324.1 APPROVAL OF AGENDA

MOTION: TESKEY/WILKINSON
That Council approve the Agenda of the Faculty of Graduate Studies Council meeting for May 22, 2002

CARRIED

324.2 APPROVAL OF MINUTES

MOTION: GRANT/BARCLAY
That Council approve the Minutes of the Faculty of Graduate Studies Council meeting held March 20, 2002

CARRIED

324.3 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

324.4 CONJOINT FACULTIES RESEARCH ETHICS BOARD PRESENTATION

Ms Janice Dickin spoke about the conjoint Faculties Research Ethics Board and distributed a handout, “Graduate Student Applications of Ethics Clearance.” The handout detailed the routing of applications and Ms Dickin suggested that members with questions or concerns contact Ms Patricia Evans, Associate Director, Research Services. The handout also included websites with guidelines and applications, further information about ethics clearance and a listing of Faculty/Department Research Ethics Board representatives.

324.5 DEMONSTRATION OF COGNOS SOFTWARE

Adrian Ang and Don Barker from Information Technology demonstrated the new Cognos software, a tool designed to pull information from various University systems (Student Information System, Financial Information System, etc.) and present it in an easily understood fashion. This prototype is still in the development stage and funding has been given for the next year. Part of the project involves creating a set of definitions and cleaning up the current data warehouse so that consistent reports can be generated across the University.

In response to a question, Mr. Ang noted that the country of origin each student indicates on the application form is coded into the SIS system. Faculty and staff members will have access to Cognos in the same manner they currently have access to the SIS, with a SecureID system to ensure security.

324.6 REPORT FROM THE CHAIR

The chair introduced Mr. Warren Veale, newly appointed Associate Dean in the Faculty of Graduate Studies. Mr. Wieser will continue to be involved with PDCL initiatives and the OLADE program on a part-time basis.

The Chair recognized the service to graduate studies of Ms Susan Stratton who is retiring at the end of June 2002. On July 1, 2002, Mr. Brian Keay will become Head of the Department of Chemistry and will appoint a
new graduate coordinator. Also on July 1, 2002, Mr. Chris Bruce will be stepping down as graduate coordinator in Economics and, in Communications Studies, Ms Janice Dickin will replace Mr. David Mitchell as graduate coordinator.

The Chair continued his report with a discussion of the budget:

♦ This year GRS units increased from $3920 to $4000, and 22 extra units were allocated.
♦ 10 new awards will be created to recognize top faculty members and graduate students.
♦ 123 Dean’s Research Excellence Awards were created this year. Approximately half have been allocated and the other half will be distributed in September.
♦ Bursaries will be in place by the fall.
♦ The scholarship process is being revised and departmental recommendation forms are being changed.

The Chair thanked the Scholarship Committee, which showed its effectiveness by picking applications that resulted in a 97% success rate in the NSERC competition.

Three awards from the Planning Innovative Fund will affect Graduate Studies:

♦ Grad 601 – An orientation program for graduate students is expected to be in place by September 2002.
♦ An on-line scholarship application system will be purchased and customized.
♦ An electronic document management system will allow the creation of electronic files for students, improving efficiency and speed.

The Master of Continuing Education program will be reviewed, but other reviews will not take place until the senior administration’s review policy has been finalized.

The Chair noted that many statistics courses are offered across campus, and suggested that units consolidate some of these courses within broad disciplinary areas.

324.7 QUESTION PERIOD

Mr. Collins said that the proliferation of statistics courses has been reviewed by Council, which found that each unit clings to its own specific needs, and many departments have a resident statistician. The Chair responded that the President is investigating possible wastage of resources, and that an effort should be made even although there are cross-disciplinary barriers to overcome.

324.8 APPROVAL OF CONVOCATION LIST

MOTION: GRANT/KOOYMAN

That Council approve the Spring 2002 Convocation List and that the Dean of Graduate Studies be empowered to make such further additions and deletions as might be necessary before the list is made final

CARRIED

324.9 STRIKING COMMITTEE ELECTION

The Chair called for nominations. Mr. Wieser nominated Ms Daphne Taras and Ms Stratton nominated Mr. David Oakleaf. The Chair declared Ms Taras and Mr. Oakleaf elected.

