

MINUTES
Thursday, October 3, 2019
ST 147 Main Campus 2:30 p.m. – 4:30 p.m.

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

Members Present

Abdelsamie, M.
Achari, G.
Azaiez, J.
Bakardjieva, M.
Beattie, T.
Boyd, J.
Braun, A.
Cobb, J.
Campbell, L.
Curtin, S.
Field, J.
Gibbs Van Brunshot, E.
Halawa, B.
Halek, M.
Hansen, P.
Hewson, J.
Ingelson, A.
Iskander, M.
Kraay, H.
Kreitzer, L.
Lenters, K.
Levey, A. (*Habib, A.*)

Lopes, M.
Mains, P.
Mansouri, M.
Mayr, S.
McCafferty, D.
McDermid, G.
Morton, C.
Oddone Paolucci, E.
Perić, S.
Radford, L.
Ritter, E.
Ryan, C.
Saweczko, A.
Sideris, M.
Spencer, B.
Thundathil, J.
Tombe, T.
Vamosi, J.
Vanderspoel, J.
Wasmuth, J.
Wilcox, G.
Woiceshyn, J.
Wylant, B.

Members Absent

Bertram, J.
Braun, J.
Brown, J.
Clarke, M.
Colicos, M.
Colpitts, G.
Culos-Reed, N.
Cunningham, C.
Dann, M.
Dunn, J.
Falkenberg, L.
Fapojuwo, A.
Finn, P.
Franceschet, S.
Groen, J.
Iaria, G.
Johnson, J.

King-Shier, K.
Konnert, C.
Leblanc, J.
McCauley, E.
McCoy, L.
O'Brien, M.
Protzner, A.
Savchenko, S.
Sherer, P.
Snider, B.
Strous, M.
Thangadurai, V.
Tyler, M.
Wright, Jim
Wright, John
Young, L.
Zimmerly, S.

**Faculty of Graduate Studies
Officers Present**

Robinson, G.

**Faculty of Graduate Studies
Officers Absent**

Nathoo, S.
Stiven, C.

Guests

James Wasmuth (*member
following agenda item 11.1*)

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 October 3, 2019, with the revision to remove item #11.6 from the agenda.

CARRIED

2.0 Approval of FGS Council Committee Meeting May 9, 2019 Minutes**MOTION: Moved/Seconded**

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Committee Meeting of May 9, 2019.

CARRIED

3.0 BUSINESS ARISING FROM THE MINUTES

There were no matters raised at this time.

4.0 Achievement Award Presentation – D. McCafferty

D. McCafferty acknowledged the following award winners and presented plaques to the winners in attendance:

- J.B Hyne Research Innovation Award 2018 – FGS created this award to recognize graduate students in any discipline who excel in research.
 - Ali Fatehi Hassanabad – Medicine: Cardiovascular & Respiratory Sciences
 - Stefan Thomas Lang – Medicine: Neuroscience
 - Jaqueline Lourdes Rios – Kinesiology
 - Pier-Luc Champagne – Chemistry (not in attendance)

- Michael Lazar Community Service Award 2018 – This award recognizes a graduate student from any discipline who, through a sense of personal commitment, has served the university community well, beyond meeting academic requirements.
 - Emily CM Macphail – Medicine: Medical Science (not in attendance)

5.0

Report from the Chair

The Chair welcomed FGS Council to the first meeting of the year with a special acknowledgement to the new FGS Council members.

In the Chair's report the following points were noted:

- Nominations for an FGSC Executive Committee position were invited. The election will take place at the November 21 meeting.
- Search for Vice Provost and Dean, Graduate Studies is underway and the process was explained. The Chair asked Council members to encourage suitable candidates to apply.
- Transformative Talent Internship program was explained noting changes underway to extend the funds.
- FGS Operating Standard came into effect as of September 2019 and most programs have submitted their required program specific funding policy.
- Quality Assurance reports and preliminary Canadian Graduate and Professional Student Survey (CGPSS) reports are available on FGS SharePoint. Regarding the latter, the Office of Institutional Analysis combined data from programs with small numbers of students responding, and will try to find a way to make this data more useful while maintaining anonymity. More complete reports are expected in November. Meetings will be arranged to discuss data with programs, as part of a regular cycle, however, the Chair offered to meet and discuss the data with any program upon request.
- J. Wasmuth, Graduate College Head, was welcomed to the meeting. Following revisions to Terms of Reference for FGS Council later in the meeting, he will be an ex-officio member of FGS Council.
- Educational Leader in Residence (Graduate Supervision and Mentorship) position has been filled and there will be an announcement soon.
- Alberta Graduate Excellence Scholarships (AGES) were first proposed by the Ministry of Advanced Education in February however, it was not announced and formalized until now. The contract has been received and we will receive 6.2 million. A significant change is that 25% can be given to international students. At a future meeting, FGS Council members will be asked to consider the present model and provide feedback regarding the best way for AGES to be awarded.
- An FGS ii' taa'poh'to'p Working Group has been formed, with R. Yates, Interim Dean and Vice Provost, Graduate Studies, and M. Hart, Vice Provost, Indigenous Engagement, co-chairing. In their work over the next 18 months, feedback will be appreciated regarding areas for the group's consideration (e.g. concerns, barriers).
- Graduate enrolment is up 7% this year, so now just under 20% of the total UCalgary enrolment. Most of the growth was due to the Master of Engineering program, but new graduate certificates/diplomas and course based Masters programs have contributed significantly as well. There is an increase in the proportion of international students, and now almost 30% of graduate students are international.
- New program development is being encouraged. Presentations to assist with this will be provided by the Chair and Program Support Specialist at program request.

6.0

Reports from the FGS Associate Deans

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

S. Curtin provided the following information in her report:

- Statistics on the number of student meetings over time. Presently, the FGS Student Team is very busy with 81 cases since August 2019.
- The GradTips program has provided assistance for 20 students.
- Advisor booking system is working well and students can choose either Foothills or main campus for a meeting place.
- Graduate Mental Health Survey had over 1700 respondents. Information gained will be presented later this year.

Kim Lenters offered reminders about confidentiality as it relates to students:

- Information shared by students must be held in confidence. Prior to discussing student concerns elsewhere, the students needs to provide consent.
- Advice and assistance can be sought from others (e.g. Wellness Centre) by providing hypothetical scenarios so student details are not disclosed.
- Important that students have people they can go to for confidential assistance (e.g. GPD, Dept. Head, FGS).
- As it relates to self-harm, confidentiality does not apply.

The FGS Student Team is available as a resource to provide guidance and to assist with any questions or concerns, and should not be considered an escalation. They will mediate between supervisor and student upon request. Disputes between two students is usually non-academic so this falls under the Office of Student Experience.

5.2 Donna-Marie McCafferty, Associate Dean (Scholarships)

D. McCafferty provided an update on scholarship competitions underway, highlighting the Vanier, Tricouncil and the GAC.

D. McCafferty also brought attention to the memo in the meeting package announcing the winners of the Governor General's Gold Medals and the Chancellor's Graduate Medals. These medals will be presented at November Convocation ceremonies.

5.3 Jalel Azaiez, Associate Dean (Policy)

J. Azaiez's report included the following points:

- Programs are finding that they need to make adjustments to their approved candidacy regulations. Documents with tracked changes should be sent to J. Azaiez for review. He will approve minor changes, but significant revisions will need to go to the FGS Policy Committee for review.
- Workshops will be organized upon expressed interest. Council members were invited to send him ideas for workshops.

7.0 REPORT FROM THE GRADUATE STUDENTS' ASSOCIATION PRESIDENT

M. Mansouri brought FGS Council's attention to the work of GSA which includes:

- Weekly GSA events (4 events per week on average being held).
- Advocating for graduate students with government officials and MLAs. The Chair commented that the work of the GSA contributed to the 6.2 million granted through AGES.
- GSA is non-partisan, however, they held a forum, inviting all parties, and are promoting the election to encourage voter turnout.
- On-line mental health services have been made available for students.

8.0 REPORT FROM THE GENERAL FACULTIES COUNCIL REPRESENTATIVE

There has not yet been a GFC meeting so there was not a report.

9.0 REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE

There has not yet been a GAPS meeting so there was not a report.

10.0 QUESTION PERIOD

In response to a question, the Chair asked FGS Council members to send comments for the *FGS Response to ii' taa' poh' to' p Working Group* to deangrad@ucalgary.ca.

11.0 NEW BUSINESS

11.1 Revisions to Terms of Reference for FGS Council, FGS Council Committee, and FGSC Executive Committee - R. Yates

Documents were included in the meeting package.

