

MINUTES
Thursday, April 5, 2018
ST 147 Main Campus 2:30 p.m. – 4:30 p.m.

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

Members Present

Achari, G.
Afyouni, T.
Aycock, J.
Beattie, T.
Bender, D.
Braun, A.
Clarke, M.
Curtin, S.
Dyck, R.
Fapojuwo, A.
Field, J.
Hagen, G.
Hansen, D.
Hansen, P.
Jacobsen, M.
Klumpenhauer, W.
Magesan, A.
Mayr, S.
McCafferty, D.
Mendaglio, S.

Monteyne, D.
Moorhead, G.
Norman, A.
O'Brien, M.
Paris, B.
Raffin Bouchal, S.
Sallis, F.
Samavati, F.
Saweczko, A.
Sideris, M.
Spangler, J.
Tepperman, C.
Thangadurai, V.
Thundathil, J.
Vanderspoel, J.
Warsame, H.
Wiley, P.
Wulff, D.
Yates, R.
Zach, R.

Members Absent

Apple, J.
Azaiez, J.
Bertram, J.
Brodie, I.
Campbell, T.
Cannon, E.
Childs, S.
Colicos, M.
Dawson, P.
Donovan, E.
Egberts, P.
Falkenberg, L.
Franceschet, S.
Gadbois, D.
Hettiaratchi, P.
Johnson, J.
Johnston, R.
Lucas, A.
Mains, P.

Manzocco, C.
Mohammadi, N.
Nelson, F.
Oddone Paolucci, E.
Pexman, P.
Roy, S.
Sandalack, B.
St. George, S.
Strous, M.
Ware, A.
Wilson, R.
Winters, S.
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**

Elena Favaro
Mina Iskader
Marcela Lopes
Mohammad Mansouri

Secretary's Note: Quorum for the April 5, 2018 FGS Council meeting was not achieved by 2:30 pm, and the Chair referred the business of the meeting to the FGS Council Committee. Therefore, the proposed agenda for the FGS Faculty Council Committee meeting is the FGS Council agenda.

1.0 APPROVAL OF AGENDA

The Chair called the meeting to order and asked for approval of the agenda, with a request to change the order of items to accommodate a scheduling conflict. Items 10.4 and 10.2 were moved the beginning of the New Business component of the agenda. L. Young chaired the meeting to that point in the meeting and then R. Yates assumed the Chair, with the exception of when he stepped down to present agenda item 10.1, and S. Curtin assumed the responsibility.

MOTION: Moved /Seconded

That FGS Council Committee approve the agenda for the Faculty of Graduate Studies Council Committee Meeting of April 5, 2018.

CARRIED

2.0 Approval of FGS Council Meeting February 15, 2018 Minutes

This agenda item was postponed until the next meeting of the FGS Council.

MOTION: Moved/Seconded

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Meeting of February 15, 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 presented a series of slides dealing with numerous topics. In response to questions the following points were noted:

- Supervisory Renewal
 - The lists of supervisors up for renewal are pulled from a PeopleSoft database, which is not entirely up-to-date, so the assistance of GPDs is needed to refine and create an accurate list. The Chair thanked FGS Council members for their help with this.
 - The value of student input for the renewal process, and the challenges around obtaining it, were discussed. If a formal evaluation takes place, student interviews are acceptable.
- Program Level Supervisory Policies are required from all programs. If a program has not submitted a policy, the defaults of “Masters before PhD” and “maximum of six students” will apply.
- Graduate Funding
 - This document will now be an FGS Operating Standard as opposed to a university policy.
 - The minimum funding requirement will begin in September 2019, and programs will be expected to comply by creating their own funding policy. Programs will require a funding policy in order to admit students.
 - Program level funding policies will be submitted to the FGS Dean for review, and will be stored in program folders on Sharepoint.
- Grad Impact Week April 9 to 13, 2018
 - Graduate stories will be shared at events and through varied means during this week.
 - FGS Council members were invited to attend the 3MT Finals and Susan Porter’s talk on *Reimagining Graduate Education in the 21st Century*.
- Curriculum Grants – Goal is to incorporate professional development into programming for graduate students. An event is planned for previous grant recipients to share their results.
- Decolonizing the Degree: Indigenous Graduate Symposium
 - Organized by SAGE (Supporting Aboriginal Enhancement), a group of UCalgary graduate students, this event is open to all graduate students and is planned to be a yearly event.
 - GPDs were asked to bring this opportunity to the attention of indigenous graduate students and encourage their involvement.
- Scholarship Award Results
 - UCalgary NSERC recipients have increased from 14 to 27 in the past 4 years.
 - Vanier awards are going to 9 UCalgary graduate students this year.

5.0 Reports from the FGS Assistant/Associate Deans

5.1 Robin Yates (Senior Associate Dean)

R. Yates provided information on the Academic Misconduct Process, and the following points were noted:

- FGS Council members were reminded to report all incidences of Academic Misconduct to FGS.
- Any Requests to Withdraw should be dealt with as priorities.
- A document detailing the Academic Misconduct Process is available, so please request a copy if it would be helpful, or call FGS for assistance.
- For academic misconduct in a course, both FGS and the home faculty Associate Dean (Graduate) should be made aware.

