

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

Wednesday Sept. 19, 2018

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

**Attendance at FGSR Council – September 19, 2018**
**Department/Unit Faculty Representatives**

Agricultural, Food & Nutritional Science	Ben Willing
Anthropology	Andie Palmer
Art & Design	Lisa Claypool
Biochemistry	David Stuart
Biological Sciences	James Stafford
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	David Deephouse
Cell Biology	Andrew Simmonds
Chemicals & Materials Engineering	Vinay Prasad
Civil & Environmental Engineering	Dave Chan
Computing Science	Janelle Harms
Drama	Piet Defraeye
Educational Policy Studies	Jorge Sousa
Educational Psychology	Sophie Yohani
Electrical & Computer Engineering	Marek Reformat
Elementary Education	Jennifer Branch-Mueller
English and Film Studies	Albert Braz
Human Ecology	Rachel McQueen
Kinesiology, Sport, and Recreation (non-departmentalized)	Normand Boule
Library & Information Studies	Ali Shiri
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Morris Flynn
Medicine	Gopinath Sutendra
Medicine (x2)	Nadia Jahroudi
Modern Languages & Cultural Studies	Micah True
MLCS (x2)	Ann De Leon
Music	Maryam Moshaver
Native Studies (non-departmentalized)	Adam Gaudry
Nursing (non-departmentalized)	Diane Kunyk
Obstetrics & Gynecology (Medical Sciences)	Denise Hemmings
Oncology	Alan Underhill
Pharmacology	Amy Tse
Philosophy	Ingo Brigandt
Physics	Frank Marsiglio
Physiology	Greg Funk
Political Science	Siobhan Byrne
Psychiatry	Esther Fujiwara
Religious Studies	David Quinter
Secondary Education	Bonnie Watt
Surgery	Fred Berry

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

Arts	Tom Spalding
Education	Elaine Simmt
Medicine & Dentistry	Hanne Ostergaard
Science	Mark McDermott

**Ex-Officio Representatives**

FGSR Dean & Vice-Provost (FGSR Council Chair)	Deborah Burshtyn
FGSR Vice-Dean	Bryan Hogeveen
FGSR Associate Dean	Victoria Ruétalo
FGSR Associate Dean	Janice Causgrove Dunn
FGSR Associate Dean	Naomi Krogman
FGSR Associate Dean	John Nychka
Senior Administrative Officer, FGSR (Secretary)	Amy Dambrowitz
Vice-Provost and Chief Librarian (or Delegate)	Dale Askey

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

Department of Mechanical Engineering	Gail Dowler
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**Graduate Student Association (GSA) Directly Elected Officials (DEO)  
Representatives**

BioSci	Beth Richardson
Mechanical Engineering	Masoud Aliramezani

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

Biomedical Engineering	Kevin Solar
Civil and Environmental Engineering	Tony Zheng
Computing Science	Dylan Ashley
Educational Policy Studies	Alleson Mason
Mechanical Engineering	Fatemeh Razavi
Medicine	Bishoi Aziz
Pediatrics	Maryam Kebbe
Pharmacology	Andrew Woodman
Surgery - Masters	Hayden Danyluk
Surgery - Masters	Catherine Stewart
Electrical Engineering	Thomas Cam
Medicine	Saima Rajabali
Pharmacology	David Tandio
Radiology and Diagnostic Imaging	Martha Ruiz
Surgery	Mukt Patel

**Observers – Non-Voting**

FGSR Executive Assistant & Operations*	Andrea Riewe
Assistant Dean, Advancement*	Meghan Unterschultz
FGSR Professional Development & Community Volunteer Program Director*	Deanna Davis
GFC Secretary*	Meg Brolley
Presenter, Faculty of Science	Renee Elio
FGSR, Governance	Janice Hurlburt
FGSR, Governance	Maria Chia
FGSR, Awards Supervisor	Trish Smith
FGSR, SFO	Sylvia Fong-Wong

*\*Non-Voting*

**FGSR Council: September 19, 2018****1.0 Call to Order and Welcome to All New Members of Council at 2:01 PM****Treaty Acknowledgement**

"The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community."

