QUEEN'S UNIVERSITY
FACULTY OF EDUCATION

Regular Meeting of Faculty Board
Vernon Ready Room  Wednesday, June 11, 2014  1:00 pm

MINUTES

(Chair), D. Klinger, B. Knox (Secretary), C. Laverty, R. Luce-Kapler, Z. MacEachren,
A. Mackey, A. Martin, J. McDuff, L. Morcom, J. Prenevost, J. Pyper, B. Reed, M.
Sayers, A. Solar, and F. White.


1. Adoption of the Agenda.

Moved by Ms. Deir
Seconded by Ms. Hill
That the Agenda as circulated be adopted.

Carried.

2. Approval of the Minutes of Faculty Board meeting held Wednesday May 14, 2014.

Moved by Ms. Morcom
Seconded by Ms. Hill
That the Minutes of the meeting of Faculty Board held May 14, 2014 be adopted as
circulated with the following friendly amendments:
Mr. Christou and Ms. Solar were also present and item 7.5 the recipient of The OECTA
Award is Erin Bibby (not Libby as noted).

Carried.


None.


None.

5. Chair's Remarks.

Mr. Kirby thanked everyone for the past 4 years – with one off when Mr. Egnatoff was
Chair. He also thanked everyone for their cooperation during meetings enabling him to
move them along quickly.
6. Reports.

6.1 Report of the Acting Dean, Ms. Luce-Kapler
Ms. Luce-Kapler noted that this would be her last Faculty Board meeting as Acting Dean and thanked everyone for this support over the last six months. (See Appendix A below for report).

6.2 Report of Associate Dean, Undergraduate Studies, Mr. Chin
No Report.

6.3 Report of Acting Associate Dean, Graduate Studies and Research, Mr. Klinger
Mr. Klinger noted this would also be his last Faculty Board meeting as Acting Associate Dean and thanked everyone. (See Appendix B below for report).

7. Motions.

7.1 Moved by Mr. Pyper
Seconded by Ms. Mackey on behalf of the B.Ed/Dip.Ed Programs, Admissions, and Awards Committee
That, effective for the 2014-15 Academic Calendar, the following course be made into a single PJIS course;

FOCI 243/3.0 Environmental Education (PJIS)
Focuses on enhancing candidates’ understanding and appreciation of the natural environment as a classroom, increasing their knowledge of ecological issues and problems, and investigating ways to approach environmental studies both in and outside the regular classroom. Themes may include habitat investigations, conservation, and schoolyard naturalization. Exploration of existing environmental programs and resources using hands-on approaches will be included. This course includes a field camp (attendance required).

FOCI 240 (PJ) and 241 (IS) will remain in the course catalog for future use.

Carried.

7.2 Moved by Mr. Pyper
Seconded by Ms. Mackey on behalf of the B.Ed/Dip.Ed Programs, Admissions, and Awards Committee
That, effective for the 2015-16 Academic Calendar, the following course be approved and added to the pre-service program:
New course: FOCI 216/3.0 Museum and Gallery Education (PJIS)
This course introduces teacher candidates to the principles and practice of museum and gallery education. In cooperation with the staff of the Agnes
Etherington Art Centre, candidates will explore in-situ guided viewing strategies, studio-based application activities, and curriculum planning in a wide variety of institutional settings.
(See Appendix A, of the Agenda for this meeting)

Carried.

7.3 Moved by Ms. Martin
Seconded by Ms. Solar on behalf of the Nominating Committee

That, the nominations and elections procedure be revised for purposes of clarification and to allow for electronic communication, as appropriate.

The following procedures are to be followed for the purposes of nominations and elections of members to Faculty Board Standing Committees and Education faculty representation on Senate.

(a) A list of eligible voting staff and faculty members of Faculty Board will be drawn up and published.

(b) A request for nominations will be sent first via the Education Faculty Board listserv (edfb-l@queensu.ca) and the Education Staff listserv (edstaff@lists.queensu.ca). The e-mail will also contain: the purpose of the committee; the number and distribution of members; the deadline for the receipt of nominations; and an embedded and attached copy of the nomination form. Normally, the length of time allowed to receive nominations will be no longer than two weeks.

(c) Nominations will require the name and signature of both the nominee and nominator and date of submission. By signing or by receipt of some documentation, the nominee agrees to let her/his name stand.

(d) All nomination forms must be submitted to the Faculty Board Secretary by the stated date and time.

(e) For the Appointments Committee and the Renewal, Tenure/Continuing Appointment and Promotion Committee, the Chair of the Nominating Committee or a delegate, shall review the nominees to ascertain who are members of the bargaining group, as stipulated in those committees’ mandates.

