



MINUTES

Council of the Faculty of Graduate Studies and Research

Wednesday, April 11, 2018

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

Attendance at FGSR Council – April 11, 2018

Department/Unit Faculty Representatives

Biochemistry	David Stuart
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	Trish Reay
Cell Biology	Andrew Simmonds
Chemicals & Materials Engineering	Robert E. Hayes
Civil & Environmental Engineering	Dave Chan
Communication Sciences & Disorders	Joanne Volden
Computing Science	Janelle Harms
Dentistry (Medical Sciences)	Pat Flood
Economics	Heather Eckert
Educational Policy Studies	Jorge Sousa
Educational Psychology	Veronica Smith
Educational Studies	Elaine Simmt
English and Film Studies	Albert Braz
Extension (non-departmentalized) (MACT, MACE)	Rob McMahon
Faculte Saint-Jean (non-departmentalized)	Samira El Atia
History & Classics	Margriet Haagsma
Human Ecology	Janet Fast
Humanities Computing	Maureen Engel
Laboratory Medicine & Pathology	Jelena Holovati
Library & Information Studies	Ali Shiri
Linguistics	Johanne Paradis
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Morris Flynn
Modern Languages & Cultural Studies	Micah True
Music	Christina Gier
Native Studies (non-departmentalized)	Sean Robertson
Nursing (non-departmentalized)	Diane Kunyk
Occupational Therapy	Lili Liu
Oncology	Alan Underhill
Philosophy	Ingo Brigandt
Physical Therapy	Mark Hall
Physics	Frank Marsiglio
Physiology	Greg Funk
Psychiatry	Esther Fujiwara
Rehabilitation Medicine - Rehabilitation Sciences	Patricia Manns
Religious Studies	Felice Lifshitz
Secondary Education	Catherine Adams
Women's and Gender Studies	Felice Lifshitz

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Education	Elaine Simmt
Rehabilitation Medicine	Trish Manns

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	John Nychka
Senior Administrative Officer, FGSR (Secretary)	Amy Dambrowitz

Graduate Program Administrators Committee (GPAC) Representatives

Faculty of Extension	Eileen Crookes
Department of Anthropology	Heather Cook

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

Representatives

GSA President	Babak Soltannia
VP Labour	Sasha van der Klein
VP Academic	Firouz Khodayari

Graduate Student Association (GSA) Council Representatives

Biomedical Engineering	Kevin Solar
Business PhD	Dasha Smirnow
Civil and Environmental Engineering	Mostafa Tawfeek
Electrical and Computer Engineering	Adan Wang
Internetworking	Khushmit Kaur
Medical Genetics	Istahil Abdullahi
Oncology	Clara Fallone
Pediatrics	Maryam Kebbe
Pharmacology	Andrew Woodman
Renewable Resources	Liz Fedra Huayta Hernani

Observers – Non-Voting

Assistant Dean, Advancement*	Meghan Unterschultz
FGSR Executive Assistant & Operations*	Andrea Riewe
Alumni Council - FGSR Representative*	Christopher Michell-Viret
GFC Secretary, University Governance*	Meg Brolley
Executive Assistant to the Vice Dean and Associate Deans*	Dena Giroux
Governance Policy Coordinator*	Janice Hurlburt
Supervisor, Admissions & Program Services, FGSR*	Joyce Anderson
Program Services, FGSR*	Maria Chia
Drama Representative*	Selena Couture

*Non-Voting



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FGSR Council: April 11, 2018

1.0 Call to Order at 2:01 PM

2.0 Approval of Agenda for April 11, 2018

Moved/seconded: Christopher Michell-Viret/Christina Gier
Approved by a show of hands.

3.0 Approval of Minutes of March 14, 2018

Moved/seconded: Jorge Sousa/Trish Reay
Approved by a show of hands.

4.0 Matters Arising from the Minutes

Minutes were approved; one addition will be made to the attendance list.

5.0 Report from the Dean (Heather Zwicker)

Grad Research Impact Week

From April 9-13, 2018, UAlberta joined with fellow CARI institutions, Alberta Graduate Provincial Advocacy Council (AB-GPAC), and Graduate Student Associations at UAlberta and UCalgary to promote the inaugural Grad Research Impact Week. The week aims to celebrate the innovative research and essential work of graduate students throughout the province of Alberta. The week was anchored around the 3-Minute Thesis Finals. Awareness for this week was supported by robust media and social media coverage. We thank the grad students and the GSA for their efforts to use the #gradimpact hashtag to share their own stories.

