

Department of Educational Studies
Department Meeting
Thursday, September 20, 2018 12:30 to 2:30 pm

Present: Mona Gleason (chair), Cash Ahenakew, Maria Angelica, Frank Bruckel, Jason Ellis, Gerald Fallon, Garnet Grosjean, Anke Grotlueschen, Erika Hughes, Mary Kostandy, Michael Marker, André Mazawi, Amy Metcalfe, Bathseba Opini, Carolina Palacios, Wendy Poole, Kapil Regmi, Sam Rocha, Leslie Roman, Shermila Salgadoe, Tom Sork, Alison Taylor, Wendy Trass, Jude Walker, Fei Wang, Taylor Webb

Regrets: Vanessa Andreotti, Michelle Stack, Rob Vanwynsberghe, Pierre Walter

1. Approval of agenda

The agenda was approved.

2. Approval of minutes (meeting of June 21, 2018)

The minutes were approved.

3. PDCE summer institute (Lynne & Vanessa 12:45)

PDCE are a service unit and ready to support the work of the Faculty of Education. They are working to incorporate the following three pillars into their work: inclusion, accessibility, and Indigeneity. Those involved in the Summer Institute should start thinking about how they can incorporate these pillars next year.

PDCE are revising the Summer Institute proposal system. Proposals will now be submitted on a single page document. PDCE will then work with the Department Head and Administrative Manager to arrange the budget.

4. Topics for discussion/decision

a. Head's report (Mona)

This month's report is divided into three sections: community news, ongoing developments and current issues. A few key issues are highlighted in the report. The remainder of this agenda item will be left open for questions.

Six Indigenous women will receive their doctoral degrees at the November convocation ceremony. This is evidence of what happens when we work across programs and pull together.

The department needs to think about ways we can incorporate Wendy Traas, Faculty of Education Library representative, in future department meetings.

Mona would like to recognize the work the staff puts into getting everything ready for the start of the term.

Dr. Sharon Stein will be joining the department in January as an Assistant Professor in Higher Education.

Course scheduling for 2019/20 is currently underway. Thanks to the programs and degree areas for their preliminary work. Mona and Shermila are drafting workloads for next year.

EDST has hired GTAs for courses with more than 35 students enrolled. This is a trial period and we shall see how it works. Approval from DNSO came late in the summer so it has been a challenge to set this up for the beginning of term. The department is still moving forward to assign GTAs for faculty members and sessionals teaching in TEO courses. Mona is trying to ensure there is a planful way of registering TAs for this year's courses. When this budget is renewed next year we will be thinking more clearly about a sustainable plan.

The department is contractually required to conduct peer reviews for sessionals. Thanks to those who have agreed to sit on peer review committees.

b. Graduate advisor report (Alison)

This year's Graduate Student Orientation was well attended. Thanks to Bernard, Claudia and GAAs who began planning Student Orientation Week over the summer. The department has four GAAs this year and they will be involved in a lot of committee work. They will also be busy planning events for students.

Thanks to Alex who is busy updating information on the website. If anyone comes across any out of date information/links please report it to Alex so she can amend it.

This year Alison will be on campus Tuesdays and Thursdays for Graduate Advisor work. If forms need to be signed, these are the best days to find her.

The department is currently accepting applications for SSHRC and affiliated awards. EDST will have a proactive approach to the awards this year. Second readers have been lined up and other faculty members have agreed to provide students with additional feedback on their applications. Another faculty member has hosted a workshop for students on award requirements as seen by members sitting on faculty review committees. Faculty members who have agreed to write reference letters for students have are reminded to submit these letters by the deadline.

c. Operations report – (Shermila)

The Operations Report was included in the meeting package. The bracketed amount in the actuals column is what the department has available to spend until the end of the fiscal year.

d. GAA report (Mary)

Mary thanked Bernard and Claudia for the orientation preparation work they carried out over the summer. Part of this year's orientation included a session for international students on what it means to study on Indigenous land. There was also a potluck event and a hiking trip for students

and faculty. Community building events such as these are open to all, please attend if your schedule permits.

The GAAs will be running several workshops this term, on topics such as communication and demystifying comps. The GAAs will also be pushing students to participate in department events. Student elections will also be launched shortly to establish student representatives in the different program areas. Please let Mary know if there are any other committees which require student representation.

Discussion:

Faculty members were supportive about the GAAs efforts to include more students on department committees, program areas, etc. They suggested that the GAAs consult the Terms of Reference to clarify any questions they have about the number of students allowed to participate in committees. They also said students who are not elected as program representatives are still more than welcome to attend the department meetings.

5. Update on consultation process for proposed *Procedures for the Peer Review of Teaching* (Tom & Jason)

Jason and Tom are revising and updating the department's peer review of teaching processes. Current procedures assume instructors are teaching face to face, when in fact many are teaching online or blended courses. We need a protocol for evaluating all modes of teaching. Jason and Tom have consulted with the MET, as they have done a lot of work on peer review principles for online teaching. They have also been in touch with the Faculty of Arts and have put together a draft document of procedures for peer reviews within EDST.

Jason and Tom presented their document to GPACC last week and it will be discussed at UPACC today. Feedback on the document is requested by the end of October. A final draft of the report will be brought forward for department approval early in the new year.

There is excitement amongst the departments in the Faculty of Education that people are coming together to discuss how peer reviews are conducted. EDST's work is now on the radar of DNSO and they have asked to see a final draft of the report.

