

**MINUTES**  
**Thursday, February 15, 2018**  
**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**

Afyouni, T.  
Aycock, J.  
Azaiez, J.  
Bender, D.  
Brodie, I.  
Curtin, S.  
Dyck, R.  
Egberts, P.  
Field, J.  
Franceschet, S.  
Hansen, D.  
Jacobsen, M.  
Klumpenhouwer, W.  
Manzocco, C.  
Mayr, S.  
McCafferty, D.

Mendaglio, S.  
Monteyne, D.  
Moorhead, G.  
Norman, A.  
O'Brien, M.  
Oddone Paolucci, E.  
Raffin Bouchal, S.  
Samavati, F.  
Saweczko, A.  
Thundathil, J.  
Vanderspoel, J.  
Wilson, R.  
Winters, S. (*A. Pounder*)  
Woiceshyn, J.  
Wulff, D.  
Zach, R.

**Members Absent**

Achari, G.  
Apple, J.  
Beattie, T.  
Bertram, J.  
Braun, A.  
Campbell, T.  
Cannon, E.  
Childs, S.  
Clarke, M.  
Colicos, M.  
Dawson, P.  
Donovan, E.  
Fapojuwo, A.  
Gadbois, D.  
Hagen, G.  
Hettiaratchi, P.  
Johnson, J.  
Johnston, R.  
Lucas, A.  
Magesan, A.  
Mains, P.

Nelson, F.  
Mohammadi, N.  
Paris, B.  
Pexman, P.  
Roy, S.  
Sallis, F.  
Sandalack, B.  
Sideris, M.  
Spangler, J.  
St. George, S.  
Strous, M.  
Tepperman, C.  
Thangadurai, V.  
Ware, A.  
Warsame, H.  
Wiley, P.  
Wright, Jim  
Wright, John  
Wright, M.  
Yates, R.

**Faculty of Graduate Studies  
Officers Present**

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

**Faculty of Graduate Studies  
Officers Absent****Guests****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 February 15, 2018.

**CARRIED**

**2.0 Approval of FGS Council Meeting January 11, 2017 Minutes****MOTION: Moved/Seconded**

That FGS Council approve the minutes for the Faculty of Graduate Studies Council Meeting of January 11, 2018.

**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 show with information on the following topics :

- Key points related to graduate education in the new Academic and Research Plans were shared. The Chair requested thoughts on whether a graduate plan should be developed in response to these plans.
- Results for Curriculum Development Grants have been valuable. Five more grants will be offered for 2018-2019, and FGS Council members were encouraged to contact L. Young with any questions regarding proposals.
- Calendar changes for 2018 were detailed along with their impact on Fall Graduate Orientation. Specifically, content will need to be reconfigured to fit a shorter timeframe, and a welcome event on September 4, 4:00 to 8:00 is being planned. GPDs will be invited to attend.
- Quality Assurance information will be available to programs by the end of February and meetings will be arranged with programs to discuss the results.
- Programs are encouraged to show appreciation for their Graduate Program Administrators at a time that coincides with the March 1st FGS Great Administrator Day.
- Grad Impact Week will take place the week of April 9 to 13 with 3MT Finals being the main event. The goal of the week is to raise awareness of the positive impact of graduate education in Alberta.

#### 5.0

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

###### **5.1 Suzanne Curtin, Associate Dean (Student)**

S. Curtin provided an update on the number of student cases underway, and on Extended Graduate Orientation events, which are open to all graduate students.

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

J. Azaiez reported on the status of Candidacy Regulations, noting that nearly all programs have had their regulations approved. It is expected that all programs will have their regulations in place by the end of the winter term.

Planning of workshops on Student/Supervisor Issues are underway and FGS Council members were encouraged to attend.

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

D. Hansen provided an update on scholarships and deadlines, highlighting that a UCalgary student is in the semi-finals for a Trudeau award.

###### **5.6 Aruna Srivastava, Special Advisor (Equity, Diversity, and Inclusion)**

A. Srivastava gave an update on the SAGE initiative (Supporting Aboriginal Graduate Enhancement), and on the series of Decolonizing the Dissertation events. The final event, planned for April, will lead to recommendations for FGS on how to move forward in the areas of equity, diversity and inclusion.