**2.0 Approval of Agenda for September 19, 2018**

Moved/seconded: Tom Spalding/ Janice Causgrove Dunn

Approved by a show of hands.

**3.0 Approval of Minutes of May 9, 2018**

With corrections to the attendance list included

Moved/seconded: Jorge Sousa/ Morris Flynn

Approved by a show of hands.

**4.0 Matters Arising from the Minutes**

None.

**5.0 Report from the Dean (Debby Burshtyn)****Introduction of the Decanal Team and FGSR Priorities for 2018-19**

Debby relayed her excitement in taking on the role of Interim Vice-Provost and Dean for the Faculty of Graduate Studies and Research. She noted her priorities are advocating for the needs of graduate students and working with the GSA on their priorities; fostering a collaborative approach to incent curriculum renewal and interdisciplinary program innovation; prioritizing equity, diversity, inclusion and wellness for graduate students; and building on FGSR's flagship professional development programming.

**The 2018-19 Decanal team:**

**Bryan Hogeveen**, Interim Vice-Dean; *Portfolio: Awards; Equity, Diversity and Inclusion; and Quality Assurance*; **Naomi Krogman**, Associate Dean; *Portfolio: Graduate Supervision, Training & Mentorship*; **John Nychka**, Associate Dean; *Portfolio: Teaching and Learning, Professional Development and Interdisciplinary Programs*; **Janice Causgrove Dunn**, Associate Dean; *Portfolio: Graduate Student Wellness; Policy & Governance*; **Victoria Ruétalo**, Associate Dean; *Portfolio: Student Academic Affairs*; **Amy Dambrowitz**; Assistant Dean (Administration) and Secretary to FGSR Council.

**Note Added:** **Meghan Unterschultz** is the Assistant Dean, Advancement.

**Welcoming New GSA Representatives**

Two GSA Elected Officials in attendance were introduced, Beth Richardson (VP Labour) and Masoud Aliramezani (VP Academic). We also welcomed the elected student representatives from the different

departments. We appreciate your voice and you giving your time and energy to be the vital link and perspective to our students.

### **Council Orientation to the Role of FGSR Council and the Purpose of Council Meetings**

The Dean indicated that the role FGSR Council is a Governance Body whose role is to approve all policies for graduate students and graduate programs and provide academic leadership for moving graduate education forward across campus.

The FGSR surveyed council members in June to ask how the meetings could be improved in future. We will review the findings at a later council meeting when new council members will have a better understanding of the meeting flow. Meanwhile, we have made some changes based on feedback:

1. A written Dean’s Report – time-sensitive information will be included in the council package and available to those who cannot attend.
2. Question Period – open time will be included in each agenda for council members to seek information and raise issues you see emerging or being neglected. Where there is interest in a full discussion, we can add items to a future meeting.
3. Items for Approval (those items needing a vote) will have priority on the Agenda

Council members were reminded of the voting procedures for council and the use of technology in Council Chambers.

### **FGSR Satisfaction Survey Results - Key Issues for 2018-19**

The majority of the responses to the 2018-19 Satisfaction Survey sent out June 2018 to Council members highlighted the high quality of service our staff gives to students and departmental staff. Respondents felt confident in the knowledge and professionalism of FGSR staff and are confident FGSR staff can find answers for unusual problems ranging from student conflict issues to assessment of transcripts.

Council members also appreciated the role FGSR plays in creating and implementing policies for graduate education. They appreciate the operational and governance frameworks FGSR has established to support students and faculty as they provide quality graduate education.

