

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

Wednesday, November 28, 2018

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

**Attendance at FGSR Council – November 28, 2018**
**Department/Unit Faculty Representatives**

Agricultural, Food & Nutritional Science	Ben Willing
Anthropology	Andie Palmer
Art & Design	Lisa Claypool
Biological Sciences	James Stafford
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	David Deephouse
Chemistry	Michael Serpe
Civil & Environmental Engineering	Dave Chan
Communication Sciences & Disorders	Teresa Paslawski
Drama	Piet Defraeye
Educational Policy Studies	Jorge Sousa
Educational Studies	Elaine Simmt
Electrical & Computer Engineering	Marek Reformat
English and Film Studies	Albert Braz
Human Ecology	Rachel McQueen
Kinesiology, Sport, and Recreation (non-departmentalized)	Normand Boule
Laboratory Medicine & Pathology	Monika Keelan
Library & Information Studies	Ali Shiri
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Morris Flynn
Medicine	Gopinath Sutendra
Medicine	Nadia Jahroudi
Modern Languages & Cultural Studies	Micah True
Music	Maryam Moshaver
Nursing (non-departmentalized)	Diane Kunyk
Occupational Therapy	Lili Liu
Pharmacy & Pharmaceutical Sciences (non-departmentalized)	Scot Simpson
Physical Therapy	Mark Hall
Physics	Craig Heinke
Physiology	Greg Funk
Political Science	Siobhan Byrne
Psychiatry	Esther Fujiwara
Psychology	Anthony Singhal
Rehabilitation Medicine - Rehabilitation Sciences	Patricia Manns
Religious Studies	David Quinter
School of Public Health (non-departmentalized)	Jeff Johnson
Secondary Education	Bonnie Watt
Surgery	Fred Berry
Women's and Gender Studies	Felice Lifshitz

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

Arts	Tom Spalding
Medicine & Dentistry	Hanne Ostergaard
Science	Mark McDermott

**Ex-Officio Representatives**

FGSR Dean & Vice-Provost (FGSR Council Chair)	Deborah Burshtyn
Vice-President (Research) (or Delegate)	Laura Beard
FGSR Vice-Dean	Bryan Hogeveen
FGSR Associate Dean	Victoria Ruétalo
FGSR Associate Dean	Janice Causgrove Dunn
FGSR Associate Dean	John Nychka
Vice-Provost and University Registrar (or Delegate)	Carlo Dimailig
Vice-Provost and Chief Librarian (or Delegate)	Geoff Harder

*\*Non-Voting*
**Graduate Program Administrators Committee (GPAC) Representatives**

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

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

GSA President	Sasha van der Klein
VP Labour	Beth Richardson
VP Academic	Masoud Aliramezani

**Graduate Student Association (GSA) Council Representatives**

Civil and Environmental Engineering	Mostafa Tawfeek
Computing Science	Dylan Ashley
Educational Policy Studies	Alleson Mason
Electrical Engineering	Thomas Cam
Mechanical Engineering	Fatemeh Razavi
Medicine	Bishoi Aziz
Medicine	Saima Rajabali
Pediatrics	Kim Ho
Pediatrics	Maryam Kebbe
Pharmacology	Andrew Woodman
Pharmacology	David Tandio
Radiology and Diagnostic Imaging	Martha Ruiz
Surgery - Masters	Catherine Stewart

**Observers – Non-Voting**

Assistant Dean, Advancement*	Meghan Unterschultz
FGSR Executive Assistant & Operations*	Andrea Riewe
FGSR Governance*	Janice Hurlburt
FGSR Governance*	Maria Chia
FGSR Professional Development & Community Volunteer Program Director*	Deanna Davis
FGSR, Director, PhDiversification, Innovation & Partnerships*	Andrea Graham
FGSR, Senior Officer - Financial and Information Technology*	Sylvia Fong-Wong
Graduate Ombudsperson*	Remonia Stoddart-Morrison
Graduate Student (Presenter)*	Benjamin Denga
Graduate Student*	Ellen Klaver
University of Alberta International*	Danielle Scott

*\*Non-Voting*

**FGSR Council November 28, 2018****1.0 Call to Order at 2:02PM****2.0 Approval of Agenda for November 28, 2018***Moved/seconded: Ali Shiri/Morris Flynn*

Approved by a show of hands.

**3.0 Approval of Minutes of October 17, 2018***Moved/seconded: Sasha Van Der Klein/ Fatemeh Razavi*

Approved by a show of hands.

