

Attendance at FGSR Council – November 25, 2020

Department/Unit Faculty Representatives

Agricultural, Food & Nutritional Science	Gavin Chen
Art & Design	Joan Greer
Biological Sciences	James Stafford
Biomedical Engineering	Alan Wilman
Business (non-departmentalized) - MBA	Michael Maier
Business (non-departmentalized) - PhD	Trish Reay
Chemical and Materials Engineering	Vinay Prasad
Chemistry	Michael Serpe
Civil & Environmental Engineering	Selma Guigard
Computing Science	Greg Kondrak
Dentistry	Carlos Flores Mir
East Asian Studies	David Quinter
Educational Policy Studies	Evelyn Steinhauer
Educational Policy Studies	Darryl Hunter
Educational Studies	Douglas Gleddie
Electrical & Computer Engineering	Yindi Jing
Elementary Education	Trudy Cardinal
English & Film Studies, EFS	Mark Simpson
Faculte Saint-Jean (non-departmentalized)	Samira El Atia
History & Classics	Heather Coleman
Internetworking (MINT)	Mike MacGregor
Kinesiology, Sport, and Recreation (non-dept)	Normand Boule
Laboratory Medicine & Pathology	Monika Keelan
Law (non-departmentalized)	Linda Reif
Library & Information Studies	Dinesh Rathi
Linguistics	Johanne Paradis
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Christopher Dennison
Medical Genetics (Medical Sciences)	Rachel Wevrick
Medicine	Nadia Jahroudi
Music	Maryam Moshaver
Native Studies (non-departmentalized)	Sean Robertson
Neuroscience	Bradley Kerr
Nursing	Dianne Tapp
Occupational Therapy	Mary Forhan
Oncology	Alan Underhill
Pediatrics (Medical Sciences)	Sujata Persad
Pharmacology	Frances Plane
Pharmacy & Pharmaceutical Sciences (non-dept)	Arno Siraki
Physics	Craig Heinke
Physiology	Greg Funk
Political Science	Siobhan Byrne
Rehabilitation Medicine - Rehabilitation Sciences	Esther Kim
Rehabilitation Medicine - Rehabilitation Sciences	Bernadette Martin
Resource Economics & Environmental Sociology	Henry An
School of Public Health (non-departmentalized)	Ruth Wolfe
Secondary Education	Bonnie Watt

Women's and Gender Studies	Felice Lifshitz
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Associate Deans (Graduate) Representatives for Departmentalized Faculties

Arts	Kim Noels
Education	Doug Gleddie
Medicine & Dentistry	Greg Funk
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	Janice Causgrove Dunn
FGSR Associate Dean	Tracy Raivio
FGSR Associate Dean	Ali Shiri
University Calendar Editor, Office of the Registrar	Carlo Dimailig

Graduate Program Administrators Committee (GPAC) Representatives

Department of Dentistry	Dalyce Barss
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Graduate Student Association (GSA) Directly Elected Officials Representatives

VP Academic	Sachiketha Reddy
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Graduate Student Association (GSA) Council Representatives

Agricultural, Food & Nutritional Science	Klevis Haxhijaj (Alternate)
Biomedical Engineering	Armin Norouzi Yengeje
Biomedical Engineering, PhD	Kevin Solar
Civil & Environmental Engineering - PhD	Salam Khalife
Economics, PhD	Christian Kwarkye
English & Film Studies	Shashi Kumar
Library and Information Studies	Lindsey Chochula
Mechanical Engineering	Sai Swaroop Reddy Pogalla
Music	Kathy Haddadkar
Neuroscience	Nicole Dittmann
Nursing	Sania Amiri-Ishani
Pediatrics	Claudia Holody
Pediatrics	Shubham Soni
Pharmacology, PhD	Nayiar Shahid
Pharmacy	Yasser Tabana
Pharmacy & Pharmaceutical Sciences	Amanda Greenwell
Surgery	Kasra Shayeganpour

Observers – Non-Voting

FGSR Operations Coordinator (Secretary)*	Medha Samarasinghe
FGSR Executive Coordinator*	Andrea Riewe
FGSR, EA to the Associate Deans*	Dena Giroux
FGSR, Admissions and Program Services Supervisor*	Joyce Anderson
FGSR, Director, Professional Development*	Renee Polziehn
FGSR, Senior Financial Officer and IT*	Sylvia Fong-Wong

