

Council of the Faculty of Graduate Studies and Research
 Wednesday Oct. 17, 2018
 2:00 to 4:00 pm
 University of Alberta Council Chamber, 2-100 University Hall

Attendance at FGSR Council – October 17, 2018

Department/Unit Faculty Representatives

Agricultural, Food & Nutritional Science	Ben Willing
Anthropology	Andie Palmer
Biochemistry	David Stuart
Biological Sciences	James Stafford
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	David Deephouse
Cell Biology	Andrew Simmonds
Chemicals & Materials Engineering	Vinay Prasad
Chemistry	Anita Weiler
Civil & Environmental Engineering	Dave Chan
Communication Sciences & Disorders	Teresa Paslawski
Drama	Piet Defraeye
East Asian Studies	Tsuyoshi Ono
Economics	Heather Eckert
Educational Policy Studies	Jorge Sousa
Educational Psychology	Sophie Yohani
Electrical & Computer Engineering	Marek Reformat
Elementary Education	Jennifer Branch-Mueller
English and Film Studies	Albert Braz
Kinesiology, Sport, and Recreation (non-departmentalized)	Normand Boule
Library & Information Studies	Ali Shiri
Linguistics	Juhani Jarvikivi
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Morris Flynn
Medicine	Gopinath Sutendra & Nadia Jahroudi
Music	Maryam Moshaver
Nursing (non-departmentalized)	Diane Kunyk
Occupational Therapy	Shaniff Esmail
Oncology	Alan Underhill
Pharmacy & Pharmaceutical Sciences (non-departmentalized)	Scot Simpson
Philosophy	Ingo Brigandt
Physical Therapy	Mark Hall
Physiology	Greg Funk
Political Science	Siobhan Byrne
Psychology	Anthony Singhal
Rehabilitation Medicine - Rehabilitation Sciences	Patricia Manns
Resource Economics & Environmental Sociology	John Parkins
School of Public Health (non-departmentalized)	Jeff Johnson
Secondary Education	Bonnie Watt
Surgery	Fred Berry
Women's and Gender Studies	Felice Lifshitz

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Science	Mark McDermott
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Ex-Officio Representatives

FGSR Dean & Vice-Provost (FGSR Council Chair)	Deborah Burshtyn
Vice-President (Research) (or Delegate)	Laura Beard
FGSR Vice-Dean	Bryan Hogeveen
FGSR Associate Dean	Victoria Ruétalo
FGSR Associate Dean	Janice Causgrove Dunn
FGSR Associate Dean	Naomi Krogman
FGSR Associate Dean	John Nychka
Vice-Provost and Chief Librarian (or Delegate)	Carlo Dimailig

**Non-Voting*

Graduate Program Administrators Committee (GPAC) Representatives

Extension	Eileen Crookes
Department of Anthropology	Heather Cook

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

VP Labour	Beth Richardson
VP Academic	Masoud Aliramezani

Graduate Student Association (GSA) Council Representatives

AFNS	Harshita Arora
Biomedical Engineering	Kevin Solar
Civil and Environmental Engineering	Tony Zheng
Civil and Environmental Engineering	Mostafa Tafweek
Computing Science	Dylan Ashley
Educational Policy Studies	Alleson Mason
Mechanical Engineering	Fatemeh Razavi
AFNS	Kawalpreet Kaur
Pediatrics	Kim Ho
Pharmacology	Andrew Woodman
Surgery - Masters	Hayden Danyluk
Surgery - Masters	Catherine Stewart
Electrical Engineering	Thomas Cam
Pharmacology	David Tandio
Radiology and Diagnostic Imaging	Martha Ruiz
Surgery	Mukt Patel
Pharmacology	Zoë Dworsky-Fried
(ALTERNATE) Mechanical Engineering	Mayank Sabharwal

Observers – Non-Voting

FGSR Executive Assistant & Operations*	Andrea Riewe
FGSR, SFO	Sylvia Fong-Wong
FGSR Professional Development & Community Volunteer Program Director*	Deanna Davis
Graduate Ombudsperson*	Remonia Stoddart-Morrison
FGSR Governance*	Janice Hurlburt
FGSR Governance*	Maria Chia
FGSR Admissions & Program Services Supervisor*	Joyce Anderson

**Non-Voting*

FGSR Council: October 17, 2018

1.0 Call to Order and Welcome to All New Members of Council at 2:03 PM

2.0 Approval of Agenda for October 17, 2018

Moved/seconded: David Deephouse/Morris Flynn
Approved by a show of hands.

