

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

Wednesday, February 14, 2018

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

**Attendance at FGSR Council – Feb. 14, 2018**
**Department/Unit Faculty Representatives**

Agricultural, Food & Nutritional Science	Ben Willing
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	Trish Reay
Chemicals & Materials Engineering	Vinay Prasad
Civil & Environmental Engineering	Dave Chan
Communication Sciences & Disorders	Joanne Volden
Computing Science	Janelle Harms
East Asian Studies	Tsuyoshi Ono
Educational Policy Studies	Jorge Sousa
Educational Psychology	Veronica Smith
Elementary Education	Elaine Simmt
English and Film Studies	Doug Gleddie
Faculte Saint-Jean (non-departmentalized)	Albert Braz
History & Classics	Samira El Atia
Human Ecology	Margriet Haagsma
Humanities Computing	Janet Fast
Laboratory Medicine & Pathology	Maureen Engel
Library & Information Studies	Jelena Holovati
Linguistics	Ali Shiri
Mathematical & Statistical Science	Johanne Paradis
Mechanical Engineering	Jochen Kuttler
Medical Genetics (Medical Sciences)	Morris Flynn
Music	Sarah Hughes
Nursing (non-departmentalized)	Christina Gier
Occupational Therapy	Diane Kunyk
Pharmacy & Pharmaceutical Sciences (non-departmentalized)	Shaniff Esmail
Philosophy	Scot Simpson
Kinesiology, Sport, & Recreation (non-departmentalized)	Ingo Brigandt
Physical Therapy	Normand Boule
Physics	Mark Hall
Political Science	Frank Marsiglio
Psychiatry	Yasmeeen Abu-Laban
Rehabilitation Medicine - Rehabilitation Sciences	Esther Fujiwara
Religious Studies	Patricia Manns
School of Public Health (non-departmentalized)	Ryan Dunch
Secondary Education	Jeffrey Johnson
Women's and Gender Studies	Catherine Adams
	Felice Lifshitz

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

Agricultural, Life and Environmental Sciences (ALES)	Anne Naeth
Arts	Tom Spalding
Medicine & Dentistry	Hanne Ostergaard

**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	Naomi Krogman
FGSR Associate Dean	John Nychka
Senior Administrative Officer, FGSR (Secretary)	Amy Dambrowitz
Vice-Provost and University Registrar (or Delegate)	Thomas Hidson

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

Faculty of Extension	Eileen Crookes
Department of Anthropology	Heather Cook
Department of Mechanical Engineering	Gail Dowler

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

VP Labour	Sasha van der Klein
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**Graduate Student Association (GSA) Council Representatives**

Biomedical Engineering	Tony Zheng
Business PhD	Dasha Smirnow
Chemical and Mechanical Engineering	Abdulrahman Albeladi
Civil and Environmental Engineering	Mostafa Tawfeek
Educational Policy Studies	Alleson Mason
Medical Genetics	Istahil Abdullahi
Nursing	Saleema Allana
Oncology	Clara Fallone
Surgery	Hayden Danyluk
Surgery	Jonathan Mora

**Observers – Non-Voting**

FGSR Executive Assistant & Operations*	Andrea Riewe
Alumni Council - FGSR Representative*	Christopher Michell-Viret
Executive Assistant to the Vice Dean and Associate Deans*	Dena Giroux
Governance Policy Coordinator*	Janice Hurlburt
PD Instructional Design Specialist*	Deanna Davis
Graduate Student Advisor – Bio Sci*	Chesceri Mason Grafiuk
Supervisor, Admissions and Program Services, FGSR*	Joyce Anderson
Project Manager, Graduate Student Professional Development Program*	Andrea Graham
Drama Representative*	Selena Couture

\*Non-Voting

**FGSR Council: February 14, 2018****1.0 Call to Order at 2:01 PM****2.0 Approval of Agenda for February 14, 2018**

Moved/seconded: Mark Hall, Morris Flynn

Approved by a show of hands.

**3.0 Approval of Minutes of January 10, 2018**

Moved/seconded: Chris Michell-Viret, Trish Reay

Approved by a show of hands.

