

Department of Curriculum and Pedagogy (Formally Curriculum Studies)

End of Year Celebration and Annual Report to the Graduate Student Community

15 April 2008
12:30-2:00

Agenda:

- Welcome
- Lunch & Awards
- Recognition of Students, Graduate Secretary, Peer Advisors, Department Council Representatives, GCAC Representative, GAC
- Graduate Secretary's Report (12:50)
- GAC representatives Tony Clarke & Cynthia Nicol
- Annual Report to Graduate Community (Graduate Coordinator) (1:00)
 - Funding opportunities (1:10)
 - Changes in the Department (1:20)
 - Department Name Change is Official (Curriculum and Pedagogy)
 - EDCP Acronym changes across UG and Grad courses
 - Graduate program changes
 - Research Clusters
 - The Palace (1:30)
- Venues for Graduate Student Input (1:35)
 - Graduate Student Community (see Proseminar Series)
- Prizes (1:55)
- Adjournment (2:00)

Outline of Tasks from the Graduate Coordinator's Planning Report, 2007-08

Graduate Student Communication & Policies (September 2007 – May 2008)

1. CUST Graduate Student Handbook
 - a. Policies & Procedures
 - b. GTA Policies
2. Web Site / Blog & FAQs
3. Progress Reports
4. Feedback on Program Quality and Satisfaction
5. Forum & Procedures for Appeals

Graduate Student Academic Development & "Proseminar" (Sept 2007 – May 2008)

- ~~1. Orientation (7 September 2007 @ 4:00-6:30)~~
 - ~~a. Agenda~~
 - ~~b. SSHRC-UGF Panel~~
- ~~2. CUST Graduate Student Community~~
 - ~~a. Expected Participation in all Seminars & Clinics~~
 - ~~b. MA Thesis Oral Examinations participation~~
- ~~3. Clinics~~
 - ~~a. Writing~~
 - ~~b. Publishing~~
 - ~~c. Giving a Paper~~
 - ~~d. University Teaching & GTAs~~
 - ~~e. Ethics in Professional Spaces (including Supervisory Relationships)~~
 - ~~f. CVs, Letter Writing & Job Searching~~
- ~~4. Labs~~
 - ~~a. Presentation Media & Presenting~~
 - ~~b. Qualitative & Quantitative Analysis~~
 - ~~1. Recording, Transcription & Translation Devices~~
 - ~~2. Data Analysis Applications & Software~~
- ~~5. Research Brunches~~
 - ~~a. Bi-weekly presentation of research by students~~
 - ~~b. Discussion of research & methodologies~~
- ~~6. CUST Cafes~~
 - ~~a. Department Head~~
 - ~~b. New Profs~~
- ~~7. Retreats~~
 - ~~a. SSHRC-UGF?~~
 - ~~b. International Students~~
 - ~~1. Global Speaker's Bureau~~
 - ~~2. FoE International Student's Office~~
8. CUST Graduate Student Council & Graduate Student Society
 - a. CUST Department Council Representatives
 - b. Initiating a CUST GSC
 - c. CUPE 2278

Department of Curriculum Studies

University & Faculty Level Graduate Funding for Departments 2008

University Awards, Graduate Fellowships and Scholarships (see Summary below)

- (<http://ogpr.educ.ubc.ca/funding/index.html>)
(<http://www.grad.ubc.ca/awards/index.asp?menu=000,000,000,000>)
- Includes GES, GSI, Growth Fund, SSHRC, UGF, etc.
- Includes hundreds of various awards

Graduate Entrance Scholarships (GES)*

Table 1. GES allocations from DNSO

The GES is for Masters and PhD students, but cannot be used for students who transitioned from the MA to the PhD program. CUST will also receive an allocation of \$14,000 **Special Graduate Fellowship** top-up from the Faculty for a total of \$37,412 in GES/SGF. Allocation is discretionary by Unit. This year (2008) we chose to distribute the GES and SGF funds among 8 incoming PhD students who would otherwise pay tuition out of pocket (\$4,676 per student).

Graduate Support Initiative (GSI)

As of 1 January 2008, the GSI displaced the PhD Tuition Award. Funds are supposed to be distributed to Faculties and Departments on a per student basis, at the level of tuition costs (domestic PhD tuition = \$3939/yr; international PhD tuition = \$7200/yr). For 2008-09, CUST will receive \$55,145 in GSI funds, which basically has to be used this year and is limited to this year's students (Table 2.). UBC's Masters students matriculating into the Ph.D. program will receive the tuition award for three years. International students not receiving a Tuition Award are given an **International Student Partial Tuition Scholarship** of \$3338 per year to reduce their tuition to domestic levels.

