

**Record of Decisions - NCR Education Committee
February 19, 2019**

Present	Regrets (Confirmed)
<ul style="list-style-type: none">• Chantal Fortin (Chair), USGE/SESG• Diane Girouard, UHEW/STSE• Carla Ross, UNE/SEN• Anna-Marie Melanson, UNE/SEN• Kim Hum, UHEW/STSE• Philip Lillies, AGR/SAG• Louise Sicard, UHEW/STSE• Behiye Cinkilic, UNE/SEN• Alex Silas, DCL/SLCD• Pierre Lebel (Staff), REO/ARE	<ul style="list-style-type: none">• Ken Zarichansky, UPCE/SEPC• Lee Palotta, UTE/SEI

Meeting called to order at 17:37 by the Chair.

** Welcome to new member Margret Nikolic for joining the Education Committee.**

1. Adoption of the agenda:

- Moved by Anna-Marie Melanson;
- Seconded by Louise Sicard;
- Motion is adopted;

2. Adoption of the Record of Decisions for the meeting of January 15, 2019:

- Moved by Carla Ross;
- Seconded by Diane Girouard;
- Motion is adopted;

3. Follow-up on items from previous meetings

- *French LTD course, part 2*
 - No update, as Annette Marquis is recently back.
- *Notification of winners of survey prizes (two PSAC sweaters and five bags of coffee)*
 - Prizes have been distributed. It was impossible to get sweaters, but a nice prize kit was offered to the winners instead.
- *Education registration form*
 - This project is on hold, as the PSAC national and regional websites are being updated.

4. Education Program update:

- *Registrations and attendance*
Registrations are filling up nicely, but the Phoenix module might be cancelled due to low attendance.
- *Union School*
Registrations to Union School Part 2 is now at 73. The ideal number is 85.
- *Activities of Feb 27 and 28*
Total registrations for this event are 23 participants.
- *Publishing of the 3-Year Education Plan*
The 3-yr plan will be published on the website.

5. **Review proposed updates to the Committee's Terms of Reference**

- The Education working group met and offered changes to the Terms of Reference.
- There was a long discussion on the Composition of the Committee, that a Chairperson or Alternate Chairperson should be an active facilitator. A consensus could not be met, therefore this topic is tabled and a decision will be finalized once Sister Chantal is back from vacation. The Committee members agreed with the delay.
- Members were invited to submit proposed wording by March 8. The working group (Diane, Anna-Marie and Kim) will be responsible for summarizing the proposals and presenting them to the Committee.
- The section on members being deemed to no longer be members of the committee after failing to attend three consecutive meetings without notification or cause, was changed to the Chairperson contacting the members to reconfirm their interest.
- All other changes proposed by the working group were agreed to with a few minor modifications

6. **Review proposed updates to the PSAC-NCR web pages:**

- Education Committee
- Education Program

The Education working group met and revised each page of the Education Committee and Education Program sections of the websites. The proposed changes will refresh the content and allow easier access to new members wanting to join the Education Committee or to register for union courses.

Some pages will be removed as the content was redundant or no longer relevant. As well, some links were no longer working. These proposed changes will be applied in time with the websites being renewed.

7. **Working group to propose updates to the web pages for Education Program and Committee**

- The content of these web pages needs updating

- The Education Committee’s Terms of Reference also need to be updated. They have not been revised in over 4 years.
- Working groups will be formed for these activities

8. Varia

- Sister Chantal will be away for a well-deserved vacation.
- The March and April meetings will be planned and chaired by the alternate.
- A previous motion was adopted for leftover meals to be purchased for \$5 each. The money recovered will be used as credit for future meals purchases.
 - To date, we have collected \$50.
 - Members expressed an interest to save the money to have a special meal for the meeting when the elections will be held for the positions of Chairperson and Alternate Chairperson.

Meeting adjourned at 7:45 p.m.