Undergraduate Academic Affairs Council  
533A Education South  
1:30 - 4:00 p.m.  
Thursday, February 5, 2015  
MINUTES

Present:  
Clive Hickson, Chair  
H Kennedy-Plant, Administrator  
Christianson, C  
Degreer, K  
den Heyer, K  
Donald, D  
Dunn, B  
Gravel, M  
Leighton, J  
McGarvey, L  
McInnes, A  
Pegg, J  
Shultz, L  
Smilanich, B  
Stelmach, B  
Wimmer, R  

Regrets:  
Steinhauer, E  
Stewart-Harawira, S  

Visitor:  
Kelly, J  

1. Welcome, Introductions and Announcements  
C Hickson welcomed new and returning council members to the new term. Around the table introductions occurred. C Hickson shared with the council that Dr. Jennifer Kelly was granted permission to attend as a visitor and the Faculty Governance on Visitor status was briefly outlined.

2. Approval of the Agenda  
MOTION J Pegg: To approve the agenda, as circulated.  
Seconded by: R Wimmer  
Carried

3. Approval of the Minutes of November 27, 2014  
MOTION C Leroy: To approve the minutes, as circulated.  
Seconded by: B Smilanich  
Carried

4. Calendar Changes  
A. Editorial Calendar Changes  
MOTION B Dunn: Editorial changes to Course Header for Secondary Education courses (§) 231.112, as circulated  
Seconded: J Pegg  
• Editorial calendar change to remove outdated information from calendar  
Carried

MOTION B Dunn: Education Chart 1, Editorial Changes to Secondary Majors to align with course offerings, as circulated  
Seconded: D Donald  
• Career and Technology Studies: Business Administration, Finance  
• Career and Technology Studies: Computer Science  
• Mathematics  
• Second Languages: French  
Carried
MOTION B Dunn: Education Chart 2, Editorial Changes to Secondary Minors to align with course offerings, as circulated  
Seconded: B Smilanich  
• Mathematics  
• Second Languages: French  
Carried

MOTION B Dunn: Secondary Education, Editorial Changes to Drama Courses to align with course offerings, as circulated  
Seconded: K den Heyer  
• BA (Drama)/BEd (Secondary) Combined Degrees  
• Education Chart 1 (Drama Major)  
• Education Chart 2 (Drama Minor)  
Carried

MOTION B Dunn: Editorial changes to Education Chart 3 to align with course offerings, as circulated  
Seconded: R Wimmer  
• BEd/BSc Combined Degrees  
Carried

MOTION C Leroy: Editorial changes to Elementary Education course descriptions, as circulated  
Seconded: K den Heyer  
• EDEL 355 and EDEL 455 course description updated to reflect and clarify changes within the field of early childhood education and research, and the changes in the undergraduate program  
• EDEL 457 calendar changes were removed from the motion and will be brought forward to next meeting  
Carried

B. Other Calendar Changes  
Notice of MOTION C Leroy: New Course EDEL 413, as circulated  
Rationale: EDEL 413 is a course that has been piloted for several years under the omnibus number EDEL 496 and addresses issues of diversity in the teaching of language and literacy education. This course is required in the Grande Prairie and Keyano Colleges’ Collaborative programs and may be offered on campus in the future.  
• Council members were invited to review the calendar change request circulation and direct questions to C Leroy to facilitate follow up with appropriate course contacts

5. Items for Discussion

Program Renewal Work  
• C Hickson provided council members with procedural reminders in advance of discussion and motions being presented on the topic of Education Electives, including the process for addressing the council through the chair  
• An overview of the multiple dates when Electives were part of the UAAC agenda and minutes was provided, as was a list of the multiple dates the Associate Dean, L McGarvey, participated in department council and additional meetings where Electives were part of the agenda. Council was reminded that the topic of Electives has been part of discussions for a lengthy period of time  
• Members were encouraged to speak to the motion at hand
MOTION (J Leighton: on behalf of C Poth): Any undergraduate Faculty of Education course will fulfill the Elective Requirement
Seconded: A McInnes
9 For, 5 Abstained
Carried

- An extensive discussion occurred once the motion was on the table, beginning with explanation that support for new program model during difficult financial times impacted offerings of Elective
- L Shultz stated need for bigger discussions than just Electives given importance of offerings in program which was developed with more structure and less choice for course selection
- L McGarvey suggested that the agenda allowed for larger conversations and discussion to occur later in the meeting. Shared with members need for an immediate decision due to the impact on students’ immediate program planning and registration requirements, including students registering for Electives in spring/summer, fall and winter, and for decisions on applications for admission.
- C Leroy indicated being in favour of motion and stated it was not fair to make students wait. When there were minors in Elementary program there were pockets of options. When program changed the intention was to consider further how to map out paths for students to follow lines of inquiry and enable focus in particular areas. Global education paths and indigenous and aboriginal paths were a few examples noted.
- B Dunn shared that in Secondary Education there is a lot of support for student choice to explore a variety of areas but there is a need to be balanced with key areas that graduates need to have as part of programming. Need for clarity around how courses can be restricted from being taken as Electives.
- As a member of Secondary Education, K den Heyer spoke in favour of the Motion and stated that he would be voting in favour of the Motion.
- R Wimmer asked how it came to be that 1/3 of Electives were Educational Psychology offerings and 2/3 Educational Policy Studies courses and several members contributed to the discussion. It was mentioned that the decisions were made largely due to budget meetings with Chairs and no minutes exist but there are a variety of perspectives on how and what agreement was reached. Due to finances all departments were asked who could afford to run a course. Educational Psychology and Educational Policy Studies were able to afford to offer courses. Secondary Education expressed interest in offering Electives in spring/summer. During the budget meetings departments did not know how many sections each could offer and concerns about not being able to deliver if commitments were made was of concern too. It was mentioned that there was support by everyone for Educational Policy Studies to be part of what students could take.
- C Hickson reminded members that upon their request as a result of the lack of documentation a meeting was held 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.
- C Leroy added it was too late at the time that Electives were introduced in the revised program for department consultation but part of the Faculty Council motion on Electives was that “the list will be compiled annually with cross-departmental consultation.”
- D Donald mentioned his role as a member of IEC that IEC crosses departments and expressed disappointment in the tensions that exist given the vision and work of Program of Studies.
- B Stelmach offered Department of Educational Policy Studies perspective is to have students completing program prepared to teach in classrooms. Asked is concerns are procedural and if it was unreasonable to work with status quo of 1/3 of Electives were Educational Psychology offerings and 2/3 Educational Policy Studies courses.
- C Hickson reminded that there is a motion on the table and no status quo.
- B Dunn questioned there being any status quo since there was no agreement on what it was and given this motion and the sensed desire to continue examining what the foundations component is in the program.
- C Leroy addressed IEC sense of loss of foundations by explaining that the conceptual framework and guiding principles were formed Educational Policy Studies did not want the term “foundations” to
be included. “Social context” was decided upon and may be what some people are referring to by Ed Foundations and there is a difference between Educational Policy Studies and Ed Foundations. Need time to sort out what is meant and what would qualify, as there are perceptions that some EDSE courses are foundations, not only EDPS courses. There is need to work out what is meant, in meantime students need choices to register. Restricting students from registering in required EDEL courses for Electives will be necessary.

- K Degeer spoke on behalf of students seeking options and choice within their program, as choices are reduced more and more. Important to know that students schedules are harder to manage due to timing and scheduling options. Quick decisions in past caused restriction and it would be nice to see opening up of choices.

- As a visitor J Kelly chose to accept an offer to speak to the members and began by stating it was good to see members taking up issues and to see and listen to accounts of what initiated discussions of foundational courses within the undergraduate program and the 2/3 and 1/3 compromise to cause need to go back to foundations conversations. In terms of foundational knowledge for Educational Policy Studies it is a body of knowledge around specific disciplinary approaches including history, philosophy, sociology and anthropology. Important and not anyone can take up foundational education. It is a body of knowledge wanted in the undergraduate program not in curriculum and instruction and deemed as missed during program review. Foundational type issues have been eroded and there are no required social context courses. Psychology underlying content already there with 3 EDPY courses in program. Choice in social context is needed and as educators we can provide guidance in choices and not free market choice, in order to enhance thinking and knowledge. Concern that two motions on table would erase the space for foundations.

- L McGarvey stated that J Kelly made some valid points and stated that a decision is required today and a subsequent motion can address a long-term plan for the faculty. After vote on motion need to look back on what got lost when back scaled but need for meeting was to make decision for students’ current needs.

- J Leighton agreed there is need for both short term and long term solutions and current procedural issues for the sake of students.

Removal of MOTION (C Leroy): That the reference to "Elective" in Section 75.3.2 of the calendar be interpreted to mean "any Education course" in the Elementary Undergraduate Program

- Upon request of C Leroy motion was removed from table

MOTION (L McGarvey): The Council establish an adhoc 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

Seconded: J Leighton

Carried

- An ad hoc committee needs to be struck by spring 2015 to work on long a term solution while interim solution for Electives which passed with the motion above stands in place for 2 years. Time will be needed to do work collecting data and information.

- Discussion occurred once the motion was on the table.

- K den Heyer asked to consider what extent “principles” are still in effect anymore due to age of principles.

- J Leighton supports a committee being struck.

- B Dunn agreed there is need to commit to keeping discussion going.

- C Leroy recommended that given the changes that have occurred and the amount of times the council has considered the topic of Electives that the committee focus on what is happening now in the program rather than reconstruct what happened in the past. A need for account of what needs to
be considered for group to understand multiple viewpoints and items needed pinning down for consideration.

- K den Heyer questioned if council has responsibility and legitimacy to appoint committee or if Dean needs to appoint. C Hickson addressed that UAAC has authority to strike ad-hoc working groups for undergraduate program issues and that this would not preclude having broader faculty wide discussions and that faculty council could take further.
- Multiple members commented on process and asked that council attend to composition of ad-hoc committee. Committee membership deemed crucial but not counter to setting up need for working group. Members could suggest constituents to consult with and committee members could reach out to seek input.
- C Leroy suggested that legitimacy would come from report and not necessarily composition of group. Concern about opening up too much and instead have people who can commit to getting in depth understanding.
- L Shultz encouraged thoughtfulness in how makeup of group is structured.
- J Leighton contributed that idea of wide call for best representation and relevant representatives could occur but group should be kept small and efficient. Must ensure members can commit to time needed.
- Agreed that the composition question should not hold back vote and that members could vote today and bring back composition question to next UAAC meeting.