**4.0 Matters Arising from the Minutes**

Bryan Hogeveen summarized the next steps from the October Council discussion around running Exams. FGSR Associate Deans will provide some guidance and resources for Exam Chairs - including process information, scenarios key contacts, flow charts, and also preventative measures for future exams at the January 2019 meeting.

The GPAC members are also working through some examination issues, how to address them in the moment, and suggestions for preventative measures.

Debby will raise the questions about exams (public defences and external examiner's comments to student before exam) at PRC and circle back to Council at a future meeting.

**5.0 Report from the Dean (Debby Burshtyn)****Tuition Update**

Interim Dean Burshtyn announced that the Provincial Government has tabled BILL 19 on tuition. The annual average increases to tuition will be capped at Alberta's consumer price index (CPI) starting in 2020/21. Until 2020–2021, tuition and mandatory non-instructional fees will remain frozen.

International Tuition will fall under regulations to be released with the aim of imposing predictability from year to year. We will need to wait and see what 'predictability' means.

Executive Masters: Additional details will follow when the regulations come out. The programs will be outside the Tuition Fee Regulation but be different than previous TFR exempt programs. The criteria include that the program targets working professionals as students, and that they are delivered part-time. More to come on this as we learn more.

Other changes are to the sector model in changing the category names and institution types. Mount Royal and McEwan will be called Undergraduate Universities and cannot have graduate programs. Alberta College of Art and Design (ACAD) is getting a new name, Alberta University of the Arts. UAlberta, along with Universities of Calgary, Lethbridge, and Athabasca, will now be part of the Comprehensive Academic and Research Universities (CARU) formerly known as Comprehensive Academic and Research Institutions (CARI).

### **FGSR's 2018-19 Strategic Priorities**

The Executive team at FGSR spent some time over the summer coming up with a work plan for the upcoming year. Their strategic priorities align with the Institutional Strategic Plan (ISP) but they also continue to build on the momentum that FGSR has gained in the past couple of years. The plan has already been circulated with the Provost as well as with the Associate Deans - Graduate at the faculty level (GEFAC). Interim Dean Burshtyn is now sharing it with members of Council, and FGSR will also share it with departmental administrators in GPAC. Behind each priority are deliverables that the Exec team will be tracking throughout the year. In the coming months they will bring some topics related to these priorities to Council for further discussion, and will keep this group updated on their progress.

### **Great Supervisor Award**

Interim Dean Burshtyn announced that FGSR will run the Great Supervisor Award competition again this year. The Award celebrates great supervisors in our graduate programs who demonstrate strong supervisory skills or who foster mentorship in their programs. The awards will be presented to the recipients at the February Council meeting.

#### **Nomination Procedure:**

- The Associate Chair, or Graduate Coordinator may consult with their team as necessary and select supervisor(s) from their program to be nominated.
- Please note:
  - One nomination can be submitted for programs with less than 30 professors.
  - Up to two nominations can be submitted for programs with 31 professors or more.
- For more information please contact: [ascdean@ualberta.ca](mailto:ascdean@ualberta.ca)
- Deadline: **Friday, January 18, 2019, 4:00 p.m.**

### **Student Opportunity**

Research at the Intersections of Gender (RIG) is one of three recently announced Signature Areas. As a first step, RIG is currently consulting with each of the 18 UofA faculties. They will be holding a session to collect graduate student input and they encourage those interested in, or who work in areas around, gender, sexuality, race and the many intersections, to attend. They want to hear from graduate students about what RIG can do for, and with, you and your Faculty. (Tuesday, December 11 - 12:00 to 1:30 in 1-16 Triffo Hall)

### **FGSR's Holiday Annual Open House**

Debby invited FGSR Council members to attend the Annual open house happening next week.

**Question:** A Council Member from the GSA noted that there were several students who found the Invest in your Future Career Symposium registration fee to be cost prohibitive and wondered if FGSR had ways to further subsidize the event.

The fee to attend was \$25 for one day and \$40 for the two days. This is already a heavily subsidized amount as the two day event included speakers and workshop facilitators from across the country, professional headshots, resume and LinkedIn profile assessments, and free breakfasts and lunches. If there are students who do find the registration fee to be the primary barrier for participation they are encouraged to reach out to the FGSR for consideration.

#### **6.0 GSA Monthly Report & AB-GPAC**

Sasha Van Der Klein, President of the GSA, stated the monthly report is as submitted.

