

**Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.**

**Thursday, January 10, 2013
MINUTES**

Present:	C Hickson L Vivier	Chair Recording Secretary
	Carbonaro, M Christianson, C da Costa, J Donald, D Dunn, B Grimbly, K	Kachur, J Leroy, C Peck, C Smilanich, B Smith, V Watt-Malcolm, B Yurick, M

Guest: J Letendre
Regrets: Y Norton, K Schmidt, L Shultz, and R Wimmer

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1. Welcome, Introductions and Announcements

Around table introductions were made for new and returning members.

C Hickson announced that Dwayne Donald would replace R Sockbeson as the Indigenous Education Council representative. Appreciation was expressed to Rebecca Sockbeson for her service on the Undergraduate Academic Affairs Council over the past couple of years.

2. Approval of the Agenda

Motion Carried MOTION (C Leroy): To approve the agenda as circulated.

Seconded by: C Peck

3. Approval of the Minutes of Thursday, October 11, 2012

Motion Carried MOTION (M Yurick): To approve the minutes of October 11, 2012 as amended.

Seconded by: J da Costa

On page 2 Under 6. a. Comments/Suggestions second last point: Change Agreement to Suggestion
Delete the following paragraph – Council members

4. Business arising from the Minutes

No business arising from the minutes.

5. New Business

a. Notice of Motion: 73.8 Special Faculty Regulations

RATIONALE: Many students attempt to schedule courses with a particular timeframe or framework in mind. Some students plan to take courses during Spring/Summer terms but do not intend to live in Edmonton during those months. Other students have difficulty taking evening classes if they need to arrange childcare or if they work.

Students are currently required to request a letter of permission if they are planning to take a course from another institution. Student requests are denied if the course will fulfill a degree requirement and an equivalent course is offered at the University of Alberta.

Council members were requested to take this agenda item back to their groups for feedback. Any suggestions for change should be directed to Carley Christianson. Any changes will be distributed to council members prior to the next meeting.

b. APT Final Evaluation Form – For Information

- In 2010 – 2011 a committee was struck to revise the Advanced Professional Term Evaluation document.
- The new document was piloted for three terms and is now ready for full implementation.
- The KSAs have been linked to the different assessment categories on the evaluation form.
- Teachers have positively commented on the amount of work spent on preparation and organization which went into the creation of the revised document.
- The categories remain the same as previous documents except for the inclusion of “assessment strategies”.
- The Field Experiences Policy Advisory Committee (FEPAC) has unanimously endorsed the document for full implementation.
- The document will be posted on the website.
- The mid-point evaluation will be updated to reflect the changes made to the APT evaluation.
- This document can be widely shared throughout the faculty.

6. Discussion Items

C Hickson reported that it has never been on anyone’s agenda to eliminate Undergraduate Academic Affairs Council. The question is: How does the Undergraduate Academic Affairs Council and the Program of Studies Committee fit with Faculty Governance? What are the roles?

The current structure was created to address the needs of the mid-1990s. There may be a need for a different structure in the future. Discussions will take place at Faculty Council.

M Carbonaro requested that information be brought forward on the creation of the Undergraduate Academic Affairs Council. Was the concept of UAAC brought to Faculty Council for a vote or was the Council simply created?

a. Undergraduate Program Model Update – R Wimmer

C Hickson summarized the Tasks and Timelines discussed at the Program of Studies meeting.

- Once approval of the proposed program was received through University Governance in November, 2012 work could begin.
- Need to confer and share information concerning the new courses (EDU 100: Profession of Teaching, EDU 210: Technology, EDU 211: Aboriginal Education, EDEL 499: Capping style course for Elementary Students, EDPSY 302, 304 & 305: Development Courses)
- Course Templates and Outlines need to be developed. The Associate Chairs will take drafts back to the Department for feedback. Ideally, the timeline for completion is May 7, 2013 for Faculty Council.
- A Working Group will be created to look at the After Degree program changes. The group will include Associate Deans and Associate Chairs to create a model for discussion (hopefully in February) which would then go out to department members and faculty for input in March. Ideally, to have program and calendar changes prepared for the May 7, 2013 Faculty Council meeting.
- We need to look at the concentrations (special areas of interest) within the 4 year program. R Wimmer will establish a working group to identify a model which can be applied to areas of specialization. To ensure that students have an opportunity to have some kind of concentration.
- At Faculty Council program mapping was introduced, looking at the sequence and coherence of courses. Work is ongoing with information coming from departments to ensure that the mapping

is correct. The map should be completed in March and available for review between March through to May.

- The combined degrees are a tremendous undertaking. At the present time there are 9 combined degrees which means that students are also in another faculty and any change to a combined degree must be agreeable to both faculties. A working group will be established with the Associate Deans in Education and counterparts from the “other” faculty, plus other faculty members who are directly involved (Education and “other”). Hopefully, to create one model to be applied to all combined degrees.
- A working group will be established to review the Collaborative Degrees and ATEP program. The Associate Chair in Elementary Education will be instrumental in the meetings.

Appreciation was expressed to C Hickson for all the work done getting program information through University Governance.

7. Reports

a. **Indigenous Education Council** – *D Donald*

- IEC is focusing on the transition from a course template to course outline for the EDU 211 course.

b. **Field Experiences** – *B Smilanich*

- We are right in the middle of the placement process now. On BearTracks we have 1,500 students registered in Field Experiences.
- Currently, we are short 136 placements, social studies continues to be an issue. We seem to be at capacity for handling some of these placements. Staff are working around the clock to make placements.
- Placements will be posted on Friday, January 18, 2013.
- The U of A makes as many secondary social studies placements as the U of C makes in total placements.