OHS Update

New Occupational Health and Safety Act, Effective June 1, 2018 (Bill 30): Requires employers (including the University) to promote and maintain the highest degree of physical, psychological and social well-being of workers. Harassment and violence are now specifically considered potential hazards. This as an opportunity as well as an obligation.

FGSR is taking the lead on addressing the graduate student supervision implications of the new legislation. To this end, we will be doing 2 things: (1) revising the policy on Discrimination, Harassment and Duty to Accommodate to be consistent with OHS legislation; and (2) developing required training on workplace harassment and violence for all faculty members, post-docs, and other graduate student supervisors. This item will involve developing an online interactive course to be available in 2019.

Change of perspective from the Ministry

The ministry has indicated that new research-focused, course-based “streams” for existing thesis-based Master’s with essentially the same learning outcomes, will be considered by the Ministry as a “substantive change” to the master’s program and not as a new program. This is a change from the past three years where these required full proposals and approval.

A new internal template has been created for these proposals. The information will be provided to the Ministry once passed through UofA governance. Under FGSR’s current policy, approval of changes to programs (minor or substantive) is delegated to the disciplinary Faculties and need not come to Council, but will need to go to university governance such as ASC and APC.

Guaranteed Minimum Funding

We continue to explore this possibility with a working model of guaranteeing \$18K/year (total for all types/sources of funding combined) for four years for all PhD students. We are currently collecting more granular data on funding by program. It is our intention to support both students and programs in a tough budget scenario.

FGSR Template Conversation Checklist for a New Graduate Student- guideline changes

This FGSR template can be used by the department as a guide to develop a checklist of topics for initial conversations between a supervisor and a new graduate student (thesis-based) at the start of the supervisory relationship. We have recently updated the form to include the professional development program requirements and to add a reference to the newly updated Doctoral Program Three-year Progress Requirement. Departments may wish to make similar changes to their internal templates. The updated [form](#) is available on the Resources for Graduate Coordinators page of the FGSR website.

Doctoral Microgrants for Innovation in PhD programming – now \$25K (June 2018)

We held a meeting of the DMG grant holders in late February to assess the DMG program. The discussion revealed that a budget increase would better facilitate the undertaking of innovation in PhD programming and focus investigators’ attention.

A new call for DMG proposals will be released in April 2018 with a deadline of 4:30 pm on June 1, 2018 (for up to 9 months funding). This latest call will support new projects and top-up existing projects. The projects will focus on innovations in doctoral programs that are close to the action (program or department level, with immediate application). The application process remains quick and easy. For information about how to apply, please contact Dena Giroux (dgiroux@ualberta.ca).

Awards Phase II

This year will see the Roll out of Phase II of our Awards system. This technology will allow the graduate awards process to be handled electronically from the point of the call for applications to the award

payment and reporting. Requirements for the system were defined with significant input from faculty and staff members from across the institution.

The first wave of the project is on-time and an initial technical demonstration of the system capabilities is complete. We expect to open the improved system to FGSR awards staff in June and to department/faculty staff and students in the fall. Adjudicators will be using the system in December.

Sexual Violence Follow-up

We were pleased to have such a robust turnout in March for this discussion. If you missed the training, or would like to arrange a similar opportunity for your unit, FGSR would be happy to connect you to the appropriate resources.

COMMENT (ACKNOWLEDGEMENT): A member of council thanked FGSR for the extra supports in the ongoing calendar change process. Particular thanks were extended to John Nychka, Debby Burshtyn, Janice Hurlburt and Maria Chia. The team's support has facilitated the efficient completion of very complex changes.

6.0 Call for members to sit on the FGSR Appeals Committee (Heather Zwicker)

Positions are currently available on the Appeals Committee for Fall 2018. Council members interested in serving can contact FGSR.

7.0 Proposal: New dual Master's degree agreement with U Lorraine and the Faculty of Engineering, UofA. (Hani Henein; Faculty of Engineering)

Summary:

There is an existing dual-degree agreement for students from the Université de Lorraine to attend the UofA. This new dual-degree agreement will allow UAlberta students to go to France (outbound) to pursue an MSc from UAlberta plus an MSc or Dipl. of Ing. from Université de Lorraine. The quality of the incoming students has been excellent and the departmental support is strong. Once approved by the Provost students may participate as early as Fall 2018.

MOTION: Be it resolved that that the Faculty of Graduate Studies and Research Council approves the proposed dual Master's degree agreement with the Université de Lorraine and the Faculty of Engineering, UofA.

