

**Council of the Faculty of Graduate Studies and Research**

Wednesday, October 19, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

**Attendance at FGSR Council – Oct 19, 2016****Department Council Rep**

AFNS, Vera Mazurak  
Anthropology, Andie Palmer  
Biochemistry, David Stuart  
Business – PhD, David Deephouse  
Chemical & Materials Engineering, Vinay Prasad  
Chemistry, Anita Weiler  
Civil and Environmental Engineering, Dave Chan  
Communication Sciences and Disorders, Teresa Paslawski  
Computing Science, Jia You  
Dentistry, Pat Flood  
Earth & Atmospheric Sciences, Tom Chacko  
East Asian Studies, Daniel Fried Educational  
Psychology, Veronica Smith Elementary  
Education, Doug Gleddie  
History & Classics, Margreit Haagsma  
Human Ecology, Deanna Williamson  
Humanities Computing, Maureen Engel  
Laboratory Medicine & Pathology, Jelena Holovati  
Library and Information Studies, Ali Shiri  
Linguistics, David Beck  
Mathematical & Statistical Sciences, Jochen Kuttler  
Mechanical Engineering, John Doucette  
Med Sci-Medical Genetics, Sarah Hughes  
Native Studies, Sean Robertson  
Nursing, Pauline Paul  
Oncology, Alan Underhill  
Pediatrics, Sujata Persad  
Pharmacology, Amy Tse  
Pharmacy & Pharmaceutical Sciences, Scot Simpson  
Philosophy, Ingo Birgandt  
Physiology, Greg Funk  
Psychology, Anthony Singhal  
Resource Ec & Envir Sociology, Henry An  
School of Public Health, Linda Carroll  
Secondary Education, Catherine Adams  
Sociology, Amy Kaler

**Associate Deans Graduate**

AFNS, Anne Naeth  
Education, Jill McClay  
Medicine & Dentistry, Hanne Ostergaard  
Science, Renee Elio

**Ex-Officio Representatives**

Vice-Provost and University Registrar, Thomas Hidson  
Kathleen DeLong

**Graduate Program Administrators (GPAC)**

Anthropology, Heather Cook  
Faculty of Extension, Eileen Crookes

**GSA Representatives**

Sarah Ficko, GSA President  
Sasha van der Klein, GSA VP Labour  
Isaac Awotwe, Economics  
Lebogang Disele, Drama  
Clara Fallone, Medical Physics  
Aryan Karimi, Sociology  
Maryam Kebbe, Pediatrics  
Chongdan Luo, Chemical and Materials Engineering  
Sylvia I.C. Madueke, MLCS  
Alleson Mason, Educational Policy  
Jennifer Ann McGetrick, Public Health  
Estacio Pereira, Civil and Environmental Engineering  
Camila Pinto, AFNS  
Dasha Smirnow, Business  
Andrew Woodman, Pharmacology

**FGSR**

Debby Burshtyn, Assoc Dean  
Bryan Hogeveen, Assoc Dean  
Suzanne Kresta, Assoc Dean  
John Nychka, Assoc Dean  
Naomi Krogman, Assoc Dean  
Mary Sturgeon, Assistant Dean (Administration)  
Heather Zwicker, Vice-Provost and Dean  
Medha Samarasinghe, Executive and Operations Assistant  
Dena Giroux, Executive Assistant to Vice Dean & Asso  
Deans

**Guests/Observers:**

Medha Samarasinghe, FGSR  
Renee Polziehn, FGSR  
Christopher Michell-Viret, Alumni Council  
Brent Epperson, Graduate Ombudsperson  
Meg Brolley, GFC Secretary, University Governance  
Janice Hurlburt, FGSR  
Dena Giroux, FGSR  
Deanna Davis, FGSR  
Joan White, Ed Policy Studies  
Chesceri Mason Gafuik, Biological Sciences  
Jayne Ference, Business-MBA  
Christiana Huggins, Computing Science  
Maria Chia, FGSR  
Joyce Anderson, FGSR  
Syed Hussain, FGSR Student Council  
Bernadette Martin, Rehab Med Assoc Dean

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**1. Meeting was called to order at 2:02 PM (Heather Zwicker)**

**2. Approval of Agenda**

Moved/seconded: David Deephouse/Normand Boule

Approved by show of hands

**3. Approval of Minutes**

Correction to the agenda: Item 10.0 Graduate Teaching and Learning Program Level 3 and 4.

