COUNCIL OF THE FACULTY OF GRADUATE STUDIES

MINUTES

Two Hundred and Fifty-fifth Meeting

Wednesday 20 January 1993

4 p.m.

D.G. Hatt (Chair)

PRESENT:

REGRETS:

255.1 Approval of Agenda

It was MOVED by R.A. Stein, SECONDED by D. McCullough that the Agenda be approved.

CARRIED

The Chairman welcomed T. Bisztriczky, new representative from the Department of Mathematics and Statistics. He introduced J. Hanley-Edgington, Admissions Assistant in the Faculty of Graduate Studies responsible for a number of departments including a number of Social Science departments and Education.

255.2 Minutes of the Last Meeting

It was MOVED by R.D. Revel, SECONDED by L.A. Knafla that the Minutes of the Last Meeting be approved.
CARRIED

255.3 Chairman's Report

Annual Progress Report Forms. The Chairman reported that annual progress report forms that accompany graduate student registration forms would now require the signature of the Graduate Coordinator effective January 1, 1993. He indicated that departments must use the official form provided by the Faculty of Graduate Studies and that the signature of the Graduate Coordinator was required as an indication that the department was aware of its contents. The Chairman reported that more information would be available in the next issue of the Gazette.

255.3.1 Open Scholarship Competition

The Chairman reported that, to date, hundreds of completed scholarship application forms had been submitted to the Faculty of Graduate Studies, a number far more greater than at a similar time in previous years (i.e. student's application form and letters of reference).

255.3.2 Promotion Evaluation

The Chairman reported that, in accordance with the Manual of Policies and Procedures for the Annual Assessment of Academic Staff (Salary Increments and Promotions), department heads or faculty members requesting promotion were required to request a statement from the Dean of the Faculty of Graduate Studies regarding faculty members' performance with respect to graduate programs and the supervision of, and involvement with, graduate students. He indicated that the Faculty had already received a number of requests for such statements.

Questions. D. McCullough indicated that a faculty member may perform graduate duties in a department which were not under the direct scrutiny of the Dean of the Faculty of Graduate Studies. The Chairman indicated that, when preparing promotion evaluations, the Dean of the Faculty of Graduate Studies Office examines documentation contained in the Faculty of Graduate Studies regarding graduate student supervision, committee work, etc.

R.D. Revel expressed concern regarding the amount of time it takes to prepare annual reports. He indicated that it is a major issue in an environment where individuals are required to do more with less. J.S. Raymond and E.D. Pask agreed with R.D. Revel's comments.

The Chairman agreed to transmit R.D. Revel's comments to D.J. Bercuson. R.D. Revel suggested that, once individuals had reached the rank of full professor, annual reports should be required every five years since changes from year to year would not vary a great deal.
255.4 Reports of Standing Committees of Council

255.4.1 Committee to Review Academic Regulations of the Faculty of Graduate Studies

The Chairman reported that R.R. O'Reilly had sent his regrets for this meeting. There was no report from the Committee to Review Academic Regulations of the Faculty of Graduate Studies.

255.4.2 Academic Programme Committee

D.G. Hatt reported that the Academic Programme Committee had been examining a proposal for a Ph.D. in Social Work and that an external evaluator would be invited to visit The University of Calgary to review the proposal. He anticipated that the proposal would likely be on the agenda of the Council of the Faculty of Graduate Studies at its March meeting.

D.G. Hatt reported that the Academic Programme Committee would be developing procedures for departments to follow when submitting new program proposals. He reported that sub-committees of the Academic Programme Committee had worked well in vetting new program proposals prior to the whole Committee examining such proposals.

255.4.3 Policy Committee

B.R. Gaines reminded Council that the Policy Committee was examining a number of issues as circulated with the December, 1992, agenda material. B.R. Gaines welcomed comments from Council members and departments on any of the issues the Policy Committee was examining.

255.4.4 Graduate Student Funding Committee

There was no report from the Graduate Student Funding Committee.

255.5 1991 - 1992 Graduate Scholarship Committee Report

It was MOVED by B.R. Gaines, SECONDED by B.W. Langan that the 1991-1992 Graduate Scholarship Committee Report be received for information.

CARRIED

D.G. Hatt drew Council's attention to the second paragraph of the Chairman's report regarding an overview of the financial situation. He noted that the dollars available per full-time student had decreased by $847. He pointed out that the number of eligible full-time students increased by 185; the full-time figure increased by 13% over the previous year's figure, but the total support figure also increased by $491,208. D.G. Hatt
indicated that the most noticeable change was the decrease in the GA(T) funding in 1991-92; while the decrease was not large, $4,659, the trend was of concern. He also noted that funding available to graduate students from external scholarships had also decreased.

M. Lazar wondered whether or not the Faculty of Graduate Studies had considered placing a cap on enrolments. He expressed concern regarding the decreasing GA(T) resources and the increasing enrolment of graduate students. D.G. Hatt indicated that the Dean of the Faculty of Graduate Studies had not yet formally placed a cap on enrolments. D.G. Hatt agreed to transmit M. Lazar's comments to D.J. Bercuson.

In response to a query by L.A. Knafla regarding GA(T) funds, D.G. Hatt indicated that the funds were vested in the budget of the line Deans. He indicated, however, that D.J. Bercuson had been in communication with a number of line Deans who were aware of the situation with regard to GA(T) funds. He noted that D.J. Bercuson had received positive responses from various line Deans.

H. Buss indicated that, at the December meeting, D.J. Bercuson had given Council an assurance that the GRS funds would stay in tact. H. Buss wondered whether or not this was now formal. The Chairman indicated that this was not formal and noted that the Faculty had not yet received any budget information.

Regarding external scholarships, P. Sokol noted that there were a number of omissions from the report for Alberta Heritage Foundation for Medical Research Studentships. A. Hawkes apologized for any discrepancies in the report. She indicated that the Faculty relied heavily on department to provide information to Graduate Studies on external awards. A. Hawkes invited departments to contact her regarding any discrepancies in the report.

R.D. Revel expressed concern regarding possible political implications in the scholarship report. He noted that funding had decreased while enrolments of graduate students had increased. He suggested that the Faculty of Graduate Studies address this issue. M. Lazar agreed with R.D. Revel's comments.

L.A. Knafla suggested that the Faculty of Graduate Studies put in place an enrolment cap. He suggested that the issue be addressed by Council. L.A. Knafla requested that some time be allotted to discuss this issue at a further meeting and that documentation be provided by the Faculty in preparation for this discussion.

The Chairman thanked A. Hawkes and C. Busch for their efforts in preparing the 1991 - 1992 Graduate Scholarship Committee Report.

255.6 McMahon Stadium Society Graduate Scholarship
Terms of reference for the McMahon Stadium Society Graduate Scholarship had been distributed with the Agenda material.

It was MOVED by E.A. Wilman, SECONDED by D. McCullough that the terms of reference for the McMahon Stadium Society Graduate Scholarship be approved.

CARRIED

255.7 Other Business

D.G. Hatt reiterated the suggestion made by Council to address the issue of enrolment caps. D.G. Hatt indicated that this issue may be directed to the Policy Committee or may be dealt with directly by the Dean of the Faculty of Graduate Studies.

There was no other business.

255.8 Adjournment

The meeting adjourned at 4:42 p.m.