Graduate Enrollment Growth Fund

\$578,920 will come to the Faculty for the 35.3 (x \$16,400 per) seats of Graduate Enrollment Growth provincial money, but this may also be used for faculty salaries, etc. Full time faculty positions in these growth areas are one option, as will be the case this year. On 7 May 2007, Dean Tierney indicated to the VP research (John Hepburn) that the Faculty's growth will be in the following areas for 2008-09: Aboriginal Students (15), Asia-Pacific Gateway (5), Technology (6), Life Sciences (6) (Table 2). We may absorb the growth under current conditions if the Dean chooses to distribute money for other things. (Table 4).

Table 2. Overview of Proposed Increases in Graduate Student Numbers

International Student Tuition Fund

The Faculty receives about \$75,000 per year when some or all of the tuition of international students is paid for by a third party. In those cases, a portion of the tuition comes back to us. The Faculty has been using the funds to hire a GAA to support international students (working with Yvonne Brown in EPLT). The funds are distributed to students based on a recent policy (January 2008) passed by the Graduate Coordinator's Advisory Committee.

University Graduate Fellowships

CUST students typically receive 5-6 of these each year. The awards are either full (\$16,000) or partial (\$8000) per year. The problem is that the entire UGF budget is only \$3.7 million, an amount from the GPOF that **has not changed since 1992**.

Outline of Tasks from the Graduate Coordinator's Planning Report, 2007-08

Pacific Century Graduate Fellowships

For 2007-08, there were 60 PCGFs awarded through the UGF fund. There will be 60 for 2008-09 as well. Each PCGF is \$17,000 but each also draws \$7000 from the very limited UGF pool.

Assistantships (see Report below)

Graduate Academic Assistantships- by application and appointment

Graduate Research Assistantships- by application and appointment

Graduate Teaching Assistantships- by application and appointment

Conference Travel Awards (CUST, OGPR, FOGS)

- Each year, CUST redistributes from application fees approximately \$2000 in travel awards (\$200-\$250 / student depending on demand).
- Each year, the OGPR allocates funding "to reimburse Education graduate students up to \$750 for costs incurred in presenting a first-authored paper, poster session, or workshop at a local, national or international conference."
- Each year, FOGS allocates funding for the "Graduate Student Travel Fund at a maximum value of \$400."

Department of Curriculum Studies

GTA & GAA Appointments (Summer 2007- April 2008)

This past year, in mid May, the Dean's Office allocated to CUST 30 GTA FTE for Graduate Teaching Assistants and the equivalent of 30 GAA FTE for Graduate Academic Assistants. In addition to these funds, we were able to appoint a number of Ph.D. students as GTAs for CUST and TEO courses, with the funding coming from the course FTE (See Tables above).

As Graduate Coordinator, I am quite impressed with the work of our GAAs and GTAs, and see their expertise as absolutely necessary to quality teacher education. As Senior Associate Dean Jon Shapiro acknowledged, "there is a long history of Dean's Office allocations of Graduate Assistants to departments for purposes of assisting with the heavy demands of the teacher education program." Jon continues to be very generous and supportive of the GTAs.

Procedurally, this year I approached the task with a hope of appointing as many of our students as GTAs as was feasible. I worked with Saroj and Basia to make certain that we accommodated all the students who requested GTA experiences. And I am happy to report that we were able to do this. Saroj and I made certain that we honored our CUPE 2278 contract commitments to students with "preferred candidate" status. We also did our best to cap the students at the FOGS limit of twelve hours per week over the academic year. Saroj's expertise with appointments is unmatched and invaluable!!! For GAA procedures, Dennis and I worked with the staff and Curriculum Area Chairs (Coordinators) to identify students appropriate for the responsibilities. We continued the appointments of the Peer Advisors from last year and topped up their stipend for their work with the Global Speakers' Bureau. Again, I am thrilled with the performance of our GAAs, who are indispensable to the teacher education program (labs) and the CUST academic community. Thank you to the OGPR and Associate Dean Deb Butler for funding and supporting the CUST GAAs!

