

**MINUTES**  
**Thursday, May 4, 2017**  
**ST 147, Main Campus 2:30 p.m. – 4:30 p.m.**

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

**Members Present**

Afyouni, T.  
Aycock, J.  
Azaiez, J.  
Braun, A.  
Clarke, M.  
Colpitts, G.  
Hansen, D.  
Hossack, S.  
Hughes, L.  
Kallos, M.  
Klumpenhauer, W.  
Lucas, A.  
Mains, P.  
Matyas, J.  
McCafferty, D.  
Mohammadi, N.  
Moorhead, G.  
Nelson, F.

Norman, A.  
Offenbecker, A.  
Paris, B.  
Raffin Bouchal, S.  
Ryan, C.  
Samavati, F.  
Saweczko, A.  
Sideris, M.  
Srivastava, A.  
Thangadurai, V.  
Wiley, P.  
Wilson, R.  
Winters, S.  
Woiceshyn, J.  
Wright, M.  
Yates, R.  
Zach, R.

**Members Absent**

Achari, G.  
Beattie, T.  
Bromley, A.  
Campbell, T.  
Cannon, E.  
Childs, S.  
Colicos, M.  
Curtin, S.  
Dawson, P.  
Donovan, E.  
Egberts, P.  
Fapojuwo, A.  
Field, J.  
Felske, L.  
Gadbois, D.  
Goldstein, J.  
Hagen, G.  
Hettiaratchi, P.  
Hexham, I.  
Humble, N.

Jacobsen, M.  
Johnston, R.  
Kneebone, R.  
Lenters, K.  
Livesey, G.  
Manzocco, C.  
McDermid, G.  
Mendaglio, S.  
Monteyne, D.  
Oddone Paolucci, E.  
Pexman, P.  
Radford, L.  
Ritter, E.  
Sandalack, B.  
St. George, S.  
Towers, F.  
Ware, A.  
Wen, J.F.  
Wright, J.  
Wulff, D.

**Faculty of Graduate Studies  
Officers Present**

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

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

P. Papin  
P. Hartl  
A. Visen-Singh

**Secretary's Note:** *Quorum for the May 4, 2017 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:

**MOTION: Moved /Seconded**

That FGS Council Committee approve the agenda for the Faculty of Graduate Studies Council Committee Meeting of May 4, 2017.

**CARRIED**

**2.0 APPROVAL OF MINUTES**

As quorum was not achieved for FGS Council meeting, the minutes from the March 16, 2017 FGS Council meeting will be approved through an email vote following this meeting.

**3.0 MATTERS ARISING FROM THE MINUTES**

There were no matters raised at this time.

**4.0 Report from the Chair**

The Chair provided a slide show to the assembly and the following highlights were noted:

- A Geoscience PhD student, Aprami Jaggi, won the Western Regional 3 Minute Thesis Competition and is now going to the nationals.
- L. Hughes, FGS Associate Dean, will receive a U Make a Difference Award for her many contributions to FGS over the last six years.
- Farewells and thanks were given to GPDs who are completing their term.

- Aruna Srivastava will be joining FGS for one year as a Special Advisor for Equity, Diversity, and Inclusion, with the goal of creating a plan to move FGS forward in these areas.
- Priorities for the 2017-2018 academic year were identified:
  - Equity, Diversity, and Inclusion plan to be developed.
  - Supervisory Development – Considerable progress has been made in this area and thought will be given to what the mature program will be.
  - Quality Assurance – FGS will meet with all programs in 2017-2018 academic year to discuss this topic.
  - Intellectual Property policies will be examined.
  - Candidacy Implementation – FGS will contact programs who have not completed their candidacy regulations to assist in the development process.

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

### **5.1 Lisa Hughes, Associate Dean (Scholarships)**

L. Hughes extended thanks to everyone as she is completing her term as Associate Dean in FGS.

Award results were presented. Overall, there are increases in applications and in the number of recipients.

