

**MINUTES**  
**Thursday, March 16, 2017**  
**ST 147, Main Campus 2:30 p.m. – 4:30 p.m.**

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

**Members Present**

Achhari, G.  
Afshar, A.  
Aycock, J.  
Azaiez, J.  
Beattie, T.  
Braun, A.  
Childs, S.  
Dawson, P.  
Egberts, P.  
Fang, Y.  
Fapojuwo, A.  
Felske, L.  
Field, J.  
Gadbois, D.  
Goldstein, J.  
Hansen, D.  
Hansen, P.  
Hossack, S.  
Humble, N.  
Hughes, L.  
Kallos, M.

Lucas, A.  
Mains, P.  
Matyas, J.  
Monteyne, D.  
Moorhead, G.  
Norman, A.  
Oddone Paolucci, E.  
Ritter, E.  
Ryan, C.  
Samavati, F.  
Saweczko, A.  
Srivastava, A.  
St. George, S.  
Thangadurai, V.  
Ware, A.  
Wiley, P.  
Wilson, R.  
Winters, S.  
Woiceshyn, J.  
Yates, R.

**Members Absent**

Bromley, A.  
Campbell, T.  
Cannon, E.  
Clarke, M.  
Colicos, M.  
Colpitts, G.  
Curtin, S.  
Donovan, E.  
Hagen, G.  
Hettiaratchi, P.  
Hexham, I.  
Jacobsen, M.  
Johnston, R.  
Kneebone, R.  
Lenters, K.  
Livesey, G.

McCafferty, D.  
McDermid, G.  
Mendaglio, S.  
Nelson, F.  
Offenbecker, A.  
Pexman, P.  
Radford, L.  
Raffin Bouchal, S.  
Sandalack, B.  
Sideris, M.  
Towers, F.  
Wen, J.F.  
Wright, J.  
Wright, M.  
Wulff, D.  
Zach, R.

**Faculty of Graduate Studies  
Officers Present**

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

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

R. Deardon  
S. Warner  
P. Hartl  
A. Visen-Singh

**1.0 Safety Moment – S. Hossack**

Sam Hossack, President of the Graduate Students' Association spoke to FGS Council on the topic of Parking Lot Safety, as it relates to actual safety when parking vehicles, as well as in the sense of the strategic parking of ideas.

**2.0 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 Meeting of March 16, 2017.

**CARRIED**

**3.0 APPROVAL OF MINUTES****MOTION: Moved/Seconded**

That FGS Council Committee approve the minutes for the Faculty of Graduate Studies Council Committee Meeting of December 1, 2016.

**CARRIED**

**4.0 MATTERS ARISING FROM THE MINUTES**

There were no matters raised at this time.

## 5.0

### Report from the Chair

The Chair provided a slide show to FGS Council members and included the following in her comments:

- Update on FGS Associate Deans
  - Appointment of Cheryl Dueck from the School of Languages, Linguistics, Literatures, and Culture as FGS Associate Dean (Scholarships and International) beginning July 1<sup>st</sup>, 2017 when L. Hughes goes on research leave.
  - The responsibilities of the role of Associate Dean (Student) are excessive so rearrangement in the Dean's Office is needed. As of July 1, 2017 Robin Yates will be Senior Associate Dean, and an Associate Dean (Student) will be recruited to begin on this date. Together, they will do case management of student issues, and the additional time will allow for more proactive work with students.
  - FGS Council members were asked to forward names of suitable candidates to the Chair.
- New Provincial Approvals:
  - MA and PhD in Languages, Literature and Culture
  - Three new post-baccalaureate certificates in the Faculty of Environmental Design
- The Chair provided information on Graduate Student Career and Professional Development grants to support initiatives in research based graduate program curriculum to prepare students for diverse career outcomes. These opportunities encourage collaborative work around common interest areas (e.g. humanities).
- Supervisory Renewal Process 2017
  - This year the supervisory renewal process will be for supervisors with surnames beginning with letters C to G.
  - A list of supervisors will be sent to GPDs on March 17 with a request to inform FGS of needed changes (e.g. retirees, leaves).
  - Faculty who have recently started supervising should be removed from the list.
  - Process has been changed based on feedback received from GPDs. Conversations are not mandatory, but rather can be requested by either the GPD or the supervisor.
  - If supervisory renewal for a GPD is required, the department head should be asked to review the records.
  - An invitation for a Dean's Lunch in May, focused on Supervisory Renewal, will be sent out to Graduate Program Directors.

