

Summary of a Meeting of the
COUNCIL OF THE FACULTY OF GRADUATE STUDIES AND RESEARCH
Held in the Council Chamber, University Hall Wednesday,
January 18, 2012, 2:00 pm

Attendance

Ex officio

M Shirvani, Dean & Chair
J Harrington, Assoc Dean
P Melançon, Assoc Dean

R Poliquin, Vice-Dean
I Johnston, Assoc Dean
L Rose, FGSR Council Secretary

Department Representatives

A Palmer, Anthropology
D Stuart, Biochemistry
T Raivio, Biological Sciences
J White, Business MBA
D Cooper, Business PhD
T Simmen, Cell Biology
A Wiler, Chemistry
D Chan, Civil & Envir Engineering
J Sander, Comp Sci
T Ono, East Asian Studies
B Humphreys, Economics
D Chovanec, Ed Pol Sci
G Buck, Educational Pysch
Y Tsui, Electrical and Comp Eng
C Harol, English and Film Studies
G Gow, Extension (MACT)
Y d'Entremont, Faculte Saint-Jean
M Engel, Humanities Comp Program
J Martin, Lab Medicine & Pathology
R Brown, Law

D Rathi, Library Info Studies
O Rossier, Linguistics
T Hillen, Math & Stat Science
S Mitra, Mechanical Eng
S Hughes, Medical Genetics
D Burshtyn, Med Micro & Immunology
A Nahachewsky, MLCS
H Bashaw, Music
A Shaw, Oncology
A El-Kadi, Pharm, Pharm Sci
L Kline, Physiology
E Fujiwara, Psychiatry
N Galambos, Psychology
G Jhangri, Public Health Sci
J Volden, Rehab Sci
G Armstrong, Renewable Resources
J Rude, Rural Economy
G Thomas, Secondary Ed
K Hughes, Sociology
P Schneider, Speech Pathology

Graduate Program Administrator Representatives

J Forslund, AFNS A Giles, Med Micro & Immunology

Graduate Student Representatives

N Yousefi, GSA VP Academic A Schlacht, Cell Biology
S Gilady, Medicine J Stolar, Renewable Resources
J Meston, Educ Policy Studies

Exofficio

F Peters, Chair, FGSR Appeals A Schmude, Office of the Registrar
G Pavlich, Office of the VP

Guests/Observers

J Anderson, FGSR G Jamieson, Elementary Ed
C Hanrahan, FGSR T Krukoff, FoMD
L Harder, Harts R Polziehn, FGSR
M Horn, Secondary Ed

1 APPROVAL OF THE AGENDA

The Chair asked that the words "Notation on Transcript" be removed from the title of agenda item #6. The agenda was approved with the revision.

2 APPROVAL OF THE MINUTES

- a) September 21, 2011 Minutes
Correction: Add Thomas Hillen & John Meston as in attendance at the September meeting. The minutes were approved with changes.
- b) November 17, 2011 Minutes
The minutes were approved.

3 Matters arising from the minutes

- a) **Pre-payment of thesis-based Program Fees**
Fees tables that were not attached to the meeting package for November were included in the January meeting package along with materials previously circulated. M. Shirvani noted that if a student pays extra in advance, the credit will be kept on the student account for the fiscal year. To save the money as credit beyond March 31, Financial Services has asked that the student send them an email with his/her name and student ID# asking that the dollars continue to be saved as credit on the student account."
- b) **Doctoral Recruitment Scholarship**
M. Shirvani explained that the budget for this scholarship was at \$1.1 M deficit due to oversubscription of the award. A memo was recently sent to Department Heads explaining this issue. Initially 4-year allocations were anticipated. However, those allocations left the books with the current deficit. The Provost has agreed that the deficit can be carried for the next 3 years. As such, the dollar amounts that were allocated last year for 2012-2013 can be retained by departments. However, there will be no new funds for the Doctoral Recruitment Scholarship. 3-year allocations will be supported, but 4-year allocations are no longer permitted. Only previously committed 4-year allocations would be supported.

Concerns were raised by departments that had under spent their allocation last year as they had anticipated being able to carry those unused allocations forward to the next year. M. Shirvani confirmed that instructions last year stipulated that unspent allocations would not be carried over to subsequent years

ACTION ITEMS

- 4 Revisions to Approved Leave of Absence Policy
J. Harrington summarized the existing policy and new proposal on behalf of the Policy Committee and noted that the Discipline Officer

had provided input on this policy. She thanked the committee for their work on this policy.

- Discretionary approval is based on supporting documents
- Ideally requests for leaves of absence are supported by the respective departments.
- The policy provides only for a leave from academic studies and does not address leaves from employment, which are covered under the collective agreements.
- Documentation supporting a leave on medical grounds may be provided by a nurse practitioner or a physician.
- Paternity leave has been added to the maternity leave section.
- An approved Leave of Absence will “stop the clock” on time in program.
- Bear Tracks has been updated to recognize the changes.

The following questions were raised:

Q. What are the criteria for a leave of absence on compassionate grounds?

A. They are decided on a case by case basis. Therefore, the criteria are not detailed in the policy.

Q. Can the leave of absence dates be separated from the registration terms to allow students to return to studies midterm and allow them access to the library or sit an exam during their leave?

