Regular Meeting of Faculty Board  
Vernon Ready Room  
Wednesday, April 16, 2014  
1:00 pm

Prior to the meeting Jill Scott (Vice-Provost, Teaching and Learning) spoke about the Teaching and Learning Action Plan. On April 22, 2014 it was circulated to EDNEWS. Here is the link:  

M I N U T E S


1. Adoption of the Agenda.
   Moved by Ms. A.M. Hill
   Seconded by Ms. Hutchinson
   That the Agenda as circulated be adopted.
   Carried.

2. Approval of the Minutes of Faculty Board meeting held Wednesday, February 19, 2014
   Moved by Ms. Laverty
   Seconded by Ms. Luce-Kapler
   That the Minutes of the meeting of Faculty Board held February 19, 2014 be adopted as circulated.
   Carried.

   None.

   None.

5. Chair's Remarks.
   None.
6. Reports.

6.1 Report of the Acting Dean, Ms. Luce-Kapler  
(See Appendix A, below)

6.2 Report of Associate Dean, Undergraduate Studies, Mr. Chin  
(See Appendix B, below)

6.3 Report of Acting Associate Dean, Graduate Studies and Research, Mr. Klinger  
(See Appendix C, below)

7. Motions.

7.1 Moved by Mr. Pyper  
Seconded by Ms. Mackey on behalf of the BEd/DipEd Programs, Admissions, and  
Awards Committee  
That, the Grading and Appeals policy (4.0) be amended as follows:

Grading and Appeals
4.0 It is the responsibility of each course or section instructor to report electronically  
final grades (in a manner prescribed by the Faculty Registrar) within 10 calendar  
days of the last day of the session. The only exceptions to this shall be those courses determined  
as such by Faculty Board.

Carried. (unanimously)

8. Reports of Standing Committees, Delegates, Coordinators.

8.1 BEd/DipEd Programs, Admissions, and Awards Committee.  
(See Appendix D, below)

8.2 Appointments Committee.  
No Report.

8.3 Good and Welfare Committee.  
No Report.

8.4 Nominating Committee.  
No Report.

8.5 Renewal, Tenure/Continuing Appointments, Promotions Committee.  
No Report.

8.6 Strategic Planning Committee.  
Ms. Laverty reported that the Strategic Planning Committee is conducting a strengths-  
weaknesses-opportunities-threats (SWOT) analysis of the current environment at the  
Faculty of Education. We will use this information to draft an updated Strategic  
Framework to provide directions for the next year once it has been reviewed and  
approved by Faculty Board.
8.7 Coordinator of Continuing Teacher Education.
No Report.

8.8 Coordinator of the Queen’s-Trent Concurrent Teacher Education Program.
(See Appendix E, below).

8.9 Coordinator of the Aboriginal Teacher Education Program.
No Report.

8.10 Coordinator of the Community Outreach Centre.
No Report.

(See Appendix F, below).

8.12 Senators.
Ms. Christie reported that Provost Harrison has recently appointed special task forces for
topics that are clearly under the jurisdiction of Senate (i.e. Task Force on Teaching and
Learning and the Student Enrollment and Planning). The Provost assured Senate that
recommendations developed by these Task Forces will be brought to Senate for approval.
Senator Christie believes that committees tasked by Senate would develop very different
recommendations than task forces hand picked by the Provost.

8.13 Student Society Reports.
Ms. Lockwood reported on the following Education Student Society items:
The B.ED Formal will be taking place on Thursday April 24th at the Four Seasons. We
have been selling tickets and there is a good turnout expected.

Next, a number of really successful workshops offered by the ESS have taken place. The
last medicine wheel workshop was very popular. The second Tribes weekend took place
and we heard good feedback. The third OFSAA coaching workshop will take place on
main campus on the 19th.

Lastly, our meetings have been spent mostly on making amendments to the constitution.
A constitutional review committee motions for the changes to be made and we have
simply been discussing them and voting on them.