**4.0 Matters Arising from the Minutes**

None

**5.0 Report from the Dean (Heather Zwicker)****Calendar Changes**

From University of Alberta legal counsel:

"Some courts in Canada have found that the language in a university's calendar can form part of a contract between the university and the student. As a result, it is important to ensure that all calendar language is up to date and accurate. Failure to do so could expose the university to legal actions from students."

We are currently in a period of "calendar amnesty" - we need to ensure that calendar entries for our graduate programs are clear and complete. We will be deploying extra staff to assist with moving these changes forward. Changes need to go through all the appropriate councils - some as far as GFC. At last count, 29 departments have identified that they will be making changes, and 4 have said they have no necessary changes. We will follow up to get an answer from the rest.

Please consult with us early in your review and change process. We are happy to review a calendar entry before you pass it through your department/ faculty council. We will also work with you to find flexible wording that will allow courses to be rotated without annual calendar changes. We are collaborating with University Governance on what existing departmental/faculty approvals are sufficient to move the wording into the calendar.

**Mentorship Mondays**

We believe that all of you would like to be excellent supervisors, and to work with good supervisors. Mentorship Mondays aim to improve the culture of graduate student mentorship (as more than just supervision) at the University of Alberta by providing workshops and resources to Associate Chairs of

Graduate Studies and others (including graduate coordinators, academic program leaders, and professors), who are willing to provide discipline/program appropriate training to their fellow faculty.

As part of the new Mentorship Academy, four "Mentorship Monday" half-day workshops are being offered by FGSR in spring 2018. The workshops are geared towards faculty members interested in learning more about mentorship. Participants will be provided with material from these workshops to take back to their own programs or departments, picking, choosing and tailoring the materials to their discipline.

Topics which will be covered are:

- How to most effectively help graduate students with writing projects (**April 16, 2018**)
- Effectively addressing tension and conflict in graduate student-supervisor relationships (**May 7, 2018**)
- Constructive communication to maximize learning (**May 14, 2018**)
- The Supervisor's role in the "good candidacy" and the "good defense" (**May 28, 2018**)

#### **March 14 – Sexual Violence Seminar (entire content of the FGSR council meeting)**

The University has instituted a new policy on Sexual Violence. In the context of this policy it has become even more important that we know how to proceed should someone disclose something of this nature to us. The expected response has changed, and it is our collective responsibility to act on disclosures. To that end, we have scheduled three guests to come to FGSR Council on March 14 and provide us with a Sexual Violence Training overview: Andre Costopoulos - Vice-Provost/Dean of Students; Helen Vallianatos - Associate Dean, Office of the Dean of Students; Deb Eerkes - Director, Student Services - Student Conduct & Accountability.

We are asking that all council members be in attendance. Members of the Graduate Program Administrators Committee will also be invited.

#### **March 16 – Learning Outcomes with Brenda Brouwer (Vice Provost and Dean, School of Graduate Studies Queen's University)**

Keynote - 10 AM in ECHA

Dr. Brouwer will share the experience of at Queens of having everyone articulate their Learning Outcomes in short time frame. The presentation will focus on why learning outcomes are useful for graduate programs, and on the implementation of learning outcomes assessment. All members of FGSR Council will be invited and, if they are unable to attend, they are invited to send a delegate from their department who is interested in the topic. Learning outcomes are now required by the Government of Alberta for new programs, and for quality assurance processes.

#### **Thesis Deposit System**

The new thesis deposit system is nearly complete and we expect to launch it on February 23 at 8:00 am. The system (which replaced an outdated and failing technology) was developed in collaboration

with the IST and the libraries. Information about the changeover will be posted on our website and in the FGSR e-bulletin. If you have questions or concerns, please contact your Graduate Student Services Advisor.

### **Grad Appreciation Day**

Today, FGSR staff are hosting “We <3 Grad Students” event. The event is designed as an opportunity for students to build connections with FGSR and learn more about the services we provide them throughout their grad career, such as professional development and awards/scholarships. The event offers “speed-meeting” with FGSR staff (with prizes!), mini PD workshops, free food, a photo booth, therapy dogs, and a Valentine’s Day candy bar to celebrate how sweet it is to be a grad student.

