

MINUTES
Thursday, May 12, 2016
Science Theatre 147 2:30 p.m. – 4:30 p.m.

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

Members Present

Abdelhafiz, A.
Afshar, A.
Amedegnato, O.
Azaiez, J.
Beattie, T.
Braun, A.
Colpitts, G.
Curtin, S.
De Visscher, A.
Dueck, C.
Egberts, P.
Fang, Y.
Goldstein, J.
Hansen, D.
Hettiaratchi, P.
Hiebert, M.
Hossack, S.
Hughes, L.
Jaques, L.
Kallos, M.
Kremer, R.
Lenters, K.
Mains, P.
Matyas, J.
Nelson, F.
Oddone Paolucci, E.
Offenbecker, A.
Raffin Bouchal, S.
Roberts, J.
Saweczko, A.
Srivastava, A.
Toohey, P.
Viczko, A.
Wiley, P.
Wilson, R.
Winters, S.
Woiceshyn, J.
Wulff, D.
Yanushkevich, S.
Yates, R.
Zach, R.

Members Absent

Aycock, J.
Campbell, T.
Cannon, E.
Childs, S.
Donovan, E.
Field, J.
Felske, L.
Gadbois, D.
Hagen, G.
Hexham, I.
Jacobsen, M.
Johnston, R.
Kneebone, R.
Livesey, G.
McCafferty, D.
McDermid, G.
Mehrotra, A.
Mendaglio, S.
Monteyne, D.
Oxoby, R.
Reese-Taylor, K.
Ryan, C.
Sallis, F.
Sandalack, B.
Scheidler, R.
Schuurmans, C.
Shimizu, G.
Sideris, M.
Simon, C.
Thurbide, K.
Turner, R.
Wright, J.
Wright, M.

**Faculty of Graduate Studies
Officers Present**

Robinson, G.
Nathoo, S.
Pryde, J.

**Faculty of Graduate Studies
Officers Absent**

Stiven, C.

Guests

Keenan, T.
Penner, L.
Webster, M.
Wilkinson, F.

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 Meeting of May 12, 2016.

CARRIED

2.0 APPROVAL OF MINUTES

The FGS Council meeting was adjourned, and the FGS Council Committee was called to order for items 2.0 and 3.0.

MOTION: Moved/Seconded

That FGS Council Committee approve the minutes for the Faculty of Graduate Studies Council Committee Meeting of March 3, 2016.

CARRIED

3.0 MATTERS ARISING FROM THE MINUTES

There were no matters raised at this time.

The FGSC Council Committee was adjourned, and the FGS Council meeting resumed.

4.0

Report from the Chair

The Chair provided a slide show to FGS Council members for review prior to the meeting. A report was also made including the following:

Appreciation:

- Outgoing Graduate Students' Association (GSA) Executive were sincerely thanked for their work over the last year.
- Sam Hossack was welcomed, in her new GSA role as President, along with the new GSA Executive members.
- Graduate Program Directors (GPDs) were thanked for their tremendous efforts in graduate education given the challenges and hard work required. Special and specific thanks were given to those GPDs whose terms are completed at the end of June.

Federation of the Humanities and Social Sciences Congress 2016:

- Career Corner has a great deal to do with graduate education, and is open to everyone. FGS Council members were asked to encourage graduate students to attend.
- Interdisciplinary Day (ID) on Tuesday, May 31 will be focused on innovative dissertation forms.
- Dr. Inger Mewburn, known as the "Thesis Whisperer," helps graduate students move their theses forward, and will be presenting in Career Corner as well as being the ID Day keynote speaker.

Money for Internships:

- An internship program is now underway, which is a huge accomplishment.
- Assistance will be needed from programs to find internship possibilities in suitable fields for students.

Next Year:

- Funding will be looked at closely and questions will be asked of programs to help understand the data.
- FGS Unit Review

On G. Shimizu's behalf the Chair shared very positive results in the attainment of Tricouncil NSERC awards. As a result of the last year's efforts to increase the success rate of applicants, the achievement rate went from 33% success in 2015 to 50% success this year. Congratulations were given to all involved.