Comments:

- It would be interesting to know how many social studies teachers are in Spruce Grove, Sherwood Park, Stony Plain, Leduc, Devon and St Albert who may or may not be taking student teachers. We may need to be less benevolent with students about what constitutes a reasonable distance to travel. If we are getting to the point where, because we are so accommodating, we have within a reasonable travel distance, a teacher who would gladly accept social studies student teachers into their classroom and a student is choosing not to travel that far, there is a bit of disconnect.

c. **Departments, Dean’s Office, Undergraduate Student Services**

Secondary Education – *B Dunn/B Watt-Malcolm*

Nothing to report.

Elementary Education – *C Leroy/C Peck*

- A new Physical Education faculty member has been hired: Dr Doug Gleddie.
- C Peck won the Faculty of Education Undergraduate Teaching Award this year.

Educational Psychology – *M Carbonaro/V Smith*

- It would be very informative to have cross department discussions for information sharing and feedback on new course creation.
- Holding a March event would provide great opportunities for faculty members to meet face to face without having to go through council representatives all the time.

Educational Policy Studies – J Kachur/L Shultz

Nothing to report.

Dean's Office – J da Costa

- J Leighton and other department chairs are working on a draft Faculty of Education Grading Policy.
- Toward the end of March, a draft copy policy should be available for sharing and feedback.. The draft will recognize the complex and varied needs of the Faculty of Education.
- Something needs to be in place prior to the FALL 2013 semester start.

Undergraduate Student Services – C Christianson

Nothing to report.

d. Education Students' Association – K Grimbley

- Preparations for Education Week are going well. We are waiting for confirmation of room bookings prior to circulating information.
- Education Week information will be advertised on the electronic screen within USS.
- The Education Students' Association was on probation with the ATA for a period of time. The probation has been lifted due to outstanding leadership and contributions of ESA colleagues.

e. Alberta Teachers' Association – M Yurick

- Tripartited talks have formally concluded. All collective bargaining in the province is now directly with the school boards.
- The framework for student learning which talks about the ethical, the engaged and the entrepreneurial citizen and the wheel which has the competencies, are all part of a multi-year undertaking which is set for implementation in September 2016.
- Lanyards will be distributed to APT student teachers. Hopefully, the lanyards will be personalized for students who are members of their student local of the ATA, and are in their senior practicum experience at the time of Teachers' Convention.
- GETCA has waived the convention fee for students as have the other convention boards throughout the province. Students will attend as guests.

Adjournment: 3:15 p.m.

Motion Carried MOTION (C Leroy): To adjourn the January 10, 2013 meeting of Undergraduate Academic Affairs Council meeting.

Seconded by: B Smilanich

**Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.**

**Thursday, February 14, 2013
MINUTES**

Present:	R Wimmer L Vivier	Chair Recording Secretary
	Christianson, C da Costa, J Donald, D Dunn, B Grimbly, K	Kachur, J Leroy, C Norton, Y Peck, C Smilanich, B

Guest: J Letendre
Regrets: M Carbonaro, C Hickson, K Schmidt, L Shultz, V Smith, B Watt-Malcolm and M Yurick

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1. Welcome, Introductions and Announcements

No announcements were made.

2. Approval of the Agenda

Motion Carried MOTION (J da Costa): To approve the agenda as circulated.

Seconded by: C Christianson

3. Approval of the Minutes of Thursday, January 10, 2013

Motion Carried MOTION (J Kachur): To approve the minutes of January 10, 2013 as circulated.

Seconded by: C Leroy

4. Business arising from the Minutes

a. Motion: 73.8 Special Faculty Regulations

RATIONALE: Many students attempt to schedule courses with a particular timeframe or framework in mind. Some students plan to take courses during Spring/Summer terms but do not intend to live in Edmonton during those months. Other students have difficulty taking evening classes if they need to arrange childcare or if they work.

Students are currently required to request a letter of permission if they are planning to take a course from another institution. Student requests are denied if the course will fulfill a degree requirement and an equivalent course is offered at the University of Alberta.

Motion Carried MOTION (C Christianson): To approve the proposed calendar changes to the Special Faculty Regulations as circulated.

Seconded by: C Leroy

The Undergraduate Student Services Office will track all requests to determine if there is an area for concern or trend which would impact education courses.

5. New Business

No new business.

6. Discussion Items

a. Undergraduate Program Update – *R Wimmer*

- Randy provided an update on the work of Program of Studies.
- Since January, the group has been working on 3 tasks to include: (1) Course development for EDU 100, 210 and 211; (2) After Degree course models; and (3) Proposal for Certificates in the Faculty.
- Details of the work on these 3 tasks will be presented to Departments in March for discussion.
- Feedback from Departments (through Associate Chairs and the Chair of IEC) will come back to Program of Studies early in April.
- Possible calendar changes for 2014 – 2015 calendar to Faculty Council on May 7, 2013.

7. Information Item – *B Smilanich*

a. Field Experience Placement Sharing

- This term information was shared (44 class visits) with all students going out on their IPT and APT field experiences.
- Assumptions are made about what the students know about the program. Students were asked what the differences were between the University Facilitators and Field Experiences Associates and not a single student knew.
- Social Studies placements were an area for pressure this term. We were able to make all the placements, just under 1,500, which are the most we have ever done. This raises the question of natural capacity.
- The placement process is driven by teacher volunteers. The teachers decide whether to participate in the field experiences program which is very idiosyncratic.
- This term we had to place 197 Social Studies students which is nearly double the number of any other major. It became necessary to do a lot of “door knocking” and “calling in favors” from the schools.
- This term, we simply could not have placed an additional five students.
- A caution, when making decisions we need to keep the field in mind. There are limits on things and realistically we cannot assume that the field can accommodate whatever we ask them to do. When making decisions, we need to consider the implications to the work load of mentor teachers.

COMMENTS:

R Wimmer acknowledged the leadership of B Smilanich in the area of Field Experiences. Bob and the Field Experiences Associates have done outstanding work. Bob has the ability to look forward and take on the bigger issues.