Special thanks to all the Faculty members and Staff who supervised and mentored the GAAs and GTAs this year! I realize that this is a tremendous commitment of expertise and time, and acknowledge how crucial this is to the CUST community and academic preparation of the graduate students. We are grateful to the TEO staff and Associate Dean Rita Irwin, who have been extremely supportive of the work of our GTAs in teacher education! Thanks also to EPLT and Associate Dean Jim Gaskell for supporting GTAs.

Hopefully for this coming year we will have the same or more GAA and GTA opportunities for the graduate students. One area for attention this coming year is the process of evaluation of the GAAs and GTAs. For example, I remain uncomfortable with our practice of utilizing the SCET evaluations for the GTAs, which are the same evaluations we use for Faculty. Ideally, we would develop a unique process that includes formal supervisory feedback. In summary, thanks to the Students, Staff and Faculty for outstanding work and contributions to the Department via the GAAs and GTAs!

Department of Curriculum Studies

GTA & GAA Appointments (Summer 2007- April 2008)

CUST Allocations:

Dean's Office GTA FTE = 30 FTE; OGPR GAA FTE = 6 (30) FTE

Table 1. GTA Salaries (CUPE 2278, 2007 schedule)

	GTA I	GTA II	UTA	Marker
Annual	\$10,902	\$10,490	\$5,232	\$5,021
Monthly	\$1,362.75	\$1,311.25	\$654.00	\$627.63
Hourly	\$28.39	\$27.32	\$13.63	\$13.08

Note: Full GTA = 12 hrs per week for 6 FTE (GTA I = Doctoral; GTA II = Masters)

(.5 GTA I = 3 FTE = \$5,451) (.25 GTA I = 1.5 FTE = \$2,725)

***Current Balance of DNSO GTA FTE = 0 (as of 14 January 2008)**

Table 2. GAA Salaries (OGPR, 2007 schedule)

	GAA I	GAA II
Annual	\$7,895	\$7,684
Monthly		
Hourly		

Note: Full GAA = 10 hrs per week. (GAA I = Doctoral; GAA II = Masters)

***Current Balance of OGPR GAA FTE = 0 (as of 15 November 2007)**

Graduate Teaching Assistants

1. Veda Abu-Bakare (1.5) (Dean's FTE)
2. Doug Adler (2.6) (CUST FTE)
3. Jenny Arntzen (1.0) (Dean's FTE)
4. Oksana Bartosh (2.0) (Dean's FTE)
5. Barbara Bickel (4.1) (CUST FTE)
6. Adrienne Bulton-Funke (1.5) (Dean's FTE)
7. Juan Castro (5.2) (CUST FTE)
8. Mary Ann Chacko (1.5) (Dean's FTE)
9. Ursula Estrada (1.5) (Dean's FTE)
10. Pam Hagan (3.0) (Dean's FTE)
11. Lauren Hall (2.2) (CUST FTE)
12. Hiroko Hara (1.5) (Dean's FTE)
13. Namsook Jhang (1.5) (Dean's FTE)
14. Nane Jordan (1.5) (TEO FTE)
15. Dai Kojima (1.5) (Dean's FTE)
16. Ashwani Kumar (1.5) (Dean's FTE)
17. A.M. LaMonde (10.4) (CUST FTE)
18. Rachel Moll (3) (Dean's FTE)
19. Janice Novakowski (2.6) (CUST FTE)
20. Jennifer Owour (1.5) (Dean's FTE)
21. Aparna Rae (1.5) (Dean's FTE)
22. PJ Rusnak (2.6) (CUST FTE)
23. Leslie Stanick (1.5) (Dean's FTE)
24. Darren West (5.2) (CUST FTE)
25. Li-Wei Chu (1.5) (Dean's FTE)

