

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

Chair: **R. Yates**
Recording Secretary: K. Suvan
Attendance:

Members Present

Achari, G.
Azaiez, J.
Bakardjieva, M.
Beattie, T.
Bertram, J.
Cobb, J.
Cunningham, C.
Curtin, S.
Dann, M.
Favaro, E.
Franceschet, S.
Hagen, G.
Halek, M.
Huebert, R.
Iskander, M.
Lenters, K.
Levey, A.
Lopes, M.
Mains, P.

Mayr, S.
McCafferty, D.
O'Brien, M.
Oddone Paolucci, E.
Paris, B.
Perić, S.
Protzner, A.
Radford, L.
Raffin Bouchal, S.
Ritter, E.
Ryan, C.
Saweczko, A.
Spangler, J.
Thangadurai, V.
Thundathil, J.
Woiceshyn, J.
Wylant, B.
Yates, R.

Members Absent

Apple, J.
Braun, A.
Braun, J.
Brown, J.
Burwell, C.
Childs, S.
Clarke, M.
Colicos, M.
Colpitts, G.
Culos-Reed, N.
Dunn, J.
Egberts, P.
Falkenberg, L.
Fapojuwo, A.
Field, J.
Finn, P.
Groen, J.
Hansen, P.
Ingelson, A.
Johnson, J.
Konnert, C.
Kreitzer, L.

Leblanc, J.
Magesan, A.
Mansouri, M.
McCauley, E.
McCoy, L.
McDermid, G.
McQuillan, K.
Mendaglio, S.
Moorhead, G.
Samavati, F.
Savchenko, A.
Sherer, P.
Sideris, M.
St. George, S.
Snider, B.
Strous, M.
Tyler, M.
Vanderspoel, J.
Wright, Jim
Wright, John
Zimmerly, S.

**Faculty of Graduate Studies
Officers Present**

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

**Faculty of Graduate Studies
Officers Absent****Guests**

Secretary's note: the meeting did not achieve quorum therefore proceeded according to Committee guidelines.

1.0 APPROVAL OF AGENDA

The Chair called the meeting to order and asked for approval of the agenda.

MOTION: Moved /Seconded

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

CARRIED

2.0 Approval of FGS Council Committee Meeting February 28, 2019 Minutes**MOTION: Moved/Seconded**

That FGS Committee approved the minutes for the Faculty of Graduate Studies Council Meeting of February 28, 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 and the following points were highlighted:

- 3MT Finals: There was excellent turnout for the event, including members of the Chancellor's Club. Laura Rios Carreno, an International student in Engineering, took first.
- Funding Policies: All program funding policies should be sent to deangrad@ucalgary.ca. Students must be privy to funding policies at the time of program admission.
- Killam Trust: The percentage of the UCalgary endowment fund available for funding scholarships this year has been reduced. As there are quite a few second-year pre-doctorals, we will only be offering three new first-year pre-doctoral awards this year.
- Two secondments: There is an opportunity for a new Graduate College Head (0.5 FTE) to start July 1. There is also a role available for advanced campus conversations on graduate education and pedagogy through Educational Leaders in Residence – Graduate Supervision and Mentorship (0.3-5 FTE). Any interested parties should contact the Chair's office for further information.
- The Canadian Graduate and Professional Student Survey finishes April 26. There has been a 52% response rate.

5.0

Reports from the FGS Associate Deans

5.1 Donna-Marie McCafferty, Associate Dean (Scholarships)

D. McCafferty provided an update on scholarships competitions and noted:

- NSERC doctoral – There was a 37% success rate for applications. This is down from 57% last year.
- Vanier awards – There was a 45% success rate, which is consistent with the last five years.
- Until the government has publicly announced funding decisions, there is an embargo on publicly posting scholarship results. This also pertains to posting results on Killam funding.

5.2 Jalel Azaiez, Associate Dean (Policy)

J. Azaiez will present proposed policy amendments later in the meeting.

5.3 Kim Lenters, Associate Dean (Student)

K. Lenters noted the following points:

- Annual Performance Reviews will be coming out in the next few weeks. They will need to be updated by the end of June.
- Academic Misconduct and Plagiarism documents are being updated; procedures will be distributed once finalized.
- The Student Team in FGS has been seeing a steady number of graduate students and establishing its role as a well-utilized resource.
- Specialist Jaya Dixit has office hours at Foothills from 9:00 am-12:00 noon. She can extend these hours if necessary.

5.4 Aruna Srivastava, Special Advisor to the Dean, Equity, Diversity & Inclusion

A. Srivastava noted that the Indigenous SAGE group requested that GPDs and Associate Deans tell people about SAGE and to contact Aruna if they would like further information. There is an end of year event coming up later this month.

6.0 REPORT FROM THE GRADUATE STUDENTS' ASSOCIATION PRESIDENT

B. Paris introduced the new GSA Executive Board who will officially begin on May 1, 2019. She also reported on the following highlights:

- By-elections are coming up for Vice President, Academic and Vice President, Student Life.
- The GSA is in the process of hiring a new Executive Director and hope to have the incumbent's name to the Board by next week.
- Quality Money applications include 48 projects for \$500,000+, 95 professional development grants, and 20 bursaries.
- There's a Gala Awards evening tonight to honour exceptional graduate students and supporters.
- There will be a forum next week to hear from the five political parties and in particular, their stances on post-secondary funding.

