation before it happened
- Question: was not Winter courses normally cancelled around the end of October/early November?  
  Answer, there is to be a review of how this decision was made and the possible change in process that would be needed for the future

- Question: Will the academic staff be given a rationale on why the courses were cancelled?  Answer, low enrollment.

- Question: Would the academic staff have input into the decision on the process of cancelling courses?  
  Answer, because of low numbers for admission, it was possibly having an effect on the course enrollments, which could mean that the graduate program may need to have a more defined program plan (3 years) for students.

- J. Sousa suggested to explore the need to reconstitute the department Timetable Committee.

J. Kachur moved that the meeting adjourn at 3:45pm.

The next meeting will be on November 7, 2018.
GRADUATE AFFAIRS COMMITTEE

November 7, 2018

November 2018 GAC Meeting Cancelled

No December 2018 meeting scheduled
GRADUATE AFFAIRS COMMITTEE
January 9, 2019
MINUTES

Attendance: Jorge Sousa – Chair, Sara Carpenter, Dia Da Costa, Joe da Costa, Darryl Hunter, Jerry, Kachur, Valentine Ojelde, Belen Samuel, Joan White

Regrets: Evelyn Steinhauer and the Library Representative unable to attend

1. Approval of Agenda:
   J. Sousa added two items prior to #10 on the agenda: 1) Course Outline & Template and 2) EDPS Course Registration. Both are information items.

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

2. Approval of Minutes: October 10, 2018

   Motion: D. Da Costa moved that the October 10, 2018 minutes be approved, seconded by D. Hunter. CARRIED

3. Business Arising from the October 10, 2018 Minutes
   J. Sousa informed the committee that the EDPS 563 calendar changes had been approved by GAAC and would appear in the 2020/2021 U of A Calendar.

4. Library Report
   K. Koch was recently appointed as Interim Head of Augustana Library for 2019 so Debbie Feisst will now be the new library representative for the department. She was unable to attend the meet and no report was submitted.

5. MEd Admissions, report
   Further to the document provided to the committee prior to the meeting, J. White briefly discussed and answered questions about the October 1, 2018 MEd admissions. A further discussion arose concerning the number of MEd students being admitted and the sustainability of course offerings in the program.

6. Doctoral Admissions, update
   Further to the document provided to the committee prior to the meeting, J. White talked about the current doctoral applications that were being received and briefly outlined the review procedure that would start after the January 15, 2019 application deadline.

7. English Language Proficiency Calendar Change
   J. Sousa informed the committee that based on the decision by the department to change some of the minimums required for one for the exams in this admission requirement a calendar change was needed.

   Motion: J. da Costa moved that the calendar change to the English Language Proficiency exam requirements for the department be approved. Seconded by V. Ojelde.

     4 Approved  2 Abstained  CARRIED

8. Substance of Courses required in Graduate Program
   J. da Costa talked about the need for the department to relook at the course content and objectives of EDPS 580 and EDPS 580; MEd department core courses. After a general discussion about both, it was decided that J. Sousa will bring the request for a review of EDPS 580 and EDPS 581 forward as an item for Department Council this month.
9. Master By-Pass Applications
J. White opened this discussion by outlining what a Master’s By-Pass meant in the department and asked how the committee would like to view the requests as they come in. After a discussion it was decided that no policy on this will be created and that the current practice of having the request considered along with the doctoral applications continue. It was also decided that these students will start their doctoral program in the Fall term, like new doctoral students.

10. Course Outlines & Template
J. Sousa informed the committee that the U of A was now requiring all course outlines include the U of A guidelines starting Fall 2019. He indicated that he was currently working on a template for all to access to help with this. The department’s administration were discussing and/or working out what would need to happen if the necessary information was not provided on a course outline and will be reporting to the department when completed.

11. EDPS Course Registration
J. Sousa informed the committee that the Dean of the Faculty of Education had decided that all courses across the faculty should be open to all registered graduate students across the University. This decision was based on the low enrollment in graduate courses that was occurring across the faculty. After a discussion on both the department and specialization core courses and elective courses:

Motion: S. Carpenter moved that all of the department’s and specializations’ core courses, will be open one month prior to the start of classes for other students to register. Seconded by J. da Costa.
CARRIED

By keeping the department and specialization core courses closed to our students up to a month prior to the beginning of term, will allow our students the time to register in the courses. Non-graduate students requesting registration in our courses will continue to go through J. White, initially, for possible registration. This motion will be brought forwarded to Department Council for final approval.

12. Update on Specialization Discussion: Program and Recruitment
J. Sousa asked the specialization coordinators for an update on possible discussions they were having about this.

EDAL have decided that each member of their specialization will go out to schools to start recruiting students for the program. It appeared, though, that the results could be a cohort program offering.

