

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

Wednesday, September 13, 2017

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

**Attendance at FGSR Council – Sept. 13**
**Department/Unit Faculty Representatives**

Agricultural, Food & Nutritional Science  
 Anthropology  
 Art & Design  
 Biochemistry  
 Business (non-departmentalized) - MBA  
 Business (non-departmentalized) - PhD  
 Chemistry  
 Civil & Environmental Engineering  
 Communication Sciences & Disorders  
 Computing Science  
 Drama  
 Economics  
 Educational Policy Studies  
 Educational Psychology  
 Educational Studies  
 Elementary Education  
 English and Film Studies  
 Faculte Saint-Jean (non-departmentalized)  
 History & Classics  
 Humanities Computing  
 Laboratory Medicine & Pathology  
 Law (non-departmentalized)  
 Library & Information Studies  
 Mathematical & Statistical Science  
 Mechanical Engineering  
 Medical Genetics (Medical Sciences)  
 Modern Languages & Cultural Studies  
 Music  
 Nursing (non-departmentalized)  
 Occupational Therapy  
 Oncology  
 Pharmacology  
 Pharmacy & Pharmaceutical Sciences  
 (non-departmentalized)  
 Philosophy  
 Physical Education & Recreation  
 (non-departmentalized)  
 Physical Therapy  
 Political Science  
 Psychiatry  
 Psychology  
 Rehabilitation Medicine - Rehabilitation  
 Sciences  
 Religious Studies  
 Renewable Resources  
 Resource Economics & Environmental  
 Sociology  
 Secondary Education  
 Women's and Gender Studies

Vera Mazurak  
 Andie Palmer  
 Lisa Claypool  
 David Stuart  
 Michael Maier  
 David Deephouse  
 Mark McDermott  
 Dave Chan  
 Carol Bolick  
 Janelle Harms  
 Piet Defraeye  
 Heather Eckert  
 Jorge Sousa  
 Veronica Smith  
 Elaine Simmt  
 Doug Gleddie  
 Albert Braz  
 Samira El Atia  
 Margriet Haagsma  
 Maureen Engel  
 Jelena Holovati  
 Barb Billingsley  
 Grace Jamieson  
 Jochen Kuttler  
 Morris Flynn  
 Sarah Hughes  
 Micah True  
 Christina Gier  
 Diane Kunyk  
 Lili Liu  
 Mary Hitt  
 Amy Tse  
 Scot Simpson  
  
 Ingo Brigandt  
 Normand Boule  
  
 Mark Hall  
 Yasmeen Abu-Laban  
 Tara Checknita  
 Anthony Singhal  
 Patricia Manns  
  
 Felice Lifshitz  
 Andreas Hamann  
 James Rude  
  
 Catherine Adams  
 Felice Lifshitz

**Associate Deans (Graduate) Representatives for Departmentalized Faculties**

Arts	Tom Spalding
Education	Elaine Simmt
Medicine & Dentistry	Hanne Ostergaard
Rehabilitation Medicine	Trish Manns
Science	Renee Elio

**Ex-Officio Representatives**

FGSR Dean & Vice-Provost (FGSR Council Chair)	Dean Zwicker
FGSR Vice-Dean	Debby Burshtyn
FGSR Associate Dean	Bryan Hogeveen
FGSR Associate Dean	Robin Everall
FGSR Associate Dean	Naomi Krogman
FGSR Associate Dean	John Nychka
Senior Administrative Officer, FGSR (Secretary)	Amy Dambrowitz
Vice-Provost and University Registrar (or Delegate)	Thomas Hidson
Director, Centre for Teaching & Learning* Chair, FGSR Academic Appeals Committee*	Janice Miller-Young Andie Palmer