*Non-Voting

Regrets:***Department/Unit Faculty Representatives***

Psychology - Chris Westbury

Renewable Resources - Uldis Silins

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Agricultural, Life and Environmental Sciences (ALES) - Leluo Guan

Ex-Officio Representatives

Vice-Provost and Chief Librarian - Dale Askey

Vice-President (Research) (or Delegate) - Laura Beard

FGSR Council November 25, 2020

1.0 Call to Order at 2:01 PM

Dean Brooke Milne called the meeting to order.

She welcomed members of Council, and reminded everyone of the process of using Zoom. For further support on this platform, please reach out to Andrea Riewe and she can help you.

Those interacting by telephone can participate by pressing *6.

Please use the chat feature to move and second the motions.

Those with voting abilities will have received an email with links. Please have this open and ready to go.

2.0 Approval of Agenda for November 25, 2020

No objections were raised.

Moved / Seconded: Bryan Hogeveen/ Mary Forhan

Approved by general consent.

3.0 Approval of Minutes of October 14, 2020

Moved / Seconded: Alan Underhill /Michael Maier

Approved by electronic vote.

4.0 Matters Arising from the Minutes

Amendments Required:

- Lindsey Chochula, the GSA rep for Library and Information Studies, was present at the meeting but she was not included in the list of attendees.
- Carlo Dimaling's title was incorrect and should be corrected.

No matters arising from the minutes.

5.0 Report from the Dean**COVID-19 / PHRT Updates**

Dean Milne reminded Council that the province is again in a state of public health emergency. The restrictions will be in place for 3 weeks with a reevaluation planned in mid-December. The University will continue with the existing in-person classes given how close it is to the end of term; those who can move to online delivery for the remaining weeks are encouraged to do so, although it is not mandatory. All instructors are asked to reinforce messaging around masks and physical distancing. Until further notice, approved research can continue. The directives state that those who do not have to be on campus should stay home. The situation is being monitored and changes may be forthcoming depending on what happens with the rates of infection.

Also, Grades 7-12 students will move to at-home learning from Nov. 30 and resume in-person classes on Jan. 11, 2021. Grade K-6 students (including Early Childhood Services) will continue in-person learning until Dec. 18 but will move to at-home learning from Jan. 4- 8 2021, resuming in-person classes on Jan. 11, 2021. As this may impact Council members, their colleagues, and their students, they are asked to be aware and to plan accordingly.

Restructuring / Budget (Follow-up from Roundtable)

Dean Milne thanked those members who gave feedback in advance and those who attended the FGSR roundtable with the President and Provost last month. She acknowledged that many who attended expressed disappointment with the lack of additional clarity and information that was provided at the roundtable. FGSR collated the feedback we received in advance of the meeting as a way to ensure that the questions/concerns of all of our constituents could be included. The comments and questions were sent ahead to the President and Provost. Slides from the roundtable are appended to this Council package.

Dean Milne thanked both Council members and their GPAC counterparts, all of whom want to ensure that graduate education and graduate students remain a focus throughout this process. She restated that the FGSR has been working hard to advocate on behalf of graduate students and graduate programs in discussions about academic and administrative restructuring. It has been important to advocate for and communicate the distinctive needs of graduate students so that decision makers can better understand the unique nature of graduate programs and appreciate both the academic role of FGSR and the importance of local departmental knowledge. It is important not to minimize those needs in an attempt to establish a singular service point.

Other:

Dean Milne noted two emails that went out to students recently. They have received an email that outlines the updated calculations for Mandatory Non-Instructional Fees for the Winter term. This would mean that students will have additional MNIFs assessed. Please review the written report for more information. They have also been sent a reminder that the deadline to withdraw from courses for the fall term is November 30.

At the last meeting, Council discussed additional language to include in any offer letters that go out from departments. FGSR circulated this information via email from graddean. If members need another copy, they are welcome to email and ask for it. This language is not mandatory; however, if it is not included, there may be no recourse to rescind offers.

