

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

Thursday, February 13, 2014
MINUTES

Present:

Lynn McGarvey, Acting Chair
H Kennedy-Plant, Administrator

Ali, H
Candler, A
Dunn, B
Foster, R
Kelly, J
Leroy, C

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

Regrets:

den Heyer, K
Hickson, C
Tarrabain, A

Daniels, L
Foster, R
Kachur, J

1. Welcome and Announcements

- L McGarvey served as Acting Chair and shared C Hickson's regrets.
- L McGarvey welcomed members and introduced new members. Around the table introductions occurred.

2. Approval of the Agenda

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

Seconded by: J Pegg

Carried

3. Approval of the Minutes

MOTION (Y Norton): To approve the minutes of November 14, 2013, as circulated.

Seconded by: C Leroy

Carried

4. Calendar Changes

- Omnibus Motion for those changes considered to be editorial - none
- Other changes – none
- The editorial calendar change to the title of EDPY 470 to Deaf Education: An Introduction and Survey was vetted and passed by C Hickson and L McGarvey and was included in the agenda package for information.

5. Items for Discussion

a. Program Renewal Work – EDPS 310 Working Group Final Report

L McGarvey

L McGarvey, stepped down as Acting Chair to deliver final report and place motion on table and R Wimmer served as interim Chair.

- L McGarvey reported to the membership on the final report of the EDPS 310 Working Group which was struck as the result of a Motion at the November meeting. The final report was circulated with the meeting package and included the original motion.
- The final report also contained a listing of the working group members, identified issues and listed recommendations.
- Several questions and conversation on the process to implement recommendations and next steps occurred. L McGarvey discussed how the recommendations addressed concerns about the loss of EDPS 310 content before the motion was presented.

MOTION (L McGarvey): L McGarvey moved that UAAC accept the recommendations as presented and move forward on piloting the EDFX 325 and 350 seminar for Fall, 2014.

Seconded by: M Yurick

1 Abstained, 1 Opposed, 10 In Favour

Carried

b. Program Renewal Work – Working Group Related to EDU 100

R Wimmer

- R Wimmer explained that he would be presenting a motion for a working group to be struck and introduced and provided background on the motion.
- R Wimmer reminded members that early this past fall the Dean brought to a close Program of Studies (PoS), an ad hoc group that had been created to implement the new Bachelor of Education model that had been approved by Faculty Council. He shared that while the work of PoS had been productive and successful in that it did what it was tasked to do (that is, implement the new program model), tasks, ideas, possibilities, and questions that emanated out of the work of PoS remain. In the fall term, Program of Studies was reconvened for one meeting and a subset of it for a follow up meeting. At the end of those meetings there was agreement for a working group for EDU 100. Attempts were made to bring a group together before the winter term offering of EDU 100, however, it was noted that agreed upon action needs to be formalized through UAAC.
- R Wimmer stated that the motion is entirely consistent with the Terms of Reference for UAAC and acknowledge the course content development that has gone into EDU 100 as it was implemented this past fall. He stated that at this time, we need to build on that work to ensure EDU 100 and other EDU courses are doing what was intended by this Faculty and are meeting the scholarly needs of beginning teacher education students.
- Comments, questions and discussion on the motion and the timelines for providing a report, interim report or returning with a request for more time occurred prior to finalizing the motion and putting it to a vote.

MOTION (R Wimmer): R Wimmer moved that a working group of UAAC be struck and led by the Associate Dean, Teacher Education, drawing on faculty members with experience on Program of Studies and/or UAAC, to analyze the content of the EDU 100 course, identify issues and possibilities, and bring recommendations back to UAAC at its April meeting.

Seconded by: H Ali

2 Opposed, 10 In Favour

Carried

c. Program Issues – none

6. Update Items from the Council Membership

- M Yurick provided an overview of the materials the ATA is distributing to students through a variety of venues, including in classes on campus. Samples of the brochures and handouts were left for members to take in order to raise awareness about the materials the ATA presents on campus and M Yurick extended an offer to contact the ATA for supplies.
- ESA Executives are attending WestCAST next week, are preparing for elections which will take place in March and have been distributing ATA lanyards to students to attend Teachers' Convention.
- B Smilanich thanked the ATA for the lanyards and the ESA for distributing them.
- R Sockbeson provided notice of a motion to include an ATEP member on UAAC and L McGarvey responded that a motion will be included on the next meeting agenda.

Adjournment: 2:58 p.m.

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

**Thursday, March 13, 2014
MINUTES**

Present: C Hickson, Chair
H Kennedy-Plant, Administrator

Ali, H	McInnes, A
Candler, A	Norton, Y
Daniels, L	Pegg, J
den Heyer, K	Smilanich, B
Dunn, B	Staelens, E
Gravel, M	Tarrabain, A
Kelly, J	Wimmer, R
Leroy, C	

Regrets: Foster, R Sockbeson, R

Guest: Welch, J

1. Welcome and Announcements

- C Hickson welcomed members and introduced new members. Around the table introductions occurred.

2. Approval of the Agenda

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

Seconded by: J Pegg

Carried

3. Approval of the Minutes

MOTION (A McInnes): To approve the minutes of February 13, 2013, as circulated.

Seconded by: R Wimmer

3 Abstained

Carried

4. Technology Presentation/Discussion

J Welch

- Dr. Janet Welch, Assistant Dean, Educational Technology Services (ETS) provided a presentation - *Technologies in PreService Teacher Preparation* - to the council membership. Janet shared that she was asked by the ATA to create a presentation for a symposium for approximately 120 school leaders from across the province. Portions of that presentation, along with key factors that have occurred in the faculty over the past 4 to 5 years were combined for the presentation to UAAC.
- The presentation included a historical overview, the Faculty TKSA's (Technology Knowledge, Skills and Attributes), current plans (e.g. Gamification), and the structure of EDU 210. Janet also highlighted the Learning Assessment Centre (computerized testing space and digital assessment), and the ETS Commons support for students and faculty/instructional staff

5. Calendar Changes

- Omnibus Motion for those changes considered to be editorial – none
- Notice of Motion – Secondary Education EDSE 427 Calendar Change *B Dunn*
 - This calendar change was listed on the agenda as a Notice of Motion but as a Motion for approval on the change documentation.
 - **Notice of Motion:** that EDSE 427 (Curriculum and Teaching for Secondary School English Language Arts Majors II) be graded as credit/no credit.
 - Discussion and feedback occurred. J Kelly asked to take the motion back to her department for feedback, B Dunn agreed to this.
 - C Hickson encouraged council members to take this information back to their departments and it will be voted upon at the April UAAC meeting.

