

MINUTES
Thursday, November 22, 2018
ST 147 Main Campus 2:00 p.m. – 4:30 p.m.

Chair: **L. Young**
Recording Secretary: S. Larsen
Attendance:

Members Present

Apple, J.
Azaiez, J.
Beattie, T.
Braun, A.
Childs, S.
Cobb, J.
Colpitts, G.
Curtin, S.
Dann, M.
Dunn, J.
Favaro, E.
Finn, P.
Franceschet, *S/K Tuxhorn*
Graham, C.
Groen, J.
Halek, M.
Hansen, D.
Huebert, R.
Iskader, M.
Jones, V.
Kreitzer, L.
Levey, A.
Lopes, M.

Lucas, A.
Mansouri, M.
Mayr, S.
McCafferty, D.
McCoy, L.
McDermid, G./ *C. Tam*
McQuillan, K.
Moorhead, G.
O'Brien, M.
Oddone Paolucci, E.
Paris, B.
Perić, S.
Protzner, A.
Radford, L.
Raffin Bouchal, S.
Samavati, F.
Saweczko, A.
Spangler, J./ *L. Somner*
Thangadurai, V.
Thundathil, J.
Woiceshyn, J.
Wylant, B.
Yates, R.

Members Absent

Achari, G.
Bertram, J.
Braun, J.
Brown, J.
Cannon, E.
Clarke, M.
Colicos, M.
Culos-Reed, N.
Cunningham, C.
Egberts, P.
Falkenberg, L.
Fapojuwo, A.
Field, J.
Hagen, G.
Hansen, P.
Johnson, J.

Keller, J.
Konnert, C.
Leblanc, J.
Lenters, K.
Magesan, A.
Mains, P.
Mendaglio, S.
Ritter, E.
Sherer, P.
Sideris, M.
St. George, S.
Strous, M.
Tyler, M.
Vanderspoel, J.
Wright, Jim
Wright, John
Zimmerly, S.

**Faculty of Graduate Studies
Officers Present**

Nathoo, S.
Robinson, G.
Srivastava, A.
Stiven, C.

**Faculty of Graduate Studies
Officers Absent****Guests**

Philip Fong
Kelly Hoglund
Deborah Book
Andrea Klaiber-Langen
Rob Thompson
John Aycock

1.0 APPROVAL OF AGENDA

The Chair called the meeting to order and asked for approval of the agenda.

MOTION: Moved /Seconded

That FGS Council approve the agenda for the Faculty of Graduate Studies Council Meeting of Nov. 22, 2018.

CARRIED

2.0 Approval of FGS Council Meeting October 4, 2018 Minutes**MOTION: Moved/Seconded**

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Meeting of October 4, 2018.

CARRIED

3.0 BUSINESS ARISING FROM THE MINUTES

There were no matters raised at this time.

4.0 Report from the Chair

The Chair provided a slide presentation and the following points were highlighted:

- The Great Supervisor Event was scheduled to follow the meeting today with all FGS Council invited.
- Sincere thanks were given to D. Hansen for postponing his research leave to continue in the FGS Associate Dean (Scholarships) role until December 31, 2018. Donna-Marie McCafferty was welcomed and will take over the role at that time.
- FGS Council members were encouraged to attend two upcoming workshops: Entrance Scholarships Lunch and Learn and Unconscious Bias Training.
- An overview of the admissions audit was presented, and program specific results will be sent out soon.

5.0 Reports from the FGS Assistant/Associate Deans

5.1 Robin Yates, Senior Associate Dean

R. Yates reminded FGS Council members that on Wednesdays from 9:00 to 12:00 noon, either J. Dixit or M. Speta, Graduate Academic and International Specialists, will be available to meet with students on the Foothills Campus.

5.2 Dave Hansen, Associate Dean (Scholarships and International)

D. Hansen reported that:

- The new on-line Award Application is now live and 824 submissions are already in progress. A program level, review component is now being developed.
- An update on the various awards was provided.

