

Attendance at FGSR Council – May 27, 2020
Department/Unit Faculty Representatives

Agricultural, Food & Nutritional Science	Rene Jacobs
Anthropology	Marko Zivkovic
Art & Design	Lisa Claypool
Biochemistry	David Stuart
Biological Sciences	Alison Murray
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	Trish Reay
Cell Biology	Richard Wozniak
Chemicals & Materials Engineering	Vinay Prasad
Chemistry	Anita Weiler
Civil & Environmental Engineering	Selma Guigard
Communication Sciences & Disorders	Jacqueline Cummine
Computing Science	Janelle Harms
Dentistry	Maryam Amin
Digital Humanities	Jonathan Cohn
Drama	Piet Defraeye
Drama	Stefano Muneroni
East Asian Studies	Tsuyoshi Ono
Economics	Heather Eckert
Educational Policy Studies	Jorge Sousa
Educational Psychology	Veronica Smith
Electrical & Computer Engineering	Marek Reformat
Elementary Education	Jennifer Branch-Mueller
English and Film Studies	Mark Simpson
Extension (non-departmentalized) (MACT, MACE)	Mary Beckie
Faculte Saint-Jean (non-departmentalized)	Samira El Atia
History & Classics	Adam Kemezis
Human Ecology	Rachel McQueen
Internetworking (MINT)	Michael MacGregor
Kinesiology, Sport, and Recreation (non-dept)	Jay Scherer
Laboratory Medicine & Pathology	Monika Keelan
Law (non-departmentalized)	Linda Reif
Linguistics	Johanne Paradis
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Morris Flynn
Medical Genetics (Medical Sciences)	Rachel Wevrick
Medical Microbiology & Immunology	Edan Foley
Medicine	Nadia Jahroudi
Modern Languages & Cultural Studies	Micah True
Music	Maryam Moshaver
Native Studies (non-departmentalized)	Adam Gaudry
Nursing	Dianne Tapp
Obstetrics & Gynecology (Medical Sciences)	Denise Hemmings

Occupational Therapy	Shaniff Esmail
Oncology	Alan Underhill
Pediatrics (Medical Sciences)	Sujata Persad
Pharmacology	Frances Plane
Pharmacy & Pharmaceutical Sciences (non-dept)	Arno Siraki
Philosophy	Ingo Brigandt
Physical Therapy	Mark Hall
Physical Therapy	Marguerite Wieler
Physics	Craig Heinke
Physiology	Greg Funk
Political Science	Siobhan Byrne
Psychiatry	Allen Chan
Psychology	Chris Westbury
Religious Studies	Jocelyn Hendrickson
Resource Economics & Environmental Sociology	Henry An
School of Public Health (non-departmentalized)	Ruth Wolfe
Secondary Education	Bonnie Watt
Surgery	Fred Berry
Women's and Gender Studies	Felice Lifshitz

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Agricultural, Life and Environmental Sciences	Leluo Guan
Arts	Tom Spalding
Education	Elaine Simmt
Medicine & Dentistry	Hanne Ostergaard
Rehabilitation Medicine	Trish Manns
Science	Mark McDermott

Ex-Officio Representatives

FGSR Dean & Vice-Provost (FGSR Council Chair)	Brooke Milne
FGSR Vice-Dean	Bryan Hogeveen
FGSR Associate Dean	Victoria Ruétalo
FGSR Associate Dean	Tracy Raivio
FGSR Associate Dean	Janice Causgrove Dunn
FGSR Associate Dean	Ali Shiri
Vice-President (Research) (or Delegate)	Laura Beard
Vice-Provost and Chief Librarian (or Delegate)	Dale Askey
Chair, FGSR Academic Appeals Committee*	Andie Palmer

Graduate Program Administrators Committee (GPAC) Representatives

GPAC Member	Eileen Crookes
GPAC Member	Gail Dowler

Graduate Student Association (GSA) Directly Elected Officials Representatives

GSA President	Marc Waddingham
VP Labour	Umesh Nimmathi
VP Academic	Sachiketha Reddy