6. Items for Discussion

a. EDPS 310

L McGarvey

- L McGarvey reported to the membership on the status of the approved motion to pilot the EDFX 325 and 350 seminars. The seminars are now available to students on the Beartracks system. A communication plan to the field and students is in progress. FEPAC would be a route that would be utilized to share with the field. B Smilanich explained the composition of FEPAC and what the committee does: Faculty, ATA, College of Alberta Superintendents, Trustee representatives meet to discuss field experience and public education topics, 4 times a year. Input is being gained from students in EDPS 310.

b. Program Renewal Work – Working Group Related to EDU 100

L McGarvey

- L McGarvey provided an update on the formation of the working group which has set a date for the first meeting.
- J Kelly requested clarification on the previous UAAC meeting where the Motion to form this group was passed. It was explained that the Motion was brought to UAAC and passed at the last UAAC meeting.
- J Kelly questioned why it was not brought as a Notice of Motion. C Hickson explained that UAAC members made a conscious decision several months ago not to have everything be a Notice of Motion, as the process was becoming too slow to a point where it was impacting moving forward on important issues within the faculty. This change was agreed upon by the UAAC membership.
- L McGarvey provided an example of the learning outcomes from the removed EDPS 310 course. This work needed to be put forward as a Motion as it was time sensitive, due to putting the seminars in place and on Beartracks system for fall term registration.
- L McGarvey confirmed the composition of the EDU 100 working group and representation from across the departments. J Kelly was asked to be part of this group and an EDPS person who taught the course was sought to join too, as were IEC, Secondary and Elementary representatives, in addition to B Smilanich from Field Experiences.
- It is an expectation that decisions made at council are taken back to departments by individual council members and the membership is always encouraged to do so.
- C Hickson also reminded the membership that a Notice of Motion is still available when items are brought forward to UAAC.
- It was clarified that issues can be raised at Faculty Council.
- C Hickson stated that J Kelly's concern with UAAC not having a Notice of Motion for all items being brought forward would be noted in the minutes to this meeting.
- R Wimmer stated that a possible discussion item for the working group that was talked about at curriculum framework and the end of Program of Studies is a possible experiential component for EDU 100, as the whole course is considered and looking ahead.

c. Program Issues

- B Dunn, on behalf of the Department of Secondary Education, brought forward the concern of the change of education options into open options in the program effecting enrolments in some course offerings.
- There was also a concern as to why this is being applied for spring/summer courses this year. In the short term, B Dunn will go to L McGarvey for clarification and, in the longer term, this will be an item for discussion at the next UAAC meeting.
- L McGarvey reminded members that students programs were transitioned over to new program sheets early and supports a discussion to come to the next meeting about education courses, education electives, and open options.
- A discussion on the promotion of spring and summer courses occurred.

7. UAAC Membership Discussion

- C Hickson was approached about the composition of the council and bringing a motion forward but the member who wanted to raise the motion was not in attendance at the meeting and the motion will be brought forward by the member, if they are in attendance at the April meeting.
- The question will be if there should there be an ATEP (Aboriginal Teacher Education Program) member on council.
- When the motion is brought forward C Hickson will remove himself as the chair, as he will bring forward that if the membership is going to be looked at that the council consider adding a member from the Faculty's International Office. The reason is because there are increasing international opportunities for students.

8. UAAC May 8, 2014 Meeting Discussion

- The council membership was reminded that at the September UAAC meeting, the issue of meeting quorum at the May and June meetings was discussed. Over the last many years meetings have been cancelled and June's meeting was decided to be cancelled with May's meeting to be considered in March.
- ESA members are not on campus unless they take spring/summer courses. Departments often have difficulty with decision making during this period too.
- It was noted that if it is decided to cancel May's meeting that April's meeting would be the last meeting before September and concern over bringing notice of motions or motions forward may mean they are not addressed until September.
- It was decided to see what emerges from departments for the April meeting and if nothing does it can be confirmed that there will not be a meeting in May. If something requires consultation and cannot be handled electronically then can meet as a group in May and if not, it will be moved to strike the meeting.
- There are two meetings scheduled in September to ensure calendar changes fall within required timelines for governance.

9. Update Items from the Council Membership

- M Gravel provided an update on a series of webinars for beginning teachers which are very popular. One this week was on Emotional Intelligence and there will be two more - Winning Strategies for Struggling Students and Working with Immigrant Students and Families.
- 3rd annual DER (Diversity, Equity, Human Rights) Conference now taking place.
- Open invitation extended to members to attend event, Connected or Disconnected? Technology and Canadian Youth on May 1st at Barnett House. It will be a conversation with two distinguished speakers and international researchers: Dr. Michael Rich from Harvard and Dr. Valerie Steeves from University of Ottawa. Tickets are \$10 and registration can be done from <http://learningourway.ca/>.

- Annual area professional development conference will be held May 2 and 3 and will focus on redesigning curriculum in Alberta.
- C Hickson asked M Gravel to share a message on behalf of the council to wish Mark Yurick all the best in his recovery from his surgery and also extend a thank you for all of his contributions, not only to this council but for his dedication to our faculty as he sat on a number of committees and councils and he represented the ATA so very well and has been a wonderful supporter to the faculty.
- Samples of the brochures and handouts were left for members to take in order to raise awareness about the materials the ATA presents on campus. We look forward to establishing the same rapport and relationship with Monique.

Adjournment: MOTION (K den Heyer): To adjourn the March 13, 2014 meeting of Undergraduate Academic Affairs Council meeting.3:35 p.m.

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

**Thursday, April 10, 2014
MINUTES**

Present: C Hickson, Chair
H Kennedy-Plant, Administrator

Candler, A
Daniels, L
den Heyer, K
Dunn, B
Gravel, M
Kelly, J
Leroy, C
McGarvey, L

McInnes, A
Norton, Y
Pegg, J
Smilanich, B
Sockbeson, R
Staelens, E
Tarrabain, A
Wimmer, R

Regrets: Ali, H
Foster, R

Guest: Fern Snart

1. Welcome and Announcements

- C Hickson welcomed members and announced that the Dean would be joining the meeting at around 2:30.

2. Approval of the Agenda

MOTION (L Daniels): To approve the agenda as circulated.

