

MINUTES
Thursday, January 11, 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.
Apple, J.
Aycock, J.
Azaiez, J.
Beattie, T.
Bender, D.
Childs, S.
Clarke, M.
Curtin, S.
Egberts, P.
Fapojuwo, A.
Field, J.
Franceschet, S. (*Kim-Lee Tuxhorn*)
Gadbois, D.
Hagen, G.
Hansen, D.
Hansen, P.
Jacobsen, M.
Klumpenhouwer, W.
Lucas, A.

Manzocco, C.
Mayr, S.
Mendaglio, S.
Monteyne, D.
Moorhead, G.
Norman, A.
O'Brien, M.
Oddone Paolucci, E.
Paris, B.
Samavati, F.
Saweczko, A.
Sideris, M.
Spangler, J.
Tepperman, C.
Thundathil, J.
Vanderspoel, J.
Wiley, P.
Wilson, R.
Winters, S.
Yates, R.
Zach, R.

Members Absent

Afyouni, T.
Bertram, J.
Braun, A.
Brodie, I.
Campbell, T.
Cannon, E.
Colicos, M.
Dawson, P.
Donovan, E.
Dyck, R.
Hettiaratchi, P.
Johnson, J.
Johnston, R.
Magesan, A.
Mains, P.
McCafferty, D.

Mohammadi, N.
Nelson, F.
Pexman, P.
Raffin Bouchal, S.
Roy, S.
Sallis, F.
Sandalack, B.
St. George, S.
Strous, M.
Thangadurai, V.
Ware, A.
Warsame, H.
Woiceshyn, J.
Wright, Jim
Wright, John
Wright, M.
Wulff, D.

**Faculty of Graduate Studies
Officers Present**

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

**Faculty of Graduate Studies
Officers Absent**

Nathoo, S.

Guests

S. Barker

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 January 11, 2018.

CARRIED

2.0 Approval of FGS Council Meeting November 16, 2017 Minutes**MOTION: Moved/Seconded**

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Meeting of Nov. 16, 2017.

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 slideshow and the following points were highlighted:

- Budget - Graduate education is a priority at the university as funds continue to be directed to FGS and graduate students.
- FGS Scholarship Funds
 - Cheryl Dueck (Associate Dean, Scholarships and International) is on a research leave from January 1 to June 30, 2018, and D. Hansen has agreed to take on this role and related responsibilities.
 - With the new funding allocation programs who experience a cut of 20% or greater in scholarship funds will receive a modest transition allowance for one year, as well as access to set-aside scholarships in the entrance scholarship competition.
 - Graduate students will need to continue to apply for external awards, but a new doctoral scholarship has been created to assist programs in recruiting outstanding students.
- Indigenous Strategy
 - Two more sessions related to *Decolonizing the Dissertation* are being planned.
 - Upon request, A. Srivastava will speak to programs regarding the Indigenous Strategy.
- Scheduled Breaks - International students requesting a letter indicating they are taking a scheduled break from studies should be directed to the International Office. Faculty cannot write them a letter as international students need to be continuously enrolled and cannot take a scheduled break.
- 3 Minute Thesis - FGS Council members were encouraged to bring the 3MT competition to the attention of graduate students.
- Award - The new Future Student Website received a Gold Medal Award in the District YII CASE Awards (Council for Advancement and Support of Education).
- Internships - A brief explanation of the internship program was provided. If there are any questions or unusual circumstances it is best to contact FGS. Internships are a unique opportunity with only UCalgary and UAlberta offering this program in Canada. Students, faculty or FGS members are available to come to programs to share information and experiences.

5.0

Reports from the FGS Assistant/Associate Deans

5.1 Robin Yates, Senior Associate Dean

R. Yates requested that if any students are going to be asked to involuntarily withdraw, the paperwork should be taken care of soon as possible.

5.2 Suzanne Curtin, Associate Dean (Student)

S. Curtin provided a report including an update on student caseload and Graduate Orientation events. She also noted that flow charts and procedures have been updated and are available upon request.

