MINUTES


Regrets: A. Cooper, J. Freeman, T. Russell, and A. Sharkawy.

1. Adoption of the Agenda.
   Moved by Ms. E. Deir
   Seconded by Ms. Johnston
   That the Agenda as circulated be adopted.
   Carried.

2. Approval of the Minutes of Faculty Board meeting held June 11, 2014
   Moved by Ms. Luce-Kapler
   Seconded by Mr. Burge
   That the Minutes of the meeting of Faculty Board held June 11, 2014 be adopted as circulated.
   Carried.

   None.

   None.

5. Chair’s Remarks.
   (See Appendix A, below for Ms. Hill’s report).

6. Reports.
   6.1 Report of the Dean, Mr. Elliott
       No Report.
   6.2 Report of Associate Dean, Undergraduate Studies, Mr. Chin
       (See Appendix B, below for report)
   6.3 Report of Associate Dean, Graduate Studies and Research, Ms. Luce-Kapler
       (See Appendix C, below for report)
7. Motions.

7.1 Moved by Mr. Burge
    Seconded by Mr. Chin
    That, this Board resolve itself into a Committee of the Whole to review the degree list for the Bachelor of Education Program and the list for the Diploma in Education.

Carried.

Mr. DeLuca assumed the Chair for this portion of the meeting.

**************************************************

Report on Committee of the Whole.

Ms. Hill resumed the Chair for the remainder of the meeting.

7.2 Moved by Mr. Burge
    Seconded by Mr. Chin
    That, those individuals whose names appear on the Faculty of Education Fall 2014 degree list, who have fulfilled the requirements of their Bachelor of Education program, be recommended to the Senate Committee on Academic Procedures for approval to grant the degree of Bachelor of Education.

Carried.

7.3 Moved by Mr. Burge
    Seconded by Mr. Chin
    That, the Registrar of the Faculty of Education be empowered prior to the Convocation ceremony to amend the approved degree/diploma/certificate and/or award list to correct any errors or omissions from the list.

Carried.

8. Reports of Standing Committees, Delegates, Coordinators.

8.1 BEd/DipEd Programs, Admissions, and Awards Committee.
    Ms. McDuff reported that PAAC is anticipating a busy year with the upcoming new program and they have sub-committees working on various tasks that will be brought forward at a later date.

8.2 Modified Appointments Committee.
    No Report.

8.3 Good and Welfare Committee.
    Ms. McDuff thanked everyone who took part in the Alzheimer’s Coffee Break on September 15th a total of $483.50 was raised.
8.4 Nominating Committee.
Ms. Martin reported that the Committee had reviewed the Constitution and had streamlined the election procedures.
She also reported that the Strategic Planning committee required a member that was willing to serve as Chair – Mr. Russell said that he would.
Ms. Martin made a call for further nominations from the floor – none were received and Mr. Russell was acclaimed.

Ms. Hill thanked Ms. Martin for all of her work and encouraged everyone to assist in getting two more PAAC members so the committee is fully constituted and their work is not subject to question on the basis of incomplete committee membership.

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

8.6 Strategic Planning Committee.
No Report.

8.7 Coordinator of Continuing Teacher Education.
Ms. Prenevost reported the following:
- CTE’s Governance has been updated and received positive feedback from OCT
- CTE received confirmation of re-accreditation of the following AQ: Use and Knowledge of Assistive Technology
- An initial Memorandum of Understanding between CTE and the North West Territories to continue offering courses for teachers was finalized this past August.
- CTE’s Memorandum of Understanding with the Archbishop of Kingston has been renewed for another 5 years. This details the collaboration between CTE and the Archdioceses in offering online Religious Education courses for teachers.
- CTE is currently working on developing 3 new courses:
  - BC Assessment in Special Education
  - AQ Adult Education
  - AQ Health and Physical Education Part 2

Fall session is well underway with 72 courses currently being offered. Between our AQ courses, BC and NWT courses and our Interest courses, we currently have over 1700 candidates enrolled in the fall session.