Seconded by: R Wimmer

Carried

3. Approval of the Minutes

MOTION (L McGarvey): To approve the minutes of March 13, 2014, as amended.

Seconded by: R Wimmer

Carried

J Kelly noted that in follow up to the last meeting's discussion she consulted with Alison Taylor, and an experiential component of Community Service Learning (CSL) will be piloted in one EDU 100 section. C Leroy requested an amendment to item 6 b. be added to indicate the understanding from Program of Studies was that 4 departments would have equal say in EDU 100.

4. Calendar Changes

a. Omnibus Editorial Changes – For Information

- EDPY 302 course description updated to include that students may not receive credit for both EDPY 302 and PSYCO 323.
- EDPY 304 course description updated to remove PSYCO 381 from the list of courses for which students may not receive credit for both EDPY 304 and the list of courses stated in the description.
- Course descriptions for EDPY 325 and EDPY 350 were updated to reflect the credit changing from 3 credits to 6 credits, as passed through governance for the 2014-2015 Calendar.

b. Other Changes

- **Motion:** B Dunn moved that EDSE 427 (Curriculum and Teaching for Secondary School English Language Arts Majors II) be graded as credit/no credit.

Rationale: The APT term is a very intensive and unique part of the B.Ed. program (Secondary Route). Some faculty members in the Department of Secondary Education prefer to use a credit/no credit grading system in the APT (Secondary Route) courses for such reasons as: 1) It allows for a high degree of flexibility in planning learning opportunities, 2) It can help students focus more on learning rather than grades, and 3) It can be more conducive to collaboration and group cohesion in the APT classroom. According to University policy, "Courses may be graded on a pass/fail or credit/no credit basis upon specific approval of the appropriate Faculty Council" (University Calendar Section 23.4.6). Within the Faculty of Education, the approval process is delegated to UAAC. This motion received departmental endorsement at the Secondary Education Department Council meeting on Feb 28, 2014.

Seconded by: C Leroy

1 Abstained

Carried

5. Items for Discussion

a. Program Renewal Work - Education Electives

L McGarvey

- L McGarvey provided a summary of the development of the process for choosing Education Electives which are now a program requirement. It was determined that an across the departments consultation process will be used to determine the Education Electives. The process for identifying electives for 2014-2015 was a result of budget working group meetings.
- To meet the Education Elective requirement students may choose from a specified list of courses which is to be maintained on the current student website, www.uss.ualberta.ca/education-electives.aspx.
- For Spring/Summer 2014 any Faculty of Education course can fulfill the Elective requirement.
- For Fall/Winter 2014-2015 students can select from a list of Educational Policy Studies and Educational Psychology courses.
- Across department consultation process will be used to determine the Education Electives in the future.

b. UAAC Membership Motions

- **Motion:** R Sockbeson moved that an Aboriginal Teacher Education Program (ATEP) representative be appointed to the UAAC membership by the Dean, in consultation with ATEP and the Indigenous Education Council.

Rationale: ATEP is an established program route in our faculty and representation at the table would enhance communications.

Seconded by: R Wimmer

2 Abstained

Carried

- **Motion:** C Hickson moved that Council invite a representative from the Faculty of Education International Office be appointed by the Dean as a non-voting member to UAAC.
Rationale: International opportunities for students are increasing.
Seconded by: E Staelens
2 Opposed, 1 Abstained
Carried
Chair, C Hickson, stepped down to place motion on table and L McGarvey served as interim Chair.

c. Program Renewal Work – EDU 100 UAAC Working Group Report *L McGarvey*

- L McGarvey provided an overview of meetings involving the content development and coordination of EDU 100 since Fall 2013.
- In February, an EDU 100 Working Group was struck with the first meeting held on April 10, 2014.
- The meeting was attended by: Jonathan Anuik (EDU 100 instructor, guest), Monique Gravel (ATA, guest), Alexandra Candler (Student, guest), Janet Welch (EDU 210, guest), Cora Weber-Pilwax (EDU 211, guest), Carol Leroy (Elementary), Bill Dunn (Secondary), Lia Daniels (Educational Psychology), Jennifer Kelly (Educational Policy Studies), and Lynn McGarvey (Chair).
- The purpose of the meeting was to discuss course content and the coordination and governance structures of the three EDU courses.
- With regards to course content, there was agreement by most, but not all, participants that the course should:
 - Provide opportunities for students to think critically, to re-think their experiences of being students, and explore how their experiences might impact their perceptions as future teacher.
 - The course should present a balance between a critical, historical, philosophical and sociological perspective of education and a concrete, contemporary and hopeful perspective of the profession of teaching.
- Each of the representatives from the EDU courses shared the processes used to develop course content and coordinate their courses.
- The coordination of the 3 EDU courses (100, 210, 211) was outlined and discussed.
- It was noted in the discussion that there is little consistency among how coordination of the EDU courses occurs and no current structures to share information with coordinators and instructors across EDU courses and with other required courses in the faculty.

d. Program Renewal Work – EDU 100 UAAC Working Group Comments from the Dean *F Snart*

- Dean, Fern Snart spoke to the membership on the topic of the EDU 100 Working Group:
 - Within the Terms of Reference, UAAC is charged with the responsibility for renewal and accountability of the Undergraduate Teacher Education Program. Within this broader mandate, UAAC’s responsibilities include “initiating a review of any program, requesting action from other groups within the faculty or striking ad hoc committees to investigate and recommend action”.
 - The Dean remarked that L McGarvey has provided historical information about the EDU100 process and suggested that UAAC can carry out its mandate to review and recommend action to courses such as EDU 100.
 - The EDPS 310 course was one of the changes that the Faculty made in response to our last few years of budget cuts. Though an excellent course, typically well received by students, 310 was rarely taught by faculty members and it was felt that the content within the course could (and needed to) find a place integrated within the BEd program. To address this issue, a working group of UAAC was assigned, led by our Associate Dean, Teacher Education, and a report has already come back to UAAC as to ways that the course content could be integrated. The placement will be within the context of the field

experience offerings – with excellent and relevant opportunities for something we often struggle with – the translation of theory to practice. Input from both the profession and the Ministry indicates that they are impressed and pleased with our direction. The Dean congratulated the committee everyone for making things work as they should.

