

MINUTES
Thursday, January 10, 2019
ST 147 Main Campus 2:30 p.m. – 4:30 p.m.

Chair: **L. Young**

Recording Secretary: S. Larsen

Attendance:

Members Present

Achari, G.
Azaiez, J.
Beattie, T.
Braun, J.
Brown, J.
Childs, S.
Clarke, M.
Cobb, J.
Culos-Reed, N.
Cunningham, C.
Curtin, S.
Dunn, J.
Falkenberg, L.
Favaro, E.
Field, J.
Finn, P.
Franceschet, S.
Huebert, R.
Kreitzer, L.
Iskader, M.
Johnson, J.
Lenters, K.

Levey, A.
Lopes, M.
Mains, P.
Mansouri, M.
Mayr, S.
McCafferty, D.
McCoy, L.
Moorhead, G.
O'Brien, M.
Oddone Paolucci, E.
Paris, B.
Protzner, A.
Radford, L.
Raffin Bouchal, S.
Ryan, C.
Samavati, F.
Sideris, M.
Spangler, J.
Thangadurai, V.
Vanderspoel, J.
Wylant, B.
Yates, R.

Members Absent

Apple, J.
Bertram, J.
Braun, A.
Colicos, M.
Colpitts, G.
Dann, M.
Egberts, P.
Fapojuwo, A.
Groen, J.
Hagen, G.
Halek, M.
Hansen, P.
Keller, J.
Konnert, C.
Leblanc, J.
Lucas, A.
Magesan, A.

McCauley, E.
McDermid, G.
McQuillan, K.
Mendaglio, S.
Perić, S.
Ritter, E.
Saweczko, A.
Sherer, P.
Snider, B.
St. George, S.
Strous, M.
Thundathil, J.
Tyler, M.
Woiceshyn, J.
Wright, Jim
Wright, John

**Faculty of Graduate Studies
Officers Present**

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

**Faculty of Graduate Studies
Officers Absent**

Robinson, G.

Guests

Kelly Hoglund
Andrea Klaiber-Langen
Ashley Cornect-Benoit

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 Jan. 10, 2019.

CARRIED

2.0 Approval of FGS Council Meeting November 22, 2018 Minutes**MOTION: Moved/Seconded**

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Meeting of Nov. 22, 2018.

CARRIED

3.0 BUSINESS ARISING FROM THE MINUTES

There were no matters raised at this time.

4.0 Report from the Chair

As the Chair is stepping down as FGS Dean and Vice Provost at the end of January 2019, she reflected upon

her involvement in FGS Council and the changes in graduate education over the past ten years.

The Chair provided a slide presentation and the following points were highlighted:

- Funding Allocations
 - Letters will be available for programs before end of January.
 - If government funds for QE11s are reduced it will be a minimal change.
- FGS Operating Standard was endorsed in November 2018, so programs were asked to submit their policies as soon as possible.
- Alberta Graduate Education Scholarship (AGES) is being created by combining QE11s and AGSS, with 25% overall being available to international students. Details will follow.
- Consultation and discussion with the Alberta government continues related to funding graduate education.
- Changes to the Post-Secondary Learning Act and associated regulations were highlighted. Programs will need to clearly inform students of what their fees will be for the full term of their program.

5.0 Reports from the FGS Assistant/Associate Deans

5.1 Suzanne Curtin, Associate Dean (Student)

S. Curtin reported the following:

- Dual registrations are not permissible. Students cannot be registered at the University of Calgary and at another university simultaneously. At admission time, students must provide proof of having completed their degrees elsewhere.
- New GradTips Program is underway this semester with MEng students only. If a student's grades are not acceptable, the student is placed on Academic Probation. This program is intended to identify and support students who are struggling early in their program and provide supports to help them be successful. For students who are not MEng, programs are asked to contact the FGS Student Team and they will try to assist.

5.2 Donna-Marie McCafferty, Associate Dean (Scholarships)

D. McCafferty provided an update on the various scholarship competitions underway. A highlight was that University of Calgary won the majority of Alberta Innovates Awards.

