

Council of the Faculty of Graduate Studies and Research

Wednesday, April 13, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

Attendance at FGSR Council – April 13, 2016**Department Council Rep**

AFNS, Rene Jacobs
Art & Design, Lianne McTavish
Biochemistry, David Stuart
Business – PhD, Armann Ingolfsson
Chemical & Materials Engineering, Vinay Prasad
Chemistry, Mark McDermott
Civil and Environmental Engineering, Dave Chan
Communication Sciences and Disorders, Teresa Paslawski
East Asian Studies, ???
Educational Policy Studies, Heather Kanuka
Educational Psychology, George Buck
Educational Studies, Elaine Simmt
Elementary Education, Doug Gleddie
English and Film Studies, Julie Rak
History & Classics, E. Ann McDougall
Human Ecology, Arlene Oak
Humanities Computing, Maureen Engle
Linguistics, David Beck
Mathematical & Statistical Sciences, Jochen Kuttler
Med Sci – Lab Med and Path, Monika Keelan
Med Sci-Medical Genetics, Sarah Hughes
Med Sci-Pediatrics, Sujata Persad
Med Sci – Dentistry, Pat Flood
Music, David Gramit
Native Studies, Sean Robertson
Nursing, Pauline Paul
Physical Education & Recreation, Donna Goodwin
School of Public Health, Linda Carroll
Occupational Therapy, Shaniff Esmail
Oncology, Mary Hitt
Philosophy, Ingo Birgandt
Physical Therapy, Mark Hall
Physiology, Greg Funk
Psychiatry, Ester Fujiwara
Renewable Resources, Andreas Hamann
Secondary Education, Catherine Adams
Sociology, Karen Hughes
Women and Gender Studies, Michelle Meagher

Associate Deans Graduate

Arts, Tom Spalding
Education, Jill McClay
Medicine and Dentistry, Hanne Ostegaard

Graduate Program Administrators (GPAC)

Computing Science, Daneel Blair
Anthropology, Heather Cook
Medicine, Maggie Hill

GSA Representatives

Harsh Thaker, GSA VP Academic
Estacio Pereira, Civil and Env Engg
Shichao Yue, Mechanical Engg

Ex officio

Christopher Michell-Viret, Alumni Council

FGSR

Debby Burshtyn, Assoc Dean
Bryan Hogeveen, Assoc Dean
Suzanne Kresta, Assoc Dean
Veronica Smith, Assoc Dean
Mary Sturgeon, Assistant Dean (Administration)
Heather Zwicker, Vice-Provost and Dean
Medha Samarasinghe, Executive and Operations Assistant

Guests/Observers:

Joyce Anderson, FGSR
Andrea Graham, FGSR
SLIS, Grace Jamieson
Ed Policy Studies, Joan White
Faculty of Science, Terri Constantinescu
Biological Sciences, Chesceri Mason Gaifunk
Paul Melançon, Med Sci, SHANTOU

Council of the Faculty of Graduate Studies and Research

Wednesday, April 13, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

1. **Meeting was called to order** at 2:02 pm (Heather Zwicker)
2. **Approval of Agenda**
Moved/Seconded: S Kresta / S Robertson
Approved by show of hands
3. **Approval of Previous Minutes**
Moved/Seconded: H Ostegaard / D Burshtyn
Approved by show of hands
4. **Matters Arising From the Minutes**
None.
5. **Report from the Dean** (Heather Zwicker)
 - Images of Research – Reception, and award winners will be announced at event next Wednesday, April 20, 2016, at 4:30 at Cameron Library
 - 3MT Finals tonight (April 13, 2016) at Convocation Hall
 - Graduate Student Teachers Awards being presented tomorrow night (April 14, 2016) in Fred Pheasey Commons at Donadeo Innovation Centre for Engineering at 4pm
 - May 6 is meeting with Dr Mahadeo Sukai from University of Toronto, who led a study of graduate students with disabilities. He's here to share his research; opportunity for us to learn from this.
 - Reminder that our next FGSR Council meeting has been moved from its originally scheduled date, to May 11, 2016.
 - When students get new awards or renewable awards, FGSR has had a deadline by which students must accept or renew. In the past we've been lenient on the deadlines. Due to the switchover that's occurring on our Awards IT solution during that period, this year we must stick to the July 15 deadlines, otherwise students will not be paid their awards until the next pay period. This has obvious implications for students' ability to pay their tuition and meet other financial

Council of the Faculty of Graduate Studies and Research

Wednesday, April 13, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

commitments. We therefore ask that you reinforce with students and administrative staff that we will be adhering to those deadlines and cannot make exceptions this year.