**Electronic Document Records Management System (EDRMS) Student Records Update**

- H Kennedy-Plant provided an update on the University’s move to a campus wide Electronic Document Records Management System (EDRMS) for Student Records and the selected system, Alfresco. The Faculty of Education has been part of the University wide Working Group on the first phase of the project which focused on undergraduate student records pertaining to admissions housed in the Registrar’s Office (RO)
- First phase is to go live February 9th and all new incoming documents, paper or electronic, will be placed into Alfresco for staff in the RO and faculties to access
- EDRMS Project Team is currently working on hiring more resources for EDRMS. A senior Business Analyst (BA) is expected to join them around mid-March. The Sr. BA will be working on the faculties Student Records Project mid-late March. Costing and timelines for faculties is to be forthcoming.

**6. Membership Updates**

- M Gravel shared announcements from the ATA. The Annual Diversity, Equity and Human Rights Conference for Locals, *Inspiration into Action*, with keynote speaker, Dr. Darren Lund, is scheduled for the evening of Friday, March 13th at Barnett House and information on grants and registration is available from [www.teachers.ab.ca](http://www.teachers.ab.ca). Several copies of a new ATA 2014 Research Results Summary publication, *Digital Reporting and Digital Assessment Tools: Evaluating their Value and their Impact*, were made available for handout and can be found online. The publication surveyed over 1100 teachers and principals over a year. C Hickson invited ATA to send any advertisement for student events to Undergraduate Student Services to promote.
- K Degreer shared Education Students’ Association (ESA) updates. Lesson Planning Showcase occurring in the 4th floor lounge for IFX students at end of February is open for undergraduate and graduate students. New council and elections update shared – nominations packages are ready for February 9th, elections occur March 4th and 5th, Annual General Meeting is March 25th and the transition to the new council is scheduled for March 26th.
- D Donald shared an update on EDU 211 and spoke about the growing awareness and shifting engagement students are having with the content. He discussed the unique experiences shared by those who lead lectures and seminars and mentioned need for reflection and planning next steps.
Leroy expressed Elementary Education Department interest in learning more about what is being done in classes.

- C Hickson shared that a new Memorandum of Agreement for a new Collaborative degree cohort with Keyano College will be signed on February 9th.
- Reminder of upcoming workshop being arranged by D Larsen and C Hickson for the Faculty of Education and request to share to with any instructional staff. *Preventing and Addressing Academic Misconduct* with Deborah Eerkes and Chris Hackett of the Office of Student Judicial Affairs is scheduled on Thursday, February 12th in Room 122 Education South.

**Adjournment:** February 5, 2014 meeting of Undergraduate Academic Affairs Council adjourned at 3:37 p.m.
Present:

Clive Hickson, Chair
H Kennedy-Plant, Administrator

Cardinal, T
Christianson, C
DeGeer, K
den Heyer, K
Dunn, B
McGarvey, L
McInnes, A

Gravel, M
Pegg, J

Regrets:

1. Welcome, Introductions and Announcements
C Hickson welcomed members and introduced new member Trudy Cardinal. Around the table introductions occurred.

2. Approval of the Agenda
MOTION C Leroy: To approve the agenda, as circulated.
Seconded by: B Stelmach
Carried

3. Approval of the Minutes of February 5, 2015
MOTION K den Heyer: To approve the minutes, with changes.
Seconded by: B Smilanich
Carried with changes

As representative of Secondary Education, it was clarified that K den Heyer spoke in favour of Electives motion during the February 5th meeting and wanted to ensure this was captured in the minutes.

4. Calendar Changes
A. Editorial Calendar Changes
None

B. Other Calendar Changes
Notice of MOTION (B Dunn): Education Chart 2 – Music Minor change of Class Guitar to Wind Band (see attached)
Rationale: Low enrollment in the Class Guitar music minor has rendered it an unviable minor to maintain. Switching the music minor program to a Wind Band teacher emphasis should result in increased enrollment and will bring the minor program in line with the music major program, facilitating the concurrent teaching of the IPT music major course (EDSE 343) with the music minor curriculum course (EDSE 344).
Notice of MOTION (C Leroy): EDEL 457 course description update (see attached)
Rationale: The course description has changed to reflect changes within the field of early childhood education and research, and the changes in the undergraduate program, including the development of the ECE certificate which was approved by Faculty Council.
- Course will be offered for students in certificate program and this group of students will have background within the field and as such the prerequisite will be removed for certificate students
- In long term may have sections for students on campus and prerequisite would need to remain for this group of students

MOTION (C Leroy): New Course: EDEL 413
Rationale: EDEL 413 is a course that has been piloted for several years under the omnibus number EDEL 496 and addresses issues of diversity in the teaching of language and literacy education. This course is required in the Grande Prairie and Keyano Colleges’ Collaborative programs and may be offered on campus in the future.
Seconded: B Dunn
Carried
- Offered in Grande Prairie and Fort McMurray to our BEd Collaborative degree program
- Permanent number for outreach programs but for possible on campus teaching in future too
- Response to question about distinction from EDEL 305 was that 305 covers a broad spectrum mandatory for all students and then there are a range of 400 level courses that cover advanced topics in language/literacy
- K den Heyer offered a friendly amendment which was accepted to include prerequisite EDEL 305
- B Stelmach asked why the term socio-linguistic diversity and not just linguistic is used and C Leroy shared that socio-linguistic is the terminology used to address the context itself, including differences in communication, customs, pause-times and how language is used

MOTION (L McGarvey): Calendar Changes to prerequisites to accommodate effective and timely completion of program requirements: EDU 210, 211, EDPY 302, 304, EDFX 325, 350.
Rationale: Changes to course prerequisites is required to accommodate effective and timely completion of program requirements.
Seconded: R Wimmer
Carried
- Notice of motion in October had changes made and was presented with changes at November meeting as a Notice of Motion
- Meeting and agreement from UAAC members to postpone MOTION from February 5, 2015 to March 5, 2015 to ensure opportunities for departmental discussion occurred via email
- Trying to provide a firmer set of prerequisites to guide students through the program
- Through working with departments the timing of taking courses was decided upon
- For 4 year degree: EDU 100 leads to EDU 210, 211 and EDPY 302/304 and all are needed prior to EDFX 325/350
- After degree is a bit different but attempt to build on same linking by having EDU 300 taken as a pre or co-requisite of 210, 211 and EDPY 302/304
- C Poth asked what is commitment to offer 100/300 in faculty in every term, fall, winter, spring summer and L McGarvey said she could confirm it is currently offered every academic term and in spring and summer it is currently open to all students across campus, not only education students
- C Hickson confirmed need and how already playing out
- C Leroy stated that although Council is not a body to commit to offering courses every term, the spirit and intention can be shared but not the commitment
- L McGarvey mentioned that the sequencing is the ideal for the majority and there may be need to have exceptions on occasion
• C Hickson reminded members that the intention is to recognize that pre-requisites are intended to build upon knowledge in program and honour the program model agreed upon
• L McGarvey shared that after degree students can now take all of these courses at the end of the program and the changes will see them taken at the front of the program
• C Poth mentioned support for sequencing from the Educational Psychology Department and stated L McGarvey’s work was appreciated

5. Items for Discussion

Program Renewal Work

Education Electives – Ad hoc Committee: Leadership/Composition/Terms of Reference
• Last meeting a motion passed to establish an ad hoc committee 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
• K DeGeer would like to see student representation but if over the summer there is a concern about student availability between end of May until September
• Representation from across the faculty was asked for at the last meeting
• K den Heyer inquired who the players would need to be in order to have a committee that understands the capacity and structural issues of what is possible to offer and suggested Associate Chairs from each department be included
• C Leroy asked that the terms of reference keep in mind the structural issues needing to be assessed in the variety of scenarios that might be considered, as well as the pedagogical rationale and need for a sustainable solution
• A McInnes reminded of the importance of defining a process to gather and consider information and long term data, in order to help determine required resources
• C Hickson recognized need for ad-hoc committee to be small and nimble enough to be able to meet together
• B Stelmach reminded on behalf of the Department of Educational Policy Studies there was a sense of urgency to get this going and to avoid finality with the motion. Suggested taking into consideration that chairs already meet
• C Leroy suggested that in Elementary a rep could be elected to collect feedback from department members for the pedagogical investigation that could be reported back to Associate Chairs
• It was mentioned that the motion process needed to address composition and the leadership of the ad hoc committee needed to be discussed as well because the Electives discussion has gone on for over a year now with Associate Chairs
• Discussion around departments electing a representative and having Associate Chairs solicit help of these elected reps occurred
• K den Heyer asked to clarify who the elected reps would be or how they would be elected
• C Poth supported department’s each electing a rep and asked to consider possibility of having elected rep or designate
• C Poth stated she liked the idea of making open and transparent – make call at faculty level for somebody to be on committee in addition to Associate Chairs
• Associate chair each department a faculty wide call for elected rep from each department -
• R Wimmer recommended election occur instead at department level, as there is difficulty securing reps at faculty level already
• K DeGeer offered that ESA would be able to do a call to new executive to have a member, when ESA transitions the new executives
• T Cardinal would need to ask IEC about this committee to see if IEC would want member and stated that there would need to be sufficient time to take information back to IEC if there is a member on the ad hoc committee
• A McInnes asked if elected rep could be same person as UAAC elected rep and C Hickson agreed it could
• B Dunn stated that leadership was extremely important because with over a year of discussions there are lots of entrenched positions and there is a need to facilitate adequate trust on the difficult issues
• C Hickson agreed that the last few years there were difficult decisions needed and unfortunately, there have been certain comments about who's leading, who's forcing and the leadership will be very important on this committee and it would be best to support L McGarvey and to pass the leadership of this committee to the Dean’s Office
• C Leroy supported that it was a good idea to ensure someone on committee have access to needed information – lack of continuity may occur and commitment to making sure smooth transition is necessary to ensure committee is not starting from scratch
• C Poth suggested there be a back-up plan that the ad hoc committee select a co-chair and supported leadership coming from the Dean’s Office
• C Hickson raised the issue that with tight timing it may be difficult but is important that ad hoc committee be open and fair in considering all angles and necessary to go back to departments to not remove thoughts of hidden agendas
• R Wimmer agreed leadership from Dean’s Office makes sense and stated he sees work as Vice-Dean to support Associate Deans
• L McGarvey shared that she has done what she can to get the motion on the table to support students’ needs being met and now hopes it can be taken on from Dean’s Office
• K den Heyer asked if Department’s could double up with the Associate Chair being the same as the elected person
• C Leroy mentioned that the timeframe and time commitment requires a lot of work and did not know if it could be determined by the committee
• C Hickson concluded that the committee would consist of the Vice-Dean as the representative from the Dean’s Office to Chair the group - Dr. Randy Wimmer, the Associate Chair (Undergraduate) from each of the Departments of Elementary Education, Educational Policy Studies, Educational Psychology and Secondary Education and each department would also have the opportunity to elect a second representative from their membership and if a department wanted their Associate Chair to also be the elected representative that was permissible. The Indigenous Education Council (IEC) and the Education Students’ Association (ESA) would also select on representative each from their membership
• Members were asked if anyone wished to speak against the composition of the ad hoc committee and there was no further discussion