- There has similarly been a working group struck to look at the EDU100 course, and L McGarvey, as chair of the working group, has provided some background for us. As appropriate for any of the EDU courses, an administrative home has been provided by EDPS - in fact they have provided that circumstance for both the 100 and 211 courses, which is a lot to ask of one department.
- Also, as is the case for our EDU courses, the content oversight and the expertise and content per se are matters for cross-departmental input and mention has been made of the way that can occur for EDU 210 and EDU 211. The working group is charged with examining the status quo and future possibilities for EDU 100, and this should be a collegial and collaborative discussion. The course content could include educational foundations, teacher identity and a critical perspective as part of what we want the course to provide for our students early in the program. We also want them to develop a positive orientation to, and excitement about, the profession. The ultimate goal is to create a balance between these two areas. Our students deserve this and our efforts in planning EDU 100 need to be directed to this end. The working group needs to receive the information they need to plan effectively for future iterations of the course.
- Comments and discussion occurred.

6. UAAC May 8, 2014 Meeting Discussion

- A discussion on the availability of members to attend a May meeting occurred and the membership was asked to let C Hickson know by the following week if it would be problematic to meet the meeting.

7. Update Items from the Council Membership

- M Gravel provided several updates from the ATA:
 - Two remaining webinars for beginning teachers - the surveys are showing that they are even taken by 5 year teachers.
 - Edmonton PD local PD evening is being held at Barnett House.
 - ESA can attend Specialist Council.
 - SPED Camp, inclusive education event will be held on April 26th and details can be found online, www.specialeducation.ab.ca.
 - *Connected or Disconnected? Technology and Canadian Youth* presentation will be live webcast on May 1st from Barnett House. It will be a conversation with two distinguished speakers and international researchers: Dr. Michael Rich from Harvard and Dr. Valerie Steeves from University of Ottawa. Further details can be found online, <http://learningourway.ca/>.
 - New 'Me to We' Kenya Professional Development pilot project for teachers with 3-5 years. Further details and upcoming application deadlines are available on the ATA website.

Adjournment: MOTION (Y Norton): To adjourn the April 10, 2014 meeting of Undergraduate Academic Affairs Council meeting.3:42 p.m.

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

**Thursday, September 18, 2014
MINUTES**

Present:

Clive Hickson, Chair
H Kennedy-Plant, Administrator

den Heyer, K
Dunn, B
Gleddie, D
Gravel, M
McGarvey, L
McInnes, A
Pegg, J

Poth, C
Shultz, L
Sockbeson, R
Smilanich, B
Wimmer, R
Wolfe, A

Regrets:

Foster, R
Leroy, C (delegate Gleddie, D)

Mah, V
Richardson, G

Visitors:

Jennifer Kelly

Nathan Woodward

1. Welcome, Introductions and Announcements

C Hickson welcomed new and returning council members to the inaugural 2014 – 2015 Undergraduate Academic Affairs Council (UAAC) meeting. Two visitors, Nathan Woodward from the Education Students' Association and Jennifer Kelly, Chair of Educational Policy Studies were also welcomed during the meeting and the policies for inviting and receiving contributions from visitors were explained. Around the table introductions occurred.

C Hickson announced, for information and awareness, that the Office of the Registrar has a new campus-wide enrolment plan that is being piloted this year. The initiative may see application and admission changes going through governance as a result of this pilot project that is underway for High School applicants admissions for 2015 – 2016.

2. Approval of the Agenda

MOTION (L Shultz): To approve the agenda as amended.

Seconded by: R Sockbeson

Discussion items were rearranged to occur prior to calendar change items, in order to accommodate a request to have the discussion items occur earlier in the meeting by L Shultz.

Carried

3. Review 2014 – 2015 UAAC Handbook

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

- C Hickson provided an overview of the content sections contained in the handbook. A brief overview of the meeting schedule was discussed and members were asked to notify C Hickson and H Kennedy-Plant as early as possible if they are not able to be in attendance at the scheduled meetings. It was noted that meetings have had to be cancelled due to lack of quorum in past years. The May meeting will remain optional, to be discussed again early next year as it can be difficult to meet quorum with membership absences that can occur in May, due to conferences being attended by members and student members no longer remaining on campus after April.

- C Hickson asked that departments keep the council schedule in mind when working on calendar changes and submissions to council be done as early as possible in order to also meet University governance timelines.

4. Receive 2013 – 2014 Undergraduate Academic Affairs Annual Report

MOTION (L McGarvey): To receive the 2013 – 2014 Undergraduate Academic Affairs Council Annual Report, as circulated.

Seconded by: A McInnes

Carried

5. Receive 2013 – 2014 Field Experiences Policy Advisory Annual Report

MOTION (B Smilanich): To receive the 2012 – 2013 Field Experiences Policy Advisory Committee

Seconded by: B Dunn

Carried

6. Approval of the Minutes of May 30, 2014

MOTION (L McGarvey): To approve the minutes of May 30, 2014, as circulated.

Seconded by: B Smilanich

1 Abstained

Carried

7. Discussion Items

Education Electives Discussion – L McGarvey

- Education Electives are officially implemented as a requirement in the undergraduate program, as of Fall 2014. Most Elementary students will complete their elective course near the end of their degree, in the last term of the program. While most Secondary students will complete in year 3, prior to their Introductory Field Experience term.
- In order to meet the Education Elective program requirement, students choose from a list of courses outlined on the Undergraduate Student Services, Current Students website, <http://www.uss.ualberta.ca/education-electives>.
- In the motion of July 2013, Electives were defined as “a course selected from an approved list of education courses.” One Elective replaced one of the two Education Options. The motion states that cross-department consultation was to determine which electives were to be offered each year. The Associate Chairs (or a representative) and the Associate Dean, Teacher Education met to determine the current list. However, the motion did not provide information on what courses could be included as an elective and that lack of clarity has created concerns by faculty members in different departments.
- Background information on the introduction of an Elective to the program was discussed. Budget and teaching capacity were involved in determining which departments would contribute. Questions also arose about what principles were to be used to select courses. Considerable discussion occurred on the understanding of who can contribute and why, how and where those decisions were finalized.
- Council members expressed a need for resolution and clarity. L McGarvey encouraged members to consider a variety of options and to take this topic of discussion back to departments. In order to clarify and clearly outline the policy on who and how Education Electives are set, examples of options that could be discussed for possible motions were listed by L McGarvey. **Education Electives options:**
 - Education Electives are to be offered by Educational Policy Studies
 - Education Electives are to be offered 2/3 by Educational Policy Studies and 1/3 by Educational Psychology

- Education Electives are to be offered by Educational Policy Studies and Educational Psychology and Secondary can contribute to Spring/Summer offerings
- Education Electives could become Education Options
- Education Electives are to be a particular type of course (e.g., foundational, sociology, history, philosophy of education)
- Or other possibilities raised through departmental discussions
- B Dunn shared that a concern in Secondary is that some of their courses are also foundational knowledge and if there is space for that type of course then it needs to be defined which courses fit in the type.
- L Shultz asked for council members to be thoughtful of the impact of this decision when taking the discussion back to departments. Past decisions and the current program has little space for faculty members in Education Policy Studies to contribute to the undergraduate program.
- C Hickson pointed out that there had been over 25 speakers and asked members to take capacity into consideration (i.e. in terms of instructors, budget, etc.) when taking the discussion back to departments. Members shared when their next Department Council meetings were scheduled and it was agreed that the soonest motions can be placed on the agenda to deal with Education Electives is the November UAAC meeting.