6. UGCALE (Carolina)

The Undergraduate Certificate in Adult Learning and Education was approved in June with the first intake planned for September. A full description of the certificate can be found on the EDST and PDCE websites.

Carolina thanked Shauna for her initial work creating this certificate. Carolina took over the process when Shauna retired last year.

7. Room bookings & OPT designates (Shermila)

The department staff prefer that committee meetings are held in PCOH. The staff only have access to PCOH and Scarfe room booking calendars. If meetings are requested elsewhere eg. Orchard

House, the staff have to go through Scheduling Services to make the booking. This creates a lot of extra work for staff as the initial booking request can take upwards of 14 days to be approved. Catering cannot be arranged for locations outside of PCOH or Scarfe either.

Faculty are also reminded that, as PCOH is the home base for EDST, most courses are scheduled here. Please do not request that your classes are moved to other buildings. If you must change your classroom location please send your request directly to Shermila.

Faculty are reminded to appoint Shermila and Sophia as OPT delegates. As delegates, they will process your reimbursement requests online. These requests are forwarded to EDUC Finance, who will then contact you to approve it before it is forwarded to the Head. The online process is quicker than the paper method and you will receive your reimbursements much faster.

Discussion:

Some faculty members said it can be challenging to find spaces for meetings. Would it be possible to hold meetings in the 3rd floor student rooms, as these rooms are rarely occupied. The department decided against this as taking over student spaces could lead to negative issues. It was also pointed out that students often use these rooms after hours.

Another faculty member asked if it was possible to create room booking calendar that faculty could access online. Alternatively, would be possible to publish the room booking calendars on the website so faculty could see when rooms were available. Shermila will ask Alex to look into this.

8. Announcements

The EdD Institute will be held at St. John's College from October 12-14th. Please let Garnet know if you would like to attend. Mona will talk to Garnet about the possibility of letting non-EdD students attend. Extending invitations to PhD students could create more connections between the EdD and PhD programs. Inviting MEd students would also be a good way to build pathways into the EdD program.

If your students have yet to hand in their progress reports please encourage them to do so. Supervisors should go through their student lists and follow up with anyone who has yet to submit their report.

The visiting scholars Dr. Anke Grotlueschen and Dr. Frank Bruckel were introduced to the faculty. Anke joins the department from the University of Hamburg, where she does a lot of work in adult literacy and policy in Germany. She will be delivering a seminar entitled "Political Efficacy and Social Trust" on September 25th which all are welcome to attend. Frank joins the department from Switzerland and his work focuses on leadership for school improvement. This is a multi- country venture and he is already in talks with PDCE. Frank will be with the department for the next year. Please stay tuned for his seminar announcements.

The Faculty of Education Library, in line with UBC library policy, will be extending loans periods to the full term for faculty. This is also the year of service assessment for the library. Please complete the online library survey and provide any suggestions as to how the library can better support the Faculty of Education. Faculty members should also note the library discussion thread is not

included in Canvas shells. However, Canvas does have video links clarifying commonly asked questions. If students or faculty have specific questions they will need to contact the library directly.

9. Forum Discussion

Mona would like to make "Forum Discussion" a standing agenda item. There are lots of discussions people are having that should take place in a larger space. The department is not used to having the space to share these topics and Mona would like that to change. If EDST is to build a strong community of scholars it needs to have a space to raise important issues. Mona would like conversations to happen organically but is open to the idea of receiving topics from the department ahead of time.

A faculty member recently had a student signal they were in distress. Can we have someone from Counselling Services speak to the department again? Yes, the department will invite someone to come back and speak to everyone about this important issue.

Application Trends

Alison and Sandy are compiling data on application trends over the past five years for GPACC. They are primarily looking at the number of applications, acceptances and deferrals. This will help identify areas on which the department needs to focus e.g. if application numbers are low we should reevaluate recruitment practices. This information will be shared with the program coordinators as it will be useful for the department's self-study next year.

The Faculty of Education Strategic Plan will be published shortly. The department should see what it contains and how best EDST can respond. This will also be useful for next year's self-study as it will allow EDST to nest the self-study within the strategic plans of the faculty and university.

Discussion:

It was pointed out that G+PS tracks application information and it is available on their website. The department should contact them to see where they are pulling this information from and how EDST can get a copy of it.

Community Building:

A faculty member mentioned how the department struck an informal art committee when it first moved into PCOH. Nothing came of this but it is something the department could try again.

The department can also try hosting events in which everyone would like to participate. EDST used to hold a Friday Seminar Series, this could be brought back. It could also be an opportunity to showcase student research. The GAAs already hold a lot of events where students present their research. Faculty should attend those events to support the students. The GAAs are also planning joint social events with SCPE and LLED in the near future. Faculty members should try hosting more events for students e.g. coffee and donuts or wine and cheese gatherings. The Higher Education Research Group also holds events which could be another opportunity to have cross discussions with the rest of the department.

One faculty member pointed out that it is very affordable to hold events for students. PCOH rooms can be booked for students to deliver presentations and then everyone can go for drinks afterwards. SCPE has quite a small budget but they will be holding a social event this term which everyone is welcome to attend. If all goes well, they will hold three or four similar events this year.

Mona stressed that these community building events must be coordinated carefully so people do not feel overwhelmed with the number available. There may be some events that are only for students, while others may be open to both students and faculty. Faculty are encouraged to coordinate events with the GAAs whenever possible.

Meeting adjourned at 1:47pm