

## Faculty of Education

### UNDERGRADUATE ACADEMIC AFFAIRS COUNCIL (UAAC)

(updated June 3 2014)

#### Preamble

The main governing body of the Faculty of Education is Faculty Council. Education Faculty Council has two sub-councils which have been given the authority to act on behalf of Faculty Council. These are:

1. Graduate Academic Affairs Council
2. Undergraduate Academic Affairs Council

The Undergraduate Academic Affairs Council is responsible for matters related to undergraduate teacher education and diploma programs. (EFC Feb 2011)

#### 1. Terms of Reference

- 1.1 Responsible for renewal and accountability of the undergraduate teacher education and diploma programs.
- 1.2 Receive an annual report from and approve the Terms of Reference for the standing committee of UAAC.
- 1.3 Examine each program and evaluate recommendations for change in relation to the Faculty's mandate in teacher Education.
- 1.4 Initiate a review of any program, request action from other groups within the Faculty or strike ad hoc committees to investigate and recommend action.
- 1.5 Organize systematic reviews and renewal of all aspects of the teacher education programs.
- 1.6 Monitor the teacher education program in relationship to provincial standards and agreements.
- 1.7 Monitor provincial standards and agreements in relationship to the University of Alberta teacher education program.
- 1.8 Review and revise regulations pertaining to the BEd, eg. Academic standing, promotional standards, requirements for graduation.
- 1.9 Consider and make recommendations concerning the number and distribution of enrolments in the various routes and majors within the Faculty.
- 1.10 Consider and make recommendations concerning admissions policy, procedures and criteria for the Faculty of Education.
- 1.11 Consider and make recommendations on such other matters concerning enrolment management or admissions as may be referred by Education Faculty Council or other committees of Faculty Council.
- 1.12 Act for Education Faculty Council in approving calendar revisions/changes and routine course/program revisions.

**Operational Direction:** At the stage of the motion to receive Undergraduate Academic Affairs Council (UAAC) minutes in Faculty Council, any member of Faculty Council may question or challenge an action of UAAC. A majority vote at Faculty Council to bring the question or challenge to Faculty Council at the next Council meeting for consideration would provide opportunity for Council to review UAAC decisions.

## **2. Membership**

### **2.1 Statutory Members**

- 2.1.1 Associate Dean (Undergraduate Programs and Services) who shall be Chair (UAAC Oct 13 2011) (FC Dec 6 2011)
- 2.1.2 Associate Dean (Academic)
- 2.1.3 Director of Student Support
- 2.1.4 Assistant Dean (Field Experiences)
- 2.1.5 Director of Enrolment Management
- 2.1.6 Associate Dean (Teacher Education) (UAAC Oct 13 2011) (FC Dec 6 2011)
- 2.1.7 Associate Chair (Undergraduate) from the Departments of Educational Policy Studies, Educational Psychology, Elementary Education and Secondary Education (FC Dec 6 2011)

### **2.2 Appointed Members**

- 2.2.1 Three undergraduate students, chosen by the Education Students' Association Executive, to fairly represent the routes within the undergraduate program
- 2.2.2 A representative of the Alberta Teachers' Association
- 2.2.3 An academic staff member selected by the Indigenous Education Council (IEC) in the Faculty of Education
- 2.2.4 An academic staff member of the Aboriginal Teacher Education Program (ATEP) in the Faculty of Education (by the Dean in consultation with ATEP and the IEC) (UAAC Apr 10 2014) (FC June 3 2014)
- 2.2.5 A representative from the Faculty of Education International Office (non-voting) (UAAC Apr 10 2014) (FC June 3 2014)

### **2.3 Elected Members**

- 2.3.1 One full-time continuing academic staff member each from the Departments of Educational Policy Studies, Educational Psychology, Elementary Education and Secondary Education. (FC Dec 6 2011)

## 2.4 **Term of Office**

2.4.1 For those members identified in 2.2, the term of office will be one year

2.4.2 For those members identified in 2.3, the term of office will be two years

## 3. **Quorum**

3.1 Quorum will be nine voting members

## 4. **Meetings**

4.1 Monthly meetings will be convened by the Chair

4.2 Additional meetings may be scheduled as needed

## 5. **Committees of UAAC**

5.1 The UAAC will have one standing committee:

5.1.1 The Field Experiences Policy Advisory Committee

5.2 The UAAC will, when necessary, strike ad hoc committees to study and recommend on specific issues:

5.2.1 Membership of ad hoc committees will be on the basis of relevant expertise.

5.2.2 Normally the ad hoc committees will include at least one member of UAAC.

5.2.3 Timely response and flexible functioning will be of primary importance.

## 6. **Procedures** (EFC Feb 2011)

6.1 For full clarification of meeting procedures, e.g. motion amendments, tabling of motions, please refer to Education Faculty Council Terms of Reference, Section 8 Procedures:

<http://www.education.ualberta.ca/ForFacultyAndStaff/Governance/FacultyCouncil/FacultyCouncilTermsOfReference.aspx>

Starting Dec 2011 revision dates are noted directly within the document.

Approved: Feb 2011 Faculty Council (update of terminology, membership titles, order of presentation)

Revised: Jan 2011 UAAC

Approved: May 2009 Faculty Council

Revised: April 2009 UAAC

Approved: Feb 2009 Faculty Council

Revised: Sept 2008 UAAC

Revised: Sept 2006 UAAC

Revised: Sept 2003 UAAC

Approved: Oct 1999 Executive Council

Revised: Sep 1999 UAAC

Approved: Oct 1998 Executive Council

Revised: Sept 1998 UAAC

Approved: April 1997 UAAC