(f) Names of all nominees received shall be announced by email on the workday following the closing date. For the Appointments Committee and the Renewal, Tenure/Continuing Appointment and Promotion Committee, nominees who are
members of the bargaining unit and those who are not will be identified, as per those committees’ membership requirements.

(g) Names of all nominees will be distributed to Faculty Board.

(h) If an election is required, it will occur by means of a ballot sent to all eligible voting members. Such members will receive their ballots five working days in advance of the end date of the election period. Members must return ballots to the Secretary of Faculty Board on or before a specified date and time.

(i) For elections for membership to the Renewal, Tenure/Continuing Appointment and Promotion Committee and the Appointments Committee, ballots will be distributed to members of the bargaining group as stipulated in those committees’ mandates.

(j) Ballots will be put into a ballot box. Ballots will be counted on the day following the election, and in the presence of the Chair of the Nominating Committee and the Secretary of Faculty Board.

(k) Results of the election will be posted on the Faculty Board listserv and the Staff listserv and then formally reported at the next Faculty Board meeting.

(l) In the case of a tie, i.e., when nominees receive the same number of votes, the nominees will be so informed. A second vote will be held between the tied nominees using the ballot procedures.

(m) In the case of a continued tie vote, the Chair of Faculty Board will cast the deciding ballot.

Carried.

8. Reports of Standing Committees, Delegates, Coordinators.

8.1 BEd/DipEd Programs, Admissions, and Awards Committee.  
(See Appendix C below for June Report)  
(See Appendix D below for Annual Report)

8.2 Appointments Committee.  
No Report.

8.3 Good and Welfare Committee.  
No Report.
8.4 Nominating Committee.

Ms. Martin reported the following:

At the Faculty Board meeting of June 11, 2014, the following were acclaimed:

Strategic Planning Committee
John Freeman
Jamie Pyper
Cory Laverty
Jessica Della-Latta

Good and Welfare Committee
Joan McDuff

Nominating Committee
Andrea Martin
Liying Cheng
Angela Solar
Bonnie Knox

Graduate Studies and Research Committee
Marlene Sayers

B.E./DipEd Programs, Admissions, and Awards Committee
Allison Mackey

Chair
Ann Marie Hill

Vice-Chair
Chris DeLuca

PAAC membership is presently under review. Therefore the call for nominations for PAAC has been put on hold.

Previously acclaimed at the May 14, 2014 Faculty Board Meeting were the following:

Renewal, Tenure/Continuing Appointment and Promotion Committee
Rosa Bruno-Jofré
Derek Berg
Ann Marie Hill
Azza Sharkawy
Modified Appointments Committee
Cathy Christie
Amanda Cooper
Chris De Luca

Term Adjuncts Appointments Committee
Ellie Deir
Joan McDuff
Fiona White

A sincere thank you to all who agreed to serve on the various committees.

Respectfully submitted,
Andrea Martin

Subsequent to the Faculty Board meeting Ted Christou, Don Klinger, and Elizabeth Lee agreed to serve on the Graduate Studies and Research Committee effective July 1, 2014. Due to the timing of these nominations, this will be confirmed at the October Faculty Board meeting.

8.5 Renewal, Tenure/Continuing Appointments, Promotions Committee. (See Appendix E below for Report).

8.6 Strategic Planning Committee. (See Appendix F below for Report).

8.7 Coordinator of Continuing Teacher Education. (See Appendix G below for Report).

8.8 Coordinator of the Queen’s-Trent Concurrent Teacher Education Program. Ms. White reported the following:

- We have 84 students accepted for our incoming class.
- Advising session for these students will take place June 14, as part of Trent’s New Student Orientation.
- Placement arrangements for 2014-2015 are going well.
- The planning for the CESA conference for September 27 is well under way.

8.9 Coordinator of the Aboriginal Teacher Education Program. (See Appendix H below for Report).
8.10 Coordinator of the Community Outreach Centre
No Report.

(See Appendix I below for Report).
Mr. Kirby thanked Ms. Mackey for all of her hard work during Mr. Burge’s absence.

8.12 Senators.
No Report.

8.13 Student Society Reports.
No Report

8.14 Staff Representative Reports.
No Report.

8.15 Miscellaneous oral reports.
Mr. Christou thanked Ms. Luce-Kapler and Mr. Klinger for their work over the past six months. He also thanked Mr. Elliott for bringing the School of English and their students to the faculty (and Cheeky Chips). Ms. Luce-Kapler thanked Mr. Kirby for his long service and short meetings.

9. Question Period.
Ms. MacEachren asked when the photocopier in the Tech wing moved with Ms. Watt if there would be another one in its place? Ms. Luce-Kapler replied that she didn’t know but would find out.

10. Good and Welfare.
No Items.

11. Adjournment.

On motion by Ms. Hill, the meeting adjourned at 2:00 pm.

