

The University of Alberta
Faculty of Education

GRADUATE ACADEMIC AFFAIRS COUNCIL

April 2, 2012

PRESENT: George Buck, Trudy Cardinal, Donna Chovanec, José da Costa, Donna Feledichuk, Anna Kirova, Julie Long, Margaret Mackey, Janelle McFeetors, Roberta McKay, Elaine Simmt, Misty Underwood, Bill Whelton, Mark Yurick, Lydia Zvyagintseva, Christina Rinaldi (Chair), Betty jo Werthmann (Secretary)

Regrets: Jorge Sousa

1. Approval of Agenda

MOVED TO APPROVE the agenda as circulated.

*R McKay
J da Costa
CARRIED*

2. Approval of December 5, 2011 Minutes

Julie Long was listed as present but was not at the meeting.

MOVED TO APPROVE the minutes of December 5, 2011 as amended.

*D Chovanec
A Kirova
CARRIED*

3. Chair's Report

Invitations to the April 30th Faculty of Education Awards Gala will soon be sent. Christina encouraged all to attend.

November 7th will be the Faculty's graduate student recruitment open house. It will be held in the newly renovated cafeteria space. Each department and unit will have a display and be in attendance to answer questions.

Dean Shirvani met with the graduate coordinators on February 6th to discuss issues concerning the Vanier awards process. As a result of our interest in improving the process, our Faculty has been volunteered to consult with Dr Shirvani throughout the June process and provide feedback.

4. Notice of Motion

New Courses

4.1 EDPS 514 Gender Issues in Educational Administration

This course has been successfully taught under an umbrella number for several years. The department now wishes to make it a permanent course.

4.2 EDPY 579 Research in Teaching English as a Second Language

This course is proposed as a core course in the Master's of Education TESL program. The addition of this course will increase the MEd TESL program credits to 30.

4.3 EDES 543 Introduction to Contemporary Literacies

This course is proposed as part of the Teacher-Librarianship Distance Learning Program, although it is open to all students. Students have expressed that such a course would be beneficial to their program. The instructor is currently piloting the course.

4.4 EDES 544 Introduction to Emerging Technologies

This course has been successfully offered with an umbrella number since 2008.

Editorial Changes

Editorial changes are proposed to the following list of courses in order to simplify the course descriptions, clarify the titles and update the language to match all other courses in the Teacher-Librarianship by Distance Learning (TLDL) program.

4.5 EDES 540 Introduction to Teacher-Librarianship

4.6 EDES 541 Introduction to Resource Organization and Management

4.7 EDES 542 Introduction to Inquiry-Based Instruction

4.8 EDES 545 Integration of Emerging Technologies

4.9 EDES 546 Introduction to Resource Selection and Evaluation

4.10 EDES 549 The Leadership Role of the Teacher-Librarian

Discussion:

- Do these courses have content overlap with SLIS courses?

Margaret Mackey reported there is some content overlap with her SLIS courses; however the TLDL courses are specific to teacher librarians while the SLIS courses reach to the broader field. Discussions have taken place between Margaret and Jennifer Branch, the TLDL coordinator.

Margaret spoke in support of the proposed editorial changes indicating that they better reflect the language used in the field and the course content.

- Should submissions of new courses and editorial changes for EDES courses also be signed by Secondary Education's department chair?
- Is there a policy speaking to a complete change of title for a course?

These will be looked into and answers provided at the next meeting.

5. Faculty Practice Review Committee Policy and Procedures

This document was originally approved by GAAC on February 2, 2010. The document has been updated to provide clarification, mostly in the order of presentation. The FPRC (Undergraduate) document is also being updated. The two documents will be aligned, except for a few procedures that are different at each student level.

Christina reminded graduate coordinators to please have accessible information on their websites for students concerning such matters as grade and practicum appeals, plagiarism, etc. Betty jo will send the link to where such information is found at the faculty level.

Discussion:

- Is there a policy for is a student needs to leave a placement because they are not safe?
- This item will be brought back for future discussion.

