

**FACULTY OF GRADUATE STUDIES COUNCIL COMMITTEE**

**MINUTES**  
**Thursday, 03 March 2016**  
**Science Theatre 147    2:30 p.m. – 4:30 p.m.**

Chair: L. Young

Recording Secretary: S. Larsen

Attendance:

**Members Present**

Aycock, J.  
 Azaiez, J.  
 Beattie, T.  
 Childs, S.  
 De Visscher, A.  
 Egberts, P.  
 Felske, L.  
 Field, J.  
 Hansen, D.  
 Hexham, I.  
 Hossack, S.  
 Hughes, L.  
 Kremer, R.  
 Lenters, K.  
 Mains, P.  
 MacDonald, D.

Matyas, J.  
 McLachlan, E.  
 Reese-Taylor, K.  
 Roberts, J.  
 Sallis, F.  
 Sandalack, B.  
 Saweczko, A.  
 Shimizu, G.  
 Srivastava, A.  
 Thurbide, K.  
 Viczko, A.  
 Webster, M.  
 Wiley, P.  
 Woiceshyn, J.  
 Yanushkevich, S.  
 Yates, R.

**Members Absent**

Amedegnato, O.  
 Braun, A.  
 Braun, J.  
 Campbell, T.  
 Cannon, E.  
 Colpitts, G.  
 Curtin, S.  
 Donovan, E.  
 Dueck, C.  
 Gadbois, D.  
 Goldstein, J.  
 Hagen, G.  
 Hettiaratchi, P.  
 Hiebert, M.  
 Jacobsen, M.  
 Jaques, L.  
 Johnston, R.  
 Kallos, M.  
 Kneebone, R.  
 Livesey, G.  
 McCafferty, D.

McDermid, G.  
 Mehrotra, A.  
 Mendaglio, S.  
 Monteyne, D.  
 Nelson, F.  
 Oddone Paolucci, E.  
 Oxoby, R.  
 Raffin Bouchal, S.  
 Ryan, C.  
 Scheidler, R.  
 Schuurmans, C.  
 Sideris, M.  
 Simon, C.  
 Toohey, P.  
 Turner, R.  
 Wilson, R.  
 Winters, S.  
 Wright, J.  
 Wright, M.  
 Wulff, D.  
 Zach, R.

**Faculty of Graduate Studies  
Officers Present**

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

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

Christie, T.  
 Tsenkova, S.

**Secretary's Note:** *Quorum for the March 3, 2016 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 March 3, 2016.

**CARRIED**

Agenda item 10.3 will be referred to a subsequent agenda as the motion requires approval by FGS Council.

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

That FGS Council Committee approve the minutes for the Faculty of Graduate Studies Council Committee Meeting of January 28, 2016.

**CARRIED**

**3.0 MATTERS ARISING FROM THE MINUTES**

There were no matters raised at this time.

## 4.0

### Report from the Chair

The Chair presented a slide show dealing with the topics below. Key points noted include:

- Budget
  - \$200,000 in one time funding has been provided for International students from the Provost's Office.
- Enrolment
  - Reflecting the downturn of the economy, demand for some programs (e.g. STEM, MGMT) are down, particularly from international students.
  - If programs are aware of significant upcoming changes in enrolment GPDs are asked to contact the Chair.
- FGS Deanery
  - Associate Dean, George Shimizu, will complete his term in FGS on June 30, 2016.
  - Associate Dean, Lisa Hughes, has agreed to extend her term by 6 months, that is until June 30, 2017, and she will take the responsibility for Scholarships upon G. Shimizu's completion of term, for one year.
  - A decanal renewal process will be led by the Provost and will take place this coming spring or fall.
- Supervisory Renewal
  - GPDs were thanked for their input and assistance in editing the current supervisor list. Various scenarios were discussed regarding potential retirees, people taking leaves and those supervisors in instructor roles. GPDs were asked to forward updates and decisions will be made on a case by case basis. The revised list will be sent out to GPDs on March 14.
  - The Supervisory Renewal process was reviewed.
  - At the request of GPDs the Application for Supervisory Renewal will be sent out following the meeting for information purposes only. It should not be put into use until March 14.
  - In addition to the renewal process there is also the Formal Review Process, which allows for student input and representation from TUCFA. Regarding student input consideration will need to be given to the process for soliciting information, as well to protecting students.
  - The renewal process is an opportunity to discuss what is working well and to congratulate supervisors on their accomplishments, as well as to make them aware of resources available to assist them.
  - To assist with having productive conversations around supervisory renewal, a Dean's Lunch has been scheduled for May 10.
- Supervisory Issues
  - Uncertainty is noted regarding whether supervisory issues are increasing or if there is simply a higher frequency of reporting.
  - Specific concerns related to international students were discussed.
  - The Chair asked FGS Council members to think about the coming year and about how the international student experience can be improved. The greatest issue(s) will be identified and funds directed towards making improvements.
- Interdisciplinary Symposium in Conjunction with Congress 2016
  - The Chair invited FGS Council members, faculty and graduate students to attend "Mobilizing Graduate Students for Diverse Careers" on Tuesday, May 31, at no cost. The day will be focused on rethinking approaches to graduate education in the social sciences and humanities.
- FGS Website has been revised and updated and will go live shortly.
- Canadian Graduate and Professional Student Survey (CGPSS)
  - This survey is taken every three years, and is presently underway. Only 10% completion at this point, so FGS Council members were asked to encourage student participation.

