COUNCIL OF THE FACULTY OF GRADUATE STUDIES

MINUTES

Three Hundred-and-Ninety Second Meeting
Thursday, 28 February, 2013
Science Theatre 147 3 p.m. – 5 p.m.

Chair: L. Young
Recording Secretary: L. Chiu

Attendance:

Members Present

Members Absent

Faculty of Graduate Studies
Officers Present
Stiven, C.

Faculty of Graduate Studies
Officers Absent
Robinson, G.

392.1.0 APPROVAL OF AGENDA

The Chair called the meeting to order and asked for approval of the agenda.

MOTION: Cameron, E / Azaiez, J
That Council approve the agenda for the Faculty of Graduate Studies Council Meeting #392 of 28 February 2013.

CARRIED

392.2.0 APPROVAL OF MINUTES

MOTION: Windsor, J / Rizzuti, F
That Council approve the minutes for the Faculty of Graduate Studies Council Meeting #391 of 17 January 2012.

CARRIED

392.3.0 MATTERS ARISING FROM THE MINUTES

Revisions to the minutes:
- All instances of AISH have been changed to AIHS
- Duplication of Keenan, T has been removed
- Page 7, $27,000 of the PhD value has been corrected to $20,000
- The last sentence under 391.9.2.2 has been corrected to: P. Schnetkamp asked if the proposal would need to be reviewed at the government level. J. Andrews replied that since changes
are made to sub-degree specialization, approvals beyond GFC are not required.

The Chair thanked L. Harder for his suggested editorial changes and instructed L. Chiu to revise them accordingly.

392.0 REPORT FROM THE CHAIR

The Chair included the following in her report:

392.1 Brazil Science without Borders

Science without Borders is a full scholarship provided by the Brazilian government for students whose research areas are in the Science fields. The Brazilian government identified 18 priority areas of research of which 10 areas are either offered by the University or aligned with the University’s strategic research plan:

- Biology, Biomedical and Health Sciences
- Biotechnology
- Computing and Information Technologies
- Creative Industry (focused on products and processes for innovation and technological development, i.e., architecture, design, software, computer games, film, video, photography, music, art, television, digital content publishing and electronic publishing)
- Engineering, Engineering Technologies & Other related fields
- Nanotechnology and New Materials
- New Technologies for Construction Engineering
- Oil, Gas and Coal
- Physical & Earth Sciences
- Renewable Energies

The Faculty of Graduate Studies will offer tuition support to help programs attract excellent students and encourages faculty members to enlist themselves in the database which is accessible to prospective students. Any questions should be directed to L. Chiu.

392.2 China Scholarship Council

Six letters of admission for the CSC scholarship were issued by the Faculty of Graduate Studies. FGS encouraged programs to continue identifying potential students for this scholarship.

392.3 Annual Progress Report Meeting

FGS will be hosting a meeting to initiate the annual review for the Annual Progress Report (APR). There are plans to include factual questions to evaluate supervisors. FGS welcomes comments on how the APR can be better improved.

392.4 Application for Admission

Issues concerning the online Application for Admission that were voiced during last Council meeting have been duly noted. FGS Officio, J. de Roaldes indicated that the team is working on improving the system to be more user-friendly. Currently, the APR team is focusing on improving the referee portion. J. de Roaldes welcomed Council members to send her more comments and suggestions.

CGPSS

The Canadian Graduate survey has been distributed to all graduate students. This survey is conducted every three years. The program quality assessment will draw data from this survey. FGS has been advertising through different social media and newsletter communications to get students to complete this survey and encourages programs to send out reminders to their students. FGS will also provide the results of the survey once received.

K. Thurbide asked if reminders should be sent to all program students regardless of their program type (course-based vs. thesis-based). The Chair responded that the survey has two versions and thus students should be receiving the version of the survey that corresponds to their individual program types.

K. Thurbide enquired about the response rate from the previous year. The Chair replied that the response rate
from the previous survey was slightly over 50%. The Chair indicated that while a 50% response rate is not low, FGS is hoping for a higher response rate this year.

