

**MINUTES**  
**Thursday, February 27, 2020**  
**ST 147 Main Campus 2:30 p.m. – 4:30 p.m.**

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Chair: **R. Yates**  
Recording Secretary: S. Larsen  
Attendance:

**Members Present**

Abdelsamie, M.  
Achari, G.  
Azaiez, J.  
Beattie, T.  
Bertram, J.  
Boyd, J.  
Campbell, L.  
Cobb, J.  
Colpitts, G.  
Culos-Reed, N.  
Cunningham, C.  
Curtin, S.  
Fapojuwo, A.  
Finn, P.  
Halawa, B.  
Hewson, J.  
Iskader, M.  
Konnert, C.  
Lenters, K.  
Levey, A.  
Lopes, M.  
Mains, P.  
Mansouri, M.  
McCafferty, D.  
McDermid, G.  
Oddone Paolucci, E.  
O'Brien, M.  
Perić, S.  
Radford, L.  
Ryan, C.  
Saweczko, A.  
Sideris, M.  
Simon, C.  
Spangler, J.  
Srivastava, A.  
Thomas, M. (S.  
*Franceschet*)  
Thundathil, J.  
Vanderspoel, J.  
Wylant, B.

**Members Absent**

Bakardjieva, M.  
Braun, A.  
Braun, J.  
Clarke, M.  
Colicos, M.  
Dann, M.  
Dunn, J.  
Falkenberg, L.  
Field, J.  
Gibbs Van Brunschot, E.  
Groen, J.  
Halek, M.  
Hansen, P.  
Johnson, J.  
King-Shier, K.  
Kreitzer, L.  
Leblanc, J.  
McCauley, E.  
McCoy, L.  
Morton, C.  
Protzner, A.  
Ritter, E.  
Svachenko, S.  
Sherer, P.  
Snider, B.  
Spencer, B.  
Strous, M.  
Thangadurai, V.  
Tombe, T.  
Tyler, M.  
Vamosi, J.  
Wasmuth, J.  
Wilcox, G.  
Woiceshyn, J.  
Wright, Jim  
Wright, John  
Young, L.  
Zimmerly, S.

**Faculty of Graduate Studies  
Officers Present**

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

**Faculty of Graduate Studies  
Officers Absent****Guests****1.0 APPROVAL OF AGENDA**

The Chair called the meeting to order with a Territorial Acknowledgement, 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 Feb. 27, 2020.

**CARRIED**

**2.0 Approval of FGS Council Meeting January 9, 2020 Minutes****MOTION: Moved/Seconded**

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Meeting of January 9, 2020.

**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 updates on the 2020-21 budget, upcoming events, and changes in the FGS Dean's Office

and regarding tuition and scholarships. The following points were highlighted:

- A 5% decrease in provincial funding is anticipated.
- The new International Tuition Award was explained and a pilot is planned for new international, thesis-based students in the spring. Reimbursement of the international differential should continue for on-going students until further notice. This award will not be considered part of the funding package for students.
- Bill 19 obligates us to inform international students of the maximum annual tuition for each year of a typical program.
- Tuition inserts to accompany letters of offer will be sent to programs and instructions will be provided on how to handle a variety of related scenarios. Any changes needed in the offer letters should be discussed with FGS.
- An open search for FGS Associate Deans will be launched, given the following changes effective June 30, 2020:
  - Jalel Azaiez' term as FGS Associate Dean (Policy) is complete.
  - Suzanne Curtin was appointed the Dean of Graduate Studies, Brock University.
  - Kim Lenters was appointed Research Chair, Werklund School of Education.
- Nominations were requested for FGS Council committee members and an FGS Council GAPS representative.
- T. Beattie related details of the upcoming Taylor Institute Conference in Post Secondary Teaching and Learning, and the Chair announced that FGS will fund 10 faculty members to attend the preconference session on mentorship.
- FGS Council members were encouraged to promote the 3MT competition, particularly with students who are close to the completion of their research.
- The Graduate College is starting its yearly recruitment process and FGS Council members were asked to promote the College and circulate any related information they receive.

## **5.0 Reports from the FGS Associate Deans**

### **5.1 Suzanne Curtin and Kim Lenters, Associate Deans (Students)**

On behalf of S. Curtin and herself, K. Lenters provided an update on the work of the FGS Student Team and let FGS Council members know that the development of an Operating Standard for Academic Misconduct is underway.

### **5.2 Donna-Marie McCafferty, Associate Dean (Scholarships)**

D. McCafferty provided an update on scholarships competitions, highlighting the increase in applications for the Graduate Award Competition, and the subsequent need for additional adjudicators.

### **5.3 Jalel Azaiez, Associate Dean (Policy)**

J. Azaiez related the work of the Policy Committee, as well as reminding GPDs of the need for programs to ensure their candidacy regulations are up to date regarding appeals processes.

