

Council of the Faculty of Graduate Studies and Research

Wednesday, September 14, 2016

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

Attendance at FGSR Council – Sept 14, 2016**Department Council Rep**

AFNS, Vera Mazurak
Anthropology, Andie Palmer
Art & Design, Lianne McTavish
Biochemistry, David Stuart
Bio Sci, Tracy Ravio
Business – PhD, David Deephouse
Chemical & Materials Engineering, Vinay Prasad
Civil and Environmental Engineering, Dave Chan
Communication Sciences and Disorders, Teresa Paslawski
Computing Science, Jia You
Drama, Lee Livingstone
East Asian Studies, Walter Dixon
Educational Policy Studies, Evelyn Steinhauer
Educational Psychology, Veronica Smith
Elementary Education, Doug Gleddie
English and Film Studies, Julie Rak
Extension (MACT, MACE), Gordon Gow
Faculté Saint-Jean, Samira El Atia
History & Classics, Margreit Haagsma
Human Ecology, Deanna Williamson
Humanities Computing, Maureen Engel
Library and Information Studies, Ali Shiri
Linguistics, David Beck
Mathematical & Statistical Sciences, Jochen Kuttler
Med Sci-Medical Genetics, Sarah Hughes
Med Sci – Grad Program, FoMD, Elena Posse de Chaves
Modern Languages and Cultural Studies, Carrie Smith-Prei
Music, Christina Gier
Native Studies, Sean Robertson
Nursing, Pauline Paul
Occupational Therapy, Lili Liu
Oncology, Alan Underhill
Pediatrics, Sujata Persad
Pharmacology, Harley Kurata
Philosophy, Ingo Birgandt
Phys Ed and Rec, Normand Boule
Physical Therapy, Mark Hall
Political Science, Cressida Heyes
Psychiatry, Tara Checknita
Psychology, Anthony Singhal
Religious Studies, Ryan Dunch
School of Public Health, Linda Carroll
Secondary Education, Catherine Adams
Sociology, Amy Kaler
Surgery, Thomas Churchill
Women and Gender Studies, Michelle Meagher

Associate Deans Graduate

Arts, Tom Spalding
Education, Jill McClay

Graduate Program Administrators (GPAC)

Anthropology, Heather Cook
Faculty of Extension, Eileen Crookes

GSA Representatives

Sarah Ficko, GSA President
Firouz Khodayari, GSA VP Academic
Ahmad Al-Dabbagh, ECE
Issac Awotwe, Economics
Lebogang Disele, Drama
Clara Fallone, Medical Physics
Aryan Karimi, Sociologu
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
Michael Julius, Psychiatry

Ex officio

Christopher Michell-Viret, Alumni Council

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

Guests/Observers:

Joyce Anderson, FGSR
Janice Hurlburt, FGSR
Deanna Davis, FGSR
Renee Polziehn, FGSR
Brent Epperson, Graduate Ombudsperson
Joan White, Ed Policy Studies

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1. **Meeting was called to order** at 2:03 pm (Heather Zwicker)

2. **Approval of Agenda**

Approved.

3. **Approval of Previous Minutes**

H Zwicker noted that May 11, 2016 Minutes, a question asked by a Council Member about Item 8 on Yonsei Dual Degree, "How are tuition fees paid?"

- The answer in the minutes is incorrect.
- Students pay at the institution at which they are attending for the term
- We have corrected the Minutes accordingly, and amended version of Minutes will be published to FGSR's website

Moved/Seconded: Pauline Paul / Tom Spalding

Approved by show of hands.

4. **Matters Arising From the Minutes**

None.

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

Working with new GSA Exec and this is first opportunity to introduce them. Recognized all the executive from GSA. Courtney Thomas is new Exec Director who has replaced Ellen Schoek.

Welcome to new FGSR Council members. Review voting rules and meaning of coloured dots on your name cards.

FGSR Council gives us opportunity to talk across disciplines. We determine the things that affect grad students. Opportunity to share ideas, best practices, mentors, make connections. If there are any issues FGSR Council should be discussing, please send Heather Zwicker a note. Wish to make this a place where your time is valuably spent. If you have teaching conflicts; you can always send a delegate to represent your department.