8.8 Coordinator of the Queen’s-Trent Concurrent Teacher Education Program.
Ms. White reported:
- First year class of 84 - keen group
- Sharing office space and staff with Trent's new BSW program which will allow for maintenance of support for our students as our program winds down.
- CESA held a successful conference, and was able to maintain registration numbers with participation from other Trent programs
- CESA held their October retreat and have a busy year planned
- Partnered with Peterborough community agency (PARN) to host a presentation by writer Ivan Coyote
- I represented Queen's at the 50th anniversary celebration at Trent on Saturday, which included a presentation by their founding president
8.9 Coordinator of the Aboriginal Teacher Education Program.
(See Appendix D below for Report)

8.10 Coordinator of the Community Outreach Centre
No Report.

(See Appendix E below for Report)

8.12 Senators.
Ms. Myers reported that she had attended the joint Senate-Board of Trustees retreat on a
Saturday at the end of September. The session she participated in was on student learning
and the measurement of competencies. She wants to make Faculty members aware that
there are forthcoming new developments in that area and encourages everyone to watch
for their release.

8.13 Student Society Reports.
Ms. Rich reported the following on behalf of the Education Graduate Student Society:
The EGSS would like to thank Faculty who participated in the Martin Schiralli Graduate
Student Forum on Friday (October.17th). We have received feedback from many of our
graduate students that it was a very positive experience.

The EGSS is hosting our next social event on Saturday October 25th at Fruition Berry
Farm from 1-4pm. There is no apple picking but the following activities will be offered:
hay rides, corn maze, and pumpkin picking. We encourage faculty to attend.

8.14 Staff Representative Reports.
Ms. Brown reported on the Faculty of Education Emergency Evacuation Procedures. (See

8.15 Miscellaneous oral reports.
Ms. Solar reported that the application deadline for the Faculty of Education Juried Art
Exhibition has been extended until Sunday, October 26th. Established and emerging
artists from the Concurrent Education, Bachelor of Education, Diploma in Education,
Education Graduate programs, and alumni, faculty and staff are encouraged to apply.

Mr. DeLuca reported on the following items:
1. Thanks to the EGSS for inviting faculty members to their Fall Wine and Cheese
   event. It was a wonderful social event.

2. This year over 140 teacher candidates are involved in the BEd Musical, All I Need to
   Know I Learned in Kindergarten. Show dates are set for February 4 & 5, 2015. We
   ask that instructors work with teacher candidates as needed to help support their
   involvement in the musical.

3. Queer Here has been launched as a new learning community in the Faculty of
   Education. All are invited to attend to learn about queer issues in education. Notices
   on upcoming events will be sent via email and posted on the Faculty of Education
   Facebook page.
9. Question Period.
   None received.

10. Good and Welfare.
    No items received.

11. Adjournment.

    On motion by Mr. Pyper, the meeting adjourned at 2:06 pm.

    Ann Marie Hill                    Bonnie Knox
    Chair                              Secretary

THE NEXT MEETING OF FACULTY BOARD will be held in the Vernon Ready Room on Monday
November 24th, 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 November 17th, 2014.
Welcome to another academic year of Faculty Board. Faculty Board is a privilege. It is an opportunity to participate in a democratic process, a process that works when members participate in the activities of the Board. Faculty Board responsibilities are detailed in Article 2.3 of the Faculty Board Constitution as follows.

2.3 Terms of Reference

The Faculty Board has the following responsibilities:

2.3.1 to recommend to the Senate programs of study leading to degrees or diplomas, and the conditions of admission;
2.3.2 to decide upon applications for admission for change of programs, subject to the regulations of the Senate;
2.3.3 to submit to the Senate names of candidates for both earned and honorary degrees and diplomas;
2.3.4 to monitor, through the Professional Studies Committee (PAAC), the arrangement of timetables, sessional dates, and the yearly update of the Faculty Calendar;
2.3.5 to control registrations, subject to the regulations of the Senate;
2.3.6 to deal with course failures;
2.3.7 to determine policies regarding academic supervision over students;
2.3.8 to make such recommendations to the Senate as the Faculty may deem expedient for promoting the efficiency of the University as a whole and the Faculty of Education in particular;
2.3.9 to award Faculty of Education scholarships, medals and prizes;
2.3.10 to make such regulations as may be necessary for the exercise of the function of the Faculty.