## **6.0 REPORT FROM THE GRADUATE COLLEGE HEAD**

## **7.0 REPORT FROM THE GRADUATE STUDENTS' ASSOCIATION PRESIDENT**

M. Mansouri reported on the work of the GSA Executive Board, including events and initiatives. Specific points noted include:

- GSA collective bargaining is now underway.
- Quality Money proposals are being accepted from students until the end of March.
- The expanded Peer Beyond Conference had a significant focus on Research and Innovation and was very successful.

## **8.0 REPORT FROM THE GENERAL FACULTIES COUNCIL REPRESENTATIVE**

T. Beattie began by congratulating the Chair on his appointment to Vice Provost and Dean (Graduate Studies) at the University of Calgary.

Topics pertinent to graduate studies at recent General Faculties Council meetings related to budget cuts, tuition fees, recommendations from the Task Force on Personal Relationships, and government required, performance-based metrics.

**9.0 REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE**

P. Mains reported on the calendar changes and proposals approved at GAPS.

**10.0 QUESTION PERIOD**

No questions were asked at this time.

**11.0 NEW BUSINESS**

**11.1 Changes to Annual Progress Reports and the Supervisory Committee Form – S. Curtin/S. Nathoo**

S. Curtin and S. Nathoo reviewed the changes made to the Annual Progress Report (APR) and the Supervisory Committee Form. In the discussion, the following points were noted regarding the APR:

- The teaching evaluation section was removed as it is against the GSA Collective Agreement to evaluate in this area.
- Providing access to all members of cotutelle agreements will be looked into.

During the discussion regarding the Supervisory Committee Form, the following was noted:

- Spouses/partners cannot be on the same supervisory committee.
- Ethics files should be kept by the student, supervisor and program.

**11.2 Student/Supervisor Checklist of Expectations – S. Curtin**

Documents for review were circulated with the agenda.

S. Curtin explained the changes to the Student/Supervisor Checklist of Expectations noting that this form will be used on all UCalgary campuses and that a completed form is required for every graduate student. The formatting has been updated and the changes are intended to bring alignment with new policies and guidelines. This form acknowledges that the student has rights to ask for consultation with a 3<sup>rd</sup> party and to retain a copy of the document. The following points were noted in the discussion:

- Students working as Teaching Assistants are in an employment agreement, which is different from, and not included in, this document.
- The term “vacation,” although implying employment, is used here to align with the GSA Collective Agreement.
- A number of additions were suggested by FGS Council members and the checklist will be revised in response.

**11.3 FGS Graduate Student Funding Operating Standard: Clarification of Awards – J. Azaiez**

Documents for review were circulated with the agenda.

J. Azaiez explained the changes to 4.15d of the FGS Graduate Student Funding Operating Standard. The changes are to clarify what constitutes a competitive scholarship.

**MOTION: Moved/Seconded**

That the Faculty of Graduate Studies Council approve the proposed revisions to sections 4.15d in the Graduate Student Funding Operating Standard.

**CARRIED**

**11.4 FGS Graduate Student Funding Operating Standard: Alignment with Tuition Changes – R. Yates**

Documents for review were circulated with the agenda.

R. Yates explained the change to 4.1 of the FGS Graduate Student Funding Operating Standard. The following points were noted:

- This change is to reflect the way we now apply tuition to thesis-based students.
- Program funding policies may include text regarding agreements made prior to this change.
- Program funding policies may need revision to align with the updated FGS Graduate Student Funding Operating Standard.

**MOTION: Moved/Seconded**

That FGS Council approve the proposed changes to section 4.1 of the Graduate Student Funding Operating Standard.

**CARRIED**

**11.5 General Discussion of FGS Graduate Student Funding Operating Standard – R. Yates**

Documents for review were circulated with the agenda.

R. Yates provided the opportunity for FGS Council members to revisit and discuss the FGS Graduate Student Funding Operating Standard generally. Guaranteed Minimum Funding was the focus of discussion and the following points were noted:

- Amounts offered between programs across campus vary significantly.
- As few universities have a guaranteed minimum funding amount, this can be valuable in recruitment.
- The FGS Graduate Student Funding Operating Standard will serve to set the minimum standard and the individual programs will reflect their own circumstances in their policies.
- FGS Council members were asked to review their program policies with their graduate committees and revise them as needed.

**11.6 Tuition Compliance – G. Robinson**

This information was covered in the previous discussion.

**12.0 Academic Regulations Revisions**

Documents for review were circulated with the agenda.

J. Azaiez explained the calendar changes to the Academic Regulations. Regarding the requirement to withdraw for exceeding maximum time in program, the calendar change makes this explicit. Students may request an extension at the end of the maximum time allowed.

**13.0 Scholarships**

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

**14.0 ADJOURNMENT**

The meeting was adjourned at 4:15 pm.