

**MINUTES
November 23, 2023
ST147
2:30-4:30pm**

Chair: T. Beattie

Recording Secretary: I. Hernandez

Members Present Braun, Andrew (MDCV) Lashewicz, Bonnie (MDCH) Cunningham, Clifton (FGS) Dalton, Colin (ENEL/ENEC) McGrath, Dan (PSYC) Knudsen, David (PHAS) Skordos, Dimitrios (LING) McCafferty, Donna-Marie (FGS) Badry, Dorothy Eleanor (SOWK) Tretter, Eliot (GEOG) Stefanakis, Emmanuel (ENGO) Jamniczky, Heather AD GSE (CSM) Hossein, Hejazi (CPE) de Koning, Jason (MBBC) Johnson, Jason (MArch) Boyd, Jeff (CMD) Priest, Jeffrey (SSE) Wong, Joanna (MME) Welling, Joelle (ARTS) Bourdage, Joshua (PSYC) MacCallum, Justin (Science)	Shanahan, Marie-Claire (EDER) Radford, Laurie (SCPA) Hughes, Lisa (ART) Campbell, Lyndsay (LAW)Simmons, Marlon (EDC) Patterson, Matt (SOCl) Schroeder, Meadow (EDC) Drefs, Michelle (FGS) Doyle-Baker, Tish (KNES) Chastko, Paul (HIST) Toohey, Peter (Classics and Religion) Zach, Richard (PHIL) Yessenova, Saulesh (ANTH/ARKY) Bonni, Shirin (MDSC) Kwok, Siu Ming (SPP) Forlini, Stefania (ENGL) Shepherd Tamara, (CMF) Tombe, Trevor (ECON) El-Lahib Yahya, (SOWK PHD) Gao, Yang (ENGO, TB) Martin, Yvonne (MGIS)	Faculty of Graduate Studies Officers Present McLeod, Catherine Stiven, Cathie Hernandez, Ingrid Guests Wallace, Martha
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Land Acknowledgment (Tara Beattie)

Secretary's note: No quorum. The Chair of the meeting refers the business of the meeting to the Faculty of Graduate Studies Council Committee.

1.0 APPROVAL OF AGENDA

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council Committee approve the agenda for the Faculty of Graduate Studies Council Committee Meeting of November 23, 2023.

CARRIED

2.0 APPROVAL OF FGS COUNCIL MEETING MINUTES

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council Committee approve the minutes for the Faculty of Graduate Studies Council Meeting of October 26, 2023.

CARRIED

3.0 Business Arising from the Minutes

N/A

4.0 Report from the Chair

- Welcome
- Central Triage point for issues/complaints related to the Israel-Hamas war
 - legalservices@ucalgary.ca
- Current graduate enrolment environment & expectations
 - 2023-24 enrolment to-date: 7,930 total on target of 8,322 (95.3%)
 - Down slightly from last year
 - Domestic at 90.6% of target; International at 102.4%
 - Investment Management Agreement (IMA)
 - Change of program is not counted as a new admission.
 - Faculties that lost ground, can we meet 2023-24 targets in 2024-25?
 - Faculties that met targets, can we maintain + consider reasonable growth?
 - Ahead of Tomorrow - Growth target of 15,000 graduate students. Where do we have strong enrolment growth + application pressure + delivery capacity?
- FGS Holiday Open House – Wednesday, December 6, 2023 - afternoon

5.0 Reports from Associate Deans

5.0 Michelle Drefs

- Graduate Studies Workshop for Acquiring Supervisory Privileges – December 4th
- Neurodiversity working group will be focusing on graduate students for the upcoming year.

5.1 Dan McGrath

- DDRS guidelines have been distributed.
Significant changes 2024: we will include masters transfers in eligibility. The award has increased in value to 17k, 5K to the program (incentive for the program).
- Indigenous graduate awards and adjudicated.
- Canada graduate scholarship Masters level – December 1st CGS Deadline. Awards website provides further information.
- GAC – launched Nov 1st. Numerous awards within the program. This is a thesis based only competition. Students must apply to internal deadlines as well. FGS has another deadline in February.
- CGSM/GAC – will be reaching out for reviewers. We have experienced some challenges, people who agree and then pull out, reviewers submitting reviews late. If reviews are late, can affect the students. When meeting with reviewers please communicate the importance of having these reviews in on time. We appreciate your support with this.

5.2 Dave Anderson

- In the transdisciplinary portfolio, we have been working to finalize oversight committee for course based and thesis based. Working with specialist. Working with recruitment and marketing in FGS, we will aim to execute this once we have the ministry's approval.

- Working with the interim College Head to facilitate the eventual administration of the transdisciplinary graduate programs and in particular have met and gathered feedback from grad scholars.
 - Any questions contact Dave.

6.0 Report from the Interim Graduate College Head (Cunningham)

- Cultural shift – the Graduate College will become the administrative and academic home for transdisciplinary studies.
- Number of events – Huddles, one of the showcase events is the Forum Retreat. Last weekend in Canmore, graduate students attended a two-day workshop, put on largely by the graduate students.
- Oversight Committee – will be reaching out to faculty for membership.
- Graduate College Executive Committee – looking for colleagues for that committee.
- If you are interested in membership for these committees contact Clifton Cunningham.