6. Mitacs – information for graduate students

Elaine Simmt and Christina attended a presentation by Mitacs. The following descriptions of the programs are taken from hand-outs.

Mitacs Accelerate – Canada’s premier research internship program providing interns with the opportunity to transfer their skills from theory to real-world application, while companies gain a competitive advantage by accessing high-quality research expertise.

Mitacs Globalink – Introduces Canada as a world-leading research and innovation destination to top undergraduate students from around the world.

Mitacs Step – Canada’s only comprehensive program providing business-ready skills to up-and-coming researchers. Step trains graduate students and postdoctoral fellows in essential interpersonal, project management and entrepreneurial skills required for them to succeed in their future career.

Discussion:

- this is an excellent way to facilitate graduate student relationships with industry (for profit sector)
- some of our students would be well-suited to this program, e.g. SLIS
- Globalink would allow us to accept international students to do research with the hope they would eventually enter our graduate programs
- since supervisors are not compensated, it may be best to have the research linked to a project or a thesis so that the supervisor is attached in another capacity?
- the student has to initiate the process
- what is the best format to educate our students about Mitacs? e.g. edgrad, grad coordinator awareness, workshop
- Christina will invite Mitacs to do a public session for our faculty with invitation to faculty and students. It was felt the fall would be the best time.

MOVE TO ADJOURN.

*E Simmt
A Kirova
CARRIED*

The University of Alberta
Faculty of Education

GRADUATE ACADEMIC AFFAIRS COUNCIL

May 7, 2012

PRESENT: George Buck, Trudy Cardinal, Donna Chovanec, José da Costa, Anna Kirova, Julie Long, Margaret Mackey, Janelle McFeetors, Roberta McKay, Jorge Sousa, Greg Thomas, Misty Underwood, Bill Whelton, Mark Yurick, Lydia Zvyagintseva, Christina Rinaldi (Chair), Betty jo Werthmann (Secretary)

Regrets: Donna Feledichuk, Elaine Simmt

1. Approval of Agenda

MOVED TO APPROVE the agenda as circulated.

*J McFeetors
A Kirova
CARRIED*

2. Approval of April 2, 2012 Minutes

2.1 Mitacs presentation

In follow up to the Mitacs discussion, a presentation has been booked for Thursday, September 13 at 3:30. Announcements will be made closer to the date.

MOVED TO APPROVE the minutes of April 2, 2012 as presented.

*R McKay
J da Costa
CARRIED*

3. Business Arising from Minutes

3.1 Department Chair signatures on EDES courses

When the EDES courses were presented by Elementary Education for consultation, it was asked if Secondary Education should have also provided department approval.

Communication has taken place with the Chairs of Elementary and Secondary Education who agree that future EDES submissions will be approved by both department councils and signed by both department chairs.

3.2 Information re changing of course titles

Discussion took place at the last meeting concerning changing a course title made it a new course. Betty jo developed a 'cheat sheet' with information taken from the U of A Calendar Guide. GFC policy states that changing a course name should only occur when

there are strong academic reasons for doing so. The document also speaks to what changes require governance approval and which don't, early implementation, Calendar deadlines and a checklist for GAAC submissions.

4. Chair's Report

Christina announced that the PhD SSHRC results were available, but not the Master's. SSHRC asks that formal announcements not be made until results are announced on their website.

5. Formal Motions

5.1 EDPS 514 Gender Issues in Educational Administration

Notice of motion was presented at the April 2nd meeting. No feedback was received.

MOVED TO APPROVE EDPS 514 Gender Issues in Educational Administration.

*D Chovanec
M Mackey
CARRIED*

5.2 EDPY 579 Research in Teaching English as a Second Language

Notice of motion was presented at the April 2nd meeting. No feedback was received.

