

Council of the Faculty of Graduate Studies and Research

Wednesday, November 29, 2017

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

Attendance at FGSR Council – Nov. 29
Department/Unit Faculty Representatives

Biochemistry
 Business (non-departmentalized) - PhD
 Cell Biology
 Chemicals & Materials Engineering
 Civil & Environmental Engineering
 Communication Sciences & Disorders
 Computing Science
 Drama
 East Asian Studies
 Educational Policy Studies
 Educational Psychology
 Electrical & Computer Engineering
 Elementary Education
 English and Film Studies
 Extension (non-departmentalized) (MACT, MACE)
 Faculte Saint-Jean (non-departmentalized)
 History & Classics
 Human Ecology
 Humanities Computing
 Laboratory Medicine & Pathology
 Law (non-departmentalized)
 Library & Information Studies
 Linguistics
 Mathematical & Statistical Science
 Mechanical Engineering
 Medical Genetics (Medical Sciences)
 Modern Languages & Cultural Studies
 Obstetrics & Gynecology (Medical Sciences)
 Occupational Therapy
 Pediatrics (Medical Sciences)
 Philosophy
 Physical Education & Recreation
 (non-departmentalized)
 Physical Therapy
 Psychology
 Rehabilitation Medicine - Rehabilitation Sciences
 Religious Studies
 School of Public Health (non-departmentalized)
 Secondary Education
 Surgery
 Women's and Gender Studies

David Stuart
 David Deephouse
 Andrew Simmonds
 Robert E. Hayes
 Dave Chan
 Joanne Volden
 Janelle Harms
 Piet Defraeye
 Tsuyoshi Ono
 Jorge Sousa
 Sophie Yohani
 Marek Reformat
 Doug Gleddie
 Albert Braz
 Mary Beckie
 Samira El Atia
 Margriet Haagsma
 Janet Fast
 Maureen Engel
 Monika Keelan
 Barbara Billingsley
 Ali Shiri
 Johanne Paradis
 Jochen Kuttler
 Morris Flynn
 Sarah Hughes
 Micah True
 Denise Hemmings
 Lili Liu
 Sujata Persad
 Ingo Brigandt

 Normand Boule

 Mark Hall
 Anthony Singhal
 Patricia Manns
 Ryan Dunch
 Jeffrey Johnson
 Catherine Adams
 Fred Berry
 Felice Lifshitz

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Agricultural, Life and Environmental Sciences (ALES) Anne Naeth
 Arts Tom Spalding
 Medicine & Dentistry Hanne Ostergaard

Ex-Officio Representatives

FGSR Dean & Vice-Provost (FGSR Council Chair) Dean Zwicker
 FGSR Vice-Dean Debby Burshtyn
 FGSR Associate Dean Bryan Hogeveen
 FGSR Associate Dean Robin Everall
 FGSR Associate Dean Naomi Krogman
 FGSR Associate Dean John Nychka
 Senior Administrative Officer, FGSR (Secretary) Amy Dambrowitz

Graduate Program Administrators Committee (GPAC) Representatives

Faculty of Extension Eileen Crookes
 Department of Mechanical Engineering Gail Dowler

Graduate Student Association (GSA) Directly Elected Officials (DEO) Representatives

VP Labour Sasha van der Klein
 VP Academic Firouz Khodayari

Graduate Student Association (GSA) Council Representatives (x20)

Business PhD Dasha Smirnow
 Chemical and Mechanical Engineering Abdulrahman Albeladi
 Civil and Environmental Engineering Mostafa Tawfeek
 Civil and Environmental Engineering (Alternate) Tony Zheng
 Educational Policy Studies Julie Mooney
 Educational Policy Studies Alleeson Mason
 Electrical and Computer Engineering Adan Wang
 Internetworking Khushmit Kaur
 Medical Genetics Istahil Abdullahi
 Medicine Kerolous Messeha
 Nursing Saleema Allana
 Oncology Clara Fallone
 Pediatrics Maryam Kebbe
 Pharmacology Andrew Woodman