SJI indicated that because of the recent cancellation of the three courses in their program, the members of this specialization felt that their area was not being supported by the administration, so a discussion on this had not happened.

ACHE was currently 1) redrafting their online presence; 2) reviewing what the program currently offers and what the framework should be and 3) working to have some of their students share online the research they are doing.

13. Other Business
D. Da Costa asked if there was information on what our students were doing once they completed the program? Currently there is no statistical information available in the department. J. Sousa indicated that he would contact the U of A Alumni office to see what information could be obtained.

J. Kachur asked if there was any way to learn how the implementation of the MES program in the Faculty and other MEd programs from other institutions was having on the department’s MEd admissions?

J. Sousa adjourned the meeting at 4.00pm.

The next meeting will be on February 6, 2019.
February 6, 2019 GAC Meeting Cancelled
Call to Order 1402

1. Approval of Agenda dated March 06, 2019
   J. Sousa requested adding a calendar change for EDPS 514 to the Agenda following item ten.
   Motion: J. Sousa moved, V. Ojelde seconds, to approve the agenda with the requested change.
   CARRIED

   Motion: S. Carpenter moved, J. da Costa seconded, that the minutes be approved.
   CARRIED

   J. Sousa advised he is expecting information from the alumni association regarding where Educational Policy Studies alumni have gone.

4. Library Report
   C. Gareau-Brennan, the new sessional librarian, delivered the Library Report (attached).

5. Doctoral 2019 Admission
   - It was noted that there are more files being considered, with the potential for specialization crossover.
   - Concerns were voiced regarding the usability of the graduate application system.
   - J. Sousa asked if SJI and IPE specializations want to see all applications or only files meeting the minimum GPA. It was voiced that academics should decide if extenuating circumstances warrant accepting files with a lower GPA therefore all completed applications should be reviewed.

   Motion: E. Steinhauer moved, S. Carpenter seconded, that the Graduate Affairs Committee approve up to 14 doctoral applications for admission.
   CARRIED

   - J. Sousa advised they anticipate approximately two-thirds of applicants will be eligible

7. EDPS 501 Course (SJI)
   Motion: J. Kachur moved, J. da Costa seconded, that the Graduate Affairs Committee approve EDPS 501: Climate Change and its Intersections. Policy, Pedagogy, Practice to be offered up to two times.
   CARRIED
8. **EDPS 509 Calendar Description Change**  
**Motion:** J. da Costa moved, V. Ojelde seconded, that the Graduate Affairs Committee approve the course title and description calendar change from **EDPS 509: Research Design and Data Analysis** to **EDPS 582: Research Data Collection and Analysis**  
**CARRIED**

9. **EDPS 511 Calendar Description Change**  
**Motion:** J. da Costa moved, E. Steinhauer seconded, that the Graduate Affairs Committee approve the course title and description calendar change from **EDPS 511: Evolving Concepts in Educational Administration and Leadership** to **EDPS 511: Leadership Theories and their Application to Educational Organizations**  
**CARRIED**

10. **EDPS 512 Calendar Description Change**  
**Motion:** J. da Costa moved, E. Steinhauer seconded, that the Graduate Affairs Committee approve the course title and description calendar change from **EDPS 512: Administrative and Leadership Process in Education** to **EDPS 512: Organizational Theory and Education**  
**CARRIED**

11. **EDPS 514 Calendar Description Change**  
**Motion:** J. da Costa moved, E. Steinhauer seconded, that the Graduate Affairs Committee approve the course title and description calendar change from **EDPS 514: Gender Issues in Educational Administration** to **EDPS 514: Diversity, Equity and Inclusivity in Educational Administration.**  
**CARRIED**

12. **EDPS 531 Calendar Description Change**  
**Motion:** J. da Costa moved, O. Ojelde seconded, that the Graduate Affairs Committee approve the course title and description calendar change from **EDPS 531: Supervision of Educational Personnel** to **EDPS 531: Supporting Educator Professional Growth.**  
**CARRIED**

13. **EDAL 2020-2021 Calendar Description Change**  
**Motion:** J. da Costa moved, E. Steinhauer seconded, that the Graduate Affairs Committee approve the calendar changes for the Educational Administration and Leadership specialization program.  
- J. da Costa outlined the rationale for proposed changes; noted changes are specific to EDAL and suggested other specializations should follow. Changes are driven by need to update the program with contemporary language and to recognize the graduate certificate as a ladder into the program.  
- It was asked what the ramifications for other specializations are. J. da Costa responded that electives would be reduced from seven to two.  
- During discussion it was noted that the certificate is being fast-tracked within the Government of Alberta. J. Sousa suggested giving time for GAC members to bring this back to their specializations and voting at a later meeting.  
**Motion:** E. Steinhauer moved, S. Carpenter seconded, that the motion be tabled until the next GAC meeting to allow time for discussion with colleagues.  
**CARRIED**