**Graduate Program Administrators Committee (GPAC) Representatives**

Faculty of Extension	Eileen Crookes
Department of Anthropology	Heather Cook

**Graduate Student Association (GSA)**

VP Labour	Sasha van der Klein
Ophthalmology and Visual Science	Ted Han
Medical Physics	Clara Fallone
Pediatrics	Maryam Kebbe
Civil and Environmental Engineering	Tony Zheng
Pharmacology	Andrew Woodman
Renewable Resources	Liz Fedra Huayta Hernani
Medicine	Kerolous Messeha
Electrical & Computer Engineering	Adan Wang
Chemical & Mechanical Engineering	Abdulrahman Albeladi

**Observers – Non-Voting**

FGSR Executive Assistant & Operations*	Andrea Riewe
Alumni Council - FGSR Representative*	Christopher Michell-Viret
Graduate Ombudsperson*	Brent Epperson
Executive Assistant to the Vice Dean and Associate Deans*	Dena Giroux
Governance Policy Coordinator*	Janice Hurlburt
PD Instructional Design Specialist*	Deanna Davis
Supervisor-Admissions/Programs*	Joyce Anderson

\*Non-Voting

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## **FGSR Council September 13, 2017**

### **1.0 Call to Order 2:04 PM**

### **2.0 Approval of Agenda for September 13, 2017**

Moved/seconded: Chris Michell-Viret/Bryan Hogeveen  
Approved by a show of hands.

### **3.0 Approval of Minutes of May 17, 2017**

Moved/Seconded: David Deephouse/Mark Hall  
Approved by a show of hands.

### **4.0 Matters Arising from the Minutes**

None

### **5.0 Report from the Dean (Heather Zwicker)**

#### **WELCOME AND INTRODUCTIONS**

New representatives were welcomed to FGSR Council and introduced to the Vice Dean (Debby Burshtyn), Associate Deans (Bryan Hogeveen, John Nychka, Naomi Krogman, and Robin Everall), and Assistant Dean (Amy Dambrowitz).

#### **USCHOOL**

USchool bring students from socially vulnerable, Indigenous, and northern/rural communities to U of A for a week of inquiry-based learning on campus in order to plant the seed about post-secondary education. USchool welcomes graduate students who would like to learn how to deliver engaging, hands-on, age-appropriate lessons in their area of expertise. Council members are asked to encourage their students to participate.

#### **DEVELOPING A CULTURE OF MENTORSHIP (Naomi Krogman)**

The second wave of FGSR-led mentorship development sessions will run throughout the 2017-18 academic year, with sessions planned for Fall and Spring terms. The sessions are aimed at Supervisors and Graduate Coordinators, and participants are provided with session materials and literature to allow them to lead similar sessions in their home faculties/departments. Watch your email for event details and please encourage your colleagues to attend. Contact Naomi Krogman for more information.

#### **SSHRC PAID PARENTAL LEAVE CHANGES**

All SSHRC training award holders are now eligible for paid parental leave (in alignment with CIHR and NSERC). Until now, training award holders had to confirm they were not eligible for other parental leave

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benefits programs in order to be eligible. The Tri-Agency Research Training Award Holder's Guide was updated accordingly on April 1, 2017.

**PARENT LINK**

FGSR is working on a new initiative that will support graduate student parents. The FGSR Parent Link, launching in Fall 2017, will meet monthly and offer students informal discussion with other graduate student parents; access to information about institutional policy, campus support, and other resources; opportunities to engage with academic and non-academic role models; and career development sessions including CV/resume building, the academic interview, and time management. For more information, contact Deanna Davis.

**QUALITY ASSURANCE / PROGRAM REVIEWS**

The first set of five faculty quality assurance reviews was completed last year in collaboration with the Office of the Provost and Vice-president (Academic). The quality assurance schedule for the next 7 years is now available on the Provost's Office website. ([www.ualberta.ca/provost/our-initiatives/quality-assurance](http://www.ualberta.ca/provost/our-initiatives/quality-assurance))

**GRADUATE STUDENT MANAGEMENT SYSTEM (GSMS) UPDATES**

FGSR has been working closely with IST and to complete work on the six top priorities for the admissions system by our deadline of October 1. Three of the six new functions have been released to the community (with three more to follow in September) and training will be available throughout the fall.