 Renewable Resources Liz Fedra Huayta
 Surgery Hernani
 Surgery Hayden Danyluk
 Jonathan Mora

Observers – Non-Voting

FGSR Executive Assistant & Operations* Andrea Riewe
 Alumni Council - FGSR Representative* Christopher Michell-Viret
 Graduate Ombudsperson* Brent Epperson
 EA to the Vice Dean and Associate Deans* Dena Giroux
 Governance Policy Coordinator* Janice Hurlburt
 Supervisor, Admissions / Program Services* Joyce Anderson
 Program Services, FGSR* Maria Chia
 Graduate Student – Psychiatry* Daniela Gomez
 Graduate Program Administrator – BioSci* Amy Timleck

*Non-Voting

FGSR Council November 29, 2017**1.0 Call to Order**

The meeting was called to order at 2:03 PM

2.0 Approval of Agenda for November 29, 2017

Moved/seconded: Jorge Sousa/Normand Boule

Approved by a show of hands.

3.0 Approval of Minutes of October 18, 2017

Moved/Seconded: Morris Flynn/Chris Michell-Viret

Two friendly amendments were proposed and accepted:

- An update to the Dean's name/title in the attendance list
- A correction to the description of the curriculum redesign for the Master of Public Health degree to indicate that the final capping exercise and the end-of-program practicum will be reordered (not a replacement as indicated in the original version).

Approved by a show of hands.

4.0 Matters Arising from the Minutes

None

5.0 Report from the Dean (Heather Zwicker)

Great Supervisor Event - A call will go out in January asking graduate chairs to nominate those individuals they believe have been a "great supervisor" this year. Criteria will be open-ended, nominations will be brief, and turn-around time will be short. Winners will be invited to a recognition event in February.

Question: Will this require a nomination from a graduate student? Reply (H. Zwicker): No - this is a mechanism for Grad Chairs to recognize contributions to supervision. We hope that students will continue to nominate excellent supervisors for other awards.

Supervisor Communication Plan - All of the Deans have granted permission for FGSR to move ahead with our collaborative plan to communicate directly with supervisors in disciplinary faculties. Our goal is to inform supervisors about parts of the academic journey that fall outside of the student's research work. A news bulletin jointly co-signed by the Dean of each disciplinary faculty and the Dean of FGSR will be distributed twice a year. We may add additional news bulletins when an immediate communication is needed as a response to a cross institutional issue - such as the US travel ban. The first bulletin is planned for January.

Awards - NSERC Doctoral awards have been adjudicated and sent to Ottawa; the SSHRC competition will be held on December 14th; CGS-M applications are due December 1; Killam nomination forms will be sent to Departments on January 5th.

Changes to Masters Recruitment Scholarship: The barriers to University of Alberta graduates are being removed from this program. Priority will no longer be given to students who have completed their previous degree(s) at an institution other than the UofA or to those with a previous degree from the UofA who are being actively recruited elsewhere.

FGSR is changing the MRS nominations forms and updating the instructions. The first deadline for this competition (there are 3 phases for the MRS) will be January 26th. We plan to have the nomination form and memo sent to departments and posted on our website by December 15th.

Killam update - This year is the 50th anniversary of the Killam awards at UofA, and we are considering mechanisms to raise the profile of our Killam Award winners. Specifically, we are planning to implement media training for Killam and Vanier winners, build connections between honorary doctorates and Killam and Vanier winners, and increase the value of Killam Scholarships

FGSR Dean's Support Fund for Student-Led Conferences - This fund will promote graduate research by supporting University of Alberta graduate students who are organizing research conferences. Events must be graduate student-organized events, include original research presentations delivered by graduate students, be events primarily intended for graduate students, open to multiple departments or faculties, and located in Alberta. The total annual funding available for this program will be \$20,000. The total funding available for each individual event will be up to \$1000. More information can be found on the FGSR website.

