

Council of the Faculty of Graduate Studies and Research
 Wednesday, September 11, 2019
 2:00 to 4:00 pm
 University of Alberta Council Chamber, 2-100 University Hall

Attendance at FGSR Council – Sept. 11, 2019

Department/Unit Faculty Representatives

Anthropology	Marko Zivkovic
Art & Design	Lisa Claypool
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	Trish Reay
Chemicals & Materials Engineering	Vinay Prasad
Chemistry	Michael Serpe
Civil & Environmental Engineering	Selma Guigard
Computing Science	Janelle Harms
Dentistry (Medical Sciences)	Patrick Flood
Digital Humanities	Jonathan Cohn
Drama	Piet Defraeye Stefano Muneroni
East Asian Studies	Tsuyoshi Ono
Educational Psychology	Veronica Smith
Elementary Education	Jennifer Branch-Mueller
English and Film Studies	Mark Simpson
Extension (non-departmentalized) (MACT, MACE)	Gordon Gow
Faculte Saint-Jean (non-departmentalized)	Samira El Atia
Human Ecology	Rachel McQueen
Internetworking (MINT)	Michael MacGregor
KSR (non-departmentalized)	Jay Scherer
Law (non-departmentalized)	Linda Reif
Library & Information Studies	Ali Shiri
Linguistics	Johanne Paradis
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Morris Flynn
Medical Microbiology & Immunology	Edan Foley
Medicine	Nadia Jahroudi
Modern Languages & Cultural Studies	Daniel Fried
Music	Maryam Moshaver
Native Studies (non-departmentalized)	Adam Gaudry
Nursing (non-departmentalized)	Diane Konyk
Occupational Therapy	Mary Forhan
Oncology	Alan Underhill
Pharmacology	Frances Plane
Pharmacy & Pharmaceutical Sciences (non-departmentalized)	Arno Siraki
Philosophy	Jennifer Welchman
Physical Therapy	Mark Hall
Political Science	Siobhan Byrne
Psychiatry	Esther Fujiwara
Psychology	Chris Westbury
Religious Studies	Jocelyn Hendrickson
REES	Henry An
Sociology	Amy Kaler
Surgery	Fred Berry

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Agricultural, Life and Environmental Sciences	Leluo Guan
Arts	Tom Spalding
Medicine & Dentistry	Hanne Ostergaard
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
Vice-Provost and University Registrar (or Delegate)	Carlo Dimailig
Director, Centre for Teaching & Learning*	Janice Miller-Young

Graduate Program Administrators Committee (GPAC) Representatives

Department of Anthropology	Heather Cook
Department of Mechanical Engineering	Gail Dowler

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

VP Academic	Dylan Ashley
VP Student Services	Chantal Labonté

Graduate Student Association (GSA) Council Representatives

Biomedical Engineering, PhD	Kevin Solar
Chemical and Materials Engineering, MSc	Diego Bugaiov Azurica
Civil and Environmental Engineering, PhD	Jestril Ebagá Ololo
East Asian Studies, MA	Mei Nan
Human Ecology, MSc	Jon Lai
Mechanical Engineering, MSc	Ramin Fathian
Mechanical Engineering, PhD	Samira Doostie
Mechanical Engineering, PhD	Fatemeh Razavi
Medicine, MSc	Reed Sutton
Pediatrics, MSc	Ronan Noble
Rehabilitation Medicine, PhD	Peter Jun
Surgery, PhD	Hayden Danyluk

Observers – Non-Voting

FGSR Operations Coordinator (Secretary)	Medha Samarasinghe
FGSR Executive Coordinator*	Andrea Riewe
Assistant Dean, Advancement*	Meghan Unterschultz Klein
FGSR, Senior Officer - Financial and IT	Sylvia Fong-Wong
Graduate Ombudsperson*	Remonia Stoddart-Morrison
FGSR Governance*	Janice Hurlburt
FGSR Awards Supervisor*	Amanda Brown
FGSR, Executive Assistant to the Associate Deans*	Dena Giroux
FGSR, Admissions	Kelly Montgomery
FGSR, Program Services	Kris MacManus
Engineering - Director, Programs & Planning	Nicole Dyck

*Non-Voting

Regrets:

Department/Unit Faculty Representatives

Obstetrics & Gynecology (Medical Sciences): Denise Hemmings / Radha Chari
 Physics: Craig Heinke
 Medical Genetics: Sarah Hughes / Rachel Wevrck
 Women's & Gender Studies: Felice Lifshitz

Graduate Student Association (GSA) Council Representatives

Pharmacology: Zoë Dworsky-Fried
 Medicine: Bishoi Aziz
 AFNS: Iswarya Rajesh

FGSR Council September 11, 2019

1.0 Call to Order at 2:03 PM

2.0 Approval of Agenda for September 11, 2019

Moved/Seconded: Elaine Simmt/Dylan Ashley
Approved by a show of hands.