Welcome new Associate Deans at FGSR, John Nychka and Naomi Krogman. Debby Burshtyn is also now Vice Dean of FGSR. Associate Deans are assigned specific department portfolios; our success is measured by working with you to make things happen for students. We run an open shop; get in touch. Mary Sturgeon is leaving FGSR to take a position at the City of Edmonton. FGSR is moving forward with a search for a new Assistant Dean.

Travel Funding for grad students has been doubled; we were able to fund all the requests we received.

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Policy Review Committee this year will be looking at a few issues: review exam procedures; review of delegated authority – that is responsibilities that were turned over to faculties/departments. Do we have the right balance of authority and responsibility?

Thank you to outgoing members of the Academic Appeals Committee David Stuart, and David Beck.

FGSR is represented on each review, chair, dean selection committee. Given the number of these, that can be a lot to take on. We'd like to create a college of reviewers. If you're interested in representing this body on chair search and selection or review committees, please get in touch with Heather Zwicker.

PhD recruitment funds. GEFAC is a body of Associate Deans Graduate from all faculties. Money is not always spent and allocation formula is not as strong as it could be. Needs to reflect the diversity of Council. Small committee will look at this fund and decide on the formula for allocation. Associate Deans, grad coordinators to be involved. Bryan Hogeveen will be chairing but you can write a note to Heather Zwicker if you wish to participate.

Fall Convocation, again we will host a reception for PhDs on evening of second day. Co-hosting with reception for Hon. Docs. Invites coming soon.

FGSR service commitment. Sent out a survey to all of you this time last year. We will repeat the survey again this year; look for again in the next couple of weeks.

Lionel Laroche talk in August was highly informative. Laroche consults for multicultural workforces or international student body. Canadians have one of the most narrow bands of positive to negative feedback. FGSR will bring him back if there's interest from this Council to address issues for international students.

Questions/Comments

None.

D Burshtyn discussed selection of Dean of FGSR. Dean Zwicker's interim term goes to June 30 2017. Debby Burshtyn is faculty liaison to bring back names to populate that committee. Open search, first meeting in November, interviews and decisions in early April. GFC policy defines search and selection process. Opportunity to add members.

- delegate of Office of the Provost, Wendy Rodgers
- GFC
- Deans council
- 3 faculty members from FGSR. Council will elect by voting. When we send out email with particulars, names will come back to Debby Burshtyn or Medha Samarasinghe. Change to

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how scheduling is being done for committees. You have to be available for predetermined dates for committees. You will need to block your calendar for those times.

- GSA – two students
- GPAC – one rep
- NASA rep from staff of FGSR

6a. Election of PRC Members (Deborah Burshtyn)

D Burshtyn presented nominees for Policy Review Committee

Motion: Be it resolved that the Council of Faculty of Graduate Studies and Research approve the nomination of the following members to the FGSR Policy Review Committee for terms of two years:

Mark Hall, Physical Therapy

Tracy Raivio, Biological Sciences

Moved/seconded: Debby Burshtyn/Maureen Engel

Vote (Yes/No/Abstain): 61/0/0

6b. Election of Academic Appeals Committee

D Burshtyn presented nominees for Academic Appeals Committee

Motion: Be it resolved that the Council of Faculty of Graduate Studies and Research approve the nomination of the following members to the FGSR Academic Appeals Committee for the indicated terms:

Esther Fujiwara, Psychiatry – 2 years

Cressida Heyes, Political Science – 1 year

Mark McDermott, Chemistry – 2 years

Ali Shiri, Library and Information Studies – 2 years

Veronica Smith, Educational Psychology – 2 years

Alan Wilman, Biomedical Engineering – 2 years

Moved / seconded: Debby Burshtyn / Christine Gier

Vote (Yes/No/Abstain): 62/0/1

7. Quality Assurance Overview (Amy Dambrowitz / Kate Peters)

A Dambrowitz and K Peters provided an overview of the forthcoming graduate program Quality Assurance initiative, led by the Office of the Provost. Materials were attached to the last council package.

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H Zwicker - FGSR has been working with Provost's Office on a template for the self study. Will be looking for feedback from units that have undergone it. Data package produced by Strategic Analysis and Data Warehousing. Minimize the burden and maximize the usefulness.