Course Update – EDU 100/300
• Last meeting D Donald, who had an integral part in developing EDU 211, began discussions on program model flow and EDU 100 leading into EDU 211 and there was mention of having a course update presentations for the committee
• L McGarvey asked if members would like to have as part of presentation and suggested the possibility of hearing from the advisory group, having instructors overview the course with the committee able to ask questions have discussions on direction of course
• R Wimmer welcomed the opportunity to have a course overview and stated he likes the direction the course is taking with relationship to curriculum and components of program and what underpins all of our education courses
• A Wolfe shared that there is interest being expressed in EDU 211 to all who are involved and seminar leads have been receiving general requests to audit and learn from staff and it would be a welcome opportunity to provide an overview to UAAC members
• L McGarvey mentioned the presentations could be presented at Faculty Council too
• C Leroy mentioned it would be hard to have one event for faculty that all could attend and suggested that presentations occur at UAAC first. Then a possibility could be to have coordinators organize a drop in screen cast or some presentation that could be ongoing for several hours
• It was suggested that there be a follow up with available resources
• T Cardinal would like to see instructors as part of presentation as well to move beyond just seeing the course outlines
• General agreement that presentations for UAAC members should occur and L McGarvey agreed to arrange EDU 100/300 instructors/coordinators come to meeting as well

Consideration of Information from DAC/ESA Meeting
• Reps from DAC met with ESA executive members last week to discuss some issues ESA has been hearing about courses – no names or particular courses were mentioned but multiple general questions were brought forward
• How can the faculty make sure that when courses are offered over multiple sections there is some continuity across the sections and inconsistency is avoided
• Are multiple section courses able to establish some kind of common materials i.e., same readings
• What does coordination across multiple sections mean
• Where is the place for students to go and how do they know if there is a course coordinator
• M Stewart-Harawira was not aware if there are course coordinators for every course that has a multiple section and mentioned that she has adopted a CSL model in her section but this is not coordinated across EDPS 360 for example
• C Hickson suggested that someone is assigned the role of coordinator by departments for multiple sections courses and if only one section there may be courses under sole authority of the instructor
• B Dunn shared an overview of the ESA meeting at his department council and spoke about being incredibly impressed by the students’ and wanted to ensure the message was captured and included at UAAC in order to ensure there is conversation about who should address the issues and address them
• C Hickson thanked B Dunn for bring the discussion item to the UAAC agenda and for the clarification that it is on the agenda to note that the ESA meeting was more than just one discussion meeting but an opportunity to ensure there is awareness of the issues and departments can then have an action plan
• K den Heyer confirmed Secondary has coordinators for courses and program area
• ESA were commended for being very professional and it was shared that they did not speak of any specific course or instructor but were bringing awareness to a general issue for discussion
• It was mentioned that in order to have an action plan there may need to be dialogues to get further, more specific, details
• C Poth confirmed there are department coordinators in Educational Psychology and gave example of EDPY 303 move to have common curriculum and assessment framework for instructors be equitable but not equal to allow for style and expertise of instructors but to ensure group learns from each other. There is balance and not huge variation but still room for instructor freedom – support given by providing boundaries about how much is controlled
• C Leroy mentioned that Elementary Department Council had not met yet but would imagine that the feedback is welcome. Shared that there are set readings and assessment across sections even when only two sections but included that there are layers to coordination of courses. Identified that the offering department avoids one size fits all for courses but feedback is welcome. From the meeting with the ESA a strong sense of uncertainty about who to go to for anything was recognized
and a need to actively support an orientation with ESA reps and to invite them to meet Associate Chairs if instructor or section issues and proposed that something be set up informally to do that
• Contact information of each Associate Chair (Undergraduate) needs to be provided to ESA
• R Wimmer confirmed notes were taken at the DAC/ESA meeting and they will be shared
• Discussion topics covered consistency and uniqueness at meeting and it was mentioned that students points were very thoughtfully considered and discussion included sharing of views and understanding of ways decisions are made
• A Wolfe mentioned EDU 211 is a new course that is very challenging for instructors and students and with two seminars that have 15 sections that have instructors introduce thought provoking material during lectures there is importance of seminar leads to respect experiences of instructors and discuss with students. Explained lectures are not the place for conversations they are lectures and seminars provide the place for concerns and issues and to discuss hard topics that students have heard. Each course is different and seminar leads work to listen to student feedback and understand there are lots of levels of transformative learning being supported in a respectful and caring manner
• C Hickson stated that there had been no discussion of particular courses in the meeting with students and that at the last UAAC meeting D Donald mentioned there are more positive connections and communication between instructors, coordinator and students and there are pleasing changes occurring in EDU 211 and it is a journey going in the right direction
• K DeGeer does not want the meeting to be a one-time event and wants to have various topics and a venue for bringing a report of students concerns back to the council
• T Cardinal shared that connections are being made across courses and the next piece from EDU 211 integrates into EDPS 410 and leads to seeing how the whole person is shaped
• C Leroy realized a theme was that understandably students don’t know how everything works and they are hesitant to approach instructors and suggested the ESA and Departments might be able to work on a process where ESA may want to contact and refer students to Ombudsperson office where students could reach out when problems and facilitate conversations when students have problems bringing concerns forward
• C Hickson offered to have USS share messages from ESA to student body on USS TV screen, newsletter, bulletin board to promote connections and asked Associate Chairs to ask coordinators to share details and speak about ways to connect with ESA
• L McGarvey commented that for multi-section courses it would have been good to have coordinators available for discussion and when future student events occur she recommended making sure right people are there and also asked R Wimmer if possible, to bring back to UAAC what action items come out of the meetings
• R Wimmer explained that the first time meeting was purposefully held as a small group meeting to provide confidence and comfort for ESA and that future meetings could be expanded and include a more targeted audience
• C Leroy recommended an event for ESA at beginning of year such as a lunch or to get to know each other and to connect early
• R Wimmer agreed on a once a term event with DAC/ESA
• B Dunn stated that Department will be happy to hear that members took what students presented
• R Wimmer declared that it will be important that meeting direction and topics emanate from ESA and that he would co-chair with ESA and always have ideas come from ESA
• T Cardinal would like the input from students when planning course(s) section(s)
• C Hickson encouraged course coordinators to connect with students
• B Dunn suggested that for ESA to expand profile and services offered, when students have grievances but do not know where to go they could go to ESA who could facilitate and provide input into course issues or planning
• C Hickson could invite ESA to UAAC early in year to introduce Executive and their roles – core group that instructors/coordinators could access if questions and recommended ESA approach
• Faculty Communications Manager, Isabela Varela to consult on how communications might proceed
• C Poth thanked ESA for their role and expressed appreciation of council
• C Hickson asked if ESA could attend UAAC in September

UAAC May 14, 2015 Optional Meeting
• C Hickson reminded members that in September it was agreed to decide in March if there should be a meeting in May
• There have been past difficulties getting quorum and a discussion occurred on availability and what might be coming to council
• B Dunn stated nothing major is coming other than some minor editorial changes and he will likely be away at conference
• C Leroy stated EDEL 305 will be brought to council but it may work for April meeting to have Notice of Motion that could be on September agenda as a Motion
• The May meeting is cancelled but if something comes up by April meeting it can be discussed again

7. Membership Updates

• K DeGeer shared Education Students’ Association (ESA) updates. ESA new office location is now in the 4th floor lounge in Education North, although some Executive offices are still located in the basement
• A Wolfe extended an invitation to members to attend the Indigenous Scholars Conference in March and agreed to email the details and link to be shared with members after the meeting
• A McInnes provided details on an event held with Rehab Medicine on speech language and pathology. The get together included 3 hour workshops that had room for 50 students in each group with a purpose to work though case studies and cultivate collaborative communications
• C Hickson shared that the ATA Teacher Certification workshops coordinated by USS had 300 students in attendance at the first session and the second session had 50 attendees

Adjournment: March 5, 2014 meeting of Undergraduate Academic Affairs Council adjourned at 3:36 p.m.
Present:

Clive Hickson, Chair
A Brown, Administrator
Cardinal, T
Christianson, C
DeGeer, K
den Heyer, K
Dunn, B
Leighton, J
Leroy, C
McGarvey, L
Mclntos, A
Pegg, J
Smilanch, B
Stelmach, B
Wimmer, R
Wolfe, A

Guests:

Aniuk, J
Storie, C

Regrets:

Gravel, M
Shultz, L

1. Welcome, Introductions and Announcements
C Hickson welcomed members and introduced guests Jonathan Aniuk and Cheryl Storie. Around the table introductions occurred.

2. Approval of the Agenda
MOTION K den Heyer: To approve the agenda, as circulated.
Seconded by: R Smilanch
Carried

3. Approval of the Minutes of March 5, 2015
MOTION K den Heyer: To approve the minutes, with changes.
Seconded by: B Smilanch
Carried with changes

- As representative of Elementary Education, it was clarified that C Leroy suggested the ESA and Departments might be able to work on a process where ESA may want to contact and refer students to the Ombudsperson Office where students could reach out with problems or arise to facilitate conversations when students have problems bringing concerns forward.

