The Dean and Vice-Provost, Graduate Research and Education, Locke Rowe, called the meeting to order in his role as Chair of Council. He welcomed all members and visitors and gave a special thank you to all members for their participation on Council throughout the year.

For Approval: Agenda of the Graduate Education Meeting of October 18, 2016

MOTION (duly moved by E. Smyth and seconded by C. Wachowich)
THAT the agenda of the Graduate Education Council meeting of October 18, 2016, be approved.

The motion was CARRIED.

1. For Approval: Minutes of the Graduate Education Council Meeting of March 15, 2016

MOTION (duly moved by E. Smyth and seconded by J. Mahrt Smith)
THAT the minutes of the Graduate Education Council meeting of March 15, 2016, be approved.

The motion was CARRIED.

2. Business Arising from the Minutes

There was no business arising from the previous minutes.

3./4. Dean’s Remarks, Report of the SGS Dean and Vice-Provost, Graduate Research and Education

The Dean reviewed the SGS goals and priorities for 2015-16 and provided a status of activities.

3.1 Funding Transparency: Last year funding information for all units, showing actual incomes across all program years and time to completion, was posted on the SGS website. The data for this year is being updated and will include completion rates as well as a summary of what the student income will look like across their program, how long they will be in that program and expected completion rates. Last year SGS discussed funding transactions with students, funding letters that programs should be producing, and how funding is moved between students and their program. SGS has developed some best practices for these activities, as they vary across programs depending on how funding is transferred to students, and those best practices are now out circulating with graduate administrators to make sure that we have not set up unobtainable expectations. Students should be able to see where their funding is coming from and what it will be every month, in an attempt to make funding consistent from month-by-month for students, with a little burst of funding at the time tuition has to be paid. Funding letters will also be co-signed by the advisor and
the student, so both know where the funding is coming from in September. The letters should be posted to the SGS website shortly.

3.2 Time to Completion: Last year SGS researched literature on time to completion and the Dean gave presentations to PDAD&C and various faculty groups. Best Practices were developed and are now complete. We have created two documents that will be circulated soon and also available on our website. One of them is directed to graduate units and is a straight-speaking description of what the best practices are, and the second is written specifically for students. They will be posted on the SGS website shortly.

3.3 Supervisory Guidelines: In consultation with the Graduate Student Union and interested constituents, the existing supervisory guidelines were updated with versions for both students and faculty. The goal of involving student groups in the process was to encourage their ownership in supporting and advertising these best practices.

3.4 Graduate Program Innovation Fund: Several proposals have been funded by the Graduate Program Innovation Fund to support initiatives to enhance and improve the time to completion and graduation rates of students in graduate programs. Arts and Science has a Milestones program as well Medicine, Applied Science, Music and OISE have initiatives. As these sessions are conducted, we will learn about the exciting things happening in departments, and we will share these innovations in graduate programming more broadly.

3.5 Mental Health: Graduate Student Mental Health has been a focus this past year. There is a Counselor at the School of Graduate Studies, seeing graduate students by appointment, five days a week. Workshops formerly for graduate and undergraduate students have been modified to a format whereby sessions take place at SGS and are targeted to graduate student needs. In the past, we have held workshops within departments and are happy to do more of that as the students find these of great benefit.

3.6 Conflict Resolution Centre: Starting last year as a pilot program, the Conflict Resolution Centre is up and running and seems to be a great success. An overwhelming number of students are being trained as peer helpers and enthusiastic to be involved. SGS will have someone come and talk about this program. (Action Item)

The Dean then reviewed the goals and priorities for 2016-17.