Discussions on equity in admissions, based on Julie Posselt's book, *Inside Graduate Admissions; Merit, Diversity and Faculty Gatekeeping*, were held, and books are available to anyone interested in reading it. The content is most pertinent to programs which have competition based admissions.

The Chair noted that the University is reviewing and revising the appeals process. The outcome should be a more streamlined and centralized process which will benefit for both students and faculties. It is presently making its way through university approvals process.

#### 6.0

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

W. Klumpenhouwer reported that:

- Graduate student interest groups have been formed and are underway. Funds are available to

students with ideas and the initiative to start one.

- GSA nominations close on February 20<sup>th</sup>.
- Collective Agreement negotiations are underway and significant changes are expected.

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

A report was not available at this time.

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

L. Young reported that at the GAPS meeting of January 24, 2018 the following were approved:

- Creation of a Specialization in Actuarial Science
- Creation of a Bridge to Teaching Post-Baccalaureate Certificate

It was also reported that as part of the expedited approvals process, the Province approved the two new Post-Baccalaureate Certificate programs in Information Security (Network Security and Software Security), in only six weeks.

**9.0**                    **QUESTION PERIOD**

No questions were asked at this time.

**10.0**                  **NEW BUSINESS**

**10.1 Funding Policy and Template – L. Young**

Documents were circulated with the agenda.

L. Young highlighted the substantive changes made to the draft Funding Policy, following discussion at January 11, 2018 FGS Council meeting.

- 4.14 - This clause was reworded so that each program will decide on the best way to provide funding information to students (e.g. yearly email message; letter with teaching assistantship offers included). This is intended to offer predictability and transparency for students.
- 4.12.4 - This clause is about the impact of winning an external award on the guaranteed minimum funding amount.

In the discussion, the following points were noted:

- An FGS Framework is being developed and will be discussed at the April 5<sup>th</sup>, FGS Council meeting. It will need to be acceptable to FGS Council but will not have to go to General Faculties Council if revisions are needed in the future.
- The international differential should be part of the guaranteed funding amount.
- Students may be offered a greater amount of funding, but not less than the established minimums.
- This policy is not intended to cover all possible scenarios, but rather to provide a base structure.
- There are related aspects covered in other documents and, therefore, do not need to be written into this policy (e.g. when a student goes on leave all payments are put on hold).
- There is room for discretion in the document for handling special cases.
- The university has a legal obligation to provide the funds we formally offer students. If a supervisor loses a grant or leaves the university, the requirement remains, and programs would need to work with FGS to find the funds. This could be a concern for supervisors with large numbers of research students.
- Discussion took place regarding 4.9.1 as students may have legitimate reasons for not agreeing to a Teaching Assistantship. It was decided, however, that this clause is required to protect GPDs and programs. Also, concerns in this area can be dealt with through other means (e.g. collective agreement).
- If there are substantive changes as this policy moves through the university approvals process, it will be brought back to FGS Council for discussion.

Recommended revisions included:

- 4.12.4
  - Change sentence structure by moving “on guaranteed funding.”
  - Rewording of “better off.”
- 4.11 Add “guaranteed in the funding information provided” before “to the student.”
- 4.13.3 Change minimum stipend to minimum “guaranteed funding.”

**MOTION: Moved/Seconded**

That the Faculty of Graduate Studies Council recommend the Graduate Student Funding Policy and Funding Template to General Faculties Council, with revisions as discussed.

**CARRIED**

**10.2 Academic Regulations – J. Azaiez**

Documents were circulated with the agenda

J. Azaiez provided an overview of the changes in each of the regulations areas. The decision was made to vote on each area separately.

**A. Academic Standing**

**MOTION: Moved/Seconded**

That FGS Council recommend that the Graduate Academic Programs Sub-committee approve the revisions to the Academic Standing section of the Academic Regulations in the Graduate Calendar.

**CARRIED**

**B. Admission Requirements - English Language Proficiency**

**MOTION: Moved/Seconded**

That FGS Council recommend that the Graduate Academic Programs Sub-committee approve the revisions to the Admission Requirements for English Language Proficiency.