Sasha also spoke about the Alberta Graduate Provincial Advocacy Council (ab-GPAC), which consists of the 4 CARU GSA members and acts as an advocacy group to the provincial government on behalf of over 22,000 graduate students in the province. The GSA execs and their respective directors met recently to discuss business matters as well as to outline their key priorities.

The priorities are:

- Tuition and Fees: Regulating tuition and fees of graduate programs at post-secondary institutions.
- Indigenization: Reducing barriers to post-secondary education for Indigenous students
- Post-grad employment: Increasing employability through focusing on professional development skills, entrepreneurship education, and an accommodating immigration policy to attract and retain highly skilled international graduates.

#### **7.0 Doctoral Microgrant Winner (Doug Gleddie)**

Associate Dean John Nychka presented a brief overview of the FGSR microgrants for Curricular change. These funds were meant to be a mechanism for departments to think through the future of the PhD and consider alternate ways of offering their programming. The funds could be used to resource new initiatives, conduct preliminary research, or pilot ideas.

Recent winner of a microgrant Doug Gleddie, professor in the Faculty of Education, presented on how his team used the microgrants to revise the EdD.

**Objective:** Three departments (Ed Policy Studies, Elementary and Secondary Education) planned to reshape, revise, and reformat the EdD to be a blended format that can be delivered as a cohort. This offering would enable working professionals within the education industry (school principals, college admins, district admins and policy and curriculum developers) to attain doctoral degrees with minimal disruption to their current roles. A blended delivery would be more accessible to rural communities as well as international cohorts.

**Background:** The project objectives included reviewing current and online blended EdD programs in Canada and internationally; surveying educational professionals (prospective EdD students) engaged in various professional roles to better understand their needs from an EdD degree perspective; interviewing Associate Deans - Grad of existing EdD programs; and designing a model for a blended EdD cohort.

**Findings:** Superintendents, consultants, etc. and others associated with districts are very interested in the ability to complete an EdD while still working. 170 individuals responded to their survey. Findings indicate that blended cohort models are appealing, and the advice was to front load cohorts for increased connections throughout the program. 58% of respondents are willing to pay a premium for a more tailored program (blended). They also learned about the size and cost of comparator programs (33K-78K). The findings also indicate that students valued real world experience.

**Question:** *A council member asked about the success rate of the microgrants.*

The success rate was about 40% for the first round but the quality is very high and the rate went up in subsequent calls for submissions. The funding for the microgrants is finished and we don't know when and if we will resume this type of funding.

#### **8.0 Motion: Waiver of the ELP Requirement for the MBA in Chinese in Shanghai in Collaboration with Shanghai Joint Share (Michael Maier)**

Mike Maier (AD MBA) provided background on the motion. The Alberta School of Business (ASOB) has been offering a Master of Financial Management (MFM) delivered in English since 2014 in Shenzhen, China. Due to the success of this program, the ASOB now offer the MFM degree in Shanghai delivered in Mandarin, as well as an MBA degree in Shenzhen delivered in Mandarin.

In Sept 2017 FGSR Council and GFC Executive approved the waiver of the ELP for the MFM in Shanghai and the MBA in Shenzhen, both delivered in Mandarin. The waiver of the ELP for the new location in Shanghai for the MBA delivered in Mandarin would align it with the standards of the other programs as well have other benefits including enhanced global reach for ASOB; improved learning experience for native Mandarin speaking students; further internationalization of the School, its alumni network; and the potential to recruit high quality international students.

**MOTION:** *Be it resolved that the Faculty of Graduate Studies and Research Council approve the proposed waiver of the English Language Proficiency requirement for the Master of Business Administration (MBA) program delivered in Mandarin by the Alberta School of Business at the new location in Shanghai, China.*

**Moved/Seconded:** *Mike Maier/Jeff Johnson*

Discussion of the motion:

*Question: What is the Quality Assurance process for this program? Are there bilingual instructors?*

There are PhD students co-teaching arrangement (working as translators)

Programs are AACSB accredited and under UA's program review process as well

***The motion was approved***

### 9.0 Motion: New Course ABROD 900

Janice Hulbert provided explanation and rationale for the creation of ABROD 900. Undergraduate students are able to take courses at other institutions and pay tuition fees directly to the host institution while maintaining registration at the UA by registering in "ABROD 800". The UA is able to track student participation details using "ABROD 800". The proposal is to create a course called "ABROD 900" for graduate students when they take courses at other institutions during the Spring and Summer terms but wish to maintain registration at the UA. University of Alberta International administers the course.