### **International Tuition Increase**

The University of Alberta is proposing a 3.14% increase to international undergraduate and graduate tuition in alignment with the rising costs of delivering programs. This rate increase will be considered by the University's Board of Governors along with the university's 2018-19 budget. The final numbers will be released at the end of March. We have joined the Office of the Registrar in announcing the proposed rate in advance of a Board decision so that students have early information on which to base decisions for the upcoming academic year. Sample calculations have been listed on the FGSR website.

### **Supervisor Email**

The first supervisors email was sent January 31 co-signed by me (HZ) and the disciplinary deans. Topics included: graduate student supervision and mentorship, employers survey on PhDs in the workplace, opportunities for faculty to learn about the IDP, and key changes to FGSR policies. More than 80% of recipients opened the message.

### **Employer Survey**

We are requesting volunteers to ensure we have cross-institutional perspective for two initiatives:

#### **1. The University of Alberta Employment Preparedness and Employment Outcomes Study**

Learning from the UBC and UofT examples, the study will look to demonstrate the skills and qualities that our PhD students have. Building on the work of the PhDiversification team, we plan to push our investigation of PhD employment preparedness and career outcomes beyond these studies. FGSR is looking for volunteers to join an advisory group. Members of this advisory group will serve as a resource for the study lead, as a sounding-board, and as a feedback mechanism to ensure we take an interdisciplinary approach to the study.

#### **2. PhD Onboarding**

Through the work of the PhDiversification team, and from student, supervisor, and grad administrator/coordinator focus groups held over the summer, we have learned that incoming PhD students would benefit from additional support to launch their PhD journey. This may be surprising to some of us, given the current efforts made by UAI, departments, faculties,

individual supervisors and FGSR to set our students up for success. This August, we would like to pilot an "onboarding" process to address this issue. We need volunteers to form a working group to help define the scope and content of an onboarding process.

### **3MT**

Semi-finals registration is now open until March 2. Save the date: finals are April 11.

### **Great Supervisor Award (Naomi)**

Today, we will take the last part of the Council meeting to recognize supervisors who demonstrate strong supervisory skills or who foster mentorship in their programs. Thank you to those who nominated their colleagues - the nominations were uplifting to read, and we are happy to celebrate.

### **6.0 Killam Mentoring Award (Cressida Hayes)**

Cressida was a 2017 winner of the Killam Award for Excellence in Mentoring. The upcoming application deadline is March 10, 2018.

Award information: The \$5000 Killam Award for Excellence in Mentoring was created to recognize outstanding performance in the area of mentoring summer research students, graduate students, post-doctoral fellows, visiting research scholars and undergraduate students. Mentoring may be related to, but is perceived as differing from, classroom teaching or administrative service and may be distinct and separable from the usual measures of research productivity. The award is open to all disciplines and up to two awards may be given in any one year, one for mentoring excellence in the humanities, social sciences, and/or fine arts, and one for mentoring excellence in the natural sciences, health sciences, and engineering.

Presentation summary: Dr. Hayes reviewed the history of women in postsecondary education in relation to the generations of her family, and how those changes have affected both her scholarship and her mentorship of developing scholars. Her grandmother would have been one of the first generation of women with access to postsecondary education. Dr. Hayes, the first woman in her family to have an advanced degree, is part of the generation of women who fought for the acceptance of feminist scholarship. She has worked throughout her career to have her work on gender and sexuality accepted by her colleagues. It is incredibly diminishing to be told that your work is not to be taken seriously. To develop the ideas/ scholarship of the future, and bring new areas of scholarship to the forefront, what she models for students is doing their work unapologetically and to the highest standards

### **7.0 Proposal: Post-Baccalaureate Certificate in Sport and Recreation Management (Christine Ma, Normand Boule)**

The focus of the Sport and Recreation Management Post-Baccalaureate Certificate (PBC) is developing management and leadership skills in the fields of recreation, sport, community services and health that

ultimately enhance the quality of life of individuals and communities through the provision of recreation, sport, health programs, services, and facilities, as well as increase the organizational effectiveness of sport and recreational organizations or entities.

