

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

Wednesday, September 16, 2015

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100

Attendance at FGSR Council – September 16, 2015**Department Council Rep**

Agricultural, Food, & Nutritional Science, Rene Jacobs
Business MBA, Michael Maier
Business PhD, David Deephouse
Cell Biology, Thomas Simmen
Chemical & Materials Engineering, Vinay Prasad
Chemistry, Mark McDermott
Civil & Environmental Engineering, Dave Chan
Communication Sciences and Disorders, Teresa Paslawski
Computing Science, Jia You
Economics, Todd Smith
*Educational Policy Studies, Heather Kanuka
*Elementary Education, Doug Gleddie
*Faculte Saint-Jean 0 Samira El Atia
*History & Classics 0 Adam Kemezis
*Humanities Computing Program, Maureen Engel
Library & Information Studies, Ali Shiri
Linguistics, David Beck
Mechanical Engineering, John Doucette
*Med Sci-Dentistry, Maria Febbraio
Med Sci-Medical Genetics, Sarah Hughes
Modern Lang & Cult'l Studies and Comp Lit, Victoria Ruetalo
Music, David Gramit
Native Studies, Sean Robertson
Nursing, Pauline Paul
*Oncology, Alan Underhill
Pharmacology, Andrew Holt
Pharmacy & Pharmaceutical Sciences, Scot Simpson
*Philosophy, Ingo Brigandt
Physical Education & Recreation, Donna Goodwin
*Physical Therapy, Mark Hall
Political Science, Heyes
*Psychiatry, Ester Fujiwara
*Psychology, Anthony Singhal
*Religious Studies, Willi Braun
Resource Econ and Environ Sociology, James Rude
*School of Public Health, Linda Carroll
Sociology, Sara Dorow
Women and Gender Studies, Michelle Meagher

Associate Deans Graduate

Arts, Tom Spalding
*Education, Jill McClay
*Engineering, Jason Carey
Medicine and Dentistry, Hanne Ostergaard
*Science, Chris Sturdy

Graduate Program Administrators (GPAC)

Daneel Blair, Computing Science

GSA Representatives

Colin More, GSA President
*Sarah Ficko, VP Labour
Harsh Thaker, GSA VP Academic
Ahmad Al Dabbagh, ECE
*Megha Bajaj, Biological Sciences
*Surash Chandra Bairwa, Medicine
*Alicia Cappello, Humanities Comp/MLIS
*Michal Juhas, Psychiatry
Joshua Lee, Medical Genetics
Chelsea McNaughton, Business
Hannah Madsen (MLIS/MBA)
Eyene Okpanachi, Political Science
*Estacio Pereira, Civil and Env Engg
*Leticia Pereira AFNS
*Abhinav Rana, MINT
*Shichao Yue, Mechanical Engg

Ex officio

Gerald Beasley, Director of Libraries

Alumni Council

*Christopher Michell-Viret

Observers

Brent Epperson, Graduate Ombudsperson

FGSR

Debby Burshtyn, Assoc Dean
Bryan Hogeveen, Assoc Dean
Suzanne Kresta, Assoc Dean
Paul Melançon, Assoc Dean
Renee Polziehn, Outreach Director
Mary Sturgeon, Assistant Dean (Administration)
Heather Zwicker, Vice-Provost and Dean
Medha Samarasinghe, Executive and Operations Assistant
Susan Slenders, Administrative Assistant

Guests/Observers:

Kim Brown, English and Film Studies
Gail Mathew, Linguistics, Philosophy, East Asian Studies
Amy Tse
Mary Forhan
Grace Tsang, FGSR
Janice Hurlburt, FGSR
Joyce Anderson, FGSR

* grad coordinators that are new to the role as of July 2015

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1. **Meeting was called to order** at 2:03 pm (Heather Zwicker)
2. **Approval of Agenda** (Moved: Chris Sturdy; Seconded: Debbie Burshtyn)
3. **Approval of Previous Minutes** (Moved: Jill McClay; Seconded: David Deephouse)
4. **Matters Arising** (None)
5. **Report from the Dean** (Heather Zwicker)
 - H. Zwicker welcomed new members to Council and thanked new grad coordinators for taking on their roles
 - Introductions: New FGSR Associate Deans, each of whom has a portfolio of departments for which they are responsible. Each department has an AD and a backup so as to not delay responsiveness. ADs can also give guidance on protocol.
 - FGSR Program Services advisors have been aligned with their grad program administrator counterparts in departments. Please refer to “Graduate Program Services” accordion drop-down at the FGSR Contact Us page, <https://uofa.ualberta.ca/graduate-studies/about/contact-us>
 - Goal is to create many points of connection between the work of the depts and the work of FGSR
 - Associate Deans’ responsibilities are assigned as follows:
 - o Graduate supervisor training and mentoring – Paul Melancon
 - o Graduate Program Quality Assurance – Debby Burshtyn
 - o Graduate Teacher Training portfolio – Suzanne Kresta
 - o Graduate Awards – Bryan Hogeveen
 - o The ADs wish to be connectors, resources, potential mentors to you. Please make use of them. They work as a team and despite their departmental portfolios, can connect you to the person who can answer your questions.
 - Introductions of FGSR staff and their respective responsibilities. FGSR staff are there to help you; be in touch when you have questions
 - Introduction of new GSA – Colin More, Sarah Ficko, Harsh Thaker

Dean’s view of graduate education

- Passionate about grad education, continue to be a supervisor – have a good sense of what you do and want to help you.
- I believe strongly in the value of advanced research; we are lucky to have the quality of grad students that we do.
- Concerned about the implosion of the academic job market. Canada is ready to have a conversation about our responsibilities to grad students. If we’re not producing professors, what are we doing? Professional Development is something you’ll hear about a lot in the coming months.