Questions or comments: None.

6.0 Proposal: Combined Program for the Degrees of MD and PhD - Calendar Compliance

Dean Milne introduced Dr Alan Underhill, Chair MD/PhD programs, to present on the dual degree program where students will complete the undergrad MD and the PhD. Dr Underhill summarized that the proposed language was intended to accommodate graduate students at different stages of their graduate training, who have also gained admission to the MD program. Specifically, the changes allow for junior students to defer their MD admission until nearing completion of their graduate degree, at which point they can transition into the MD program. Students who are nearly finished their graduate program at the time when they have been granted MD admission can immediately transition to the MD program. In all iterations of this program, students have to complete their thesis prior to Year Three of the medicine program, when their clerkships start.

Motion: Be it resolved that FGSR Council approve the proposed changes to the existing calendar entries (including scope of program, routes to entry, admissions procedures, etc) for the MD/PhD degree program, as submitted by the Faculty of Medicine & Dentistry, and as set forth in the proposed Calendar language, to take effect upon approval and to be published in the 2021-2022 Calendar.

Moved/Seconded: Alan Underhill / Victoria Ruétalo

Questions/Discussion:

- A Council member asked if students can begin their PhD program after year 1 of their MD program.
 - Yes, it is an option, and some students have done this. It is less disruptive to their medical education. It is a rough transition to complete a PhD and then start clerkship (which would mean students are several years removed from year one and two of their MD program).

Approved by electronic vote.

7.0 Proposal: Biological Sciences Program - Calendar Compliance

Dean Milne introduced Dr James Stafford, Graduate Chair of the Department of Biological Sciences, to speak to the Calendar changes.

Dr Stafford noted that the explanatory memo details the process of formalizing the program regulations in the calendar. None of the changes noted impact the way the program runs.

Motion: Be it resolved that FGSR Council approve the proposed changes to existing Department of Biological Sciences Graduate programs, as submitted by the Faculty of Science, and as set forth in the attachment, to take effect upon approval and to be published in the 2021-2022 Calendar.

Moved/Seconded: Ali Shiri/ Trish Reay

Questions/Discussion: None

Approved by electronic vote.

8.0 Proposal: FoMD Package of Changes

Dean Milne introduced Associate Dean Greg Funk to speak to the FoMD Calendar changes.

AD Funk noted that the changes to the Neuroscience entry are minor. The main office location has changed and the course offerings have been updated. The Pharmacology courses now include graduate components.

The changes to the Oncology entry include an indication that the program is located at the Cross Cancer Institute, and that a criminal record check is required prior to admission into the program as per Alberta Health Services regulations. These details have now been added to the Calendar language.

There are a few changes to ongoing Dentistry programs. Three clinical grad programs had a year-long clinical course that has now been divided into three consecutive term-based courses in order to allow students who may fail one the opportunity for a faster re-entry as well as more timely feedback (at the end of each term rather than the end of the program).

There is now clarity about the expectation that an MSc is required for entry into a PhD unless there is relevant education or equivalency which can be considered and approved by the admissions committee for both clinical and nonclinical programs.

Other updates include:

- The minimum TOEFL requirements have been clarified.
- Licencing and certification requirements have been clarified.
- The number of total credits has been updated for the degree.

- The likely length of a program (6 years) has been updated.
- The need to have clinical experience within two years from the application date for the clinical program has been updated.
- Clarification around additional non-instructional fees for the clinical program has also been updated.

Motion: Be it resolved that FGSR Council approve the package for calendar changes for the Oncology Department, School of Dentistry, and Neuroscience program as presented for immediate implementation and inclusion in the 21-22 Calendar.

Moved/Seconded: Alan Underhill / Carlos Flores Mir

Questions/Discussion: None

Approved by electronic vote.

9.0 Proposal: PhD and Master of Nursing Changes

Dean Milne introduced Dianne Tapp, Associate Dean from the Faculty of Nursing.

Associate Dean Tapp noted that the Calendar change request is for a single course. The course is being collapsed into one term instead of two. The laddered courses were approved last year and they have been in development and will be offered for the first time in Winter 2021. The changes now more accurately reflect the number of clinical hours as well as the course prerequisites.