## 6.0

### Reports from the FGS Assistant/Associate Deans

## 6.1

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

L. Hughes' extended sincere thanks to the FGS Scholarships team. There were a record number of Graduate Award Competition (GAC) applications (1344) this year. These have been sent out to adjudicators who were thanked, in advance, for their valuable efforts.

## 6.2

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

D. Hansen providing the following information:

- Invitations from programs to discuss and/or present on the topic of supervisory renewal are welcomed. Talks will be tailored to the group and their expressed needs.
- A new resource titled *How to Run a Successful Lab* is available on the FGS website. It is ideal for new supervisors or for anyone who runs a lab.
- An alternative to having optional, individual conversations with supervisors who are up for renewal is to invite them to a meeting on the topic of best practices for supervisors. D. Hansen would be pleased to facilitate.

## 6.3

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

J. Azaiez reported on the Candidacy regulations approvals process, and the following points were noted:

- Programs whose requirements were approved with minor revisions are encouraged to complete these changes and submit the document as soon as possible.
- The Chair encouraged any programs whose candidacy regulations are still being developed to contact FGS for assistance.
- It was recommended that course requirements not be included in the regulations as they change frequently.
- If a program requires changes to their approved candidacy regulations, the document will need to go to the Policy Committee once again.

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

R. Yates reported that:

- January and February have been very busy with student issues and he apologized for delays in responding to requests. R. Yates encouraged people to continue to contact him with concerns and questions.
- Request to Withdraw (RTW)
  - A justification statement will be added to the RTW form to assist in making this a quicker process.
  - Questions or suggestions for wording were requested.
- Grad XO is the first Thursday of the month and the last one (Pizza with the Dean) is upcoming. The program series has been well received and will be repeated next year.

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

FGS Council applauded the GSA executive for their contributions over the past year. The new executive team will begin on May 1, 2017.

The GSA Awards Gala is on April 6, and S. Hossack invited FGS Council members and asked that anyone interested in attending please send her an email. A record of 23 supervisors were recommended for awards this year.

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

T. Beattie reported highlights from the February 16 and March 9 GFC meetings:

- Safety moment was regarding fire extinguishers, encouraging that people have them in their homes and that they be checked regularly.
- Innovation Report was anticipated for release early in year but it has been pushed back awaiting budget news. The Tricouncil increase was put on hold for the same reason.
- Application fees for admissions of graduate students affected by US policy were waived.
- Re-Energizing of Eyes High was recommended to the Board of Governors. The document will be the basis of the university academic and research plans for the next five years.

The Chair noted that the university will start working on the Research and Academic plans soon and thought will need to be given to how graduate education fits into them. This will be a topic of discussion for FGS Council next year.

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

The Chair reported that many program calendar changes went through GAPS in recent meetings. Also, the Registrar has been making numerous changes to the university calendar which will have an impact on graduate education. The latter will be presented together at an upcoming FGS Council meeting.

**10.0 QUESTION PERIOD**

No questions were asked at this time.

**11.0 NEW BUSINESS**

**11.1 Draft Graduate Student Funding Discussion Paper – L. Young**

Documents were circulated with the agenda.

The Chair presented slides on graduate funding, summarizing topics including the rationale, key principles, and options for minimum guaranteed funding for PhD students. From the Graduate Funding Retreat on January 27, 2017 the following questions need further discussion:

- Should there be maximum limits on the amount of university resources a student can receive?
- Should there be consistency between programs, across faculties, or the university as a whole?
- Should self-funded students be allowed, and if so, under what conditions?

Other points noted included:

- When a policy is determined, programs can be more stringent than FGS but not less so.
- Programs can only admit the number of students they can afford.
- This discussion is not about raising funds for graduate education, but rather about how many students each graduate program can afford and how the FGS funds are allocated.
- FGS allocations are not sufficient to fund entire programs.
- Purpose of the April 21 Graduate Funding Retreat is to discuss the purpose of FGS funds, and areas which are in question (noted above).
- The Chair requested that any further thoughts on the documents and options be provided by email.

**11.2 Social Work Proposal – S. St. George**

Documents were circulated with the agenda.

The proponent, S. St. George, provided a brief overview of this proposal. The Social Work Post Masters diploma was created as a route for people to enter the PhD program. It has been closed for a number of years, and full termination is being proposed.

**MOTION: Moved/Seconded**

That the Faculty of Graduate Studies Council recommend the suspension leading to termination of the Post-Master’s Diploma in Social Work, as set out in the proposal provided to the committee.