392.4.5 Policy Review: Working Groups

An agenda for the review has been developed based on a series of consultation lunches with graduate students and the results from the primary review of the current policies by the FGS Policy Committee Working Groups. The FGS Policy Committee was divided into four working groups, each led by a Committee member and a FGS Associate Dean. The Working Groups will each focus on one of the following areas:

- Supervision (L. Young/B. MacIntosh)
- Candidacy (D. Westwick/K. Reese-Taylor)
- Thesis/Examination (P. Schnetkamp/M. Konnert)
- Academic Misconduct (L. Hughes/K. Thurbide)

Faculty members are encouraged to join these work groups. Graduate students will also be invited to participate in the review. Consultation sessions will be held from now until the end of Spring and the rewrite process will commence in Summer.

392.4.6 My GradSkills

The Chair invited T. Christie, Manager of the My GradSkills program, to provide a short overview of the program thus far and updates on upcoming events.

T. Christie included the following in her remarks:

- The mission for the My GradSkills program is not only offering academic skills to help students successfully go through their programs, but also focuses on building transferrable skills that will lead to success in their careers once students have completed their programs.
- My GradSkills has worked with various partners across campus to streamline all services available on campus. Since its establishment in Summer 2012, over 250 workshops have been offered through My GradSkills and affiliated partners. i.e., the Candidacy workshop which attracted over 60 students and was very well received.
- My GradSkills is currently seeking to form an Academic Oversight Committee to gather academic input. Council members are welcomed to join the Committee to provide some insight as well as to help identify gaps in the programming for improvement in program delivery.
- The next important event is the Three-Minute Thesis Competition. Programs are encouraged to ask their students to participate in this competition as it is a great opportunity for students to train their communication skills as well as to showcase their research. This competition is open to all thesis-based graduate students regardless the stage of the program that they are in.
- A workshop on how to put together PowerPoints for this competition will be available.

T. Christie thanked all members for their time and welcomed them to contact her with any questions. She noted that if programs are interested in receiving more information, she would be happy to provide information sessions.

392.5.0 REPORTS FROM ASSOCIATE DEANS

392.5.1 G. Shimizu

G. Shimizu reported that this year, for the CAG competitions, the work volume approximates 50 applications per adjudicator. Ten additional adjudicators will be joining the team. He also noted that in response to the feedback collected from last year, the applications have now been made available offline; adjudicators can now download applications to their computers and review them at any time.

G. Shimizu also explained that past evaluation criteria were problematic. As an initiative to improve the evaluation process, the criteria have been streamlined this year. He explained that the changes to the criteria drew reference from the Tri-Council criteria to ensure that our evaluation processes are comparable to that of the Tri-Council. The details of the changes were presented on the PowerPoint slide.

G. Shimizu indicated that the new Tri-Council Harmonization will streamline all criteria and procedures for all Tri-Council competitions. Under the new Tri-Council Harmonization, Masters level competitions will be adjudicated at the University while the doctoral level ones remain adjudicated at the federal level.
Each university will be assigned a quota for Master’s competitions; the quota assigned to the University of Calgary is undetermined at the moment.

L. Young noted that with the new process, undergraduates will be required to submit their Tri-Council applications to the institutions that they plan to attend and as such, FGS is anticipating an increase in the number of applications. The effective date for the new process has yet to be determined, FGS will provide more updates once they become available.

392.5.2 D. Westwick

No further reports other than what was reported in 392.4.5.

392.5.3 P. Schnektamp

None.

392.5.4 L. Hughes

L. Hughes reported that the Provost’s Office is still working on a few changes in terms approval processes for program submissions. She encouraged all programs to contact FGS as soon as there were plans to make any changes. Enquires can be sent to L. Chiu or herself. The new approval process is expected to be finalized by June.