There is also a major revision to the Master of Nursing curriculum which has been underway since 2007. This is the first large curriculum change since 2007. The proposal comes after engagement with the faculty, external stakeholders and the regulatory college. The revisions draw on faculty strengths, priorities, and identity. The curriculum prepares master's graduates in current and emerging roles in education and leadership in healthcare. There is preparation for doctoral training.

Motion: Be it resolved that FGSR Council approve the calendar and curriculum changes to the PhD and Master of Nursing programs as noted in the attached documents and for inclusion in the 21-22 Calendar.

Moved/Seconded: Dianne Tapp / Mary Forhan

Questions/Comments:

- A Council member noted that the proposal was great and well written.

Approved by electronic vote.

10.0 Proposal: Rehab Med PhD, MScOT and MSC SLP Changes

Dean Milne introduced Bernadette Martin, Associate Dean from the Faculty of Rehab Medicine.

Associate Dean Martin presented the changes to three programs.

The Rehab PhD change is related to content; there is no overall credit change. The content is now spread over two courses.

In the MSc Occupational Therapy program, there are updates to the program load changes across the department and government records. The change is from 81 credits to 90 credits. Following a review of the curriculum, there has been an increase in credits for the field work and clinical placements and four other courses and a deletion of three courses, as well as a change in format to the capping exercise.

The MSc in Speech Pathology has a load change to align all the records from 81 to 90 credits. This has been achieved by increasing the course credits for the practicum at the end of the program.

Motion: Be it resolved that FGSR Council approve the calendar and curriculum changes to the PhD and Master of Nursing programs as noted in the attached documents and for inclusion in the 21-22 Calendar.

Moved/Seconded: Greg Funk / Esther Kim

Questions/Comments: None.

Approved by electronic vote.

Dean Milne thanked all the presenters for speaking to their respective program items.

11.0 Proposal: Graduate Program Support Team (GPST) Members

Dean Milne reminded the council that the Terms of Reference for the Graduate Program Support Team were brought before the Council last month, and that she had asked this group to nominate members. There is an equivalent team at the undergraduate level, and both live under the new Programs Committee, which is housed within Vice-Provost Tammy Hopper's portfolio. The GFC Programs Committee consolidates ASC and ASC SOS, and oversight of major and minor changes that were previously covered by GFC policy 37.

Dean Milne thanked those who have nominated their colleagues and those who have agreed to let their nominations stand. The GSA positions are currently vacant but they will be filled once the GSA completes its own nomination process.

Motion: Be it resolved that FGSR Council approve members of the Graduate Program Support Team as listed, and for immediate implementation.

Moved/Seconded: Victoria Ruétalo/Sean Robertson

Questions/Comments: None.

Approved by electronic vote.

12.0 GSA Monthly Report

Dean Milne introduced Sachiketha Reddy, VP Academic, to present the monthly report.

Mr Reddy noted that the next general elections start in February 2021. The GSA is engaging with grad students through Virtual Game Nights and other activities. Work continues on the strategic plan including working on internships, meeting with FGSR, and collective bargaining.

13.0 Discussion: Core Academic Requirements

Dean Milne introduced Associate Dean Janice Causgrove Dunn to present on FGSR's proposed core academic requirements, a topic that has been considered by Council and PRC in the past few months. AD Causgrove Dunn detailed the various consultations and feedback that she has received since Council members last saw the proposal. Specifically, she was able to get feedback from the Office of Safe Disclosure and Human Rights, as well as the U of A's General Counsel and the Dean of Students' office.

She presented the core academic requirements, or the bonafide requirements, that have been identified as the minimum requirements for those graduate credentials offered at the University of Alberta. They are the minimum academic requirements for all graduate programs. There will be a process for faculties and departments to include additional discipline specific academic requirements, should they choose to add them. For example, additional details may need to be included if a program has special accreditation requirements that exceed the core competency minimums.

The minimums are intended to increase clarity regarding what is required for each credential and to increase fairness since they cannot be waived. The minimums must be completed by all students who expect to earn that credential.

This item is not coming for a vote yet because FGSR has an advisory committee looking at the academic integrity and ethics requirement. Once that has been revised these two items will be brought forward together for Council's approval.

