FACULTY OF EDUCATION

The Faculty of Education was established in 1967 to offer teacher education programs for people interested in obtaining a teaching certificate for Manitoba. The programs have evolved from the one-year programs of the early '80's to meet the recently mandated "five years of coursework" as the minimum teaching qualification for the province. The Faculty has structured the Bachelor of Education program to emphasize early years, middle years, or senior years teacher preparation. The program offers an excellent balance of study and classroom experiences.

The Faculty of Education also offers several innovative, specialized community-based programs for students in rural and northern schools. These include the Brandon University Northern Teacher Education Program (BUNTEP); the Brandon University Project for the Education of Native Teachers (PENT); and the Brandon University Hutterian Education Program (BUHEP).

DEAN'S OFFICE

Office Files
Files regarding budgets, general financial activities, correspondence, policies and procedures, committee minutes, curriculum, and other administrative records.

Personnel Files
Authority: *The Brandon University Act*
Purpose of Collection: To maintain record of all personnel in the Faculty of Education
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; staff development and training; employment history; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information; personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: TBA

FACULTY OF EDUCATION ADMINISTRATION OFFICE

The Faculty of Education Administration Office retains and manages records for the Department of Administration and Education Services, the Department of Curriculum & Instruction (Humanities), the Department of Curriculum & Instruction (Mathematics and Science), the Department of Educational Psychology & Foundations, the Department of Music Education and Graduate Studies. The Office also manages records of all Faculty of Education students.

Office Files
Files regarding budgets, general financial activities, correspondence, policies and procedures, committee minutes, curriculum, and other administrative records.

Student Files
Authority: *The Brandon University Act*
Purpose of Collection: To maintain a record of students' progresses and of students' academic histories in order to advise students on outstanding program requirements, for award nominations, and for writing letters of reference.
Information: Personal information may include: name, home address, home telephone number, date of birth, gender, marital/family status, student number, transcripts, SIN, education history, resumes, reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: indefinite

BUHEP

The Brandon University Hutterian Education Program (BUHEP), begun in the fall of 1994, is a community-based program designed to provide a Bachelor of General Studies and a Bachelor of Education (A.D.) to teachers on Hutterite colonies in Canada and the United States. The program is delivered through teaching centres on the Hutterite colonies, as well as at Brandon University. Priority is given to students from Hutterite colonies.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence and other administrative records.

Student Files (PIB)
Authority: *The Brandon University Act*
Purpose of Collection: To maintain records of BUHEP students for admission purposes, to monitor student progress, and to assist with advising.
Information: Personal information may include: name, student number, SIN, home address, home telephone number, home fax number, home e-mail address, date of birth, transcripts, resumes, change of grades, info about university program of study, and student teaching placements and evaluations.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined

BUNTEP

Brandon University Northern Teacher Education Program (BUNTEP) is an off-campus, community-based program that delivers the 5-Year BGS/BED program. BUNTEP prepares teachers who study, live and practice teach in the local community. Traveling Professors visit the centres to deliver courses and are available for related development activities.

BUNTEP Central Office

Office Files
Files regarding budgets, general financial activities, correspondence, policies and procedures, committee minutes, curriculum, and other administrative records.

Personnel Files
Authority: *The Brandon University Act*
Purpose of Collection: To maintain current and up-to-date information pertaining to employees of BUNTEP and archived files on employees of BUNTEP. To provide information to Council on Post-Secondary Education (COPSE) – budget projections, estimates, cashflows
Information: Personal information may include: name, address, home telephone number, work telephone number, SIN, employee number, student number, education history, staff development and training, employment history, curriculum vitaes, reference letters, performance appraisals, pay and benefits information, contracts. Financial information, which may include salaries, benefits, professional development allocation, expense reports, budgets.
Other Uses and Disclosures: None
Retention and Disposition: To be determined

Student Files
Authority: *The Brandon University Act*
Purpose of Collection: To maintain current and up-to-date information pertaining to students who have been admitted to the Program. Archived files on dropouts and graduates of BUNTEP. To provide quarterly/yearly statistical information to Council on Post-Secondary Education (COPSE) on student's participation in the program, graduate follow-up regarding employment, etc.
Information: Personal information may include: name, address, home telephone number, home e-mail address or fax number, SIN, student number, education history, work history, age group, marital status, dependents, gender, ancestry, type of sponsorship, references, autobiography, transcripts and other academic records (registrations, withdrawals, grades), dates of entry/withdrawal from program, student loans – notice of awards, copies of student loan documents, tuition/textbook costs, correspondence, information on employment of graduates.
Other Uses and Disclosures: Student Financial Assistance Branch, COPSE quarterly and yearly reports
Retention and Disposition: To be determined

BUNTEP Off -Campus Centres

BUNTEP has, for many years, offered quality, on-site teacher education in Northern and Rural Manitoba. At least eight centers are currently operating in Manitoba.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence and other administrative records.