Technology Updates

- Processing of applications from the GSMS admissions system will be on hold over the period of the winter closure (December 21 to January 2). This does not prevent applicants from continuing to submit their applications. Normal processing will begin on January 2.
- ApplyGrad decommissioning is in progress and Departmental access will end April 30, 2018. Access for new applicants has stopped.

CAGS (Canadian Association for Graduate Studies) 2017 Conference - Heather Zwicker, Debby Burshtyn, Babak Soltannia and Diane Kunyk all attended from the University of Alberta.

- Highlights included: a nationwide conversation on interdisciplinarity, a presentation from Martha Crago about where do we need to take our conversations in order to raise consciousness about research in Canadian society, and a presentation from Julie Posselt (author

- of Inside Graduate Admissions: Merit, Diversity, and Faculty Gatekeeping) about the contradictions between merit and diversity in admissions and the value of including students in admissions committees.
- Graduate alumni employment data - several universities are making great headway in tracking and reporting alumni employment outcomes. The UBC model has raised a great deal of interest, and FGSR will be pursuing this and trying to report it at a program level, hopefully in alignment with a national model.

Parent Link - The conversation at the first monthly meeting (October 19th) confirmed the necessity of this initiative. There has been considerable interest in this project from across campus, including the Office of the Dean of Students, the GSA, Ombuds Office, and UAI, and we are *keen to develop allies*. The official project launch will take place on March 22 and will include a brief program followed by a family friendly event. Please hold the date.

Updated Cost of Living Guidelines - the FGSR cost of living guidelines have been expanded to provide more up to date approximations of the non-tuition costs of attending grad school, either as a single person or as a household with 2 adults and 2 children. This information is available on the FGSR website.

FGSR Festive Open House - All are welcome to attend on Tuesday, December 5, 2017 (11:00 am - 2:00 pm; Killam Centre for Advanced Studies, Triffo Hall). Charitable fundraising activities will support the Campus Food Bank and the Mustard Seed.

Question: What is the maximum amount of funding available from the FGSR Dean's Support Fund for Student-Led Conferences? Reply (Heather Zwicker): \$1000 per event

Question: When will the GSMS application data start to flow again after the winter closure? We will need to have the application data available to manage application deadlines and scholarship applications. Reply (Amy Dambrowitz): Processing is scheduled to begin on January 2. We expect that there may be some delays over the first few days as we work through the volume of materials submitted over the break, but data should begin to flow on January 3.

6.0 Student Presenter: Beth Richardson "Evolutionary Cell Biology in 15 Orders of Magnitude"

Beth Richardson (PhD candidate, Vanier Scholar and AITF Scholar in the Department of Cell Biology) uses bioinformatic techniques to understand the evolution of cellular processes in divergent eukaryotes called ciliates living in the oilsands tailings ponds. She described her research beginning at the level of the genes (nanometers) and the genomes (micrometers) of the ciliates. She explained how comparative analysis of genomes and transcriptomes can be used to examine genome-level change, revealing where segments of the genetic material have been added or removed. At the cellular level (millimeters), she

then relates multi-gene/genome-wide mutations to changes in the behaviour and appearance of these organisms. Finally, she scales up to consider how organisms are surviving/thriving in specific regions of tailings ponds (meters) and in the greater Boreal forest (a Canadian ecosystem that is thousands of kilometers wide).

Beth came to science late, encouraged by enrichment work in high school, when she pursued her A-levels and the equivalent of the WISEST program. She is now a passionate volunteer with Let's Talk Science community outreach program and she noted that participation in LTS training can be included in students' professional development hours.

7.0 Policy Review Committee Student Membership - Clarification (Debby Burshtyn)

In September, we voted to change the two GSA representation on PRC from two Graduate Students (members of the GSA Council), to be elected by the GSA to: one Ex Officio member, (the GSA Vice-President Academic), and one student elected from students on GSA Council.

Related, pre-existing policy states the following:

*** GSA Representation on FGSR Committees:** As per Section 62 of the GFC Policy Manual, graduate student representatives to FGSR Committees shall be elected by the Council of the Graduate Students' Association and shall represent the Graduate Students' Association. (CFGSR 1991/3/15)

In other words, the representative must be a student who is on the FGSR Council, but who is elected by the GSA.