EDU 100/300 Updates – L McGarvey

- L McGarvey reminded members of the motion from May's UAAC meeting and provided an update. An EDU 100/300 advisory group was appointed consisting of the 4 Associate Chairs, and an Associate Dean. The Dean appointed the advisory group as Course Coordinator.
- In June the advisory group reviewed the course outline and determined 4 course objectives. Eight instructors were appointed from across the Faculty, 3 former and 5 new with expertise from a wide cross section of the faculty. The course has 5 Grad TAs: 1 from SLIS, 2 from Secondary, 1 from Policy Studies and 1 from Educational Psychology.
- The course is going very well and the instructors are working collaboratively on course content.
- A part of the working group report delivered in May was that the Advisory Group or Coordinator would meet with other EDU and required course coordinators to look for overlap and make content explicit for students. There is still this work to be done.
- The administrative home for the courses are the Departments of Elementary and Secondary Education. For this year Secondary is administering the course (assigning rooms, keys, contracts, etc.).
- R Sockbeson asked if course outlines for EDU courses could be shared as the instructional team for EDU 211 would like an opportunity to talk about EDU 100 as a pre-requisite to EDU 211 when the advisory group is ready. It was agreed that EDU course outlines would be distributed to members.

Introductory Field Experience Seminars – B Smilanich

- Faculty had a mandate to address the EDPS 310 outcomes. There were two components to the course including context and the technical aspects of classroom management. It was determined that the context outcomes were addressed in a number of other courses. It the practical outcomes where there were gaps. IFX seminars allow for a space where material can be shared before students begin their first field experience. The pilot seminars are occurring in the 8 weeks prior to the start of students' 5 week field experience placements. The seminars run 2 hours per week and each seminar has a 35 student capacity.
- The seminars are a space to help students make connections with other courses and field experience expectations.
- It is important to remain mindful that the IFX term was reduced by one course and the seminar was added to enhance the field experience but not to overload students with the equivalent of the full content of a course.

- Field Experience Associates (FEAs) are teaching the seminars. Formal feedback will be sought before and after the field experience placements and continual feedback is being gained throughout the seminars to form the direction. It is important to note that the seminars are not a new course but they are part of the EDFX 325 and EDFX 350 which are now 6 credit courses.
- Updates will be provided to the council as the course evolves.

8. Editorial Calendar Changes

MOTION L McGarvey: To approve the proposed editorial calendar changes, as circulated **Seconded:** J Pegg

- Combined Degree Course and Program Offering Changes
- Elementary Education – Non-Education Elements Course Offering Changes, Aboriginal and Indigenous Histories and Culture
- Elementary Education – Non-Education Elements Course Offering Changes, Mathematics
- Elementary Education – Non-Education Elements Course Offering Changes, Social Sciences
- International Office - Global Citizenship Certificate Calendar change
- Secondary Education – Education Chart 1 Course Offering Changes
- Secondary Education – Education Chart 2 Course Offering Changes, DRAMA
- Secondary Education – Education Chart 2 Course Offering Changes, ESL, Native Education
- Secondary Education – Education Chart 3 Course Offering Changes, BEd/BSc

Rationale: Changes necessary due to course changes or deletions from other faculties.

1 Abstained, Carried

9. Other Calendar Changes

MOTION C Poth: To approve the proposed editorial course calendar description change to EDPY 301, as circulated **Seconded:** A McInnes

Rationale: Changes necessary to align with content

Carried

MOTION C Poth: To approve the proposed editorial course calendar description change to EDPY 458, as circulated **Seconded:** K den Heyer

Rationale: Changes necessary to align with departmental practice of seeking department, not instructor consent

Carried

MOTION B Smilanich: To approve Field Experience Course Title calendar changes, as circulated

Seconded: K den Heyer

Rationale: Changes necessary to align with new program wording

2 Abstained, Carried

MOTION L McGarvey: To approve Pre-Professional Core and IPT course description calendar changes, as circulated **Seconded:** J Pegg

Rationale: Changes necessary to align with new program wording

1 Abstained, Carried

MOTION C Hickson*: To delete repeated calendar section **Seconded**: C Hickson
**L McGarvey stood as Chair, while C Hickson stepped down to deliver motion*
Rationale: Changes necessary to align with new program wording
1 Abstained, Carried

MOTION C Hickson*: To delete repeated calendar section **Seconded**: C Hickson
**L McGarvey stood as Chair, while C Hickson stepped down to deliver motion*
Rationale: Changes necessary to align with new program wording
1 Abstained, Carried

MOTION C Poth: To approve the TESL Diploma introduction of an alternate route and include Program Plan A/Plan B in the calendar, as circulated **Seconded**: L McGarvey
Rationale: Changes necessary to align with departments approval and implementation of an alternate route for the existing TESL Diploma
Carried

MOTION B Smilanich: Course Calendar Change to clarify registration procedures for students seeking multiple attempts at a Field Experience, as circulated **Seconded**: R Wimmer
Rationale: Changes necessary to clarify registration procedures for students who may seek multiple attempts at a Field Experience
Carried

NOTICE OF MOTION (L McGarvey)

- Course Calendar Changes resulting from change to EDU 100 and EDU 300 administrative home

Rationale: Changes necessary due to move of administrative home

NOTICE OF MOTION (L McGarvey)

- Course Calendar Changes to prerequisites to accommodate effective and timely completion of program requirements

Rationale: Loosening of prerequisites in order to accommodate programmatic necessity

- A discussion on the concerns of the order of courses and pre-requisites within program took place and included the need to begin addressing some of the key issues students face, in particular after-degree and transfer students, due to course restrictions.
- L McGarvey stated she is willing to go to Departments to discuss the issues.
- B Dunn mentioned that if this motion is voted down it is not the end of the discussion, as it is a big issue for students getting through their program.