Note: Terms of reference 2.3.1 to 2.3.7 refer only to the Bachelor of Education and Continuing Education programs, but not to the Graduate program.

This is a substantial list of important responsibilities, attended to by eight Committees. In this present time of a diminishing faculty compliment, ergo, a diminishing Faculty Board membership, it has become difficult to fill the membership of all Committees. This was raised also in the June 2014 Faculty Board meeting. There are no doubt numerous reasons for this. The Faculty Board Executive (Mr. Deluca, Mr. Russell, and Ms. Hill) met on October 7, 2014 to discuss this and other matters of Faculty Board. Important in the discussion were the following:

1. What happens when elections for membership of Standing Committees of Faculty Board leaves a committee without full membership? How do we proceed?
2. Some formal, administrative Coordinator positions in the PAAC membership (Article 4.1.2) no longer exist as of this year, due to decisions of the Office of the Dean. In this Faculty, the term Coordinator has, in the past, been used as a formal, administrative
position. As such, the wording of the PAAC membership needs to be changed to ensure clarity in our understandings and our dialogue, and not to confuse how this Faculty uses this term. The Chair has had discussion about this with the Chair of Nominating Committee, and the Chair of PACC, asking PAAC to bring suggestions to the Nominating Committee for discussion and that the Nominating Committee bring to Faculty Board a revised wording of the PAAC membership. Some suggestion, to date, have been elected Team Lead for P, IS, Electives, elected by each group, or instead of Team Leader, elected representative, again, elected by each group.

3. The Executive will be requesting a meeting with the Nominating Committee to discuss other matters, which will be reported on in a future Faculty Board meeting.

4. The Chair of Faculty Board will be requesting a meeting with the Dean to discuss some matters pertaining to the work of faculty members on Standing Committees of Faculty Board. This will be reported on in a future Faculty Board meeting.

We have a significant amount of work to do this year with our 2-year program starting in the academic year of 2015. The work of PAAC is critical here, as is the work of the Strategic Planning. My hope, as Chair, is that these two committees can meet from time to time to ensure that matters of academic programs and related strategic plans, for example, staffing, are thought out together in sensible ways.

I would like to take this opportunity to thank all members for their important work on Standing Committees of Faculty Board, and in general, for their participation in Faculty Board.

Ann Marie Hill,
Chair, Faculty Board
APPENDIX B

Associate Dean Undergraduate
October 20, 2014 report

1. A lot of what we are working on right now is related to the implementation of the new 4-term program. The OUAC/TEAS site is open and applications are due December 1, 2014. Our offers go out on February 15, 2015 for a May 1, 2015 start.

2. There is a subcommittee of PAAC that is working out the pragmatic issues associated with timetabling for summer 1 and summer 2, looking for the alignment of FOCI and EDST to create the concentrations for the Fall/Winter. This subcommittee is also looking at the logistics of how we deliver summer 2. At different points, the subcommittee will seek input from the larger PAAC and the rest of the faculty as needed.

3. In the coming months, I am trying to focus on modelling the new program in terms of staffing...to see where our gaps are, and where our pressure points are. There will be some changes as we move to reduce enrolment...and we still have to see how that will play out. Province wide, there have been significant changes to concurrent programs and I/S teaching subjects. As well, there is serious concern throughout the province around the application numbers associated with Technological Education and our community based Aboriginal Education programs.

4. I am also currently working my way to meetings at the various local school districts to discuss our Summer 1 placements in schools. Our hope is to place the I/S candidates in 7/8 placements and our P/J candidates in JK-6 classrooms. We are working on a one pager that highlights the context of the placement, and also highlights the benefits of the school taking on these candidates. Our hope is to keep all Summer 1 candidates close to Kingston, and to also avoid competing with ourselves for placements (especially as it applies to our non-final year concurrent students and their placement needs that typically occur in May.

