



**UNDERGRADUATE ACADEMIC AFFAIRS COUNCIL  
ANNUAL REPORT 2015 – 2016**

**Responsibility**

During the 2015 – 2016 academic year, the Undergraduate Academic Affairs Council (UAAC) membership worked to meet the expectations outlined in the Terms of Reference for this Council. The Council dealt with items associated with the undergraduate teacher education and diploma programs and also, acting on behalf of the Education Faculty Council, approved necessary Calendar revisions.

**Membership 2015 – 2016:**

Please note, due to changes in a Council member's personal portfolio, the composition of Council membership did change throughout the year. Accordingly, the membership list and representation is indicated:

**Chair**

*Associate Dean, Undergraduate Programs and Services: Clive Hickson*

**Statutory Members**

*Associate Dean (Academic)/Vice-Dean: Lynn McGarvey*

*Associate Dean, Teacher Education: Bill Dunn*

*Associate Chair (Undergraduate) Elementary Education: Jerine Pegg*

*Associate Chair (Undergraduate) Educational Policy Studies: Bonnie Stelmach*

*Associate Chair (Undergraduate) Educational Psychology: Lia Daniels*

*Associate Chair (Undergraduate) Secondary Education: Tom Dust*

*Director Enrolment Management: Vacant*

*Director Student Support: Carley Christianson*

**Appointed Members (Voting)**

*ATA: Monique Gravel*

*ATEP: Angela Wolfe or Evelyn Steinhauer*

*ESA: Waishing Lam (Sept. 2015 – Feb. 2016) Sara Fairfull (Feb. – June, 2016)*

*Indigenous Education Council: Trudy Cardinal (Sept. – Oct. 2015) Cora Weber-Pillwax*

**Appointed Members (Non-Voting)**

*International Office: Lynette Shultz*

**FEPAC Standing Committee Member**

*Assistant Dean, Field Experience: Bob Smilanich*

**Elected Members**

*Elementary Education: Janelle McFeetors*

*Educational Policy Studies: Jorge Sousa*

*Educational Psychology: Bill Hanson*

*Secondary Education: David Chorney*

**Administrator:** *Heather Kennedy-Plant*



### **Meeting Structure**

UAAC meetings were scheduled to be held on the second Thursday of each month. However, in response to the academic calendar, exceptions to this schedule occurred. Specifically, there was an additional meeting in September to accommodate the Calendar change document process and the November meeting was moved in response to the university-wide Fall Break. Therefore, meetings were scheduled for September 10<sup>th</sup> and 24<sup>th</sup>, October 8<sup>th</sup>, November 26<sup>th</sup>, January 14<sup>th</sup>, February 11<sup>th</sup>, March 10<sup>th</sup>, April 14<sup>th</sup>, and May 12<sup>th</sup>. Despite scheduled meetings being well attended, quorum has traditionally been a concern for any meetings scheduled after April. Unfortunately, although at the April Council meeting it was decided to hold a May Council meeting to address outstanding Notice of Motions, quorum could not be achieved and the May 12<sup>th</sup> meeting was cancelled. This precipitated an electronic vote process on these outstanding motions.

UAAC meetings focus on issues related to undergraduate student programming. Traditionally, much of each meeting has involved the discussion of and the voting on Motions that are brought forward by the Council membership on behalf of their departments or units. Such motions would often be in the form of Calendar change documents. An important part of the Council meeting has been the intentional scheduling of updates on the undergraduate program and the changes that have been implemented over the last number of years. For example, this academic year, a major focus was placed on work concerning the Education Electives component of our programming.

As Chair, I would like to thank all members of the Council for their service on UAAC and commend them for their contributions. At times, due to changes in departmental structure or a change in a member's personal portfolio, the composition of Council membership changed. Those leaving the Council during the year are thanked for their contributions and those who came to the Council during the year are also thanked for their willingness to take on such membership. On occasions, guests were invited to be part of discussions to provide important background information. Their participation was also most valuable and all the guests are thanked for their involvement.

### **Administrative Procedures**

As per established procedures to ensure timely action and programmatic discussion, Council process allowed for the following:

- Meeting materials were circulated to all council members in electronic format
- Submissions were to be presented in a common template format and style
- Editorial Calendar changes would be vetted and passed on through the University Governance process by the chair (Associate Dean, Undergraduate Programs and Services) and the Associate Dean, Teacher Education
- Not all Motions would be required to be Notice of Motions
- Guests were permitted to attend meetings through invitation and visitors through request

### **Terms of Reference**

The last changes to the Terms of Reference document occurred in June 2014. No changes were made during the 2015 – 2016 academic year.

### **Sub Committee**

The Field Experiences Policy Advisory Committee (FEPAC) is a subcommittee of the UAAC. This committee is chaired by the Assistant Dean, Field Experiences. As such, the Assistant Dean provided regular reports to the UAAC membership on discussion and action items attended to at the FEPAC meetings and the various initiatives being undertaken by the Field Experiences staff. The continued work



on the EDFX 325/350 seminar and the opportunities/experiences provided in the EDFX 490 course were particular items of information reported on throughout the year.

### **Ad hoc Committees**

During the 2014 – 2015 academic year, a motion was passed to create an ad hoc working group to “...consult and bring forward a motion to UAAC by spring of 2016 concerning the plan for the Education Elective program component in regard to pedagogical rationale and to establish a long term, sustainable solution that is supportive of student program planning...” (UAAC Minutes, Feb. 2015). The start of this work was impacted due to the considerable administrative changes that occurred throughout the faculty during the spring/summer, 2015. Therefore, the group began work in Fall, 2015. A *Recommendations and Rational* document and a formal motion were presented to UAAC in January, 2016 and the Motion was voted upon at the February Council meeting. The membership of this working group is thanked for their dedication to this task and providing the documentation necessary for a faculty response.

### **Motions Approved**

In light of the considerable major program changes made to the undergraduate program and the extensive Calendar change documents that have been passed through the Faculty Governance process in recent years, the number of individual Calendar changes brought to UAAC was not exceedingly high. That being said, those changes that were brought to the Council ranged from editorial work and program decisions through to suspension of a program route. In total, 27 Calendar change Motions were passed through the UAAC process and this resulted in 171 Calendar changes to sections of our portion of the University Calendar (e.g. change to a minor, a course number change, deletion of wording to a major, etc.).

### **Items to be attended to during the 2016 – 2017 academic year**

Key issues that will be areas of focus for the 2016 – 2017 academic year are:

- Ensure that updates are provided concerning the needs assessment work resulting from the suspension of the Adult Education program route
- Continue to provide clarity concerning the on-line Calendar and Calendar change process
- To create a common template format for Calendar change documents
- Update membership on administrative changes to the storage of student information (e.g. EDRMS, Academic Advisement module, etc.)
- On-going discussions regarding program renewal for the undergraduate program routes

Submitted by:

Clive Hickson, Chair  
Undergraduate Academic Affairs Council  
July 28<sup>th</sup>, 2016