10. Information Items

C Hickson alerted the council membership that the next UAAC meeting would focus on calendar changes rather than discussion items to ensure that the meeting is kept brief. He then shared information on the timelines for the 2015-2016 Calendar Submission process in order to meet final University Governance approval deadline which is November 20, 2014. All materials are required a minimum of 2 weeks in advance of the University Governance meetings (GFC, ASC...).

11. Update/Discussion Items from Council Membership

- K den Heyer asked to add a future topic to the agenda to address and clarify the process and identify the “tables” where program decisions are made and it was agreed that it would be added to the October agenda.

- M Gravel from the ATA was invited to share updates and offered to bring them to the next meeting. C Hickson asked that the agenda for next meeting provide a space for the ATA to share updates from the field.

Adjournment: September 18, 2014 meeting of Undergraduate Academic Affairs Council adjourned at 3:57 p.m.

Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.
Thursday, September 25, 2014
MINUTES

Present: Clive Hickson, Chair
H Kennedy-Plant, Administrator

Dunn, B	Sockbeson, R
Gravel, M	Smilanich, B
McInnes, A	Wimmer, R
Pegg, J	Wolfe, A
Poth, C	

Regrets: den Heyer, K L McGarvey
Foster, R Richardson, G
Leroy, C Shultz, L

1. Welcome, Introductions and Announcements

C Hickson welcomed council members and stated that this meeting was scheduled just one week after the last meeting in order to attend to calendar changes. He thanked members for attending this meeting and confirmed that quorum was met.

2. Approval of the Agenda

MOTION J Pegg: To approve the agenda, as amended.

Seconded by: R Wimmer

A Notice of Motion, BA (Native Studies)/Bed (Secondary) Combined Degree Calendar Updates, was added to the agenda.

Carried

3. Approval of the Minutes of September 18, 2014

MOTION J Pegg: To approve the minutes, as amended. **Seconded by:** C Poth **Carried**

The Notice of Motions to make calendar changes to prerequisites and updates to EDU 100/300 presented at the meeting were spoken about but not initiated by B Dunn.

4. Editorial Calendar Changes

MOTION B Dunn: To approve the proposed editorial calendar changes, as circulated **Seconded:** J Pegg

- Secondary Education – Education Chart 1 Course Offering Changes, German, Japanese, Spanish

Rationale: Changes necessary due to course changes or deletions from other faculties.

Carried

MOTION B Dunn: To approve the proposed editorial calendar changes, as circulated **Seconded:** J Pegg

- Secondary Education – Education Chart 2 Course Offering Changes, German, Japanese, Mandarin, Spanish

Rationale: Changes necessary due to course changes or deletions from other faculties.

Carried

MOTION C Poth: To approve the proposed editorial calendar changes, as circulated **Seconded:** A McInnes

- Educational Psychology – EDPY 304, 410, 442 Course Descriptions

Rationale: Course description changes necessary to align with course content.

Carried

5. Other Calendar Changes

NOTICE OF MOTIONS (C Poth)

- New Course Proposal – EDPY 401
- Course deletions resulting from creation of EDPY 401 – Delete: 452, 456, 468

Rationale: EDPY 401 is the permanent course number for a 497 (which is EDPY's omnibus course number) which was developed during 2013-14 and is currently being offered in 2014-15. The EDPY 497 (Assessment and Instruction of Exceptional Learners) was developed as a blended course from amalgamating content from 3 previously offered special education courses (EDPY 452, 468, 456 which are proposed in the next motion to be deleted). By having one overall course called EDPY 401 we resolve three issues: (a) we are able to specify EDPY 301 as a pre-requisite (which we could not do when it's a 497), (b) both elementary and secondary students are able to take this course (in contrast to previously offered courses which were streamed), (c) the numbering of 401 makes the sequencing from 301 more intuitive for students.

NOTICE OF MOTION (B Dunn on behalf of L McGarvey)

- BA (Native Studies)/Bed (Secondary) Combined Degree Calendar Updates

Rationale: Calendar change required to correct an omission from combined degree revisions made in Fall 2013. All combined degrees were revised to add our new required courses including EDU 100, 210, 211, and EDPY 302/304. EDPY 304 is missing from the BA/BEd Native Studies Major. Secondary Education, Policy Studies and the Indigenous Education Council reviewed the issue and offered the proposed change. The change maintains the same number of Education credits and includes all Education course requirements.

6. Items from Council Membership

- M Gravel shared information on resources and professional development opportunities that are currently available or will be coming soon from the ATA.
- The Online Professional Growth Plan pilot was a success and the online growth plan tool is now available for ATA members from the ATA website, <http://www.teachers.ab.ca/For%20Members/Professional%20Development/Professional%20Growth%20Plans/Pages/Index.aspx>. It was created to enhance online services to school leaders and teachers for professional growth planning.
- C Hickson asked if there might be a way for the ATA to bring the progress of the pilot project to the attention of students, as a means to introducing students to professional development and to intentionally link students with the profession. Perhaps it could be done when students visit the ATA at Barnett House.
- Several new publications are now available from the ATA webpage which lists all new ATA publications including, *Report of the Blue Ribbon Panel on Inclusive Education in Alberta Schools* and *Reflections on Teaching: Teacher Efficacy and the Professional Capital of Alberta Teachers*. M Gravel asked that the link be shared with council members, <http://www.teachers.ab.ca/News%20Room/Announcements/Pages/New-Association-Publications-Available.aspx>. New Professional Development workshops and webinars are also listed on the ATA website.
- M Gravel also announced that registration is now open for the Leadership Essentials for Administrators conference. The conference is open to all administrators within the first two years of their appointment and administrators new to the province.
- The Beginner Teacher conference has 500 attendees and is being held September 25th – 27th in Edmonton. 200 attendees are expected in Calgary for the conference being held October 2nd – 4th.

Adjournment: September 25, 2014 meeting of Undergraduate Academic Affairs Council adjourned at 2:14 p.m.