Key concerns that arose from the survey and our plans to address them are outlined below:

<b>Concern</b>	<b>Actions Planned</b>
Admissions service levels are slow; proposed causes are resourcing and the GSMS (Graduate Student Management System).	The FGSR admissions process has been streamlined over the summer. The GSMS has improved significantly since it was launched and we continue to work with IST to make changes to benefit all users. The next system changes are driven by the results of the May 2018 GSMS user survey.

Awards: need increased clarity on adjudication processes and requirements; better award timing; travel awards	We appreciate that you share our frustrations about the timing of some of these awards/award allocations. Some of this is out of our control. The Dean and Vice-Dean continue to advocate to the Government of Alberta on behalf of the university to ensure that funding models reflect the needs of our students and applicants, including timing. More information in Item 12.0.
Website and communicating what FGSR does	The website remains a work in progress. We are finding ways to better engage with students and departments. Our staff reached 1700 new students at >40 departmental orientations and the UAI and GSA orientation events. We plan to continue targeted outreach to departments for training and assistance throughout the year.
Respondents indicated that they would appreciate FGSR playing a larger role in educating supervisors on their responsibilities	Associate Dean Naomi Krogman, has taken a leadership role in developing a supervisory guide, which will circulate to the graduate supervisory community this fall. This year, we will be working to support Chairs to help them to fulfil their roles and responsibilities in developing faculty members as supervisors. We are also working with the GSA to create a companion document to the supervisory guide for students to help them to navigate their responsibilities in their relationships with supervisors.

**Thank you for your participation in the FGSR Environmental Scan re: PD.**

We will have the students present their findings at the October Council meeting. They will also be presenting to GPAC this fall. **(Note – they will present to Council in November)**

**Students from the Kingdom of Saudi Arabia**

The University of Alberta has been monitoring the unfolding situation between the Government of Canada and the Kingdom of Saudi Arabia, which includes the recall of Saudi graduate students and other trainees in Canada. The university has a team working to understand the impact on our students, and to keep any affected students informed and supported. As the Interim Dean of FGSR, I am a member of that team and will be working to ensure we support the unique needs of graduate students.

As a faculty/staff member who supports graduate students, you will have questions ranging from support on academic and immigration issues, to personal matters such as managing stress. For academic questions about graduate programs, please contact Kris MacManus, Graduate Student Services Advisor - Program Services, ([gradpgm4@ualberta.ca](mailto:gradpgm4@ualberta.ca)). For all other matters, please contact Nicole Dewart, Senior Student Coordinator, Sponsored Student Program ([uaissp@ualberta.ca](mailto:uaissp@ualberta.ca)). Nicole will help address your concern or direct you to the most appropriate resource at the University of Alberta.

Recently, the university has been informed that the affected students may choose to stay in Canada and study, but that they will not have the financial support of the government of the Kingdom of Saudi Arabia. As with all University of Alberta graduate students, the affected graduate students may be

eligible for other forms of financial support (for example, bursaries, GRAFs, GTAs or GRAs). Please encourage students to apply through the usual channels.

**Tuition Legislation**

The Government of Alberta has indicated that the results of the Tuition Regulation review will be addressed through legislation in the fall sitting of the legislature.

**Mentorship Academy Workshops**

- Monday, October 22 (12:00 – 1:30 pm): “What Is a Good Mentor?”
- Monday, November 19 (10:30 am – 1:00 pm): “How to Have Career Conversations with Your Graduate Students”

Council members are encouraged to attend and bring other members of their units. Pre-tenure professors are particularly encouraged to attend.

**Workplace Violence and Harassment Training**

FGSR will be developing a one-hour training for all supervisors of grad students (including professors and non-professors) which addresses Workplace Violence and Harassment. Naomi Krogman is leading this initiative and will be looking for your input in developing the course. We will be emailing you seeking your input on topics borne of your experiences in the field that should be discussed in that training.

**Tracking PhD Employment Outcomes**

Andrea Graham is leading a project to track PhD employment outcomes and survey graduate program alumni. More information will follow at a future council meeting.