Graduate Academic Assistants

Peer Advisors

1. Feda Ghaleb (2.0) (Peer Advisor)
2. Yifei Wang (2.0) (Peer Advisor)

Lab Assistants

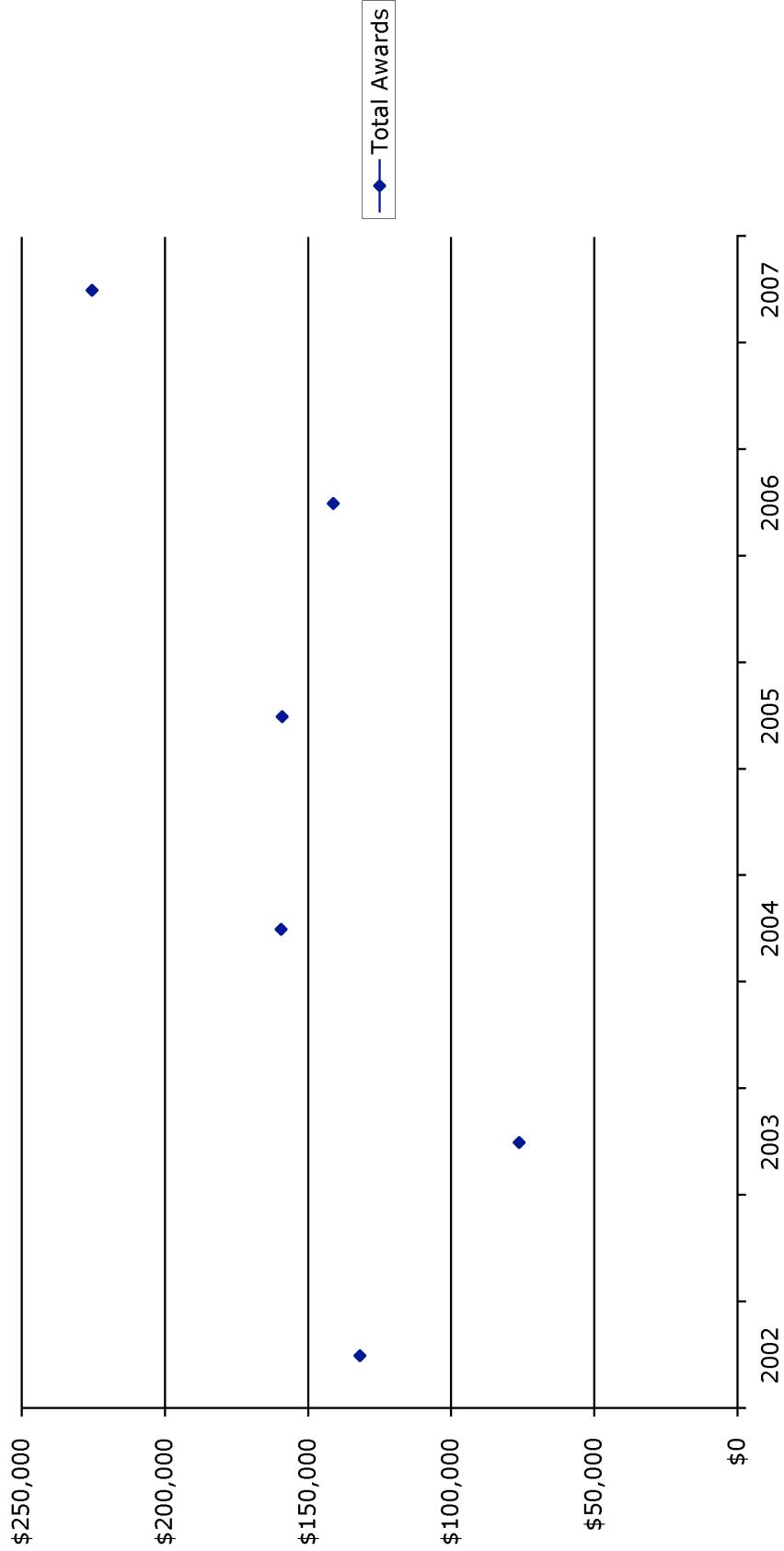
1. Doug Adler (1.0) (Science)
2. Juyun Kim (.5) (Technology)
3. Ann Marie LaMonde (1.0) (Music)
4. PJ Rusnak (.5) (Technology)
5. Sandra Scott (.5) (Science)