Due to technical issues, the awards nomination forms were sent late. As a result, nomination deadlines have been extended to October 16, 2017 for Inter-Departmental Award Competitions and November 1 for Department-Specific Awards.

*Question: Will the university continue to go forward with the GSMS as the application system for graduate programs? Reply (H. Zwicker): Yes. We have met the requirement to go forward. The GSMS technical team has applied 6 major upgrades to the system in a fixed timeframe with a fixed budget.*

**FGSR EXTERNAL EXAMINERS FUND**

FGSR has funds available to support external examiner travel (\$500 per award; total funds available: \$30K). Requests for funding can be sent to Andrea Riewe.

**PROFESSIONAL DEVELOPMENT REQUIREMENT - CHANGES (Deanna Davis)**

**NEW DEFINITION OF PD** - the FGSR PD team has updated the definition of professional development to: *"the active acquisition of skills, knowledge, and mindset to fully realize one's strengths and potential in all environments. It sets up individuals for success in achieving their goals while giving them the ability to meet, exceed and adapt to personal, career, and societal responsibilities within the context of a changing world."*

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NEW PD ACTIVITY GUIDELINES - The change in definition is accompanied by a change in the guideline for what a professional development activity should include to be considered as part of the graduate student professional development program. While departments have the final say on what does and does not count towards the 8 hours of PD activities, the updated guideline is: *a PD activity must develop skills, knowledge or mindset and include three components: 1) formal training or active learning with an assessment component; 2) fall outside of research methods training, capstone project, thesis or equivalent, and required practicum; and 3) supports the career goals and/or seven skills/competencies identified in the individual development plan.* This refined professional development activities guideline applies to all sessions starting Fall 2017. Previous professional development sessions will still be recognized for professional development credit.

NEW IDP FOR PROFESSIONALS (IDP Pro) - Recognizing that many of our graduate students have extensive experience in the workplace or are currently working in their chosen careers, we have developed a new IDP Workbook--the IDP for Professionals (or the IDP Pro).

#### GRADUATE STUDENT INTERNSHIPS

Through our partnership with IPAC (Institute of Public Administration of Canada), we currently have 6 interns working in the public service and we are looking to create between 12 and 18 additional placements for the upcoming year (Jan - Dec 2018). Ministry of Education internships are also available. Internship listings can be found on the CAPS website. ([capsconnections.ualberta.ca](http://capsconnections.ualberta.ca))

#### DOCTORAL MICROGRANTS

The deadline for the first call for the 2017-2018 Doctoral Microgrants has been extended to October 20th. Award holders will be meeting this Fall for a networking and sharing event and FGSR will host a focus group in Winter term to evaluate the program to date.

#### AWARDS SEASON

Workshops to support student applications (including the Vanier, SSHRC, and NSERC doctoral scholarships) are complete or underway. The CGS-M Scholarship information session will be held October 25 from 2:30 PM – 4:30 PM.

Upcoming deadlines: NSERC Doctoral Scholarship applications are due to FGSR on October 16th; SSHRC Doctoral Scholarship applications are due to FGSR on October 31; the CGS-M portal closes on December 1; and departments must submit all ranked applications for Killam and Andrew Stewart awards to FGSR by February 15.

*Question: ResearchNet has a posted deadline of September 19 for submission of supporting documentation for Vanier Awards, which differs from the September 18 deadline that FGSR has promoted. Which is correct? Reply (H. Zwicker): We will follow up and have the information corrected.*

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#### TUITION AND BUDGET MODEL REVIEWS

The Government of Alberta has been reviewing the tuition model for post-secondary education and the budget model for the entire post-secondary sector. Reports are expected this fall. The results of these reviews will have significant implications for the funding of graduate programs.