**Improved Graduate Teaching and Learning (GTL) Week**

Deana Davis, John Nychka and their team, introduced changes to GTL week that ran August 2018. The week included fewer sessions, but involved more participants. Over the week, over 300 new students enrolled in the GTL program.

**Falling Walls**

The Dean encouraged members to attend the Falling Walls competition later in the day. 15 graduate students and postdocs will be presenting their research in an elevator-pitch style competition. The top two will compete in Berlin later this fall.

**Questions:**

***Corrections to the written Report from the Dean were requested to indicate that Uchechukwu Umezurike and Billy Ray Belcourt are students in the Department of English and Film Studies.***

**Question: What is the expectation for faculties with professional development (PD) program exemptions with regard to the new PD program changes?**

**Reply:** We have already had one faculty stop using their exemptions for all programs. Other faculties that incorporate the PD into their programs are moving the PD content into the calendar in order to recognize that is how the PD requirement is filled.

**Question: How will the changes to the provincial credential framework and renaming of post-baccalaureate certificates (now to be Graduate Certificates) be moved through governance?**

**Reply:** FGSR will be leading this activity, and will shepherd the changes through governance. The intention is to take all changes related to the new credential framework through governance simultaneously. FGSR will help programs to review their certificates and make sure that they remain in compliance with the framework. **Note: Name change will need to be passed through departmental/faculty governance as well, but FGSR will help prepare the documentation.**

**Question: How will the changes to the SSHRC application procedures for Indigenous students impact the process for departments? Will CGS-M applications for Indigenous students come back from Ottawa with the rest of the bundle or will they come separately? Do our quotas for CGS-M awards change as a result of this program?**

**Reply:** More information will be presented in Item 12.0. In response to your question, CGS-M awards for Indigenous students will be adjudicated in the same manner as other CGS-M applications. CGS-Ms are adjudicated at the institutional level. Our institutional quotas do not change; this update re: New for Indigenous students refers to the SSHRC Doctoral Awards.

## 6.0 Approve Standing Committees (Debby Burshtyn)

### 6.0 A Motion: Policy Review Committee Membership

**Motion:** Be it resolved that the Faculty of Graduate Studies and Research Council approves nomination of the following members to the FGSR Policy Review Committee for terms of two years: Sujata Persad – FoMD-Pediatrics; Marek Reformat- Electrical & Computer Engineering; Adam Gaudry- Native Studies; and Samira ElAtia – Faculte Saint-Jean.

**Moved/Seconded:** David Deephouse/Pete Defraye

**Discussion of the motion:** None

**The motion was approved.**

### 6.0 B Motion: Appeals Committee Membership

**Motion:** Be it resolved that the Faculty of Graduate Studies and Research Council approve nomination of the following members to the FGSR Academic Appeals Committee for the indicated terms. Esther Fujiwara – Psychiatry (1 additional year, ending Sept. 2019); Cressida Heyes – Political Science (1 additional year, ending Sept. 2019); Ali Shiri – Library and Information Studies (1 additional year, ending Sept. 2019); Felice Lifshitz- Women's & Gender Studies (new, ending Sept. 2020); and Alan Wilman – Biomedical Engineering (1 additional year, ending Sept. 2019).

**Moved/Seconded:** John Nychka/Morris Flynn

**Discussion of the motion:** None

*The motion was approved.*

**7.0 Proposal: New Dual Doctoral degree program between Universidad Tecnica Federico Santa Maria (UTFSM), Chile and the Faculty of Engineering, UA (Presenter: Bob Hayes, Faculty of Engineering)**

**Summary:**

Universidad Tecnica Federico Santa Maria (UTFSM) is a top Engineering school in Chile, and we have been collaborating with them since 2006. The two institutions already have a Memorandum of Understanding in place. A formal dual doctoral degree will serve as a method to expand the collaboration to include the full Faculty of Engineering, building on existing high quality research collaborations and improving student experiences. Because UTFSM is an Engineering-only institution, the agreement is limited to the Faculty of Engineering.