A focus for next year will be to improve the success in Vanier scholarships, particularly in SSHRC disciplines.

5.0

Reports from the FGS Assistant/Associate Deans

5.1

Lisa Hughes, Associate Dean (Policy)

The following points were noted from L. Hughes' report:

- FGSC Policy Committee has received 35 proposals, of which 12 were formally approved this year.
- FGSC Policy Committee members were sincerely thanked for their thorough work in reading candidacy regulations and assisting programs over the past year.
- J. Azaiez was introduced as the new chair for the FGSC Policy Committee beginning July 1, 2016, and two new GSA members were welcomed as well.

The Chair reported that L. Hughes will take over the FGSC Award Oversight Committee as G. Shimizu's term as FGS Associate Dean ends on June 30, 2016.

5.2

George Shimizu, Associate Dean (Scholarships)

The Chair reported on behalf of G. Shimizu as part of the Chair's Report.

5.3

Dave Hansen, Assistant Dean (Supervisory Development)

Regarding workshops and assistance to supervisors and students, D. Hansen providing the following information:

- The Dean's Lunch on May 10, which focused on supervisory renewal, was well attended, and a document with ideas and thoughts generated was sent out to all GPDs yesterday.

- Invitations from programs to discuss and/or present on the topic of supervisory renewal are welcomed.
- A Werklund School of Education student is developing resources for improving student/supervisor relationships. FGS will be allowing use of the supervisor email list as benefit will be derived from the answers to the survey questions being asked.

5.4 **Jalel Azaiez, Associate Dean**

J. Azaiez reported that the first Best Practices Session for GPDs was on the topic of Admission, Retention and Recruitments. It was very well attended with lively discussion. The next session will be on the Supervisor/Student Relationship.

FGS Council members were asked to please send ideas of other pertinent topic to J. Azaiez.

5.5 **Robin Yates, Associate Dean (Student)**

R. Yates reported that:

- In academic misconduct cases FGS is moving away from a two letter system to a one letter process which would be co-signed by the department and FGS.
- A summer student has been hired to pull student data from PeopleSoft and surveys to provide information related to student success.
- In addition to plagiarism, there have recently been very serious violations of academic integrity. FGS will be taking a close look at this area, and will be asking programs how they support academic integrity and whether it is systematized.

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

S. Hossack, began by introducing the new GSA Executive members, and then reported the following:

- GSA Executive will continue to move forward on the strategic planning goals established by the 2015-16 GSA Executive.
- GSA Collective Agreement will be finalized in mid to late June. S. Hossack requested that this information be passed along to students and colleagues.

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

T. Beattie reported highlights from the March 17 and April 14 GFC meetings:

- Documents reviewed included the 2016-2017 Comprehensive Institutional Plan and Energizing the *Eyes High* Strategic Direction.
- Work on the University's Indigenous Strategy is underway.
- Clinical, Health Services, and Population Health Research Strategy was approved.
- Taylor Institute for Teaching and Learning opened on April 18th, 2016.
- Safety information was provided:
 - Distracted walking is a concern, as more injuries occur walking than driving.
 - Sunglasses should to be neutral gray or smoky tint; colored tints may negatively influence vision.

REPORT FROM THE GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE REPRESENTATIVE

R. Kremer reported that the following items were approved at GAPS on March 23 and April 20:

- Calendar changes for 5 programs
- Suspension and Closure of Master of Communication Studies
- EVDS: Creation of a Built and Landscape Heritage Certificate

The Chair noted that the concerns raised by ARKY and ANTH at the FGS Council meeting regarding the EVDS certificate, led to changes in the proposal. FGS Council represents the whole university so is valuable in overseeing incoming proposals.

The Chair thanked O. Amedegnato for his service on GAPS as his three year term is coming to an end.

9.0 Annual Reports from FGSC Committee Chairs

Annual Reports for the four FGSC committees were circulated with the agenda.

