



*Présences:* D. Fleming, N. Gazzola, B. Graves, M. Laurier, R. Leblanc, G. Reis

*Excusé(e)s :* A.M. Dionne

*Invité(e)s:* V. Khayat, C. Morin, L. St-Pierre

## **Procès-verbal**

### **1.01 Adoption of the agenda**

By a resolution duly proposed and seconded, the agenda was adopted unanimously with the following items added:

1.04 f) CRECS

1.04 g) Graduate Student Writing Retreat

1.04 h) Lamoureux Space – Visit by Central Administration

1.04 i) FGPS information

Proposée par : B. Graves

Appuyée par : A-M Dionne

### **1.02 Adoption of the minutes of May 5th, 2014\***

By a resolution duly proposed and seconded, the minutes were adopted unanimously.

Moved by: R. Leblanc

Seconded by: B. Graves

Unanimous

### **1.03 Business arising from the Minutes of the May 5th, 2014 meeting\***

#### **1.04 New Business**

##### a) Presentation TA & Scholarships

L. St Pierre presented a detailed report with statistics on the research and teaching assistantships. L. St Pierre suggested an awareness campaign to be launched for professors and researchers regarding the hiring of students who are on admission scholarships; strategies to help the faculty fulfill its commitments towards those students are needed.

b) Enrollment Graduate studies \*

V. Khayat presented an update of graduate student admissions and presented the figures over the last 5 years. V. Khayat noted that there is a slight drop in enrolment. She will verify the number of the international students and provide an update to the Executive Committee at a later date. It was noted that the faculty does not receive BIUs for international students.. A recruitment strategy is needed to attract more francophone students as well as more international students. V. Khayat and C. Morin will inquire regarding procedures in other faculties.

c) Leaning Center

The Dean gave an overview on the creation and location of LC which will be attached to the Faculty of Education. The Dean stated that construction will be carried out to extend Lamoureux on the east side of the building. The LC will include four multimedia classrooms to develop online courses, food services on the main floor as well as two large auditoriums. The Resource Centre, which is very important to the Faculty and has been integrated in our programs and open to all students of the university, will be relocated. Construction is slated for right after the CSSE conference in May 2015 and is projected to take two years. The Dean confirmed that an official announcement of LC construction will be sent by e-mail by next week.

d) Mandatory training for all the staff of the University ( Accessibility, violence prevention, respect in the workplace training, team work)

The Dean stressed the importance of the trainings that the university offers to the support staff and professors and the impact of those trainings on the performance and professionalism in the workplace and off the campus. The mandatory training modules include:

- Accessibility (support staff/professors)
- Violence prevention
- Respect in the workplace
- Team work

These training modules are to be completed online; C. Morin will send an e-mail reminder to all personnel so that we comply with the university regulations.

e) Hiring Committee selection

The Faculty of Education's postings for five tenure-track positions is now closed and we have received several quality applications. There are two positions in Educational Technology (one Anglophone and one Francophone), two positions in Health Professions Education (one Anglophone and one Francophone) and one in Administration scolaire (Francophone). The selection committees at the Faculty of Education are comprised of one Vice Dean, one Program Director, two professors (one of which must be in the concentration), and one student. The Executive Committee discussed the advantage of expanding two selection committees because of affiliations with other faculties and services.

*Motion:* To add an additional member to the Selection Committee in Educational Technology.

*Moved:* N. Gazzola

*Seconded:* G. Reis

Unanimous

*Motion:* To add two additional members to the Selection Committee for Health Professions Education, one from Medicine and one from Health Sciences.

*Moved by:* B. Graves

*Seconded by:* R. Leblanc

Unanimous

The Executive Committee discussed the memberships of the three committees. The following committees were proposed:

Educational Technology (one Anglophone position, one Francophone position)

Chair: R. Leblanc (Vice Dean, Research and Professional Development)

M. Taylor (Professor)

E. Duplaa (Professor)

N. Ng-a-fook (Program Director)

K. Schmitz (Graduate Student)

Y. Herry (External member)

Health Professions Education (one Anglophone position, one Francophone position)

Chair: N. Gazzola (Vice Dean and Faculty Secretary)

A. McMurtry (Professor)

E. Dionne (Professor)

R. Barwell (Program Director)

J. Lalonde (Graduate Student)

M. Hincke (External Member, Faculty of Medicine)

TBA (External Member, Health Sciences Professor)

Administration scolaire (one francophone position)

Chair: B. Graves (Vice Dean, Programmes)

A. Cousins (Professor)

S. Chitpin (Professor)

C. Fleuret (Program Director)

M. Boucher (Graduate Student)

*Motion:* to accept the proposed membership for the three selection committees

*Moved by:* B. Graves

*Seconded:* R. Leblanc

Unanimous

f) CRECS

CRECS provided the faculty with a report of its activities in English. The cost of translating the document would be approximately \$12000. The Executive Committee agreed that only the executive summary (5 pages) should be translated for the time being.

*Motion:* To have the executive summary professionally translated.

*Moved by:* B. Graves

*Seconded:* G. Reis

Unanimous

g) Graduate student Writing Retreat

The graduate students association is once again organizing its annual writing retreat and they are soliciting some funding from different faculties to subsidize part of their retreat. Last year there were 14 students from the Faculty of Education who participated. The Executive Committee saw long-term value in this initiative in that it directly assists participants with their research writing. The graduate students association is requesting \$2500 from the Faculty of Education, \$1000 more than last year.

*Motion:* To contribute \$2500 toward the graduate student writing retreat conditional that the graduate student association add a disclaimer to their registration form allowing the Faculty of Education access to the names of participants.

*Moved by:* R. Leblanc

*Seconded by:* B. Graves

Unanimous

h) Site Visit

The Dean reported that the Faculty of Education had a visit from officers from the Facilities department to assess the use of space.

i) Faculty of Graduate and Postdoctoral Studies (FGPS)

The Dean reported that the university is looking at the role of FGPS and in particular ensuring that there is less duplication of services. Decentralizing certain FGPS functions are being considered. A committee made recommendations to the Vice President Academic and Provost and another committee has been struck to examine how these recommendations could be implemented. More information will be provided in future meetings.

**1.05 Other Business**

**1.06 Next meeting**

October 20th 2014