John Kirby
Chair

Bonnie Knox
Secretary
APPENDIX A

Dean’s Report to Faculty Board

June 11, 2014

Welcome
- Adam Boisvert, a recent St. Lawrence grad, is now providing front-line service in e-Services. Service is available by calling 36722 or emailing edhelp@queensu.ca
- Stephen Elliott will return as Dean on July 1, 2014

Best Wishes upon Retirement
- Today we are recognizing the years of contribution and service to the Faculty by:
  - Val Archibald
  - Pam Dawson
  - Larry Deir
  - Pat Deir
  - Skip Hills
  - John Kirby
- We hope you will join us at the retirement event this afternoon in the Library at 3 PM

Renovations
- Construction to renovate the Student Services office will begin very soon to ensure it is ready for September. The new space will house the staff of the former Registrar’s Office as well as Education Career Services.
- Phase Two of the renovation will be the remodeling of A101 to accommodate Bonnie Knox and Phyliss Watt who will be in the new “go to” place for faculty support
- Staff from both of these offices will be temporarily relocated to vacant space on the second floor

Media Relations
- Vicky Arnold was successful in getting our new graduate and undergraduate programs profiled in “Perspective Kingston 2014” an insert that will appear in The Globe & Mail at the end of June

Convocation
- The Faculty had two successful convocation ceremonies on June 4
- Our honorary degree recipient Carolyn Acker gave a presentation that was very well received
APPENDIX B

Associate Dean of Graduate Studies and Research Report
Faculty Board, June 11, 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>10 domestic, 3 visa</td>
</tr>
<tr>
<td>M.Ed.</td>
<td>96</td>
<td>38</td>
<td>6 part time, 32 full time</td>
</tr>
<tr>
<td>M.Ed. AWIES</td>
<td>2</td>
<td>1</td>
<td>1 domestic</td>
</tr>
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Professional Master of Education Degree (PME)
- Our professional Master’s program was approved by Senate and has been forwarded to Quality Assurance and Government.
APPENDIX C

Faculty Board June 11, 2014 meeting
PAAC report
(by Dr. Jamie Pyper, Chair PAAC)

1. PSE: A study has begun to inquire into the scores and acceptances of incoming B.Ed./Dip.Ed. applications. The purpose of the study is to look for patterns in the rankings and PSE reader evaluations, and explore the nature of the PSE reading process and its outcomes.

Potential report date to PAAC is this summer – initial results intended to be presented at a conference in July. Results will be used by the PAAC Subcommittee (Admissions Subcommittee) as it works to update the B.Ed/Dip.Ed application information and PSE prompts, and ultimately to improve the application ranking and PSE reading evaluations.

2. A “Summer 2” planning subcommittee has been created. Additional members from the Faculty body will be invited when needed for advice and support. This subcommittee is responsible for putting the details to the “Summer 2” (the second May to August term of the new four-term program starting in May 2015) program – courses, timing, relationship to other B.Ed/Dip.Ed program components, etc. This subcommittee will report to PAAC by its December 2014 meeting.

3. As Chair of PAAC this year, I am taking this opportunity to publicly thank all the members of the Programs Admissions Awards Committee for their time and efforts in furthering the work of PAAC. Their efforts have been essential to the committee’s ability to function and be productive, and my ability to chair and enjoyment of being Chair. Thank you very much.

The member for this past year are: Angela Solar (Secretary for this year), Richard Reeve (elected), Don Klinger (elected, then Dean’s Delegate as Assoc Dean Graduate Studies), Peter Chin (Assoc. Dean Undergraduate Programs), Allison Mackey (Registrar: Education), Tammy O’Neil (Practicum Manager), Joan McDuff (PJ Coordinator), Alan Wilkinson (IS Coordinator), Ellie Deir (PROF 190 Coordinator), Tom Russell (PROF 191 Coordinator), Andrea Martin (Electives Coordinator), Jenny Lee (Staff Member), Cedar Lockwood (ESS Rep.), David Wiercigroch (CESA Rep.).
APPENDIX D

B.Ed./Dip.Ed. Program Admissions Awards Committee
Standing Committee Annual Report to Faculty Board
Queen’s Faculty of Education
Approved by Faculty Board 17-5-12

Date of Report: May 29, 2014

Terms of Reference:
4.1 Professional Studies Committee
4.1.1 Terms of Reference
The Professional Studies Committee has the following responsibilities:

4.1.1.1 to advise on matters relating to the curriculum and overall structure of programs leading to the Bachelor of Education degree or the Diploma in Technical Education, and programs offered for continuing education of the education community at large;

4.1.1.2 to recommend minimum academic standards for the attainment of the Bachelor of Education degree and the Diploma in Technical Education and for programs and courses offered for the continuing education of the education community at large;