3.0 Approval of Minutes of September 19, 2018

Moved/seconded: Albert Braz/Janice Causgrove-Dunn
Approved by a show of hands.

4.0 Matters Arising from the Minutes

None.

5.0 United Way Presentation

Sheila Graham, David Li, and Tina Kafka were at Council to discuss the United Way.

The 2018 UofA United Way Campaign kicked off in October. There are many events to raise awareness, and emails with more information will go out to the UofA community. Please consider donating to the United Way this season, the money will support various organizations across the city to help the most vulnerable members of our community.

The goal is to raise 800K to 1 million, which will make the UA one of the top 5 donors in the City of Edmonton.

- myunitedway.ca
- Makethemonth.ca

6.0 Report from the Dean (Debby Burshtyn)

Student Mental Health:

This [Giving Tuesday](#) (Nov. 27), FGSR is working in partnership with the Dean of Students and the Office of Advancement to raise awareness for student mental health and to raise funds for the Community Social Work Team, (including the Community Helpers program and Unitea). We are launching a crowdfunding page on November 7th (National Philanthropy Day) and recruiting "Advocates" to set up their own "Giving Pages" and solicit their networks. [Training and support materials will be provided](#) to all volunteer Advocates. All dollars raised in the campaign will be matched by a donor who wishes to honour their daughter through giving back. You can read their story on the [UAlberta Giving Tuesday campaign page](#). On Nov. 27, volunteers will be handing out free bananas on campus to encourage people to check in on their own mental health and on those they know when "life gets a little bananas."

Saudi Student Update:

The Saudi Cultural Bureau has confirmed that all sponsored students will be allowed to remain, or return, and restart their programs. Kris MacManus of FGSR is ensuring these students are appropriately registered into their programs.

FGSR Associate Deans Departmental Portfolios:

[Each Associate Dean has a departmental portfolio.](#) The portfolios also have a dedicated Graduate Student Service Advisor who works with your departmental graduate student advisors. They are here to support you so please reach out for clarification or assistance.

GSA Representatives added to the two committees:

Academic Appeals Committee:

- Mayank Sabharwal (Mechanical Engineering)
- Maryam Kebbe (Pediatrics)
- 2 additional vacancies still to be filled.

Policy Review Committee:

- Masoud Aliramezani (GSA-VPA)
- Mayank Sabharwal (Mechanical Engineering)

Thank you to the students who participate in these committees and ensure that the graduate student perspective is represented in our work.

Program Update:

Advanced Education has given final approval for a new course-based route for the existing thesis-based MA in Digital Humanities, and in Philosophy. They will both be effective July 1, 2019 and the first admissions will be to fall 2019.

Meeting with Chancellor:

Interim Dean Debby Burshtyn met with Chancellor Doug Stollery in late September. He is interested in collaborations with FGSR, and in particular how to better engage the graduate student community in philanthropic initiatives such as the United Way Campaign. FGSR continues to work with PLLC on ideas around Global Citizenship and Social Justice and sees an opportunity to link these attributes into Program Learning Outcomes for Graduate Students.

Aga Kahn Garden Dedication at the Devonian Botanic Garden:

Debby attended the inauguration of the Aga Kahn Garden at the Devonian Botanic garden. The garden is beautiful and the Aga Kahn dedicated it to inclusion and cultural acceptance. Members were encouraged to visit the garden.

Announcement Working Group on FGSR Degree Level Learning Outcomes Framework:

Learning Outcomes are defined as: what a student knows and is able to do upon completion of a class, course, learning experience, or program. As part of new program proposals and program reviews, a description of program level learning outcomes and their ongoing assessment will be required. The

grace period for this implementation is ending. In the upcoming year all programs will need to provide an update on their status and plan for use in the 2019/20 academic year.