Other highlights included:

- Program involvement and the Graduate Leader's Circle were noted as being two extremely important supports to students.
- A presentation on scholarships has been created to assist in getting information out to students. It is expected to be valuable for GPDs and supervisors as well.

### **5.2 Dave Hansen, Assistant Dean (Supervisory Development)**

Regarding workshops and assistance to supervisors and students, D. Hansen reminded GPDs of the upcoming Supervisory Renewal Dean's Lunch, as well as offering to tailor program presentations to identified needs.

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

J. Azaiez provided an update on the status of completed candidacy regulations. The preview process has been changed to ensure that when a policy comes to the FGS Policy Committee its approval is assured. Any programs with questions should contact J. Azaiez directly for assistance.

The Chair offered thanks to Policy Committee members for their extensive work on candidacy regulations.

### **5.4 Robin Yates, Associate Dean (Student)**

Regarding recommendations to require a student to withdraw, R. Yates asked that:

- A detailed memo be provided explaining why the student is being asked to withdraw
- Letters go out as early as possible to students.

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

B. Paris introduced the new GSA Executive team. They are looking forward to the coming year and to working with graduate programs and other FGS Council members.

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

T. Beattie reported highlights from recent GFC meetings. The following points were noted:

- Naylor Report has been released, and includes recommendations to strengthen research opportunities in Canada and to improve governance of grants.

- New right to strike legislation is resulting in the need to determine essential services on campus.
- New Sexual Violence Policy was passed.
- A Fall Reading Break, tied to Remembrance Day, will come into effect in Fall 2018. This impacts the start date for Block Week and there are issues for Residence Services which need resolution.
- A Safety Moment was offered on helping colleagues and students in distress. Resources are available through the Wellness Centre.

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

L. Young provided basic information regarding the Teaching Development Certificate for graduate students. When more information is available it will be sent to programs.

Thanks were offered to the GAPS Calendar Sub-committee members for their extensive, behind-the-scenes work.

## **9.0 Annual Reports from the FGSC Committee Chairs**

Documents were circulated with the agenda.

Annual reports were provided by:

- L. Young, FGSC Executive Committee
- J. Azaiez, FGSC Policy Committee
- L. Hughes, FGSC Scholarships Committee
- R. Wilson, FGSC Appeals Committee

## **10.0 QUESTION PERIOD**

No questions were asked at this time.

## **11.0 NEW BUSINESS**

### **11.1 Election for FGSC Executive, Policy, Awards Oversight and Appeals Committees, and GAPS Representation**

#### **MOTION**

That the Faculty of Graduate Studies Council approve the proposed nominees for the Appeals, Policy, and Awards Oversight Committees, and for the Faculty of Graduate Studies Representatives to the Graduate Academic Program Sub-Committee.

**CARRIED**

Ballots for the election to FGSC Executive Committee were distributed and collected. Results will be sent to FGS Council members by email.

### **11.2 Student Supervision While on Research Leave – L. Young**

L. Young asked J. Matyas, who initiated this agenda item, to explain the issues experienced in Veterinary Medicine related to student exams and supervisors on leave. These concerns and those expressed by other FGS Council members include:

- Delays to student completion
- Increased number of people remotely attending exams
- Problematic exams need conscientious discussion and attention
- Technological issues
- Forms for leaves are filed in FGS, but the information is not distributed

It was noted that some problems are student issues (e.g. late completion of work requiring that supervisors delay their leaves).

To assist in alleviating issues and to enhance communication, the following suggestions were made:

- The *Proposed Arrangements for Graduate Student Supervision During Leave* form should be more

- specific regarding what plans are in place for supervised students.
- Technology support personnel attend the entire exam to ensure this aspect of the exam goes smoothly and so examiners can focus solely on their role.

L. Young asked that further ideas and thoughts on the topic be directed to her, as FGS will work with Human Resources to find a resolution.