14. **GAC Terms of Reference**  
S. Carpenter presented a proposed update to GAC Terms of Reference in order to give a formal forum for discussions regarding funding.  
- The need for transparency and accountability in funding decisions was noted.
• The role and duties of the Research and Scholarships committee was discussed
• J. Sousa proposed a discussion to add "graduate funding as it relates to the terms of the committee" or similar phrasing to bring to GAC in the near future as a formal proposal
• Concern was expressed that it is not appropriate for non-academic members of GAC to be part of group discussions regarding funding
• S. Carpenter clarified that GAC may be best in terms of setting policy, leaving Scholarship and Awards Committee to allocate.

15. Update on Specialization Discussion: Program and Recruitment
   Members were asked for updates to bring forward to Department Council. Members advised that this is being worked on.

16. Other Business
   • J. Sousa noted there is a delete and reserve list of courses. Courses on the reserve list are at risk of being moved to the delete list in one to two years.
   • J. Sousa has begun working with the ATA and within the faculty to identify a proper evaluation and equivalency between thesis and course-based students, specifically relating to TQS and how graduates move up the steps as viewed by the ATA and TQS office.

Meeting Adjourned 1400
GRADUATE AFFAIRS COMMITTEE
April 3, 2019
MINUTES

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

Regrets: Celine Gareau-Brennan, Valentine Ojelde

Guest: Larry Prochner

1. Approval of Agenda:
   J. Sousa moved #7 up before #5 on the agenda. He also indicated that L. Prochner would be briefly attending the meeting for the discussion on #7.

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

2. Approval of Minutes: March 6, 2019

   Motion: J. da Costa moved that the March 6, 2019 minutes be approved, seconded by S. Carpenter. CARRIED

3. Business Arising from the March 6, 2019 Minutes
   J. Sousa informed the committee that the way the MEd applications were currently being reviewed, separate PDF documents outside the GSMS system, was for this time only. FGSR has now solved the issue of reviewers having access to all reviews when looking at a file.

   J. da Costa asked if two other issues could be looked into: 1) solve the problem of documents downloading to a person’s computer in order for them to be reviewed by the committee; 2) previously admitted files are still on the system along with new files to be reviewed; the filter system on GSMS does not work sufficiently to help. J. White will be looking into these two issues and will report back to the committee.

   J. Sousa indicated that the course changes approved by Department Council last month will be going to GAAC on Monday (April 8) for final approval and then will move on to FGSR in May.

4. EDPS 501: School Leadership and Supporting Diverse Learners
   J. da Costa stated that the course was been created to fill a gap that appeared in the program based on the Ministry’s new TQS and STQS standards in the field.

   Motion: J. da Costa moved that GAC approve EDPS 501: School Leadership and Supporting Diverse Learners to be offered up to two times. Seconded by D. Hunter. CARRIED

7. EDAL Calendar Change
   Previous motion on topic from last meeting:

   Motion: J. da Costa moved to remove from the table the motion to Approve the Calendar Changes for the Educational Administration and Leadership specialization program. Seconded by D. Hunter. CARRIED

   Then

   Motion: J. da Costa moved that GAC approves the Calendar Changes for the Educational Administration and Leadership Specialization. Seconded by D. Hunter.

   J. da Costa outlined the reason for the calendar changes and what the changes were for the MEd program in EDAL. Because of the changes to the TQS and STQS standards for teachers by the Education Ministry, the program was now needing to alignment with these changes.
Discussion arose about the new program course offerings and how this would or could fit with the other three specializations in the department. After this discussion an amendment to the motion was made:

**Amendment Motion:** J. da Costa moved that the Calendar Changes for Educational Administration and Leadership specialization be referred to Department Council for further discussion. Seconded by D. Hunter.

CARRIED

5. **EDPS 580/581 discussion from Council**
Since no direction had come from Department Council concerning this topic, J. Sousa asked the committee how they would like to proceed with this item. It was decided that these courses should be included in any conversation pertaining to program changes.

6. **Terms of Reference proposal**
J. Sousa indicated that the revisions to the GAC Terms of Reference had been distributed to the committee a few weeks prior to this meeting for feedback; none had been received. After further discussion and a few clarification clauses added to the document:

**Motion:** S. Carpenter moved proposed changes to the Terms of Reference for GAC be approved.
Seconded by D. Da Costa.

CARRIED

8. **Other Business**
None

J. Sousa thanked all the members of the committee for their work this year. Meeting was adjourned at 3:40pm.

The next meeting will be in September or October 2019.