*MOTION: Be it resolved that the Faculty of Graduate Studies and Research Council approves the proposed new course ABROD 900.*

***Moved/Seconded: David Deephouse/Janice Causgrove Dunn***

Discussion of the motion:

- A council member noted that this was a good solution.
- *Question: If an institution does not have fees what happens?*  
ABROD is used through UAI, who will clarify if the course is acceptable. It is used when students are paying fees at another institution. If an institution does not have fees then the student will likely register in EXCH here, which will assess fees.

***The motion was approved.***

### 10.0 Presentation from the Research Ethics Office (Susan Babcock)

Note: FGSR [thesis formatting instructions](#) include the statement "If ethics approval was required for the research, a statement to this effect must be included in the preface with the details of the approval that was granted." Failure to obtain ethics approval is an academic offence.

Susan Babcock, Director of the Research Ethics Office, reviewed key points related to the role of the Research Ethics Office in relation to graduate student work at the UA.

The Research Ethics office can help students and faculty determine if ethics approval is required for their graduate work.

- Graduate students should consult early in their program about ethical acceptability about their proposed work.
- It is best to consult the Research Ethics Office early and often in the research process to ensure that the path for approval is as straightforward as possible.
- Approval must also be renewed annually.
- It is important to note that applying for approval is not the same as having approval.
- Supervisors should be aware of current ethics requirements (these change and evolve frequently; and are specific to Canada)

Research ethics approval is required for any and all research involving:

- animals
- living human participants
- human biological matter (from living or deceased individuals).

The services of the Research Ethics office protect the research, the researchers, and the institution. Any research, teaching, or testing done while being affiliated with the University of Alberta requires ethics approval.

- It does not matter if you are on sabbatical or out of country, if you are associated with the UofA you must have Research Ethics approval.
- It's best to call the REO if supervisors are unfamiliar with requirements for students doing interdisciplinary work, fellowships, or internships.
- There are specific considerations for working with Indigenous populations and lands. There are experts and consultations included in the process of getting approval.
- All post secondary institutions in Canada are bound by the same federal standards, but it's best to check in with the UA's REO.
- REO is happy to attend meetings, labs, or orkshops and provide information about their services and the processes for obtaining ethics approval. It's better to be preventative rather than reactive.

**Contact information:**

Susan Babcock: [sbabcock@ualberta.ca](mailto:sbabcock@ualberta.ca)

780-492-6561

[www.reo.ualberta.ca](http://www.reo.ualberta.ca)

## **11.0 PD Offerings, Requirement and E-Scan**

Interim Dean Burshtyn introduced the item with a brief background of FGSR's Professional Development offerings. A PD working group proposed that some professional development should be mandatory for all graduate students. The Individual Development Plan requirement was passed by council in Spring 2015. As of Fall 2016, all graduate students would be required to complete the mandatory hours.

Mostafa Tawfeek and Benjamin Denga, PhD students in Civil & Environmental Engineering, and Educational Policy Studies, respectively, presented their findings:

The e-scan had two components - a google form for collecting data on the course offerings and a face to face interview between key department contacts (most often graduate chairs and administrators) and the two students. The total rate of active participation of departments and non-departmental faculties was 74% (54 departments and non-departmental faculties). The majority (53%) of UAlberta's departments and non-departmental facilities surveyed actively participated in both the Google-form survey and the face to face meeting with a good level of representation from all faculties.

Overall the perception of PD is positive and departments are effectively ensuring that students are on track to complete the IDP requirement in a timely way. The FGSR offerings such as the GTL program are beneficial to departments as supplementary programming to their own offerings. Student groups (departmental GSAs) are involved in advocating for and arranging additional PD based on their interests.

The interns recommended that additional work should be done in supporting departments to better assess what can count as a PD offering and what does not. An online, central and comprehensive way of tracking student progress would also improve the overall process.

Deanna Davis, Professional Development Instructional Design Specialist, followed the student presentation with a status update on some of the key findings.

She is working on ongoing training for departments (faculty and staff) as well as students on the IDP. There are criteria on determining which sessions count towards the IDP. Some of the assessment will be disciplinary specific (for example, working professionals). A survey for recent Masters graduates who would have completed the IDP will offer further information about the IDP.