Moved/Seconded: Bob Hayes/Morris Flynn

Discussion of the motion:

It was clarified that, while the minimum residency requirement for Université de Lorraine is longer than the minimum residency at UAlberta, students will most likely exceed the required time at the UofA in order to complete their research.

The motion was approved.

**8.0 Proposal: New joint doctoral degree agreement with the Graduate School of the Chinese Academy of Agricultural Sciences (GSCAAS) and the Faculty of ALES, UofA.
(Vic Adamowicz; Faculty of ALES)**

Summary: This is an agreement for a new joint PhD. The Graduate School of Chinese Academy of Agricultural Sciences (GSCAAS) in Beijing is home to more than 1600 graduate supervisors. This very large centre of higher learning is backed up by 42 research institutes in 18 provinces, municipalities and autonomous regions in China. Under the proposed agreement, joint degree students will take their classes at both institutions, and take their candidacy exams and defend their theses at UAlberta. Students will pursue research focused on agricultural issues relevant to Alberta and/or China. A joint committee between the two institutions will identify supervisors and students to participate in the program. GSCAAS will fund student stipends while ALES will fund tuition. The program plans to start with 4 or 5 students and build to 20 over time.

MOTION: *Be it resolved that that the Faculty of Graduate Studies and Research Council approves the proposed joint doctoral degree agreement with the Graduate School of the Chinese Academy of Agricultural Sciences (GSCAAS) and the Faculty of ALES, UofA.*

Moved/Seconded: *Clara Fallone/ Bryan Hogeveen*

Discussion of the motion:

These students must adhere to UAlberta ethics standards in their research, under the guidance of the UofA supervisor. This will include any work happening offshore.

The program was advised to contact the convocation office regarding the parchment, however the UofA parchment will not include GSCAAS; it will only name the UofA. This will be made more clear in the proposal.

The faculty will monitor student stipends to ensure that these students have access to equitable funding.

The intellectual property for these projects will be managed through arrangements made in writing at the outset of each Joint PhD program, with consideration given to existing institutional policies. If needed, dispute resolution mechanism is included in the agreement.

The motion was approved.

9.0 Proposal: Individualized Professional Development Plan Changes for Part Time Students (effective upon approval for all graduate students) (Debby Burshtyn)

Summary: All graduate students at the University of Alberta are currently 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.

MOTION: *Be it resolved that the Council of the Faculty of Graduate Studies and Research approves changes to the deadlines for the individualized professional development plan.*

Moved/Seconded: *Debby Burshtyn/ Mark Hall*

Discussion of the motion:

This proposed change was brought forward by graduate coordinators on behalf of graduate students.

Another group of students that might benefit from extended IDP completion times would be those in joint, dual, interdisciplinary degree programs. This change will open the door for discussion about extending the IDP deadline in these and other extenuating circumstances.

The motion was approved and is effective immediately.

10.0 Discussion: Supervisory Guide (Naomi Krogman)

FGSR has developed a handbook to provide more guidance for supervision. This draft document tries to grapple with the complexity and breadth of the university. The content combines collective wisdom from guides at our peer institutions, the GSA perspective as an advocate for students (provided by Sarah Ficko, former GSA President), and our learning from the cases that have reached FGSR over time.

The primary intent of the document is to help supervisors (especially new supervisors) to understand the landscape of supervision from the point of view of best practices. We also want the guide to be a

useful resource/reference for Chairs, Deans and other administrators as they deal with complex or new situations around supervision.

This is the first full iteration of the document. FGSR is now seeking input to help us to refine it to include the nuances that will make it more useful to our whole supervisory community. In addition, this document should be a resource for Graduate Coordinators, so suggestions to improve its value as a reference are welcome. Emails can be sent to Naomi Krogman.

Discussion:

The GSA would really like to see this enshrined in policy, perhaps supported through the OHS-related policy changes.

The tone of the document could be changed to make it more accessible.

Suggestions included: adding a summary of the key messages for each section; and adding quotes and anecdotes.

The expectations expressed in this document seem aspirational. The document might be very intimidating to new faculty members. As supervisors gain experience, they will begin to understand and appreciate the guide more fully.

Suggestions included: tempering the language with advice from the Mentorship Advisory Committee; differentiating the requirements from the suggestions; and prioritizing what new professors need to do first, possibly by including a model for progression of skills development.