*There were no further questions or comments.*

#### **6.0 Microgrant Presentation (Robyn Braun, Research Communications Officer, Department of Mechanical Engineering)**

The Department of Mechanical Engineering has used its first doctoral microgrant to pose the question: "Are PhD students graduating with the skills they need to succeed in industry and, if not, what skills are they missing?" A survey was sent to 85 companies and followed up with 11 in-depth interviews with industry representatives. Two deficiencies were identified: the capacity to listen to client needs (preferably developed in a real-world setting), and the ability to adjust communications to be audience-appropriate. They are now surveying 2010 PhD graduates from their department to ask about their communication skills when they graduated. They have also completed a literature review on how to teach listening to engineers.

The department has been awarded a second grant to pilot the teaching of writing and interview skills to PhD candidates in Engineering, based on the information they collected from the surveys and literature review.

*Question: Will this work translate into new program content for graduate students? Reply (R. Braun): Yes. We are planning to include communications as part of the mandatory content for our PhD programs.*

*Question: Will these outcomes be applied outside the funded departments? Reply (H. Zwicker): The microgrants program is a deliberate effort to increase PhD employability and, while curricular change works best at the discipline level, it is our expectation that innovations can be shared. Reply (J. Nychka): We want to evolve the PhD, but we are not planning to achieve that change through top-down dictation of additional program requirements.*

#### **7.0 Standing Committees (Debby Burshtyn)**

##### MOTION: POLICY REVIEW COMMITTEE TERMS OF REFERENCE

Policy Review Committee (PRC) is proposing changes to their Terms of Reference to better reflect the current roles on the committee and to improve alignment with University of Alberta academic governance principles for ex officio, voting and non-voting members. The most significant change is for the VP-Academic of the Graduate Students' Association (GSA) to be ex officio in order to bring policy

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issues forward. The VP-Academic of the GSA serves on many other related governance committees in the university and already regularly attends PRC. The Office of Student Conduct and Accountability has also been removed as a standing member, with the intention that a representative will be included when there is policy under discussion that relates to the Student Code of Conduct.

***MOTION:** Be it resolved that the Council of the Faculty of Graduate Studies and Research approves changes to the terms of reference of the Policy Review Committee.*

***Moved/Seconded:** Debby Burshtyn/ Bryan Hogeveen*

Discussion of the motion:

A friendly amendment was suggested, reworked and accepted to state that, each year, one graduate student member of FGSR Council will be elected by the graduate students members of FGSR Council to represent graduate students on the PRC in the following academic year.

*Question called by Heather Zwicker.*

***Motion was approved.***

MOTION: POLICY REVIEW COMMITTEE MEMBERSHIP

***MOTION:** Be it resolved that the Council of the Faculty of Graduate Studies and Research approves the membership of the Policy Review Committee for 2017/18.*

***Moved/Seconded:** Debby Burshtyn/John Nychka*

There was no discussion of the motion.

*Question called by Heather Zwicker.*

***Motion was approved.***

MOTION: APPEALS COMMITTEE MEMBERSHIP

***MOTION:** Be it resolved that the Council of the Faculty of Graduate Studies and Research ratifies the appointment of the membership of the Academic Appeals Committee for 2017/18.*

***Moved/Seconded:** Debby Burshtyn/David Deephouse*

There was no discussion of the motion.

*Question called by Heather Zwicker.*

***Motion was approved.***

## 8.0 MSc in Physical Therapy/PhD in Rehabilitation Science (Patricia Manns)

The combined MScPT/PhD program brings together two existing programs to achieve efficiencies that help exceptional students seamlessly complete combined clinical and research studies, encouraging the

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development of clinician scientists and reducing the number of required classes with overlapping content. Two options for flow of the program are proposed: start in the PhD or start in the MScPT.