Moved/Seconded: Pauline Paul/Margreit Haagsma

Approved by show of hands

**4. Matters arising from the minutes**

None

**5. Report from the Dean (Heather Zwicker)**

Introduction of new method of meeting notification by calendar invite. Inform Medha if you did not receive calendar invite so you can be added.

- Suggestion: send calendar invitations for the rest of the year and have documents attached to the calendar entry.

Tuition freeze for 2015-16, 2016-17, has been extended to 2017-18.

Non-instructional fees are now also frozen. There will be a tuition review process. You can access the government website([tuitionreview.alberta.ca](http://tuitionreview.alberta.ca)) to have a say.

The new Grad admission and awards systems are both live. Thank you to the departments in helping this come to fruition. Early indications are that systems are running well (for applicants and FGSR staff). Suggestions for improvement are welcome. This was completed on schedule and under budget. FGSR is working with IST to move to Awards phase 2 in November (January 2017 is the optimistic timeframe)

The FGSR 2015/16 Faculty Update was distributed

Survey of council in 2015 has been redistributed. Please reply to updated survey so we can have input by October 31, 2016.

Doctoral Micro grants are ready to roll out with 3 competitions scheduled this academic year taking place on November 21, 2016, February 21, 2017 and June 20, 2017. The goal is explain what can be done for doctoral program with \$10,000, in the world we live in now. It is a simple application process. In a 2 page document, explain what you do, what you hope to achieve and that you have approval of the Faculty/Department to go forward. This will roll out later this week.

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On November 8-9, 2016 there will be (first ever at University of Alberta) Professional Development Conference “Invest in Your Future: Career Symposium”.

Grad students will receive business cards, professional head shots and session on how to utilise Linked-In and more. Registration is \$50.00

Key note speakers: Marshall Boyd –“Current Employment Trends for Graduate Students”, and Katie MacLean who will discuss “Innovation: A Strategy for Success “

Deanna Davis, Instructional Designer for FGSR has spoken to over 1000 grad students about IDP. Deanna can be booked for 15 minutes to all day. If you don’t receive a personalized email to discuss IDP, please contact Heather, Deanna or Medha after the meeting.

Tip sheets have been developed that explain what is needed for the completion of FGSR forms. Links will be sent out to grad contacts. They are set up as Google docs. Please comment on doc if you have suggestion.

Mental Health First Aid courses are offered on campus. Suzanne Kresta has arranged to have preferential registration for council members who wish to attend the Feb 23, 2017 course (During Reading Week). There is a \$50 hold fee.

AHS is revising immunization protocols for those who work in a medical facility. Urge to keep eyes open on this to inform students on change to policy on Blood borne pathogens. In online calendar, there is a point to refer to parent policy about dealing with blood borne pathogens. Overarching policy goes to Board of Governors. Calendar change is being updated. Will be updated with Governance update in January 2017.

Delegated authority- FGSR PRC has concluded that authority should rest at department level or at FGSR. The area where there is concern or confusion is with the decision that were delegated to the Faculties. where Heather will discuss with the Associate Deans of FGSR and Graduate Education Funding Advisory Committee (GEFAC). November council meeting will go over the Graduate portion of the Quality Assurance as high quality must be maintained. Aiming to make it easy as possible while maintaining rigorous external reviews.

There is a Canadian (CAGS) project on new formats for the dissertation- will discuss at council in January to discuss best practices and ideas.

Requesting Feedback on having a “best practices corner”. This is where some areas that have success that can be shared with others (i.e. supporting student writing). This will be conveyed via presentation to council for 5 minutes. There was general support to incorporate into future council meetings.

Fall convocation is November 15. PhD reception and the celebration for the honorary degree recipients is November 16 at 5 PM, partnered with Senate and the Office of the President.

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Questions/Comments

Up to \$10,000 will be given for the doctoral micro grants so as not to impose an arbitrary limit if good ideas come forward. We will not set a specific number but hold back for the future calls.