392.6.0 REPORT FROM THE GRADUATE STUDENTS ASSOCIATION PRESIDENT

F. Rizzuti reported the following:

- GSA office has been relocated to the MacKinnie Library Tower 2nd floor. An Open House is scheduled on April 3rd.
- GSA is currently under election for new executives; the announcement will be ready by the next FGS Council meeting.
- The executive team is currently looking into revisions of the GSA executive mandate as listed in the calendar. The revisions will primarily look at the workload of the executives. A proposal will be presented to the Council at a later meeting.

392.7.0 REPORT FROM THE GENERAL FACULTIES COUNCIL REPRESENTATIVE

V. Bohac-Clarke was not present due to scheduling conflicts.

392.8.0 QUESTION PERIOD

M. Kallos enquired if the NSERC awards will be portable. The Chair replied that at this stage, there is not an affirmative answer.

L. Harder asked if the policy review working groups will consider reviewing policies concerning the supervisory committee, and the Master’s supervisory committee. The Chair replied that policies surrounding these topics will be reviewed either by the ‘supervision working group’ or the ‘examination working group’.

L. Harder expressed an interest in knowing the candidacy requirements for other programs and if FGS has plans to solicit them. The Chair replied that FGS has plans to compile all examination requirements from each program. FGS will consider sharing this information once it has been collected.

C. Schuurmans asked if Tri-Council doctoral competitions will be first adjudicated by FGS or would all applications be directly forwarded to Ottawa. The Chair replied that the details of the adjudication processes are not clear at this stage, when more information becomes available, it will be shared with the FGS Council.

S. Graham enquired if faculty members who are not in the working groups could still submit comments and suggestions for the policy review. The Chair welcomed all comments and suggestions regardless of their participation in the working groups.
392.9.0 BREACH OF ETHICS – Guest Speaker: Jo-Ann Munn Gafuik

The Chair invited J. Munn Gafuik, Policy Officer, to speak to the Council regarding the new procedures document: Investigating a Breach of Research Integrity. The Chair indicated that the procedures document is still a work-in-progress but will be in place by March 30th, 2013.

J. Munn Gafuik included the following in her presentation:
- The revisions to and development of the procedures document is to meet the Tri-Council compliance. Once implemented, this procedures document will supersede all old procedures concerning research ethics.
- The procedures document is not intended to replace or supersede the procedures on student academic misconduct.
- Students who are working on projects outside of a course or requirements toward a degree (i.e., thesis) will be governed by this procedures document.
- Anonymous complaints on breaches of integrity will not be dealt with. The identity of the reporter will remain confidential; however they cannot remain anonymous.

A member asked if the case where a student is being funded by a supervisor with Tri-Council funds to work on his/her thesis would fall under these procedures. J. Munn Gafuik answered since the student is working on a thesis which is part of his/her degree requirements, it would fall under the Academic Misconduct.

The Chair noted that if the misconduct does not involve course work, Teaching Faculty will report cases to FGS who in turn, will impose the penalty. In cases where external funds are involved, such as the Tri-Council, FGS will be required to report these cases to the respective external agency. She indicated that FGS will continue to report breaches to the Tri-Council until told otherwise.

The Chair thanked J. Munn Gafuik for her presentation and noted that more information will be available in April once the procedures document is finalized.

392.10.0 NEW BUSINESS

392.10.1 FGS APC: Changes to Educational Psychology, Counselling Psychology Sub-Degree Specialization, Faculty of Education

L. Hughes invited S. Cairns to speak briefly on the proposal.

S. Cairns indicated that the Master of Counselling Psychology was originally a tri-university project between the University of Calgary, Athabasca University, and the University of Lethbridge. Since the partnership has dissolved, the University of Calgary has gained full ownership of the program. The Faculty of Education has proposed a series of changes to improve program quality as it lacked adequate training. S. Cairns explained that the proposed major change is to increase required courses from the previous 12 to 15.

The Chair asked if the Council had any questions for the proposal. No questions from the floor were noted.