- In the first case of a student's academic misconduct, the goal is to educate the student in the ways of academic integrity; we want to work proactively and preventatively. As circumstances differ, each case is worked through individually,

5.2 Dave Hansen, Associate Dean (Scholarships and International); Assistant Dean (Supervisory Development)

D. Hansen provided an update on award applications and recipients, noting that UCalgary students received 27 NSERC Doctoral awards, which is double the number received 4 years ago. He also noted the hard work of the many adjudicators involved in the awards processes and offered thanks.

Regarding Supervisory Development, D. Hansen noted the upcoming New Supervisor Workshop, explaining that any supervisors are welcome to attend. He invited departments to call him to arrange supervisor workshops tailored to the program.

The Chair noted that D. Hansen will be going on Research Leave at the end of June so will only be available to do workshops for the next few months.

6.0 REPORT FROM THE GRADUATE STUDENTS' ASSOCIATION PRESIDENT

B. Paris reported that:

- The new GSA Board of Directors will begin on May 1, 2018 and then introduced them to FGS Council.
- GSA Collective Agreement negotiations with the university are underway. A very successful discussion took place on this topic at the GSA Council meeting and as a result, the Board of Directors is being invited to speak to programs on this topic.
- FGS Council members were asked to encourage graduate students to complete the GSA on-line survey. Results from the survey will be shared in May.

The Chair thanked the present GSA Board of Directors for their efforts and involvement over this past year.

7.0 REPORT FROM THE GENERAL FACULTIES COUNCIL REPRESENTATIVE

T. Beattie provided a report on the March 8 General Faculties Council meeting with the following information shared:

- A Safety Moment with numerous pointers on how to be safe when shoveling snow.
- Data on the financial incentive of various levels of post-secondary education taken from the *Benefits to Post Secondary Education Research Project*, conducted by the Alberta Government.

8.0 REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE

The Chair reported the following were approved at GAPS:

- Calendar changes submitted by numerous programs
- Revisions to Academic Regulations

The Chair also announced that the Data Science Certificate and Diploma proposals which FGS Council discussed in December 2017, were approved by the Alberta government, so all proposals included in the expedited process have been completed as promised.

9.0 QUESTION PERIOD

No questions were asked at this time.

10.0 NEW BUSINESS

10.1 Academic Regulations – R. Yates

Documents were circulated with the agenda

R. Yates reviewed the documents explaining the changes made and the reasoning behind them.

It was noted that in stating that Supervisors should be present for exams, the goal was to be explicit regarding a present expectation. This addition does not change present practice, but simply states the expectation.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommend the revisions to Academic Regulations sections in the Graduate Calendar, as set out in the supporting documents.

CARRIED

10.2 Consultation on GSA Collective Agreement – L. Young

FGS Council was asked to consider how the following statement would affect their programs, if it was included in the GSA collective agreement:

“It is best practice for graduate students to be assigned to work as a Teaching Assistant for a faculty member other than their academic supervisor”

The following points were noted in the discussion:

- The concern is to separate and clarify student and Teaching Assistantship roles and expectations, and to find a safe way for students to come forward with grievances.
- Students would be denied opportunities and be disadvantaged in a variety of ways (e.g. would keep students from teaching undergrads in their own area, which assists them in securing professional employment at a later time.)
- There might not be a TA opportunity for a student if it was not with their own supervisor.
- Students generally want a TA in their primary area of interest which would most likely be with their supervisor.
- Perhaps a statement regarding “best practice” and then a separate statement regarding the separation of duties would be helpful.
- Teaching Assistantships are most common, but Research Assistantships were discussed as well. Usually students have come to the university to do research with a chosen supervisor, but there still could be a concern.

10.3 Getting InFORMed: Quick Guide to Approvals and Recommendations - S. Curtin/S. Nathoo

Documents were circulated with the agenda.

A list of forms was reviewed with information provided to give clarity around what programs can recommend and what they can approve. This will be sent to Graduate Program Administrators for easy reference as well. Council members were encouraged to contact FGS with any questions.

In response to a particular question, it was noted that approval for an initial leave of absence is given by the program, but a copy should be sent to FGS for filing.

10.4 University Appeals Processes – L. Young

L. Young provided a slide show detailing the proposed University Appeals structure and procedure. The following points were noted:

- Presently, there are legal and reputational risks, and University Legal Services cannot support the number of requests coming from all of the faculties.
- A lawyer has been hired who will eventually run the appeals system for the university.
- The Board of Governors, who would hear the final appeal, has the authority to delegate to another committee.
- An FGS Appeals Committee will be maintained for appeals related to a student being required to withdraw, and for any appeals which do not relate to misconduct (e.g. failed thesis defence).
- It is expected that the new appeals process will be activated in January 2019.

10.5 Award Project – G. Robinson

G. Robinson provided information on Graduate Awards Project for internal, competitive awards. The following points were noted:

- An on-line application with automated workflow to support the process from initiation to adjudication to scoring is expected to be live in February 2019.
- In August and September programs will be asked to test the application form, and from November to January 2019, there will be a request for faculty to test the adjudication process.
- A request has been made to include functionality so applications can be on pdf and be printable.

11.0 Approved Candidacy Regulations

The approved Candidacy Regulations for Kinesiology, Computer Science, Physics and Astronomy, and Computational Media Design were included in the meeting package for information.

12.0 Scholarships

The Terms of Reference for six new scholarships were provided to FGS Council members as information in the meeting package.

13.0 Adjournment

The meeting was adjourned at 4:05 p.m.