Graduate Student Association (GSA) Council Representatives

AFNS, MSc	Iswarya Rajesh
Mechanical Engineering, PhD	Fatemeh Razavi
Surgery, PhD	Hayden Danyluk
Human Ecology, MSc	Jon Lai
Biomedical Engineering, PhD	Kevin Solar
Pediatrics, PhD	Kim Ho
East Asian Studies, MA	Mei Nan
Neuroscience, MSc	Nicole Dittmann
Rehabilitation Medicine, PhD	Peter Jun
Medicine, MSc	Reed Sutton
Mechanical Engineering, PhD	Samira Doostie
Pharmacology, MSc	Zoë Dworsky-Fried

Observers – Non-Voting*

FGSR Executive Coordinator*	Andrea Riewe
FGSR, Awards Supervisor*	Amanda Brown
Graduate Ombudsperson*	Brent Epperson
FGSR Professional Development & Community Volunteer Program Director*	Deanna Davis
FGSR, EA to the Associate Deans*	Dena Giroux
Dean of Students (or delegate)*	Helen Vallianatos
FGSR, Admissions and Program Services Supervisor*	Joyce Anderson
FGSR, Admissions Team Lead*	Kelly Montgomery
FGSR, Governance Coordinator*	Maria Chia
FGSR, HR & Operations Coordinator*	Medha Samarasinghe
FGSR, Director, Professional Development*	Renee Polziehn
FGSR, Senior Financial Officer and IT*	Sylvia Fong-Wong

*Non-Voting

FGSR Council May 27, 2020

1.0 Call to Order at 2:03 PM

Vice-Dean Bryan Hogeveen called the meeting to order and reminded Council members about the process of using Zoom. This is FGSR Council's second virtual meeting.

2.0 Approval of Agenda for May 27, 2020

Moved / Seconded: Alan Underhill / Jennifer Branch-Mueller

Approved by general consent.

3.0 Approval of Minutes of April 2020

Moved / Seconded: Ruth Wolfe / Shaniff Esmail

Approved by electronic vote.

No adjustments were made and no questions were raised.

4.0 Matters Arising from the Minutes

No matters arising from the minutes.

5.0 Approve New Graduate Scholarship Committee (GSC) Members

Vice-Dean Hogeveen introduced Associate Dean Raivio. She reminded Council members that this item had been moved from the previous meeting to allow us additional time to ensure a wider and more diverse representation from across the institution.

She thanked the Associate Deans and Chairs for their work. The committee will consider the names that came in too late to be on this current list. She also thanked the current and outgoing members for their service in recognizing and rewarding our many exceptional graduate students.

Motion: Be it resolved that FGSR Council approve the new members of the Graduate Scholarship Committee (GSC) as listed, and for immediate implementation.

Moved / Seconded: Alan Underhill / Victoria Ruetalo

Questions and Discussion:

- Q: Is it the intention that the GSA rep also looks at student files?
A: The GSA rep comes to non-adjudication meetings as described in the Terms of Reference.
- Q: Some names appear to be missing from the list.
A: Some members volunteered after the agenda had already been circulated. These additions can be approved in September. In the meantime, the individuals can participate as ad hoc members.

Associate Dean Raivio reminded the Council that those listed on the approvals are only the new members.

Approved by electronic vote.

6.0 Template for Dual Graduate Degree Program Agreements

Vice-Dean Hogeveen introduced this item, and noted that it is before members for an endorsement rather than an approval.

Students in a dual degree program receive a parchment from this institution as well as a parchment from the partner institution. Additional guidelines have been added to the template in order to provide increased clarity in terms of FGSR Minimum requirements. These will ensure that FGSR and UofA standards are maintained. Section 4 Program Requirements have been updated to note that all students will satisfy the degree requirements of both parties, including all requirements outlined in Appendix A.

The template outlines our own requirements as clearly as possible to avoid having to make compromises due to a lack of detail or clarity.

Motion: Be it resolved that FGSR Council ENDORSE the Template for Dual Graduate Degree Program Agreements for immediate implementation.