**Motion:** *Be it resolved that the Faculty of Graduate Studies and Research Council approves the proposed New Dual Doctoral degree program between Universidad Tecnica Federico Santa Maria (UTFSM) and the Faculty of Engineering.*

**Moved/Seconded:** Vinay Prasad/Mark McDermott

**Discussion of the motion:** None

*The motion was approved.*

**8.0 Proposal: New Joint Doctoral Program with Technical University of Munich (Germany) ("TUM") and the Faculty of Science (Presenter: Renee Elio)**

**Summary:**

This program with TUM has been in development for some years (finalized in July). This program is the result of a longstanding foundation of partnership. The Faculty of Science shares strategic research relationships with TUM in areas including computing science and Earth sciences. These partnerships have led to shared summer schools and the ATUMS CREATE project (Alberta / Technical University of Munich International Graduate School for Hybrid Functional Materials), which is funded by both the Canadian and German governments.

Background on TUM: an outstanding university, which routinely ranks in the Top 50 worldwide. There are 14 departments, 4100 students, and 550 faculty members; 1000 doctorates were awarded last year. There are collaboration opportunities beyond the sciences and engineering that other faculties may wish to explore in the future.

**Motion:** *Be it resolved that the Faculty of Graduate Studies and Research Council approves the proposed New Joint Doctoral Program with Technical University of Munich (Germany) (“TUM”) and the Faculty of Science, University of Alberta.*

**Moved/Seconded:** Vinay Prasad/ Mark McDermott

**Discussion of the motion:** The council was reminded of the difference between Dual and Joint Degrees. Dual degrees must meet the requirements of both institutions. Joint degrees must meet the requirements of the host institution, and other requirements (reflecting the requirements of the partner institution) can be negotiated.

**The motion was approved.**

#### **9.0 Motion: FGSR Policy - Minor FGSR Calendar Changes (Janice Causgrove Dunn)**

**Summary:** This collection of changes is being made in the spirit of bringing the graduate program manual into alignment with the University of Alberta calendar.

**Motion:** *Be it resolved that the Faculty of Graduate Studies and Research Council approve the proposed changes to the Regulations of the FGSR section of the calendar, revising the wording for the following:*

- *Reflecting the new deadline for Registration in Thesis at the End of Programs for the Winter term*
- *Adding wording for departments that have a fine arts thesis equivalent to note distinct thesis submission policies*
- *Clarifying wording for part-time and full-time registration in Spring/Summer for students in thesis-based programs admitted Fall 2011 and thereafter.*

**Moved/Seconded:** Janice Causgrove Dunn/Victoria Ruétalo

**Discussion of the motion:**

A **friendly amendment** was proposed and accepted to include the wording “fine arts thesis equivalent” in the final paragraph to resolve the unintended semantic contradiction.

The group discussed whether these changes would imply that course-based Master’s students would be considered to be part-time if not registered in 6 credits in Spring/Summer, an outcome which could have visa implications for international students. It was clarified that, since, course-based programs have a period of “natural break” in Spring/Summer, this would not be the case.

**The motion was approved.**

#### **10.0 Notice of Motion: FGSR Policy on IELTS (Debby Burshtyn; Bryan Hogeveen acting as Chair)**

**Notice of Motion:** *Be it resolved that the Faculty of Graduate Studies and Research Council approves the increase to the academic IELTS test band scores from 5.0 to 6.0.*



**Background:**

Last year, the minimum IELTS band score for undergraduate admission to the university was raised to 5.5. Through discussions of the FGSR Policy Review Committee and Council, we had concluded that a score of 6.0 was a more appropriate level for graduate program admissions.