7.0 Report from the Graduate Student's Association President (Steele)

N/A

8.0 Report from the Registrar (Dambrowitz)

- Thanks for everyone who contributed to convocation. Full stage parties and many happy graduates. The morning was the largest convocation to date.
- We are preparing exam cycle, begins December 9th end of fall term and beginning winter term.
- We are having a transition of our calendar – new course dog that will integrate better and will be much easier to navigate.
- Launch December 8th – training opportunities will be communicated once available.

9.0 Urgent Business from GFC, GAPS, TLC, RSC

- **Update from Catherine McLeod RE: Health and Dental Program**
Health and dental program – ongoing coverage issue has been resolved.
Any specific students with issues have been reached out to individually.
If anyone has issues or students with issues – reach out to Catherine McLeod.

10.0 Nominations FGS Policy/GAPS

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council Committee approve the membership of Dr. Tamara Shepherd to the Faculty of Graduate Studies Policy Committee effective immediately.

CARRIED

MOTION: Moved/Seconded

That the Faculty of Graduate Studies Council Committee approve the membership of Dr. Justin MacCallum to the General Faculties Council, Graduate Academic Program Subcommittee (GAPS) effective immediately.

CARRIED**11.0 Funding Allocations**

- Purpose
 - Allocations are to financially help our students.
 - Increase capacity for student enrolment.
 - Student has to change supervisors.
 - Faculty members leaves the institution.
- Formula Distribution
 - Funding for 2024-25 will be based on the enrolment of September 2023. Students that are on a leave of absence are not counted in this total number. The number of students is based on masters in years 1-2 and PhD in years 1-4. This is thesis based students only. Course based programs are not counted in this equation. PhD students are counted as 1.0 and Masters as 0.8.
Base amount per student is \$2500.
- If you have carried over more than 10% - please reach out to Dean FGS. Programs are allowed to overspend by 10%, but this will be subtracted from your next years allocation.
- How we allocate our scholarship quota:
 - PDRSTR – based on registration of the number of both domestic and international doctoral students in years 1-4.
 - DDRS – based on registration of the number of domestic doctoral students in years 1-4.
 - AGES – based on registration of the number of domestic doctoral students in years 1-2 and domestic master student in year 1.
 - IGTA - International differential fee no longer part of tuition schedule.
 - The IGTA is not to be used to meet the minimum funding requirements for international students, this is meant to be an addition to.
 - Slightly higher amounts for international students coupled with the IGTA – almost on par with domestic students.
 - If you have students that are still in your program prior to 2020, any money that you give back to them is still managed through the home faculty.
 - Supervisors will get be provided this information.

12.0 Visiting Student Researchers Process (VSR)

- VSR's have multiple paths into the institution.
- We want all our students to have a good experience at our institution and that we are prepared to have them on our campus.
- **The new IRCC verification process for letters of acceptance**
 - Launched in October 2023. Beginning December 1st all post secondary learning institutions will be required to confirm the legitimacy of all letters of admission directly with the IRCC.

- Who will review these letters of admission? The registrar's office team has created a systematized matching process that is run weekly on behalf of all programs for both undergrad and grad.
- Graduate exceptions will flow to FGS for verification. If FGS cannot find a letter of admission, programs will be contacted.
- The IRCC will be sending the institution the unvalidated letter to verify, this provides the opportunity for the institution to do it correctly.
- **New federal policy guidelines**
 - There was more theft in biomedical research during the pandemic.
 - U15 – Research Security Offices have been opened with federal funding.
 - All NSERC Alliance Grants require a risk assessment form.
 - Spring 2022 – universities received funding to hire research security director. Most of the U15, these offices have been established.
 - Once federal policy is released there will be communication sent to the university community.
 - February 14, 2023, Minister of Innovation, Science and Economic Development – put forth this policy.
 - Open Source Intelligence – we use information that is publicly available.
 - We will be offering workshops about research security tailored to your program.
- **The new VSR Process**
 - The initiation of the VSR process – potential VSR will contact a supervisor. Don't say yes – “Before I can consider your request, you must first submit a VSR application through the FGS website (provide the link)”.
 - The VSR will submit online applications with supporting documents and pay the application fee. CSC students application fee is waived. Once this is submitted, GPS will confirm that the application is complete and notify FGS.
 - FGS will review the application, supporting documents and FGS will navigate the research security review process. This will apply to all VSR's.
 - If risks are identified the supervisor will be contacted.
 - If an applicant is denied, denial letter sent to applicant, cc the program, the supervisor and hr immigration. The application will be refunded.
 - If an applicant is accepted, admission letter sent. The supervisor will receive a link to the online HR immigration form to be completed.
 - HR Immigration uses the information that is submitted by the supervisor to categorize the VSR, HR Immigration will submit the information to IRCC and obtain an offer of employment ID number. They will also provide a template letter of invitation to the supervisor.

Questions:

- Will the student receive two letters? One admission letter from FGS and one from the supervisor (this is one is needed for the work permit).
- If VSR receives a federal scholarship from their home country, do they still go through the VSR process? Yes all visiting students go through the VSR application process. If they are not considered a worker, they are instructed to use their letter to apply for a study permit.
- Is it useful to send out emails to supervisors? Best to go through GPD, this can then be communicated through Faculty Councils.
- If there are special cases – contact Catherine McLeod.

13.0 Questions**14.0 FGS Process and Systems Optimization (PaSO) & Graduate Student Journey Transformation - for information on D2L****Other Business**

- Council meeting moving to January 11, 2023.

Adjournment at 4:24pm