9.1 Report from FGSC Executive Committee – L. Young

The Chair thanked FGSC Executive Committee members for the valuable work they do on behalf of FGS Council. Special thanks were given to J. Woiceshyn who is leaving the committee early due to a research leave.

9.2 Report from FGSC Policy Committee – L. Hughes

This agenda item was covered above, in the Report from Associate Dean, L. Hughes.

9.3 Report from FGSC Awards Oversight Committee – G. Shimizu

This agenda item was covered in the Chair's Report on behalf of G. Shimizu.

9.4 Report from FGSC Appeals Committee – R. Wilson

R. Wilson reported that there were six appeals this year, which is one more than in 2014-2015. One of the appeals was upheld.

Thanks were given to the committee members for their efforts and exceptional judgement, to FGS for being able to work unencumbered, to J. Wong and G. Robinson for their administrative assistance, and to P. Zachariah and A. Jackson for their support with legalities.

The Chair thanked R. Wilson for his hard work as Chair of the Appeals Committee, given the great complexity of the appeals which come to FGS.

In response to a question regarding reasons for appeals and how to avoid them, the following points were noted:

- Significant efforts are made to avoid having cases go to the FGSC Appeals Committee. Often resolution has been reached through meetings of the involved parties.
- All students have a right to appeal.
- Programs have to be very diligent about the completion of annual reports. Council members were asked to discuss any concerns they note with the supervisor, and, if possible, ensure documentation.
- If student issues are not documented it is very difficult to support the supervisor.

10.0 QUESTION PERIOD

No questions were asked at this time.

11.0 NEW BUSINESS

11.1 FGS Council Committee Terms of Reference – L. Young

Documents for review were circulated with the agenda.

MOTION: Moved/ Seconded

That the Faculty of Graduate Studies Council approve the Faculty of Graduate Studies Council Committee Terms of Reference.

CARRIED

The Chair provided the background to the Terms of Reference for the FGSC Committee. The revisions being proposed are to establish a minimum number of 20 committee members required for quorum, of which at least one must be a student. The student requirement was discussed with the following points noted:

- This protects the involvement of students on university councils.
- FGS is a faculty with many students and few faculty members, and the work of FGS revolves around students.

11.2 FGSC Committees Terms of Reference (Executive, Awards, Policy) (Appeals) – L. Young

Documents for review were circulated with the agenda.

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council approve the Terms of Reference for the following FGSC Council Committees:

- FGSC Executive Committee
- FGSC Awards Oversight Committee
- FGSC Policy Committee

Terms of Reference for Awards Oversight and Policy Committees revised to include academic staff members “who hold supervisory privileges.”

CARRIED

Revisions proposed to the Terms of Reference were explained:

- Change in the number of FGS Associate Deans in FGSC Executive Terms of Reference from four to three.
- Inclusion of non-council, academic staff members to broaden the discussion and to ensure the committees are filled.

Suggestion was made to include only academic staff members who hold supervisory privileges in the Terms of Reference. The motion was revised based on this request.

MOTION: Moved/Seconded (L. Hughes/R. Yates)

That the Faculty of Graduate Studies Council approve the Terms of Reference for the FGSC Appeals Committee.

Terms of Reference for the FGSC Appeals Committee was revised to include only academic staff members “who hold supervisory privileges.”

CARRIED

Regarding membership the following was noted:

- Former GPDs would be valuable FGSC Appeals Committee members.
- Professors emeriti do not hold supervisory privileges so are not eligible for FGSC committees.

11.3 FGSC Nominations and Election – L. Young

Documents for review were circulated with the agenda.

- a) Nomination for FGSC Representative to GAPS

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council approve the proposed nominee for the Faculty of Graduate Studies Representative to the Graduate Academic Program Sub-Committee.

- b) Nominations for FGSC Committees (Appeals, Policy, Awards)

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council approve the proposed nominees to the Appeals, Policy and Awards Oversight committees of the Faculty of Graduate Studies.