3.0 Approval of Minutes of May 29, 2019

Moved/Seconded: Morris Flynn/Tracy Raivio
Approved by a show of hands.

4.0 Matters Arising from the Minutes

Wayne Patterson was to attend the September meeting to discuss the Impairment Policy; however, he is unable to attend due to a scheduling conflict. He will attend in October.

Correction: The detail in Item 5.0 (pg. 3 of the May minutes) should read that GRAFs are for students doing research related to their program. GRAs, on the other hand, are for students hired to do research in support of a faculty member's work. GTAs are for students acting as teaching assistants.

5.0 Dean's Report

Dean Milne welcomed Council members to another Academic year. She is pleased to be serving as the Vice-Provost and Dean of FGSR. During her tenure she plans to advocate for students with departments and the UA's senior administration. She will foster a collaborative approach to curriculum renewal and interdisciplinary program innovation, as well as prioritize equity, diversity, inclusion and wellness for graduate students while continuing to build on FGSR's flagship professional development programming. She was pleased to announce that recently the UofA's PD degree requirement has won the Award for Excellence and Innovation in Enhancing the Graduate Student Experience from CAGS (the Canadian Association for Graduate Studies).

Another priority for Dean Milne is to engage FGSR in the campus-wide conversations and strategies that will work towards meeting the calls to action outlined in the Truth and Reconciliation Commission Report. This and issues related to EDI will be led by Vice-Dean Hogeveen.

Dean Milne encouraged Council Members to participate in the annual Orange Shirt Day - an annual nationwide initiative that recognizes the harm Canada's residential school system did to thousands of children who were stolen from their families. Orange Shirt Day is on September 30 this year and you can purchase orange shirts at the UofA bookstore. One of the goals in wearing an orange shirt on the 30th is symbolize the coming together of our community as we embark on a journey of understanding and respect to collectively work towards reconciliation. Council members were encouraged to post a picture of themselves, their department or their team using the hashtag #orangeshirtdayuofa. FGSR staff will also be in the QUAD AT NOON to recognize this important event and we welcome you to join us.

Dean Milne introduced the FGSR decanal team:

- Bryan Hogeveen, Vice-Dean
Portfolio: Quality Assurance, Program Development, EDI, Special Collaborative Projects
- Janice Causgrove Dunn, Associate Dean
Portfolio: Graduate Student Wellness and Policy & Governance
- Tracy Raivio, Associate Dean
Portfolio: Awards and Scholarships
- Victoria Ruétalo, Associate Dean
Portfolio: Supervisor Training & Mentorship, and Student Academic Affairs

Associate Dean, John Nychka has moved to the Provost's Office and is the Vice-Provost (Learning Initiatives). We are working to fill this last Associate Dean role in the coming months.

Each July the department contact information is updated for our Program Services unit so please consult our website (the link is also in the written report) to ensure you and your Grad Program Administrators are contacting the right Advisor/Associate Dean.

Dean Milne extended a thank you to the Grad Coordinators who attended the FGSR Graduate Coordinator Workshop on August 27, which was run by the decanal team. The team addressed important topics including Graduate Student - Supervisor Relationships, Student Mental Health and Wellness, Grad Coordinators' role in supporting students to obtain funding and additional resources, policies and procedures. FGSR is looking at offering another shorter session in the new year.

Dean Milne introduced the GSA elected representatives:

GSA President	Fahed Elian
VP Labour	Shanawaz Mohammad
VP Academic	Dylan Ashley (present at the meeting)
VP External	Marc Waddingham
VP Student Services	Chantal Labonté (present at the meeting)

She also welcome the elected student representatives from the different departments and thanked them for the insight and perspectives they provide on behalf of our graduate study body.

Dean Milne outlined the official role of FGSR Council and the purpose of Council Meetings. The FGSR Council is established by the Post-Secondary Learning Act, and operates under delegated authority from the General Faculties Council. The FGSR Council:

- Approves minimum University standards on all aspects of graduate education, including minimum admission standards, time limits for the completion of program milestones, and residency requirements
- Approves graduate policy that oversees the administration of graduate programs

- Approves the creation of all new graduate credentials and new graduate programs, including graduate programs under the Shared Credential Policy
- Deals with any other such matters as are brought forward to it from time to time by the Vice-Provost and Dean, FGSR.