4. EDU 100/300 Guest Presentation and Discussion – L McGarvey, J Aniuk and C Storie

- L McGarvey introduced course by sharing that 550 students took EDU 100 or 300 this year with a highly collaborative group of instructors and GTA’s from faculty-wide. Instructors/advisory committee met 30 times in the past year to refine objectives. There has been excellent success with the course with continual improvement. Jeff Koontz, who taught EDU 100 for the first time in fall, won a graduate student teaching award for the course. Have had excellent support from Secondary Education and the Dean’s Office.
- J Aniuk presented course objective 1 and 3. Regarding Teacher Identity in his course they have looked at organization of schools, teacher and student experiences in North America and representation in primary sources (unchanging Miss Grundy in Archie Comics, timetables, Normal
School reports, yearbooks, etc.) to look at how school has changed and not changed over time and open eyes to contexts. Also compared Teacher Quality Standards to Mclean’s October 31st, 2012 article “Why Are Schools Brainwashing our Children?” to show expectations of profession and public can sometimes be in conflict. Also tied in faculty book club book of the year Indian Horse and had five minute meetings with all students and received and gave feedback. Student’s comments had less depth as first years but seemed to enjoy the course and where it was going and were given an introduction to the faculty.

- C Storie presented on course objectives 2 and 4. Has found teaching and seeing the evolution and collaborative nature of the course a pleasure and making something that really works for students. They have developed a repository of articles to upload for future instructors of the course. Working on the essentials of this important first year course and not overlapping with other courses. Objective 1, philosophy of teaching and education and role of teachers. Objective 2, governance and roles of Alberta Education, a school board, ATA and how they work and fit together. Talk about basics of what curriculum is and where to find it; Teaching Quality Standard; the Education Act and School Act; vocabulary; Inspiring Education and the ministerial order of 2013, engaged citizenship and entrepreneurial spirit; demographics and need for every educator today to be an inclusive educator. Objective 4 is exploring ways in which teachers can effect change in the classroom: issues in education and what to do about them. Practical and philosophical discussions of relationship building, safe and caring schools, social justice, building resilience, universal design for learning. Trying to model effective teaching practices by moving from lecturing to discussion, oral midterms, infusing technology.

- L McGarvey explained C Storie and J Aniuk have taught the course for past two years and have been involved with evolution of the course. There is not a textbook but as C Storie mentioned they have a Google site repository of resources that has been shared with collaborative programs and colleges. Red Deer College has said it was very helpful in understanding course. Needs to be cleaned up and worked on. C Storie added that they surveyed students last semester to find out what was most helpful and that has helped.

- L McGarvey opened up for question and answers:
  - R Wimmer expressed appreciation and support for work done on this starting point course to get students excited, as envisioned over 20 year period. Requested to hear about the experiential component pilot and about aboriginal education (course serves as pre-requisite to EDU 211), and what is in the making.
    - In response to experiential component question J Aniuk shared that his fall section had a Community Service Learning (CSL) component where students had to complete 20 hours with an organization. It was coordinated through Community Service Learning (on campus) and had a $5000 grant for a TA. Students did a variety of work to introduce them to working in schools and show diverse spaces where teaching happens. Had a group project to discuss placement. Lack of literature on CSL in a first year mandatory course for large number of courses. One challenge is integrating the experience into course.
    - L McGarvey added that Community Service Learning (on campus) cannot accommodate all students (only 70) so have been working with R Smilanich for other opportunities including Study Buddy, Frontier College, USchool. Want students working hands on with children and youth but not necessarily in school with observation. As pilot in fall plan to present possibilities and encourage students to participate in some way then will track who gets involved and with what hours with hope to make mandatory component, and instructors to bring range of experiences into discussions because it is related to course objectives.
    - C Storie explained that aboriginal education component is built into the course with importance of historical context, one of them being residential schools and impact and legacy. Some colleagues have addressed more holistic ways of learning and Indian Horse is a suggested reading, as well as other readings.
- J Aniuk added that he tried to build in about 1/3 of content on aboriginal education and used CBC’s A Lost Heritage digital archive for historical contexts and education policy. Also brings in aboriginal holistic learning with teacher as guide. Approach is to show that it is living content that can be applied.

- L McGarvey shared that some feedback received from students was that there is unnecessary overlap with EDU 211 and they want to work with EDU 211 to find out what they want us to teach. Believes that last UAAC EDU 100/300 approved as pre/co-requisite for EDU 211.

- A Wolfe, lecturer support and seminar lead support for EDU 211, said that it is good to seek feedback but challenge is it is living history and any familiarity gained with aboriginal issues before EDU 211 stresses that you need to know about it, and need to look at it very differently, and with other resources, and one class is not all that you need. Collaboration on this would be wonderful. All are welcome to attend discussion on EDU 211 that is coming up.

- C Hickson added that assessment and evaluation are very important and is touched on in courses. It is very necessary to be taken up in different contexts, create connections, with reflection and at different stages. He sees the aboriginal content and understanding as aligning with that. Perhaps need to alert students that they will hear about it in different courses and that it is creating connections over time. A Wolfe added that students are asked and faculty needs to address why the course is important. J Aniuk agreed that perspective and going deeper is helpful as it is living history.

  - C Leroy shared that the instructors modeling and sharing dynamics is a revelation for students.
  - C Storie agreed that sharing the meta-cognitive and reflective practice is important. C Leroy added that an unexpected outcome is that students are forming collegial relationships.
  - K Degeer noted that she has observed the good energy in the classroom after EDU 100 ends. Students talk about academic material and they are enjoying the class.
  - K den Heyer echoes R Wimmers honoring of the work and asked, if aboriginal orientation to learning is as much a learning theory as a teaching philosophy, is that discussed.
    - C Storie said they do talk about how philosophy and teacher identity constantly changing and go over the spectrum of philosophies and learning theory, providing the basic vocabulary as a scaffold.

- L McGarvey stated that they are open to additional feedback as they continue to revise and that they need to work with EDU 211 and 210.

- C Storie and J Aniuk depart 2:15 pm

5. Calendar Change Documents

- Editorial Calendar Changes

  Notice of MOTION (J Leighton): Course prerequisite change for EDPY 417 (see attached)
  **Rationale:** Currently EDPY 416 is prerequisite and being changed to only LING 101. Changing calendar to what the practice is. EDPY 416 still exists but is not seen as essential prerequisite anymore.
  **Seconded:** R Smilanich
  **Carried**

  Notice of MOTION (J Leighton): Addition of restriction to course description for EDPY 419 (see attached)
  **Rationale:** Clarifying restriction of course to TESL Diploma students.
  **Seconded:** A McInnes
  **Carried**
Notice of MOTION (B Dunn): Secondary Education Editorial Calendar Changes: CTS and Physical Education (see attached)

Rationale: CTS changes are EDCT 400 name change to better reflect course content and slight reorganization of how courses are grouped: EDCT 400 curriculum course given own category because it is an Education course rather than being grouped with subject area content courses, which makes it more consistent with other CTS programs.

- J Pegg asked for clarification and with councils memberships permission C Hickson and B Dunn will ensure clarification of EDCT 400 requirement (page 4 of proposed changes, CTS: HRH, requirement 4. "*6 EDCT 400 (Career and Technology Junior High Organization and Content") but proceed with vote now.

Physical Education changes are a correction of erroneous information: Physical Education activity courses used to be offered in *1.5 but were changed to *3 but this had not been changed in one part.

Seconded: K den Heyer

Carried

Other Calendar Changes

Notice of MOTION (C Leroy): EDEL 457 course description update (see attached)

Rationale: Updating course description to include "diverse linguistic and cultural" and update prerequisite to make it accessible to students in the certificate program. And to include deletion of the seminar which was done quite a while ago.

Seconded: J Pegg

Carried

6. Items for Discussion

Program Renewal Work

Education Electives – Ad hoc Committee update:

- R Wimmer reported that after a call to all departments (with the exception of SLIS) by C Hickson we have a working group, to change due to July 1st changes to department Chairs:
  - Trudy Cardinal – Indigenous Education Council
  - new ESA representative as recently elected –checking with new president
  - Jerine Pegg and Carol Leroy – Elementary Education (to change in July)
  - Associate Chair and Elaine Simmt – Secondary Education
  - Associate Chair and Lynnette Schultz – Education Policy Studies
  - Associate Chair: Cheryl Poth (to change in July) – Education Psychology.

- Vice Dean will facilitate. A new Vice Dean will hopefully be appointed by the end of July and new appointee will be invited to first organizational meeting. There will be at least one organizational meeting in spring. Angela Fraser will contact regarding setting up the first meeting.

- A Google working site has been created with documents that need to be used as underpinnings and working group should reacquaint themselves with: Undergraduate Teacher Education Principles, 14 Curriculum Components for Undergraduate Teacher Education Program, Campus Alberta government policy document (to consider transfers and collaborative programs).

- Group is directed to work from faculty perspective, rather than individual department perspectives.

- Foundational work should be: What is our teacher education program? What are the pedagogical reasons behind every part of our program? What does beginning teacher education need to look like (knowing that teachers are always learning)?

- Group will have about half a year to return to UAAC and R Wimmer is very optimistic.

- Google working site is the working groups to post on and use.
7. Final decision of May 14, 2015 optional UAAC meeting
   • C Hickson reported that no need for a May 14 meeting has been reported to him and asked council if any need now.
   • C Leroy asked and C Hickson confirmed that something like a calendar changes can be circulated via email if necessary. Anything that comes up can be directed to C Hickson and a decision will be made on how to proceed.
   • C Hickson stated that May 14th UAAC meeting is definitely cancelled.
   • C Hickson thanked council for participation and contributions and commended respectful efforts. Thanked J Pegg, A McInnes, C Poth, R Wimmer, K Degeer as they come to the end of their service.
   • Reminder to Associate Chairs of small window in September for calendar changes and to give notices of motion as soon as possible.

