

**MINUTES**  
**Thursday, May 9, 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.  
 Azaiez, J.  
 Beattie, T.  
 Bertram, J.  
 Cunningham, C.  
 Curtin, S.  
 Egberts, P.  
 Falkenberg, L.  
 Fapojuwo, A.  
 Field, J.  
 Franceschet, S.  
 Halawa, B.  
 Halek, M.  
 Huebert, R. (*M. Hiebert*)  
 Iskader, M.

Johnson, J.  
 Lenters, K.  
 Levey, A.  
 Lopes, M.  
 Mayr, S. (*A. Srivastava*)  
 McCafferty, D.  
 McCoy, L.  
 McDermid, G.  
 Ritter, E.  
 Ryan, C.  
 Samavati, F.  
 Saweczko, A.  
 Spangler, J.  
 Vanderspoel, J.  
 Wylant, B.

**Members Absent**

Achari, G.  
 Apple, J.  
 Bakardjieva, M.  
 Braun, A.  
 Braun, J.  
 Brown, J.  
 Burwell, C.  
 Childs, S.  
 Clarke, M.  
 Cobb, J.  
 Colicos, M.  
 Colpitts, G.  
 Culos-Reed, N.  
 Dann, M.  
 Dunn, J.  
 Finn, P.  
 Groen, J.  
 Hagen, G.  
 Hansen, P.  
 Ingelson, A.  
 Konnert, C.  
 Kreitzer, L.  
 Leblanc, J.  
 Magesan, A.  
 Mains, P.

Mansouri, M.  
 McCauley, E.  
 McQuillan, K.  
 Mendaglio, S.  
 Moorhead, G.  
 O'Brien, M.  
 Oddone Paolucci, E.  
 Protzner, A.  
 Radford, L.  
 Perić, S.  
 Raffin Bouchal, S.  
 Svachenko, S.  
 Sherer, P.  
 Sideris, M.  
 Snider, B.  
 St. George, S.  
 Strous, M.  
 Thangadurai, V.  
 Thundathil, J.  
 Tyler, M.  
 Woiceshyn, J.  
 Wright, Jim  
 Wright, John  
 Zimmerly, S.

**Faculty of Graduate Studies  
Officers Present**

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

**Faculty of Graduate Studies  
Officers Absent**

Nathoo, S.

**Guests**

John Aycock  
 Patrick Nay  
 Janelle Morris  
 Osman Alp  
 Ray Patterson  
 Jim Stallard

*Secretary's Note: Quorum for the May 9, 2019 FGS Council meeting was not achieved by 2:30 pm, and the Chair referred the business of the meeting to the FGS Council Committee. The proposed agenda for the FGS Faculty Council Committee meeting is, therefore, the FGS Council agenda.*

**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 Committee Meeting of May 9, 2019.

**CARRIED**

**2.0 Approval of FGS Council Committee Meeting April 4, 2019 Minutes**
**MOTION: Moved/Seconded**

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Committee Meeting of April 4, 2019.

**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 highlighting current topics of interest. The following points were noted:

- At the Comprehensive Academic and Research Universities (CARU) Retreat, Alberta Deans discussed tuition and regulations, decreasing time for proposals to go through the ministry, and changes to scholarship funding
- Due to the recent election and changes in the Alberta government, university funding amounts are uncertain. Programs, however, should plan to proceed as they normally would and use what was allocated.
- People's Choice Winner of the 3MT Western Regional competition is UCalgary graduate student Laura Rios Carreno, who will now go on to the National 3MT Competition.
- FGS Council members were reminded that a requirement of the FGS Funding Operating Standard is that each program develop their own funding policy to be shared with students at the time of admittance. These policies will be in effect on September 1, 2019 and a default policy will be put in place for any programs which have not submitted their own policy at that time. FGS Council members were encouraged to contact FGS for assistance in the process.
- Canadian Graduate and Professional Student Survey (CGPSS) response rate was 53%, with over 80% of respondents completing the entire survey. This response rate is a significant increase from previous surveys, and the data received will be very valuable. Program meetings will be held to discuss Quality Assurance once the CGPSS data is available.
- Information regarding secondments to two exciting opportunities at UCalgary was shared: Graduate College Head and Educational Leader in Residence (Graduate Supervision and Mentorship). The Chair asked that FGS Council members provide names of individuals they would recommend.
- Outgoing GPDs were sincerely thanked for their services.

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

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

On behalf of K. Lenters and herself, S. Curtin reminded FGS Council members that:

- Academic Progress Reports need to be accurate, reflective, and completed in a timely manner.
- The FGS Student Team must be made aware of all cases of academic misconduct.
- Program Supervisory Policy updates are due and most have been submitted. A default policy will be uploaded at the end of May for any programs who have not submitted one.

Also, FGS Council members were informed that:

- A Mental Health Survey for graduate students has been approved and will be used to determine what resources and supports students are aware of and what their needs are.
- Grad Success Week was a very well attended with more than 1000 registrations over the 3 day event. FGS Council members were thanked for sharing information about this event with graduate students.

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

D. McCafferty provided an update on scholarships competitions underway, highlighting the university's success in the Social Sciences and Research Council (SSHRC) competition, and the fact that the top ranked Vanier applicant at the University of Calgary was also ranked top in the national competition.