FGSR is exploring online platforms to make the IDP more interactive and with the ability to track progress. Deanna will also be doing an inventory of FGSR offerings to ensure that there's no duplication of programming and to fill in the gaps of the areas that don't have much training.

## **12.0 Discussion: Graduate Student Mental Health Strategies**

Interim Dean Burshtyn introduced this item by noting that the Dean of Students' office has seen an increased use of their services by students thus far in the term. The issue of student mental health remains a key issue at both the undergraduate and graduate levels.

Associate Dean Janice Causgrove-Dunn reminded Council members that the [Graduate Student Mental Health and Wellness Report by Dr Robin Overall](#) is posted on the FGSR website and provides the context for FGSR's next steps in addressing the various components of supporting graduate student mental health.

A Council member, who is a mother in addition to being a PhD student, raised the issue of the particular challenges women graduate students face as they navigate their studies as mothers. She noted that supervisors should be aware that balancing children with the program can be an additional stressor to mental well being.

Dr Causgrove-Dunn acknowledged that FGSR does have a role to play in ensuring supervisors have the information and the training to support their students, as well as to comply by the new provincial regulations. The new Occupational Health and Safety regulations directed specifically at anyone in a supervisory role may provide a path for FGSR to provide additional support and oversight to supervisors.

Based on the findings of the Graduate Student Mental Health & Wellness Report (July 2018), and with recognition that the Dean of Students Office is the primary provider of mental health support for all UofA students, FGSR proposes to focus initially on the following:

- Increasing the understanding of the unique experiences of the UofA's graduate students which affect their mental health and impact their academic success.
- Effectively communicating with graduate students about mental health and wellness, and providing resources to support mental health and wellness via a website that presents information in a cohesive, comprehensive, functional, and "just in time" format.
- Providing services and resources to support graduate students supervisors, and promoting a positive learning environment for all graduate students.
- Ensuring that UofA graduate students are included in conversations around campus wide mental health strategies and resources.

### **13.0 Career Outcomes and Preparedness Study Report (funded by GoA grant)**

Andrea Graham, Project Manager for the Vision for Innovation Grant, updated Council on the Career outcomes and preparedness survey for UofA graduate student alumni. The main goal of the survey is to determine where they are and what helped them get their jobs (X months out of graduation)

UBC and UofT have both conducted research about employment outcomes for their graduate students. The UofA is taking a two pronged approach to tracking what happens to grad students after graduation. An independent researcher has done public data scraping for approximately 4000 PhDs (these are graduates from 2005-2017), and 98% of this tracking is complete. With the support of UAlberta Alumni, the study will also send out email surveys to alumni. This survey will be launched in early January.

We will be sharing the results with faculties, and FGSR Council.

*Question: Will MFA graduates be tracked?*

The scope of this study is PhDs since the original mandate of the grant was to address employment success for PhDs. Future work could include terminal degrees that lead to teaching positions in the

Academy - such as the MFA - as a measure of the percentage of graduates who are employed in academic jobs.

#### **14.0 Co-tutelle Framework**

A Co-tutelle Joint Doctoral degree is a single doctoral degree program jointly offered by two universities. The co-tutelle is similar to a internal individualized interdisciplinary program, in that it is established by the student and the two supervisors (one from each institution), unlike the shared credential agreements that are set up at the institutional level. The Home institution is the one to which the student was originally admitted and where the student must spend a minimum of one term at before commencing studies at the Partner institution. The student must meet the admissions requirements of both institutions. The Partner institution can decide if the student may participate in the Co-tutelle Joint Doctoral agreement. Upon completion, a single doctoral degree will be awarded by the Home Institution with formal recognition of the joint doctoral program through a notation on the transcript and on the parchment, naming both institutions.

This framework allows for a smooth, consistent process with guidelines for existing collaborations between faculty members. Interim Dean Burshtyn asked Council members to consider if the proposed templates are clear and complete.

This framework is expected to come into effect by Fall 2020. It requires revisions to the Shared Credential Policy, and approval must go through multiple levels of committees up to the Board.

A council member suggested that the perception in the past has been that these one-off agreements are a lot of work and therefore are discouraged. It was clarified that the institutional-level agreements are also a lot of work and often only serve a few students. Hopefully this streamlined process will keep the workload low and encourage more participation and consideration of these kinds of collaborations.

#### **15.0 Question Period (Debby Burshtyn)**

There were no questions.

#### **16.0 Adjournment**

The meeting was adjourned at 3:59 PM.