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- The FGSR sets standards, speaks with a clear institutional voice that's not constrained by assumption. Collaboration is key and we're in a position to make connections, elevate conversations, bring together teaching and learning, and student support.
- H. Zwicker and M. Sturgeon have met with Deans from all Faculties. They are interested in:
 - o Professional Master's degrees
 - o Post grad certificates, particularly as ladders into programs
 - o Truth and Reconciliation Commission
 - o Collaboration
 - o Supervisory and mentoring skills
 - o Quality Assurance; we don't have a rigorous way of reviewing grad programs
 - o Professional Development especially for doctoral students
- Call for comments:
 - o D. Deephouse – great overview, good that you visited all the Deans. Welcome to the group.
- David Turpin visiting Council next month. We have strong advocates for grad education in President Turpin and Provost Dew.
- Ten Year Report
 - o We have provided two links – abridged version and ToC of full report. Email Medha (medha@ualberta.ca) if you'd like the full report.
- Survey of five questions is coming out soon. Purpose is to find out what you're interested in and how FGSR can help you
- Encourage your grad administrators to attend GPAC

6. New Program Proposal Resource

- Janice Hurlburt is our new Graduate Governance and Policy Coordinator.
- PowerPoint with governance process will be available on our website:
 - o <https://uofa.ualberta.ca/graduate-studies/-/media/gradstudies/about/faculty-and-staff/2015-09-17-fgsr-program-proposal-resource.pdf>

7. IT Updates

- M. Sturgeon gave updates on the various IT projects underway at FGSR. Mathematical and Statistical Sciences and Drama are the early adopters as of October 1, 2015 for the Graduate Student Management System. Departments will start User Acceptance Testing in fall 2015 with rollout scheduled for late spring 2016.
- Moving toward the Electronic Document Retention and Management System – FGSR is next on Phase II. The date is to be determined as the University is waiting for the upgrade of the software.
- FGSR in the early stages of assessing a potential vendor for the new Awards system.

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8. Awards Update and Motion to approve Grad Scholarships Committee (GSC)

- B. Hogeveen gave an overview of the GSC and the selection process.
- past few years there hasn't been a GSC yet tens of millions of dollars' worth of awards were adjudicated
- A stable, multi-disciplinary and experienced Graduate Scholarships Committee is an important step in ensuring equitable and efficient processing of graduate awards at the University of Alberta

- **Motion:** *Approve members of the Graduate Scholarships Committee. That FGSR is concerned about, and dedicated to, the fair adjudication and administration of scholarships and awards at the University of Alberta, I move for the appointment of the following members to the Graduate Scholarships (and Awards) Committee for a period of three years.*
 - o **Motion: moved: Bryan Hogeveen; Seconded: David Deephouse**
 - Vote - Y: 56; N: 2; A: 3**

9. Resources for Grad Coordinators

- P. Melancon explained that over the coming weeks there will be a new link to resources. Several new documents will be made available to all members and comments are welcome.
 - o <https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/resources-for-graduate-coordinators>

10. Call for Membership – Policy Review Committee (PRC)

- P. Melancon called for volunteers on the Policy Review Committee. If too many expressions of interest are received, FGSR council will vote for members.

11. Calendar Change: Academic Appeal Changes – Notice of Motion

- On behalf of the FGSR Council Policy Review Committee, P. Melancon presented a proposal to change the Appeals regulations to resolve past issues with the timeline around introducing witnesses. Changing “promptly” to “5 working days” will bring the regulations in line with those of the GFC. The motion will be presented at a future Council meeting.

12. United Way presentation

- Representatives were not able to attend the meeting.
- The following info was circulated to council members at a later date:
 - o Last year, the United Way campaign was able to raise \$25M throughout the capital region. This year's theme ***We are Problem Solvers... Poverty is Next*** is very fitting. In the next two weeks, you will receive a postcard with a message from the Chancellor. This postcard will indicate that we heard clearly from our campus community that you wanted to see less paper. So, our 2015 campaign is now fully electronic. The Chancellor will tell you that he will be sending a secure, personalized email to you on October 5 requesting your contribution and generosity to the University of Alberta United Way campaign. Please be assured that this is a legitimate email and that it is a secure and private link for you. We also encourage all members on campus to join us in a number events over

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the next two months, including the **BBQ during Green and Gold Day**, followed by the **56th annual Turkey Trot on October 3**, and **Loopy Lunch on October 7**. We look forward to your engagement and participation in the campaign.

13. Report from the GSA

- C. More reported that Professional Development is a major priority this year. The Professional Development Mixer on September 30th is bringing together industry with students. The GSA will be hosting a series of coffee breaks to give a forum for students to meet one another. Graduate student mental health and wellness is also a priority.
- C. More: Compliance with the Academically Employed Graduate Students' Collective Agreement is not optional. Members were asked to refer to the summary sheets written by Susan Buchsdruecker on the essential parts of the CA
 - o http://www.hrs.ualberta.ca/HiringandManaging/CollectiveAgreementAdmin/~media/hrs/HiringManaging/GradStudentResources/AEGS_Info_Dept.pdf

14. The meeting was adjourned at 3:18pm (H. Zwicker)