8.14 Staff Representative Reports.
Ms. Arnold reported that Ms. Brown had reported at the recent Staff Meeting and they
were looking forward to doing it again.

8.15 Miscellaneous oral reports.
No Reports.

9. Question Period.
Ms. MacEachren noted that she had asked before about what had happened to the pictures in
Student Street.
Ms. Luce-Kapler noted that she is looking into alternatives as the pictures did not indicate where
people were located. She is going to discuss the possibilities with Ms. Arnold.
10. Good and Welfare.
   No Items.

11. Adjournment.

   On motion by Mr. Chin the meeting adjourned at 1:50 pm.

John Kirby    Bonnie Knox
Chair     Secretary

THE NEXT MEETING OF FACULTY BOARD will be held in the Vernon Ready Room on
Wednesday, May 14, 2014 at 1:00 pm. Items for the Agenda should be given to Ms. Knox in Room
A201 no later than 3:30 pm on Thursday, May 7, 2014.
APPENDIX A

Dean’s Report to Faculty Board

April 16, 2014

We have a new staff member, Stacey Boulton who is replacing Erin Wicklam while she is on maternity leave.

1. Review of Administrative Staffing at the Faculty of Education
   - Phyliss Watt is now processing all travel advances and reimbursements as well as cheque requisitions and this new model seems to be working well

2. Extended BEd Program Approval
   - Our proposal was approved by Senate and is now scheduled for implementation in 2015

3. School of English (SoE)
   - The School of English administrative staff moved to Duncan McArthur Hall in March and is working to bring its programs here as well. They will primarily use A243 – Akwe:kon Room

4. e-Services Review
   - e-Services support requests should be sent to edhelp@queensu.ca
   - You can still call 36722 for urgent issues but an emailed request helps us to prioritize non-urgent requests.
   - This will now be the primary support email address and the only one that is monitored daily.
APPENDIX B
Associate Dean Undergraduate
April 16, 2014 report

1. The initial proposed workload letters have been distributed to faculty and continuing adjuncts. This letter signals a continuation of conversations about individual workloads so that the final workload proposal can be distributed before May 30. The workload letters should indicate a change… that the PROF 170 will be scheduled for Mondays in 2014-15 rather than the current Wednesday slots.

2. I went with Lindsay Morcom to Sault Ste. Marie to meet with the directors of two of our community-based ATEP sites. We have started conversations about what the part-time pathway could look like within the new extended B.Ed./Dip.Ed. requirements.

3. As a heads up, cafeteria service on West Campus is scheduled to end on Friday, April 25… even though we have 4 more days to our program.
APPENDIX C

Associate Dean of Graduate Studies and Research Report
FACULTY BOARD, April 16, 2014

Graduate Studies

Applicant Numbers in Graduate Programs for 2014/2015

<table>
<thead>
<tr>
<th>Program</th>
<th># of Applicants</th>
<th># of Offers</th>
<th>Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>32</td>
<td>13</td>
<td>30 full time, 2 part time</td>
</tr>
<tr>
<td>M.Ed.</td>
<td>84</td>
<td>33</td>
<td>74 full time, 10 part time</td>
</tr>
<tr>
<td>M.Ed. AWIES</td>
<td>2</td>
<td>2</td>
<td>All part time students</td>
</tr>
</tbody>
</table>

Graduate Diploma in Professional Inquiry (GDPI)
- At this time we have 6 completed applications and have others in process. Admissions have been extended until May 15.

Professional Master of Education Degree (PMOE)
- We have received the External Reviewer’s report and have drafted a response. Overall, the review was very positive. I want to thank all of those who took time to participate in the review.

Research

Our Faculty of Education was very well represented at AERA and will also be very well represented at CSSE this year.