Through our discussion with council members, it was recognized that this could have significant impacts on programs who have been admitting large numbers of applicants with band scores below 5.5. If the change is approved, FGSR will work with programs whose eligible applicant numbers could be significantly affected by this change to reduce enrolment shock by being flexible as this is phased in, using the mechanism of conditional admissions.

**Discussion of the proposed motion:**

A council member indicated that the jump from 5.0 to 6.0 is too large to be absorbed all at once. Students in that member's programs demonstrate significant increases in English proficiency after they arrive in Canada. An alternative approach of encouraging departments to raise their minimums if they want a higher score was proposed. The council was reminded that there has been a general consensus across the campus to move to 6.0 last year, but that the current council needs to contribute to the discussion and decisions.

A council member asked whether we have data to show that students with low band scores have underperformed historically. It was explained that we only have anecdotal data, including that even students with high scores will often have communication issues. We do not have access to historical data correlating performance to IELTS scores at the time of admission.

It was noted that small programs with high numbers of international applicants could be disproportionately affected.

A straw poll indicated that the council was not ready to move to a vote on the motion.

**Next steps:**

Feedback on the Notice of Motion will be shared with the Policy Review Committee. Council members who would like to provide additional feedback are asked to send their comments to Dena Giroux (dena.giroux@ualberta.ca), who supports the Policy Review Committee.

**11.0 Calendar Changes & Governance Report (Maria Chia and Janice Hurlburt)****Calendar Changes**

Since January 2018, we have been updating the graduate section of the UofA Calendar to bring it into compliance with existing UAPPOL policies. The goal of the update is to ensure all program requirements are outlined in the calendar (not held in program manuals or on websites), and to confirm that all graduate calendar entries are consistent, detailed and complete.

Compliance is necessary because the Calendar is the definitive source for where academic regulations need to be in order to be binding, enforceable, and date-stamped with each iteration. Students must follow the requirements for programs according to their year of entry.

The supports FGSR has put into place within the past six months were reviewed including: wording that allows for flexibility in program requirements, particularly in course selection; standard wording in places, to ensure compliance with and links to FGSR policy and minimum requirements; updated the FGSR calendar checklist to ensure consistency and complete information within each graduate program calendar entry and meets the formatting requirements of the online calendar. We have also worked with the University Governance office to streamline the GFC approval process for this large exercise. Departments and faculties who are not yet at the approval stage should consult early on with Maria Chia at FGSR to ensure a smooth process. She can review your calendar entry before you pass it through your department/faculty council in order to assist with preventing issues from arising later which would send the proposal back through earlier approval steps.

***Question: We are concerned about the delays between developing materials and getting them in the calendar. Can't this be done faster? Changes may be delayed up to two years.***

***Reply: The rate of change is controlled by the production schedule for the university calendar. Currently, the calendar is produced once per year, so changes must meet the governance and production deadlines in order to be put into the calendar.***

***Question: Can you distinguish between the official status of UAPPOL and the University of Alberta Calendar?***

***Reply: UAPPOL policies govern what we must put in the calendar. The Calendar is our contract with the students.***

***Comment: The Council was reminded that calendar content should not include any material that contradicts the GSA collective agreement.***

#### **Governance Report (January to September)**

The governance report was presented in a new format. It is now a spreadsheet to track the progress of proposals and changes through the governance process.

The council was informed that there has been a change in the Government of Alberta policy regarding approvals of course-based Master's programs that are based on existing thesis-based programs. The two different routes must share common learning outcomes and differ primarily by emphasis and delivery. These programs can now be approved internally at the university, which will reduce barriers to approval and decrease the time between proposing a program and seeing it approved.

***Comment: A suggestion was made that, in future, the new format governance report could show which approval levels were not required so that it was clear what the final approving body is for the proposed change.***

## 12.0 Awards and Scholarships Update (Bryan Hogeveen)

It has been a busy summer in the awards portfolio, with exciting changes in the Tri-council awards, and interesting plans in the works for the Trudeau Scholars program. We have also had word that the provincial government is considering major changes to their funding for graduate students. We are participating in the consultations and keeping in mind the importance of this funding, particularly to international graduate students.