**6. Graduate Scholarship Committee Members (Bryan Hogeveen)**

D Burshtyn presented nominees for the Graduate Scholarship Committee

Motion: *Be it resolved that the Council of Faculty of Graduate Studies and Research approve the nomination of the 13 new members to the Graduate Scholarship Committee (see attached list)*

**Moved/seconded:** by Debby Burshtyn/Hanne Ostergaard

Vote (Yes/No/Abstain): 52/2/1

Questions/Comments

Why has the adjudication/deliberation of some scholarships been slow in the past as we cannot process alternative award applications and reach answer in timely fashion? The hold-up was AITF not able to let us know the amount that we could give out until the budget was confirmed.

**7. Update on Sexual Violence Policy development and implementation task force (Helen Vallianatos, Associate Dean of Students)**

H. Vallianatos and D. Erkes who are leading the writing group for this policy presented two years ago, there was a University of Toronto report on recommendations how to address sexual violence. Task force has just been convened, will be moving forward. This report was released last winter semester. Handout is helpful in giving directions on how to respond and where to report for support/services. If you want electronic copy, will be happy to provide.

Policy is currently under development, huge group of consultations are occurring. Will be ready to go out in November to be approved in March meeting. The policy is to layer support for those who experienced sexual violence. By making a safe space for disclosure, we will be able to formally act as well as give support

**8. Graduate Student Completion Analysis (Deborah Williams and Dale Olausen, SADW)**

D Williams- Prior to H. Zwicker's arrival as Dean, Mazi Shirvani, the former Dean of FGSR, wanted to look at characteristics of students as relating to success in programs. The administrative database (ACORN) was used to look into this and the report was produced. Please contact Deborah if you wish to access this information.

D Olausen- The data is in the report received in package provided at meeting. This study was agreed upon by council and FGSR about 2 years ago. After data analysis and meetings, this report was developed. The model is based on limited data, its outlines a theoretical understanding.

Analysis variables include students' background, program, and progress in program. Unfortunately, no psychological data or surveys are available, this is only administrative data. Key finding that older students had lower completion rates (observational finding). Mining found that older students had higher obstacles in general.

The data determined that the following students had higher completion rates: Males, International students, course based masters, and students that had never attended other universities.

There is a wide range in completion rates among Faculties.

Those who switched cohorts (Master's to PhD or reverse) had varying completion rates. Students who took leaves had higher completion rates than those who did not, it was noted that a small percentage of students take leave of absences.

### Questions/comments

H Zwicker- To note, entering GPA is not strong predictor of whether if students will finish. International students will be likelier to finish and finish faster. Each faculty can have these further broken down. Goal is not 100% completion rate. There is a lot to think about in terms of completion rate. Mentioned more exit programs to be looked into. It has to be stable and proficient funding that helps with completion.

There was discussion about completion rates, the variables interacting (data was kept simple), the possibility of the data set becoming available. The program length for Masters is 5 years or fail to inculcate; this is an issue for professional masters with part time students that finish without the allotted 6 years (but not 5 years).

### **9. Supervision Portfolio (Naomi Krogman)**

Graduate supervision encompasses all areas of our jobs. In 2012, provost's fellow was asked to look into it. Report was produced that was approved in 2014. In 2015 BHRCC put Provost Dew on the spot. Who then asked H Zwicker to address the issues. She produced a report explaining what FGSR was planning to do. This included a survey that showed students were satisfied with their supervision. Concerns were raised about communication (infrequent meetings and lack of empathy). Supervision features as key in the FGSR Strategic Plan for 2015-2018. FGSR to focus on improving culture of graduates' student mentorship at UA (as of July 2016).

FGSR has programming focusing on grad students. New individual development plans to help with what knowledge and skills they want to develop to be successful. Need to look at why people are not willing to be good supervisors, and to develop a culture of learning in order to improve.

Will call to invite to be part of program to discuss own challenges in supervision and also invest in training. Would also like to support more areas of training (creating more programming for students i.e. manage up). Some students may be shy to convey in what they need, and we will also look into dissolving tension. Other strategies include:

Monitoring student milestones and attrition rates for faculty members, potential for more exit interviews to examine what are grad students perception of mentorship at U of A.

