



Present: A.M Dionne D. Fleming, N. Gazzola, B. Graves, M. Laurier (President)

Excused: G. Reis, R. Leblanc

Invited: C. Morin

Minutes

5.01 Adoption of the Agenda

By a resolution duly proposed and seconded, the agenda was adopted unanimously.

5.02 Adoption of the Minutes of the November 17, 2014 Meeting

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

5.03 Business arising from the minutes of November 17, 2014

The Dean provided an update on the Ad hoc Committee on the lockdown. A discussion has started with the Protection service. They have put together comments received from the entire University and are working to create new strategies in case of another unfortunate event.

The Dean also informs us that the Human Resources Generalist Position should begin early March 2015 with the revision of job descriptions.

5.04 New Business

a) Ancillary Fees

The Chief Administrative Officer, Céline Morin, presented the financial report regarding student ancillary fees that are associated with for particular courses. When students receive a service or property that remains theirs after the course is over they must pay a fee. Any creation or modification of these fees must be justified and approved by the Administration Council. She gave examples of material that must be paid by the University: a piano, material for labs etc. It was determined that a more detailed analysis must be conducted to fully understand how these ancillary fees are being applied. We also need to analyse the needs of the other courses.

Resolution: That the Faculty of Education maintain the current amount of ancillary fees until future verifications.

Proposed by: B. Graves
Seconded by: D. Fleming
Unanimous

Resolution: That the Faculty of Education conduct a full and detailed analysis for the allocation of ancillary fees.

Proposed by: A. Dionne

Seconded by: B. Graves

Unanimous

b) Hiring Committees - Update

Organizational Studies: The 3rd and 10th of December, two candidates have been interviewed. Following the interviews, the selection committee met to debrief.

Health profession Education: The committee interviewed two candidates for the francophone position. For the Anglophone position the process is still ongoing. The process will continue in January.

Educational Technology: For the Francophone position, the selection committee decided not to recommend anyone. The position will be posted again. For the Anglophone position all candidates are great but there is a possibility that a candidate from the francophone position will be selected.

c) Policy on Release Time Stipends

The committee discussed about the specific considerations of theses, interim report supervising and Directed Reading courses: The current policy reads as follows: “the professor will receive the equivalent of three (3) course credits for a Ph.D. thesis completed (i.e., officially accepted by the jury) within five (5) years of the student’s initial registration in the program, two (2) course credits for an M.A. thesis completed within three (3) years of initial student’s registration, and one (1) credit for an interim report. In the case of co-direction, professors will equally share the accumulated credits.” The revised policy will include the phrase “These timelines exclude the time allotted to the internship.” This amendment will be added to the end of the first paragraph in the “Specific considerations” part of the Policy on release Time Stipends.

Resolution: The faculty of Education amends its policy on release time stipends: for thesis supervision so that the specified timelines exclude the time allotted for internship.

Proposed by: N. Gazzola

Seconded by: B. Graves

Unanimous

5.05 Other Business

5.06 Next meeting

January 12, 2015