

FACULTY OF GRADUATE STUDIES COUNCIL

SPECIAL MEETING

MINUTES

Thursday, November 2, 2017

ST 147 Main Campus 2:30 p.m. – 4:30 p.m.

Chair: L. Young

Recording Secretary: S. Larsen

Attendance:

Members Present

Afyouni, T.
Apple, J.
Aycock, J.
Azaiez, J.
Beattie, T.
Childs, S.
Colicos, M.
Curtin, S.
Dueck, C.
Dyck, R.
Field, J.
Franceschet, S. (A.
Sayers)
Hansen, D.
Hansen, P. (A. Viczko)
Hettiaratchi, P.
Klumpenhouwer, W.
Mains, P.
Manzocco, C.
Mayr, S.
McCafferty, D.
McDermid, G.

Mendaglio, S.
Moorhead, G. (S.
Zimmerly)
Nelson, F.
Oddone Paolucci, E.
Paris, B.
Raffin Bouchal, S.
Sallis, F.
Samavati, F.
Saweczko, A.
Spangler, J.
Thangadurai, V.
Thundathil, J.
Ware, A.
Warsame, H.
Wiley, P.
Wilson, R.
Winters, S.
Wright, M.
Wulff, D.
Yates, R.
Zach, R.

Members Absent

Achari, G.
Bertram, J.
Braun, A.
Brodie, I.
Clarke, M.
Campbell, T.
Cannon, E.
Dawson, P.
Donovan, E.
Egberts, P.
Fapojuwo, A.
Gadbois, D.
Hagen, G.
Humble, N.
Jacobsen, M.
Johnson, J.
Johnston, R.

Lucas, A.
Magesan, A.
Mohammadi, N.
Monteyne, D.
Norman, A.
O'Brien, M.
Pexman, P.
Roy, S.
Ryan, C.
Sandalack, B.
Sideris, M.
St. George, S.
Tepperman, C.
Woiceshyn, J.
Wright, Jim
Wright, John

**Faculty of Graduate Studies
Officers Present**

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

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

J. Sieppert
L. Falkenberg
K. Hoglund

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 November 2, 2017.

CARRIED**2.0 Approval of FGS Council Meeting September 28, 2017 Minutes****MOTION: Moved/Seconded**

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Meeting of Sept. 28, 2017.

CARRIED**3.0 MATTERS ARISING FROM THE MINUTES**

There were no matters raised at this time.

4.0 Report from the Chair

The Chair thanked Council members for attending extended meetings and extra meetings to provide feedback on proposals, which need to go the province by January 1, 2018 to take advantage of expedited approvals.

Regarding the funding allocation document in the meeting package, additional, specific program information will be provided once the budget and enrolment figures are confirmed.

5.0 NEW BUSINESS

5.1 Haskayne School of Business: Creation of Master in Management – L. Falkenberg

Documents for review were circulated with the agenda.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommend the approval of the Master in Management program in the Haskayne School of Business, as set out in the proposal provided to the committee.

CARRIED

L. Falkenberg provided an overview of the Master in Management proposal. The following points were noted in the presentation and discussion:

- One-year business education degree designed for undergraduate students in the Faculties of Kinesiology, Arts and Science, though appeal is already noted in other faculties.
- Planning for students with minimal work experience. Two years of professional work is noted as the maximum but there is flexibility here. The MBA is for people with a professional background but the MiM could ladder to the MBA.
- The goal is to provide preparation for the job market, and a May start date has been planned so students will be well into the program by the time employers begin visiting campus in the fall.

Recommendations included:

- Change wording to clarify that applicants are required to have one course in each of Math, Statistics, Economics, and Psychology or Sociology.
- Change wording to allow for flexibility around aspects such as work experience. There may be people working professionally that this program is well suited for (e.g. medicine, education).

5.2 Social Work Proposals – J. Sieppert

Documents for review were circulated with the agenda.

J. Sieppert provided an overview of the proposal and the rationale for the major restructuring of the Master's in Social Work program. The following points were noted in the discussion:

- The new MSW is the result of three years of conversation in the faculty and is intended for people holding a Bachelor of Social Work.
- The program provides varied ways to achieve the MSW as certificates are stackable and allow for the provision of different content.
- Course requirements have been increased to replace the research capstone component of the present program. This creates a longer time line but a less intense and higher quality learning experience for the students.
- Consultation included surveys and focus groups involving alumni, and existing and potential students. Further input will be requested as they develop certificates.
- There is a strong demand for the present program with many students being turned away. Certificates will provide a way for students, such as these, to get started.
- The joint MSW/MBA is not in high demand and will be rethought and brought back as a focused, integrated program.

The three Social Work motions were Moved, Seconded, and Carried together.

MOTION 1

That the Faculty of Graduate Studies Council recommend the Faculty of Social Work’s proposal to revitalize the MSW (course-based) curriculum and create new pathways to and through the MSW program as set out in the proposals provided to the committee.

CARRIED

MOTION 2

That the Faculty of Graduate Studies Council recommend the Faculty of Social Work’s proposals to create four new graduate (post-baccalaureate) certificates in social work: a Graduate Certificate in Advanced Social Work Practice; a Graduate Certificate in Clinical Social Work Practice; a Graduate Certificate in Leadership in the Human Services; and a Graduate Certificate in International and Community Development, as set out in the proposals provided to the committee.

CARRIED

MOTION 3

That the Faculty of Graduate Studies Council recommend the Faculty of Social Work’s proposal to suspend the Master of Social Work / Master of Business Administration combined degree program, as set out in the proposal provided to the committee.