4.1.1.3 to make procedural and substantive recommendations regarding the addition or the deletion of courses and programs leading to the Bachelor of Education degree and the Diploma in Technical Education or of courses and programs for the continuing education of the education community at large;

4.1.1.4 to advise on matters relating to the continuing education of those involved in the teaching function both within and without the recognized education community and to recommend procedures for the dissemination of information to the education community at large regarding current program offerings and professional services available;

4.1.1.5 to recommend recipients for student awards in the Bachelor of Education degree, Diploma in Technical Education and Continuing Education programs;

4.1.1.6 to advise on matters relating to student teaching;

4.1.1.7 to recommend guidelines and policies for admission to all Faculty programs, except programs in the School of Graduate Studies and Research;

4.1.1.8 to advise, when requested, on the interpretation of the guidelines and policies for admission that have been approved by Faculty Board for all Faculty programs, except programs in the School of Graduate Studies and Research; and

4.1.1.9 to strike, when deemed necessary, temporary working groups charged with specific responsibilities, which will advise and make recommendations to the Professional Studies Committee.

4.1.2 Membership
The Professional Studies Committee consists of four elected faculty, the five Course Coordinators (PJ, IS, Electives, PROF 190 & PROF 191), the Practicum Coordinator, two pre-service student members (elected by the student associations, one from the Concurrent Education Student Association and one from the Education Student Society), one staff member and, as ex officio members, the Dean and the Faculty Registrar.
Membership
Elected;
J. Pyper (2014) Chair
A. Solar (2016) Secretary
R. Reeve (2016)
D. Klinger (2014) (elected, then Dean’s Delegate as Assoc Dean Graduate Studies)
Appointed re: other Faculty position of responsibility;
P. Chin Assoc. Dean Undergraduate Programs
A. Mackey Registrar (Education)
T. O’Neil Practicum Manager
J. McDuff PJ Coordinator
A. Wilinson IS Coordinator
E. Deir PROF 190 Coordinator
T. Russell PROF 191 Coordinator
A. Martin Electives Coordinator
J. Lee Staff Member
C. Lockwood ESS
D. Wiercigroch CESA
(D. Klinger) The Dean or the Dean’s Delegate

Documents and Reports and important changes.
Any reports and documents relevant to the PAAC will be available in the INET-FB Faculty Board Intranet D2L space.

1. Ancillary Fees Policy, Request/Reporting Form
2. Fitness to Teach Guidelines – in development
3. Course Outline Template updated
4. B.Ed./Dip.Ed. student exit survey June 2013
5. Grading Policy change (to include 4.1 “Outstanding”)
6. Updates/New Courses:
   a. New B.Ed./Dip.Ed. program (4 term program)
   b. Native Studies as a teachable subject
   c. FOCI Museum and Gallery Education
   d. Revisions to CONT 510
   e. FSL part 1 (for B.Ed. students)
   f. In-Faculty & Practicum timing changed to 5-6-4 for the Fall 2014.
   g. FOCI 243/3.0 Environmental Education (PIJS) (combined into one course)

Report on Goals for the Past Year
Goals from last year:
1. To refine Alternative Practicum forms: To identify a clearer definition of “high risk” activity Candidates self-select this category and may not consider some activities to be “high risk”. The
intention is to add a spot for next year on the online form for the Alternative Practicum for candidates to provide more details about proposed and actual activities.

Report: A new field for a ‘synopsis’ of the Alt Prac experience the teacher candidate is arranging has been added. Further additions, specific to ‘high risk’ activities are in development. This has become an ongoing consideration because the practicum is undergoing further revisions in response to the new B.Ed./Dip.Ed program. This will be identified as a goal for next year.

2. To develop a template for consistency in format for proposing new courses

Report: The course proposal template was developed and is posted in the INET-FB Faculty Board Intranet D2L space.

3. To rename the Professional Studies Committee to The BEd/DipEd Programs, Admissions and Awards Committee

Report: Completed.

4. To request the Nominating Committee, on behalf of Professional Studies to clarify the procedure for course proposals. Who can propose a new course? What is the procedure? The process is unclear, as is the timing: when do new course proposals need to be received by PSC in order for them to be offered in the next school year?

Report: The “New Undergraduate Course Addition Request Form” is posted in the D2L Intranet space. Timing and application deadlines is still in development. This issue became a secondary priority given the work that was immediately required for the new B.Ed./Dip.Ed. program. This will be identified as a goal for next year.

5. To support the Dean and his committee on the design of the new extended Bachelor of Education program and all its program components.

Report: The new B.Ed./Dip.Ed program (4 terms) has been created and approved. The details of the two summer components of the program are now being created by subcommittee. A subcommittee is currently working on the details for the “Summer 2” component.