New members for the Graduate Scholarships Committee are required and the Vice-Dean encouraged members of Council to volunteer or suggest names. Current and previous members of the committee have noted that this is an excellent opportunity to learn how to write powerful reference letters.

**NSERC Postgraduate Scholarships - Doctoral (PGSD)** - NSERC has changed its requirements so that a first class average is no longer required to apply for an award. We recommend that, if the candidate does not meet that standard, the department provide a rationale about why the candidate is being nominated. In addition, students in joint programs with both a research component and a professional component are now eligible for NSERC scholarship support as long as they have a significant research component.

**SSHRC Doctoral Awards Competition** - SSHRC has changed its procedures for Indigenous scholarship applicants. At the time of Council, the understanding was all Indigenous applications will be forwarded to SSHRC for consideration.

**NOTE ADDED:** Details currently available on the SSHRC website are summarized here. Applicants for doctoral-level support who would like their application considered for submission beyond their institution's quota are asked to select the "Option for Self-Identified Indigenous Applicants" in the "Identification" section of the online application form. Once completed, this information will be displayed on Page 1 of the application form.

Institutions should follow the regular selection process in place for the review of applications and submit applications deemed meritorious by the university's selection committees to the national competition. Such meritorious applications will be extra to our institutional quota.

Applicants who have selected the option to have their application considered for submission beyond their institution's quota are advised that this information will be shared with authorized officials at their institution. This information is otherwise considered confidential and should not be shared with selection committees.

We had excellent success rates for scholarship applications sent to national competitions this year: Vanier 30%, SSHRC 37%, NSERC 48%, and CGS-M 26%. Congratulations to the winners.

The QEII scholarships contract was not received until September 12 this year. We have approximately the same number to award as last year and the deadline to submit applications to FGSR is October 2, 2018.

There are changes in how the university will be able to award Alberta Innovates - Technology Futures scholarships. We are now expected to award the full scholarships (multi-year) from current-year funding. This will dramatically reduce the number of AI-TF awards we can award each year. AI-TF applications will be due to FGSR on October 12, 2018.

**Question: How many adjudications are Graduate Scholarships Committee members expected to participate in each year?**

**Reply:** *In general, committee members participate in one large competition and one smaller (departmental) adjudication.*

#### **13.0 Associate Deans Report: Case Report and Best Practice Reminders (John Nychka)**

Highlights of the nature of students cases dealt with by the FGSR Associate Deans were presented. In 2017-18, there were 256 cases; 48.4% were academic issues, 28.9% were centered in conflict (mostly with supervisors), and 5.9% were related to the Code of Student Behavior. The remaining cases were varied in nature but included appeals, health issues and leaves of absence.

The Associate Deans have assembled two “top tips” for September 2018:

1. Doctoral exam chairs cannot be examiner. To be eligible to be a chair, one must be a faculty member and have experience as an appointed supervisor of graduate students. Full details can be found in the calendar sections entitled “The Role and Structure of Examining Committees” and “Supervision and Supervisory Committees.”
2. We have resources to support the chairs of Candidacy Exams. There is a candidacy exam decision flow chart, in can be found on the FGSR website, [here](#). A template for the candidacy exam memo developed by Steve Strelkov (AFNS) and John Nychka was shown and can be requested from John Nychka.

**Comment: Finding a non-examining exam chair poses significant challenges. This is a large time commitment, especially for large departments.**

**Reply:** *It may be possible to explore creative solutions. For example, your department could make it a service for someone to be a recurring exam chair, or you could invite professors emeriti to be exam chairs. It is also important to remember that there are multiple eligible groups. If you need guidance in this, please reach out to the Associate Deans in Faculties and FGSR to explore options.*

#### **14.0 GSA Monthly Report & Workplan (Beth Richardson)**

The GSA report was submitted as written.