8. Update Items from the Council membership
   • K Degeer reported that five ESA council members were elected, three of which are executive: Vice President (Academic), President, Vice President (Finance), Liaison Commissioner, Volunteer Commissioner for 2015-2016. There will be elections in mid-September to early October for remaining positions. C Hickson requested new executives contact information to pass on to Associate Chairs to continue improving connections.
   • R Wimmer reported that Dean’s Office has moved back to 8th floor after six weeks displacement.

Adjournment: April 9, 2015 meeting of Undergraduate Academic Affairs Council adjourned at 2:39 p.m.
1. Welcome, Introductions and Announcements
   C Hickson welcomed members and around the table introductions occurred. First meetings in September are set to focus on ensuring the calendar processing is done in time to move through university governance in a timely manner, in order to meet the 2016-2017 Calendar deadlines.

2. Approval of the Agenda
   **MOTION (L McGarvey):** To approve the agenda, as circulated.
   Seconded by: D Chorney
   Carried

   The Handbook was provided for reference to both new and returning council members.
   - C Hickson briefly mentioned the Handbook that was provided to members and offered to review the Handbook in detail, if needed, at the October meeting, in order to keep the inaugural meeting focused on the remainder of the agenda.
   - C Hickson asked that departments keep the council schedule in mind, which is included as part of the Handbook, when working on calendar changes. Submissions to council should be done as early as possible in order to also meet University governance timelines.

   **MOTION (J Sousa):** To receive the 2014 – 2015 Undergraduate Academic Affairs Annual Report
   Seconded by: W Lam
   Carried

   **MOTION (L Daniels):** To receive the 2014 – 2015 Field Experience Policy Advisory Committee Annual Report
   Seconded by: B Stelmach
   Carried

6. Approval of the Minutes of April 9, 2015 (attached)
   **MOTION (McGarvey):** To approve the UAAC minutes of April 9, 2015.
   Seconded by: B Smilanich
   3 Abstained, Carried
7. Editorial Calendar Changes

C Hickson explained the process for editorial calendar changes not requiring a Notice of Motion. It was explained that if items do come up in discussion and result in requiring further consultation or there becomes a need to be taken to departments for consultation, then items can be requested to change to Notice of Motions.

- Educational Psychology – Course descriptions updates to EDPY 301 and 458
  - EDPY 301 – Motion: L Daniels, Seconded: M Doherty, Carried
  - EDPY 458 – Motion: L Daniels, Seconded: W Lam, Carried

- International Office – Certificate in Global Citizenship (Interdisciplinary Certificate) – update to course offerings and additional information, as requested by faculties
  - Motion: C Hickson, Seconded: J Sousa, Carried
    - B Dunn stepped in as Chair and C Hickson presented Motion

- Undergraduate Student Services – Addition of Keyano Collaborative Degree Program (program provided ministerial approval, beginning in September 2015) to the Programs of Studies calendar section
  - Motion: C Hickson, Seconded: J McFeetors, Carried
    - B Dunn stepped in as Chair and C Hickson presented Motion

- Secondary Education – Education Chart 1 and 2 calendar changes resulting from EDCT 400 course title change in CTS (TMT) Major and CTS (MDC), (HRH), (NAT) and (TMT) Minors
  - Motion: T Dust, Seconded: D Chorney, Carried

- Secondary Education – Education Chart 1 and Education Chart 2 change to Social Studies Major and Social Studies Minor updates resulting from removal of POL S courses*
  - Motion: T Dust, Seconded: B Smilanich, Carried

- Secondary Education – Education Chart 1 and Education Chart 2 Calendar changes to English Language Arts Major and Minor resulting from Faculty of Arts, English course changes*
  - Motion: T Dust, Seconded: W Lam, Carried

- Undergraduate Student Services – Transition Year Program for Aboriginal Applicants, Faculty of Education Requirement updates resulting from Faculty of Arts, English course changes*
  - Motion: B Dunn, Seconded: L Daniels, Carried

*Changes necessary to align with Faculty of Arts course changes

8. Other Calendar Changes

MOTION (T Dust): To approve Education Chart 2 – Music Minor change of Class Guitar to Wind Band

Note: this was presented as a Notice of Motion at the March 5, 2015 UAAC meeting

- Course calendar changes resulting from low enrolment in Class Guitar and to align minor with the music major program
  - Seconded: B Stelmach, Carried

  - T Dust provided a history of the music minor program, explained class guitar is classroom guitar not classical guitar. Negotiated with Faculty of Arts, Music Department to enable students to take music classes and complete minor music courses listed.
  - L McGarvey asked how many students are currently in the minor. One student enrolled. This year 9 students signed up for music minors. Will let new students know about new minor and which courses they will follow and see if they want to stay in the minor.
  - L Daniels asked what would happen for students with minor now and T Dust explained the students will be able to continue with past minor or new minor if most beneficial to students.

NOTICE OF MOTION (J Pegg): Calendar changes to calendar sections 75.3.2, 75.5.1 and course description changes to modify prerequisites for EDEL 3XX courses and EDFX 325 in order to increase flexibility for the offering of EDEL 305 in winter term and clarify other issues regarding prerequisites.

- Brought to this meeting but still needs to be discussed at the Department Council level.
- J McFeetors explained EDEL 305 being offered in fall terms and being pre/corequisite to all other EDEL courses. If students do not complete then their program is held up. Proposed changes will stand as co and prerequisites to allow flexibility for course offerings in both terms and allow department staffing flexibility.
EDU 211 not offered in the transfer colleges or after-degree students cannot take EDEL 305 if a prerequisite. Subject notes in Bear Tracks can cover further explanations not covered in course listing.

- C Hickson stated that members are required to take back to departments and bring any feedback or questions to J McFeetors or J Pegg in request for them to provide further information. This item will be a Motion at the next UAAC meeting.
- L McGarvey asked about lab and it not materializing but still showing in Bear Tracks and asked to consider if it there should be a change to remove lab so that it does not show in Bear Tracks.
- B Smilanich referenced the lab coming from of Program of Studies discussions about what a lab would look like and where it could be added to the program and asked if still exploring what it would like. He mentioned that in condensed sections it would be difficult to have a lab.
- C Hickson mentioned lab was attached not necessarily to address language and literacy but for potential to have students visit schools and as such there was a need to associate with a course. As all Elementary students needed EDEL 305 in fall term it made sense at the time to add it there but now that it could be condensed and EDEL 316 could be taken in fall term or condensed.
- E Steinhauer asked if EDU 211 prerequisites to EDEL 305 as a pre/corequisites is a program change and not a course change as the prerequisites were determined as part of Program of Studies.
- C Hickson explained the logistics of students getting through the program in a timely manner when they enter and cannot fit in prerequisite to EDU 211 in order to take it before EDEL 305.
- E Steinhauer explained that there will be questions because EDU 211 not taken as prerequisite.
- J McFeetors mentioned students integrate what is being currently learned and when courses are taken as corequisites the learning can be brought into the curriculum courses, not only when the course is completed before hand.
- M Doherty mentioned J Pegg and/or J McFeetors can come to department council meetings or other meetings to explain rationale and need for the changes.

**Notice of Motion:** J Sousa will be bringing a MOTION for suspension of Adult Education program route to next meeting as a Motion.

- C Hickson stated that he has been working with J Sousa to discuss removing this program route from the calendar, as the program has been in moratorium since 2002 and is still listed in the calendar. J Sousa and the department are doing background work and plan to bring to UAAC and Faculty Council. Serving a Notice of Motion today that it will be brought forward as a Motion.
- J Sousa stated that a working group will be formed in future to determine if the program should eventually be terminated or offered in some future format.

9. **Information Items**

C Hickson alerted the council membership of the tight timelines for calendar changes to get through the governance processes. October 8th is the last meeting to ensure that the change can meet the 2016-2017 Calendar. Please alert department colleagues that any changes must come to next UAAC meeting. We can make more changes throughout the year but they will be for the 2017-2018 Calendar. The next meeting will focus on calendar changes rather than discussion items to ensure that the meeting is kept brief. Timelines for 2016 - 2017 Calendar Submission in order to meet final University approval deadlines in November 2015 were shared with members.

10. **Items for Discussion**

**Program Renewal Work**

- **Education Electives Working Group Discussion**
  - L McGarvey
  - C Hickson provided a background of the formation of the working group and invited members to review past minutes for a more thorough background, due to changes in leadership within the faculty and roles held within the working group.
  - L McGarvey explained that the group was stalled due to need to update the membership and leadership and a meeting occurred to decide and recommend a chair to bring forward to UAAC.
  - The group reviewed past motions and decided on a recommendation for the chair.

- **Education Electives Working Group Update and Leadership Recommendation**
  - L Daniels
  - On behalf of the Education Electives Working Group L Daniels shared the following recommendation:
    - The Education Electives Working Group recommends that the Associate Dean Undergraduate Teacher Education (Dr. William Dunn) be invited to join the group and that the Vice Dean and Associate Dean Academic (Dr. Lynn McGarvey) be chair.
    - **MOTION:** *(L Daniels)* to change the composition of the working group as recommended by the Education Electives Working Group. **Seconded:** T Dust, **1 Abstained, Carried**
W Lam asked what the nature of the group is and C Hickson explained that there have been differing interpretations of which departments could offer the courses. Not a clear agreement on the understanding of what an Education Elective is and which courses this component can fulfill.

L McGarvey read relevant past Council motions, including:

**July 30, 2013 Motion at Faculty Council to revise BEd Programs:**
- “Elementary and Secondary Models: An “EDXX Elective” is a course selected from an approved list of education courses.” (See Appendix B for additional information.)

**For membership understanding the following is from the Appendices, mentioned above:**
- **Elementary Education:** One “EDXX 4XX Option” replaced with “EDXX Elective” The change from ‘Option’ to ‘Elective’ (Term D) clarifies the original intention of the Education Option courses. Students must select a course from an approved list of electives. A cross-department consultation process will be used to determine which electives will be offered each year.
- **Secondary Education:** One “EDXX 4XX Option” replaced with “EDXX Elective” The change from ‘Option’ to ‘Elective’ (Year 3) clarifies the original intention of the Education Option courses. Students must select a course from an approved list of electives. A cross-department consultation process will be used to determine which electives will be offered each year.