In Summary: In relation to the goals of the Strategic Framework, PAAC outcomes for this past year have furthered the goals of 3) Innovation and Integration (with the new B.Ed/Dip.Ed program, new courses, and updates to courses), 4) Researched Focused (a study of PSE reading and evaluating is currently underway – PI is Don Klinger, and the B.Ed/Dip.Ed exit survey results have been analyses and reported), 5) Program and Financial Stability (Ancillary Fees
policy and forms), 6) Communication (PAAC minutes and documents posted in D2L), 7) Engagement and Collaboration (the practicum model for the Fall has been changed to reflect field and faculty needs; 5-6-4 : class-practicum-class)

Additionally, the Admissions Subcommittee has been created. This subcommittee is to be created at the start of each program year and be maintained throughout each program year. Currently the subcommittee is working on updating the B.Ed./Dip.Ed application PSE form, information, and applicant response question, updating the PSE Reading day activities, and creating an updated evaluation scheme for PSE readers.

The Appeals Subcommittee has been created. This subcommittee is to be created at the start of each program year and be maintained throughout each program year. Its mandate is to deal with students’ program appeals. The subcommittee may need to add other members on an ad hoc basis depending upon demand.

Ancillary Fees Subcommittee from 2012/2013 completed their task. A new subcommittee was created to update forms and procedure for 2014/2015.

**Recommended Goals for the Coming Year**

1. Implement the “Fitness to Teach” document.
2. Continually review and revise the B.Ed./Dip.Ed. application forms, information, and intake process (e.g., PSE reading, ranking applicants, assessing pre-requisites).
3. Increase the evidence-based decision making process. (e.g., complete the PSE reading study, create an exit survey that can be used at the end of every program, implement a process for analysis and review of results for supporting program decisions).
4. Increase transparency of committee process and decision making (e.g., increase the PAAC presence in the D2L space).
5. To refine Alternative Practicum forms: To identify a clearer definition of “high risk” activity Candidates self-select this category and may not consider some activities to be “high risk”. The intention is to add a spot for next year on the online form for the Alternative Practicum for candidates to provide more details about proposed and actual activities.
6. To request the Nominating Committee, on behalf of Professional Studies to clarify the procedure for course proposals. Who can propose a new course? What is the procedure? The process is unclear, as is the timing: when do new course proposals need to be received by PSC in order for them to be offered in the next school year? These details are to be placed in a document of ‘procedures’ and posted in the INET-FB Faculty Board Intranet D2L space.
APPENDIX E

Report of the Renewal/Reappointment, Tenure/Continuing Appointment, and Promotion Committee

Members of the initially appointed committee were Ted Christou, C.J. Dalton (student), Rosa Bruno-Jofre, Lyn Shulha and Lesly Wade-Woolley. Work of the committee began in August 2013. Under the auspices of the Joint Committee on the Collective Agreement (JCCA) the membership of the committee was reconstituted on November 27, 2013. The revised standing committee consisted of C.J. Dalton (student), Ann Marie Hill, Lesly Wade-Woolley (Equity Officer) and Lyn Shulha (Chair). All faculty members who volunteered to serve on this committee were registered as having current Employment Equity Training.

The amended committee considered 3 applications for Tenure and 1 for Renewal. A significant role of the committee was to make certain that all aspects of its work and communication were consistent with guidelines of the collective agreement. The committee’s review of materials and deliberations were completed within the recommended timeframe. Letters with the committee’s recommendations were submitted to Dean Stephen Elliott on December 17, 2013. At this time the formal work of the committee was completed.

The Chair would like to express her appreciation to all 5 colleagues who at some point served voluntarily on this committee.

Respectfully submitted,

[Signature]

Lyn Shulha
APPENDIX F

Strategic Planning Committee Annual Report to Faculty Board
Queen’s Faculty of Education
2 June 2014 for 2013-2014 term

Terms of Reference (from the Faculty Board Constitution dated January 2011)

4.3 Strategic Planning Committee

4.3.1 Terms of Reference
The Strategic Planning Committee is an advisory committee charged with making recommendations to Faculty Board on strategic planning for the Faculty of Education. Specifically the committee shall produce a strategic analysis recommending future goals, a potential action plan to achieve the suggested goals, and benchmarks to evaluate the attainment of the goals recommended.

The process of producing this strategic analysis, which shall commence after the committee examines the annual budget summary presented by the Dean to Faculty Board, will include conducting a situational analysis. The scope of the committee shall include areas such as recommendations on short and long range program planning, recommendations on short and long range research and development. When deemed necessary, temporary working groups charged with specific responsibilities will be struck, in order to advise and make recommendations to the Strategic Planning Committee.