- There are ethical considerations when admitting so many students into one subject area. Do the students realize how stiff the competition is for teaching positions in Social Studies?
- There are other areas where the school jurisdictions are recruiting outside the province and even outside the country to fill some positions.
- Torry Dance, the faculty recruitment officer, does highlight the teaching areas in highest demand. The realities of teacher recruitment are explained to potential students.
- If an enrolment limit was put on some highly subscribed subject areas, would prospective students simply choose another major or would we lose those students entirely? It would be a risk to do that. Could enrolment targets be met?

8. Reports

a. **Indigenous Education Council** – *D Donald*

Nothing to report.

b. **Field Experiences** – *B Smilanich*

Nothing additional to report.

c. **Departments, Dean's Office, Undergraduate Student Services**

Secondary Education – *B Dunn/B Watt-Malcolm*

- The Secondary Undergraduate Committee has spent a great deal of time working on the minors and thinking about possibilities. We are currently at the open discussion point.
- Students come to the department with the concern that they only have one more course needed to complete their program. They are looking at the situation where they either have to come back for an additional term, or they want some kind of program exception to allow them to substitute with another course so that they can finish up in the Spring/Summer. We are struggling with how much to bend things to accommodate these students.
- The department wants to be as accommodating and helpful as possible at the same time respecting the integrity of the program.

Elementary Education – *C Leroy/C Peck*

- The Elementary Undergraduate Coordinating Committee is working on the use of technology, in terms of blended, online or otherwise amongst instructors and sessionals in all of the courses.
- It will be interesting to see the kinds of tools and strategies people are using. A report will be written for Department Council in the near future.

Educational Psychology – *M Carbonaro/V Smith*

No report available.

Educational Policy Studies – *J Kachur/L Shultz*

- Working on the Undergraduate Program but experiencing some fatigue factor.
- Generally all is going well.

Dean's Office – *Y Norton*

- We are back into the admission cycle and so far things are not looking to promising.
- Application numbers are down by almost 200.
- For the first year, the official application deadline has changed to May 1st. Perhaps students are holding onto the application fee to the last minute.
- We are hearing that in one major partner institution there has been some inaccurate advising provided to the students. This has resulted in considerable confusion.
- After Reading Week an ad will be put into the institution's student paper to dispel information which is being shared.
- High School direct entry applications are up by 170. Of those, the registrar's office has admitted 156.
- A new recruitment website will be rolled out by the end of February and all the changes will be there.

Undergraduate Student Services – *C Christianson*

- In an attempt to respond to student needs, we have changed the way students access their student advisors. Previously, the only way students could make an appointment to meet with

their student advisor was to contact the office one day per week to book for the following week. We have opened up the process and now advisors are available at any time for appointments.

- We are recruiting for Field Experiences Associate positions. The deadline for submission of applications was Monday, February 11, 2013.

d. **Education Students' Association** – *K Grimbley*

- The ATA and Students' Association have come up with the solution to the perennial problem of getting the APT students to attend Teachers' Convention. The expectation for attendance at the convention was shared with the students during class visits.
- The Convention Boards have waived the attendance fee for APT students.
- Lanyards have been produced and distributed to students across the province to gain access to the conventions.
- Students had to purchase an ESA membership prior to receiving a lanyard.

e. **Alberta Teachers' Association** – *M Yurick*

No report available.

Adjournment: 2:35 p.m.

Motion Carried MOTION (C Leroy): To adjourn the February 14, 2013 meeting of Undergraduate Academic Affairs Council meeting.

Seconded by: J Kachur

**Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.**

**Thursday, April 11, 2013
MINUTES**

Present:	C Hickson L Vivier	Chair Recording Secretary
	Christianson, C da Costa, J Dunn, B Kachur, J Leroy, C Norton, Y	Shultz, L Smilanich, B Smith, V Watt-Malcolm, B Wimmer, R Yurick, M

Guest: F Snart, Dean
Regrets: M Carbonaro, D Donald, C Peck and K Schmidt

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1. Welcome, Introductions and Announcements

C Hickson stated that the cancelled UAAC meeting was due to the lack of agenda items and consideration of member's valuable time.

2. Approval of the Agenda

Motion Carried MOTION (Y Norton): To approve the agenda as circulated.

Seconded by: L Shultz

3. Approval of the Minutes of Thursday, February 14, 2013

Motion Carried MOTION (J da Costa): To approve the minutes of February 14, 2013 as circulated.

Seconded by: C Christianson

4. Business arising from the Minutes

No business arising from the minutes.

5. New Business

a. F Snart, Dean

- Although everyone is wondering how the budget cuts will impact the faculty, there are not many facts to share. We will need to wait for more details while the mandate letter issue is clarified; however there does not seem to be a quick solution.
- We are probably going to be able to stay close to what we planned as a faculty with this year's reduction – At Dean's Council we were told that budget letters (at the Faculty level) would come this week.
- We are in the process of setting up the annual meetings with Department Chairs to talk about the budget in early May. This is when the needs of the Departments to cover teaching are presented.
- We have a couple of new courses which have not been incorporated in the budgeting process yet.
- Concern is appropriate. Some of the expenses are not known at this time.
- We have been planning for what we believe will happen in 2014 – 2015. We assume we will be required to reduce the budget quite significantly.
- We are looking at undergraduate and graduate programs, administrative structures, travel and international for ways that we can make some changes that will bring us efficiencies.

- Fiscal necessities have led to discussions but we are moving toward a good place in the way that the Faculty of Education at the University of Alberta is unique as a research intensive context. What makes us different is research intensity but how would undergraduate students know that? If we can find ways to reduce the demands on professors then there are a number of things which might follow. One would be to have less demand for sessional instructors, there is some base money tied to sessionals.
- This could help in terms of budget reduction without having to let people go.
- This would provide an opportunity to have professors in undergraduate classes in more consistent and plentiful ways.
- The notion of having scholars and students together is preferred.
- The University of Alberta does have the scholars that are doing the research that is noteworthy in Canada and beyond. We do have the people writing the textbooks.
- If we can find ways to have the professors with the students, we have won something.