Debby has struck a working group to begin articulating the FGSR mandated learning outcomes (e.g. candidacy examination, thesis, Ethics and Professional Development) and map them to degree standards. The outcomes will provide a tool for programs to curate their own program level learning outcomes and map the elements of their program to the general Program Learning Outcomes.

The goal of the FGSR Learning Outcomes working group is to deliver a framework to Council early in the new year for consultation, including a draft proposal of implementation. Debby will be exploring ways to resource the activity.

Working group members include: Jason Carey (Engineering); Samira ElAtia (Faculte Saint Jean) ; Patricia Manns (Rehab Med); Hanne Ostergaard (Faculty of Medicine and Dentistry); John Nychka (Engineering/Associate Dean, FGSR); Deanna Davis (Instructional Design Specialist, FGSR); and Masoud Aliramezani, GSA VP-Academic.

We would like to add one or two more Associate Chairs Grad and one Student representative. We currently do not have any representation from the Humanities and Social Sciences so would appreciate volunteers from those areas. Please contact Debby directly at burshtyn@ualberta.ca ASAP if you are interested.

FGSR HR News:

Amy Dambrowitz, FGSR's Assistant Dean, Administration, has accepted an offer for a one year secondment with the Registrar's Office. She will be joining their team as an Associate Registrar. This is an exciting opportunity for Amy, personally and professionally, to learn more about the registrarial practice. FGSR will benefit from Amy's time with the RO when she returns to her role as Assistant Dean, Administration in fall, 2019.

FGSR is working on how to fill Amy's role while she is away. In the meantime, Sylvia Fong-Wong, FGSR's Senior Financial Officer, has taken on additional duties, especially related to GSMS, and including supervising the GSMS team members. Medha Samarasinghe, FGSR's Operations Coordinator, will also take on additional responsibilities in the interim.

If you aren't sure who to contact, please email Andrea Riewe, Executive Coordinator ariewe1@ualberta.ca. She will direct you appropriately.

Convocation List Vote (this week):

Fall Convocation is just around the corner. FGSR sent the list to your Dept Contact for their adjustments last week. This morning, the Primary Rep for Council will receive the official convocation list for final approval. Please note that the list only goes to the primary rep, since it is a voting matter.

Your concerns will be noted as a nay vote. If you do not have any concerns, a response is not necessary. No response will be counted as a Yea vote to approve the list for convocation.

7.0 GSA Monthly Report

Beth Richardson, VP Labour, reported that the Monthly report stands as is. They will co-host the upcoming Research Day, a collaboration between the GSA and the PDFA on October 24th.

8.0 Graduate Scholarship Committee Report

Report is as submitted.

Bryan Hogeveen, Chair of the Graduate Scholarship Committee acknowledged the caliber of work the students do not just related to their research, which is fantastic, but in other areas such as leadership, teaching, advocacy, and leading not for profits. He thanked the GSC members for all their collegial and hard work ensuring that FGSR can give out as many awards as possible. Finally, he thanked the Awards team at FGSR for the thorough, detailed work they do to maintain the quality and integrity of the process. A special thank you to the Acting Supervisor, Patricia Smith, for all her hard work in leading the Awards team.

Question: *CAGS report recommends increasing funding for international students. What are FGSR's plans to address these?*

The CAGS recommendation is directed at the Tri-Council (coming from the Naylor Report); We are part of CAGS and continue to advocate for more funding for international students. We would also like to have more students getting awards, but not at the cost of smaller amounts to more students.

9.0 Motion: Graduate Scholarship Committee Membership

Be it resolved that the Faculty of Graduate Studies and Research approves the new members of the Graduate Scholarship Committee (GSC) as listed below.