5. I am also attending a selection of career fairs at various Toronto area universities so that I can gauge both the interest and reaction to our 4 straight term program. Thus far it has been positive.
APPENDIX C

Associate Dean of Graduate Studies and Research Report
Faculty Board, October 20, 2014

Graduate Studies & Research

Applicant Numbers in Graduate Programs for 2014/2015

<table>
<thead>
<tr>
<th>Program</th>
<th># of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>52</td>
</tr>
<tr>
<td>M.Ed.</td>
<td>112</td>
</tr>
<tr>
<td>M.Ed. AWIES</td>
<td>27</td>
</tr>
<tr>
<td>GDPI</td>
<td>16</td>
</tr>
</tbody>
</table>

Graduate Diploma in Professional Inquiry (GDPI)
- GDPI program started in July 2014 with 8 students.
- 16 students are currently enrolled.
- At this time we have 3 submitted applications and 7 applications in progress for January 2015.

Professional Master of Education Degree (PME)
- We have received approval from Quality Assurance
- SGS have now opened the online application to the PME and have made January 2015 start date available to applicants.

Research

- John Kirby has won the 2014 Excellence in Research Award.
- Martin Schiralli Forum took place on Friday, Oct 17th. I want to take a moment to thank the Schiralli Committee for organizing the event and the faculty and students who have participated and presented informative sessions to our graduate students.
ATEP has had a successful year thus far. In May and June 2013, Lindsay Morcom and Kate Freeman travelled to both Manitoulin-North Shore (MNS) and Fort Frances for graduation ceremonies at both Kenjgewin Teg Educational Institute (KTEI) and Seven Generations Education Institute (SGEI). They had the honour of hooding B.Ed. graduates at both sites and making a speech to the graduating class at KTEI. Paul Carl travelled to Six Nations Polytechnic (SNP) to attend graduation at that site. Seven students from MNS and SNP also joined in the on-campus convocation ceremony. ATEP hosted a reception for them and their families to celebrate their achievement. Overall, 20 students graduated from ATEP B.Ed. or Dip.Ed. last academic year. Our preliminary degree list for the fall includes 1 B.Ed. and 6 Dip.Ed. students.

ATEP has had a good intake for the current academic year. As of the last available count, at MNS, there are 11 new and 18 continuing students, at SGEI there are 9 new and 16 continuing students, and at SNP there are 14 continuing students. ATEP is also proud to see the return of our campus-based program, with 6 full-time students in the on-campus focus track this year. Therefore, ATEP represents 74 students in the Queen’s Student body.

ATEP is looking forward to a full year of events. Lindsay Morcom, Kate Freeman and Paul Carl travelled to MNS for meetings and orientation, and Lindsay and Kate also travelled to SGEI for meetings and orientation there. A highlight of the SGEI trip was a tour of a new Kenora facility that SGEI is setting up, and it likely that ATEP will be offered there in the future, thus reaching a wider audience in the Northwestern region of the province. A total of 9 community-based courses and practicum will be offered at community sites in 2013-14. These were staffed with consultation from ATEP staff and community representatives and are progressing well. Of note, all courses except for two are taught by professors of Aboriginal heritage. All but two Faculty Liaisons providing practicum support are of Aboriginal heritage. Exit conferences are scheduled at all sites for the end of April. We held a teleconference with all new and continuing adjuncts and faculty liaisons in September 2013. We have updated all forms and handbooks with consultation from our community partners and are working with them to develop a lengthened program in accordance with new government regulations.

Cultural Awareness continues to grow in the Faculty of Education. Elders Bernard and Tammy Nelson held a sweat lodge for Aboriginal and non-Aboriginal faculty and staff which was well attended, and many people have requested a repeat of this event. ATEP on-campus students coordinated ‘Orange Shirt Day’ in memory of the survivors of residential schools and those who did not survive, and used that day to teach other students about residential schools and to create a display of signed paper feathers. Over 200 orange feathers were signed and decorated by students, staff and faculty. We look forward to further such events as the year goes on. We have also reached out to our community practicum partners, arranging a PD day offered by a tenured faculty member for the Wikwemikong Board of Education at MNS. It was very enthusiastically received. We have also reached out to the wider academic community by presenting at the
Queen’s-Trent continuing education conference and through membership in the Kingston Aboriginal Community Information Network (KACIN).