The Chair provided background and reviewed the changes in the FGS Council and FGS Council Committee Terms of Reference which included:

- Addition of FGS Associate Deans as an option for appointment to Vice Chair by the Chair
- Addition of Graduate College Head as an ex-officio member of FGS Council

MOTION – Moved/Seconded

That the Faculty of Graduate Studies Council approve the revisions to the Terms of Reference for the Faculty of Graduate Studies Council and the Faculty of Graduate Studies Council Committee.

CARRIED

The Chair reviewed the change to the FGSC Executive Committee Terms of Reference:

- Addition of FGS Associate Deans as an option for appointment to Vice Chair by the Chair

MOTION – Moved/Seconded

That the Faculty of Graduate Studies Council approve the revisions to the Terms of Reference of the Faculty of Graduate Studies Council Executive Committee.

CARRIED

11.2 Revisions to the Graduate Supervisory Policy - D. Book/R. Yates

Documents were included in the meeting package.

Background and changes to the Graduate Supervisory Policy were explained by the Chair and FGS Council members were asked for feedback. The following points were noted in the presentation and discussion:

- A consultation period is underway and the policy will come back to FGS Council for recommendation in November.
- All students should be treated professionally and in a similar manner.
- As this is a Supervisory Policy, relationships between course instructors and students are not addressed here.
- This document highlights examples of personal relationships. The Code of Conduct details and describes the breadth of relationships.
- Obligations for GPDs and implications were discussed. Our obligation is to protect students and providing different options for disclosure makes this more likely to occur.
- Mitigation plans should include the dean of the faculty and the dean of FGS.
- Details of roles and responsibilities need to be established.

11.3 LLM Proposal – L. Campbell

Documents were included in the meeting package.

Agenda was amended to remove this item at the beginning of the meeting

11.4 English Proficiency Changes - G. Robinson

Documents were included in the meeting package.

G. Robinson explained that with the International Foundations Program closure a different credential is needed for establishing English language proficiency. The University of Calgary Academic Communication Certificate is proposed. Program requirements may be higher than the FGS minimum scores noted.

MOTION – Moved/Seconded

That the Faculty of Graduate Studies Council recommend the revisions to minimum English Language Proficiency requirements for admission to the Graduate Academic Sub-committee, as set out in the supporting documents.

CARRIED

11.5 Adoption of the Mental Health Strategy - S. Curtin

Documents were included in the meeting package.

S. Curtin reviewed the purpose and background of the Campus Mental Health Strategy.

The following points were noted in the discussion:

- By adopting the strategy we indicate our belief that mental health is important and the everyone in our community should have access to supports.
- Adoption of the strategy by faculties is a measure of the strategy's success.
- Distance learners do not have access to the same resources, and assessing their needs and establishing means to assist them is needed.

MOTION – Moved/Seconded

That the Faculty of Graduate Studies Council approve that the Faculty of Graduate Studies formally adopt the University of Calgary Campus Mental Health Strategy.

CARRIED

11.6 Guiding Principles for Changing to a New Supervisor – S. Curtin

Documents were included in the meeting package.

S. Curtin provided the background to the document and reviewed the significant details. The following points were noted in the discussion:

- This is a living document, and can be changed over time as needed. Approval is not required, but feedback is appreciated.
- Continuity of supervision is important so attempting to resolve issues is of primary importance. Clarification, however, is needed about what to do and think about as the decision to change supervisors is being considered.
- Decision regarding whether or not a change in supervisor will take place is a decision made by Dean of FGS, however, the recommendation comes from the program.
- Legitimate reasons for a requested changes are required, and the aspect of student funding would need to be discussed.
- The possibility of including threshold points to assist in providing clarity was discussed.

The Registrar noted that the title of one of the awards needed to be aligned with the term of reference thereby indicating that students who studied in Mexico would be eligible.

12.0 Scholarships

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

The Registrar noted that the title of one of the awards needed to be aligned with the term of reference thereby indicating that students who studied in Mexico would be eligible.

13.0 Memo to FGS Council RE: Medals 2019

Winners of the Governor General's Gold Medals and the Chancellor's Graduate Medals were announced in this memo and medals will be presented at the November Convocation ceremonies.

14.0 ADJOURNMENT

The meeting was adjourned at 4:25 p.m.