There is nothing off the table. There is nothing which should not be asked. If I cannot answer the question, I will say so.

The dean responded to several questions pertaining to the provincial and university situation.

- b. **MOTION (B Dunn):** EDSE 401 How to Teach: Practical Techniques for Success in the Classroom
To be graded Credit/No Credit

RATIONALE: The course is taught in a highly-condensed time frame (one week). Students will earn a grade of CR by: (a) completing all in-class assignments, (b) participating in class activities (focus/peer teaching), and (c) submitting a notebook, hard copy or electronic of learning gleaned from the course. Students not meeting all three requirements will earn a grade of NC.

MOTION CARRIED Seconded by: J Kachur

Possible Impact to students

- When a student applies to graduate studies or scholarships/awards, the Credit/No Credit courses are simply left out of the GPA calculations. Grades in the other courses then carry more weight.
- When students are in academic difficulty and they have a term with Credit/No Credit courses, it takes longer for them to get back into good academic standing.

5. **Undergraduate Program Update** – R Wimmer

- F Smart met with the Program of Studies Working Group, and requested that another look at the undergraduate program be considered.
- The Program of Studies group will pause now and review work done to date. We have achieved what we were asked to do. We have a program in place and students registered.
- The Program of Studies meetings created a place for discussions about teacher education in an informal way.
- There are still a lot of things to do but it is unwise to continue to work on those things, knowing that we might have further changes to the new program.
- Hopefully, we will pick up on some program work or more implementation work next year.
- A goal is to have conversations on the curriculum and scholarship of field experience placements.
- Excellent feedback was received around the three new EDU courses. Very good discussion.

6. **Reports**

- a. **Indigenous Education Council** – D Donald
Nothing to report.

b. Field Experiences – B Smilanich

- 1,500 students are out in the schools with only a few bumps. This is the largest number of placements ever made in one term (2,700 for the year).
- Appreciation was expressed for the work of the FEAs and placement coordinators within USS.
- The recruitment and hiring processes are underway for four new Field Experiences Associates. Waiting for approval from the school districts.

c. Departments, Dean's Office, Undergraduate Student Services

Secondary Education – B Dunn/B Watt-Malcolm

- Department Council was held last Friday with positive discussion on budget cuts.
- Moving toward freeing up admission requirements for After Degree students. Trying to be less specific about which courses the student has taken in the past and just accepting the degree as background in the subject areas. Secondary will approve this at the department level in preparation for Faculty discussions knowing that secondary supports the initiative.
- The CTS Bridging students are very energetic and enthusiastic. We are working on the application process and some students are taking their first course (EDPY 200) and ready for EDU 250 in the summer.
- This is the fourth year running for the CTS Bridging program, some have graduated and others are beginning work on their master's degree.

Elementary Education – C Leroy

- Budget discussions have taken place but everything is up in the air.
- An ad hoc tech group looked into blended online delivery. A presentation was made to the department on background research which showed the pros and cons and issues of online delivery to give a baseline of information.
- Appreciation was expressed to Carley Christianson and Clive Hickson for all assistance being provided to the Department of Elementary Education when it comes to student issues.

Educational Psychology – V Smith

- Have heard very positive comments about opportunities presented by impending budget cuts.

Educational Policy Studies – J Kachur/L Shultz

- Very dynamic and thoughtful discussions were held on the budget cuts.
- In the process of sorting through what the implications of the budget cuts are to the department. People are taking things very seriously.

Dean's Office – Y Norton

- We are still down by 264 applications over last year. Education is the only faculty on campus with reduced admissions. We cannot figure out what the cause of this situation is.
- Direct entry numbers have risen greatly but the transfer numbers are down.
- News reports could be impacting numbers.

Undergraduate Student Services – C Christianson

- Really busy with student visits, e-mails and phone calls.
- Running two programs at the same time has caused some confusion.
- Questions around the transferability of programs are expected because of the number of changes being made.
- We have been able to ensure that transfer students do not lose credit and are not disadvantaged by changes.

- R Wimmer has been working with Beth Young and the departments of Elementary and Secondary Education on a pilot project (Bridging Project for Internationally Prepared Teachers) that deals with teachers from other countries who want to teach in Alberta.
- Funding was secured for 10 – 12 teachers to engage in a pilot project over a one year period.
- Two underpinnings of the pilot project are: extensive field experience working in partnership with a couple of schools who will host these students for their student teaching and a professional bridging seminar which runs for the entire year. Beth will teach the seminar for the whole year which will run concurrently with the field experience and course work.
- Interviews with the candidates have been held and a small cohort will start in September 2013.
- Funding has recently been secured for an additional two years.
- A suggestion was received to see if there is any possibility for these students to tap into the Northern Bursary Program. The reality is that these future teachers will have greater success in the job market if they are willing to leave the Metro area of Edmonton.

d. **Education Students' Association** – *K Grimbley*

No report available.

e. **Alberta Teachers' Association** – *M Yurick*

- M Yurick, on behalf of the Alberta Teachers' Association, expressed appreciation to R Wimmer, C Hickson and USS for the tremendous amount of work which has gone into the new program. The Association and teachers feel that any concerns presented are listened to and dealt with in a very prompt fashion.
- Recently the elections for Provincial Executive Council were completed and Mark Ramsanker is the president elect and Robert Twerdoclib and Greg Jeffrey are the two Vice-Presidents.
- Copies were made available to anyone interested in the results of a 4th year study of Teachers in the Early Years of their Professional Career.
- In an interesting conversation at the Teacher Education Certification Committee meeting focused around the use of electronic devices by student teachers. There are incidences where real time classroom images are being transmitted through the internet. Student teachers when in the schools are for all intents and purposes employees of the school board and are bound to act in accordance with the School privacy policy.
- There are more and more incidences of this happening and who are the parents going to speak with (the cooperating teacher, school administrator, university facilitator and student teacher)?
- What are the implications, what should be done to provide information to ATA members in terms of permission forms and what might the expectations be of student teachers?
- C Hickson requested that appreciation, on behalf of the Faculty of Education, be extended to Association members and the people in the field for the accommodation of student teachers in their field placements. The work of Undergraduate Student Services is only possible because of the work done by the schools.