324.10 TEST OF ENGLISH AS A SECOND LANGUAGE (TOEFL)

The chair highlighted important items in the document about English language proficiency:

♦ A telephone call is the easiest way to determine an applicant’s proficiency.
♦ If a unit feels an applicant should not need to submit proof of language proficiency, a TOEFL waiver box is provided on the Departmental Recommendation for Admission form.
♦ “Normal proof of language proficiency, as defined in the Graduate Calendar, will continue to apply to students placed in teaching positions.”
♦ “Graduate programs should encourage all students to participate in activities such as journal clubs, presentations on their research, and such to assist in this development.” The Chair informed the committee that the Faculty of Graduate Studies will continue to inform graduate units about writing courses and other communication skills development opportunities offered at the University of Calgary on the website (www.grad.ucalgary.ca).

Does a student who has been in program a year or more need to provide a TOEFL score before being assigned a Graduate Assistantship (Teaching)? Mr. Wieser responded that the graduate unit ultimately makes the decision about whether a student has the language skills to be a good teacher.

324.11 CANDIDACY EXAMINATION COMMITTEE – PILOT PROJECT IN THE FACULTY OF MEDICINE

The Chair informed members of a pilot project for candidacy examinations in the Faculty of Medicine. FGS regulations call for a minimum of five voting members on a candidacy examination committee. However, in the
Faculty of Medicine, there is a neutral chair for all candidacy examinations and the supervisor is present as a non-voting observer. Under current regulations, this means a minimum of seven people in the room. This can be intimidating for the student, and difficult for the program to arrange. It is also not obvious, within a two-hour framework, that questioning by five people provides a better examination than questioning by three people. The pilot project cuts the minimum number of voting members to three instead of five. The Dean of Medicine will submit an evaluation of the pilot project to the Dean of Graduate Studies by December 31, 2003, with a recommendation to continue or discontinue.

324.12 CONFLICT OF INTEREST STATEMENT

This information is provided to Council members to help ensure the integrity of degrees and avoid accusations of conflict of interest and bias. Because there are many gray areas, it is difficult to devise regulations but these guidelines will help determine a potential conflict of interest.

324.13 REVISION OF PROCEDURES FOR RECOMMENDATION 3 IN THESIS EXAMINATIONS

This revision aims to clarify the procedures when an examining committee makes a Recommendation 3 and advises that a retake be allowed.

**MOTION: BARCLAY/STRATTON**
That Council approve the revisions to the *Handbook of Supervision and Examination* as documented in Attachment 324.13

**CARRIED**

324.14 SCHOLARSHIPS

**MOTION: VEALE/DRABEK**
That the Faculty of Graduate Studies Council, on the recommendation of the Executive, approve in principle the terms of reference for the following graduate awards:

(a) Chancellor’s Graduate Medallions
(b) Shanti Swarup & Shanti Devi Chugh Graduate Scholarship in Nursing
(c) Richard Hirabayashi Graduate Scholarship
(d) Gordon Lewis Hedberg Doctoral Scholarship
(e) Bernie Lieff Memorial Award
(f) Sarla Sethi Graduate Scholarship

as set forth in Attachments 14.1 to 14.6

After discussion of the Chancellor’s Graduate Medallions, the motion was amended to read:

That the Faculty of Graduate Studies Council, on the recommendation of the Executive, approve in principle the terms of reference for the following graduate awards:

(a) Shanti Swarup & Shanti Devi Chugh Graduate Scholarship in Nursing
(b) Richard Hirabayashi Graduate Scholarship
(c) Gordon Lewis Hedberg Doctoral Scholarship
(d) Bernie Lieff Memorial Award
(e) Sarla Sethi Graduate Scholarship

as set forth in Attachments 14.2 to 14.6

**CARRIED**

324.15 OTHER BUSINESS

There was no other business.

324.15 ADJOURNMENT

The meeting adjourned at 4:00.