**CARRIED**

**C. Candidacy**

The following points were discussed:

- K.4.4 indicates that either the supervisor or co-supervisor are expected to attend examinations, however, the word “normally” allows for unexpected situations. There are programs and cases in which supervisors may not be at a candidacy examination. The addition of “if required by the program rules” or “when the supervisor is part of the examination committee” were suggested. This section will be explored and reworked prior to voting.
- For clarification, in K.2.b., the addition of the word “area” was suggested so the point reads “be familiar with the student’s research area.”
- This section will either be approved by an electronic vote or go to GAPS contingent on returning to FGS Council on April 5<sup>th</sup>, 2018.

**D. Thesis**

**MOTION: Moved/Seconded**

That FGS Council recommend that the Graduate Academic Programs Sub-committee approve the revisions to the Thesis section of the Academic Regulations in the Graduate Calendar.

**CARRIED**

**E. Thesis Examination**

The following points were noted in the discussion regarding Thesis Examinations:

- If a supervisor is on leave there can still be an exam. Prior to going on leave supervisors are asked to have a plan in place that works for the student.
- A question was raised as to whether the clause regarding post doctoral scholars needs rewording, and also whether the clause should apply to candidacy exams.
- Discussion took place regarding the new clause under M.3.3: "If all members of the student's supervisory committee are also co-authors of work included in the student's thesis, a committee member who isn't a co-author must be added to the examination committee." This clause is intended to address and limit conflict of interest.

This situation is problematic for select programs (e.g. committee size reduces time for questions). Various solutions were discussed (e.g. substituting people so not all are co-authors; committee members voting as one instead of three). The decision was made to remove and rewrite this clause, following discussion with concerned programs.

Voting on this section was based on the removal of the new clause under M.3.3. regarding co-authorship and the addition of a committee member.

**MOTION: Moved/Seconded**

That FGS Council recommend that the Graduate Academic Programs Sub-committee approve the revisions to the Thesis Examination section of the Academic Regulations in the Graduate Calendar, with the revisions discussed.

**CARRIED**

**F. Graduation**

The Registrar offered new wording and a link to the application deadlines for this section.

**G. Academic Standing**

A substantive change in the Academic Standing Regulations is the notion of academic probation, and the formalizing of a procedure which has increasingly been FGS practice. When any student receives a C grade they will be formally put on academic probation, as opposed to being requested to withdraw. FGS is also working on a turn-around program to assist students in getting the help they need, while documenting the process. Following one term of good academic standing the academic probation will be removed. This applies to students in course based programs only.

**MOTION: Moved/Seconded**

That the Faculty of Graduate Studies Council recommend that the Graduate Academic Programs Subcommittee approve the revisions to the Academic Standing Regulations sections in the Graduate Calendar, as set out in the supporting documents.

**CARRIED**

**10.3 Block Week Regulations – A. Saweczko**

Documents were circulated with the agenda.

A. Saweczko explained that a general review and edit of regulations is underway and welcomed questions, concerns and ideas on the draft changes related to Block Week. A more formal draft will be brought to FGS Council in the future. Clarification was requested and discussion took place on the timing of withdrawal from Block Week classes, and how this relates to Block Week instruction versus assessment.

#### **10.4 3MT/Grad Impact Week – L. Young**

Document was circulated with the agenda.

L. Young explained that this initiative is intended to increase public and government awareness of the positive impact of graduate education on Alberta society and economics. FGS Council members were encouraged to advocate for graduate research and training, and examples were offered (i.e. poster presentations; cabinet minister invited to judge 3MT finals; hashtag for students to tell their own stories). The week of April 9 to 13 was chosen for Grad Impact Week to coincide with 3MT finals.

Additional thoughts and ideas were requested by the proponent.

#### **10.5 Trends in Supervisory Training – D. Hansen**

In 2017, D. Hansen attended the 3<sup>rd</sup> International Conference on Developments in Doctoral Education and Training, and he shared highlights as well as trends from around the world (e.g. increased training and accountability for supervisors). Our UCalgary emphasis is very positive and works to build supervision skills and support supervisors in their work with students.

#### **11.0 Approved Candidacy Regulations**

The approved Candidacy Regulations for Anthropology and Clinical Psychology were included in the meeting package for information.

#### **12.0 Scholarships**

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

#### **13.0 ADJOURNMENT**

The meeting was adjourned at 4:27 p.m.