3.7 Internationalization: Internationalization is a priority for the President; Ted Sargent has been appointed Vice-President International. Ted’s International Strategy Working Group is moving quickly to establish a University plan. SGS’ aim is to fit graduate studies into the larger strategy. To this end, SGS has researched what our best competitors are doing for international students to get a sense of what can be done. Areas identified for improvement are community engagement, taking advantage of the diverse community outside the university. Focus group meetings were held with international graduate students to solicit input. They were mostly happy with what was going on but what was most clear was that they didn’t know how what services were available or how to access them. SGS then gathered information on services, both centrally and in divisions, and built a website portal so international graduate students can go to a single place to find information. This draft is currently being circulated to ensure that nothing is missing anything and it should be up on the SGS website in a matter of weeks.
3.8 **Graduate Professional Development (GPD):** The survey to look at outcomes for 10,000 recent Ph.D. graduates is nearly complete, with rough data expected to be released data around December. The survey research team was able to locate 80% of past students, and it is anticipated that programs may be able to assist in identifying the students who do not have a presence on the web. It is important that the programs trust the data and have a sense that student outcomes are accurately captured. While the proportion of students that follow the tenure stream path is higher than one avers, the proportion of students who do not follow this path are doing really interesting things. It is hoped that the survey results begin to drive change in programs to better align with student outcomes. Ultimately, programs will have access to the students and may choose to bring in those alumni, especially those outside of academics, to talk about the obstacles they faced and the opportunities they took advantage of after leaving graduate school. These alumni are excited about coming in and engaging with the programs. It is a non-advancement relationship that should give graduate students a better idea of opportunities. Clearly this will drive change to our GPD programs to better align their programs with the graduate students’ needs.

3.9 **Building Renovations:** Renovations to Students Services at 63 St. George Street are moving along, although a bit behind schedule. Staff will start to move back beginning November 14th. As this is the main place of graduate student interactions, common room space has been incorporated to encouraging increased students interactions with the School.

The education unit, GPD and English Language & Writing Support (ELWS) will remain at 704 Spadina for now. The Dean introduced Jane Freeman, Director of ELWS. With the Student Services team relocating back to 63 St George there will be considerable space vacant. The Dean confirmed plans to improve the interior and exterior of the 704 Spadina facilities and expand the GPD and ELWS programs.

3.10 **Recruitment Group.** A Recruitment Working Group was established to investigate the extent and scope of SGS involvement in recruiting graduate students. That report will be available soon.

3.11 **Regulation Review:** Program feedback received by SGS has resulted in an in-depth review of the set of regulations that govern graduate programs. Discussions are ongoing with resolution expected in March 2017 for the SGS 17-18 Course Calendar publication. All proposed changes to regulations will be presented to GEC members.

The Dean asked the GEC if there were issues that they felt SGS should be focusing on that they currently are not. A faculty member suggested that SGS host a full or half day workshop for units to give 10-minute talks to share their “best practices”. This information sharing type of initiative was a recommendation in Professor Reithmeier’s report. A faculty member asked if it would be possible to receive data on graduate student attrition. The Vice-Dean Students explained this is complicated given that students who registered prior to 2010 were able to lapse, so it was difficult to know whether to count lapsed students in attrition. Since 2010, students are able to request extensions so it is possible to track the number and reason for these. The Vice-Dean stated that 30% of students do not complete their programs, stating this number is consistent across units. The faculty member asked if it would be possible to receive a weekly report with attrition information.

5. **Report of the Professor Elizabeth Smyth, Vice-Dean, Programs:** The Vice-Dean introduced her administrative support team of Ms. Angelique Plata and Ms. Kelly Crawford.
The Office of the Vice-Dean Programs office handles, among other things, somewhere between 800-900 doctoral examinations annually. She thanked GEC for their patience with the facilities at 704 Spadina. Dissertations across the University of Toronto vary both widely and wildly. The Canadian Associate of Graduate Schools (CAGS) has established a working group to investigate doctoral dissertations. The Draft Consultation Document was distributed with the agenda and is an invitation to engage in discussion. Bob Gibbs, Director of the Jackman Humanities Institute at the University of Toronto, is a member of the Working Group. He and Vice-Dean Smyth will coordinate discussion groups across the three campuses to discuss the three main questions of dissertation content, form and evaluation. Please contact Vice-Dean Smyth at sgs.vdeanprograms@utoronto.ca if you are interested in participating.

