Responsibility
During the 2016 – 2017 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 2016 – 2017:

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: Lynne Wltse
Associate Chair (Undergraduate) Educational Policy Studies: Sheila Carr-Stewart
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: Sarah Bigam, Jacinta Buencamino
Indigenous Education Council: Cora Weber-Pillwax

Appointed Members (Non-Voting)
International Office: Lynette Shultz or Lucy De Fabrizio

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: Lauren Sulz

Administrator: Heather Kennedy-Plant

Meeting Structure
Traditionally, UAAC meetings have been scheduled to be held on the second Thursday of each month. However, in response to the academic calendar and departmental needs, the meeting schedule was amended. Specifically, this allowed for departmental discussion of agenda items. This resulted in meetings being scheduled for September 29th, October 27th, November 24th, January 26th, March 9th,
April 27th. Despite scheduled meetings being well attended, quorum has traditionally been a concern for any meetings scheduled after April. Therefore, a meeting in May was not scheduled.

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 discussion of programmatic issues arising from the changes that have been implemented over the last number of years.

As Chair, I would like to thank all members of the Council for their service on UAAC and commend them for their contributions. Those leaving the Council 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 are 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 2016 – 2017 academic year.

Sub-Committee

The Field Experiences Policy Advisory Committee (FEPAC) is a sub-committee 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.

Motions Approved

Changes that were brought to the Council ranged from editorial work through to program decisions (e.g. editing of course numbers, changes to required courses, deletion and updating of wording, etc.).
Items to be attended to during the 2017 – 2018 academic year

The April 2017 UAAC meeting identified the following issues for areas of focus for the 2017 – 2018 academic year:

- Consideration of UAAC Terms of Reference regarding membership. Specifically:
  - Feasibility of allowing elected members to designate an alternate from the department to attend meetings
  - Addressing the membership position of Director Enrolment Management
- Consideration of the draft Teaching Quality Standards document, especially addressing standard #5 - “Applying Foundational Knowledge about First Nations, Métis and Inuit”
- To invite feedback from the field on our programming and consider how to address such feedback. For example, recent presentations from our partners in the field have indicated that schools desire teachers that (in no specific order)...
  - Have knowledge of mental health/trauma
  - Have both depth and breadth of curriculum knowledge
  - Are able to teach reading and literacy regardless of major/minor
  - Have had practice of teaching in both major and minor subject areas
  - Have specialty areas of knowledge – special education, English language learning, diversity, early childhood education, curricula expertise (in areas such as music, physical education, drama, etc.), etc.
  - Are knowledgeable of Indigenous/Aboriginal education
  - Are able to teach to all grade configurations (e.g. K-9 school sites)
  - Have strong interpersonal skills
  - Are consistently cognizant of being a “professional”
  
  How do we/can we incorporate such understanding/experience in our courses/programming?

- On-going discussions regarding program renewal for the undergraduate program routes

Other items may become areas of focus as they are identified during the 2017 – 2018 academic year.

Submitted by:

Clive Hickson, Chair
Undergraduate Academic Affairs Council
July 31st, 2017