The Chair commended the Scholarships Team for their success in developing the on-line award application while continuing to run all award competitions.

5.3 Jalel Azaiez, Associate Dean (Policy)

There was not a report as J. Azaiez's items are for discussion later on the agenda.

5.4 Robin Yates, Senior Associate Dean

R. Yates reported that a new Associate Dean, to work with S. Curtin on the FGS Student Team, will be announced soon.

On behalf of FGS Council, R. Yates thanked L. Young for her dedication and leadership, and for all the contributions she has made over her time in FGS. A few of L. Young's accomplishments were noted:

- Making the University of Calgary a leader in supervisory development and in graduate education through new processes, policies and guidelines.
- Developing professional development programming for graduate students, and securing funding from the provincial government to support this expansive initiative.
- Creating a very successful FGS Student Team focused on supporting graduate students.
- Accessing and defending funds for programs and scholarships.
- Becoming the "go to" Graduate Studies Dean due to her wisdom, initiative, and leadership.

R. Yates invited FGS Council members to attend L. Young's Farewell on February 1, 2019.

6.0 REPORT FROM THE GRADUATE STUDENTS' ASSOCIATION PRESIDENT

B. Paris' report included the following:

- FGS Council members were asked to encourage graduate students to make use of *That Grad Space*, the new student space in Crownsnest Hall, and to urge them to get involved and run for GSA Executive positions.
- Reminder was given regarding contract compliance. Contracts for Teaching and Research Assistantships, and for Graduate Assistant (Non-Teaching) contracts, the documentation must be sent to HR and to the GSA 30 days prior to the assignment beginning. The GSA has initiatives underway to educate graduate students about contracts.

7.0 REPORT FROM THE- GENERAL FACULTIES COUNCIL REPRESENTATIVE

T. Beattie reported the following highlights from the December 6, 2018 GFC meeting:

- Accomplishments of President Cannon's were shared as this was her last GFC meeting.
- Teaching and Learning Experiential Plan was presented.
- An update on Indigenous strategy progress was provided.
- The Safety Moment included the university's evacuation results.

The Chair explained that Rob Thompson, current head of the Graduate College has been named Associate Vice-President (Research). Lisa Hughes has agreed to be Deputy Head for a few months until a new head is determined.

8.0 REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE

There was not report as the last meeting was cancelled.

9.0 QUESTION PERIOD

No questions were asked at this time.

10.0 NEW BUSINESS

10.1 FGS Appeals – L. Young/A. Klaiber-Langen

Documents were circulated with the agenda.

a) FGS Appeals Committee Procedures

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council approve the FGS Appeals Procedures.

CARRIED

b) FGS Appeals Calendar Changes

MOTION: Moved/Seconded

That FGS Council recommend the Academic Regulations in the Graduate Calendar to the Academic and Planning Priorities Committee for approval.

CARRIED

The proponents, L. Young and A. Klaiber-Langen, provided an overview of the Appeals Procedures and Calendar Changes. A. Klaiber-Langen noted that an addition would be made to the Appeals Procedures, and the motion to approve the Appeals Procedures is based on the inclusion of the following:

The Appeals Committee Chair has the authority to decide whether or not a requested accommodation or special consideration will be granted. There is no express right of appeal of the

Chair's decision in this regard. The Chair's decision could be appealed as part of an appeal to the University Appeals Committee (but only for appeals regarding Academic Assessments as there is no further right of appeal for Dean's Decisions).

A. Klaiber-Langen thanked L. Young for spearheading the initiative for this new appeals system.

10.2 Election of FGS Appeals Committee – L. Young

A document was circulated with the agenda.

L. Young explained that given the new Appeals Procedures, the FGS Appeals Committee needed to be closed and a new committee determined and approved.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council approve the proposed academic nominees for the new FGS Appeals Committee.