The Chair explained that Fall Graduate Orientation will change as a Reading Week has been added in the fall term, and classes will begin earlier, thereby eliminating the full day option. Two events (one for course-based students and one for thesis based students) are being considered, and more information will be provided when available.

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

On the topic of scholarships, D. Hansen provided information and deadlines for upcoming scholarship applications.

Regarding supervisory development, the following information was shared:

- Workshops are ongoing for supervisors and students on the topic of resolving conflicts.
- A workshop is being developed on how supervisors can help students to have a successful job search.
- FGS Council members were also reminded that new supervisors are contacted directly to attend the

mandatory New Supervisor Orientation. GPDs and any other supervisors are always most welcome to attend as well.

- Presentations to programs continue and are made upon request.

5.4 Jalel Azaiez, Associate Dean (Policy)

J. Azaiez's report included the following:

- Regarding the status of Candidacy Regulations, most programs have now had their proposals approved.
- It is important that programs understand the procedures for candidacy, so FGS Council members were invited to contact J. Azaiez with any questions.
- Programs may have internal rules, however, they need to be posted, clear to students, and comply with FGS regulations.

6.0 REPORT FROM THE GRADUATE STUDENTS' ASSOCIATION PRESIDENT

B. Paris reported that:

- GSA elections will take place in February.
- Re-negotiation of the Collective Agreement is underway, so an information event will be held on Jan 18.

7.0 REPORT FROM THE GENERAL FACULTIES COUNCIL REPRESENTATIVE

T. Beattie provided a report on the General Faculties Council meetings from December 7 and the following points were noted:

- A safety moment took place regarding Christmas shopping and its associated safety hazards (e.g. driving, parking lots, malls, and the stress of last minute shopping).
- The following items were approved/recommended forward:
 - Revisions to the Teaching and Learning Grants.
 - Action Plan for Canada Research Chair Equity, Diversity, and Inclusion to help the university achieve equity targets for four groups (i.e. women, Aboriginal Peoples, persons with disabilities and visible minorities).
 - New 5 Year Agreement with the State of Qatar to deliver Nursing programs.

The Chair reminded FGS Council members of the upcoming GPD Lunch where an overview of MITACS programs offered to students will be discussed.

8.0 REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE

L. Young thanked J. Spangler for participating as FGS Rep to GAPS in the fall term. She also noted that the following proposals have been approved and are now with the provincial government for expedited approval:

- Certificate in Fundamental Data Science and Analytics
- Diploma in Fundamental Data Science and Analytics
- Certificate in Network Security
- Certificate in Software Security
- Master of Management
- Master of Social Work

9.0 QUESTION PERIOD

No questions were asked at this time.

NEW BUSINESS

Secretary's Note: L. Young stepped down to speak to the next agenda item and R. Yates took the Chair.

10.0 10.1 Funding Policy and Template – L. Young

Documents were circulated with the agenda

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommend the Graduate Student Funding Policy and Funding Template to General Faculties Council.

L. Young provided the history of the Graduate Funding Policy and explained that following the November 2nd FGS Council meeting, the Funding Policy was revised based on the feedback received. Then, recently, the document was placed on the university policy template which required additional sections (e.g. purpose).

Substantive changes for FGS Council's consideration now relate to the minimum guaranteed funding amount. The University's policy lawyer advised that minimums need to be easily increased over time, therefore, the amounts previously discussed are included as the base funding amount, with the option to increase this figure. There is also a stipulation requiring a review of the amounts every three years.

In the discussion, the following information and edits were noted:

- In September 2018, FGS and KNES will begin a pilot project to have the international differential provided as an "up-front" scholarship. The plan is to begin this with all programs in September 2019. This differential can be included in the minimum funding amount which the student is offered.
- Numbering of section 4 be corrected.
- Ensure terminology matches the definition (i.e. "minimum funding level" as opposed to "stipend.")
- Change 4.14.2 from "before September 1." to "before anniversary date of admission".

The student funding letter was discussed with the following points noted:

- FGS Unit Review recommendations included the use of funding letters to clarify individual student funding amounts for a given year. For the sake of fairness and stability students need to know what funds they will receive.
- Concerns included administrative workload, difficulty in determining sources of funding, uncertainty regarding when a student will graduate, and given changing sources, letters might be need to be issued several times per year.
- Question of whether a new letter could be required only when the amount and/or funding source changes was raised.

