

Council of the Faculty of Graduate Studies and Research
 Wednesday, November 13, 2019
 2:00 to 4:00 pm
 University of Alberta Council Chamber, 2-100 University Hall

Attendance at FGSR Council – Nov. 13, 2019

Department/Unit Faculty Representatives

Anthropology	Marko Zivkovic
Biochemistry	David Stuart
Biological Sciences	James Stafford
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	Trish Reay
Cell Biology	Andrew Simmonds
Chemicals & Materials Engineering	Vinay Prasad
Chemistry	Michael Serpe
Civil & Environmental Engineering	Samer Adeeb
Dentistry (Medical Sciences)	Patrick Flood
Drama	Piet Defraeye Stefano Muneroni
Economics	Heather Eckert
Educational Policy Studies	Jorge Sousa
Educational Studies	Elaine Simmt
Elementary Education	Jennifer Branch-Mueller
English and Film Studies	Mark Simpson
Extension (non-dept.) (MACT, MACE)	Gordon Gow
Faculte Saint-Jean (non-departmentalized)	Samira El Atia
History & Classics	Adam Kemezis
Human Ecology	Rachel McQueen
Kinesiology, Sport, and Recreation (non-dept)	Elisha Krochak
Laboratory Medicine & Pathology	Monika Keelan
Law (non-departmentalized)	Linda Reif
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Morris Flynn
Medicine	Nadia Jahroudi
Modern Languages & Cultural Studies	Micah True
Music	Maryam Moshaver
Native Studies (non-departmentalized)	Adam Gaudry
Nursing (non-departmentalized)	Diane Kuyk
Occupational Therapy	Shaniff Esmail
Pharmacology	Frances Plane
Pharmacy & Pharmaceutical Sciences (non-dept)	Arno Siraki
Philosophy	Jennifer Welchman
Physical Therapy	Mark Hall
Physics	Craig Heinke
Resource Economics & Environmental Sociology	Henry An
School of Public Health (non-dept.)	Jeff Johnson
Secondary Education	Bonnie Watt
Surgery	Fred Berry

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Agricultural, Life and Environmental Sciences	Leluo Guan
Medicine & Dentistry	Hanne Ostergaard
Science	Mark McDermott

Ex-Officio Representatives

FGSR Dean & Vice-Provost (FGSR Council Chair)	Brooke Milne
FGSR Vice-Dean	Bryan Hogeveen
FGSR Associate Dean	Victoria Ruétalo
FGSR Associate Dean	Tracy Raivio
FGSR Associate Dean	Janice Causgrove Dunn
Vice-Provost and University Registrar (or Delegate)	Carlo Dimailig
Vice-Provost and Chief Librarian	Dale Askey
Chief Librarian Delegate	Geoff Harder
Chair, FGSR Academic Appeals Committee*	Andie Palmer

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 Representatives

VP Academic	Dylan Ashley
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Graduate Student Association (GSA) Council Representatives

Biomedical Engineering, PhD	Kevin Solar
East Asian Studies, MA	Mei Nan
Educational Policy Studies, PhD	Alleson Mason
Human Ecology, MSc	Jon Lai
Mechanical Engineering, MSc	Ramin Fathian
Mechanical Engineering, PhD	Samira Doostie
Medicine, MSc	Bishoi Aziz
Medicine, MSc	Reed Sutton
Pediatrics, MSc	Ronan Noble
Civil and Environmental Engineering, PhD	Jestril Ebaga Ololo
Surgery, PhD	Hayden Danyluk
(ALTERNATE) Civil and Environmental Engineering	Adekunle Mofolasayo

Observers – Non-Voting

FGSR Operations Coordinator (Secretary)*	Medha Samarasinghe
FGSR Executive Coordinator*	Andrea Riewe
Assistant Dean, Advancement*	Meghan Unterschultz
FGSR, Senior Officer - Financial and IT*	Sylvia Fong-Wong
Graduate Ombudsperson*	Bhuva Narayanan
FGSR Governance*	Janice Hurlburt
FGSR Governance*	Maria Chia
FGSR Admissions & Program Services Supervisor*	Joyce Anderson
FGSR, Executive Assistant to the Associate Deans*	Dena Giroux