MOVED TO APPROVE EDPY 579 Research in Teaching English as a Second Language

*G Buck
B Whelton
CARRIED*

5.3 EDES 543 Introduction to Contemporary Literacies

5.4 EDES 544 Introduction to Emerging Technologies

Anna Kirova, Graduate Coordinator from Elementary Education, presented to GAAC. Jennifer Branch, course instructor, was in attendance to answer questions.

Since the Notice of Motion was given at the April 2nd meeting, Jennifer has been assigned to a joint appointment between SLIS and Elementary Education. As a result, the Teacher Librarianship Distance Learning program will undergo changes, which will most likely result in a course prefix change from EDES. As these proposed courses will now serve a different function, an EDES designation is no longer required. The department asked that they be approved as EDEL courses.

It was felt the courses should be presented as Notice of Motion with the EDEL prefix, allowing the consultation time to take place.

MOVED TO WITHDRAW the motion for approval made by A Kirova and 2nd by M Mackey.

*A Kirova
J da Costa
CARRIED*

MOVED TO PRESENT EDEL 543 and EDEL 544 as Notice of Motion.

*A Kirova
G Thomas
CARRIED*

It was agreed that departments and units should be made aware of on-line courses and programs being developed within the Faculty. As SLIS does not bring its courses to GAAC for approval, the graduate coordinator has the responsibility of sharing this information.

- 5.5 EDES 540 Introduction to Teacher-Librarianship
- 5.6 EDES 541 Introduction to Resource Organization and Management
- 5.7 EDES 542 Introduction to Inquiry-Based Instruction
- 5.8 EDES 545 Integration of Emerging Technologies
- 5.9 EDES 546 Introduction to Resource Selection and Evaluation
- 5.10 EDES 549 The Leadership Role of the Teacher-Librarian

Due to the joint appointment of Jennifer Branch and potential changes to the TLDL program, these courses were withdrawn from Notice of Motion.

MOVED TO WITHDRAW Notice of Motion for:

- *EDES 540 Introduction to Teacher-Librarianship*
- *EDES 541 Introduction to Resource Organization and Management*
- *EDES 542 Introduction to Inquiry-Based Instruction*
- *EDES 545 Integration of Emerging Technologies*
- *EDES 546 Introduction to Resource Selection and Evaluation*
- *EDES 549 The Leadership Role of the Teacher-Librarian*

*A Kirova
G Thomas
CARRIED*

6. Notice of Motion

6.1 EDEL 5XX Capstone Exercise

The Capstone Exercise does not have a credit value attached to it. It will be an exercise where students will share what they have learned in the program through a presentation based on a piece of work, including creative activities done through art and music. The

presentation can be done face-to-face or on-line and will be expected to speak to a set of questions provided to the students.

Minor editorial comments were made in the Calendar description. The department will provide a course number prior to bringing forward for full motion.

7. Procedures to Protect Practicum Students

At the last GAAC meeting, updates to the Practicum Intervention Policy were presented for information. This policy is a means to manage concerns to public safety when our students are on practicum. It was asked what means are in place to protect our students from adverse situations that may arise in a practicum situation.

The question was posed to Joanna Harrington, Associate Dean, FGSR, who provided the following answer:

“If the untoward conduct is criminal in nature, the police should be called. If the student suffered untoward conduct at the hands of an employee of the body offering the practicum, the employer should be contacted. In addition to any code of conduct governing this employee from a profession's perspective, provincial law would apply with respect to anti-discrimination and sexual harassment misconduct.”

George Buck advised that for counseling students, policies regarding the treatment of students on practicum would fall under the Canadian Psychological Association's Code of Professional Conduct.

SLIS has information in their practicum handbook that speaks to the responsibilities of the student, the host organization, and the faculty supervisor concerning situations that may warrant special attention.

For our undergraduate students, there is information on the Field Experiences website as to whom a student should contact if a problem arises.

It appears that policies and procedures vary according to the program and practicum settings. However, each unit/department was confident they could supply students with information if issues arise.

MOVED TO ADJOURN.