The Faculty of Education has approached Lindsay Morcom and Kate Freeman to consult on Indigenous Studies courses that are part of the new Indigenous Studies minor to determine which courses should be required to have Indigenous Studies as a teachable in the Faculty of Education. We look forward to being a part of the introduction of this exciting new teachable in our programming. The faculty has also reconstructed its website to better integrate ATEP into its online profile.

Submitted by: Dr. Lindsay A. Morcom
ATEP Coordinator

Date: October 2013
APPENDIX E

Faculty of Education, Queen’s University
Student Services Report to Faculty Board (20 October 2014)

2014-15 Programs

Concurrent Count (as of 19 October 2014)

272 Queen’s 1st year
84 Queen’s-Trent 1st year

Fall-Winter Count (as of 19 October 2014)

406 Primary-Junior (83 Concurrent, 323 Consecutive)
301 Intermediate-Senior (112 Concurrent, 7 Waterloo, 182 Consecutive)
21 Technological Education
728 Total

Degree/Diploma List

As authorized, over the summer approval was given to the awarding of one diploma to degree conversion. The Fall 2014 Degree/Diploma List is preliminary and program requirements must be complete by Fri, 14 November. The Convocation ceremony is Tue, 18 November at 10:00am – Chancellor Leech will be installed at this ceremony.

2015-16 Program Admissions

Recruitment for the four-term Consecutive program is underway, with Student Services staff and the Associate Dean, Undergraduate, attending information fairs and panel discussions at Ontario universities, as well as the three-day Ontario Universities’ Fair in Toronto. We continue to use social media (Facebook, Twitter) to promote the new program format and information fairs, and webinars are scheduled. Applications for the Consecutive program are now being received through the Ontario Universities’ Application Center. The number of applications, to date, is consistent with this time last year. The due date for OUAC/TEAS applications is 1 December. We do not anticipate extending the deadline for applications given the mid-February offer of admission date. Reading Day is scheduled for Mon, 12 January 2015.
APPENDIX F

Faculty of Education Emergency Evacuation Procedures

Be Prepared. Familiarize yourself with the following:
- Location of fire alarm pull stations
- Location of fire extinguishers
- Location of primary and secondary fire exits in your area

If you discover a fire:
- Close the door as you leave the room
- Pull the nearest fire alarm pull station (located at every exit)
- DO NOT attempt to extinguish fire if you cannot do it safely
- Evacuate the building
- DO NOT use elevator
- It is MANDATORY for University buildings to be evacuated during any fire alarm
- Fire alarm is tested the last Monday of each month

When the fire alarm sounds:
- All occupants will evacuate building by the nearest safe exit at all times when the fire alarm sounds
- Leave office or classroom in orderly fashion, closing doors as you leave
- Proceed to assembly areas away from the building
- During an active fire alarm, the facility is under the jurisdiction of Kingston Fire & Rescue and Campus Security

Assembly Areas:
- South east front of building by main entrance
- During winter, if it is safe to do so, Jean Royce Hall student street
- Keep entrance ways, access ways and roadways clear
- Await instructions from Campus Security

People requiring assistance:
- For people with mobility impairments requiring assistance evacuating the building, proceed to the Emergency Phone1 – if safe to do so – located at either end of the 2nd and 3rd floor A wing corridors
- This emergency phone is a direct link to Queen’s Emergency Report Centre. Notify the ERC of your location and that you require assistance. Remain near the phone – if safe to do so – until Campus Security or Kingston Fire & Rescue arrives

Designated Fire Wardens:
- A designated staff member on each floor will be responsible for ensuring everyone evacuates the area when the alarm sounds
- The Fire Wardens will report to the Safety Officer (Brian Zufelt) indicating areas all clear or report individuals who are reluctant to evacuate building
- Fire Wardens/ Area of Responsibility:
  - Tracy Lott 3rd floor A wing
  - Paul Carl 2nd floor A wing
  - Don Kersey 2nd floor B wing
  - Jessica Della-Latta CTE B wing
  - Sandra McCance 1st Floor A wing
  - Brian Zufelt 1st floor B wing
  - TBA Grad Basement