*Non-Voting

Regrets:

Department/Unit Faculty Representatives

Felice Lifshitz - Women's and Gender Studies
 Greg Funk – Physiology
 Jacqueline Cummine – Communication Sciences & Disorders
 Jocelyn Hendrickson – Religious Studies
 Johanne Paradis – Linguistics
 Mike MacGregor - Internetworking (MINT)
 Piet Defraeye – Drama

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Leluo Guan (ALES)
 Tom Spalding (Arts)

Ex-Officio Representatives

Laura Beard – Vice-President (Research) (or Delegate)
 Dale Askey - Vice-Provost and Chief Librarian (or Delegate)

Graduate Student Association (GSA) Council DEOs & Representatives

Fahed Elian (GSA President)
 Fatemeh Razavi (Mechanical Engineering, PhD)
 Kevin Solar (Biomedical Engineering, PhD)
 Kim Ho (Pediatrics, PhD)
 Peter Jun (Rehabilitation Medicine, PhD)
 Reed Sutton (Medicine, MSc)
 Shanawaz Mohammad (GSA VP Labor)
 Zoë Dworsky-Fried (Pharmacology, MSc)

FGSR Council November 13, 2019

1.0 Call to Order at 2:02 PM

2.0 Approval of Agenda for November 13, 2019

Moved/Seconded: Dylan Ashley/Morris Flynn
Approved by a show of hands.

3.0 Approval of Minutes of October 16, 2019

Moved/Seconded: Craig Heinke/Morris Flynn
Approved by a show of hands.

4.0 Matters Arising from the Minutes

None.

5.0 Report from the Dean

- FGSR has completed the approved offer letter templates for the upcoming Admissions season. As far as we know, Bill 19 is still valid and so we are moving forward on the assumption that it makes sense for our international graduate students to have a full picture of the costs of their programs.
- FGSR held 3 information sessions last week (led by our Communications Coordinator, Rob Desjardins and our Graduate Governance and Policy Coordinator, Maria Chia) for your departmental administrative counterparts (members of GPAC). We were pleased to have about 40 members come to the sessions. They brought up some important questions and our team is working on incorporating their questions and the corresponding feedback into additional resources.

CAGS Annual Meeting

- Vice-Dean Bryan Hogeveen, along with Renee Polziehn and Deanna Davis from our PD team, and Dean Milne were at CAGS (Canadian Association of Graduate Schools) last week in Halifax, NS.
- Bryan presented on the PhD Alumni Study and Deanna presented on the new IDP online platform, which will officially launch on November 15. Renee outlined the professional development needs for Postdocs.
- FGSR was also pleased to accept the 2019 Award for Excellence and Innovation in Enhancing the Graduate Student Experience. This award acknowledges the innovative work of the Professional Development Requirement and the UofA's, now nationally recognized, suite of programming that supports the requirement.

Wellness Initiatives

- About 130 new graduate students attended a Wellness Check-in on Tuesday, Nov. 12 at Triffo Hall. FGSR hosted a pizza lunch, facilitated networking between students, and provided a wellness goody bag that included campus resources and a pocket guide of tips for dealing with stress and anxiety.
- We have another event scheduled for Thursday, Nov. 14 for our returning graduate students.

- On Nov. 13, FGSR is hosting a 1 day writing bootcamp at Triffo Hall. 75 students have signed up to spend the day with us. We provide lunch and snacks, but the intent of the day is to provide collective quiet space for students to get some writing done during Reading Week.

Questions/Discussion:

- None.

6.0 GSA Monthly Report

Report as submitted. Dylan Ashley, VP Academic, thanked FGSR for helping support 2 GSA Executive Members to attend the CAGS conference.