*R McKay
J Long
CARRIED*

The University of Alberta
Faculty of Education

GRADUATE ACADEMIC AFFAIRS COUNCIL

October 1, 2012

PRESENT: Jennifer Branch, George Buck, Trudy Cardinal, José da Costa, Shelane Jorgenson, Anna Kirova, Margaret Mackey, Janelle McFeetors, Roberta McKay, Elaine Simmt, Jorge Sousa, Greg Thomas, Bill Whelton, Lindsey Whitson, Mark Yurick, Patricia Boechler (Chair), Betty jo Werthmann (Secretary)

1. Approval of Agenda

MOVED TO APPROVE the agenda as circulated.

*R McKay
J Sousa
CARRIED*

2. Approval of May 7, 2013 Minutes

As several members did not have a complete set of the minutes, the May 7th minutes will be presented at the next meeting.

3. For Information

The membership, terms of reference, schedule and U of A program approval flowchart were provided to GAAC members for information.

It was noted that the membership and terms of reference should reference Associate Dean (Academic) rather than Vice Dean as was previously discussed at a GAAC meeting. Betty jo will update accordingly.

4. Annual Report 2011-2012

The annual report, prepared by Christina Rinaldi, was presented for information.

5. Summary of 2011-2012

A summary of GAAC activities for the 2011-2012 term was presented for information.

6. Formal Motions

6.1 EDEL 599 Capstone Exercise

Notice of motion was presented at the May 7, 2012 meeting. No feedback has been received.

MOVED TO APPROVE EDEL 599 Capstone Exercise.

*A Kirova
J Branch
CARRIED*

6.2 EDEL 543 Introduction to Contemporary Literacies

Notice of motion was presented at the May 7, 2012 meeting. No feedback has been received.

MOVED TO APPROVE EDEL 543 Introduction to Literacies.

*A Kirova
J Branch
CARRIED*

6.3 EDEL 544 Introduction to Emerging Technologies

Notice of motion was presented at the May 7, 2012 meeting. No feedback has been received.

MOVED TO APPROVE EDEL 544 Introduction to Emerging Technologies.

*A Kirova
J Branch
CARRIED*

7. Notice of Motion

The following courses are part of the Teacher Librarianship Distance Learning (TLDL) program. Although they have held the EDES prefix for over 20 years, they have never been taught by Secondary Education. Full consultation has occurred with Secondary Education for all courses. Proposed revisions to titles and course descriptions are to clarify course content, and reflect contemporary language used in the field. These are all cohort courses.

- 7.1 EDES 540 Introduction to Teacher-Librarianship
- 7.2 EDES 541 School Library Collection Development
- 7.3 EDES 542 Inquiry-based Instruction
- 7.4 EDES 545 Information Technologies for Learning
- 7.5 EDES 546 School Library Information Materials
- 7.6 EDES 549 Leadership in Information Literacy

Feedback:

In the proposed course description for EDEL 540, 'libraries' should be 'library'.

For the proposed EDEL 549, it was felt that historical trends should be included to better understand current trends. The description will be changed to read "...evaluates historical and current trends..."

General discussion took place concerning how extensive course descriptions should be. As instructors change over time a more concise description provides latitude for teaching. A fuller description allows students to have a better idea as to the course when making choices. The instructor is not always known in advance. Departments should have a repository of course outlines available to students.

Miscellaneous Discussion

Questions were asked concerning FGSR restructuring as there seem to be rumours of possible changes. Do graduate coordinators receive updates at FGSR council? Should "FGSR updates" be an item on the agenda? This topic can be kept for future discussion.

MOVED TO ADJOURN.

*G Thomas
J Sousa
CARRIED*

The University of Alberta
Faculty of Education

GRADUATE ACADEMIC AFFAIRS COUNCIL

November 5, 2012

PRESENT: Jasmine Bajwa, Jennifer Branch, George Buck, Trudy Cardinal, José da Costa, Shelane Jorgenson, Anna Kirova, Janelle McFeetors, Roberta McKay, Elaine Simmt, Jorge Sousa, Greg Thomas, Bill Whelton, Lindsey Whitson, Patricia Boechler (Chair), Betty jo Werthmann (Secretary)

Regrets: Margaret Mackey, Brenda Spencer, Mark Yurick

1. Approval of Agenda

MOVED TO APPROVE the agenda as circulated.