Adjournment: 3:15 p.m.

Motion Carried MOTION (Y Norton): To adjourn the April 11, 2013 meeting of Undergraduate Academic Affairs Council meeting.

Seconded by: J Kachur

**Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.**

**Thursday, September 12, 2013
MINUTES**

Present:

Clive Hickson, Chair
H Kennedy-Plant, Administrator

Ali, H
Carbonaro, M
Christianson, C
den Heyer, K
Donald, D
Dunn, B
Iwaniuk, A
Kachur, J
Leroy, C
McGarvey, L

Norton, Y
Pegg, J
Smilanich, B
Wimmer, R

Regrets:

Foster, R
Yurick, M

McInnes, A

Guests:

Smythe, C

1. Welcome, Introductions and Announcements

C Hickson welcomed new and returning council members to the 2013 – 2014, Undergraduate Academic Affairs Council meeting. Around the table introductions occurred.

2. Approval of the Agenda

MOTION (Y Norton): To approve the agenda as circulated.

Seconded by: R Wimmer

Additions to the Agenda:

Editorial Calendar Changes – Combined Degrees, L McGarvey

Add R Wimmer to Discussion Item: Undergraduate Program Information and Update

Carried

3. Review 2013 – 2014 Handbook

The handbook was provided for reference to both new and returning council members.

The following points were highlighted:

- Discussion of meeting schedule on page 3 of handbook occurred. Meetings have had to be cancelled due to lack of quorum in past years. If high risk of cancelling May meeting, recommended that submission of changes could be encouraged to be included in April meeting and May meeting could be cancelled. May meeting will remain optional, to be discussed again at March meeting.

4. Receive 2012 – 2013 Undergraduate Academic Affairs Annual Report

MOTION (J Kachur): To receive the 2012 – 2013 Undergraduate Academic Affairs Council Annual Report, as circulated.

Seconded by: M Carbonaro

Carried

5. **Receive 2012 – 2013 Field Experiences Policy Advisory Annual Report**
MOTION (B Smilanich): To receive the 2012 – 2013 Field Experiences Policy Advisory Committee Annual Report, as circulated.
Seconded by: C Christianson
Carried

6. **Approval of the Minutes of Thursday, April 11, 2013**
MOTION (C Leroy): To approve the minutes of April 11, 2013 as circulated.
Seconded by: Y Norton
2 Abstained
Carried

7. **Business arising from the Minutes**
No business arising from the minutes.

8. **New Business**
 - a. **Notice of Motion – Educational Policy Calendar Changes, J Kachur**
Council members are encouraged to take this information back to their departments for discussion and feedback. It will be voted on as a package at the September 26, 2013 meeting.

 - b. **Notice of Motion – Special Education Secondary Minor Calendar Changes, M Carbonaro**
Council members are encouraged to take this information back to their departments for discussion and feedback. It will be voted on as a package at the September 26, 2013 meeting.

 - c. **Notice of Motion – Letter of Permission Calendar Changes, C Christianson and C Smythe**
Council members are encouraged to take this information back to their departments for discussion and feedback. It will be voted on as a package at the September 26, 2013 meeting.

 - d. **Editorial Calendar Changes – Police Information Check**
Rationale: Registrar’s Office creating common language across University Calendar, in consultation with University legal team.
MOTION B Smilanich: To approve the proposed changes, as circulated **Seconded:** K den Heyer
Carried

 - e. **Editorial Calendar Changes – “Additional Requirements” Section**
Rationale: Provide clarity for admissions and high school counselors.
MOTION Y Norton: To approve the proposed changes, as circulated **Seconded:** M Carbonaro
Carried

 - f. **Editorial Calendar Changes – Secondary Education Changes – Package 1**
Rationale: Calendar edits to reflect changes which already happened.
MOTION B Dunn: To approve the proposed changes, as circulated **Seconded:** K den Heyer
Carried

 - g. **Editorial Calendar Changes – Secondary Education Changes – Package 2**
Rationale: Calendar edits to create alignment with course offerings.
MOTION B Dunn: To approve the proposed changes, as circulated **Seconded:** L McGarvey
Carried

h. Editorial Calendar Changes – ESA Contact Information

Rationale: Update ESA contact information.

MOTION A Iwaniuk: To approve the proposed changes, as circulated **Seconded:** R Wimmer
Carried

i. Editorial Calendar Changes – Combined Degree Changes

Rationale: Calendar edits to create alignment with sequencing in 4 year degree, current practices and course offerings.

MOTION L McGarvey: To approve the proposed changes, as circulated **Seconded:** M Carbonaro
Carried

9. Discussion Items

a. Undergraduate Program Model Update – R Wimmer/L McGarvey

- R Wimmer shared an announcement made at Dean’s Advisory Council that the Program of Studies Committee which was struck in March of 2012 is now disbanded, with the completion of the new program model.
- For the implementation of the 4 year model, L McGarvey has been gathering ad hoc groups and consulting with stakeholders and this will continue and will also be done with combined degrees and after degrees. Consultation will continue to occur with stakeholders and updates will be brought back to UAAC, to create a space for discussion and then can be taken to departments for feedback.
- Considerable discussion of the governance process within the faculty occurred, covering such issues as roles and responsibility and clarity of how a faculty of our size can be efficient and responsive to emergent issues.