***MOTION:** Be it resolved that the Council of the Faculty of Graduate Studies and Research amends the terms of reference of the Policy Review Committee to indicate that the GSA elects the elected student representative. The two graduate student representatives will be:*

- 1. Ex Officio as GSA Vice-President Academic; and*
- 2. One student elected from the student members of FGSR Council, as elected by the GSA.*

***Moved/Seconded:** Firouz Khodayari/David Deephouse
The motion was approved by a show of hands.*

8.0 FGSR Calendar Changes (Debby Burshtyn)

A review of the two sections of the Graduate Program Manual was completed in the first half of 2017, with a focus on section 6 (Program Planning and Registration) and section 7 (Administration of Graduate

Programs). Some policy items found in the Graduate Program Manual were found not to be in the academic calendar.

The Policy Review Committee reviewed and, in some cases, improved wording on the policies, and is now recommending the corresponding calendar changes to the FGSR Council. Once the policies have been published in the calendar, they will be removed from the Graduate Program Manual, and replaced with a link to the appropriate section of the calendar. The primary goal of these changes is to reach a single source of truth.

In the process of the review, it was also determined:

1. That the PRC would like to have a better way to describe the three-year rule; and
2. That residency requirements need to have the correct approver (this is currently mislabeled in the calendar).

The proposed changes were discussed in two separate motions.

***MOTION:** Be it resolved that the Faculty of Graduate Studies and Research Council approve the proposed changes to the Regulations of the Faculty of Graduate Studies and Research section of the Calendar, moving and re-working the following policy found in the Graduate Program Manual: Project Registration for Qualifying students; Time Limit for Completion of Graduate Programs; Doctoral Degree Program Requirements; Extensions (both Program and Doctoral Requirements); and Transfer Credit. Implementation will depend on governance approval requirements; either Fall 2018 or Fall 2019.*

***Moved/Seconded:** Jorge Sousa/Robin Everall*

Discussion of the motion:

Combining all input, it was determined that the “three-year rule” would be renamed the “Doctoral program three-year progress requirement.” This includes the ethics and IDP requirements.

Processes surrounding second extensions were explained. At this point, if requirements have not been met and there is no plan to do so, there is a conversation between the dean (FGSR), the chair, the student and the supervisor. The student can withdraw, and make a plan to return or not, as appropriate. If the extension is not approved, there may need to be a reapplication/readmission process.

The motion was approved.

***MOTION:** Be it resolved that the Faculty of Graduate Studies and Research Council discuss the Residence Requirements for both Master's and Doctoral programs as found in the Calendar, and approve the proposed changes to the Regulations of the Faculty of Graduate Studies and Research section of the Calendar. Implementation will depend on governance approval requirements; either Fall 2018 or Fall 2019.*

***Moved/Seconded:** Robin Everall/Ryan Dunch*

Discussion of the motion:

Joint PhDs and joint PhD agreements are managed on an individual basis at the discretion of the Dean (FGSR).

This policy does not override the pre-existing residency requirements of individual programs. If a requirement was approved by FGSR Council and appears in the calendar, it is grandparented.

The motion was approved.

9.0 SPH termination of Post Graduate Diploma in Health Promotion (Jeff Johnson, School of Public Health)

There is no demand for this program and there are other existing programs which allow students to reach their goals.

***MOTION:** Be it resolved that the Faculty of Graduate Studies and Research Council approve the termination of the Postgraduate Diploma in Health Promotion, offered through the School of Public Health. To be implemented upon final approval from Advanced Education.*

***Moved/Seconded:** Jeff Johnson/Normand Boule*

The motion was approved.

10.0 Humanities Computing (HUCO) Name Change to Digital Humanities (Maureen Engel, Director - HUCO)

The University of Alberta has the oldest HUCO program on the planet, and the discipline has moved on from this terminology. The name is an anachronism that needs to be corrected.