CARRIED

Recorder’s Note: L. Young stepped down from her role as Chair to be the proponent for the next agenda items and R. Yates took the Chair for the remainder of the meeting.

5.3 Supervisory Policy and Procedures Revisions – L. Young

Documents for review were circulated with the agenda.

MOTION – Moved/Seconded

That the Faculty of Graduate Studies Council recommend the revisions to Supervision Policy and Procedures to the General Faculties Council.

CARRIED

L. Young shared the background to the policy and noted changes made to provide clarity in terminology, procedure, and grounds for initiating a formal review.

5.4 Best Practices for Supervisors – D. Hansen

Documents for review were circulated with the agenda.

D Hansen provided the background to the document and an overview of the changes, which included:

- Updating the document with links to new policies and university documents.
- Adding a section on the supervisor’s role as a wellness advocate.

5.5 Funding Policy – L. Young

Documents for review were circulated with the agenda.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommend the Graduate Student Funding Policy and Funding Template to General Faculties Council.

MOTION: Moved/Seconded

FGS Council table the Funding Policy until an upcoming FGS Council meeting.

CARRIED

L. Young provided background on the consultation and development process leading to the draft Funding Policy and Template. In the discussion the following points were noted:

- Admission funding offers/letters are made on behalf of the University of Calgary and there is a collective responsibility for fulfilling the arrangements defined. If difficulties arise in meeting the funding agreed to, the program and FGS will work to locate funds as the student must be paid unless he/she has not upheld his/her part of the agreement (e.g. part of funding is through a teaching assistantship and they refuse this role). Once students are admitted, we do not have the option to withdraw from the contract. Programs and FGS need to hold back funds to cover emergent situations (e.g. supervisor loses a grant).
- The funding could change from year to year (e.g. depending on supervisor grants) but this needs to be consistent with what is promised in the letter.
- Funding letters need to be consistent with the Funding Policy.
- A recommendation from the FGS Unit Review was to ensure that students understand at the beginning of each year what their funding will be and the funding sources.
- Variation is expected and desired between programs, but all practices must be articulated through program specific policies.
- Clarity and consistency in the application of the program policy across the program is important. Two similarly situated students within one program would, therefore, be treated similarly. Students need to understand how they will be treated and there needs to be fairness.
- The Funding Policy reflects well-developed program policies that are already in place. In some programs, however, there is not a program policy and the arrangements are left to supervisors.
- Development of program policies will be as unburdensome as possible. They will be sent to the Dean of Graduate Studies for review.
- Students who are part-time, externally funded, or self-funded are excluded from minimum guaranteed funding in this policy.

MOTION: Moved/Seconded

That the clause regarding self funded students include a recommendation for admittance from the home program.

CARRIED

Points regarding the meeting of minimum funding requirements:

- Within a program, students do not need to be paid the same, and supervisors are allowed to provide more than the minimum guaranteed funding. The minimum guaranteed funding is intended to provide a base amount for all students.
- Most programs presently exceed the minimum guaranteed funding amount.
- FGS is working with programs to find means of mitigating challenges created by guaranteed minimum funding (e.g. unfunded students; funding needing to be increased from two years to four years).
- FGS will work with individual programs to develop criteria regarding self-funded students.
- Funding variations are at times dependent upon laboratory funding sources, which have different financial profiles.

- Definition of Guaranteed Funding will be updated and “minimum” will be added throughout the policy for clarity (e.g. Student’s Minimum Guaranteed Funding Amount).
- Variability in funding will be accounted for in yearly funding letters.

Regarding the addition of “*research expenses and/or*” being added to 5.3, to read “*Where research expenses and/or guaranteed funding is provided...*” it was decided that details were more appropriate for program specific policies and that changing this to “funding” only, would keep it general and be preferable.

The addition of the phrase “*and likely to be competitive*” being added to 6.8 was suggested:

Require students to apply for external scholarships, for which they are eligible and likely to be competitive, as a condition of continuing their funding.

Points on this possible change included:

- Programs do not need to make this a requirement as the introductory sentence to the clause says, “may.”
- Questions were raised regarding who would make the decision on whether students must apply and the number of awards they must apply for.
- We do not want to create the possibility of self-doubt, thereby discouraging applicants, as we have been successfully working to increase application rates.
- The cultivation of good grant writing will assist in students getting grants, and there are students who have gone beyond expectation to receive them.

There was general support by FGS Council members for including a clause regarding the confirmed provision of a monetary incentive (non-negligible amount) for PhD students who are required to apply for major awards and win one. Discussion points on this included:

- Providing a bonus creates incentive for students to apply for awards.
- This bonus could be challenging to maintain if the supervisor lost a grant.
- The term “major award” needs to be defined.
- Many programs already have this as a practice but other programs do not.
- Putting a minimum figure on this could be challenging for some programs.
- If a student applies for and receives a major award, additional funds beyond the minimum guaranteed funding should be provided.

This document will be revised, based on the discussion and feedback received during the meeting, and brought back to FGS Council for review.

5.6 Funding Allocation – L. Young

Documents for review were circulated with the agenda.

An opportunity for GPDs to discuss this and provide advice will be organized.

6.0 Approved Candidacy Regulations

The approved candidacy regulations for HASK, SOWK and ENCP were provided for information.

7.0 Scholarships

The Terms of Reference for a new scholarship was provided to FGS Council members as information in the meeting package.

8.0 ADJOURNMENT

The meeting was adjourned at 4:28 p.m.