6. Report of the Professor Luc De Nil, Vice-Dean, Students: The Vice-Dean introduced some of the SGS administrators; contact information is below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Stathopoulos</td>
<td>Director, Student Services</td>
<td><a href="mailto:Laura.stathopoulos@utoronto.ca">Laura.stathopoulos@utoronto.ca</a></td>
</tr>
<tr>
<td>Lisa Haley</td>
<td>Associate Director, Graduate Awards and Financial Aid</td>
<td><a href="mailto:l.haley@utoronto.ca">l.haley@utoronto.ca</a></td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:graduate.awards@utoronto.ca">graduate.awards@utoronto.ca</a></td>
</tr>
<tr>
<td>Victoria Hurlihey</td>
<td>Manager, Front-line Student Academic Services</td>
<td><a href="mailto:Victoria.hurlihey@utoronto.ca">Victoria.hurlihey@utoronto.ca</a></td>
</tr>
<tr>
<td>Angelique Plata</td>
<td>Executive Assistant to the Vice-Deans; Graduate Academic Appeals Board (GAAB)</td>
<td><a href="mailto:Sgs.vdeanea@utoronto.ca">Sgs.vdeanea@utoronto.ca</a></td>
</tr>
<tr>
<td>Kelly Crawford</td>
<td>Assistant the Vice-Deans</td>
<td><a href="mailto:Sgs.vicedeanassistant@utoronto.ca">Sgs.vicedeanassistant@utoronto.ca</a></td>
</tr>
<tr>
<td>Dianne Heximer</td>
<td>Executive Assistant to the Dean; Academic Integrity Issues</td>
<td><a href="mailto:Sgs.dean@utoronto.ca">Sgs.dean@utoronto.ca</a></td>
</tr>
</tbody>
</table>

The Vice-Dean referred to the “Best Practices for Graduate Supervision,” document published in 2008 by Professor J.J.B. Smith, previous Vice-Dean in the School of Graduate Studies. This document has provided valuable support to students, faculty, and administrators. A working group was established to review content and included representatives from the Graduate Student Union (GSU) along with faculty members and students from Divisions across the university. They reviewed the original document and created two separate documents, “Best Practices for Doctoral Students”, written for a student audience and “Top 10 Best Practices for Graduate Units” written specifically for graduate units. The documents will be available online in December and will be available to download as an accessible pdf document. Companion one-page flyers are being created to link to the online documents. The student version of the flyer is close to completion. It is hoped that the flyer will give supervisors and students a clear vision of their responsibilities, what each party should expect from the other, and assist in the completion of student programs as efficiently and quickly as possible. Links to support and resources are also included. The Best Practices documents are found at this link.

A workshop on “Best Practices in Graduate Supervision,” jointly organized by the Centre for Teaching Support and Innovation (CTSI), will be held on January 26, 2017, with more to follow. The School of Graduate Studies is happy to work with programs and divisions to help coordinate and participate in these types of workshops.

A faculty member asked if we are seeing different kinds of students than those who came 20 years ago. Vice-Dean Smyth replied that demographically there has been a change due to the growth of the professional Masters program and the shift from only having full-time PhDs to having flextime options within units. As a result of flex-time options, there are students who are either working professionals or whose work and research are integrated. The nature of the dissertation has also changed, particularly in Divisions III and IV.
(Life Sciences and Physical Sciences). Dissertation-by-publication and other kinds of dissertations are emerging, and SGS has provisions for the inclusion of multimedia.

**7. Report of Professor Reinhart Reithmeier, Special Advisor to the Dean, Graduate Skills Development, and Engagement**

Professor Reithmeier explained the 10,000 Ph.D. project to determine the current employment status the past 10,000 individuals who have graduated from UofT with a Ph.D. from 2000-2015. This is not a formal alumni survey, but an online search by five media-savvy undergraduates who know how to use social media to find people. They are capturing between 79-86% of students per year. Professor Reithmeier reviewed graduate numbers by male/female, discipline, division and year. It is important to note this is the status of graduates since their year of graduation, explaining why less recent graduates have secured tenure-stream positions. He reviewed the percentage of students in postdoctoral positions, tenure-track positions jobs in other sectors (private sector, Engineering, IT, Finance). The information will be shared more broadly with units who will be encouraged to reach out to these graduates to learn their pathways, how they made transitions, etc.