Membership

4.3.2 Membership (from the Faculty Board Constitution dated January 2011)

The Strategic Planning Committee consists of four elected faculty, two students (one graduate and one undergraduate elected by the relevant student associations), one staff member and, as ex officio members, the Dean, the Associate Deans, the Faculty Registrar, the Financial Administrator. Coordinators and Directors of programs will be invited to attend specific Strategic Planning Committee meetings by invitation of the Chair of the Committee whenever issues or discussions that relate to their areas of expertise are on the agenda.

Names of members serving in the current year:

C. Laverty (2012 extended to 2014) Chair
B. Kutsyuruba (2013 extended to 2014)
E. Lee (2014)
Staff Member – P. Brown (2014)
Faculty Budget & Staffing Manager (ex officio)
Associate Dean, Graduate Studies & Research (ex officio)
Associate Dean, Undergraduate Studies (ex officio)
Registrar (ex officio)
Dean (ex officio)
ESS – Alex Marshall (2014)
EGSS – James McNutt (2014)

Documents and Reports

Access to key documents, agendas, and minutes by members outside the committee is available via D2L on the Faculty of Education intranet. All members of our Faculty of Education community are enrolled in the D2L Strategic Planning Committee website. Student representative on the Strategic Planning Community are given access for the duration of their committee term. The committee chair is responsible for maintaining the permissions at both sites and updating the documentation.

List of key reports produced during the year:

- Communications Plan and Strategy 2013-2014
- Compilation of Goals from Faculty Board Committee Reports (Taken from Minutes of Faculty Board Meeting on 12 June 2013)
- Environmental Analysis and SWOT of Programs and Resources at the Faculty of Education
- CESA SWOT Analysis
- ESS SWOT Analysis
- EGSS SWOT Analysis
- INSPIRE Strategic Framework (Updated 14-5-14)

Report on Goals for the Past Year

Communication

- Provide feedback on the Faculty of Education Communications Plan and Communications Strategy written by the Communications Coordinator.
  Action: The plan and strategy was presented at the November 27 Faculty Board meeting, included in the minutes, and made available on the SPC website.

- Continue to maintain the SPC website on the Faculty Board intranet so all members of the Faculty have access to key documents.
  Action: The SPC website is up-to-date and includes all current documents.

- Identify new initiatives and interests brought forward by students groups.
  Action: All student groups (ESS, CESA, and EGSS) presented a SWOT analysis on Faculty programs and services as part of the SPC planning cycle this year. Their original content is on the SPC website.
- Hold an annual meeting for all interested members of the Faculty, including committee chairs and representatives from core units and groups, to share key initiatives within the context of the strategic framework.
  *Action*: Deferred this year for an open meeting by the Strategic Re-Envisioning Committee.

**Strategic Planning Process**

- Create an introductory guide to the strategic planning process for use by standing committees as appropriate.
  *Action*: The Deans decided to use the SPC strategic framework in their work with Faculty Board committees as a means to guide initiatives and decision making.
- Review annual reports of committees reporting to Faculty Board to include their goals and initiatives within the Faculty of Education operational plan.
  *Action*: A compilation of goals reported in standing committee reports to Faculty Board is available on the SPC website for planning purposes.
- Decide how the SPC can contribute to identification of benchmarks and evaluation of strategic goals and individual initiatives.
  *Action*: It was decided that the Deans’ Offices will set benchmarks given their access to and familiarity with all the necessary information.

**Recommended Goals for the Coming Year**

- Offer an open annual strategic planning meeting to discuss initiatives across the Faculty of Education within the context of the strategic framework. This meeting was held the past two years in the second week of December. In 2013 an open meeting by the Strategic Re-Envisioning Committee for the new B.Ed. program took precedence. The open SPC meeting should continue into the future to share current planning strategy and will be open to anyone at the Faculty.
- Work with the new members of CTE to update CTE directions in the strategic framework.
- Review the PAAC survey when it is made publicly available to help inform future directions. Student representatives commented on how they provide annual feedback to the Faculty. This will now be done through the annual PAAC survey for Teacher Candidates. Another survey is being created for graduate students. CESA uses an informal feedback process with the Associate Dean, Undergraduate Studies. Combining this information with a strategic planning meeting to discuss student plans and initiatives will provide an ongoing picture of student concerns.
- Encourage SREC to provide follow-up meetings on decisions made about the new program. Continue to provide access to SREC minutes and documents on the SPC website.
- Review the INSPIRE Strategic Framework and present it at Faculty Board for approval.
- Continue to map key initiatives across the Faculty against the strategic framework.
- Compile annual goals of standing committees reporting to Faculty Board.
Sumitted by Jacqueline Prenevost, Academic Coordinator of CTE

Date of Report: May 30, 2014
Term of Reference: N/A
Membership: N/A
Documents and Reports: N/A