Questions/Discussion:

- In response to a Council member's question, Associate Dean T. Raivio confirmed that as per the provincial mandate, it is not possible to split the AGES amounts into two smaller awards. Students will, however, be able to hold the awards in combination with others and there are no restrictions around this.

7.0 FGSR Governance Process & Role of Council in University Governance

The Provost's Office has begun consultations on revising the current committee and approval structures for program proposals and changes. The FGSR Executive has also been discussing how our internal committee structures can be modified so that the members who sit on them, those who have the most familiarity with graduate program delivery and student matters, can review, discuss, and approve these proposals.

Presently, program changes do not come through FGSR Council for review nor do they go to GEFAC for consultation despite the fact that FGSR is the body that administers these programs and is ultimately responsible for their delivery.

PRC plays an important role in the governance process as does GEFAC; however, GEFAC has to date been more of an informal advisory committee without voting privileges and delegated authority to make recommendations to FGSR Council.

Revised terms of reference for PRC and GEFAC are included in the meeting materials for today's meeting. These revisions support what Dean Milne sees as a nested interconnection of committees beginning with PRC and extending to GEFAC, and then Council. The committees will review and approve all matters relating to graduate programs and education at the U of A so that when these items move forward within the broader university governance structure, they will have undergone intensive internal vetting procedures by the most knowledgeable and experienced people dealing with graduate studies on campus.

FGSR Council is the ultimate approving authority within FGSR in this revised governance structure and will have an important responsibility in considering and making recommendations on matters brought to it. GEFAC will act in an executive capacity providing additional oversight for items approved and moved forward by PRC. GEFAC will make recommendations to Council for consideration and approval.

Dean Milne hopes that these changes will simplify the governance process, provide greater oversight and transparency, and expedite matters for consideration and approval going forward.

8.0/9.0 Notices of Motion:**Policy Review Committee (PRC) Terms of Reference****Programs & Policies Executive Committee (PPEC) Terms of Reference**

Both Terms of Reference have been reviewed by PRC and GEFAC to date, and the feedback from both committees has been incorporated into the version before Council. Dean Milne has also discussed the revisions with Tammy Hopper, Vice-Provost Programs and Planning, and she is very pleased with the potential changes as they will facilitate the work of the various GFC committees that she is currently revising.

Questions/Discussion:

- A member of Council noted that the proposed TOR for PRC is more detailed than the original. She inquired if the items listed in A through E are new or if these practices are just being formalized and put in writing now. Dean Milne explained that most of the items were a formalization of what the committee has been doing; however, some, including the process of moving items from PRC to GEFAC, constituted additions.
- A member of Council inquired why there was no student representation on GEFAC. Dylan Ashley, VP Student Academic, noted that he and Dean Milne had discussed the issue and as a student representative he did not have a problem with this as it allows a space for GEFAC to have potentially confidential discussions. There is student representation on PRC and at FGSR Council, so student reps will have opportunities at the initial stages of discussion and at the final, voting stage to bring forward their perspectives.
- A Council member inquired why quorum for GEFAC was set at $\frac{1}{3}$ rather than the usual 50% + 1. Dean Milne noted the TOR can still be amended.

10.0 ABROD 900

Associate Dean Janice Causgrove Dunn presented the proposed changes to the ABROD 900 course description. The wording changes are to ensure that this course is only used when a student is paying fees at an approved host institution rather than also covering the costs of participating in UAI's Study Abroad internship programs, or other courses.

Motion: *Be it resolved that the Faculty of Graduate Studies and Research Council approve the proposed changes to the existing course description for ABROD 900, to take effect upon approval and to be published in the 2020-2021 Calendar.*

Moved/Seconded: Samira El Atia/Craig Heinke

Questions/Discussion:

- The reason the course is called ABROD rather than ABROAD is due to the restrictions of Campus Solutions for course naming conventions.
- A council member noted that the current explanation suggests that UAI manages registration. Associate Dean Causgrove Dunn clarified that the current wording is misleading as ABRD 900 has always been an FGSR course so the registration has to come through FGSR. The new wording should clear up this confusion.
- The term “Accredited” refers to the fact that we would accept transfer credits from an institution deemed to be accredited.