A.1) The leave of absence dates are aligned with the terms for administrative purposes. Student registration and associated fees are not pro-rated but the student is refunded for the fees for the term(s) that they are on leave.

2) Students should not be working on their academic studies while on a leave. The Supervisors’ obligations are removed while a student is on leave.

3) Temporary CCIDs are available from the library, allowing students to access the library and sign out materials while on leave.

Q. What are the provisions for funding obligations when a student takes a leave of absence?

A. Those are dependent upon the commitments outlined in the departmental letters of offer. Departments are encouraged to have Legal Counsel review their letters.

Q. Can a student return to their TA after 2 months on a leave of absence but within the same term?

N. Yousefi Moghaddam will look into this matter.

Q. Can the fees be pro-rated?

A. A. Schmude will look into the possibility of this.

Q. How does this relate to a long term disability?

A. Usual length for a long term leave is one year. One to two extensions may be possible, if a leave longer than one year is needed.

The motion to revise section 7.10 of the FGSR Graduate Program Manual as detailed in the Council Package was PUT and CARRIED, 43 -2, 2 abstentions.

5. Graduate Students and Undergraduate Courses

A Notice of Motion for Future Council Meeting was presented.

J. Harrington presented the proposed motion to revise section 204 of the University Calendar regarding Graduate Program Regulations, so as to clarify that graduate students are only permitted to take undergraduate courses for credit when such courses are necessary and have the approval of the department concern (or Faculty where non-departmentalized), and to prevent graduate students from pursuing an embedded Undergraduate Certificate. (See Agenda Item 5 attached.)

The following questions were raised:

Q. How will it be determined that a course is part of a degree?

A. Specializations are determined by the Departments. Therefore, program requirements that are detailed in the Calendar would over-rule the general regulation that disallows Graduate Students from registering in Undergraduate courses for credit.

It was noted that in some Programs there are language requirements that include Undergraduate courses. There are also a couple of program specializations that require undergraduate courses. Some course-based programs in integrated programs may also require some undergraduate courses.

A member commented that currently all courses in a Graduate course-based program must be graduate level but that under graduate courses required approval in a thesis-based program.

Council was invited to forward any additional questions or concerns to J. Harrington.

The motion will be PUT at the next meeting of Council.

6. Graduate Teaching and Learning Program

M. Shrivani confirmed that report on the program had been first sent to Council in November 2011 and presented in December. The proposed motion was revised to acknowledge that changes to the transcript are governed by the Registrar. The FGSR Council will be asked to endorse the recommendation to the Registrar that the following milestone notation on the transcript be considered for approval:
“Graduate Teaching and Learning Program Completed. “

R. Polziehn presented a summary of the Graduate Teaching and Learning Program with rationale for a proposal to the Registrar that a notation be

added to the transcript. She noted that the program is a voluntary program that is administered by the FGSR. Instruction is provided by Teaching Mentors and student performance is assessed by Peer Evaluators. (See meeting materials.)

The following questions were raised:

Q. What are the fees for the program?

A. There are no fees for Graduate Students to participate in the program.

Q. Who can be a mentor?

A. Any willing professor?

Q. Can students obtain credit towards Level 1 of the program for sessions presented by their Departments?

A. Level 1 is a very broad overview of teaching. Only FGSR Teaching Development sessions apply. However, if a department wants to offer special sessions for level one, they should contact R. Polziehn.

Q. What is included in the "equivalent 72 hours for practicum"?

A. Teaching related duties are counted. i.e. Preparation time for teaching, marking, etc.

Q. What is the current status of the Certificate Program?

A. Logistics are currently being sorted out, including fees for Level 3, which is part of a cost recovery program offered via the Faculty of Extension.

An information session is scheduled for Friday, January 20th.

Council was invited to contact R. Polziehn with additional questions or concerns.

The revised motion will be PUT at the next meeting of Council.

INFORMATION ITEMS

7. Report on Admission Conditions

R. Poliquin presented a brief report on the status of current students who were admitted with conditions. He noted that many students commenced their program with conditions that have not yet been satisfied. They have not been blocked from registering with those conditions. As of the end of November 180 students still had admission conditions. After review, conditions for 60 of those students were recommended to be cleared. (i.e. student submitted a transcript, but had not included that institution on their application.)

GPA conditions will be followed up on later in January. FGSR will follow up directly with affected departments.

8. Report of the Graduate Students' Association

N. Yousefi Moghaddam summarized the report of the GSA which had been pre-circulated with the Council Package for this meeting. He noted that over the next week, the GSA would be accepting nominations for the GSA Executive. The GSA is currently planning the details for the GSA Awards Night which includes over 30 awards and is scheduled for March 14th.

9. Tracking Progress - presentation

J. Harrington explained the presentation on Tracking Progress had been pre-circulated with the Council Package for this meeting. In light of the late hour, she suggested that the formal presentation for this meeting be skipped. She noted that the FGSR is always interested in different models for tracking student progress and invited Council to forward methods that they have found helpful.

10. Comments from the Chair

This item was deferred.

ADJOURNMENT

The meeting was adjourned at 3:50 pm.