**For membership understanding the following is from the February 2015 UAAC Minutes:**
- “MOTION (L McGarvey): The Council establish a 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. Seconded: J Leighton, Carried”

**For membership understanding the following is from the March 2014 UAAC Minutes:**
- “[After a lengthy discussion] C Hickson concluded that the committee would consist of the Vice-Dean as the representative from the Dean’s Office to Chair the group - Dr. Randy Wimmer, the Associate Chair (Undergraduate) from each of the Departments of Elementary Education, Educational Policy Studies, Educational Psychology and Secondary Education and each department would also have the opportunity to elect a second representative from their membership and if a department wanted their Associate Chair to also be the elected representative that was permissible. The Indigenous Education Council (IEC) and the Education Students’ Association (ESA) would also select on representative each from their membership.”

C Hickson explained that the working group recommendations will come back to UAAC as a notice of motion. As chair of UAAC, C Hickson requested that the working group ensure that a recommendation is still brought back under the original timeline.

L McGarvey shared the current composition of members and stated she will send doodle poll to working group members. The members are: Elementary: Jerine Pegg, Janelle McFeetors; Secondary: Tom Dust, Elaine Simmt; Educational Policy Studies: Bonnie Stelmach, Lynette Shultz; Educational Psychology: Lia Daniels, George Buck; IEC: unknown; ESA: unknown.

T Cardinal shared feedback from IEC members, including the decision of IEC not to participate as part of the working group, listing multiple concerns. It was confirmed that L McGarvey will be attending an IEC meeting to discuss the feedback and concerns of IEC members.

C Hickson mentioned that membership was asked if they would like to have a representative attend the working group meetings during the initial motion and acknowledged the concerns. C Hickson confirmed that the IEC members could decide not to nominate a representative. The offer of representation was made by UAAC, the choice of participation is the IEC memberships.

Amongst a number of concerns, the question of the creation of the working group was raised. C Hickson clarified that UAAC had passed a motion and that the working group had been tasked with the responsibility to bring a recommendation to UAAC.

T Cardinal appreciated the opportunity to share the feedback that she received from the IEC membership. However, as she was not present at the IEC meeting, she could only talk to the items provided to her.

It was remarked that the IEC membership feedback should be seen as from the IEC group only and not viewed as official departmental feedback.

J Sousa inquired about the timing of the Education Electives Working Group and if it would present an issue when trying to meet, as it may have an impact on course offerings.

L McGarvey shared that the hope was that the recommendations would be done in time to meet spring/summer Bear Tracks opening for registration which is in February and the opening in March for fall/winter registration.
- C Hickson mentioned that these are ongoing agenda items and updates will be provided at future meetings.
- T Dust noted that the timelines for determining course offerings in departments can still be met and courses can be scheduled because if courses do not meet elective space in the program they may meet open option or extra to degree spaces.

**Program Issues**

- **Collaborative Program Cohorts**
  - There are currently 5 cohort groups out in RDC, GPRC, and new Keyano and two cohorts at 6 different sites in ATEP.
  - Important to draw attention to members that students in the Collaborative Program Cohorts are our Faculty’s students, although they are not on campus for programming.
  - Encourage members to keep in mind that we have students elsewhere in order to try to include these groups when gathering of information. As well to remind that there are colleagues working off campus when sharing communications or information. Recommend contacting Maureen Sutton if instructor contact information is required for RDC, GPRC or Keyano and contact Angela Wolfe or Evelyn Steinhauser for ATEP instructors contact details.
  - E Steinhauer shared that EDU 211 is now livestreaming to several groups off campus.
- **Admission Cycle Update, Target Enrolment**
  - Faculty is on target to meet Central’s Target Enrolment.
  - Thank you to Associate Chairs for work done to work through issues, as they arose during the admissions and registration cycle, due to implementation of 10-Point Enrolment Plan and Registrar’s Office Processing issues.
- **10-Point Enrolment Plan, Registrar’s Office Processing**
  - Recognizing grade 11 grades to result in earlier admission decisions, ie December and March.
  - Unfortunately at same time, technology was not ready and did not start to receive applications until much later than initial timeline and then there were ongoing issues with the systems.
  - Admissions work impacted but remarkable teamwork done by staff and we admitted more numbers than previous admissions cycle.
  - Issues arose on determining space needs in courses. Collaboration and work done by departments was appreciated and resulted in ensuring more access to space at a late date, where possible.
- **2015-2016 Registration**
  - Later admissions resulted in delayed need for space being determined in courses.
  - It was raised at the Dean’s Advisory Committee that the faculty is committed to ensure students can complete degree requirements in a timely manner and an agreement to working as a faculty to work towards that end. There are many factors that impact space in courses including budget decisions and the timing of RO decisions. It was also noted that just rolling over timetabling schedules will not work for our students and consideration of multiple factors and the impacts is required.
  - Later this year we will share an overview of Academic Advisement to membership. It is a module in PeopleSoft that serves as an electronic program planning tool that students will be able to access through Bear Tracks. It is a living documentation of students’ degree requirements and will enable students and advisors to enter ‘what if’ scenarios to determine what occurs if a student switches routes or programs, in order to serve as a decision making tool before the actual switch is applied. It will eventually provide an avenue to closely track need for space in required courses which will enhance current timetabling and registration planning. The foundational work now started is key to the success of the tool. Currently there are in excess of 600 differing program sheets which all have to be manually created upon admissions.
  - E Steinhauer asked what will happen to transfer students and C Hickson confirmed transfer credit is processed on admission and this will continue.
  - W Lam asked if this will reduce need for registration checks and received confirmation that this is the intention.

11. **Update Items from the Council membership**
   - None
Adjournment: B Smilanich moved to adjourn the September 10, 2015 meeting of Undergraduate Academic Affairs Council. Adjourned at 3:40 p.m.
Undergraduate Academic Affairs Council
Thursday, September 24, 2015
1:30 – 4:00 pm
533 A Education South
MINUTES

Present: C Hickson (Chair), H Kennedy-Plant (Administrator)
T Cardinal, C Christianson, L Daniels, B Dunn, T Dust, B Hanson, W Lam, M Gravel, J McFeetors, L McGarvey, J Pegg, B Smilanich, J Sousa

Regrets: D Chorney, E Steinhauer, L Shultz

1. Welcome, Introductions and Announcements
   C Hickson reminded that the focus of the meeting is to focus on calendar changes. Members were welcomed and around the table introductions occurred.

2. Approval of the Agenda
   MOTION (L Daniels): To approve the agenda, as circulated.
   Seconded by: J Pegg
   Carried

   MOTION to Amend the Agenda: L McGarvey moved to add an agenda item on Faculty of Education Certificates
   Seconded by: M Gravel
   Carried

3. Approval of the Minutes of September 10, 2015 (attached)
   MOTION (L McGarvey): To approve the September 10, 2015 UAAC Minutes.
   Seconded by: B Smilanich
   1 Abstained, Carried

4. Editorial Calendar Changes
   Clive explained that they can be moved to Notice of Motion, if needed.
   - Educational Psychology – List of editorial calendar course changes/updates
     - EDPY 302 and EDPY 304 – Motion: L Daniels, Seconded: B Hanson, Carried
     - EDPY 401 – Motion: L Daniels, Seconded: B Hanson, Carried

   - Secondary Education – Education Chart 2 to correct order of registration for minor curriculum courses
     - Motion: T Dust, Seconded: J McFeetors, Carried

   - Secondary Education – Change to prerequisites in EDSE 439 and EDSE 442, brought to meeting in paper format
     - Motion: T Dust, Seconded: B Smilanich, Carried
     - T Dust explained justifications and sent updated Calendar Change Request Forms after the meeting that included the justifications, to be included in the minutes.
     - Justification: The prerequisite change will allow more students to enroll in EDSE 439 which is only taught in Intersession. The course instructor believes that as long as secondary education mathematics students have experience with planning as taught in any curriculum course, they are adequately prepared to engage the content of EDSE 439.
     - Justification: The prerequisite change will allow more students to enroll in EDSE 442 which is only taught in Intersession. The course instructor believes that as long as secondary education mathematics students have experience with planning as taught in any curriculum course, they are adequately prepared to engage the content of EDSE 442.

   - Field Experience – Editorial changes to Calendar Section 73.2.3 Field Experience Courses, to align with current practice/policy
     - Motion: B Smilanich, Seconded: C Christianson, Carried
Friendly amendment to change terminology from “identified disabilities” to “documented disabilities”
  o Motion: B Smilanich, Seconded: C Christianson, Carried

- Elementary Education – Editorial changes to the Elementary Education Elements
  o Natural Science – Motion: J Pegg, Seconded: J McFeeters, Carried
  o Social Science – Updated paper copy of changes brought to meeting
    Motion: J Pegg, Seconded: B Smilanich, Carried
  o Physical and Health Education – Motion: J Pegg, Seconded: L Daniels, Carried

- Faculty of Education Certificates – Programs of Studies Calendar Sections updates to reflect changes passed at Faculty Council and differentiation of Embedded Certificates (Undergraduate) and Free-Standing University Certificates
  o Motion: L McGarvey, Seconded: B Dunn, Carried
  o Paper format was brought to meeting
  o L McGarvey explained that the changes presented were vetted through SOS and the recommended changes from the meetings were incorporated into the calendar changes.
  o L McGarvey responded to questions and clarified the classification used for differing types of certificates offered by the faculty.

5. Other Calendar Changes

NOTICE OF MOTION (L. Daniels): New Course EDPY 465
  o L Daniels provided an overview and shared the rationale/justification for the change from an omnibus course offering to a permanently numbered course.
  o Questions and discussion occurred. The course states that it runs October to April but it is scheduled as a fall course. It was explained that the mentors are external partners to the university. C Hickson explained he has had meetings with the instructor and consultations on alternatives with the Registrar’s Office, including possibilities of the course running over both terms with *1.5 credits per term.
  o A question about the class time only adding up to *24 credits which is not enough hours to meet the minimum 36 hours required for a *3 credit course resulted in a request to clarify and update.
  o This is not a core course but fits as an Education or Open Option and at times when the Education Elective is open for any Education courses to fulfill the requirement of an Education Electives course it may be used there or as an Extra to Degree course.
  o It was pointed out that Specialized Support and Disability Services which is listed in the syllabus is now Student Accessibility Services.
  o Under KSA’s it appears that the course only meets 2 KSA’s and policy on KSA’s was questioned. C Hickson stated that he will look into Faculty policy on minimums required in courses and share findings at next meeting.
  o Question arose about the addition of course offerings and the relationship with the Education Elective in our programming. It was noted that mandate of the Education Electives Work Group does not include looking at whether or not new education courses should or should not be developed.