Under FGSC Policy Nominations, K. Lenters' program was corrected to "Educational Research."

CARRIED

- c) Election for FGSC Executive Committee

Ballots were distributed to Council members and collected following completion, with the election result for one FGSC Executive member to be announced following the meeting.

11.4 EVDS: Certificate in Designing Smart and Secure Communities – T. Keenan

MOTION: Moved/Seconded

That the Faculty of Graduate Studies (FGS) Council recommend the creation of a Post-Baccalaureate Certificate in Designing Smart and Secure Communities to the Graduate Academic Program Sub-Committee.

CARRIED

Documentation for review was circulated with the agenda.

T. Keenan explained the background to the certificate and the following points were noted from the presentation and discussion:

- The "smart" and "safe" aspects of the certificate are philosophically linked; students interested in one would be interested in the other.
- New projects in Calgary are being designed with safety and intelligence in mind and there is a need for people who have the skills which are offered in this certificate.
- Scheduling will be driven by the needs of people who are taking the certificate.
- A registered trademark is presently being used, however, if this is not acceptable, it will be changed.
- The on-line course aspect will initially be for the capstone project only. It may evolve into more.

The Chair introduced L. Penner, Program Support Specialist, who is assisting programs to write their proposals.

11.5 Doctorate in Business Administration – J. Woiceshyn/F. Wilkinson

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommend the creation of a Doctorate in Business Administration, as presented in the supporting documents, to the Graduate Academic Program Sub-Committee.

CARRIED

Documentation for review was provided with the agenda, and in addition a hard copy of *Haskayne DBA: Comparison to Existing Programs* was handed out.

J. Woiceshyn gave an overview of the proposal and the following points were noted during the discussion:

- Existing DBA programs around the world are part on-line and part residency. Education uses a similarly structured blended model.
- Expected catchment would be largely western Canada, however, the possibility of international

students was discussed.

- This is a three or four year program, which is the European standard for this type of program.
- Concern was expressed regarding the Professional Doctorate and the PhD and whether the former will erode the latter. The target audience is executive professionals and the work is focused on applied research.

11.6 Music – Termination of Diplomas – L. Hughes

Documents for review were circulated with the agenda.

L. Hughes, explained that these diplomas have unofficially been closed and have had no students for years. There are no longer faculty with expertise in these areas. The proposal is to officially close both diplomas.

MOTION: Moved/Seconded That the Faculty of Graduate Studies Council recommend the immediate suspension and closure of the Diploma in Wind Conducting, to the Graduate Academic Program Sub-Committee.

CARRIED

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council recommend the immediate suspension and closure of the Diploma in Kodaly Concept of Music Education, to the Graduate Academic Program Sub-Committee.

CARRIED

11.7 Course Withdrawal Regulations – A. Saweczko

Documents for review were circulated with the agenda.

The proponent, A. Saweczko, provide the background to this change in withdraw regulations. The following points were noted:

- Proposal is to remove “Medical Withdrawal” from the calendar and replace it with broader wording in order to avoid confidentiality issues when noted on a student’s transcript. “Extenuating Circumstance Withdrawal” was proposed and discussed regarding suitability. Preference is to not define the category too tightly.
- The proposed terminology is fine with privacy legislation as the student would decide how to respond to questions regarding the transcript notation.
- Wording in the graduate calendar would need to be modified to fit the graduate student situation (e.g. in consultation with GPDs).
- Fees under “Extenuating Circumstance Withdrawals” will need to be considered on case by case basis.

11.8 FGS Priorities 2016 - 2017 – L. Young

Documentation on this topic was sent to FGS Council members for review prior to the meeting as part of the Chair’s Report.

11.0 Approved Candidacy Requirements

Approved Candidacy Requirements for the Centre for Military and Strategic Studies were included for information in the meeting package.

12.00 Scholarships

Nine new scholarships were provided to FGS Council members for information in the meeting package.

13.0 ADJOURNMENT

The meeting was adjourned at 4:15 p.m.