Motion Carried:

Approved: 53

Abstained: 7

Opposed: 2

11.0 Notice of Motion - Concurrent Registration for Calendar

Dean Milne presented on proposed calendar revisions to manage how concurrent registration is handled for students registered in more than one academic program (undergrad or grad). The current language in the Academic Calendar related to registration does not provide sufficient detail to inform students, supervisors, and programs about what to do if a student wants to register in a second program before the first one is completed. There is also language in the Grad Program Manual in section 6.22 on this issue; however it is difficult to locate and parse from the Calendar language.

The proposed language clarifies that approval of concurrent registration is meant to facilitate the completion of one program that is in its final stages while not impeding a student from starting a second program. It is not meant for students to attempt to do two different degree programs at the same time.

The suggested changes will provide clear direction on defining concurrent registration, its intent in program administration and student success, and will bring transparency to this process so that students are not applying for and registering in more than one program without the knowledge of either program, their supervisors, possible funding sources, and FGSR. Students registered in two programs may well be taking opportunities away from other eligible students.

Dean Milne clarified that this applies to degree programs and does not include certificates. Many peer institutions have similar language.

Questions/Discussion:

- A Council member asked if the concurrent registration would only be for the length of 1 term. Dean Milne clarified that it would indeed be for 1 term; however there was flexibility based on circumstances.
- Responding to a Council Member's query whether the new language was imposing restrictions on student freedom, Dean Milne explained that the clarification of the regulations is meant to be pragmatic so that students can move through their programs as smoothly and quickly as possible. The process allows for greater transparency between student, supervisor, graduate program, and FGSR. Peer-institutions require case-by-case requests for concurrent registration be made to the Dean, FGSR or equivalent, to consider so as to best position the student to successfully complete their degree program(s). Dean Milne also clarified that the intent of this more specific language is to encourage requests. All requests for concurrent registration will be considered.
- A council member asked if there are similar terms for undergraduate programs. Dean Milne noted that the FGSR has met with the RO to determine how to do more cross-referencing as this is happening very often without all parties being aware.
- Dean Milne also clarified that the approval of any concurrent registration would come with a time limit as a condition. We don't want to have students who have begun their PhDs without having completed the requirements to graduate with their master's degrees.
- A Council member suggested combining the last sentence and adjusting the note to say: if a student applies *to* and is registered *in* a second degree program, including an undergrad degree....).
- A Council Member suggested that some language that deals with programs that are not yet completed but span multiple institutions would be helpful for further clarification. It would be useful to have a set time period in which to produce documents verifying completion. A grace period of 6 months to allow students to produce the certificate for confirming the completion of a degree while not being able to complete the second program might be reasonable.
- A Council Member noted that the proposal is very clear and seconded the suggestion of consideration for language to account for students with multiple institutions involved. Clarify the language so that "registration in more than one program" is revised to read "registration in more than one *degree program*".
- A Council Member who is also a Graduate Program Administrator appreciated the clarity of the new regulations as it is helpful for dealing with ambitious students who might be taking on more than is reasonable. Dean Milne added that the goal is to avoid setting students up for failure, and the academic record is hard to repair after the fact.

11.0 Notice of Motion: Readmission

Dean Milne introduced new language for student applications for readmission to their program of study after a period of time has passed. Related to this is language regarding course currency and/or candidacy when the total time that has elapsed between the commencement of the student's program and their request for readmission is 10 years or more.

The Office of the Dean has seen several recent cases of students applying for readmission after an extended period of time out of program with plans to defend immediately after readmission. This practice suggests that supervisors and committees are working with unregistered students. It raises an equity issue since the unregistered students are receiving the same guidance, feedback, and mentorship as their peers who are properly registered in programs and paying fees.