MOTION (J Pegg): Calendar changes to calendar sections 75.3.2, 75.5.1 and course description changes to modify prerequisites for EDEL 3XX courses and EDFX 325 in order to increase flexibility for the offering of EDEL 305 in Winter term and clarify other issues regarding prerequisites.
  Seconded: J McFeeters, Carried
  o Updated changes to 75.3.2 section of changes brought to meeting, to replace section included in meeting package.
  o J Pegg provided background and justifications for changes, explaining that EDEL 305 was implemented as a gatekeeper course to other EDEL courses and professional terms. Sequential issues arose in implementation including when students cannot take EDEL 305 in fall term they must wait an entire year to register again. Addressed by changing to either 305 or 316 before IPT. Still planning on primarily offering in fall term and registration in winter term would be closed to online registration and would require consent of department. The change affects the attached calendar change sections.
  o A second issue that is being addressed in the changes is the EDU 211 not being able to take EDEL 305 if not presenting as a prerequisite. Providing the option of having EDU 211 as a pre/corequisite has become a necessary alternative for students starting the program in year 3 (transfer and after degree students).
  o Lab component will be kept as part of EDEL 305 and Department will create a pilot lab in upcoming year.
  o Discussion occurred amongst members. B Stelmach shared that EDU 211 was discussed at length in the department. It was shared that it is hoped that students will take EDU 211 as a prerequisite as much as possible to ensure integration with later course work. The department recommendation is that a Bear Tracks class notes capture that it is year 3 students who can take as pre/co-requisite and this passed at the
Department's Council meeting. Administrative monitoring to ensure that students before year 3 are not taking out of sequence was requested.

- C Hickson mentioned that he is in discussions with Department Chair to address and support Bear Tracks and administrative options.

**MOTION (J Sousa):** That the Undergraduate Academic Affairs Council approve the suspension of admission/transfer to the Faculty of Education’s Bachelor of Education (BEd), Adult Education route, as submitted by the Department of Educational Policy Studies.

**Seconded:** B Stelmach, **Carried**

- J Sousa thanked Dr. Hickson and Waising Lam for their input into the preparation.
- This will also be going through Faculty Council and has been vetted by the Registrar’s Office and the Office of the Provost.
- This is deemed largely an administrative change and there is hope to complete a thorough program review over the next 5 years.

**NOTICE OF MOTION (B Smilanich):** Subsequent deletions of the Field Experience course, following the general term add/delete deadline, will be considered a Withdrawal (‘W’).

- B Smilanich explained that the occurrence is not seen often but very problematic when a student deletes the Field Experience course on multiple occasions. Once the placements have been made and a mentor teacher has agreed to have a student and then if the student begins the placement before deleting, it is harmful to school relationships and can also have an impact on school students and parents. Additionally, there are administrative cost implications and viable placements that could have been used by other students.
- Intentionally the language use of ‘normally’ is used because there is potential that a student could petition and have a third attempt, based on a case by case basis.
- In the two cases experienced over the past several years, it would have been in the students’ best interest to delete/withdraw before they were in the schools.
- The proposed wording has been vetted through the Registrar’s Office and may go through Provosts Office for input.
- B Hanson asked what percentage of students delete. B Smilanich averaged that there are 10 per year.
- B Dunn asked that work be done to clarify the wording. It was mentioned that the spirit of the motion will not change but the language may be updated before it is sent out in the next meeting package and that can be highlighted in meeting package.
- If a student withdraws more than twice on any course they cannot take the course again without appealing. However, deletes do not have these requirements. With a change to align with withdrawal policies, students will be able to appeal and explain why two attempts were not completed and why a third should be offered.

6. **Update Items from the Council membership**

- M Gravel shared ATA updates on research and publications available to members and mentioned a new Professional Development Survey Trends document.
- The ATA continues to offer PD workshops to students and teachers and members were invited to explore and book an ATA Workshop. A new publication, *A Principal’s Guide to Teacher Induction*, was highlighted.
- Beginning Teachers Conference for new to field and new to province is occurring September 24-26 in Edmonton and October 1-3 in Calgary. The Student Local Conference takes place September 25-26.
- Upcoming Conference for Administrators in Calgary will feature Pasi Salberg and David King.
- Council members were asked to promote the ATA Scholarships and Fellowships and brochures were distributed.
- New publications on GSAs and QSAs in Alberta Schools and a GSA Conference in collaboration with U of C.
- M Gravel brought a question from provincial council about a rumor about provincial diploma exams being needed for admission to U of A and C Hickson was able to confirm he was recently made aware of this circulating and recruitment staff will be debunking the myth at upcoming Counsellor meetings and during recruitment visits.
- L McGarvey confirmed that September 29th is the Education Electives Working Group next meeting.
- L McGarvey invited members to have departments speak to her when considering new certificates, as there are also multiple categories in the University Calendar.

**Reminder of Agreed Upon Future Agenda Items**

- October meeting: Review of UAAC Handbook, Director of Student Support presentation, Education Electives Working Group Updates and Updates from Provost meetings

**Potential Future Agenda Items**

- Office of Student Judicial Affairs

**Adjournment:** J Pegg moved to adjourn the September 24, 2015 meeting of Undergraduate Academic Affairs Council. Adjourned at 3:02 p.m.
1. Welcome, Introductions and Announcements
   C Hickson welcomed members and guest presenters and stated that it was good to see representation from every department at the meeting to be able to take meeting information back to departments and representative groups.

2. Approval of the Agenda
   MOTION (J McFeetors): To approve the agenda, as circulated.
   Seconded by: B Stelmach
   Carried

3. Presentation
   - Dr. Carley Christianson, Director of Student Support in the Faculty of Education and Dr. Michaela Kadambi from Clinical and Counselling Services provided a brief synopsis of short workshops they can offer to departments, and the ESA on varying topics related to mental health and student support.
   - Questions and discussion occurred. Topics covered included identifying students in need, need for services, and evidence of increasing need.
   - Potential initiatives to consider overwhelming workloads will be on a future agenda, as a discussion topic.
   - Members were invited to reach out when there is a need.
   - Presentation slides were shared with members after the meeting, via email.

4. Approval of the Minutes of September 24, 2015 (attached)
   MOTION (L McGarvey): To approve the September 24, 2015 UAAC Minutes.
   Seconded by: B Smilanich
   Carried

5. Calendar Change Documents (attached)
   - Editorial Calendar Changes:
     o Secondary Education – Education Chart 1 and 3 – changes to Science Majors and Minors, due to WGS course offerings – Motion: T Dust, Seconded: W Lam, Carried
     o Secondary Education – changes to Science Combined programs, due to WGS course offerings – Motion: T Dust, Seconded: W Lam, Carried
     o Secondary Education – Education Chart 1 and 2 – changes to Mathematics Major, CTS: Media (MDC) Minor, due to CMPUT course offerings – Motion: T Dust, Seconded: J McFeetors, Carried
     o Secondary Education – Education Chart 1 – English Language Arts – listing of Canadian Literature courses – Motion: T Dust, Seconded: J Sousa, Carried
     o Secondary Education – Education Chart 1 and 2 – Physical Education Major and Minor, addition of HE ED 220 – Motion: T Dust, Seconded: B Dunn, Carried
Other Calendar Changes:
- New Course EDPY 465 (note: updated versions of course description and KSAs)
  
  **MOTION (B Hanson), Seconded: B Smilanich, Carried**

  - Questions around standard practice of number of KSAs to be included in courses was raised. C Hickson mentioned that he did try to do some research about specifics. It was ascertained that the KSAs need to be viewed across the program as a whole. In Secondary the practice is that the course syllabus template states to include the KSAs that are included and to delete the ones that are not used. Mapping curriculum to KSAs is a long term project that has been started. J Sousa mentioned some form of explanation for the KSAs that are identified within a course would be desirable.
  - The *Handbook for Aboriginal Mentoring* was identified in the course outline and although C Weber-Pillwax could not attend, L McGarvey relayed message that she would like to speak with the instructor about the handbook.
  - It was clarified that the course is not identified as trying to fulfill an Education Elective but it does work as an option.
  - Clarification was provided that Education courses can be open to all students across campus, at the discretion of the department.
  - Definition requested around what makes an Education Elective versus other Education Options. Currently Education Electives can be any Education course, as there is not a current list of specific education courses from which students must choose. Open Options can be education or non-education courses. It was shared that this is the central topic the Education Electives Working Group is working on.

  - Calendar Section 73.2.3: Subsequent deletions of the Field Experience course, following the general term add/delete deadline, will be considered a Withdrawal (‘W’). (updated version attached)
    
    **MOTION (B Smilanich), Seconded: J Sousa, Carried**

- Calendar Production Information
  - C Hickson explained the timelines for production of the 2016-2017 Calendar and emphasized that this meeting is the final UAAC meeting for changes to be passed in order to proceed through the next stages of University Governance in time to appear in the final draft of the Calendar.
  - Members were asked to identify if any changes are coming during the meeting and provided an overview of the process for electronic voting that will be followed, if there are any further changes. As calendar changes need to be to governance by October 15th they need to be received as soon as possible.