***MOTION:** Be it resolved that the Council of the Faculty of Graduate Studies and Research approves the MSc in Physical Therapy/PhD in Rehabilitation Science.*

***Moved/Seconded:** Patricia Manns/Mark Hall*

Discussion of the motion:

- Concerns were raised that the estimated total cost of tuition and fees for the proposed program were miscalculated. A friendly amendment for factual correction will be made before further circulation.
- A question was raised whether students would be allowed to apply from within the existing programs. Reply (D. Burshtyn): Yes, if they meet the requirements.
- Questions were raised about funding through CIHR, and RA/TA mechanisms. Reply (P. Manns): CIHR: the students are expected to be highly competitive during the research phase of the program. RA/TA: The students will be encouraged to apply during the PhD component of their program. These additional students (~2 per year) are not expected significantly affect funding opportunities for regular-stream PhD students. No minimum funding will be in place for these students.
- A question was asked about the suitability of the 6-year maximum time to completion. Reply (P. Manns): The program will only be open to exceptional students and the department will need to work with supervisors to balance clinical demands with research efforts.

*Question called by Heather Zwicker.*

***Motion was approved.** (50 approve, 7 abstain, 0 opposed)*

## 9.0 Art & Design - Course-based MA in HADVC (Lisa Claypool)

There are currently two graduate degrees offered in the History of Art, Design and Visual Culture (HADVC), the thesis-based Master of Arts (MA) and the thesis-based PhD. These are offered through the Department of Art and Design in the Faculty of Arts. This proposal is to add a course-based MA in the History of Art, Design and Visual Culture. The program is expected to support curators and educators, as well as international students looking to bridge their expertise to the Canadian context.

***MOTION:** Be it resolved that the Council of the Faculty of Graduate Studies and Research approves the course-based MA in History of Art, Design and Visual Culture.*

***Moved/Seconded:** Lisa Claypool/Tom Spalding*

Discussion of the motion:

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- A clarification was requested as to whether the program will bring down the costs of program delivery for the university or the students. A friendly amendment for factual correction will be made before further circulation to indicate that the cost of delivery will be reduced.
- A question was asked as to whether this program will be in direct competition with the Arts Administration program at MacEwan University. It was confirmed that consultation included the Faculty of Fine Arts at MacEwan and the MA in HADVC, which is not solely aimed at developing administrators, is not deemed to be in competition.
- A clarification was proposed to specify that the students will be allowed to choose courses from outside the department, including courses in Drama and Fine Arts. The change will be made before further circulation.
- Clarification was requested as to whether or not the students were expected to complete their coursework and their capstone project within one calendar year. Reply: The program will be planning ahead to manage variation, especially since some students are expected to be part-time. A follow up question asked how the department plans to balance expectations for course- and thesis- based students who would be taking the same courses, but with different loads and timelines. Reply: The differences in program timing and the expectations of a capstone (not defended) should allow for balance.

*Question called by Heather Zwicker.*

**Motion was approved.** (50 approve, 7 abstain, 0 opposed)

#### **10.0 Alberta School of Business - request to waive ELP for programs offered in a language other than English (Michael Maier)**

FGSR Council was asked to allow the Alberta School of Business to waive the English Language Proficiency (ELP) requirement in order to offer a degree where the language of instruction is in Mandarin, without determining the ELP of the applicants.

One program (MFM) has already been approved in 2014 and is about to be renewed. The program has yet to be implemented. An agreement for the MBA to be delivered in Mandarin is soon to be approved by the Provost. As such, the discussion on this motion was not about approving delivery of a program in Chinese. Instead, this discussion was about allowing the program to waive the ELP admission requirement, putting the admission standard for this program below the FGSR minimum.

The Provost and Vice-President (Academic) had asked FGSR Council to review this matter, as the university is being asked to approve an agreement with the partner university that indicates an ELP waiver. It is important to note that the transcript for students in this program will indicate the courses are taught in Chinese. Regarding quality assurance, the program will be reviewed following the same standards as other programs during the internal review/accreditation reviews for the Alberta School of Business.