Handout at meeting was used to survey councils thoughts on barriers in supervision/mentorship so we can develop ideas.

If you feel department has excellent monitoring process, please identify yourself to N. Krogman so we can use that as a model for other departments in terms of monitoring and tracking.

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## Questions/Comments

How will you get people who aren't interested to do it? We will tackle that in 2<sup>nd</sup> year after doing homework. Cases indicate there are certain professors who do not value supervision. However there are models for repercussions at other universities. Will also look into potential to intervene, something other than the "article 16" process.

We should find ways to a value mentorship of students to parallel research for professors. Department chairs could eventually recommend training for those who have concerns.

A question raised was why is there no written document that outlines consequence (which should be done by FGSR)? At University of Toronto, the chair of department holds the authority to appoint a supervisor. If you know of other models at other universities, please inform N. Krogman.

### **10. Graduate Teaching and Learning Program Level 3 (Heather Zwicker)**

Discussion about Calendar changes took place at the September FGSR Council meeting.

Motion 10a: *Be it resolved that the Faculty of Graduate Studies and Research Council approve the proposed additions to the Graduate Teaching and Learning Program as Level 3: Pedagogy and Level 4: Research and approved the proposed changes to the calendar description of the Graduate Teaching and Learning Program, for early implementation Spring 2017.*

**Moved/Seconded:** D Burshtyn/J Young-Miller<sup>1</sup>

**Vote (Yes/No/Abstain):** 54/2/4

Motion 10b: *Be it resolved that the Faculty of Graduate Studies and Research Council endorses the changes to the transcript notation for the GTL program, to reflect the new three component structure.* **Moved/Seconded:** D Burshtyn/D Deephouse J

**Vote (Yes/No/Abstain):** 54/2/4

Janice Young-Miller<sup>1</sup> replacing Roger Graves, Director Centre for Teaching & Learning--  
Ex-Officio non-voting

### **11. FGSR Policy Change: Leave of Absence (for Graduate Program Manual only) (Debby Burshtyn)**

Motion: *Be it resolved that the Faculty of Graduate Studies and Research Council approve the proposed change to the Graduate Program Manual Section 7.11 Approved Leave of Absence policy.* **Moved/seconded:** Debby Burshtyn/Sarah Ficko

D Burshtyn in the course of making additions to policy, PRC's reviewed entire policy. For the Professional Leave the departments will make the recommendations, FGSR will approve, and students can petition FGSR for an appeal through the FGSR academic appeals process. Last May, this wording was brought to the Council of FGSR as a Notice of Motion. Looked into documentation of the various types of leave. 2 amendments have been made since package was distributed:



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- 1- Added implementation date of Fall 2016; students will be able to have requests for Professional Leave back dated to this September 2016
- 2- Changed “medical practitioner” to “Health Care Professional” to be less restrictive. Made the change in one sentence but missed making the change in the following sentence, so have corrected this.

### Questions/Comments

Friendly amendments:

- Under the heading Professional Leave, change “internship” to “professional leave”
- add the following: “An academic leave has implications for current academic employment.”
- Who would be excluded in the medical leave as health professional is broad?

**Moved/Seconded:** D Burshtyn/Sarah Ficko

Tabled to November 23, 2016 Council of Faculty of Graduate Studies and Research

### **12. United Way Campaign Overview (Chris-Anne Felzein)**

Chris-Anne spoke in support of the work done by the United Way. There are 3 pillars- education, wellness, and income. The reasons she is committed to United Way is that they work in partnerships with other organizations.

Darlene Bryant (Initiatives Lead, University Relations): The Campaign is nearing the end. You will have received an email with a personalized link to make your pledge.

You can also visit [ualberta.ca/united-way](http://ualberta.ca/united-way) which has a generic link that will also accept donations.

### Questions/Comments

None.

### **13. Report from the GSA (Sarah Ficko)**

In addition to the report, there was a request to pass on information to students about early call for GSA for next year

### **14. Adjournment**

Meeting was adjourned at 3:55 pm