CACS-CSSE Conference Assistant

1. Tammy Iftody (1.0)

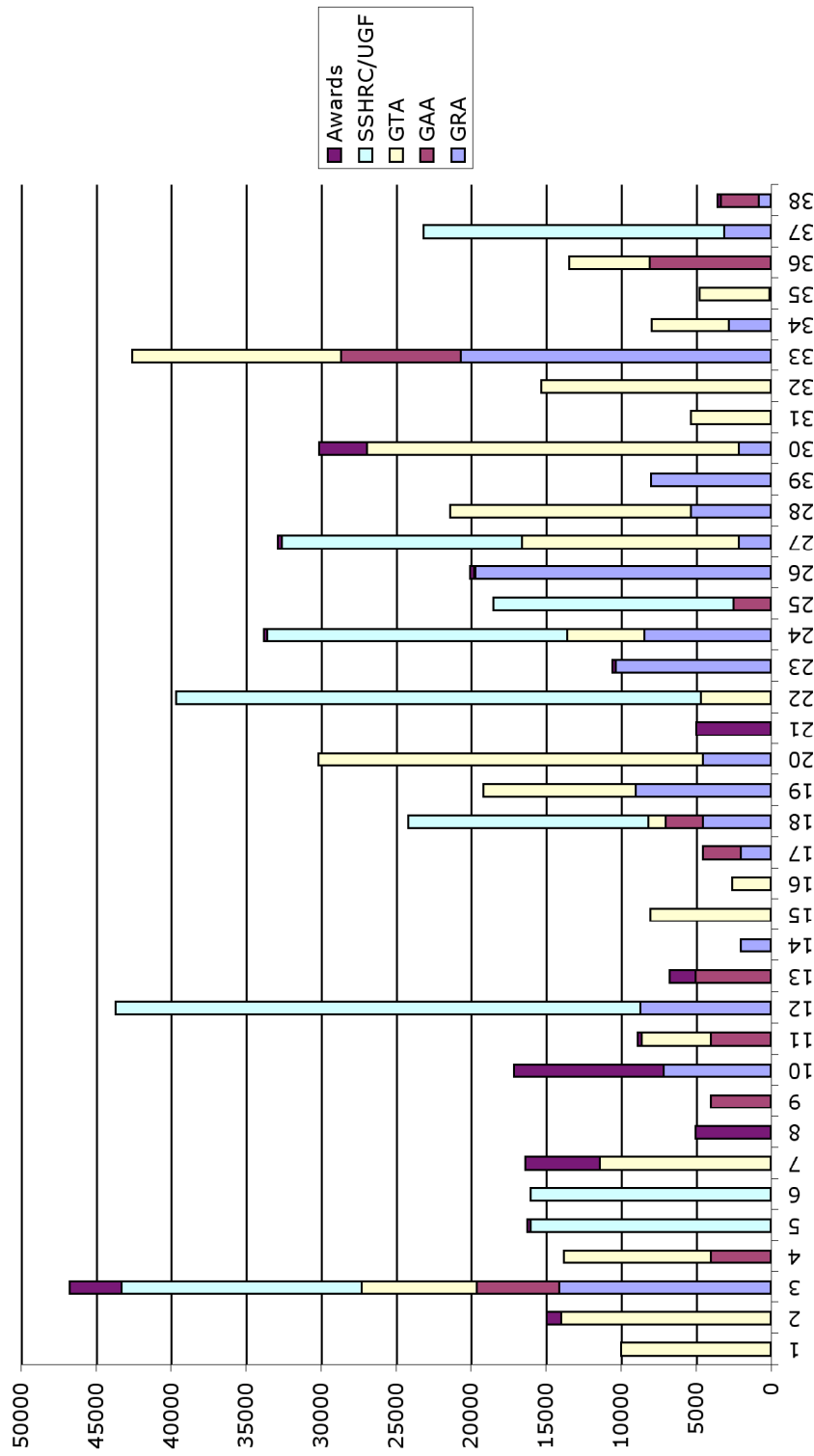
Department of Curriculum Studies
GTA & GAA Appointments (Summer 2007- April 2008)

CUST Graduate SSHRC & UGF Awards, 2002-2007



Department of Curriculum Studies GTA & GAA Appointments (Summer 2007- April 2008)