Moved / Seconded: Mark McDermott/ Michael Maier

Questions and Discussion:

- A Council member noted that the clarity is a great initiative, and expressed the hope that the joint degree template will also be clarified.
- Q: There is a rule that 50% of examiners must be from UofA and the remaining 50% from other institutions. Does this make it impossible to have any outsiders on the committees? And does this only assume 4 examiners? What about if there are 5?
A: The wording should be reworded to reflect Pre-COVID rules: No more than 2 examiners may attend remotely. We can think about how we want to reflect this in the wording, the challenge is that dual and joint agreements are very international, so sometimes the identical regulation doesn't make sense even outside of COVID-19.
- Comment: Ensure that the wording in the LMU agreement stipulates that the External Examiner is external to both institutions.
- Note: 4.7-B is left blank for the partner institution to fill in as it is unique to each institution.
- Q: This template only appears to capture agreements between two different institutions. What about 2 different programs within the UofA?
A: That is a different proposal process and has its own template.

Endorsed by electronic vote.

7.0 Introduction & Comments from President Elect Bill Flanagan

Dean Milne introduced incoming President William Flanagan. He will be the [14th President and Vice-chancellor of the University of Alberta](#) and his appointment begins July 1, 2020.

President-elect Flanagan is looking forward to hearing from everyone in the coming months. There will be town halls to discuss the strategic transformation that the University of Alberta must undergo. He emphasized the urgency of the challenges upon us, stating that the institution must move quickly to address them. Through the benchmarking activities that other institutions (such as Monash, Melbourne, and Sydney) have participated in through the Uniforum process, the UofA will look at administrative and academic structural efficiency. Making small cuts across the institution will not be sufficient. He reiterated the importance of the university community pulling together for this shared commitment and he reflected on the potential opportunities it presents.

Questions and Comments:

- Q: A council member stated that many have high anxiety and low morale given the current situation. What reassurances can President Flannagan make about not just cutting staff without reducing the work for those remaining? This is not a sustainable or fair approach to dealing with the cuts.
- President-elect Flannagan encouraged everyone to attend the Town Hall next week. He will be sharing data which indicate that we currently have more generalists rather than specialists. In order to be successful through this transformation we will need to invest in training staff.

Dean Milne encouraged everyone to attend the town hall to hear more about President-elect Flannagan's vision.

8.0 Report from the Dean

Dean Milne noted that this was the final meeting for the Academic year. She appreciates the patience and collaboration of this group as we continue to meet the needs of students and programs while dealing with the challenges of this new remote reality.

COVID-19 Updates

- In light of recent announcements regarding Fall 2020 delivery, FGSR has posted a new FAQ for students on our website. Please review this resource and direct students and supervisors to it.
- Action Team 5 is a subset of the larger Public Health Response Team committee on academic impacts. Our Action Team is currently working on two new documents, to be released shortly:
 - "COVID-19 & Graduate Student Funding" (for students who are beginning their programs remotely, and for incoming or returning students).
 - "Guidelines for Graduate Students Modifying Community-Based Research Projects," which will focus on how students could reconfigure their research to move forward despite new restrictions.
- FGSR and this team will continue to monitor new developments and keep this group informed about next steps over the summer via email. Dean Milne reminded the group to reach out if questions or concerns arise over the summer months.

Deferrals and New Cohort

- Regulations already exist in the calendar around deferrals; however, Dean Milne advised that incoming international students may be impacted by higher fees as they will be assessed in the Fall 2021 cohort if their deferrals extend beyond Summer 2021.

Update on the Supervisory Tools

- After a slight delay in rolling out the Pilot due to dealing with COVID-19, Dean Milne was happy to report that FGSR has initiated the process with our participating departments and non-departmentalized faculties.

- She thanked the grad administrators and chairs who are supporting this initiative with their questions and thoughtful feedback.
- She noted that FGSR is beginning the pilot of the Progress Reports, as this is the season for many students and supervisors to review the previous year and prepare for another academic year.
- FGSR's collaboration with IST continues, and we are almost ready to demo the paperless workflow process for the Student - Supervisor Guidelines in the EDRMS system. We hope to bypass a low-tech pilot of this initiative and go straight to piloting through EDRMS in the coming weeks.
- If you are not currently participating and would like to join the initiative, please contact us at graddean@ualberta.ca
- Dean Milne will be updating BLRSEC (the Board Learning, Research, and Student Experience Committee, a standing committee of the Board of Governors), the GFC executive, and GFC over the coming weeks. She hopes to begin the approval process in September. The pilot data will help to illuminate the efficiencies we can make as we move towards a paperless process.
- The aim is to have both initiatives approved and ready for implementation by the wider graduate program community for Winter 2021.