- We are all waiting for Provincial Budget tomorrow. All indications are that it will be a tough budget, but we're hearing that post-secondary is a priority.
- Questions? None.

6. Post-baccalaureate Certificate in Teaching and Learning in Higher Education (Heather Kanuka)

Dr Kanuka presented the details on this program change, for information.

Questions? None.

7. Research and Scholarship Integrity Policy (David Johnson)

Dr Johnson reviewed the University's policy on Research and Scholarship Integrity.

- Policy and Enforcement procedure, stems from internal audit that looked at how we were treating integrity complaints.
- AASUA have concerns about how we treat things. Some issues happen more in some faculties than others. Can be based on research dollars, the number of people who are doing lab work.
- Issues: plagiarism, credit and authorship, conflicts of interest, and others.
- Audit findings: when complaints came to Provost, they were happy with how they were treated. Chairs, Deans and Grad Advisors were less familiar with the policy. Audit said they must make information more available and provide more information. All supervisors must be familiar with research and scholarship procedure and accompanying policy.
- If you have two documents: 2016 and 2014, and 2016 document has portions of info from 2014 document, this must be brought forward.
- Audit also found that there was confusion on who the research integrity policy monitor is. It's Dr Harvey Krahn from Sociology. He's your contact if situations arise. He can also deal with the apprehension of bias.
- If you encounter anything that looks like a lack of research integrity, don't invent your own process. Submit it to the Office of the Provost.

Council of the Faculty of Graduate Studies and Research

Wednesday, April 13, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

- Research & scholastic integrity:
 - applies standards of honesty
 - ethical standards
 - include only those people who made substantive contributions
 - acknowledge and cite the contribution of others
 - comply with regulations regarding source
 - avoid conflicts of interest
 - conflicts of commitment; e.g. charitable supervisor who gives financially struggling student some money
 - manage all funds according to university policy
 - abide by all other principles, other university policy

Question from Council member –if there are issues to applications to Tricouncil for student and fellowships, does that have to go through your office?

- Students, no, but we get into grey area with Post Doc Fellowships. Call our office to discuss it.
- dj@ualberta.ca email if you have any questions

8. **Motion: Laddering Diplomas and Certificates into Course-based Master's** (Debby Burshtyn)

Dr Burshtyn introduced this topic and asked for final input before putting the item to a vote.

Motion: *Be it resolved that the Faculty of Graduate Studies and Research Council approve the proposed Calendar and GPM wording for laddering of Post Baccalaureate Certificates into Course-based Master's programs.*

- Dr Burshtyn pointed out the addition of an extra clause that's highlighted in green in the Council package handout. That was done to align it with policy on transfer credit.

Questions? Friendly amendments? None.

Moved/seconded: D Burshtyn / P Paul

Vote (Yes/No/Abstain): 50/0/1

Council of the Faculty of Graduate Studies and Research

Wednesday, April 13, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

9. **Curriculum Retreat June 21, 2016** (Heather Zwicker)

Dr Zwicker provided an overview of plans and background on Stanford dSchool for this FGSR Council retreat.

- Curriculum change and Doctoral education. If a PhD is not designed to produce professors, if that's not the majority outcome, then what should we be doing for our doctoral students? Universities across the world are thinking about this. Could we be doing something different? Could we be thinking about research, about collaboration differently?
- Bringing this to you through the Government of Alberta Professional Development Grant. It is the first step in finding answers. Believe it will take different forms, pilots because the PhD has never been just one thing. This will take years to find answers; but this event will give you the tools to start thinking about how you may reconfigure or reconceive the PhD program in your own area.
- Committed to "local" solutions. Come in teams of three so that you have someone to talk to about it afterwards. You're welcome to nominate people from your department if you can't make it. We want to create momentum so that you can carry that forward beyond June 22. If your term is ending, suggest you invite your successor.
- Day will look like this:
 1. Presentation by dSchool on Design Thinking
 2. Clearer articulation of the challenge – why are we thinking about doctoral programs?
High level picture
 3. Interviews with doctoral students – who are at the beginning, middle and end of their programs – Divide into three groups and talk to each of the groups of students (you will be split up from your two colleagues here). Goal is to understand the students' perspectives on what the PhD program is like
 4. Synthesis exercise – what have we learned. Move through design synthesis tool to share insights, identify unmet needs. Next move through departmental perspective
 5. Build prototypes. This might mean a micro-course, a new model for funding, co-creating a program with another department, "new doctoral rhythms"
 6. Recap and close
- Video link: <https://vimeo.com/137270432>
- In addition to the retreat, we will host a public mini workshop on the 22nd, likely in the morning.