This program will be delivered on-line and will consist of 4 courses valued at 3 credits each (12 credits total). Students will have 6 courses to choose from and will be required to successfully complete 4 courses in order to obtain the Post-Baccalaureate Certificate. It will use both synchronous and asynchronous teaching modalities to create interactive, dynamic, and supportive communities of learning.

The anticipated start date is Fall 2019. The PBC will be ladderable into a Master of Arts program in the Faculty of Kinesiology, Sport, and Recreation

***MOTION:** Be it resolved that the Faculty of Graduate Studies & Research approve the new Post-Baccalaureate Certificate in Sport and Recreation Management, offered by the Faculty of Kinesiology, Sport, and Recreation.*

***Moved/Seconded:** Normand Boule/Jorge Sousa*

**Discussion on the motion**

The program will be cost-recovery, with tuition levels designed to cover instructional and administrative costs.

If certificate students choose to bridge to the Master's program, residency requirements will be met when the students are on campus for a research methods course and a capping exercise.

***The motion was approved.***

**8.0 Proposal: Combined Master of Business Administration/Doctor of Pharmacy (MBA/PharmD) Program (Michael Maier, Scot Simpson)**

The BSc in Pharmacy program is being phased out; the last class was admitted in September 2017. The combined MBA/BSc in Pharmacy will be available to these students until the last student graduates (expected: June 2021). The new Doctor of Pharmacy (PharmD undergraduate program) is replacing the BSc in Pharmacy. The first 'direct-entry' students will be admitted in Fall 2018. This will bring the combined MBA into alignment with the new undergraduate program.

***MOTION:** Be it resolved that the Faculty of Graduate Studies & Research approve the new combined Master of Business Administration/Doctor of Pharmacy (MBA/PharmD) program, offered by the Faculty of Business and the Faculty of Pharmacy and Pharmaceutical Sciences.*

*Moved/Seconded: Michael Maier/Scot Simpson*

**Discussion on the motion**

None

*The motion was approved.*

**9.0 IDP: Deadlines for Part-time Students (Heather Zwicker)**

**Notice of Motion**

All graduate students at the University of Alberta are required to submit an individualized professional development plan to the department for their program of studies within 12 months of the program's commencement for master's students and within 18 months of the program's commencement for doctoral students. FGSR is proposing that the department may prorate the time to complete the IDP to up to 24 months for part-time master's students and 36 months for part-time doctoral students.

**Discussion on the proposed motion**

Departments will have the option to prorate completion times for individuals, or develop a policy that applies to all part-time students.

As with other part-time students, FGSR would consider credit for off-campus PD.

The 24/36-month limit for part time students is based on the assumption that the program would be ½ time; the time to complete was expanded by a factor of two.

**10.0 IELTS Update (Heather Zwicker)**

The PRC is very interested in making the English-language proficiency standard for graduate students higher, but needs to have evidence to support the initiative. We don't currently have data that would allow us to evaluate the relationship between an increased IELTS requirement and reduction in admissible applicants. We have asked the departments with concerns to share their data on current students that would not be admissible with higher band scores.

**Discussion on the proposed change**

Some council members see increasing our English-language proficiency standards as a mechanism for setting students up for success and would welcome increased standards.

Others see undergraduate and graduate programs as being very different experiences, and do not see the purpose of aligning graduate and undergraduate admission criteria.

Some departments observe that students with heavy accents initially score lower on speaking, but also see their skills improve over the course of their degree.

Other options would include a partial increase: to 5.5 rather than 6.0, or for individual programs to raise their bar higher than FGSR, if they wish to have a higher standard.

One way to consider this issue is to look at our U15 comparators, rather than the undergraduate requirements. Comparable organizations require band scores of 6.0 or higher.

It might also be important to ensure that TAs should speak English as well as their students do.