Questions/Comments

Student Council Member – What's the student experience criterion? How will grad students be involved in reviews?

H Zwicker - We would look at grad enrollments and graduation rates. Grad students would be consulted as part of visiting tour of the faculty. Narrative will tell us more about the specific faculty, with data pulled from National Survey of Student Engagement (NSSE) and Canadian Graduate and Professional Student Survey (CGPSS). We are speaking with Associate Deans on how we can get a student snapshot that is relevant.

Department Council Member – Looks like an elaborate and cumbersome process. Timelines from Oct to Dec to prepare materials and go out for review is very tight.

A Dambrowitz – we are pressed with the need to start. We've been starting to prepare the data well in advance of the scheduled reviews. Units up first know it's coming.

H Zwicker – pre-meeting with Deputy Provost and Dean of FGSR. This is a decision making meeting about what exactly we want to review at graduate level.

8. Curricular Change – Grant Program Overview (John Nychka)

J Nychka provided an overview of the work done at the retreat in June, the Graduate Curricular Workshop, and the Grant Program to support graduate program curriculum change. As a next step, we are offering microgrants to allow for prototyping of ideas for curricular change. \$10,000 to explore, test ideas you have. Program runs over two years, providing up to 20 grants/year. We want to enable you to try or do something in order to figure out what might be a long term, sustainable change. Details of the competition will follow.

Questions/Comments

There was discussion about the timelines for the grants and the themes from the retreat.

Rational relationship between the size of the grant and the amount of effort required to secure the grant funding.

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Themes from the retreat included: Supervision models, content of supervision – deep and narrow, or shallow and broad

9. **Graduate Teaching and Learning** (Suzanne Kresta)

S Kresta provided an overview of the Graduate Teaching and Learning program. The Graduate Teaching and Learning Program was reviewed over 2015/16 and distributed to FGSR Council in September. As a result of the review, changes and additions were proposed and presented to FGSR Council. Two new levels have been proposed that will have distinct transcript notations. An overview of the proposed program and the review was attached to the September meeting package.

Questions/Comments

The Idea to put presentation/public speaking skills into this program was raised and these could be incorporated based on alignment.

What's the uptake of the program between the different departments? It is variable and some have made it mandatory.

Concern raised that it appears to be set up for PhDs and if there a streamlined version for master's students?

AD Kresta replied it is set it up so that you could complete it over the course of a master's program.

10. **Individual Development Plan** (Heather Zwicker)

H Zwicker talks of PD requirement coming in to effect: 8 hours of PD plus the Individual Development Plan.

Gives people an opportunity to sit down near the beginning of the degree and think of where it might be going. Individual career planning. Requires students to think through the future path of their degrees and professional career. Packages were available.

Recognized Andrea Graham, Renee Polzeihn and Deanna Davis for pulling this together.

11. **Changes to AGRMT Courses** (Deborah Burshtyn)

D Burshtyn discussed proposed changes to AGRMT Courses to provide proper fee charges for these students in Spring/Summer.

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Motion: *Be it resolved that the Council of the Faculty of Graduate Studies and Research approve the proposed new course AGRMT 906, and the renumbering of AGRMT 900 to 903, for early implementation Spring 2017.*

Questions/Comments

None.

Moved/seconded: Debby Burshtyn / David Deephouse

Vote (Yes/No/Abstain): 56/0/2

12. **Governance Update** (Deborah Burshtyn)

Report was distributed with meeting package. D Burshtyn provided an update on proposals, policy changes and initiatives moving through Governance. Council agreed having the reports was useful.

13. **FGSR Systems Update** (Mary Sturgeon)

M Sturgeon provided an update on the implementation and roll out of the new Graduate Admissions and Graduate Awards IT solutions.

Questions/Comments

None

14. **Report from the Graduate Students' Association** (TBC)

Highlights: currently developing strategic work plan; going through a consultation process. Will be coming out in the next few months.

Participated in 35 departmental orientations with FGSR – was valuable to do it this way. Helping students understand the differences between the two organizations.

PD event this year will be an info-fair format – all units that offer PD-related services are participating.

Adjournment

Meeting was adjourned at 3:53pm