*R McKay
B Whelton
CARRIED*

2. Approval of May 7, 2012 Minutes

MOVED TO APPROVE the minutes of May 7, 2012 as presented.

*J Branch
J Sousa
CARRIED*

3. Approval of October 1, 2012 Minutes

MOVED TO APPROVE the minutes of October 1, 2012 as presented.

*J Sousa
A Kirova
CARRIED*

4. Formal Motions

Notice of Motion was presented at the October 1, 2012 meeting. Editorial changes suggested at the meeting have been made. No further feedback was received.

MOVED TO APPROVE the following:

- *EDES 540 Introduction to Teacher-Librarianship to EDEL 540 Introduction to Teacher-Librarianship plus course description revisions*
- *EDES 541 School Library Collection Development to EDEL 541 Introduction to Resource Organization and Management plus course description revisions*

- *EDES 542 Inquiry-Based Instruction to EDEL 542 Introduction to Inquiry-Based Instruction plus course description revisions*
- *EDES 545 Information Technologies for Learning to EDEL 545 Integration of Emerging Technologies plus course description revisions*
- *EDES 546 School Library information Materials to EDEL 546 Introduction to Resource Selection and Evaluation plus course description revisions*
- *EDES 549 Leadership in Information Literacy to EDEL 549 The Leadership Role of the Teacher-Librarian plus course description revisions*

A Kirova
J Branch
CARRIED

5. Update on FGSR Changes to Supervisor Role

Patricia presented the following information on changes to supervisor roles.

FGSR Committee changes effective September 1, 2012

Supervisor changes

- the term “co-supervisor” is no longer used
- other supervisor(s) can be specified
- a sole supervisor need not be from a student’s home department but must be from the U of A

Examining committee

- must include supervisor(s)
- must include supervisory committee for doctoral students
- Master’s final committee must include one “at arm’s length” member (not necessarily from another department)
- Doctoral final committee must include two “at arm’s length” member (not necessarily from another department)
- committees must have a minimum number of U of A examiners
 - at least two for a Master’s exam
 - at least three for doctoral candidacy and doctoral final examinations
- minimum size of Master’s committee is three examiners
- minimum size of Doctoral committee is five examiners

Extra to normal compliment

- now acceptable to include a number of clinical experts or experts outside the U of A
- these individuals would be *in addition* to the prescribed committee make up
- an external examiner, approved by FGSR, is still required for a doctoral final oral

Changes to committee eligibility

- retired professors (no decanal approval and are considered U of A faculty)

- clinical appointees (decanal approval, and are not considered U of A faculty)
- adjuncts who are continuing (no decanal approval, not considered U of A faculty)
- outside experts (includes adjuncts whose main employment is not U of A, decanal approval, and not U of A examiner)
- Faculty Service Officer (decanal approval not needed, and U of A examiner)
- Sessionals (approved on an ad hoc basis)

6. Summer Registration Changes for Graduate Students

Patricia presented the following information on changes to the graduate student fee system:

Graduate students in course based programs and thesis based programs (admitted prior to Fall 2011) registered in Spring and Summer are assessed the following fees:

- instructional fees at the Spring/Summer rate
- non-instructional fees at the Spring/Summer rate

Thesis based students admitted Fall 2011 and onwards

- program fees will now be assessed in Fall/Winter and in Spring/Summer terms
- students are assessed non-instructional fees and instructional fees (based on the graduate level fee index value) in the Spring/Summer terms if they register for courses other than THES.

Jorge Sousa is a member of the Council on Student Affairs and has learned that changes to course withdrawal dates are currently going through the governance approval process. Patricia will track this for future discussion.

MOVED TO ADJOURN.

*E Simmt
A Kirova
CARRIED*