Currently, representation is defined as “each department offering a graduate program has a delegate,” and the students are elected under the auspices of the Graduate Student Association.

Council is also the main forum for leading discussions on the future directions of Graduate Education across all of the U of A campuses.

She noted that the Graduate Administrative counterparts also meet throughout the Academic year, usually the week after FGSR Council, and they discuss various issues pertaining to grad students and the administration of those programs. She encouraged council members to support their administrative counterparts to attend.

A couple of reminders about voting and speaking to kick off the term:

SPEAKING:

- If you would like to speak, please raise your hand and the chair will acknowledge you. Once acknowledged, please state your name and department first so that the group knows who you are.
- To turn your mic on, click the centre button. You do not need to be right against the microphone, but you do need to speak in its direction.

VOTING

- If you have a RED dot on your nametag you are a VOTING member of Council. You are the primary rep from your department.
- If you have a BLUE dot on your nametag you are the secondary rep, and you only vote if your department’s primary rep is not in attendance.
- This is an important distinction and makes it fair so that there is only one vote per department on issues.
- Others have a NON-VOTING notice on the back of your cards. You do not get to vote, but we value your input, and we invite you to contribute to the discussions.
- When it is time to vote the three lights in front of you will start flashing. We will remind you which button is which, but the Left button is YES, the Right button is NO, and the middle is ABSTAIN.

Other items of note include the new Freedom of Expression policy at the UofA. This past July, all post-secondary institutions in Alberta received a directive from the provincial government to demonstrate their commitment to freedom of expression, either through the adoption of the Chicago Principles or the development of an institution-specific policy that embodies them. The government has set a tight timeline to achieve this - approval must be through GFC by October 2019. On September 6, the

Provost's office sent out an email inviting university-wide input on draft policy, which was circulated. Dean Milne encouraged members of Council to engage in this important discussion, especially in voicing how this affects graduate education and our students. It is important to remember that graduate students do not enjoy the same rights as faculty when it comes to academic freedom so understanding this policy will be important when answering questions on freedom of expression. There are three town hall meetings scheduled this month to solicit feedback - Campus St. Jean, South Campus, and North campus (September 20, 1:00 p.m. – 2:00 p.m., in Council Chamber).

Last May, FGSR Council approved the calendar entry on Program Learning Outcomes. This is currently making its way through the appropriate governance channels and we expect it to be published in the 2020-2021 Calendar. FGSR Council also voted to endorse the "UofA PhD Learning Outcomes" sections of the Learning Outcomes template. Along with the Report to Council, these templates and resources are available for your use on the FGSR website. She encouraged everyone to take a look, and note that going forward all programs undergoing review will be required to have well-articulated learning outcomes. The template is meant to include the minimum standard (most of this is from the Alberta Credential Framework) and allow room for the specifics of each program to be added. She noted that FGSR welcomes any feedback as departments start to use the templates.

Part one of the calendar compliance project is complete. Our Governance team has prepared and sent draft documents to every department and started the internal approval process. Part two of this process is the GFC approval process. As of September 19, we expect that 51 of 72 units will be complete which means 21 units remain within their own internal review process or are currently undergoing faculty approval. If Council members are unsure where their department is at in the process, please contact our governance team as soon as possible. The final deadline for all departments to submit their calendar compliance documents to FGSR is May 2020.

If you have any calendar changes at all (not just calendar compliance) which must make the 2020-2021 calendar, we are strongly advising you to submit approved documents to FGSR (Janice or Maria) by November 1.

Falling Walls competition is next week: Wed, 18 September 2019, 5:30, Telus Centre. Please join us to hear some amazing ideas from UAlberta's next gen researchers and innovators.

6.0 Proposal: New Graduate Embedded Certificate in Maternal and Child Health Research

The Certificate in Maternal and Child Health will provide students in Master of Science (MSc) or Doctor of Philosophy (PhD) programs in the Departments of Pediatrics, Obstetrics & Gynecology or Medical Genetics, all under the umbrella of the Medical Sciences Graduate Program, who enter through the Maternal and Child Health (MatCH) Scholarship Program (MatCH Scholarship Program), with additional training specific to maternal and child health. This training includes: 1) critical analysis of interdisciplinary biomedical and clinical research; 2) laboratory experience through rotations in three laboratories spanning multiple aspects of biomedical and/or clinical research to facilitate their final

departmental placement and; 3) aspects specific to Pediatrics, Obstetrics & Gynecology, or Medical Genetics depending upon the primary department that the student enters following the rotation semester. Some students may have to complete more than minimum degree requirements to qualify for both the degree and the Certificate.