10. Reports

a. Indigenous Education Council – D Donald

- Extensive work done by team to create new course, EDU 211. 270 students enrolled for fall term with 2 lectures and 9 seminars. Plans have been made to replace 3 seminars with experiential learning such as, walks through the river valley or experiences with elders. Currently there are 9 seminar leaders and sustainability was raised as a concern, as more leaders may be needed to accommodate various class sizes.
- C Hickson shared that an EDU 211 workshop for partner institutions with representatives across the province and many from Northern Alberta was met with lots of excitement that this course is finally going forward. C Hickson asked that D Donald take back our thanks.

b. Field Experiences – R Smilanich

- We have 4 new Field Experiences Associates.
- Launch of new website. Working with Ed Tech Services to clean up and complete final touches.
- Working with Bonnie and CTS students.
- Working on communications related work and all is going well and we’re off to a good start.

c. Departments, Dean’s Office, Undergraduate Student Services

Elementary Education – C Leroy/J Pegg

- Department did not have an APO last year and we are now sharing an APO with Secondary. We are taking care of details to integrate across departments, where it makes sense.
- Support staff Diane and Mary both retiring. Fortunate to still have two support staff with lots of experience, since Antonella and Grace are still in Elementary.

Secondary Education – B Dunn/K den Heyer

- Retirement for Vanessa lanson who solved many problems that we did not know existed. Losing last support staff member who had years of experience.
- There is a download of problems/issues to the department level.

Educational Psychology – M Carbonaro/V Smith

Nothing to report.

Educational Policy Studies – J Kachur/R Foster

- R Wimmer mentioned Barb Shokal has retired.

Dean's Office – Y Norton

- Although applications were down by 356 applications, the faculty has met 100% of the faculty enrolment target. Central Administration decreased the target by 300.
- High school admissions average was 81% and the average for transfer and after-degree students was 3.0.
- There has been a split of the Graduate Studies and Research portfolio. Jill McLay is the new Associate Dean (Graduate Studies) and Patricia Boechler will continue as Associate Dean (Research).

Undergraduate Student Services – C Hickson

- Heather Kennedy-Plant joined our office as the new Office Manager/APO.
- Welcome to Education, new student orientation had an excellent turnout. C Hickson shared thanks and discussed how much the students enjoyed Mark Yurick's presentation at the two information sessions.
- Pizza reception on Orientation Day was well attended and we had over 40 student volunteers who helped with orientation, the pizza function and during the first two days of classes.
- The flow of students through USS office from September 3-6 was extensive, with 729 walk-ins.
- To further provide a perspective on the workload, it was shared that student advisors had answered several hundred emails.
- Lynda Vivier retired this summer and her extensive service is an exceptional loss to USS and also the faculty.
- USS has a new receptionist, Katrina Garneau.

d. Education Students' Association – A Iwaniuk/H Ali

- 500 ESA members signed up last week.
- All new council except for Averi who is President for the upcoming year.
- Only need to fill 3 positions and had 9 to fill at this time last year.
- Had 2 ESA sessions at orientation and a great turnout for the ESA BBQ.
- Derek Brandon has been creating a YouTube show and the "How to Get to the ESA" video has just been released.
- ESA has had problems with getting members in the past and visibility was an issue with the move to the basement. However, with the ATA Conference last year the ESA were able to raise membership to 1400.

e. Alberta Teachers' Association – M Yurick

No report available.

Adjournment: 3:40 p.m. **MOTION (M Carbonaro):** To adjourn the September 12, 2013 meeting of Undergraduate Academic Affairs Council meeting.

Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.

Thursday, September 26, 2013
MINUTES

Present:

Clive Hickson, Chair
H Kennedy-Plant, Administrator

Ali, H	McInnes, A
Carbonaro, M	Pegg, J
Christianson, C	Smilanich, B
den Heyer, K	Wimmer, R
Dunn, B	
Iwaniuk, A	
Kachur, J	
Leroy, C	
McGarvey, L	

Regrets:

Donald, D	Norton, Y
Foster, R	Yurick, M

1. Welcome, Introductions and Announcements

C Hickson announced that the second meeting of UAAC in September is to facilitate the calendar process. C Hickson welcomed members and introduced new member Alison McInnes. Around the table introductions occurred.

2. Approval of the Agenda

MOTION (J Pegg): To approve the agenda as circulated.

Seconded by: R Wimmer

Additions to the Agenda: Combined degree discussion, L McGarvey

Carried

3. Approval of the Minutes of Thursday, September 12, 2013

MOTION (K den Heyer): To approve the minutes of September 12, 2013, as amended.

Seconded by: J Kachur

Carried

R Wimmer was in attendance at the September 12 meeting and his name was added to the list of present members.

4. Business arising from the Minutes

No business arising from the minutes.

5. New Business

a. MOTION (J Kachur): EDPS 422 Course Title and Description Change

RATIONALE: Update the vocabulary of the course title and course description to bring it in line with the evolution of the course and eliminate dated language.

Seconded: R Wimmer

Carried

b. MOTION (M Carbonaro): Deletion of Special Education Secondary Minor, Calendar Changes

RATIONALE: Given the changes in the new program starting in 2014, this minor will no longer be supported.

Seconded: J Kachur

Carried

c. MOTION (C Christianson): Faculty of Education Special Regulations/Letter of Permission Calendar Changes

RATIONALE: While the commitment to our school partners remains, there are some circumstances that may warrant consideration for students to receive permission to either apply for a course overload or take a course outside the defined term in which a field experience occurs. Currently, the calendar language does not provide the Associate Dean in Undergraduate Student Services any flexibility for reviewing students' circumstances, case-by-case, to determine whether such consideration should be provided. Therefore, this calendar change would give the Associate Dean in Undergraduate Student Services the ability, in rare circumstances, to allow students to complete courses outside the defined term in which a field experience occurs.

Discussion: C Hickson spoke on behalf of M Yurick to note the ATA is in support of the motion as long as it is in rare or exceptional circumstances and the process does not open the "flood gates" to exceptions. A discussion occurred on the motion and it was decided that USS would monitor the cases and notify UAAC if issues arise.