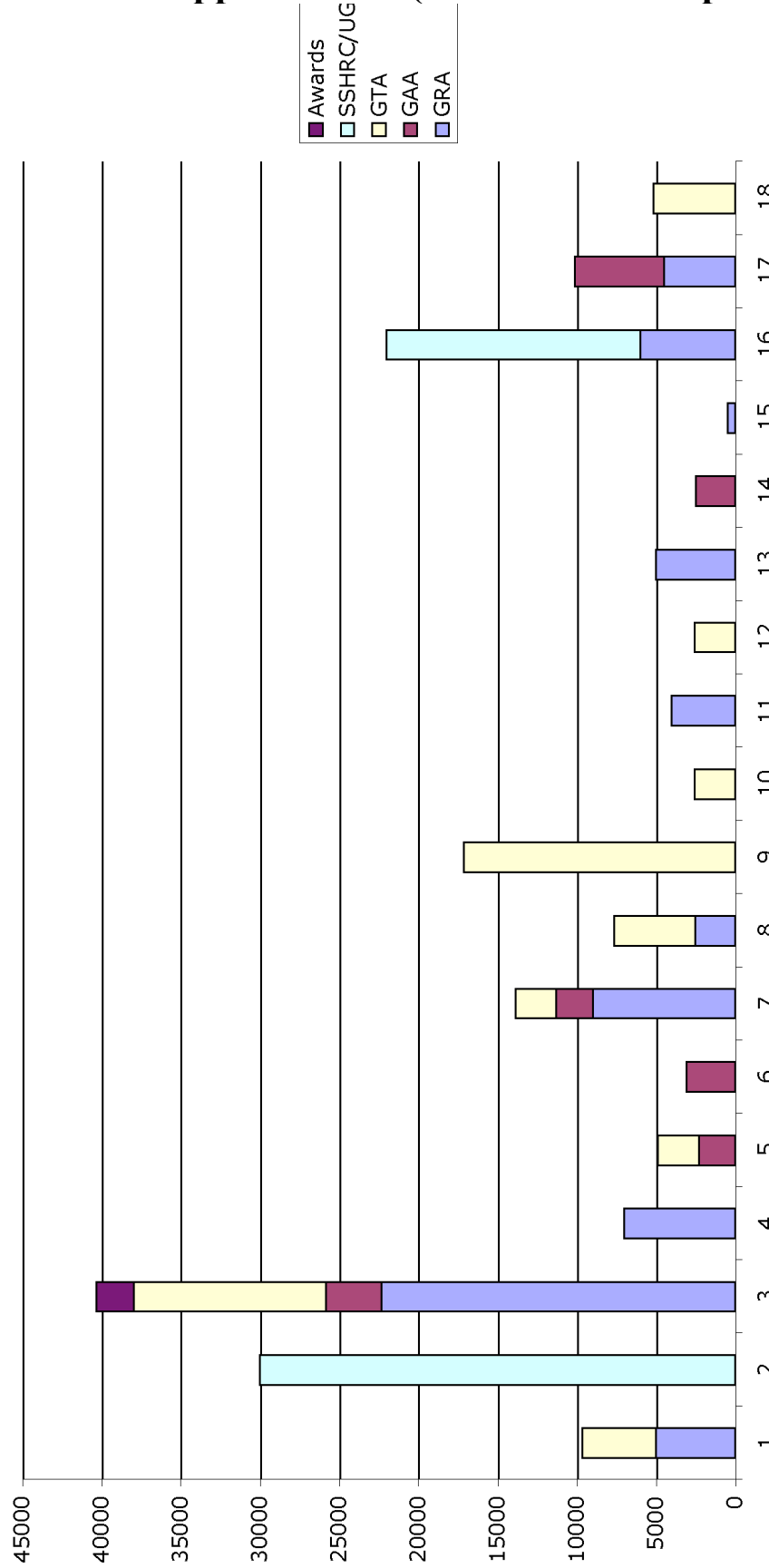
PhD Student Funding, 2006-07



Note: Total in-house funding (GRA, GAA, GTA) = \$403,800 or an average of \$10,913 per funded Ph.D. student. A small number of students have GRAs, GAAs & GTAs from other departments on campus, which are not included.

Department of Curriculum Studies GTA & GAA Appointments (Summer 2007- April 2008)

Masters Student Funding, 2006-07



Note: Total in-house funding (GRA, GAA, GTA) = \$139,565 or an average of \$7,754 per funded Masters student. A small number of students have GRAs, GAAs & GTAs from other departments on campus, which are not included.

Department of Curriculum Studies

GTA & GAA Appointments (Summer 2007- April 2008)

1. Advertisements and descriptions for GTA positions must be posted by March 31st in accordance with Article 12.01 in the CUPE 2278 Agreement for anticipated positions in the following September to April period. "These postings shall also include: an estimate of the number of positions available in the course, current salary, application procedures, the location of application forms, deadline for application and the Policy #20 statement "UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified applicants to apply."
2. GTA I's (Doctoral students) have "preferred candidate" status for up to three years following their initial appointment.
3. GTA II's (Masters students) have "preferred candidate" status for up to one year following their initial appointment.
4. GTA "preferred candidate" status does *not* transfer to post-graduation employment security or seniority (i.e., after degree is conferred, all ex-students must re-apply to ads for Part-time or Full-time faculty appointments).

