

Faculty of Education  
**FIELD EXPERIENCES POLICY ADVISORY COMMITTEE  
(FEPAC)**

The role of the Field Experiences Policy Advisory Committee (FEPAC) is to advise the Undergraduate Academic Affairs Council of the Faculty of Education on policy matters relating to field experiences in teacher education programs, initiate policy proposals concerning field experiences in such programs, and monitor the implementation of field experiences policies in the Faculty.

**1. Terms of Reference**

- 1.1 To review, recommend and provide advice on guidelines for the implementation, evaluation and refinement of the field experiences component of BEd programs.
- 1.2 To review proposals involving the field experiences component of the Faculty's teacher education programs and to make recommendations to the Undergraduate Academic Affairs Council.
- 1.3 To review, recommend and provide advice on policy relating to qualifications for service and role descriptions of participants in the Faculty's field experience programs.
- 1.4 To review, recommend and provide advice on policy guidelines for the implementation, evaluation and refinement of activities supporting field experiences, e.g. mentor teacher preparation sessions.
- 1.5 To deal with proposed exceptions to any policy with respect to the field experiences component.
- 1.6 To receive reports on and review the activities of the Faculty related to field experiences.
- 1.7 To initiate and recommend policy and guidelines in relation to field experiences.
- 1.8 To provide a forum for discussion of questions and concerns of stakeholder partners in the Faculty's field experience programs.
- 1.9 To improve and foster communications and cooperation among all participants in the field experience component of BEd programs.
- 1.10 To provide advice to the Faculty, the departments within the Faculty, teachers, schools and school systems on matters related to field experiences.
- 1.11 To provide a forum for increasing awareness and promoting discussion about current issues, events and initiatives within the teaching profession.
- 1.12 To have the authority to establish working sub-committees.

**2. Composition**

**2.1 Statutory Members**

- 2.1.1 Assistant Dean (Field Experiences)
- 2.1.2 Associate Dean (Teacher Education) and/or Associate Dean (Programs & Services)

**2.2 Appointed Members**

- 2.2.1 One representative from each of the Departments of Educational Policy Studies, Educational Psychology, Elementary Education and Secondary Education as appointed by the Department Chair
- 2.2.2 Two Faculty of Education Field Experience Associates
- 2.2.3 One representative from Campus Saint Jean
- 2.2.4 Five representatives from the Alberta Teachers' Association
- 2.2.5 One representative from the Alberta School Boards Association
- 2.2.6 One representative from the College of Alberta School Superintendents
- 2.2.7 One representative from the Education Students' Association
- 2.2.8 Chair

**3. Procedures**

- 3.1 Term of office for appointed members shall be for one year
- 3.2 2.2.2 shall be appointed by the Assistant Dean (Field Experiences)
- 3.3 2.2.8 shall be appointed by the Dean, Faculty of Education
- 3.4 All other appointed members, as names by their respective organizations, shall be recognized through the committee replenishment process in the Dean of Education's Office

**4. Meetings**

- 4.1 The Committee shall meet at least 4 times per year at regularly scheduled meetings to ensure that program approvals and other decisions are made on a timely basis.
- 4.2 Quorum shall be those in attendance