CARRIED

10.3 Schulich School of Engineering LEAP Certificate and Diploma – G. Achari

Documents were circulated with the agenda.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommends the proposed Certificate in Leadership in Engineering and Advanced Practice and Diploma in Leadership in Engineering and Advanced Practice, as set out in the proposals provided to the Council.

CARRIED

G. Achari provided an overview of the program proposals for a Certificate and a Diploma in Leadership in Engineering and Advanced Practice. The following points were noted:

- The program is intended for Engineers who have been practicing for 4 or 5 years, and who are requiring management skills to further their careers (e.g. communication, budgeting, risk management) while continuing to develop their technical abilities.
- Four courses lead to a certificate and an additional four courses lead to the diploma.
- This is a part-time program and international students are not expected.
- Cohorts will be advertised based on themes (e.g. solar energy) and instructed by professors (i.e. not sessionals).
- Courses are of an applied nature and related to the business aspect, so are different from those offered in other programs.
- A recommendation was made to change course titles in the diploma to create a clear differentiation.

The Chair took the opportunity between business items to inform FGS Council that the Canadian Graduate and Professional Student Survey (CGPSS) will be offered this year. Materials will be sent to programs and to the GSA later this month. The Chair asked FGS Council members to encourage students to participate. The results of the survey are important as they are used to set priorities and create action items.

10.4 Academic Regulations Revisions – J. Azaiez

Documents were circulated with the agenda.

J. Azaiez explained the revisions made to academic regulations in the following areas:

- Advanced Credit
- Transfer Credit
- Student Status
- Program Transfers
- Thesis Examinations

The clarity of the Thesis Examinations revisions was discussed, and this section was removed from the motion for further wordsmithing. It will be brought back to FGS Council members through an email vote.

MOTION: Moved/Seconded

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

CARRIED

10.5 Best Practices Revisions – S. Curtin

Documents were circulated with the agenda.

S. Curtin reviewed the changes to the Best Practices documents for Graduate Students and Supervisors, and introduced the new document: Best Practices for Supervisory Committees. The following points were noted in the presentation and discussion:

- These are living documents which will be updated as required. They are not formal regulations that need approval.
- Academic regulations related to supervision will be reviewed by the FGS Policy Committee.
- Suggestions offered by FGS Council members included:
 - Ensure consistency in terminology between the documents and also as they relate to the calendar entry (e.g. “regular meetings” versus “meeting at least annually”).
 - Emphasize timeliness throughout the documents.
 - Include guidance for Supervisory Committee members regarding where to go with questions and for assistance.
 - Clarify “one round of revision.”
 - Include the GPD as a person who can provide confidential support.

S. Curtin encouraged FGS Council members to read the documents and to send her comments and questions.

10.6 Indigenization and SAGE Programming – A. Srivastava/A. Cornect-Benoit

A. Cornect-Benoit, Program Coordinator for Supporting Aboriginal Graduate Enhancement (SAGE), and A. Srivastava (FGS Special Advisor for Equity, Diversity, and Inclusion) provided information on Indigenization and SAGE programming and initiatives. The following points were noted:

- Specific issues related to graduate education are being considered and a document will be shared later this year articulating the FGS response.
- There are SAGE groups across Canada and this initiative began at the University of Calgary in 2018. The goal is to embed SAGE on a permanent basis into the organization of our university.
- The purpose of SAGE is to support and nurture the recruitment, retention and completion of indigenous graduate students.
- Initiatives from 2018 were reviewed and additional supports are being planned using GSA Quality Money.
- A suggestion was made to link a sound file to the printed word *ii'taa'poh'to'p* to assist with pronunciation.
- Elders are being requested for supervisory committees, and R. Yates, and M. Hart will be leading a working group to deal with issues such as this.
- FGS Council members were encouraged to bring awareness of SAGE and its initiatives to their departments and faculties.
- Any ideas or questions can be directed to S. Cornect-Benoit or A. Srivastava.

A. Srivastava informed FGS Council that it was through L. Young creating the Special Advisor position and through supporting SAGE that this important work is taking place.

11.0

Scholarships

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

12.0

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.