Seconded: R Wimmer

Carried

d. Editorial Calendar Changes Discussion – Combined Degree Partner's Calendar Changes

Discussion: The Faculty of Agriculture, Life and Environmental Sciences (ALES) is the partner in the BSc in Human Ecology/BEd Secondary Combined Degree Program. ALES passed a calendar change for two courses which are offered in their portion of the degree. Through discussion it was decided that no motion is needed at UAAC because the changes do not affect the Education portion of the degree program and the changes have been accepted by the partner faculty, ALES.

6. Discussion Items

a. Floor opened to discussion on future discussion items – C Hickson

- C Hickson extended an invitation to members to send future discussion items. He asked A Iwaniuk to consider bringing forward any items the Education Students' Association may wish to have included on future agendas.
- J Kachur requested that motions be shared with department APOs as they go through UAAC to assist them in planning.
- Considerable discussion of the role of UAAC and the governance process within the faculty occurred. M Carbonaro requested that a discussion item be added to the next agenda on the topic. C Hickson asked that the next meeting include an item on the roles and responsibilities of UAAC and its direction in Faculty of Education governance. C Hickson mentioned that UAAC Terms of Reference will all need to go through Faculty of Education Council and that this would be one more avenue to seek even more input into the direction of UAAC.

7. Reports

a. Indigenous Education Council – *D Donald*

Nothing to report.

b. Field Experiences – *R Smilanich*

- Placements are down for the term and the process is proceeding nicely. Placements will be released to students on Friday.
- A discussion on the variance and fluctuations of the number of placements required each term occurred. Discussion on the topic of predictability and future modeling also arose and it was mentioned that the unpredictability is likely to occur over the next 2 – 3 years while the transition to the new program proceeds but that if the program does not experience many more changes the data and predictability should become easier with time.

c. Departments, Dean's Office, Undergraduate Student Services

Elementary Education – *C Leroy/J Pegg*

Nothing to report.

Secondary Education – *B Dunn/K den Heyer*

Nothing to report.

Educational Psychology – *M Carbonaro/V Smith*

Nothing to report.

Educational Policy Studies – *J Kachur/R Foster*

Nothing to report.

Dean's Office – *R Wimmer*

- Dean's Office has been hosting a group of guests, mostly from Afghanistan this week. The group is looking at Teacher Quality Standards and the model used in Alberta.
- R Wimmer is working on the Faculty's portion of the Comprehensive Institutional Plan.
- The Faculty is involved in multiple Alumni Week events, this week. The Faculty has 12 Alumni Awards winners this year and the Alumni Dinner & Dance is occurring at the Shaw Conference Centre on the weekend.

Undergraduate Student Services – *C Hickson*

Nothing to report.

d. Education Students' Association – *A Iwaniuk/H Ali*

- First Professional Development seminar sponsored by the ATA is on the topic of Collaborative Learning.
- Crisis Intervention training sessions are being run on October 26 and November 2.
- By-elections resulted in the final 3 Commissioners being elected. The ESA has a full council.

e. Alberta Teachers' Association – *M Yurick*

No report available.

Adjournment: 2:29 p.m. **MOTION (L McGarvey):** To adjourn the September 26, 2013 meeting of Undergraduate Academic Affairs Council meeting.

**Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.**

**Thursday, October 10, 2013
MINUTES**

Present:

Clive Hickson, Chair
H Kennedy-Plant, Administrator

Carbonaro, M
Christianson, C
Donald, D
Dunn, B
Iwaniuk, A
Kachur, J
Leroy, C
McGarvey, L

McInnes, A
Norton, Y
Pegg, J
Smilanich, B
Yurick, M

Regrets:

Ali, H
Foster, R

den Heyer, K
Wimmer, R

1. Welcome and Announcements

2. Approval of the Agenda

MOTION (Y Norton): To approve the agenda as circulated.

Seconded by: J Kachur

Carried

3. Approval of the Minutes

MOTION (J Pegg): To approve the minutes of September 26, 2013 as circulated.

Seconded by: C Christianson

Carried

4. Business arising from the Minutes

No business arising from the minutes.

5. New Business

a. Editorial Calendar Changes – Certificate in Global Citizenship

Rationale: Calendar edits to update contact details and to create alignment with course offerings offered by external Faculty partners.

MOTION C Hickson: To approve the proposed changes, as circulated **Seconded:** C Leroy

Carried

Chair, C Hickson, stepped down to place motion on table and L McGarvey served as interim Chair.

6. Discussion Items

Role and mandate of UAAC and its direction in Faculty of Education Governance

- C Hickson prefaced the discussion with a list of items to begin the discussion and included an invitation to hear from the membership. It was also mentioned that this meeting would initiate the process for further discussion topics at future meetings. The list included the Terms of

Reference, structure of motions and timeliness, membership composition, and structure of meeting agenda and calls for agenda items.

- UAAC Terms of Reference were circulated. C Hickson acknowledged that work needs to take place to ensure that issues related to inclusive language, as raised by D Donald during September's meeting, are addressed.
- A round table to gather further input and add to the list of discussion items occurred. Additional items included: review of the responsibility of UAAC for the renewal of programs referenced in section 1.1 in the Terms of Reference in regard to the structure of the faculty; the change process for renewal of curriculum, diplomas, certificates; harnessing of the Program of Studies dialogue; calendar change process; generation of ideas, dialogue and possibilities; training/orientation on governance processes and membership responsibilities; UAAC leadership resting in an administrative unit; responsibility/authority; purpose of UAAC; oversight and representation across faculty; voice of profession; place for voice not available on Faculty Council.
- Considerable discussion of the governance process and the appropriate venues for bringing ideas to the table and to vote was covered.
- L McGarvey is charged with information sharing and gathering feedback from continued consultations with stakeholders to collect and synthesize program issues and areas of focus. Lynn shared that her portfolio does not include final decision making but is to consult and bring back informed discussion to UAAC and that discussion can then be taken back to the departments and other stakeholders for further discussion and return input.
- C Hickson will draft a new structure for agenda and will create proposal for new format for motion submissions which will be included on the next meeting agenda.
- L McGarvey will outline a listing of her responsibility areas and an issues process to bring to the next meeting.