### **11.3 Indigenous Strategy – A. Srivastava**

An update on the Indigenous Strategy was provided by A. Srivastava, and the following points were noted:

- This strategic initiative will be officially launched during the fall 2017 term.
- UCalgary has gone through a very thoughtful and well-developed process and is, therefore, one of the last universities to develop a strategy. This is advantageous in that we have policies from other universities to consider.
- Goals of the strategy are to improve the research environment, create partnerships, and increase cultural competence at all levels.
- Aspects of this strategy will apply to students beyond the indigenous community.
- Ongoing resources and strong administration are needed for sustainability.
- A search for Vice Provost, Indigenous Strategies is underway.

Further details on this topic will be provided in the fall. Also, FGS will be considering how this strategy relates to graduate students and the work of this faculty.

### **11.4 Academic Misconduct Issues – R. Yates**

R. Yates presented information on graduate academic misconduct from the past year, including statistics and process information for communicating with students and dealing with concerns. Further to this, the following points were noted:

- An Academic Discipline Office is being created but until it opens present processes will continue.
- Programs should contact FGS as soon as issues of plagiarism are noted so that students do not go into exams without the misconduct first being dealt with.
- Students who have plagiarized should be referred to the Student Success Centre.
- Resources for dealing with academic misconduct are not available online at this time, as university central office changes are underway. The slide show used for this presentation will be sent out to FGS Council members following the meeting.
- Following a defence, issues of plagiarism can and have been raised.
- The uniform use of plagiarism software would need to be a university initiative.

### **11.5 Third International Conference on Developments in Doctoral Education and Training – D. Hansen**

Due to time constraints this item was moved to the September 28 FGS Council meeting agenda.

### **11.6 Graduate Writing Community – P. Papin**

P. Papin, Academic Development Specialist with the Student Success Centre, introduced their new Graduate Writing Community program. This program is:

- Intended for any graduate student.
- Structured in three hour sessions. Each session includes time for problem solving, writing presentations, personal writing and receiving feedback.
- Valuable for students who are struggling in the writing process (e.g. stuck, unmotivated).

### **11.7 Key Changes to Calendar Regulations – G. Robinson**

Documents were circulated with the agenda.

G. Robinson explained changes to the University Graduate Calendar in the following areas:

- Extenuating Circumstance Withdrawal (EW)

- Aegrotat Standing
- Deferral of Final Examination
- Plagiarism/Cheating/ Other Academic Misconduct.
- Tuition and General Fee

Changes in practice were also noted, and discussion took place regarding the “I” grade.

In the GPA calculation, “I” for “Incomplete” receives the same treatment as an “F” grade. Therefore, it is better for programs to allow a deferral of term work than to provide an “I.” Additional information will be sent out on this topic and consideration will be given to communicating the option of deferred term work to students through the FGS website.

#### **11.8 Future Grad Students’ Web Space –P. Hartl /A. Visen-Singh**

P. Hartl provided an update on the new Graduate Students’ Webspace. The following points were noted in the presentation and discussion:

- Presently the webspace is in the beta testing phase, and most feedback has been content related.
- Search and filtering functions were demonstrated. Work is being done to create more relevance in the search process.
- Over 400 supervisors have completed profiles. As the search is only as good as the information entered, FGS Council members were asked to encourage supervisors to complete the supervisor pages. Further communication will be sent to supervisors, and GPDs and GPAs will be notified as well so they can provide support.
- FGS will be responsible for updating and maintaining significant aspects of the website (e.g. calendar changes). Supervisors will be able to manage and update their own profiles at any time.

#### **12.00 Approved Candidacy Regulations**

The approved candidacy regulations for Psychology and Communication, Media, and Film were provided for information in the meeting package.

#### **13.0 Scholarships**

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

#### **14.0 ADJOURNMENT**

The meeting was adjourned at 4:20 p.m.