Overview of the 2018-19 GSA work plan:

After a significant engagement and consultation process with graduate students, the Directly-Elected Officers of the GSA have published a strategic work plan based on four broad themes: foster, support,

advocate, and connect. This year, the plan layout was significantly revised, and it is now a shorter, more focused, and more engaging document.

The GSA, which is both the representative body for graduate students at the University of Alberta, and the bargaining agent for academically-employed graduate students, identifies a number of priorities in its plan for the year, and highlighted three in its presentation to the FGSR Council:

1. Guaranteed, transparent, and sustainable funding packages that support a reasonable standard of living for all thesis-based graduate students for the duration of their programs.
2. Collaborating with and advocating to the FGSR and senior University administrators to make quality graduate student supervision an institutional priority (including creating an accountability structure for supervisory evaluation and establishing a means of safe disclosure and reporting of concerning supervisory behaviour).
3. Implementation of initiatives to prevent homelessness, improve (mental) wellness, and enhance supports for graduate students with dependents (including social supports, communities, affordable housing and childcare).

**Question: When will the new collective agreement be available and will it be retroactive to September 1?**

**Reply:** *The agreement will be available when negotiations conclude, and the previous agreement will remain in place until then. We are not expecting the new agreement to be applied retroactively.*

#### 15.0 Question Period (Debby Burshtyn)

**Question: Where should we send Indigenous students to find more information about how the SSHRC policy changes affect them? Will departments still rank these rank applications? Do the changes affect our departmental doctoral award quotas?**

**Reply:** *Students will find more information as they complete their applications. There are additional questions on the applications for those students who self-identify as Indigenous. Doctoral and Master's award applications from Indigenous students should be reviewed and ranked at the department level, and the department should provide their assessments as usual. There are no changes to the CGS-M program re: Indigenous Applicants. Re: the SSHRC Doctoral Award Applications, FGSR will forward meritorious doctoral award applications to the national competition; such applications will be extra to our institutional quota.*

*See additional notes in Item 12.0*

**Comment: Not ranking applications creates issues of inequity: it does not give the opportunity to compare and therefore note when a student is exceptional.**

**Reply:** *We will pass this feedback to SSHRC. In the meantime, you may choose to add something in your letter that states how the student ranks amongst their peers in their programs.*

**CORRECTION:** *Applications from Indigenous students for the SSHRC Doctoral Awards Competition must be ranked.*

**16.0 FGSR Dean Search Procedure & Information (Bryan Hogeveen)**

This fall, we will search for a new Vice-Provost and Dean of the Faculty of Graduate Studies and Research. The first meeting of the search committee is being held today (September 19) and the Town Hall launch will be held on Friday September 21, 2018.

The search committee is comprised of 11 individuals from across the University of Alberta. Over the summer, three individuals were elected by acclamation to represent FGSR Council on the committee: Sujata Persad, Patrick Flood and Christopher Lupke. The Executive Search consultant is Colleen Keenan; Colleen was also the consultant for the last FGSR search.

The committee will need to determine whether the search will be an open or closed search. It will most likely be a hybrid approach, with the early part of the search being closed, and the final stage being open, meaning that the final candidates will present their vision for the faculty in open meetings. In this case, we expect that there will be presentations by the shortlisted candidates from February 11-15, 2019.

While most of the committee work will occur behind closed doors, there will be opportunities for you to provide feedback. You will be asked to use the portal to give your advice and opinion on the leadership needs of the Faculty in the years ahead and any other key issues. A link to the portal will be shared with all council members. Depending on the format of the search (open, closed or hybrid), the portal may also be used to solicit feedback on candidates.

The committee members will not be sharing information about the process. The best way to get information to the committee is through the portal.

**17.0 Adjournment**

The meeting was adjourned at 3:59 PM.