Council of the Faculty of Graduate Studies and Research

Wednesday, April 13, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

Questions?

Is calling it a PhD intentional?

- Doctoral in general; thanks for the correction.

How is the GSA involved?

- The GSA will help in providing the students. Hope that we establish good ways of communicating with students as well in ways that are useful and answers their needs.

In Education, about 20% of students don't fall into the graduate demographic. They're 40/50 years old; can you include them?

- Yes.

10. **Update on Grad Admissions and Awards Systems** (Mary Sturgeon)

Mary Sturgeon provided an update on the progress and general feedback on the new Grad Admissions and Grad Awards online solutions.

Questions?

Will there be an opportunity for more enhancements?

- Yes, we anticipate two or three rounds of enhancements in the first 12 to 18 months after the tool is released.

11. **Professional Development Update** (Andrea Graham)

Andrea Graham provided an update on the Graduate Student Professional Development program, funded by a grant from the Government of Alberta.

- Second year of funding from GoA is in.
- 30 students in total have been placed into internships and 15 in hiring pipeline. Still time to sign up if you want one of these students working for you.
- 90 students want to do a job shadow in the fall. With a new hire we can meet demand and grow this offering. Takes about 12 hours to find a mentor and to find a job shadow opportunity.
- Hiring a communications person in the next month.

Questions? None.

Council of the Faculty of Graduate Studies and Research

Wednesday, April 13, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

12. **Report from the Associate Deans** (Suzanne Kresta)

- FGSR's Associate Deans do a case review every week, to look for themes, try to unpack these themes and keep ahead of policy. Two things to alert you to:
- First is plagiarism. Paper-based world limited the incentive to plagiarize. Now have a completely different situation. Copy and paste function is reflexive. When they do literature review, they're keeping notes, highlighting things. They may be from a country where their belief is that they don't have anything worthwhile to say in my own words, they're still learning the language, etc.
- We talk about putting the learning objective in the introductory chapter. We want to start to see this as a learning exercise rather than a hoop to jump through.
- Students don't understand the risk they're under.
- Office of Student Conduct and Accountability survey, insurance policy for you and your students. Practical recommendation is to have a note file separate from their intro chapter file. This easy practice can reduce the risk of making an unintentional mistake.

Questions?

The Library has multiple tools for plagiarism. We've noted issues with international students. Would FGSR do something that would go on the library website that's applicable to grad students?

- What if FGSR hosted a PD session for grad students? Is that useful? (general nods of agreement)

Other Comments from Council members:

- Office of Student Ombuds had three new cases that fall into this category yesterday. We are a strong supporter of including this in professional development offering. Students need help understanding what paraphrasing is. Suggest sending them to Stephen Kuntz and Wendy Doughty in Student Success Centre. Doing that earlier would be beneficial.
- M Engel - Humanities Computing has a writing across the curriculum director. He could host a workshop.
- There's a supervisory element to this as well. Supervisors are not necessarily reporting these things right away; they are following their own processes. Often coming to Office of Student Ombuds too late. Or applying discipline too early.

Council of the Faculty of Graduate Studies and Research

Wednesday, April 13, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

- Another council member suggests a session wouldn't be helpful. Combination of what M Engel said, and a best practices document. Suggest that a session at FGSR would attract the people who have the least need. It would be away from the location of education. Needs to happen within the department.
- S Kresta – incidences of plagiarism are discipline specific. When we get in to detail, we really have to think carefully about what they're doing. Encourage creating best practices documents within your departments.
- Second item: this council requested program requirements be delegated to departments. (*Erratum: Faculties set program requirements.*) Traditional grad student handbook has moved onto the web. What we're beginning to see is that when a student is admitted, there is one set of rules, but over time the web pages are updated but staff and grad coordinators haven't captured the historical rules that appeared on the webpages years ago.
- Need to leave this with departments to give you a heads up that it's a risk, and suggest you capture your program requirements in some sort of hard copy format. Similar to how the University Calendar is archived each year. May want to include the requirements in your offer documentation to students. Ensure those documents are passed along to the appropriate people if you move on.

13. Report from the GSA

No GSA members were available to present their report; report was as delivered through a written submission to Council.

13. Adjournment

Meeting was adjourned at 3:15 pm