Questions/Comments:

- A Council member asked for clarity as to whether an advisor can recommend a substitute course in a program if a student has already demonstrated competency in a very similar course prior to admission into the program.
 - Dean Milne clarified that after units go through the formal approval process with the Ministry of Advanced Education, it is important to stay within the parameters that have been approved. If there is flexibility built into the language, a substitution may be permitted; however, if the program has been approved with language stating that a complement of courses are core and thus required, they must be taken otherwise it creates inconsistencies in program content and potential inequities across the degrees awarded year over year.
- Could the language around capping exercises and capstone activities be fine-tuned to reflect the culminating project?
 - In each case, the program itself will define what constitutes the capping exercise, or what constitutes the capstone project, as different programs use different terms.
- A Council member noted that the Quality Assurance for her department noted that the GET program satisfaction rate was only 55%. She asked whether this is what is under review by FGSR, and whether the Faculty is considering an overhaul of this component.
 - Associate Dean Ali Shiri noted that since it was introduced in 2004, the ethics requirement has not been reviewed and revised. He and Deanna Davis are doing a comprehensive environmental scan of the resources available across campus. The goal is to create a coherent, consistent student experience for all graduate students. There will be a change in the number of modules, and it will be offered as an online course. There are a number of policies across campus including the one on sexual violence, and those related to Indigenous research, that may inform possible new modules.

14.0 Notice of Motion: Supervisory Membership & Training

Dean Milne introduced Associate Dean Victoria Ruétalo to provide a brief summary of the initiative.

Associate Dean Ruétalo noted that supervisory membership is a way to recognize and support supervision and ensure that the student-supervisor relationships support a positive student experience. This proposal has gone through many consultations, and the version before the Council incorporates much of the feedback. Membership would be for new faculty joining the University who would need to complete the modules in order to become full members eligible to supervise graduate students. They would have a period of two years to complete the training. The Advisory group that was brought together to discuss the content of the modules has suggested five relevant topics that would allow new supervisors to reflect on their supervision and learn critical skills.

Dean Milne also noted that she recently presented the Membership initiative to the BHRCC Board of Governors sub-committee. They were very positive about the initiative and had questions about the logistics of how the membership would function, and how it would support new academics. They were eager to have plans that would ensure that new faculty members, through training, would get the resources they need to begin their academic career, and their advising career, as positively as possible.

This training is not meant to be punitive; rather it is meant to be supportive, and to build up the repertoire of knowledge and approaches held by new appointees, so that they feel successful, and by extension their students also feel successful. Overall there is wide support for this initiative at the institutional level.

Questions/Comments:

- A Council Member suggested he is fully supportive of this but wanted to know what kind of pushback FGSR expects from ASSUA when supervisors realize that they do not have the right to supervise despite having had it in the past.
 - FGSR has been consulting with Michelle Strong in Faculty Relations about this issue. The collective agreement does not conflict with this proposal. The collective agreement is structured in a way that requires accountabilities for supervision, and membership will support/facilitate those accountabilities.
 - Membership will be extended to all current supervisors, with the understanding that this responsibility requires stewardship.
- A Council member agreed that encouraging people to supervise is a positive thing. She questioned how the training would be monitored and how compliance would be maintained.
 - The workshops would be offered in the summer months or in early September, or throughout the year. The operational details related to tracking still need to be worked out. The overall sense from departments is that training for new colleagues would be welcome.
- A Council Member noted that the timing stated about granting membership might need some clarity. Current language suggests that academics who began in July 2020 or January 2021 would need to do training, but this doesn't align with the current dates as the proposal is not yet approved.
 - The starting terms currently listed serve only as placeholders until the actual dates can be determined based on approval and implementation timelines.
- A Council member noted that he was generally in support of the proposal. He wanted to know if faculty who are current supervisors but have not yet supervised or have only participated on a committee will be granted membership or if they will need to do any training. He also wanted some clarity on the pathway for bringing up concerns or discipline issues related to supervision. Does the process for addressing any issues include the departmental or faculty, or Associate Deans Grad, or would it be dealt directly with by FGSR?
 - Because the membership is within FGSR, the oversight would lie within FGSR. If there was an incident which required evaluation and continued to escalate, the Associate Dean Graduate and the Dean of the disciplinary faculty would be involved in reaching a resolution. However, the decision around some kind of restriction, while done in consultation, would ultimately be with FGSR. These will not be unilateral decisions, and any decision will be made in consultation with the Office of the Provost. FGSR can add more details to the proposal to clarify these steps.
- The Council member expressed some concern that membership could be used as a club rather than as a constructive way to manage supervision issues. Dean Milne noted that the intention,