**MOTION: Hughes, L / Cairns, S**

On the recommendation of Faculty of Graduate Studies Academic Program Committee that the Faculty of Graduate Council approve the proposed changes to the Master of Counselling degree in the Faculty of Education.

1 opposed

CARRIED

392.10.2 FGS APC: Course Requirement Changes: Mathematics and Statistics

L. Hughes invited R. Scheidler to speak briefly about the proposal. R. Scheidler indicated that the Department of Mathematics and Statistics has proposed a few changes to the course requirements. She noted that the reduction in English requirements is to bring the program in line with other peer universities.
The Chair asked if the Council had any questions for the proposal. No questions were noted.

**MOTION: Hughes, L / Scheidler, R**

On the recommendation of Faculty of Graduate Studies Academic Program Committee that the Faculty of Graduate Studies Council approve the proposed course changes to the MSc (course-based) degree in Mathematics and Statistics, as set forth in attachment 1.

*CARRIED*

### 392.10.3 FGS APC: Retroactive Sub-Degree Specialization Approval

L. Hughes explained that FGS discovered that a number of sub-degree specializations listed in the Calendar have not been entered in the PeopleSoft system (PS). In order to achieve consistency between the two, FGS APC proposed to retroactively approve these sub-degree specializations so that they can be properly entered in the PS system.

L. Harder noted that the Department of Biological Sciences is in the process of proposing a new sub-degree specialization in “Environmental Microbiology” which will replace ‘Microbiology’ that is listed in the current proposal.

**MOTION: MacIntosh, B / Hughes, L**

On the recommendation of Faculty of Graduate Studies Academic Program Committee that the Faculty of Graduate Studies Council approve the active existing sub-degree specializations retroactively, as set forth in attachment 1, to align the Graduate Calendar with the PS system.

*CARRIED*

### 392.10.4 FGS Exec: FGS Quality Assurance

The Chair presented two documents and two motions to the Council: *Quality Assurance Process* and *Quality Assurance for Graduate Programs*.

**Quality Assurance Process (Motion 1)**

The University has approved the quality assurance framework. The new framework will have an impact on departmentalized programs as the unit review, which was originally held at the department level, will be moved to the faculty level. FGS has proposed a small change to include course-based programs in the curriculum review. The Chair explained that it is logical for graduate programs that have undergraduate sectors to review the curriculum as a whole. She also noted that the document for curriculum review will be ready in the next Council meeting.

**MOTION: Schnetkamp, P / Hughes, L**

On the recommendation of Faculty of Graduate Studies Executive Committee that the Faculty of Graduate Studies Council recommend to the General Faculties Council the amendment to the Quality Assurance Overview Document, as set forth in attachment 10.4.1.

*CARRIED*

**Quality Assurance for Graduate Programs (Motion 2)**

The Chair explained that the new Quality Assurance for Graduate Programs consists of two key components:

- Using a series of metrics which compares the graduate programs to the U16 and other similar programs
- Using traditional reviews which bring in two external reviewers to conduct a site visit

The Chair indicated that the number of programs that will be under review will be fewer than 5. Reviews will only be done if 1) there are consistent weak indicators in the metrics; 2) the Dean of the Faculty wants the program to be examined, and 3) other special circumstances.

The Chair indicated that the document is seeking endorsement here at the FGS Council and will be subsequently forwarded to GFC APPC and GFC for consideration.
The Chair asked for motion and opened the floor for discussion.

L. Harder enquired if there was any consideration for extracting the data for the metrics on the same date every year. The Chair replied that FGS is working hard on the logistics of retrieving the data needed for the metrics. She indicated that not all data can be retrieved at the same date every year, but some data such as completion rate or Tri-Council success rate will be evaluated and calculated on the same date using the same formula every year. FGS will ensure that the data used for the metrics are meaningful and comparable each year.

R. Schmidt asked for clarification on ‘ratio of applicants to student intake’; if this counts incomplete applications. The Chair clarified that this metric is meant to capture the ratio between admission letters sent out versus the actual number of students who accept their admission.