The Chair offered a friendly amendment to remove section 4.14.2 regarding the funding letter from the Funding Policy for now. FGS will work on finding a simpler way to provide this information to students.

W. Klumpenhauer proposed a motion to amend the Funding Policy and provided the rationale. This additional policy section is intended to target people for whom the amount they win is roughly the same amount as they would have received otherwise.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council add the following item to the proposed Graduate Student Funding Policy:

6. A student that applies for external awards, is successful in obtaining these awards, and has a total combined funding from external awards totalling less that \$4500 above their original minimum guaranteed funding amount set out in the admission letter must be guaranteed an increase to their total funding. That increase should be:

- 6.1 At least \$2,000 for combined funding from awards totally between \$10,000 and \$17,499
- 6.2 At least \$4,500 for combined funding from awards totalling above \$17,500.

Following discussion on the wording and intent of this motion where various circumstances were explained,

and concerns raised, L. Young suggested flexible wording as an alternative to the original motion, with the intent of having a vote on the essence of the amendment, and an opportunity for further work on the wording.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council amend W. Klumpenhower's motion to revise the Funding Policy to read as follows:

A student who is successful in obtaining external awards totalling more than \$10,000 will be guaranteed a top-up. Students with awards greater than (?) will not be guaranteed a top-up. FGS Council will approve a schedule of amounts, as per (item that reviews amount).

CARRIED

The motion on the full Funding Policy package was tabled and will be discussed at the next FGS Council meeting.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council table the Graduate Student Funding Policy to the FGS Council meeting of February 15, 2018.

CARRIED

10.2 Suspension and Termination of the University Certificate in Bridge to Teaching – M. Jacobsen

Documents were circulated with the agenda

M. Jacobsen provided an explanation of the intention of suspending and terminating the present University Certificate in Bridge to Teaching. This program is listed in PAPRS (Provider and Program Registry System) as an undergraduate program, and the proposal in 10.3 is to create a Bridge to Teaching Post-Bachelor's Certificate to replace it.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommend that the Graduate Academic Program Subcommittee approve the suspension and termination of the University Bridge to Teaching Certificate, Werklund School of Education, as set out in the proposal provided to the Committee.

CARRIED

10.3 Creation of Bridge to Teaching Certificate – M. Jacobsen

Documents were circulated with the agenda.

In addition to the information provided in 10.2, M. Jacobsen explained that students will be able to use this graduate certificate towards a Master's degree, and that the cost will be the same as for the original certificate.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommend that the Graduate Academic Program Subcommittee approve the creation of the Bridge to Teaching Post-Bachelor's Certificate, Werklund School of Education, as set out in the proposal provided to the Committee.

CARRIED

10.4 Management of Student Issues – S. Barker

S. Barker discussed and presented recent changes to the following policies mentioning that people from her office would be pleased to come out and speak to departments upon request.

Student Accommodation Policy

- Revised in 2015 and a companion procedures document was brought in at that time.
- Vast majority of requests are accommodated.
- Course outlines are increasing in detail to provide more explanation of what is required for the course to avoid the need for accommodations.
- If an issue is with a thesis exam, FGs should be contacted.
- Student Conduct/Student at Risk/Threat Assessment
 - Processes are centralized and anyone can place a report using on-line forms.
 - *Helping Students in Distress* was noted as valuable resource.
- Sexual Violence
 - The Chair reminded FGS Council members that it is important to be aware of their responsibilities and to report incidences that come to their attention.

Concerns regarding university staff and faculty should be reported on the Confidentialline which is an external reporting mechanism found on the Office of Protected Disclosure webpage.

S. Barker invited FGS Council members to contact Student and Enrolment Services at any time for help or with questions.

11.0 Scholarships

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

12.0 ADJOURNMENT

The Chair asked that anyone having topics they would like discussed at FGS Council in upcoming meetings to please let her know and they will add to an agenda.

The meeting was adjourned at 4:25 p.m.