I just want to take a few minutes to acknowledge the efforts of our graduate students over the past few months.
- Jeffrey McCormack won the Christopher Knapper Award for Teacher Assistant Excellence given by the Alma Mater Society.
- Education had 2 finalists in the 3 Minute Thesis completion – Paul Vernon and Lorraine van Zon.
- Adelina Valiquette, Ayca Toprak and Andrea Palmay have won a CGS award at the master’s level. We have not yet heard about the Ph.D awards.
- Stefanie Sebok, Jessica Chan, and Lindsay Heggie used their Rosa Baier and Luis Bruno Award to Promote Self-care and Personal Well-being among Graduate Students in the Faculty of Education.
- Upcoming, Marcea Ingersoll has organized a writing bootcamp for graduate students in May.
- Chi Yan Lam has won the Rose Freeman Teaching assistant award.

Lastly, The Rosa Bruno-Jofré Symposium on February 28 was a great success. The students did a fantastic job organizing presentations, discussants and the symposium as whole. This event has become a real showcase for our faculty.
APPENDIX D

April 09, 2014

B.Ed/Dip.Ed Programs Admissions Awards Committee
Report to Faculty Board for Wednesday April 16, 2014

1. An Admissions Subcommittee has been created to work with issues relating to B.Ed admissions – for example, PSE reading protocols and guidelines.
2. An Appeals Subcommittee was created last Fall and has been working on various student appeals regarding program status.
3. For the new 4-semester B.Ed program; work on the “Summer 2” courses, course contents, etc. is slated to begin in June.
APPENDIX E

April 17, 2014 – Report to Faculty Board
Submitted by Fiona White, Coordinator, Queen’s-Trent Concurrent Education Program

- We currently have 31 accepts for September 2014, with a target of 90 students. This is comparable to the rate of accepts we had last year. Our last few offers will go out early May, and we will participate in the May 3 Open House at Trent.
- The 2014-2015 CESA executive has held their first meeting, and is planning the introductory social event for first years to take place at the end of the orientation week in September.
- CESA also is well under way with the planning for their fall conference, to take place on Saturday, September 27. They have expanded the committee to include other undergraduate students from Trent who are in the teacher education stream, and with cooperation from the Trent School of Education and Professional Learning, will be able to better advertise the conference outside of our program. This will ensure that the conference can continue as an annual event, even with our smaller student population. They have established their ongoing name for the conference as the Trent Conference on Education, with the theme this year of B.Edvolution.
- Queen’s-Trent Joint committee will be meeting in July. Discussions will include plans to ensure that our students continue to receive support from our office as our student population diminishes.
- Ashley Neale, who graduated with her B.Ed. from our program last year and is pursuing a graduate degree in History at Trent this year, was just awarded the Trent prize for Teaching Assistants for 2014.

Fiona White
Program Coordinator
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APPENDIX F

Faculty of Education, Queen’s University
Education Registrar’s Report to Faculty Board (16 April 2014)

2014-15 BED/DED Program Admissions

- Offers of admission for the Consecutive Education, including ATEP Community-based and Queen’s-Waterloo Joint Program, were made on April 1. The offer response deadline was April 15.
- Based on recent experience with offer acceptance and subsequent registration, we went out strong with the initial round of offers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Concurrent</th>
<th>Consecutive</th>
<th>Total</th>
<th>Projected Sept. Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary-Junior</td>
<td>87</td>
<td>352</td>
<td>439</td>
<td>400</td>
</tr>
<tr>
<td>Intermediate-Senior</td>
<td>126 (incl. 7 Queen’s-Waterloo)</td>
<td>188</td>
<td>314</td>
<td>280</td>
</tr>
<tr>
<td>Technological Education</td>
<td></td>
<td>22</td>
<td>22</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>213</td>
<td>562</td>
<td>775</td>
<td>700</td>
</tr>
</tbody>
</table>

- A breakdown of Intermediate-Senior teaching subjects acceptances will be available at the front desk of Student Services early next week.
- The offer acceptance rate was as forecast in the yield model and provides us with an attrition buffer (10%) over the summer.
- We are now following-up with those who have accepted our offer to get the deposit paid and have them register for Practicum, and with ATEP community-based offered candidates who have not accepted. Due to the decrease in Consecutive on-campus enrollment for 2015-16, deferrals will only be granted for medical/compassionate reasons.