**CARRIED**

**11.3 Biostatistics Proposal – R. Deardon**

Documents were circulated with the agenda.

Kelly Hoglund joined the meeting at this time, along with the proponent, in support of this proposal.

R. Deardon provided a brief overview of the proposal, and the following points were noted:

- This interdisciplinary, highly applied specialization at the PhD and MSc (thesis based) will replace a program presently existing in MDCH.
- Intended to promote collaboration between Foothills and main campus.
- As the resources will be pooled from existing programs, the present budget is sufficient.
- A high level of statistics is required to be admitted to the program.

**MOTION: Moved/Seconded**

That the Faculty of Graduate Studies Council Executive Committee recommend for approval the creation of

a new, interdisciplinary specialization in biostatistics which will require both: a) the creation of a new specialization in biostatistics within both the PhD and MSc (thesis-based) programs in Mathematics and Statistics; and b) the revision of the specialization in biostatistics within the PhD and MSc (thesis-based) programs in Community Health Sciences, as set out in the proposals provided to the committee.

**CARRIED**

#### **11.4 Introduction to Career Advisor – S. Warner**

S. Warner, PhD Career Development Specialist, provided an overview of her role and what she offers for students and programs. The following points were noted:

- Less than 20% of PhDs end up in academic positions, so there is a need to address the other 80%.
- Through workshops on Career Planning and Goal Setting and through individual appointments, S. Warner assists students find alternative careers and explore the transferability of their skills.
- Research shows that students believe the best place for professional development is in their home faculty so the Chair encouraged FGS Council members to invite S. Warner to program/faculty events or to hold workshops specific to career development and tailored to their program(s).

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

P. Hartl began by thanking FGS Council members for encouraging supervisors to have their photos taken for the new web space. He gave a tour of the prototype website and explained the various aspects. Points noted in the presentation and discussion included:

- Development has been based on discussions with supervisors and students.
- All pages are fully mobile.
- Program requirements are shown on the program pages. On the international page, it is FGS requirements which will be shown, with a request that students refer to specific program information.
- Aspects of the web space will be translated and available in different languages.
- Only information received from programs and from the graduate calendar will be placed in the web space.
- The information will be kept basic on program pages but links to their own pages can be provided.
- The supervisor information page takes approximately 10 to 15 minutes to complete.
- Updates will be required on a yearly basis, and supervisors will be notified.
- To provide additional information, supervisor's can provide links to their webpages.
- Due to concern about malware, the uploading of CVs and transcripts is not possible at this time. They are working on this with IT for future implementation.
- Faculty members who are supervising in multiple programs should provide this information on their form so they will all be listed.
- All supervisors names will appear, even those which are not accepting students.
- A direct supervisor search will be added later this year.
- Information on co-supervisors/supervisory teams should be included as information on the supervisor webpages.
- Based on need, a couple of additional days may be arranged for taking professional photographs of supervisors.
- By April 20 webspace development will be complete, and from April 27 to May 15 there will be in-house viewing for feedback. The overall release will be on May 15.
- Once the Future Graduate Student Web Space is in place, the next project will be the library, followed by faculties. The goal is to create a consistent, quality look throughout.

#### **12.0 Thesis Guidelines – G. Robinson**

G. Robinson presented the revised Thesis Guidelines on behalf of L. Hughes and herself. In the presentation and discussion the following points were noted:

- Front office staff were answering numerous questions related to thesis formatting so clarification

- was required along with placing the responsibility of with the student and supervisor.
- Goal was to cover the full spectrum of theses, from traditional to non-traditional.
  - Thesis submission coversheet has been revised to include check boxes and a signoff for the supervisor to make sure that person's/program's requirements are met.
  - Clarification was given that previously published work is not for inclusion in a thesis, and if needed, programs can create rules that go beyond this.
  - Templates were discussed with the question of whether FGS could provide a place to store them. It would need to be clear that the list is not FGS approved.
  - A *Statement of Originality* was discussed. The question of "what is the contribution to knowledge?" along with a page stating the work that went into the chapters will be considered, with the possibility of adding this to policy. What other universities do will be explored and thought given to whether this statement would pertain to all theses.

**13.0 Approved Candidacy Regulations**

The approved candidacy regulations for Psychology and Communication, Media and Film were provided for information.

**14.0 Scholarships**

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

**15.0 ADJOURNMENT**

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