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

J. Azaiez reminded FGS Council that faculty members must be aware of regulations around exam notices, and that the supervisor must document approval of an exam going ahead by completing the Notice of Exam form completely and appropriately. In exceptional circumstances an exam may go ahead without supervisory approval.

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

M. Mansouri introduced the new GSA Executive Board who officially began on May 1, 2019. Also, he reported

that a new Executive Director has been appointed to the GSA, and that the GSA is recruiting committee chairs and vice chairs for a variety of committees, as well as requesting volunteers for the External Advocacy Committee. Council members were asked to encourage students to apply.

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

T. Beattie reported graduate student related highlights from the recent General Faculties Council meeting:

- The Handbook regarding tenure, promotion and assessment procedures for faculty is being revised.
- Assessment on the impact of the Mental Health Strategy is underway.
- A National Awareness program is underway to increase and improve UCalgary's reputation across Canada.
- A Safety Moment regarding Workman's Compensation Board processes was provided.

At this time the Chair noted that we have a new system for Annual Progress Reports. Information regarding students will automatically populate from PeopleSoft. The data, however, may not be accurate, but the fields are editable. We are using this as a way to check our data, so FGS Council members were asked to let FGS know of any inaccuracies.

## **8.0 REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE**

R. Yates reported that numerous calendar changes were discussed and approved at GAPS. These included exam regulations, revisions to the Graduate Calendar (e.g. program transfers, leave of absence; student status), and the new calendar entry for Pipeline Engineering.

## **9.0 QUESTION PERIOD**

No questions were asked at this time.

## **10.0 NEW BUSINESS**

### **10.1 FGS Annual Committee Reports – R. Yates**

Documents were included in the meeting package.

The following FGS Council Committee Chairs provided brief presentations, based on their annual reports, and thanked committee members for their work over the course of the year.

- FGSC Appeals Committee – J. Aycock
- FGSC Policy Committee – J. Azaiez
- FGSC Awards Oversight Committee – D. McCafferty
- FGSC Executive Committee – R. Yates

### **10.2 Elections and Appointments – R. Yates**

Documents were included in the meeting package.

#### **MOTION: Moved/Seconded**

That the Faculty of Graduate Studies Council approve the nominations for FGS Council committee members and representatives as set out in the supporting documents.

**CARRIED**

It was brought to the attention of FGS Council that two of the GSA members on the FGS Appeals Committee are completing their programs and need to be replaced. New members names were provided by the GSA Executive and FGS documentation will be updated.

### **10.3 MGMT Certificate Proposals – L. Falkenberg**

Documents were circulated with the meeting package.

L. Falkenberg provided an overview of three certificate programs in the areas of Advanced Accounting, Business Intelligence and Data Analytics and Management Analytics. These are opportunities for people with an MBA who have been working in the field to come back for additional learning opportunities. She noted that students in certificate programs may be in the same classes with MBA students who are specializing in one of these areas.

#### **MOTION 1:**

That the Faculty of Graduate Studies Council recommend that the Academic Planning and Priorities Committee approve the creation of the Graduate Certificate in Advanced Accounting, as set out in the documents provided to the committee.

#### **MOTION 2:**

That the Faculty of Graduate Studies Council recommend that the Academic Planning and Priorities Committee approve the creation of the Graduate Certificate in Business Intelligence and Data Analytics, as set out in the documents provided to the committee.

#### **MOTION 3:**

That the Faculty of Graduate Studies Council recommend that the Academic Planning and Priorities Committee approve the creation of the Graduate Certificate in Management Analytics, as set out in the documents provided to the committee.

**CARRIED**

### **10.4 Award Project Update – C. Stiven**

C. Stiven announced that the final phase of the Awards On-line Application Project was released last week. This was an 18 month project and she thanked everyone for their assistance in the process. Many advantages were noted including:

- Students can now apply through the Student Centre in a streamlined process. They only see scholarship options they are eligible for and some of the information they enter (e.g. academic history, scholarships received) will be carried over from year to year.
- Programs can see everything in PeopleSoft, including referee letters. Only external transcripts will need to be uploaded. Program level reviews can be arranged and handled.
- FGS Scholarship Committee can now do all of their work through the Faculty Centre.

A very positive response has been received from stakeholders and FGS Council offered thanks for the Scholarships team's great efforts.

### **10.5 GRADTIPS – S. Curtin/K. Lenters**

Documents were circulated with the meeting package.

S. Curtin and K. Lenters presented information on regulations and opportunities regarding poor academic standing of students in course based programs. Academic Probation (AP) and the Graduate Responsive Academic Development Through Individual Programming and Support (GRADTIPS) program were reviewed and discussed. Timelines were provided and recommendations included the following:

- GPDs are asked to meet with students before making recommendations.
- Provide reasoning and information regarding their recommendations to assist the Associate Deans (Students) in making their decisions. If the FGS decision is to oppose the recommendation provided this would be discussed with the GPD prior to enactment.

- Contact the FGS Student Team with any concerns between students and supervisors. If a program has accepted a student the university is responsible to find a solution to this type of problem.

Regarding the GRADTIPS program the following was noted:

- Academic Probation does not pertain to thesis-based students as they would be hindered in applying for external scholarships by having AP on their transcript. They can, however, participate in GRADTIPS.
- To access GRADTIPS for non-course based students programs should contact J. Dixit or M. Speta, FGS International and Academic Advisors.

**11.0 Scholarships**

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

**12.0 ADJOURNMENT**

The meeting was adjourned at 3:40 p.m.