The Education Faculty Council met on Tuesday, February 7, 2017 at 3:30 p.m. in Council Chambers, University Hall.

Present:

Sign in sheet is attached to original minutes.

1. Approval of Agenda

MOVED TO APPROVE the agenda as presented.
M Doherty / J McClay / CARRIED

2. Minutes of the Education Faculty Council

MOVED TO APPROVE the December 6, 2016 minutes of the Education Faculty Council as presented.
F Glanfield / D Hunter / CARRIED

3. Minutes of the Graduate Academic Affairs Council

MOVED TO RECEIVE the December 5, 2016 minutes of the Graduate Academic Affairs Council.
J McClay / D Larsen / CARRIED

4. Minutes of the Undergraduate Academic Affairs Council

MOVED TO RECEIVE the November 24, 2016 minutes of the Undergraduate Academic Affairs Council.
C Hickson / L Daniel / CARRIED

5. HT Coutts Library – Your library transforming

Presenters:
- Sonya Betz, Digital Initiatives, Project Librarian
- Leah Vanderjagt, Digital Repository Services Coordinator

A power point presentation was provided to review the new digital services at the U of A libraries, such as research data management, journal hosting and publishing, and a digital scholarship centre. For complete information contact:
Leah Vanderjagt / leahv@ualberta.ca
Sonya Betz / sonya.betz@ualberta.ca
Geoff Harder / geoff.harder@ualberta.ca
6. **Academic Selection Process**

Dr Lynn McGarvey, Vice Dean presented to Council.

The Academic Selection Procedures document has been prepared to maintain consistency and transparency across the faculty for Advisory Selection Committees and candidate short-listing procedures.

As stated in UAPPOL, approval is required by Faculty Council for *Appendix 1 Procedures for Choosing Department Representatives for Advisory Selection Committees*. These procedures have been developed in consultation with Department Chairs. Should a department wish to make a change going forward, approval must be sought from the department council followed by faculty council.

The document will be updated for consistency in the use of “procedure” (rather than “procedures”).

MOVED TO APPROVE Appendix 1 of the *Procedure for Choosing Department Representatives for Advisory Selection Committees*.

*L McGarvey / C Hickson / CARRIED*

7. **Engage 2017**

Dr Denise Larsen, Associate Dean, Research presented to Council.

Engage 2017 A Celebration of Research and Teaching Excellence
March 23 from 2:00 to 6:00 p.m., 4th floor lounge

- this event is a revision of the Faculty’s annual awards gala
  - 2:00 to 4:00 community research poster fair
  - 4:00 remarks from President Turpin
  - 4:00 to 5:00 Faculty teaching and research awards presentation
  - 5:00 to 6:00 networking and refreshments
- a call for posters has been sent and all are welcome to submit
- “community” can be broad-based so hopefully most research will fit the parameters

8. **Centres and Institutes Annual Reports**

Centres and Institutes are required to submit an annual report to the Dean, who then reports to the Provost. Our Centre annual reports were delayed this year as a common template was being developed. The reports are now more inviting to read and can be easily used in the community. All reports are available at [http://educadmin.ualberta.ca/content/governance](http://educadmin.ualberta.ca/content/governance).

MOVED TO RECEIVE the following annual reports:

- Centre for Mathematics and Science Technology Education (CMASTE)
- Centre for Research in Applied Measurement and Evaluation (CRAME)
- Centre for Research in Teacher Education and Development (CRTED)
- Centre for Global Citizenship Education and Research (CGCER)
- Institute for Sexual Minority Studies and Services (iSMSS)
- JP Das Centre on Developmental and Learning Disabilities
- Western Canadian Centre for Deaf Studies (WCCSD)

*T Samek / L McGarvey / CARRIED*
9. **Faculty Annual Report**

Dr Wimmer provided background:
- there has been a campus wide discussion and working group to develop an annual report system for all faculties to use for FEC reporting
- Dr Florence Glanfield and Ms Yvonne Norton from our Faculty have been part of the working group
- to date, the Faculty of Physical Education and Recreation and Faculty of Nursing are using the new standard form
- all faculties have been asked to discuss the report form and process
- we have not made substantial changes to our existing report for quite some time
- the adoption of a campus wide report would provide efficiency in sharing data management for additional purposes and reduce redundant and erroneous information
  - the Dean’s Office is annually requested to provide information to the Provost for our Faculty’s Annual Report and the University’s Comprehensive Plan
  - this involves many hours of collecting and compiling data related to teaching, research, grants, publications, service, etc

Dr Glanfield provided a demonstration of the report.

Discussion:
- concern was expressed over the need to provide percentages of research vs teaching vs service and how those numbers will be used at FEC
- can approval of the report happen if not happy with all sections
- will we be able to modify sections once the report is adopted
- beyond using as an annual report to FEC, how will data be used by the Dean’s Office and the Provost
- the new report asks for information not currently required for graduate supervision, e.g. awards won by supervised graduate student, more specific details of supervision
- academics should only be required to provide information used by FEC, not to help administration

Dr John Spence, Vice Dean from Physical Education and Recreation, was in attendance and reported that his Faculty adopted the report and there have been no concerns raised.

More information concerning the Faculty Annual Report will be obtained to allow further discussion.

10. **(Interim) Dean’s Report**

There was not time for this item.

Meeting adjourned.