## 5.0

### Reports from the FGS Assistant/Associate Deans

## 5.1

Lisa Hughes, Associate Dean (Policy)

L. Hughes reported that the Candidacy Regulations for 29 programs are in the review and approval process.

**5.2 George Shimizu, Associate Dean (Scholarships)**

G. Shimizu reported that adjudication and decision meetings are presently being held for the Alberta Innovates - Technology Futures scholarships and doctoral recruitment. He also promoted the new Entrepreneurship and Innovation Scholarship attached to this meeting's package.

**5.3 Dave Hansen, Assistant Dean (Supervisory Development)**

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

- Invitations to discuss supervisory renewal are being received and welcomed.
- The next New Supervisor Workshop is scheduled for April 14; all are welcome to attend.

**5.4 Jalel Azaiez, Associate Dean**

J. Azaiez identified a list of topics which will become topics of discussion related to best practices for Graduate Program Directors.

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

R. Yates reported that:

- While presently dealing with student issues on a case by case basis, identifying areas for focused attention is a priority.
- International Student Extended Orientation is designed for new international students, however, participation is open to any graduate student.

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

M. Webster reported the following:

- GSA event hosting the creator of PhD Comics, Jorge Cham, along with the screening of the "PhD Comic Movie 2 was a great success.
- GSA Awards Gala is being planned for Thursday, April 7.

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

T. Beattie reported:

- A Safety Moment regarding the value of smoke detectors in saving lives was discussed. Recommendations were made to be sure to test them and change batteries regularly, as well as to have one on each floor of your home.
- As new programs are being approved, consideration is being given to the reallocation of funds from programs which are undersubscribed.

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

R. Kremer reported that the following work items were approved at GAPS on February 24, 2016:

- Changes to the Cumming School of Medicine English Language Proficiency requirements for admission
- Internships Regulations and Courses for Graduate Students
- Calendar changes for nine faculties
- Admission revisions including a \$500 deposit
- Academic Regulations revised to include a statement regarding entrepreneurial elements in a thesis (e.g. original creative works).

**9.0 QUESTION PERIOD**

No questions were asked at this time.

## 10.0 NEW BUSINESS

### 10.1 New Certificate in Heritage Conservation – S. Tsenkova

#### **MOTION: Moved/ Seconded**

That the Faculty of Graduate Studies Council recommend to Graduate Academic Program Sub-Committee the Certificate of Heritage Conservation as presented.

**CARRIED**

S. Tsenkova explained the proposal and the following points were noted in the discussion:

- The certificate is based on standards and guidelines from across Canada. It has an international focus as well as a Western Canada regional focus, which is reflected in the linkages between theory, practice and course content.
- One year is planned for the development of the curriculum.
- This certificate does not ladder into a degree.
- Further consultation is requested and required with related programs (e.g. Archeology and Anthropology) to establish linkages and synergy.

The Chair congratulated the Faculty of Environmental Design for its success. It is the only faculty with a steady increase in application numbers over the past five years, which coincides with the faculty's level of innovation; three new programs have been developed and two are in the development process at present.

*L. Young stepped down from the role of FGS Council Chair and R. Yates took the Chair position for agenda item 10.2.*

### 10.2 Suspension of Master of Communication Studies – L. Young

#### **Motion: MOVED/SECONDED**

That the Faculty of Graduate Studies Council recommend to Graduate Academic Program Sub-Committee that the Master of Communication Studies (MCS) program in the Department of Communication, Media and Film be suspended leading to closure.

**CARRIED**

L. Young provided the history of this program and proposal. No one has entered the program for about 7 years and there is only one part time student left in the program.

*L. Young resumed the position of FGS Council Chair.*

### 10.3 FGSC Committee Terms of Reference Revision – L. Young

This item was referred to the April 7 agenda as it requires FGS Council approval.

### 10.4 Nomination for GAPS – L. Young

Due to insufficient information this agenda item will be rescheduled until the next FGS Council meeting.

### 10.5 Supervisory Load – L. Young

L. Young led discussion on the topic of maximum supervisory load in program determined policy. The following points were noted:

- Although programs do not have to stipulate a specific number and what is suitable for programs will vary, there needs to a guideline or mechanism to manage supervisory load.
- Program concerns, issues, and questions were raised and discussed (e.g. co-supervision, person responsible for monitoring, structure of supervisory organization, interdisciplinary programs approach).
- In the last CGPSS concern regarding supervisor load was expressed by students. Graduate students should aware of a potential supervisor's load so they know what to expect.

### 10.6 Input for FGS Operational Priorities 2016-17 – L. Young

The Chair requested FGS Council members provide input for the development of FGS Operational Priorities for the coming academic year. Priorities will be established based on discussion of key issues raised. This

feedback will also be valuable for the FGS unit review which will take place in 2016-2017.

**10.7 Update on Supervisory Renewal Process – L. Young**

This agenda item was discussed as part of agenda item 4.0 Report from the Chair.

**10.8 Update: Internships – T. Christie**

T. Christie referred to the Internships document provided in the meeting package and provided an update, including the following points:

- The proposal has moved successfully through GAPS and will now go to the Academic Planning and Priorities Committee.
- Clarification of risks to students is required.
- Unpaid internships will require special approval through FGS.
- One internship is underway and a few are in the formative stage.
- Internships website will be active soon.

**11.0 Approved Candidacy Requirements**

Approved Geoscience and Philosophy Candidacy Requirements were included for information in the meeting package.

**12.00 Scholarships**

Three new scholarships were provided to FGS Council members in the meeting package.

**13.0 ADJOURNMENT**

The meeting was adjourned at 4:15 pm.