The issue of course currency comes with readmission requests for students who began their program 10 or more years prior to the requested readmission date. Having a regulation that stipulates coursework that is 10+ years old must be repeated ensures that students are conducting research that is current and the graduate programs at the University of Alberta are conferring graduate degrees to leaders in their fields. For those programs that have no required coursework, the student will be required to repeat their candidacy exam.

Students seeking readmission who have remained current in their field of study through professional practice or other applied means may make a request to the Dean of FGSR to consider an exception. Appropriate documentation would be required to support the request. Departments willing to accept the readmission would need to provide support to show how courses taken 10+ years ago remain relevant in the field of study.

The additions to the readmission language will ensure that a student is completing their program as a registered student, and that they are working with their supervisor and committees on their dissertation prior to examination; it will also ensure there are no problems with data collection, lab safety, ethics approval, and equity among students. If readmission is approved, the student must be registered for a full term, pay all required program fees, and pay the readmission fee.

The course currency language will provide clear direction to students, supervisors, and administrators that when this amount of time passes, the student can expect to repeat certain requirements of their programs so that their knowledge remains current in their field of study. It will also act as an additional incentive to decrease time to completion.

Students working on their thesis or other research while not being registered and therefore not paying fees could raise issues around accessing supervisory and other supports, out of date ethics protocols, and safety in labs. This issue of taking Leaves of Absence will come up in our next item.

Questions/Discussion:

- A Council Member asked about the reasoning for setting the specified time as 10 years out of program, as the time frame may not be applicable to all disciplines. He also suggested that the language of the regulations is harsh and does not leave much room for flexibility. Dean Milne clarified that this timeframe is consistent with those of peer institutions. She agreed that different disciplines will have differing tempos to the research and methodologies guiding research; however, this gives a consistent parameter with which to navigate the issue. To the second point, Dean Milne suggested that the language must be assertive in order to create regulations that can be consistent across graduate programs. The language, and the regulations,

- are meant to ensure that we get a handle on time to completion, which if lagging behind those of other institutions can impact our competitiveness. It also ensures that our students are graduating with current expertise in their fields.
- A Council Member expressed concern that the responsibility to determine discipline specific details would be moving from the department to the Dean, and that FGSR was thereby restricting departmental autonomy. Further to this, wouldn't repeating courses add to time to completion?
 - Dean Milne indicated that the number of students taking over a decade to complete their programs suggests a need for clear, standardized processes and policies. Exceptions can always be made, but this provides a foundation for applying standards across graduate programs, ensuring equity for students. The data on the time to completion, which is available in the QA details for programs, supports the idea that our time to completion is longer than average.
 - A Council Member agreed with the previous comment that the departments are in the best place to make decisions about readmission and course currency. He pointed to what seems to be an administrative inconsistency because while the memo allows for cases to be made, the language of the regulation states that students "will be required" to repeat courses.
 - Dean Milne emphasized that departments are the experts on course currency and would be determining if courses are up to date and asserting so in their memos to FGSR. The expertise would lie in the department while the standardization would be ensured by FGSR.
 - Dean Milne also reminded Council that students take Leave of Absences for many reasons including to focus on career so departments can decide if and when exceptions should be made.
 - A Council Member suggested that the last sentences in the proposed regulations be flipped so that they state that students must demonstrate currency or there may be a need to repeat courses. Students may also choose to do candidacy instead of coursework. The revised text might read something like: "absent demonstration of relevancy, students must take courses to update their knowledge." This would facilitate the process so that department admissions teams can assess and evaluate and include relevant details to support a case in a memo.
 - Dean Milne suggested that retaking qualifying exams can be added as an option to update currency. This is not meant to be punitive; rather, it's a way to maintain the academic quality of the programs across campus as well as have a standardized administrative approach.
 - Students on leave may apply for extension of those leaves; there are mechanisms in place to address these scenarios. Dean Milne clarified that the course currency would be for assessing anything that is 10 years out from the last registration not the last time the student took the course.
 - A Council Member suggested putting in language around ethics into the explanatory memo as those may have become outdated and students engaging in research would have to retake and be up to date.
 - A couple of Council Members noted that this language and regulation are useful for their departments, as even 10 years would be too long out of program to remain current in the field.