Policy 75 Interpretation

1. In accordance with Policy 75, a Doctoral Student who has advanced to candidacy can be hired to teach an undergraduate course (up to six credits per term as a Sessional Lecturer).
2. A Doctoral Student who has *not* advanced to candidacy can be hired to teach an undergraduate course (up to six credits per term as a Sessional Lecturer) "in special circumstances, with the approval of the head of the department in which the student is registered."
3. In both of these cases, the appointment as a Sessional Lecturer must be approved by the student's Graduate Supervisor, Graduate Coordinator, Department Head *and* the Dean of FOGS (<http://www.grad.ubc.ca/forms/facultystaff/PermissionToTeach.pdf>).
4. In both of these cases, the student teaches under "supervision of a faculty member of the department or unit in which the course is given. This faculty member is in charge of all aspects of the course."
5. The CUPE 2278 Agreement frames graduate students as Teaching Assistants, not instructors. The only exceptions, written into Policy 75, are Doctoral students with candidacy (Part-time Lecturer) and "special circumstances" for pre-candidacy doctoral students (Part-time Lecturer). The conditions of Policy 75 *and* the CUPE 2278 Agreement are most accommodating for lecture-lab (or studio) course formats. This may mean redesigning multiple section courses as lecture-lab formats, or combining two (or more) sections into one course (maintaining two rooms for activities), where a FT Faculty member or Sessional would be "in charge of all aspects of the course" and the GTA would handle well-defined section assignments. Or this may mean using more conventional large lecture, small break-out lab formats.

Department of Curriculum Studies
Graduate Student Academic Development (Proseminar)
(2007-08)

Sept	1. Orientation	7 September 4:00-6:30 Orientation & SSHRC-UGF Panel
October	2. CUST Cafe	Thurs., 25 October 11:00-12:00 Dennis Sumara
	3. Research Brunch	Wed., 31 October 12:30-1:30 Two Grad Students Present Their Research
November	4. Seminar	Wed., 7 November 12:00-1:00 TBA
	5. Clinic	Thurs., 22 November 10:30-12:00 Writing Clinic w/ Dr. Karen Meyer
	6. Research Brunch	Tues., 27 November 2:30-3:30 Two Grad Students Present Their Research
December	7. Clinic	Tues., 4 December 12:00-2:00 Ethics & Supervisory Relationships Clinic
	8. Retreat	Thurs., 13 December 9:00-12:30 Anticipating the Thesis, Graduating Paper & Comprehensive Exam Experience
January	9. Seminar	Tue., 15 January 12:00-1:00 Allan Block (Scarfe 1209 @ 4:30)
	10. Research Brunch	Fri., 25 January 12:30-1:30 Two Grad Students Present Their Research
	11. CUST Cafe	Thurs., 31 January 11:00-12:00 Joy Butler
February	12. Lab	Tues., 5 February 10:00-12:00 Qualitative Recording and Transcribing
	13. Clinic	Thurs., 21 February 10:30-12:00 Giving a Paper
	14. Research Brunch	Tues., 26 February 2:30-3:30 Two Grad Students Present Their Research
March	15. Seminar	Wed., 5 March 12:00-1:00 TBA
	16. Clinic	Thurs., 20 March 10:30-12:00 Publishing
	17. Research Brunch	Fri., 28 March 12:30-1:30 Two Grad Students Present Their Research
April	18. CUST Cafe	Thurs., 3 April 11:00-12:00 TBA
	19. Clinic	Thurs., 17 April 10:30-12:00 CVs, Letter Writing & Job Searching
	20. Research Brunch	Tues., 29 April 2:30-3:30 Two Grad Students Present Their Research
May	21. Lab	Tues., 6 May 10:00-12:00 Qualitative & Quantitative Analysis Software

Department of Curriculum Studies
GTA & GAA Appointments (Summer 2007- April 2008)

	22. CUST Cafe	Thurs., 15 May 11:00-12:00 Donal O'Donaghue
	23. Clinic / Lab	Tues., 20 May 12:00-2:00 University Teaching Clinic & Presentation Lab