Dr Sujata Persad introduced the motion. The MatCH program started as a result of a call from the Provost's office to put forward a proposal related to teaching grad students. The Departments of Pediatrics, Obstetrics & Gynecology or Medical Genetics, all under the umbrella of the Medical Sciences Graduate Program proposed a three year pilot.

The program entails training highly qualified graduate students with research experience. Students who were accepted into the program have to identify 5 researchers they'd like to work with and then rotate through 3 or 4 labs. During this time the MaTCH program supports the students. The University currently does not have a certificate program for graduate students that provides an interdisciplinary study in both biomedical and clinical-based research, nor one that focuses on maternal and child health. Combined with the requirements of their home department this additional experience has led to students who have higher rates of completion as well as accelerated rates of completion.

This Certificate will recognize the additional skills that future students in this program obtain as part of their interdisciplinary exposure.

Dr Persad indicated that they were advised to have a notation on the transcript to indicate this additional process for students moving through the MaTCH program. As a result of this, the certificate now requires a paper after the rotations, an evaluation by the supervisor, as well as, a grade.

Motion: *Be it resolved that the FGSR Council approves the Graduate Embedded Certificate in Maternal and Child Health Research*

Moved / Seconded: Samira El Atia / Hanne Ostergaard

Discussion:

A council member noted that pg. 2 of the proposal indicates two students but other places in the document indicate five. Dr Persad confirmed that there were two intake periods per year with up to five students accepted into the program.

Dr Persad clarified that there are entrance requirements since the program's requirements are higher than those of the three participating departments. Students would be granted the certificate if they meet the requirements of the program and those of their home departments.

Motion Carried:

Approved: 71

Opposed: 0

Abstained: 2

7.0 Proposal: Policy Review Committee 2019-2020 Membership

Motion: *Be it resolved that FGSR Council approves the 2019-2020 membership of the Policy Review Committee.*

Moved / Seconded: *Dylan Ashley / Laura Beard*

Voting:

Brooke Milne (Ex officio, Dean, *Chair*)

Bryan Hogeveen (Vice-Dean, FGSR, *Vice-Chair*)

Graduate Coordinators:

Adam Gaudry

Native Studies

Marek Reformat

Electrical & Computer Engineering

Patricia Manns

Rehabilitation Medicine

Samira El Atia

Faculte St Jean

GSA Representatives:

Dylan Ashley (GSA –VP Academic) Computing Science

Samira Doostie

Mechanical Engineering

GPAC Representative:

Christina Smith

Economics

Non-voting:

Brent Epperson

Graduate Ombudsperson

Janice Hurlburt

Graduate Governance and Policy, FGSR

Maria Chia

Policy and Governance Coordinator, FGSR

Remonia Stoddart-Morrison

Graduate Ombudsperson

Dena Giroux

EA to the Associate Deans, FGSR (*Committee Admin*)

Discussion: None.

Motion Carried:

Approved: 70

Opposed: 0

Abstained: 3

8.0 GSA Monthly Report & 2019-2020 Strategic Workplan

Dylan Ashley, VP Academic, stated that the monthly report was as submitted. He highlighted the fact that the new GSA executive is working on the strategic plan for the coming year.

He presented the GSA Strategic Work Plan; this plan guides their work for the year and builds on the various initiatives from the previous year. He introduced the GSA Executive and then outlined their main goals for the coming year. He highlighted 3 key priorities:

- Graduate Student Supervision is an institutional priority. There is a strong correlation between supervision and mental health including metrics such as drop off rates and time to completion. Issues with supervision is a barrier to a positive grad student experience. The GSA looks forward to working with FGSR in order to create an accountability structure to evaluate supervision.
- Supporting Michener Park Residence is a focus this year. This is a family residence for graduate students and many are international. The GSA hopes to connect key stakeholders and support the community of these students as the residence closes.
- The GSA will continue the discussions about funding packages for graduate students. This issue has recruitment potential and the UofA is not a trailblazer in this area as many other U15s are offering packages to all grad students; we risk falling behind our counterparts.

Discussion:

A Council member asked if there is consideration for specific Faculty conditions when discussing funding packages as not all faculties have the same kinds of resources for offering funds. Mr. Ashley suggested that they are aware of these factors and continue to account for these variations as they advocate for funding packages.