5.3 Jalel Azaiez, Associate Dean (Policy)

J. Azaiez provided information regarding his recent recruitment trip to China where he attended PhD Fairs in Beijing and Shanghai. He noted that number of students from China continues to increase and the quality of students is improving.

P. Egberts also traveled to China in the fall to attend the China Scholarship Fair for recruitment purposes.

The Chair commented on the Iranian student situation and encouraged anyone with questions to contact FGS.

6.0 REPORT FROM THE GRADUATE STUDENTS' ASSOCIATION PRESIDENT

B. Paris reported that the new graduate student space in Crowsnest Hall, *That Grad Space*, is now open. All graduate students have key card access and are encouraged to use the space and participate in the events that will take place there.

7.0 REPORT FROM THE GENERAL FACULTIES COUNCIL REPRESENTATIVE

T. Beattie highlighted the following topics which were recently discussed at GFC:

- New Alcohol Policy - Relates to serving and consuming alcohol on campus and at university related events.
- University Code of Conduct – Needs to comply with the Alberta Ethics Commission regulations. When approved, more information will be coming forward, including implications for graduate employment.

8.0 REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE

D. McCafferty reported that the following proposals were approved at GAPS:

- Termination of MEd in Applied Psychology
- Curriculum changes in Philosophy
- Revisions to MSc and PhD in Educational Psychology
- Calendar changes for various faculties

9.0 QUESTION PERIOD

No questions were asked at this time.

10.0 NEW BUSINESS

10.1 CPSC Proposals – P. Fong

Documents were circulated with the agenda.

MOTION 1: Moved/Seconded

That the Faculty of Graduate Studies Council recommend that the Academic Planning and Priorities Committee approve the creation of the Graduate Certificate in Data Privacy program, as set out in the proposal provided to the committee, contingent upon Faculty of Science approval.

MOTION 2:

That the Faculty of Graduate Studies Council recommend that the Academic Planning and Priorities Committee approve the creation of the Master of Information Security and Privacy degree program, as set out in the proposal provided to the committee, contingent upon Faculty of Science approval.

CARRIED

P. Fong provided an overview of the program proposals and the following points were noted:

- Network Security and Software Security certificates went through the approvals process last year. They were the initial steps in developing the Master’s program, which is now proposed, along with the additional certificate in Data Privacy.
- The intention is to attract professional people wanting to change careers, and international students wanting a one-year Master’s program.
- Stackable certificates allow flexibility to take only one certificate, while any two certificates can lead to a capstone project and a Master’s degree.

Regarding reference letters, an addition is needed in the calendar entry to indicate that these may be requested of students, who have completed credit courses at a post-secondary institution, when applying for a second post-graduate certificate program or to the degree program.

10.2 Election of FGSC Representative to Graduate Academic Program Sub-committee – L. Young

Document was circulated with the agenda.

MOTION: Moved/Seconded

That FGS Council approve the nominee for FGS Council Representative for the Graduate Academic Program Sub-committee.

CARRIED

Secretary’s Note: Lisa Young stepped down from the Chair at this time to speak to agenda items 10.3 and 10.4, and Robin Yates assumed the role.

10.3 Supervisory Policy and Procedures – L. Young/ D. Book

Documents were circulated with the agenda.

MOTION: Moved/Seconded Lisa/ Jalel

That FGS Council recommend the revisions to the Supervisory Policy and Procedures to the General Faculties Council.

CARRIED

L. Young provided the background to the Supervisory Policy and Procedures and explained the changes made:

- Regarding formal evaluation of supervisory privileges

- Rewriting and ordering proceedings
- Changing wording for clarity

10.4 Operating Standard for Graduate Funding - L. Young

Documents were circulated with the agenda.

MOTION: Moved/Seconded

That FGS Council approve the FGS Funding Operating Standard.