Changes to Appeals Procedures

- FGSR has had to make changes to our appeals process to accommodate the online requirements of our current situation. We thank Andie Palmer, the Chair of the committee, for her ongoing work in seeing through the process.
- Extensive consultation was undertaken with the Office of General Counsel, the Information and Privacy Office, the Office of the Chief Information Security Office, the Office of the Dean of Students, the Office of the Student Ombuds, and Information Services and Technology.
- This decision was issued to those who required direct notification from the FGSR Appeals Coordinator in current appeals, and we are notifying you of these changes, which were required to adjust to the current situation. The document, "Decision Regarding Conduct of FGSR Academic Appeals COVID-19 April 24 2020," is available if any Council members would like to view it. This ensures that FGSR academic appeals can go forward online under certain conditions.
- We will be doing some work on the procedures over the summer months, and will bring any permanent changes to Council for consideration.

Committee Replenishment

FGSR requires replenishment on two FGSR Standing Committees and invites members to consider participating as a service contribution. Please email Andrea if you are interested or would like to nominate a colleague.

- FGSR Academic Appeals Committee: We are looking for Faculty Members to serve on the panels. We are grateful for Andie's service as Academic Appeals Chair; however, her term is also coming to an end, so we are looking for a new Chair as well.
- Policy Review Committee Members: The committee was established to make recommendations concerning the introduction of new graduate policies and the timely review of the existing policies.

The Budget

- The budget remains a dominant discussion topic on campus. We continue to work through the challenges we are facing as an institution.

Town Hall on June 2

- President-elect Bill Flanagan will share his thoughts about the future of the U of A on June 2 at 11 a.m. Participants will have the opportunity to learn more about University of Alberta for Tomorrow (UAT) as well as Fall 2020 planning. A Q&A will follow.

Spring Convocation

The Spring 2020 Convocation list was approved via email by Council Voting Members. We will have 1351 students convocating this spring.

We will honor the following students with posthumous degrees:

- Pouneh GORJI - MSc in Computing Science
- Elnaz NABIY - PhD in Business
- Arash POURZARABI - MSc in Computing Science
- Nasim RAHMANIFAR - MSc in Mechanical Engineering
- Lorna SUTHERLAND - PhD in Elementary Education
- Janice Pui-Yee LEUNG - MSc in Physical Therapy
- Karima AZIZ - MN in the Faculty of Nursing

Questions and Comments:

None.

Reports for Info

Dean Milne reminded members that two reports were submitted with the Council package: the annual governance report and the CGPSS report.

9.0 Proposal: Alberta School of Business MBA Academic Standing Re: Supplemental Exams

Dr. Michael Maier introduced the proposed changes to the Business Master's Academic Standing Requirements. The proposal is to allow for supplemental examinations in exceptional circumstances to students who have failed exams on their first attempt. This change will be beneficial to many students and will not set them back; it will also allow the program to maintain the integrity of its standards. The details and conditions of this proposed change are laid out within the calendar language template.

There is a risk to the student, since if they fail the supplemental exam, that failing grade is retained; however, if the student passes the supplemental exam, the highest examination grade they can achieve

is a C+. The exam will cover materials for the whole term; students may not retake the exam. This ensures that the student can pass and progress, but the initial failure will still carry consequences, since students cannot raise their final course mark higher than a C+.

Motion: Be it resolved that FGSR Council approve the proposed new Supplemental Exam Policy for Master's programs in Business, as set forth in Attachment 1, to take effect upon final approval and to be published in the 2021-2022 Calendar.