6. Information items
- C Hickson introduced an updated version of the Faculty of Education Internal Calendar Change Request Form and sought input from the members.
  - Request to investigate whether “Early Implementation” is only for new course offerings.
- C Hickson UAAC Handbook
  - Question about having a representative attend on behalf of elected members was raised. C Hickson shared that it used to be that statutory members could also not send a representative and that the Terms of Reference were amended through Faculty Council.
  - The Modified Statement of Principles was approved in December 1996 and members were asked if they needed to be reviewed again. C Hickson asked if he could approach members to form a small group to begin review. W Lam asked if this could be looked at in consideration of the other Principles documentation that exists for the undergraduate program for alignment and updating to new agree upon principles.
  - L McGarvey offered to circulate the Undergraduate Teacher Education Program, Statement of Principles, included in the 2008 Vision and Curriculum Framework. *This documentation was shared with members, via email, after the meeting.*

7. Items for Discussion
- Program Renewal Work
  - Education Electives Working Group updates
    - First meeting September 29, 2015. W Lam is the ESA representative and C Weber-Pillwax is the representative for the IEC.
    - The meeting provided an overview of programs to understand models for Elementary and Secondary and the next step is to review the Statement of Principles and Vision and
Curriculum Framework to gain a sense of the curriculum framework components that are being addressed well and discover which require work. The working group will look at which courses address which components and will identify where there may be gaps.

- Set to meet every other week between now and February. Will continue to report back.
- B Stelmach mentioned that the Program 101 approach that L McGarvey started with was very helpful and C Hickson mentioned conversations have occurred to provide this overview to the UAAC membership.
- Discussion occurred around the timelines and it was identified that if a February deadline cannot be met there will be need to leave as an Education Option this year and a need to wrap up by April in order to get through calendar changes for the 2017-2018 calendar.
- T Dust asked why students in Secondary After Degree program can have less education courses than all other students require in their programs.
- J Sousa asked if milestones have been set and if there are plans to provide interim reporting to faculty or departments. L McGarvey agreed to add as an agenda topic for a future working group meeting and noted that there are currently action items and an end goal.
- C Hickson shared that last year he was charged with meeting with past Dean to ensure there is a written record of working groups and L McGarvey confirmed that there are meeting notes which are being shared and updated with working group members. There will be a collective written record.

- Program Issues
  - Provost meeting updates
    - L McGarvey met with the Provost and Deputy Provost and there were a number of issues that they raised around undergraduate programs. For example, low enrolment programs were discussed, in particular 9 of 10 Combined Degrees programs which have only 63 students in them. It was shared that this is being brought for awareness and there will be ongoing discussions.
    - There is a need to rethink and possibly reformat Combined degrees. It was deemed important to note that they are direct from high school entry and this can be an important decision that is difficult to make and follow through to completion for new students.
    - T Dust sat on combined degree Arts Music program and shared that at that time it was mentioned that they would be cheaper than having students on campus for a regular degree and an after-degree.
    - It was questioned why the BMus/BEd Elementary still an option when Elementary has restructured to no longer have minors. An explanation that the program is not suspended and discussion on the music focus courses occurred.
    - W Lam asked how combined degrees would be a budget issue if they accept the same students who would otherwise be education students. It was shared that many students get out of step with the timing of their program which may result in extensive advising, special exceptions and delays for degree completion.
    - The other issue was the number of sessional instructors used in the undergraduate programs. Education is third highest. There is need to review the number of undergraduate classes faculty are teaching. One concern was class size and it was noted that education strives to keep class sizes low and this has a correlation to the number of sessional instructors required to maintain the low class sizes.
    - It was asked if there are actions that need to be taken and it was noted that although nothing further was asked for at the meeting. R Wimmer and L McGarvey are providing an overview of the issues discussed by bringing topics up in applicable meetings for awareness and input, as they work towards formulating a response.

8. Reminder of Agreed Upon Future Agenda Items

- Potential presentations: Office of Student Conduct and Accountability, Office of the Registrar, Online Calendar
- Potential items added from this meeting: Discussions on potential initiatives in consideration of the overwhelming workloads and the health and well-being of undergraduate students; review of the UAAC Statement of Principles; Education Program 101.

Adjournment: J Pegg moved to adjourn the September 24, 2015 meeting of Undergraduate Academic Affairs Council. Adjourned at 3:17 p.m.
Undergraduate Academic Affairs Council
Thursday, November 26, 2015
1:30 – 4:00 pm
533 A Education South

Minutes

Present: C Hickson (Chair), H Kennedy-Plant (Administrator)
C Christianson, S Carr-Stewart (Alternate for B Stelmach), L Daniels, B Dunn, T Dust, W Lam, J McFeetors, L McGarvey, J Pegg, B Smilanich, C Weber-Pillwax

Regrets: D Chorney, M Gravel, B Hanson, L Shultz, J Sousa, E Steinhauer

1. Welcome, Introductions and Announcements
C Hickson welcomed members and introduced Sheila Carr-Stewart as the Alternate attending on behalf of Statutory Member Bonnie Stelmach and the Department of Educational Policy Studies. Around the table introductions occurred.

2. Approval of the Agenda
MOTION (L McGarvey): To approve the agenda, as circulated.
Seconded by: J McFeetors
Carried

3. Approval of the Minutes of October 8, 2015 (attached)
MOTION (W Lam): To approve the minutes, as circulated.
Seconded by: J Pegg
1 Abstention, Carried

4. Calendar Change Documents (attached)
   - Editorial Calendar Changes:
     o None
   - Other Calendar Changes:
     o None

5. Information items
   - Education Program 101 (attachment provides background information) L McGarvey, W Dunn
     o Presentation provided a brief overview of the Undergraduate Programs, focusing primarily on 4-year programs. L McGarvey presented the Elementary program and W Dunn presented the Secondary program.
     o Recent History of Program Revisions was highlighted from the 1990s through to 2014 and included the following points:
       1990s: Budget cuts in the mid-1990s led to a restructuring of programs in 1995 – 1997
       2006: Undergraduate Teacher Education Program Statement of Principles
       2007: Undergraduate Program Review Report
       2008: Curriculum Framework for B.Ed. Program
       2010: Curriculum Implementation Committee Report
       2012: New program for Fall 2013 start
       2013 (Spring): 7.3% Budget cut to Universities
       2013 (Summer): Revisions to ‘new’ program
       2014: Revised ‘new’ program
6. Items for Discussion
   - Program Renewal Work
     - Education Electives Working Group updates
       - No main theme or topic has been identified as an overall gap. Some topics require ongoing and long term work. Less gaps within curriculum component descriptions. There is no single course that could address gaps.
       - Work only based on course outlines. Started with course descriptions. May be that some gaps are actually taught but not included in course descriptions.
       - Inclusive education is taught as the special education component.
       - Long term, sustainable solution supportive of student program planning.
       - Rotating courses is not viable. Sustainability capacity needs to be considered.
       - Program planning may be limited if there are limited offerings of required courses.
       - Next steps include reviewing course descriptions and objectives for courses currently offered as Open Options/Electives. Examine potential contribution of individual faculty members expertise to the undergraduate program through required elective and optional courses.
       - Next working group meeting is December 8th. Meeting approximately every 3 weeks. Hope to have a decision to bring forward in time for next UAAC meeting.
       - T Dust mentioned that requirements for certification by Alberta Education is only *48 of education courses and our programs require students to have *54.
       - L McGarvey reminded members that this working group was charged with looking only at electives but much bigger and perhaps other issues may drive need for future UAAC working groups being struck.
       - C Hickson pointed out that we exceed minimum requirements and that there are trends across Canada to increase education course requirements, even seeing up to *60 credits.
       - L McGarvey noted the discussion is not about cutting back education courses but deciding which courses. There might be overlap or synergies in the courses.
       - There are institutions that require a degree before education training. It was mentioned that we should look at all possibilities.
C Weber-Pillwax asked about potential areas of future discussion. C Hickson explained that any member can send agenda item proposals.

**ESA Request**

- Ask for Professional Development sessions promotions and help to promote through teaching staff.
  - Seeking support to share slides with instructors to help disseminate via a power point slide with students in classes. Request help with succession planning and building awareness of volunteer and professional development opportunities to students.
- Several ESA members met with USS and explored avenues for promoting events and opportunities. The ESA hopes that departments can also help.
- C Hickson asked members how slides can be distributed. J Pegg asked to have promotions sent and they can then be distributed to Subject Area Coordinators who can then distribute to instructors.
- Agreement amongst Associate Chairs occurred and H Kennedy-Plant will send their contact details to W Lam in order for ESA to begin sending promotional requests for sharing with instructors.
- W Lam will occasionally send out slides and at times, videos.
- Associate Chairs could recommend that the materials be shared in class or on e-class, particularly when videos or lengthier promotions are to be shared.

7. **Update Items from the Council Membership**

   - **Adult Education**
     - C Hickson asked S Carr-Stewart to please share with department excellent work that J Sousa did on the Adult education work. It has now moved on successfully through University Governance.

   - **Calendar Change Request Form**
     - C Hickson
     - Edited form is now updated and online.

   - **Online Calendar**
     - C Hickson
     - The University is still moving ahead with an online calendar for 2016 and is working on phase 1 of a 3 phase project. A review and initial feedback on the Faculty of Education sections was sought by the RO and provided in a meeting with C Hickson and L McGarvey. The Calendar is organized differently and will not be including Calendar Sections. This initial phase is to create the foundation and with it comes the possibility to move technologies forward.
     - A suggestion was made that the calendar sections which are required to be shared in all courses outlines could be centralized and shared with Associate Chairs to ensure they are added to all course outlines.

   - **Academic Advisement (PeopleSoft Module) update**
     - C Hickson, H Kennedy-Plant
     - Moving ahead with a small pilot project for 2016-2017 admissions, GPRC and RDC, as they are very fixed and off campus. Not ready to go further yet, due to work that needs to be done centrally, i.e. course equivalencies.
     - Building of foundation will continue and updates will be provided to group once more details on decisions to move towards full implementation occur.

   - **Additional Updates from Membership, if any**
     - W Lam shared that there is now a full complement of 15 ESA members and it time to start succession planning with several ESA heading out to APT next term.
     - C Weber-Pillwax shared that IEC is focusing on calls to action and the TRC findings. L McGarvey encourages this to become an agenda item for future UAAC meetings.
     - C Hickson reminded departments of the standing invitation to invite C Christianson to present at Department Council meetings.

8. **Reminder of Agreed Upon Future Agenda Items**

   - **Potential presentations:** Office of Student Conduct and Accountability, Office of the Registrar - Online Calendar.

**Adjournment:** L Daniels moved to adjourn the November 26, 2015 meeting of Undergraduate Academic Affairs Council. Adjourned at 2:55 p.m.