and practice at our peer institutions, aims to use membership in a graduated and measured way to support supervisors.

- Associate Dean Ruétalo followed up with the earlier question noting that technically any faculty members who were employed before membership was formally approved would already have membership status. This is not to say that Department Chairs or ADs Grad cannot encourage these faculty members to attend training.
- A Council member stated that the fact that guests/non-voting members do not have the ability to vote makes it seem as if their presence on the committee is a mere token rather than making a significant contribution to the student's work.
 - In these cases, if the member is in fact contributing, it would be best to grant that individual 'adjunct' status as it is defined within the current Calendar.
- What will the communication roll-out look like once the membership is approved?
 - Those operational details need to be worked out. GEFAC and HR will be able to contribute information about new hires so that communications and details can be sent out. The consultation and approval pathways will inform key stakeholders including Deans before the final approval and implementation.
- How will FGSR ensure that Grad Coordinators and Associate Chairs live up to their own responsibilities in supporting the training?
 - It will require a collective effort for everyone to improve the culture of supervision. Graduate coordinator workshops also help these faculty members learn their new administrative roles.

Dean Milne thanked Council members for their feedback and questions, and thanked Associate Dean Ruétalo for her efforts.

15.0 Notice of Motion: Supervisory Tools

Dean Milne provided an update on the status of the Supervisor tools. She thanked Andrea, Medha, and Associate Dean Ali Shiri for their work in coordinating the piloting of the low-tech version. She also thanked the participating departments for their feedback.

Medha Samarasinghe, Operations Coordinator, informed the Council that FGSR continues to work with IST to get the two forms into a platform that will allow for an electronic workflow. The paperless system is easy and intuitive to use. Grad Chairs and Administrators can initiate the process, they can prompt action if there is a delay, and they can track completion and progress. All actions for supervisors and students can be initiated through the links in their ualberta emails. The feedback that we have received for the low-tech Google forms has been that the process is bulky and requires some back and forth. The good news about our EDRMS platform is that many of the user-identified issues will be resolved when the processes are in the system.

Questions/Comments:

- A Council Member noted that she liked the Google form because it was collaborative for all supervisory committee members. Could this feature remain an option in the online version?

- FGSR will take this feedback to IST and see how the new process can facilitate real time collaboration.
- A Council Member who is piloting the form sought clarity on when and how to involve committee participation in the forms for units that have committees early in the process.
 - FGSR can explore this further.
- In instances where programs admit students without having secured supervisors the initial work would fall to the Grad Coordinator. Within the context of the current restructuring, during which there is uncertainty about the role or retention of Grad Coordinators, where will the work go?
 - Having Grad Coordinators is essential at the unit level, and this is something that FGSR has been advocating for. There are not yet any answers to the issues raised about the role. However as things unfold, FGSR will be working in collaboration with the units to find a reasonable and efficient way to manage the graduate program administrative workloads.

16.0 Question Period

- A Council member noted that many Associate Deans Grad who are also Associate Deans Research have been collaborating on efforts to advocate for their perspectives. She welcomed any collaboration with members of Council since the conversations going on at higher levels seem to currently exclude FGSR and Graduate Studies in the planning.
 - Dean Milne noted that GEFAC will be having some conversations in the coming weeks about graduate studies and restructuring. Even though FGSR has been notably absent in the larger conversations, Dean Milne assured Council that FGSR has been doing a lot of work in the background in an effort to identify efficiencies, and to be ready to support the graduate programs and our 8225 currently registered students through the transition.

17.0 Adjournment

Dean Milne thanked Council and wished them a restful break.

Meeting adjourned at 3:49 PM