CARRIED

L. Young explained the last substantive item under discussion in this document (4.15d) and the following points were noted:

- Any student who wins an external award should be better off than they were previously. The new wording encourages generosity.
- When students are admitted to a program, the conditions of offer must align with university expectations. Program expectations must be the same for all students.
- Wording such as “reasonable expectations” was suggested for program funding policies.
- Clarification is needed regarding status changes for international students. “Tuition residency” refers to how the student appears in the student system.
- The differential fee, which is returned to students, will be part of the Minimum Funding Amount.
- If a program wanted to provide more than the minimum one year and less than the minimum in a subsequent year, this would be an exception and would need special approval.
- Scholarships are intended to support students in their research, leading to their thesis completion. This is different from paying students for doing something which does not contribute towards their research. A reminder was given that students are at the university to be researchers not low paid workers.
- Completed program policies should be sent to the Dean of FGS for review. They need to be consistent with the FGS Operating Standard.
- Faculties may choose to have common policies, however, this is not expected, and the approach would not be suitable for all faculties.
- The Chair thanked FGS council members for their efforts and input through the process of developing the Funding Operating Standard.

10.5 FGS Appeals Committee Terms of Reference – L. Young/A. Klaiber-Langen

Documents were circulated with the agenda.

The Chair introduced A. Klaiber-Langen, Student Appeals Officer, who provided an overview of the changes to student appeals processes at the University of Calgary. The Chair reviewed the FGS Appeals Committee Terms of Reference. The following points were noted:

- The new Appeals Policy and Procedures will be effective January 1, 2019, resulting in greater transparency, consistency, and a more streamlined appeals process.
- There will be a centralized committee with legal support, rather than only faculty appeals.
- Faculty appeals will now focus on candidacy components and thesis exams (the first time through only), as well as miscellaneous issues (e.g. supervisor concerns).
- Central Appeals will handle discipline and second attempts at Candidacy and Thesis exams.
- “No right to appeal” will be given further thought. Students are able to seek judicial review at anytime through the court system.
- With the exception of the initial submission of appeal, extensions to appeal deadlines are acceptable.
- Training will be provided and required of anyone who will be sitting on an appeal committee. Scripts are being developed for the use of Appeals Committee Chairs. These will include reminders that hearings may not be recorded.
- These documents, along with the calendar changes, will come back to FGS Council in January for approval.

- Further thoughts can be sent to L. Young or A. Klaiber-Langen.

Secretary's Note: L. Young resumed her role as Chair.

10.6 Graduate College Proposal – L. Young

Documents were circulated with the agenda.

L. Young provided a brief overview of the Graduate College proposal and introduced R. Thompson, the founding head of The College. It was suggested that wording, indicating that The College will be subject to periodic review, be added prior to the proposal going to General Faculties Council in early December.

10.7 Academic Probation and GRADTIPS – S. Curtin/R. Yates

Documents were circulated with the agenda.

R. Yates provided a slideshow relating information about Academic Probation and the new GRADTIPS Program. The following points were noted:

- The new term “academic probation” will apply to students with an academic standing less than 3.0 in course based and certificate programs. It will be placed on their transcript with the intent to alert students to the fact that they may have to withdraw.
- Programs may still choose to have a student withdrawn, otherwise a process will be initiated by a letter being sent to the student regarding mandatory involvement in the GRADTIPS program.
- An on-line assessment will lead to meetings with Academic Advisors from FGS and an Academic Development Specialist at the Graduate Success Centre. Programming for the student will be determined, some aspects of which will be mandatory.
- Once the requirements are completed, and the Grade Point Average improves, “academic probation” will be removed from the student record.
- Calendar changes are now in place and this process will be in effect for January 2019.
- Recommendations for academic probation and the GRADTIPS program need to be submitted by programs, to FGS, in early January.
- If there is significant reason to not apply this notification on the transcript, FGS requires early notification from programs.
- MEng has been piloting this program. If it is successful, there will be parallel supports developed for on-line students.
- Thesis students can be advised/encouraged to voluntarily participate in this program. Please contact FGS regarding any concerns.

The Chair ended the meeting, thanking the GPDs who have completed their terms. D. Hansen was also thanked again, and noted for being a great citizen of the university as he has stepped in a number of times to fill important administrative gaps in FGS.

11.0 Scholarships

The Terms of Reference for five new scholarships were included for information in the meeting package.

12.0 ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