9.0 Provincial Bridging Scholarship Update

Associate Dean Raivio announced that there hasn't been any news regarding AGES, the provincial funding for graduate students.

Several weeks ago FGSR consulted with the ADs Grad from the Faculties about how a late announcement would impact their students and programs. The response was clear that a delay in a funding announcement would have significant, negative impact on students.

FGSR has funds, from unused scholarships, to bridge this delay by creating a one-time fellowship, called the University of Alberta Grad Fellowship (UAGF). In order to make it as administratively straightforward as possible, and to get the money to departments as quickly as possible, we have kept the allocation formula the same as the QEII scholarships:

1. Tri-Council Success rates (weighted at 60%);
2. Previous departmental allocations for QEII (weighted at 30%);
3. Full-time students (10%).

The total of one UAGF is \$8000 which is just below the entry level of the GSA Collective Agreement. The goal is to make these awards as flexible as possible for departments to use their allocations.

The deadline is October 4th; some departments have already sent in names and the Awards team is working hard to process the applications so that students can get paid as fast as possible.

Discussion:

Dylan Ashley, on behalf of the GSA, expressed relief and gratitude for this funding from FGSR.

Council members expressed appreciation for the funding.

A council member raised the issue of why it wasn't possible to split the allotment into 2 since the terms of these stop-gap awards are internally regulated. Associate Dean Raivio noted that not every department uses these funds in the same way and since the FGSR Awards unit is moving fast on this solution it was important to keep the administration of the awards as straightforward and uniform as possible. The goal has been to make them as flexible as possible while managing the process in the midst of a heavy scholarship season and the largest payroll deadline for getting students paid. Given the nature of this solution and the time constraints we unfortunately, won't be able to rethink the process.

If the AGES money does come through then we will need to plan accordingly. The Government of Alberta money does have some restrictions including needing to be spent down by the end of fiscal year end. Unlike UofC we are not going into a deficit and then planning to use the Government of Alberta funding (should it become available) to repay ourselves.

In response to a question from Council, Associate Dean Raivio, clarified that departments could use the funds at their discretion so government sponsored students could be eligible.

Associate Dean Raivio thanked Council for their patience and feedback.

10.0 Bill 19 Overview and FAQ

Dean Milne introduced FGSR's Communications Coordinator, Robert Desjardins, to provide a high level overview of Bill 19. Rob noted that the details around the implementation of Bill 19 were rapidly evolving and an updated backgrounder was being passed around.

The University of Alberta has implemented a tuition guarantee for international students beginning their programs as of Fall 2020. This means that students will be informed of the total tuition cost of their program in their formal letter of admission.

The Alberta Tuition Framework requires institutions "to inform international students of the tuition the student will pay for each year of their studies in approved programs. These tuition rates are guaranteed as long as the student remains in that program for the regular duration of their program."

International students enrolling in course-based master's degrees will pay a program fee based on the minimum course-weights required for a degree (as stated in the current UofA calendar). Students in thesis-based master's and doctoral programs will continue to pay a program fee based on full-time enrollment during every term.

Note that the guarantee will only cover tuition and does not include other fees associated with the cost of graduate programs, such as mandatory non-instructional fees, residence fees, and the costs of textbooks, food, and other necessities.

FGSR will organize information sessions in the coming weeks, and will provide a means for Council members to submit questions electronically. We will also provide regular updates, and we will reach out whenever we need to convey urgent or very specific information.

Discussion:

Council members asked for clarification on what this new guarantee means for students who take courses in Spring and Summer sessions. The Governance and Policy Coordinator, Maria, clarified that Spring and Summer THES 906 registration is required and any courses taken beyond THES 906 will result in additional fees being assessed. This has been the practice since 2011 when the program tuition model was implemented.

The details around the specific cost implications for cost-recovery programs and executive programs are still unclear as the rates have not been approved by the Board of Governors. The FGSR team will look into the specific issues and get back to Council members.

A GSA representative noted that it will be important to communicate with current students that they will not be impacted as it could raise alarm for them if they think that their rates are higher than they had expected. The FGSR Bill 19 team will ensure that an email clarifying impacts to current students goes out as the new admission season starts.

Rob noted that the FGSR team will email out a link to Council members to use in order to post specific questions and they will respond to each as well as use the more general questions to create an ongoing FAQ.

11.0 Question Period

There were no questions.

The meeting was adjourned at 3:33 PM.