Dean Milne expressed her gratitude for the lively engagement and feedback on this topic.

13.0 Notice of Motion: Leaves of Absence Category Changes

Dean Milne introduced the proposed changes to the language regarding Leaves of Absence. One goal of the proposed changes is to bring the information separated between the Academic Calendar and GPM together in one location in the Calendar. The clarity in language is meant to facilitate supervisors and administrators providing relevant and timely information on approved leaves of absence that best suit a student's situation. The proposed changes include: changes to existing language on approved leaves of absence; proposal to collapse medical/compassionate leaves into a new leave category (exceptional); changes to the professional leave category; introduction of a new leave category (voluntary).

The introduction of a voluntary leave allows students to make informed decisions if they need to leave their program to deal with certain matters that do not fall within the other leave categories.

Students should be encouraged to take a leave of absence when it will help them deal with unforeseen matters that may interrupt their progress in a program. This preserves their time in the program for when they are actually able to work on it. It also preserves their funding eligibility and encourages them to complete on time.

Questions/Discussion:

- A Council Member questioned what the point of a voluntary leave would be if it doesn't stop the clock. Dean Milne responded that in this case the decision is taken from the student's initiative and it would incent them to return to their work in a timely way so as to not run out of time and require an extension.
- It's necessary to clearly state that when on a leave students are not to be working on their program. If they are not paying fees, and are not covered by the University of Alberta standards and regulations, they should not be getting advice from supervisors or using resources. To be engaged in this manner while on a leave would raise issues of equity for other students.
- A Council Member advocated for exceptions for those who may follow unconventional career paths and make contributions to society when determining LA requisitions. FGSR endorses leaves that are for these purposes and exceptions can always be made on a case by case basis for such situations.
- A Council Member suggested that the changes will impact administration of student awards and payments as well as when students would be returning from leave. Dean Milne explained that GPAC and FGSR staff would be consulted on the proposed changes to ensure that the policy and the practice were aligned.
- A Council Member noted that many times students do not disclose mental health issues due to stigma so it would be important to determine how these students might take time away from the program. Would they do a medical or a voluntary leave? Dean Milne suggested that there are indeed challenges in these situations. Students would require documentation for leaves and if on a 1 year leave it's advisable to have something on record in the student file. Medical documentation is not meant to be intrusive or detailed in any way, but just able to objectively support a medical leave. Dean Milne can come back to this issue in later discussions.
- Dean Milne clarified that there is no requirement for documentation for a voluntary leave.

- She also clarified that continuing fees would be the MNIFs (Mandatory Non-Instructional Fees, such as access to libraries, health services, the gym, etc.); they would include everything but program and tuition fees.

14.0 Consultation & Discussion: Supervisory Tools

- A. Annual Progress Report**
- B. Supervisor-Student Guidelines**

Dean Milne outlined that this will be the first of at least one, most likely two, more consultations with this group on the Supervisory Tools. To date, the FGSR Exec, GSA, PRC, and GEFAC have provided feedback. She has also presented at GFC Exec. She would appreciate it if the focus of the discussion could be on the content rather than the process as we are still working out the logistics and the dates for possible implementation.

Several departments have tools that are similar to these, and we have used those to guide us in making a template that is as comprehensive, yet as flexible as possible. It is only designed for thesis based programs for the time being.

The two tools are the Supervisor-Student Guidelines, which formalize the existing conversation checklist, and the Annual Progress Report which would be a product of the mandatory annual meetings between students and supervisors.