***MOTION:** Be it resolved that the Faculty of Graduate Studies and Research Council approve the renaming of the thesis-based Master of Arts in Humanities Computing to a Master of Arts in Digital Humanities. To be implemented upon final approval from Advanced Education.*

***Moved/Seconded** Maureen Engel/Ali Shiri*

The motion was approved.

11.0 Name Change from Physical Education & Recreation to Kinesiology, Sport, & Recreation for MA, MSc, MCoach & PhD (Normand Boule)

After a significant consultation and approval process, the name of the faculty has been changed to Kinesiology, Sport, and Recreation. The faculty would like the degree names to reflect that change. The faculty surveyed their students to ask if they supported the change and, although the results are not unanimous, there was substantial support in all programs

***MOTION:** Be it resolved that the Faculty of Graduate Studies and Research Council approve the renaming of the graduate degree programs in Physical Education and Recreation to Kinesiology, Sport, and Recreation. This is for the MA, MSc, MCoach and PhD degree programs. To be implemented upon final approval from Advanced Education.*

***Moved/Seconded** Normand Boule/John Nychka*

Discussion on the motion:

The presenter was asked whether the second-level specializations will retain their names, particularly the phenomenologists. He confirmed that the second-level specializations will be maintained and that group (the phenomenologists) has voted in support.

The motion was approved.

12.0 Learning Outcomes Presentation and Discussion

A. The Learning Outcomes Initiative at UofA (Sarah Forgie, Vice-Provost, Learning Initiatives)

Sarah explained that she has been using learning outcomes (LOs) in her own teaching for 10 years. At the request of the Provost, and driven by a request from the Campus Alberta Quality Council (CAQC) and the Alberta Council on Admissions and Transfer (ACAT), she started to consider how to implement LOs across the university in 2016. The CAQC has indicated that it would like to see universities develop LOs at the program level (LOs are now required in all new program proposals). ACAT would like to have LOs available to facilitate credit transfer for individual courses.

Sarah began this process by surveying the university to understand whether or not the faculties use learning outcomes. LOs are currently most prevalent in professional programs, an accreditation-driven phenomenon. LOs are also contemplated in our policies, which include LOs as a required component of course outlines.

Since then, Sarah has been developing an approach to incorporate learning outcomes in programs across the university. Supports have been put in place to assist in the transition: CTL workshops and a

handbook have been developed and are available. This initiative is about making the learning experience better for students.

Save the date: March 16, 2018 Brenda Brower from Queen's University is coming to the University of Alberta to discuss LOs in graduate education.

B. Articulating Existing Learning Outcomes in Graduate Programs (John Nychka and Debby Burshtyn)

John provided a summary of Harvey Weingarten's recent presentation: "Why should a research-intensive university care about learning outcomes"? Dr. Weingarten is President and CEO of the Higher Education HEQCO (Higher Education Quality Council of Ontario) and recently spoke about how the HEQCO's work in Ontario is applicable in the Alberta context. While it might seem difficult to write LOs for graduate programs, one approach is to start from the skill and describe what you would expect to see.

Debby provided the following definition of a learning outcome: What a learner is expected to know, understand, or be able to do after successful completion of a planned process of learning.

For many graduate programs, the issue is how to move from a course-based approach to how to express LOs for thesis-based programs. The exercise is of value because students need clarity about the expectations and benefits of their programs.

The council participated in an exercise to define a learning outcome in three minutes. After the three minutes, several examples shared with the group were able to identify the "what" and the "where" of the LO. The next step would be to develop the format. It is also important to keep measurement and assessment in mind when developing LOs: programs will need to move from learning outcomes to indicators/measures of achievement at the level of the program (not the individual student).

There will be more to come on this issue, including a discussion of what supports faculties will need to implement learning outcomes in their graduate programs.

13.0 PD Requirements Discussion (Heather Zwicker) - deferred to January

14.0 GSA monthly report (Firouz Khodayari)

The report was submitted as written. There were no questions.

15.0 Supervisory Guide (Naomi Krogman) - deferred to January

16.0 Adjournment

The meeting adjourned at 4:00 PM.