Undergraduate Academic Affairs Council
533A Education South
1:30 - 4:00 p.m.
Thursday, October 9, 2014
MINUTES

Present: Clive Hickson, Chair
H Kennedy-Plant, Administrator

Dunn, B	Shultz, L
Leroy, C	Sockbeson, R
McInnes, A	Smilanich, B
Pegg, J	Steinhauer, E
Poth, C	Woodward, N

Regrets: den Heyer, K
Foster, R
Gravel, M
McGarvey, L
Richardson, G
Wimmer, R

1. Welcome, Introductions and Announcements

C Hickson welcomed new and returning council members. He thanked members for recognizing the importance of the multiple, initial meetings and explained that they were required, in order to meet the timelines for calendar changes to move through University Governance.

2. Approval of the Agenda

MOTION L Shultz: To approve the agenda, as circulated.
Seconded by: J Pegg
Carried

3. Approval of the Minutes of September 25, 2014

MOTION C Leroy: To approve the minutes, as circulated.
Seconded by: C Poth
Carried

4. Calendar Changes

A. Editorial Calendar Changes

MOTION C Leroy: To approve the proposed editorial calendar changes, as circulated
Seconded: A McInnes

- Editorial calendar changes related to change of administrative department for EDU 100 and 300
- Editorial changes to align EDEL 305 course description with new program wording

Carried

B. Other Calendar Changes

MOTION C Poth: To approve the proposed editorial calendar changes, as circulated
Seconded: A McInnes

- New Course – EDPY 401

Rationale: EDPY 401 is the permanent course number for a 497 (which is EDPY's omnibus course number) which was developed during 2013-14 and is currently being offered in 2014-15. The EDPY 497 (Assessment and Instruction of Exceptional Learners) was developed as a blended course from amalgamating content from 3 previously offered special education courses (EDPY 452, 468, 456 which are proposed in the next motion to be deleted). By having one overall course called EDPY 401 we

resolve three issues: (a) we are able to specify EDPY 301 as a pre-requisite (which we could not do when it's a 497), (b) both elementary and secondary students are able to take this course (in contrast to previously offered courses which were streamed), (c) the numbering of 401 makes the sequencing from 301 more intuitive for students.

2 Abstentions, Carried

MOTION C Poth: To approve the proposed editorial calendar changes, as circulated

Seconded: A McInnes

- Course deletions resulting from creation of EDPY 401 – Delete: 452, 456, 468

Rationale: Approval of new course EDPY 401 amalgamated content from EDPY 452, 456, and 468.

1 Abstention, Carried

MOTION B Dunn: To approve the proposed editorial calendar changes, as circulated

Seconded: J Pegg

- To create space for EDPY 304 within the BA (Native Studies)/BEd (Secondary): Native Studies Major.

Rationale: This calendar change correct an omission from combined degrees revisions made in Fall 2013. All combined degrees were revised to add our new required courses including EDU 100, 210, 211, and EDPY 302/304. EDPY 304 is missing in the BA (Native Studies)/BEd (Secondary): Native Studies Major. Secondary Education, Policy Studies and the Indigenous Education Council reviewed the issue and offered the proposed change. The change maintains the same number of Education credits and includes all Education course requirements.

1 Abstention, Carried

C. Calendar Changes Information

- C Hickson shared information on the Registrar's Office (RO) Draft/Proposed 2016-2017 Calendar Changes which were circulated with the meeting package, for information purposes only.
- The proposed calendar changes were the result of the new Enrolment Management Plan (EMP) being piloted now and implemented across the University which aims to provide applicants with earlier admission decisions, particularly High School applicants.
- USS staff have been attending meetings and working to align Faculty admissions practices to the changes being implemented by the RO.
- C Hickson has addressed Faculty concerns about the EMP communications planning with the RO in consideration that some language is still not decided upon but the EMP pilot is being implemented. The language that will be communicated to students, high schools and our partner institutions needs to be finalized and communicated to our staff, as soon as possible.
- Importance of Faculty's need to meet 100% of enrolment targets set centrally was discussed.
- Discussion on the topic of tuition deposit and the policy around students who cannot pay by payment deadlines occurred and C Hickson relayed that this has been a topic at the University level meetings. R Sockbeson asked that a strong recommendation be sent that alternative payment arrangements need to be explicitly made available for students. C Hickson stated that the university already is aware of this but agreed to bring the topic forward in future EMP meetings.

5. Items for Discussion

Program Renewal Work

- Processes for Program Changes... Issues and Challenges
 - Concerns around the table at earlier meetings were raised about the lack of provisions surrounding when decisions are made in certain group meetings over the past years. For example, when a group is created by the Dean or Faculty to look at program issues because of budget and decisions are made which have to be enacted or make decisions about what happens next in the process. Concern was raised that groups making decisions that must be

voted upon at Faculty Council or elsewhere may impact the work of UAAC or other councils and this may be challenging when there is no documentation about how decisions were made, who was involved, what the reasoning behind the decision was and what was considered in the decision making process.

- It was noted that in addition to challenges presented with lack of documentation there is also potential for challenges to occur when there are differing memories of what decisions were made. There can be differing interpretations, missing information, and increased chances of problems or issues arising when it is time for implementation.
- Discussion on the reason why good governance and documentation is necessary occurred and included topics such as accountability, confirming the representation on decision making groups and impacts on future planning and decision making the decisions made in working groups can have in future.
- Conversation around the understanding that the Dean has a level of discretion and scrutiny occurred and members consented that the Dean has explicit authority when striking working groups. Members formed the following motion to be brought forward to the Dean, on behalf of UAAC:

MOTION: C Leroy moved that the Chair of UAAC be requested to meet with the Dean and discuss the need for more rigorous written documentation on membership, mandate in decision making authority and outcomes for adhoc committees and working groups with respect to the undergraduate program.

Seconded: C Poth

1 Against, 1 Abstained, Carried

6. November Meeting

- Discussion and agreement on need to reschedule November 13, 2014 meeting occurred. Members were to be contacted via Doodle Poll to set new meeting date.
- Reminders of upcoming agenda items to be discussed at next meeting and future meetings was mentioned and included Education Electives and Calendar Changes to prerequisites to accommodate effective and timely completion of program requirements.

Adjournment: October 9, 2014 meeting of Undergraduate Academic Affairs Council adjourned at 3:06 p.m.