CIHR

Colbourne, Fred	Psychology
Richard, Caroline	AFNS
Posse de Chaves, Elena	Pharmacology

NSERC

Frolov, Valeri	Physics
Jung, Jan	Physics
Landhausser, Simon	AFNS
Putkaradze, Vakhtang	Mathematical & Statistical Sciences
Sadrzadeh, Mohtada	Mechanical Engineering

SSHRC

Gehman, Joel	Business
Hurley, Natasha	English & Film Studies
Moshaver, Maryam	Music
Smith, Malinda	Political Science
Sousa, Jorge	Educational Policy Studies
Tardif, Guillaume	Music

Moved/Seconded: Laura Beard/ Fatemeh Rezavi

Discussion of the motion: None

The motion was approved.

10.0 Proposal: Proposal: new combined MBA/MSc in Physical Therapy

Presenters: Mark Hall and Michael Maier

Motion: Be it resolved that the Faculty of Graduate Studies and Research approve the new combined MBA/ MSc in Physical Therapy program

This is a 3.5 year course based program. There are no course changes to the MScPT program (1.5 years), but the MBA (1 year) will have reduced credits (*42 instead of *60) as per other combined MBA programs. There are no new courses. The program will allow MscPT students to gain more education in business related areas.

Moved/Seconded: Mark Hall/Trish Manns

Discussion of the motion:

- A council member asked why there was a limit of 5 students per year. The cap is meant to limit the impact to other units and balance the disciplinary needs of the courses. While the cap is at 5, the expectation is that 2-3 will enroll each year.
- The presenters confirmed that the MScPT cohorts in the Calgary and Camrose programs can do this program but have to complete the MBA portion in Edmonton.

The motion was approved

11.0 Motion: Phase 2 of the GTLP changes Presenters: John Nychka, Deanna Davis

Be it resolved that the Faculty of Graduate Studies and Research approves the calendar changes that coincide with phase two of the changes to the Graduate Teaching and Learning Program (GTLP), building on the changes approved by FGSR Council on May 9, 2018 and posted in Course and Program Changes for FGSR on June 6, 2018.

The main change to the GTL Program is that now the levels are sequenced from 1-4. Level 2 has the most significant changes as it is now designed as a "course" where students will receive instruction to support the completion of a lesson plan and teaching philosophy. Students will also complete two microteaching sessions and will receive instructor and peer feedback. This will mean that students who do not have access to a TAship will have fewer barriers in completing level 2. Deanna and John are currently designing the level 2 programming. Students who have registered in the program prior to August 2018 may be grandfathered or cross-over into the new program and will have until September 2019 to complete any levels under the old requirements.

E-class has been adjusted to reflect the registration status of students actively participating in the GTL Program.

John and Deanna will be making a request for Level 1 to appear as a transcript milestone as is the case with levels 2-4. The format and design of the program is such that higher levels will require more time commitment from participants.

Moved/Seconded: Vinay Prasad/ Marek Reformat

Discussion of the motion:

- Friendly amendment - add a comma between student and peer
- The change means that all previous levels will be prerequisites for next level of the program
- A council member noted that for departments or programs without many opportunities for TAships the changes to the GTL programming will be a great way to gain experience.
- Deanna and John are still working out the logistics of transferring students from the old program into the new.

The motion was approved

12.0 Motion: Increase IELTS Minimum Band Score to 5.5

Be it resolved that the Faculty of Graduate Studies and Research approve the IELTS English Language Proficiency Test scores be raised to at least 5.5 on each test band, effective for Fall 2019 admissions.

On October 9th the Policy Review committee discussed the issue of raising the minimum English Language Test scores for graduate student applications from 5. At the September Council meeting there was a notice of motion to raise the level to 6.0; however, after the discussion from council members we are now proposing raising the score to 5.5 which aligns with the requirement for undergraduates at the UofA.

Further discussion on this topic will be necessary in the spring regarding raising the score to 6, but we will provide data to show if there is a correlation between lower band scores on these ELPs and students' success in their programs.