R. Schmidt further asked if incomplete applications can be counted for the ‘number of student inquires’ metric. The Chair affirmed.

K. Reese-Taylor asked if there were specific reasons why the time to candidacy was measuring the ‘mean time to candidacy’ rather than the percentage of students completing the candidacy on time. The Chair answered that both measurements are meaningful and will include another metric to capture the suggested measurement.

C. Ryan enquired on the metric ‘international students’ enrolment GPA’. The Chair indicated that a footnote will be added to address this concern.

D. Lai commented that caution should be exercised when analyzing this data as some students may take more time to complete his/her program but produce higher end results such as having more publications or securing good placements after completing their programs. He noted that while process is an important measure, the end result should also be accounted for.

D. Marceau echoed the comment and indicated that departments should be credited for preparing the student in achieving the career goal that he/she aspired to.

J. Keeley noted that when evaluating publications, issues with single authors/multiple authors should be considered.

M. Patterson asked if the Interdisciplinary Graduate Program is considered a FGS program. The Chair replied that under the graduate program review mechanism, IGP is considered a FGS program. She noted that she will add a sentence in the opening paragraph to ensure the inclusion of IGP and other programs of the same nature.

Other questions regarding the metrics listed in the proposal were raised by the Council. The Chair indicated that FGS will review these metrics annually to determine if they are meaningful and revisions will be made when necessary. She thanked all members for their feedback and welcomed Council members to provide further feedback and comments on these metrics. In closing, the Chair reiterated the following:

- Not all metrics will have values imputed but rather some metrics are used to show overall trends. The ‘scholarship’ metrics, however, will have values imputed as it is a key indicator.
- All data will be contextualized.
- Programs will be compared to similar programs. For example, programs in Fine Arts will be grouped together when comparing program quality.
- Program Quality Assurance is not tied to the funding formula, there is no penalty. If a program displays weak performance across all metrics, then a review will be conducted.
- While outcome measure is important, it is difficult to gather the data. FGS will continue working on this.
- There is a possibility to aggregate publication data in the future.
MOTION: Schnetkamp, S / Shimizu, G
On the recommendation of FGS Executive that the FGS Council endorse the attached framework for Quality Assurance for Graduate Programs, as set forth in attachment 10.4.2.
CARRIED

392.10.5 FGS Policy: ProQuest

The Chair explained that the discussion of ProQuest was presented to the GSA Council for consultation. She invited the GSA representative to recapture some of the comments expressed during the GSA Council.

J. Windsor indicated the following questions were raised during the GSA Council meeting.
- Costs associated for the University to upload theses to ProQuest.
- Does uploading to ProQuest prevent students from publishing their work elsewhere.
- Does uploading to ProQuest increase students’ citation.

J. Windsor indicated that most students from the GSA Council were generally interested in having ProQuest optional.

The Chair also commented that one issue raised by the GSA Council was that university research are considered public works and whether it should be hidden behind the payroll of a profitable company is questionable. The Chair indicated that enforcing students to upload their work into ProQuest would put some students in a morally compromised situation and thus FGS does not feel compelled to have ProQuest mandatory.

J. Wright commented that given that there is not a better interface for searching theses, the Library is willing to provide consultations to answer any questions that may help FGS and the Council feel more comfortable with using ProQuest. He also suggested that as technology evolves quickly, the Council could consider reviewing this topic every 5 years to see if changes are needed.

M. Patterson suggested providing Q&A for students to consider so that they make the most informed decision.

MOTION: Westwick, D / Patterson, M
On the recommendation of Faculty of Graduate Studies Policy Committee that the Faculty of Graduate Studies Council approve maintaining submission of theses to ProQuest optional.
2 Opposed
CARRIED

392.10.6 FGS Policy: Manuscript-based Thesis

Due to time constraints, this item was moved to the April 4th FGS Council meeting.

389.12.0 ADJOURNMENT
The meeting was adjourned at 4:55pm.