Undergraduate Academic Affairs Council
533A Education South
2:00 – 3:30 p.m.
Thursday, November 27, 2014
MINUTES

Present:

Clive Hickson, Chair
H Kennedy-Plant, Administrator

den Heyer, K
Donald, D
Dunn, B
Leroy, C
McInnes, A
McGarvey, L

Pegg, J
Poth, C
Shultz, L
Smilanich, B

Regrets:

Gravel, M
Richardson, G
Steinhauer, E

Woodward, N
Wimmer, R

1. Welcome, Introductions and Announcements

C Hickson welcomed council members and thanked members their time, noting there will be additional new members joining the council in the New Year.

2. Approval of the Agenda

MOTION K den Heyer: To approve the agenda, as amended.

Seconded by: J Pegg

Two editorial calendar change items were added to the agenda.

Carried

3. Approval of the Minutes of October 9, 2014

MOTION K den Heyer: To approve the minutes, as circulated.

Seconded by: A McInnes

Carried

4. Calendar Changes

A. Editorial Calendar Changes

MOTION L McGarvey: To approve the proposed editorial calendar changes, as circulated

Seconded: C Leroy

Rationale: Calendar changes made to the Transition Year Program for Aboriginal Applicants (TYP) address two areas:

1. Update course requirements to reflect our current program (e.g., EDU 100 instead of EDU 250 and EDPY 302/304 instead of EDPY 200).
2. Reduce the number of credits needed in the transition year from *24 to *18. The *24 was in place when there was no direct entry into Education and students needed to complete a minimum of *24 post secondary course work prior to being eligible for admission. Other Faculties admitting TYP students require between *15 and *18 credits. Since students need *9 each term to be considered full time students, *18 credits is an appropriate choice.

Consultation: Suzanne Butler, Transition Year Program Coordinator

Carried

MOTION C Hickson: To approve the proposed editorial calendar changes, as circulated

Seconded: J Pegg

- Editorial calendar changes required to align with Registrar's Office section of the calendar related to Admissions. Section 15.6 Faculty of Education changes align to the change in admissions processes resulting from the University wide move to the new Enrolment Management Plan.
- Reviewed changes in meeting with Lihong Yang, Assistant Registrar to ensure alignment with current application and admission processes.

Carried

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

B. Other Calendar Changes

Removal of MOTION: L McGarvey: To remove the MOTION: Calendar Changes to prerequisites to accommodate effective and timely completion of program requirements (September 18, 2014 UAAC Meeting Notice of Motion)

Seconded: K den Heyer

Carried

Notice of MOTION L McGarvey: Calendar Changes to prerequisites to accommodate effective and timely completion of program requirements: EDU 100, 210, 211, EDPY 302, 304, EDEL 305, EDFX 325, 350 (this does not include future work required to complete prerequisite work, for example EDSE minor courses).

- Calendar changes were circulated to members and L McGarvey provided an overview of the changes and the consultation discussions that had occurred to date. A discussion and agreement on minor revisions occurred, including adjustments for consistency in wording and need for ensuring EDEL 305 remains the 'gatekeeper' course to be taken prior to the IFX.
- C Hickson encouraged members to take the calendar change Notice of Motion back to their departments for discussion.
- L McGarvey encouraged members to contact her if departments have questions.
- Members were emailed a revised Notice of Motion on November 28, 2014. EDEL 305 was removed from the document, to enable further discussions with the Department of Elementary Education to ensure that the most appropriate language is captured and another Notice of Motion is to be sent once the revision is complete.

5. Items for Discussion

Program Renewal Work

Education Electives – Departmental Updates

- Council members were reminded that they had committed in past meetings to bring this discussion item back to the table and provide input from their departments.
- B Dunn shared some of the differing views coming from within Secondary, including some support for Secondary offering summer courses and expressed concern that this may be the only place for some of the non-required Secondary courses to be taken by students.
- L Shultz provided feedback from the Education Policy Studies, including the belief that there is a need for space within the program for the departments courses that offer alternative and important contexts.
- C Poth brought feedback from Educational Psychology, including need for student choice and variety of course offerings and concerns that the current lists are problematic and not transparent. A need to be budget friendly was mentioned. A need for faculty to work and teach in their areas of Faculty expertise, important gateways to graduate work, and room for innovative courses was also expressed. The department wants to have all departments able to contribute and noted that bringing

a motion forward to consider changing to an Education Option was discussed and could encompass all needs.

- C Hickson spoke of the importance of bringing Faculty members face to face with students and the need for the space beyond the required courses.
- J Pegg and C Leroy shared feedback from Elementary that included providing an Education Option or Option. C Leroy raised questions about how pedagogical and administrative issues arise with a list which is always changing. The removal of choice and ability to gain more depth in any area were also mentioned. The department would prefer that the space become an Option course.
- A McInnes mentioned that with the Special Education minor gone there would be support for space to have students gain depth. Choice to look at various areas of the field would also be supported.
- L Shultz shared that everybody is in agreement that choice is desirable for involvement and posed a question for other departments to consider what they might be willing to give up to create that space.
- D Donald provided points from Indigenous Education Council (IEC). Of the 7 Faculty members on the Council, 4 are from Educational Policy Studies, 2 from Secondary and 1 from Elementary and their discussions were less in terms of departmental and more in lines that connect the program through foundational, EDU courses. He reminded members it was a struggle to have EDU 211 included. IEC has 4 courses that are Electives and has interest in the continued learning courses between IPT and APT. Members were encouraged to think of the through lines.
- L McGarvey mentioned that there were a number of changes due to budget over the past several years that affected the components of the program.
- B Smilanich reminded members that credit was added to the IFX.
- A discussion on the number of possibilities, capacity and resources occurred. Members brought forward concerns about placing a Notice of Motion from any one department and the risks having it voted down.
- L McGarvey offered to look into what Open Options students are taking and asked members to talk with their Chairs about what room they would have to offer.

Program Renewal Work

Update on Processes for Program Changes...Issues and Challenges

- C Hickson met with the Dean to alert her to issues faced as a Council when program discussions occur outside of Council and decisions are not transparent when there are no written records. He explained the Dean wanted to relay back that there was a need to make quick changes and the processes used were needed at that time. The idea that working committees are not recorded and no written records are kept is recognized as a weakness. If needed again, better and clearer processes will be followed and the concerns were understood. C Hickson will ensure the new Dean knows of this commitment.

6. 2015 Meeting Schedule

- Due to several members participation on the Dean's Selection Committee revisions will be made to the 2015 meeting schedule. A doodle poll and resulting meeting dates will be shared with members.

Adjournment: November 27, 2014 meeting of Undergraduate Academic Affairs Council adjourned at 3:31 p.m.