Report on Goals for the Past Year

A) Relation of goals to Strategic Framework

<table>
<thead>
<tr>
<th>Themes</th>
<th>Directions for 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>Continue to build enrolment in CTE courses.</td>
</tr>
<tr>
<td></td>
<td>Recruit qualified instructors &amp; course developers who will contribute to AQ courses as well as CTE’s initiatives in other provinces.</td>
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<td></td>
<td>Offer ongoing professional development and guidance to all writers, editors, lead instructors, and instructors.</td>
</tr>
<tr>
<td>Pedagogy</td>
<td>Support the strengths of existing courses by continually reviewing and improving both content and teaching practices.</td>
</tr>
<tr>
<td>Research Focused</td>
<td>Build on research strengths of Faculty and instructors to address contemporary educational issues.</td>
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<tr>
<td>Innovation and Integration</td>
<td>Investigate new and effective ways to Integrate technology within current management system (D2L).</td>
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<tr>
<td>Program and Financial Stability</td>
<td>Ensure the accreditation and reaccreditation of all additional qualification courses by OCT.</td>
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<td></td>
<td>Continue to improve existing courses by making sure that content is of high academic standards, current and engaging, and meets OCT guidelines.</td>
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<tr>
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<td>Continue to develop new online AQ courses as well as increase the number of professional development courses offered to teachers.</td>
</tr>
<tr>
<td>Communication</td>
<td>Strengthen communication with new and experienced instructors by updating reference materials as needed.</td>
</tr>
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<td></td>
<td>Incorporate the use of social media to communicate with existing and potential candidates and instructors.</td>
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<td></td>
<td>Ensure all CTE policies, directives, and initiatives are included in CTE’s Teaching Commons D2L course, available to all instructors.</td>
</tr>
<tr>
<td>Engagement and Collaboration</td>
<td>Build on partnerships and outreach initiatives with local, provincial, and national agencies.</td>
</tr>
</tbody>
</table>

B) Measure of success regarding achievement of goals
People

Registrants in Additional Qualification (AQ) Courses
- The total number of registrants from May 2013 to April 2013 was 7732. The number of registrants for this past year was similar to the number of registrants in 2012-13.
- As one of the top five AQ course providers in Ontario, Queen’s CTE offered 92 AQ courses online and 1 onsite course this past year. CTE also offered online courses in British Columbia (10), North West Territories (4), interest courses (2), and online courses for the International Educators Training Program (5).

Instructors for AQ Courses
- There are currently 397 instructors in CTE’s “instructor pool”. Teaching assignments are offered to instructors based on their qualifications, the strength of their past course evaluations as submitted by candidates, and the demand for instructors in a particular subject.
- There were 11 new instructors hired during the past year including 3 instructors from British Columbia.

Professional Development Training
- An onsite workshop for new instructors was held in November 2013. Individual Skype sessions were also held for new instructors from out-of-province. Training included an introduction to D2L, CTE administrative information, review of CTE’s policies, as well as best practices for successful online teaching.

Pedagogy and Research Focused
Courses are reviewed and updated in order to ensure that they meet the strict guidelines provided by OCT. As well, the content is reviewed to include the most current Ministry of Education initiatives and research findings. Consultation with Course Developers and Faculty, as well as feedback from Instructors, is also considered when updating courses.

Reaccreditation of AQ Courses
- All Honour Specialist AQ courses were reaccredited (December 2013)
- Religious Education Specialist course was reaccredited (November 2013)
- ABQ- Intermediate Native Studies and ABC Technological studies were reaccredited (September 2013)

New AQ courses
The following AQ online courses were all approved and offered for the first time this past year:
- Use and Knowledge of Assistive Technology
- Occasional Teaching
- Technological Design Grades 11 & 12

**Innovation and Integration**
- New technologies continue to be added to courses where appropriate.
- A new “CTE Registration System” for both CTE interest courses and IETP courses was designed and developed by the Assistant Web Developer. This new system includes a responsive User Interface (UI) which enables its use on any type of device.

**Program and Financial Stability**
Additional Qualification courses continue to be offered six times a year during the following sessions:
- Spring Intersession
- Summer
- Fall
- Fall/Winter
- Winter
- Spring

**Marketing initiatives**
This past year, CTE has expanded its advertising campaign to include other education-based magazines, in addition to Professionally Speaking, such as Learn, Canadian Teacher, and the Canadian Education Association. CTE has also opted to expand its online advertising. Rather than invest in certain types of costly printed ads, CTE has begun to use online marketing tools, such as Google Ad Words, to stay current and reach a wider audience.

**Professional Development Courses**
CTE continued developing opportunities for online professional development courses other than the traditional AQ courses. These PD courses were offered to qualified Ontario teachers as well as for anyone else in working in the field of education. The online course, Gamification, a course that explores how the use of games can help support student learning, was developed and will be offered for the first time this summer.