7. Other

- M Yurick shared copies of The Alberta Teachers' Association, *Teacher Education and Certification Long Range Policy, Current Directives, and Position Paper, 2013/14* and briefly detailed the policy development process. He also shared information on the Task Force for Teaching Excellence which has two avenues for public consultation, web-based and public meetings, and which he encourages everyone to spread the news and get involved in the process.

Adjournment: 3:25 p.m. **MOTION (C Leroy):** To adjourn the October 10, 2013 meeting of Undergraduate Academic Affairs Council meeting.

**Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.**

**Thursday, November 14, 2013
MINUTES**

Present:

Clive Hickson, Chair
H Kennedy-Plant, Administrator

Carbonaro, M
Christianson, C
den Heyer, K
Dunn, B
Foster, R
Kachur, J
Leroy, C
McGarvey, L

McInnes, A
Norton, Y
Pegg, J
Smilanich, B
Wimmer, R
Yurick, M

Regrets:

Ali, H
Iwaniuk, A

Donald, D
McGarvey, L

1. Welcome and Announcements

- C Hickson announced the next meeting is scheduled for January 9th.
- This meeting is the first to follow a new structure for the agenda resulting from the proposals to change formatting from the October meeting. Additionally, the editorial calendar change which was approved via electronic ballot was vetted by C Hickson and L McGarvey, as a result of the October meeting conversation on meeting format and process changes.
- For the record, the Editorial Calendar Change motion which was sent by electronic ballot on November 5, 2013 was carried. 9 votes to approve the motion were received and the number of responses met quorum. **MOTION:** To approve calendar changes to the BSc/BEd Combined degree, as circulated. **Carried**
- C Hickson welcomed Rosemary Foster, as she was not in attendance at prior meetings due to teaching commitments during the term and introductions were made around the table.

2. Approval of the Agenda

MOTION (R Wimmer): To approve the agenda as circulated.

Seconded by: J Pegg

Carried

3. Approval of the Minutes

MOTION (J Kachur): To approve the minutes of October 10, 2013, as circulated.

Seconded by: A McInnes

Carried

4. Calendar Changes

- Omnibus Motion for those changes considered to be editorial - none
- Other changes - none

5. Items for Discussion

a. Program Renewal Work

- C Hickson and L McGarvey are meeting with Collaborative degree partners to generate ideas to bring back to main campus. Initial discussions have begun and upcoming meetings are being conducted with students to discuss their program experiences.
- Collaborative degree programs are not currently defined in the calendar and only contain a paragraph description. Aim is to align and create structures consistent with the on campus degrees, while keeping community and program uniqueness in mind. Conversations and strategy will come back to UAAC.
- Several questions and conversation on the structure of the programs occurred.

b. Program Issues

- C Leroy provided update on AASUA meeting discussions about the Students' Union initiative for a Fall Term Reading Week being presented to the Provost's Office. Proposal was made last year but the SU dropped it and now informal discussions indicate it will be coming back to the table. Issues to consider are if the proposal would extend fall term or would there be an earlier start and how might it fit with long weekends. As well, there would be a need for consideration of the implications for compressed courses and field experiences.
- R Wimmer mentioned he can check with Fern to see if anything has been heard from Provost.
- Background was provided on past proposal and discussions with SU, over two years ago, about possible impacts on students in a practicum. SU made a well thought out presentation on the need for a fall break at Academic Standing Committee and it was not well received by many faculties. It was shared that many institutions across Canada have moved to a fall break and there is evidence of a need but from student feedback it was thought that November is too late.
- C Leroy shared that it may go through very fast.
- Many reasons SU feels strongly in support of the break, in particular because of research indicating issues with U of A students' health and well-being.

c. EDPS 310 Learning Outcomes

- L McGarvey and C Hickson wanted to bring the discussion of EDPS 310 learning outcomes to the table for discussion. The course will not be part of the new program but promises were made that the learning outcomes would not be lost in the new program. C Hickson invited ideas and discussion on the topic.
- Talk amongst and across various stakeholder groups is occurring and members discussed what they have been hearing.
- Budget cuts and doing less with less was mentioned as a key factor in losing the course.
- Members conversed about what the critical components are that must not be lost and how that might be determined. As well, a discussion on where and how content may be linked to students' learning both in theory and in practice occurred.
- It was mentioned that Program of Studies mapping was started and conversation turned to the topic of standardizing and articulating scaffolding or mapping, and need for content to go into core courses.
- Members requested a plan of action with tasks and a strategy to go forward. C Hickson indicated it is part of L McGarvey's portfolio to consult with stakeholders and bring back to members and he asked for a motion.
- **MOTION (C Leroy):**The UAAC membership moves that the Associate Deans (Undergraduate) be requested to strike a working group to analyze the content of EDPS 310 and where it could be placed in Education courses and the Field Experiences, with recommendations to be presented at the January 9, 2014 UAAC meeting. **Seconded by:** K den Heyer **Carried**

6. Update Items from the Council Membership

- A Iwaniuk sent a note with her regrets: the ESA would like to report a change in the Vice President position, Brent Saccucci has stepped down and Alexandra Candler has taken over the position. The ESA now has a technology commissioner opening.
- M Yurick shared news from the field that classroom complexities are increasing with English language learners new to Alberta adding to the mosaic. As changes in population continue, there are increased requests for professional development for English Language Learning to help teachers.
- K den Heyer provided an update from his involvement on the ATA Provincial Curriculum Committee. Alberta Education competency based education will add another layer to education and will be required by law. There are currently 11 competencies and a discussion will be brought to the table at a future meeting in the New Year.

Adjournment: 3:30 p.m.