Student Files
Authority: *The Brandon University Act*

Purpose of Collection: To maintain current and up-to-date information pertaining to students at the centre for assisting the Centre Coordinator in personal and academic counselling of students. To provide information to sponsoring agencies, i.e., student's attendance, participation, etc.
Information: Personal information may include: name, address, home telephone number, home e-mail address or fax number, SIN, student number, education history, work history, age group, marital status, dependents, gender, ancestry, type of sponsorship, references, autobiography, transcripts and other academic records (registrations, withdrawals, grades), tuition/textbook costs, attendance, correspondence. May maintain information on awards for student loans on file.
Other Uses and Disclosures: None
Retention and Disposition: To be determined

FIELD EXPERIENCE

The Office of Field Experience finds student placements in various schools for teaching experience.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, supervisors' contracts, travel-expense forms, notices of placement, class lists and other administrative records.

Student Files
Authority: *The Brandon University Act*
Purpose of Collection: To maintain records of students who are assigned to schools for their practice teaching.
Information: Personal information may include: name, address, home address, current address, home telephone number, current telephone number, student number.
Other Uses and Disclosures: None
Retention and Disposition: Keep student files until student graduates, then files are filed in storage boxes and placed in a storage room forever.

GRADUATE STUDIES

In 1990, the Faculty of Education was granted the power to confer the degree of Master of Education. This program comprises the following specialties: educational administration, counseling, curriculum, special education, and Aboriginal education.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

PENT

The Program for the Education of Native Teachers (PENT) is a community-based teacher program of the Faculty of Education at Brandon University. Students combine

para-professional work in their community schools from September to April with courses at Brandon University from May to July. All program costs are covered by sponsors. The sponsors pay a fixed annual fee for each student, which covers all tuition, fees, books and supplies. The annual fees are set by the PENT Advisory Committee.

Office Files
Files regarding budgets, general financial activities, correspondence, policies and procedures, committee minutes, curriculum, and other administrative records.

Personnel Files
Authority: *The Brandon University Act*
Purpose for Collection: To maintain accurate information pertaining to employees of PENT.
Information: Personal information may include: name, home address, home telephone number, date of birth, SIN, employee number, resume.
Other Uses and Disclosures: None.
Retention and Disposition: TBD

Travel and Professional Development Funds Allocation and Expense Files
Authority: *The Brandon University Act*
Purpose for Collection: To process and track expenses according to University Policy
Information: Personal information may include: name, employee number, credit card number and staff development and training.
Other Uses and Disclosures: None.
Retention and Disposition: TBD

Personnel Information/Contract Files
Authority: *The Brandon University Act*
Purpose for Collection: To maintain record of short-term contracts for sessional instructors.
Information: Personal information may include: name, home address, home telephone number, date of birth, gender, SIN, employment history, resume, pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: TBD

Student Files
Authority: *The Brandon University Act*
Purpose for Collection: To maintain record for admission purposes; to monitor student progress; to assist with advising and for archives.
Information: Personal information may include: name, home address, home telephone number, date of birth, student number, gender, SIN, transcripts, reference letters, proof of age documents, letter of sponsorship, program of studies, student registrations and change of registrations, attendance record, student teaching reports (performance appraisals and opinions by PENT staff).
Other Uses and Disclosures: None.
Retention and Disposition: TBD

PHYSICAL EDUCATION & FACILITY

The Department of Physical Education is one of the departments of the Faculty of Education, offering credit courses to Brandon University and visiting students in Education and Bachelor of General Studies degree programs.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, academic departmental files, activity files and reports, NCCP files, student lists, tuition waiver files, grant applications, volleyball camp registrations

Equipment Room Staff Files
Authority: *The Brandon University Act*
Purpose for Collection: To maintain current and up-to-date information pertaining to the individual's employment at the Equipment Room.
Information: Personal information may include: name, home address, home telephone number, date of birth, SIN, employee number, pay and benefit information, attendance report, termination documents.
Other Uses and Disclosures: None
Retention and Disposition: TBD

Staff/Faculty Personnel Files
Authority: *The Brandon University Act*
Purpose for Collection: To maintain current and up to date information pertaining to employees of the Department.
Information: Personal information may include: name, home address, home telephone number, home fax number, home e-mail address, date of birth, age, gender, marital/family status, student number, education history, employment history, resumes, opinions expressed about individual by another, information about disciplinary actions, SIN, reference letters, performance appraisals, vacation/leaves reports, pay and benefit information, absence reports, resumes, academic information, information about University course of study.
Other Uses and Disclosures: None
Retention and Disposition: TBD

PROFESSIONAL DEVELOPMENT UNIT

Initiated in June 1997, the Professional Development Unit is co-directed by two Faculty of Education members and has offered more than 50 professional development workshops for groups including principals in the Westman region, teachers and candidate teachers, French curriculum planners, French language teachers, and professors.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.