Moved / Seconded: Michael Maier/Janice Causgrove-Dunn

Questions and Comments:

- Q: What constitutes extenuating circumstances?
A: Family issues or an emergency, or if students aren't feeling well but also don't take the deferred exam route.
- Q: Why do many students face this issue?
- A: The issue is not faced by many students, but this option will be helpful when students do face difficulties. If a student is needing to do many of these supplemental exams then there is a bigger issue that will need to be addressed, and the program would need to consider other routes and the whole history (ie. academic probation). Q: Is the approval process for retaking an exam the same as the one for a deferred exam?
A: Unlike exam deferrals, which go to FGSR, these will not go to FGSR. Instead, the request will be submitted to the Associate Dean - Master's Programs.
- Q: Do students have to show a note if they ask to redo an exam?
A: The program can't require documentation.
- Q: Is there a deadline by which students must request taking a supplementary exam?
A: They would need to get the initial grade before making the request.

Approved by electronic vote.

10.0 Proposal: New Graduate Certificate in Adapted Physical Activity, Faculty of Kinesiology, Sport, and Recreation

Jill Cameron, responsible for International and Community Education in KSR, presented the new Graduate Certificate in Adapted Physical Activity. She began with the update that the KSR Faculty Council approved the APA Graduate Certificate at the meeting that morning, with no amendments.

The focus of the Adapted Physical Activity (APA) Graduate Certificate is to use a disability-affirming approach to enhance skilled practice and reflexive learning. Students in this graduate certificate program will advance critical thinking skills, reflect on taken-for-granted practices and assumptions, and explore practice oriented tools and knowledge all in the context of EDI. The APA Certificate is about reducing barriers, inhibitors, and constraints, and advocating access to active lifestyles and sport, by supporting facilitators to promote innovative and cooperative service delivery. She noted one change in

the proposal: the number of courses under the section for program requirements is “4 of the following” not “3 of the following”.

Moved / Seconded: Victoria Ruetalo/Laura Beard

Questions & Discussion:

- A council member asked about the fees for Libraries.
- A member noted they were in support of this in principle, but asked whether students were surveyed? Is this a new specialization? This is going to ministry so not just a new specialization, but will confirm.
- No indirect costs are included in the budget
- It is unclear if the program requirements that are listed are the same for domestic and international applicants. If there is an English Language Proficiency required, it would be useful to have the minimum scores.
- The numbers in the tables don't add up; it would be better to deal with this now rather than at a later stage in the approvals pathways.
- It would be helpful to provide some examples of what constitutes relevant work experience (page 54).
- Listing course titles would be useful.
- The language is contradictory in the section about KSR 717. It is unclear if the student must take it or get it waived. If it is a requirement then why is there an option to waive it. The terms 'normally' and 'must' should be reconciled for clarity.
- The consideration of life experience for admission needs clarity. For example, how will laddering work if granting admissions to individuals with life experience but no undergraduate degree? Create an executive pathway or make available to those who have an undergraduate degree.

Approved by electronic vote.

11.0 GSA Monthly Report

Sachiketha Reddy, the VP Academic, presented the GSA report. Mr Reddy introduced the new GSA Executive. They are busy working on their new strategic plan. They are also surveying students and they look forward to sharing the results with FGSR Council members. Members of the GSA exec are also working on the Health and Dental Plan with the University Administration.

12.0 Question Period

- Dean Milne introduced Dean Maria Mayan and Associate Dean (Graduate) Mary Beckie from the Faculty of Extension. Dr Mayan updated Council members that there have been recent changes to the Faculty of Extension and therefore changes to their membership at FGSR Council. Effective July

1st, the graduate programs MACT and MACE will be relocating to other programs and faculties. This will have impacts on current and incoming students. Current students are concerned as they are not sure how this will impact their progress through the programs. Dean Milne thanked Drs. Mayan and Beckie for their time and for raising this important issue with FGSR. She noted on behalf of FGSR Council that we will do what we can to ensure these students are supported in the transition. There were no questions from members.

13.0 Adjournment

Dean Milne thanked all Council Members -- Grad Chairs, the GSA Executive, the Student reps, and FGSR staff -- for their efforts this year. She thanked all outgoing members for their service.

She reminded everyone that next year's meeting schedule will be circulated shortly. Please note that FGSR will be sending out regular communications about COVID-19 and restructuring as news and impacts emerge over the summer months.

She thanked everyone for their time and wished members a happy and restful summer.

Meeting adjourned at 4:03 PM