7.0 REPORT FROM THE GENERAL FACULTIES COUNCIL REPRESENTATIVE

The last GFC meeting was cancelled, therefore there was no report.

- The Committee was reminded about Dr. Ed McCauley's installation on Monday afternoon.

8.0 REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE

P. Mains reported that the following program proposals were discussed and approved at GAPS:

- Pipeline and Masters in Data Analytics, Software Engineering Specialization, Master in Data Privacy.
- New shorter forms are being drafted to summarize the programs.

9.0 QUESTION PERIOD

No questions were asked at this time.

10.0 NEW BUSINESS

10.1 FGS Appeals Revisions – R. Yates

Documents were included in the meeting package.

R. Yates provided an overview of the Revisions to the FGS Appeals Procedures.

MOTION: Moved/Seconded

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

CARRIED

10.2 Calendar Changes for Academic Regulations – R. Yates

Documents were included in the meeting package.

R. Yates provided an overview of the Revisions to the FGS Appeals Procedures noting comments and key changes.

A2 – Admissions

- Under (c) change “misleading, inaccurate or incomplete” clause to “omission of any post-secondary academic records.”

D7 – Leave of Absence (Maternity Leaves)

- There were concerns that funding levels/opportunities remain at the same level following the completion of maternity leaves. This matter will be addressed at the FGS Executive level and revised prior to approving the policy.
- Concern was noted that some maternity leaves do not fit neatly into exact start/end dates.

H2 - Student Standing

- The policy clarifies that poor standing can result in RTW, but doesn't take into consideration that "good standing" is the default term. The use of the term "poor standing" needs to be examined.

H3 – Student Progress

- Change "will" to "may" in the sentence "Graduate Students are expected to maintain adequate progress or they will be required to withdraw from the program."

K – Candidacy

- Provide stipulation for programs to determine their own timelines/expectations for candidacy requirements.

M - Thesis Examination

- Wording in this section was clarified.

MOTION: Moved/Seconded with noted amendments

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

10.3 Failed Candidacy Procedures – J. Azaiez

Documents were circulated with the meeting package.

J. Azaiez reviewed the procedures for departments and supervisors to follow should a student fail their first and/or second candidacy exam. The templates are not mandatory, but highly recommended.

10.4 Revisions to the Academic Regulations for Graduate Grading System – A. Saweczko

Documents were circulated with the meeting package.

A. Saweczko presented information on the RM (remedial work required).

This grade is currently only available in the Cumming School of Medicine in practice-based programs. It is for students who haven't failed a course, but haven't completely met the outcomes either. A. Saweczko asked the Committee if there was any interest in expanding this type of grade to other programs/courses? The following points were clarified:

- Retaking an RM course typically involves a one-term deadline; it's not designed to act as a deferral of term work.
- It would not delay candidacy as it is intended for course-based programs.
- There were concerns whether the first course would remain permanently on a student's record; at present, Cumming does replace the initial grade with the RM grade.
- Various FGS Committee members felt there would be value to this option under the right circumstances.

Further questions and comments should be forwarded to A. Saweczko.

10.5 Exam Regulations – A. Saweczko

Documents were circulated with the meeting package.

A. Saweczko presented information on proposed calendar changes regarding exam regulations. Feedback was solicited from departments regarding regulation of exams. Two issues emerged:

- 1) A limit of 15% of grade is to be set for work assigned in the final six days of term. This has changed from a limit of 30% assigned during the final 14 days. This will be evaluated after two cycles to determine its viability.
- 2) To ensure students are going into final exams with a clear idea of their status in a class, instructors must ensure students receive approximately 30% of their grade before the course withdrawal

deadline.

- Formalized feedback may suffice, as many courses work with large final assignments.
- Feedback can be an oral evaluation.

Further questions and comments should be forwarded to A. Saweczko.

10.6 Consultation on the Distribution of Provincial Scholarships– R. Yates

This matter was tabled for the next Council meeting.

R. Yates briefly requested that members consider how best to use the new funding and allocation structure.

10.7 Supervisory Renewal – S. Curtin/S. Nathoo

S. Curtin and S. Nathoo reported on supervisory renewal.

Lists of supervisors up for renewal have been circulated to programs. If there are any incorrect or unknown email addresses, please contact grad.supervision@ucalgary.ca. This is an opportunity for GPDs to recommend renewal or request a formal evaluation of a supervisor. It is also an opportunity to review updated resources available to supervisors.

- The deadline for supervisors to submit completed renewal forms to GPDs is April 29.
- The deadline for GPDs to make decisions on supervisory privileges is June 30. Prior to this deadline, GPDs have the option to schedule meetings and discuss options.
- There are different types and categories of supervision. Definitions were sent out to departments regarding these types. Supervisors should check their status and notify Graduate Studies at grad.supervision@ucalgary.ca if any updates are required.
- The review process is not punitive; it's an opportunity to discuss and acknowledge successes and excellent supervisory practice.
- In those rare cases where formal evaluations are required, reviews must be done first.
- Renewal can be a teachable moment for supervisors experiencing problems.
- Once all supervisors have been reviewed, five-year renewals will commence in 2020-2021.

Any concerns should be referred to R. Yates.

11.0 Scholarships

The Terms of Reference for a new scholarship was included, for information, in the meeting package.

12.0 ADJOURNMENT

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