**Communication**
- Over the course of the year, information provided to both candidates and Instructors regarding D2L was reviewed and updated regularly to ensure accuracy and clarity of the instructions.
• CTE used social media (Facebook) to engage and communicate with potential stakeholders.

Engagement and collaboration

• Reading Part 1 & 2, and Kindergarten Part 1 & 2 were offered to teachers in NWT again this year. The total number of registrants from NWT was 20 candidates. We will continue to collaborate with the NWT’s Coordinator of Early childhood and School Services, to ensure that the courses offered meet the needs of the candidates in NWT and are properly accredited.

• In British Columbia, all courses required for the completion of the Special Education and ESL Post-Graduate Certificate Programs were offered in 2013-14. The total number of registrants from BC was 102, up from 31 candidates last year. This spring, 20 BC candidates were granted a Post-Graduate Certificate from Queens.

Recommended Goals for 2014-2015

• In consultation with the CTE team, develop a Strategic Plan for CTE that aligns with the Faculty of Education Strategic Framework and Queen’s Strategic Framework and Academic Plan.

• Integrate new D2L tools, such as Wiggio, and other relevant technologies within our Learning Management System

• Continue improving CTE’s Centre Management System to streamline the registration process and allows data to be extracted in a concise and efficient manner.

• Expand CTE’s online presence by updating the website, monitoring the effectiveness of online marketing strategies, and increasing engagement in CTE’s social media (Facebook).

• Introduce new AQ courses (Adult Education, First Nations, Metis, and Inuit Peoples, Health & Physical Education) as well as offer FSL 1 to P/J BEd teacher candidates during the next Fall/Winter session

• Continue to ensure high academic standards of all CTE courses by regularly reviewing and updating CTE courses and incorporating relevant and current research from Queen’s and other universities, as well as Ministry initiatives.

• Continue to build partnerships and outreach initiatives locally, provincially, and nationally by expanding the number of online Courses & Professional Development opportunities for teachers.
APPENDIX H
Report to Faculty Board
Aboriginal Teacher Education Program

Our most exciting event of the last month was, of course, graduation. We have 11 graduates this year, 7 of which came to graduation on campus. They were joined by their families for a reception in the ATEP lounge, and after the ceremony we travelled with them to Four Directions Aboriginal Students’ Centre to celebrate their achievement by putting their handprints on the wall there.

We continue to celebrate with community-based graduation. Peter Chin is travelling to SGEI for a B.Ed. conversion there, and Kate Freeman and Lindsay Morcom will travel to SNP to celebrate with 4 graduates there. One of these, Nikki Auten, will receive an award of achievement from SNP.

We are working out the details of the August 2014 Summer Session now. It is mandatory for this year’s intake, who will commence with summer session instead of with orientation in September. A particular highlight will be travel to the Golden Lake Pow Wow, which will be a part of the Arts courses on offer. We will have one final summer session in 2016 for the one-year program.

We continue to work under the leadership of Peter Chin with SGEI and MNS to work out details for the upcoming four-semester equivalent program.

SUBMITTED BY: Lindsay A. Morcom
ATEP Coordinator

DATE: 11 June 2014
APPENDIX I

Faculty of Education, Queen’s University
Education Registrar’s Report to Faculty Board (11 June 2014)

2014-15 BED/DED Program

The Fall-Winter count is 757 TCs.

- 424 Primary-Junior (86 Concurrent, 336 Consecutive)
- 313 Intermediate-Senior (112 Concurrent, 7 Waterloo, 194 Consecutive)
- 22 Technological Education

Included in the above divisions:

- 4 Aboriginal Teacher Education
- 22 Artist in Community Education
- 27 Outdoor & Experiential Education

Weekly updates to the class composition including teaching subjects are available in Student Services.

2014-15 Queen’s Concurrent Admissions

Accepts to the Queen’s Concurrent program is 283 (as of 4 June). The SCAP (Nov 1) target is 225.

2014-15 Schedule of Classes

The plan is to publish the schedule of classes (timetable) on 23 June. Instructors will be able to see their teaching schedule in the Faculty Center. For Teacher Candidates, their class schedule is viewable through SOLUS. A week at a glance will be available to instructors in the intranet.

2015-16

We are currently updating the website and brochure, and are making recruiting plans to ensure that the program format for 2015-16 is communicated widely.

The application deadline has been decided as 16 February 2015. The Association of Education Registrars of Ontario Universities (AEROU) is currently attempting to pass a motion to move the offer date for all other Faculties to March 1 (with the exception of Queen’s), with an acceptance deadline for all universities no earlier than one week after March 1, to give all applicants enough time to receive offers and make a decision.