Graduate coordinators will need to be ready to be the resource person who can help to guide and advise new (or experienced) faculty members when they encounter new challenges.

The guide is intended to be applicable to anyone supervising UAlberta students, including those who are not university staff/faculty members.

The guide should include acknowledgement of the impact of parental leave on men - this might address the stigma of men parenting as graduate students.

The guide notes that it is not ethical to disrupt funding for parents of young children. In these situations, it is necessary to negotiate with the student, consult the collective agreement, and review the tri-agency guidelines. The goal is to consider the big picture in addressing equity.

11.0 Discussion: Academic Standing Policy Wording (Debby Burshtyn)

There are a number of FGSR policies that need to be migrated from the Graduate Program Manual to the university calendar. Some also need to be updated to reflect our current practice. The update to the academic standing section of the calendar will reflect current practice and add failure to progress in research as a reason that a student can be required to withdraw.

Discussion:

It is important to have absolute clarity about who is responsible for a decision about student performance. It is the Associate Deans at FGSR who make final decisions about performance. Supervisory committees have an important role in informing these decisions. To account for differences between programs, performance may also need to be explicitly addressed in individual programs' policies.

There is no current universal UAlberta standard for converting between alpha grades and percentages. The practices are variable across the faculties. This may be an issue for future discussion.

UofA policy prevents students from re-taking courses in order to improve their grades for scholarships. This is also reflected in the University Regulations. The correction to the general policy is that it is the Dean, FGSR who gives approval for exceptions for graduate students.

12.0 Individual Co-tutelle: High-level Principles (Debby Burshtyn)

The university currently dedicates significant time and effort to developing agreements for Joint and Dual degrees. An alternative, which has been adopted by other Canadian institutions, would be to develop a standard co-tutelle template. The document we envision would be a single template for one-off agreements between two institutions for joint degree programs.

Possible advantages of this approach are:

- Serving more students in more programs
- Programs can be instigated by students and supervisors
- Opening the joint-degree the option to all students, not just those in programs with standing agreements with other institutions
- Supporting formal recognition for students in international collaborations
- Ability to access funding available for students from sponsoring institutions
- Reducing resource-intensive development and administration of joint- and dual-degree programs with few students

The principles that the Policy Review Committee (PRC) would like to employ in developing a co-tutelle template include: only including doctoral programs; only needing to meet the requirements of the home

institution; making the template essentially non-negotiable; and assigning FGSR local authority to approve these programs (similar to an interdisciplinary program), rather than requiring full governance as we would for a new agreement (current state).

Discussion

If the home institution is the degree granting institution, the advantage for the student would be to have their international experience recognized on their transcript (not likely on the parchment, which would require additional governance approval).

Opportunities for international student recruitment will derive from word-of-mouth reputation building when satisfied students talk to their peers at home.

Co-tutelle students would follow a pay-where-you-are model for tuition and fees.

If the agreement isn't negotiable, what is the motivation for the home institution? We have had significant 'inbound' demand for joint- and dual-degree programs. A co-tutelle system would allow us to address that demand by publishing our minimum standards.

Typically, we would expect that the students would be accepted to their home institution before applying for a co-tutelle, but we would not exclude the option to request it in advance.

The co-tutelle model contemplates a joint degree. Credits are not transferred and the student receives a single parchment with the seal of the home institution. If students are to be awarded a parchment with both institutions, we will need a more complex arrangement in order to ensure rigour, particularly a candidacy that meets our standard.

The students would really like to see this happen - it adds opportunity.

The next step will be for the PRC to work on the draft agreement to flesh out the details. We will also need to outline a policy for vetting partner institutions.

13.0 GSA monthly report (Babak Soltannia)

Heather Zwicker extended thanks on behalf of FGSR and the FGSR Council to Babak, Firouz, Masoud, Royle and Sasha for their work this year. This team led with their hearts and their minds, and their advocacy and service on behalf of their fellow graduate students was appreciated.

The GSA report was submitted as written. The directly-elected officers of the GSA for 2018-19 are:

President: Sasha van der Klein

Vice-President Academic: Masoud Aliramezani

Vice-President External: Zhihong Pan



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Vice-President Labour: Beth Richardson
Vice-President Student Services: Fahed Elian

A special note was made of the recent and successful GSA Awards night, with congratulations being extended to all recipients.

The outgoing GSA executive extended thanks to the FGSR Council and the FGSR leadership team for their support.

There were no questions.

14.0 Adjournment

The meeting was adjourned at 3:34 PM.