Moved/Seconded: Vicky Ruetalo/ Andie Palmer

Discussion of the motion:

- A Council member noted that while the test measures reading, listening, writing and speaking, the language abilities are not for just students' academic work but also for interacting in non-academic situations and navigating life outside of the lab or their classes.
- A Council member suggested the data based approach seems to be a rational approach; however, since the use of language skills is different from program to program it will be important to consider the faculty/discipline specifically when considering the data on measuring student successes and their ELP scores.
- A Council member inquired about the use of language courses as a condition of admission. Many departments will include conditions that students with low ELP scores take English foundations courses through the Faculty of Extension. Their standards for passing are higher than the minimum admission requirements.
- Students who have already been admitted for fall 2019 will be grandfathered into the previous IELTS score.

The motion was approved.

13.0 Motion to Endorse: Supervisory Guide

Be it resolved that the Council of the Faculty of Graduate Studies and Research endorses the Supervisory Guide as a resource for faculty to support good practices in supervision.

Please note this motion is not to pass as policy but an endorsement, by this council, to support the document as a valuable resource for departments and supervisors around guidelines, minimum acceptable behaviours, and examples of best practices.

Naomi Krogman provided a brief overview of the impetus behind creating the Supervisory Guide, the consultation path, and a review of the contents of the guide.

[The Supervisory Guide](#) is a living document and will go through regular updates. It will live on the FGSR website. We will also be sending the link to supervisors in our semi-annual letter from the Dean to all faculty who supervise graduate students.

Moved/Seconded: Jeff Johnson/David Deephouse

Discussion of the motion:

- A Council member noted that the revised guide also had clear and complementary language about the role a student plays in building and maintaining positive relationships with the supervisor.

- Other Council members acknowledged the work of making an even handed, useful document for all students and faculty. A student representative felt the document would be useful for her to review together with her supervisor.
- A Council member asked for clarification on the detail in the Guide about supervisory committees being established in the first year of the program for PhD students. The [policy on Supervision and Supervisory Committees](#) requires a supervisory committee form for all thesis based students to be sent to FGSR within the first 12 months of the program. Master's students will only have a supervisor listed on the form while PhD students will have a combination of supervisors and committee members. The calendar states that the PhD committee should be created well in advance of the candidacy exam. Master's students do not have supervisory committees unless stipulated by the program, rather they have examining committee. These must be finalized and reported to FGSR no later than 2 weeks before the scheduled thesis defence date.

The motion was approved

14.0 Discussion: Training and Tools for Exam Chairs

The purpose of this discussion is to learn from each other, share best practices, and identify gaps and possible ways we can support departments and programs to ensure compliance for exams. We want to ensure that students have the smoothest experience possible during this important milestone in their academic journey.

We will be having three different discussions about exams and the role of the Chair - before, during and after the exam.

Council members discussed their departmental practices before the exam. Several examples are included below:

- Running information sessions for faculty that highlight new rules and best practices, and working through scenarios of when things go wrong.
- It's great if the Chair can make everyone feel comfortable, and establish the occasion as an important milestone and an opportunity for the group to collaborate.
- Grad Advisors often produce a checklist with the requirements for the exam that goes to the Chair.
- The main training for new faculty is by example: most departments would not allow someone to be a Chair without having been a committee member first. One department would not put a chair in an exam without having experience participating in five exams as a member. This is not easy to track and confirm. Unclear who would check/track/verify adherence to parameters.
- The Chair should know what to do when the supervisor starts to answer the questions. Unclear what would happen if the Chair is junior to the supervisor.

- What would be helpful:
 - It would be useful to have a list of problems and what to do in those situations.
 - Examples of inappropriate lines of questioning (personal or unconstructive comments).
 - Some scenarios and what to do in them would be helpful.
 - Guidelines around teleconferencing in to exams.

15.0 Question Period (Debby Burshtyn)

Question: *Is there a reason for why candidates can't see the external report?*

It's been the custom. This is a big question; maybe we can bring it up as a discussion in a future meeting.

Note added: The matter will be referred to the Policy Review Committee for consideration.

Question: *Why are defenses closed?*

The decision is up to departments to hold public or closed defenses. The idea is to try and protect the student, but the chair can also include guests where desired.

16.0 Adjournment

The meeting was adjourned at 3:59 PM.