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***MOTION:** Be it resolved that the Council of the Faculty of Graduate Studies and Research approves the Calendar Change to allow the Faculty of Graduate Studies and Research and the Alberta School of Business to waive the ELP requirement for students entering programs offered in languages other than English.*

***Moved/Seconded:** Michael Maier/Lisa Claypool*

#### Discussion

- The council discussed whether other programs are offered in languages other than English. Programs are offered in French in the Faculté St. Jean, but the ELP is not waived for the program.
- It was clarified that the motivation for offering programs in Chinese in China is to bolster existing relationships and build our international reputation.
- It was explained that, in alignment with Government of Alberta policy, while the transcript will indicate that the program was offered in Chinese, the degree parchment will not.
- The program does not offer the students formal opportunities to develop English skills, but does offer significant interaction with English-speaking faculty members.
- A concern was raised that students in the program will not have equal access to advising in cases of student misconduct. The Alberta School of Business will work with the Office of the Student Ombuds to address this concern and the concern will be raised to the Provost in discussions concerning the agreement with the partner university.
- Council was assured that the program would be reviewed both through accreditation and the University of Alberta quality assurance processes, with the same expectations for program quality in China as would be expected in Alberta.

*Question called by Heather Zwicker.*

***Motion was approved.** (41 approve, 13 abstain, 3 opposed)*

## 11.0 Governance Report

### SUPERVISION AND EXAM POLICY

Following approval of the updated policy by FGSR Council, the proposal was reviewed by the Academic Standards Committee Subcommittee on Standards and some wording changes (friendly amendments) were added. The proposed policy was positively reviewed at the GFC Executive meeting and will go to GFC for approval on September 25, 2017. FGSR Council members were asked to share the new policy with their faculties and departments, so that there is a broad understanding of the revised policy.

### GRADUATE PROGRAM MANUAL (GPM) CHANGES

GPM sections fully duplicated in the calendar have been replaced in the GPM by links to the calendar (a spreadsheet detailing the changes was distributed and should be widely shared).

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Analysis of GPM has resulted in a suite of proposed calendar changes that will reflect items which should be held in the calendar and not in the GPM. These changes will be moved through governance this year, starting with review by the PRC.

#### FGSR GOVERNANCE WEBSITE

The FGSR Faculty Governance website has been revamped to be more accessible, up-to-date and user-friendly. This includes the FGSR Council page. It can be found here:  
[www.ualberta.ca/graduate-studies/about/faculty-governance](http://www.ualberta.ca/graduate-studies/about/faculty-governance)

### **12.0 Graduate Scholarship Committee Report (Bryan Hogeveen)**

The 54 members of the 2016-17 Graduate Scholarship Committee (GSC) delivered 60 awards adjudications last year. On behalf of FGSR and the FGSR Council, the GSC and the FGSR Awards Advisors were thanked for their hard work to ensure funding of graduate students. More members of the committee are needed for the coming academic year, particularly in the NSERC area. Normally, terms are 3 years, but shorter terms will be considered.

To date (with three months still to go), departments have awarded an additional \$320K in Doctoral Recruitment Scholarships this year, an early indication that the changes to the program have improved outcomes.

*Question: Are resources available to help faculty members and administrators develop good awards nomination letters? Reply (H. Zwicker): We can share materials from a previous council meeting. (B. Hogeveen): We include this as part of the training for new FGSR Council members.*

*Question: What is the time commitment for GSC members? (B. Hogeveen): We take whatever time they are willing to commit, and work to keep the number of applications members review for each adjudication to less than 30.*

### **13.0 GSA Monthly Report (Sasha Van der Klein)**

The report was submitted as written.  
*There were no questions or comments*

### **15.0 Adjournment**

The meeting adjourned at 3:55 PM.