#### **11.0 Grad Enrolment Report (Heather Zwicker)**

The report was submitted as written, with the following highlights:

We are able to pull more of our demographic data from the institutional data warehouse. Key changes include more self-declared FNMI students. The changes seem to reflect the effectiveness of equity and diversity programs that mean that people can self-identify with pride.

Completion times have been restated. Trends are the same: international students finish faster, and times are not coming down. This is a perennial issue and worth more consideration. In 2018, FGSR will be looking at these numbers in more detail, including reviewing the distribution of completion times and differences across our programs.

The increase in international applications has not translated into enrolments. It may be that this is due to international students “shopping around.” This is consistent with what is being seen nationally.

This year, FGSR will be leading a conversation on minimum funding for all PhD students at the University of Alberta.

We will also continue our project to support PhD employment success by attempting to influence the factors that influence a smooth transition to the workplace. Key targets include demand for PhDs, perceived value of the credential to employers, and the steps in the formal process to employability (a more consistent approach across the faculties).

*Question: What is driving completion times for international students? Is it tuition, is it disciplinary differences? Reply (HZ): We can surmise that visa conditions, tuition and distance from family might play a role, but we do not know for certain. We want to work with departments and data to understand the full picture.*

*Comment: The council would like to see more analysis on the increase in the amount of leave being taken by students (Table 3.2). Also, clarification if the leave is the average of only those who take leaves, or an average of leaves for all students.*

*Comment: We don't have funds to support great FNMI students and we can't find available funds from outside our unit. The current entrance award deadline is too early. This situation should be improved. Reply (HZ): We will explore whether the deadline can be moved. This is something that should be on our collective agenda going forward; PhD funding for FNMI students is a fundraising priority.*

*Question: Do we count graduates as international or domestic based on their starting status or finishing status? It is important to understand whether students "linger" in order to reach their PR status.*

*Comment: Graduate students would like to see better reference letters from supervisors as they move to employment.*

#### **12.0 GSA monthly report (Sasha van der Klein)**

The report was submitted as written, with no additional questions.

*Comment: The GSA election is on February 28, 2018 - campaigns are ongoing: please encourage your students to vote.*

#### **13.0 Great Supervisor Award Acknowledgement and Informal Reception (Heather Zwicker)**

The names of the award winners and a brief description of their supervisory accomplishments were read as the awards were presented.

##### **The 34 winners were:**

Sandra Garvie-Lok, Anthropology  
Patricia (Trish) Reay, Business PHD  
Gerald Haeubl, Business PHD  
Biao Huang, Chemical and Materials Engineering  
Arno De Klerk, Chemical and Materials Engineering  
Samer Adeeb, Civil and Environmental Engineering  
Juliana Leung, Civil and Environmental Engineering  
Osmar Zaiane, Computing Science  
Stefano Muneroni, Drama  
Daniel Fried, East Asian Studies  
Randolph Wimmer, Educational Policy Studies  
Julie Rak, English and Film Studies  
Selina Stewart, History and Classics  
Heather Coleman, History and Classics  
Megan Strickfaden, Human Ecology

Gordon Walker, Kinesiology, Sport, and Recreation  
Nancy Spencer-Cavaliere, Kinesiology, Sport, and Recreation  
Linglong Kong, Mathematical and Statistical Sciences  
Vakhtang Putkaradze, Mathematical and Statistical Sciences  
David Nobes, Mechanical Engineering  
Reinhard Vehring, Mechanical Engineering  
Sandra Wiebe, Psychology  
Doug Gross, Rehabilitation Medicine  
Willi Braun, Religious Studies  
Dean Eurich, School of Public Health  
Arto Ohinmaa, School of Public Health  
Claudia Eppert, Secondary Education

**The following were unable to attend in person:**

Jacqueline Cummine, Communication Sciences and Disorders  
Eleni Stroulia, Computing Science  
Rob McMahon, Faculty of Extension  
Geoffrey Rockwell, Humanities Computing  
Juhani Järvikivi, Linguistics  
Shanon Phelan, Rehabilitation Medicine  
Carole Estabrooks, School of Public Health

**14.0 Adjournment**

The meeting adjourned at 3:59 PM.