In the Supervisor-Student Guidelines, both parties can discuss and come to agreements on details like agreed upon student funding, intellectual property, co-authorship on papers, etc. They are all recorded and can be revisited throughout the student's program. Perhaps most importantly, the roles and expectations for both the student and the supervisor are clearly laid out so that both parties understand their obligations for the duration of the working relationship.

Questions/Discussion:

- A Council member asked how these might stop supervisors from misbehaving. Dean Milne suggested that the guidelines act as a contract and become a formal document through which to address discrepancies in expectations, understanding and interpretations as the student and supervisor move through their relationship. It is a transparent way to have accountability and a point of reference. The contract also provides a lever for intervention if the situation can't be resolved.
- It will also have open fields so that the details of what was discussed can be recorded and consulted. This will allow departments to add in any department specific requirements. There should also be a section for department specific course requirements, ethics, and language.
- A Council Member asked how the contract would change after a student had secured a supervisor if that doesn't happen until the second year but these must be completed in the first? The grad Chair would fill it out with the student, and understandably that version of the contract would not be as specific as the later one; however, the later contract would supersede

- the initial one after the student entered into the long term relationship with the permanent supervisor.
- A Council Member noted that her department has an extensive monitoring process in place. There should be a place for targets for the upcoming year and also a place to note discussions about goals and if they have been met. She suggested not adding extra pages but having everything contained in expandable fillable spaces. It would also be good to explicitly state that committee feedback is required rather than just that of the supervisor.
 - It was noted that there is no place to assess the student as good or outstanding. Dean Milne suggested that she wanted to prevent supervisors from putting in false ratings and these assessments should come through in the comments.
 - A member suggested that the student comment section should be required and not optional.
 - The consequences of non-compliance will be that student registration will be restricted. The stakes are high as this can impact loans, fees, study permits, etc. We are expecting that this will motivate the student and the supervisor to complete these contracts in a timely and consistent manner. They are meant to give FGSR a lever to deal with chronic issues and supervisors as well as to provide a level of consistency and standardization across grad programs.

Dean Milne thanked everyone for their engagement and suggestions for the tools. She noted that these will come back to the group as well as go to GPAC for consultation on the process in the Winter Term.

14.0 Fall Associate Deans Report

Associate Dean Tracy Raivio provided an overview of the past 6 months. The Associate Deans have dealt with 77 student cases. While they try to categorize the issues as accurately as possible, it's important to note that there's usually overlap between two or three issues when students come in for a consultation. The Associate Deans also consult with Associate Chairs Grad and Program Chairs.

Other responsibilities include acting as Pro-Dean for exams. The Associate Deans have acted as Pro-Dean at 22 exams over the past year. This is in addition to regular exam committee membership. They also participate in the Annual Killam Celebration, sit on Departmental Chair Searches as well as Dean Search and Review committees. They host and facilitate the annual Grad Chair Orientation each August.

Each Associate Dean has a portfolio:

Tracy Raivio is responsible for the Awards portfolio. She chairs awards adjudications, runs workshops, and supports the development of new awards/bursaries which are approved by GSAC. She works closely with the FGSR Awards team.

Janice Causgrove Dunn works on graduate student mental health and wellness. She is currently looking at the 2019 NCHA survey data and will be presenting the findings at upcoming meetings to the GSA and the Mentorship Academy. She also collaborates with the Dean of Students office to ensure that graduate students are getting the specialized services they require. Janice also works with the FGSR Governance team on the Calendar compliance project.

Victoria Ruetalo oversees the Supervision portfolio. She organizes the Mentorship Academy workshops, presents on issues related to supervision, as well as leads initiatives such as creating podcasts on student-supervisor relationships.

Questions/Discussion:

- A member asked if there was an update on AGES. Associate Dean Raivio said that an email about AGES will go out to students shortly and the online information will be updated. The information about winners will also be included in the weekly staff and student newsletters as soon as it has been cleared to be publicized.

15.0 Question Period

There was no further discussion.

The meeting was adjourned at 3:58 PM.