**8. Updates from the School of Graduate Studies**

**8.1 Information Services:** The University undertaking to replace Learning Management Engine (LME), to replace Blackboard. Corey Dales, Director of Information Systems, introduced Janice Patterson, Community Engagement Lead and the Director of the Centre for Teaching and Learning at UTC. The short listed suppliers for the LME are 1. Blackboard; 2. Desire to Learn; and 3. Instructure. The UofT community is encouraged to log in to the testing site at [http://toolboxrenewal.utoronto.ca/](http://toolboxrenewal.utoronto.ca/), engage in hands-on testing of scenarios in the systems and provide feedback.

The @SGS email systems have been retired, so please ensure your websites and printed materials contain the correct email address which can be found at this link, [https://www.sgs.utoronto.ca/about/Pages/Staff-Directory.aspx](https://www.sgs.utoronto.ca/about/Pages/Staff-Directory.aspx).

**Progress Tracker:** This optional web-based tool allows students, supervisors and their units to track the progress of research-stream students. The testing phase is underway, and the IT team will start onboarding units shortly. Please contact Corey at 416.978.6115 if you are interested in participating. As student information will be imported from ROSI, it is important that the information is current, particularly supervisory committee membership, supervisor name, thesis titles, course/language requirements and departmental exams. If you need assistance with ROSI/ROSI codes, please see the [user manual](mailto:sgs.support@utoronto.ca) created by Victoria’s team. Information relating to leaves of absence and extensions will automatically be brought into the system, as entered in ROSI.

**Forms Tool:** SGS is transferring all forms into a web-based tool which will import “real time” data from ROSI (if it is in the system) into the form. From the various webpages, former form links to pdfs will be redirected to the forms tool for electronic processing. You will be presented with a [web login](mailto:sgs.support@utoronto.ca). Please contact [sgs.support@utoronto.ca](mailto:sgs.support@utoronto.ca) if you need access.
8.2 Student Services:

Lisa Haley, Associate Director of Graduate Awards and Financial Aid, reported that three new positions have been approved for the staff complement to provide a higher level of expertise and increased outreach to units and students through workshops.

9 Other Business: None.

10. For Information: Documents distributed with the agenda for information.

10.1 GEC Membership 2016-17

Graduate Education Council membership for the 2016-17 term was distributed with the agenda. There are currently five (5) vacancies in Division III – 3 faculty seats and 2 graduate student seats. A Call for Nominations will go out shortly.

10.2 Graduate Academic Appeals Board (GAAB) Membership

Graduate Academic Appeals Board (GAAB) Membership for 2016-17 was distributed with the agenda.

10.3 Academic Integrity Annual Report 2015-16

The Academic Integrity Annual Report for 2015-16 was distributed with the agenda. It summarizes the number and type of Code of Behavior on Academic Matters cases received as well as the time between receipt of the allegation and the case being resolved at SGS or sent to the Provost for tribunal proceedings.

10.4 UofT External Award Report: Federal and Provincial Awards

The UofT External Award Report for Federal and Provincial Awards prepared by Lisa Haley was distributed with the agenda. It explains the outreach, process, and results of the Federal Tri-Agency and Provincial award competitions for the past five years.

Closing Remarks

The Dean welcomed any questions or feedback. Seeing no further discussion or questions, the Dean moved to adjournment.

Adjournment

The Dean thanked the Council members for their participation.

The meeting adjourned at 4:50 p.m.

Date: October 18, 2016
Dianne Heximer, Secretary, GEC
Appendix to the Minutes
UNIVERSITY OF TORONTO - GRADUATE EDUCATION COUNCIL
Record of Attendance – October 18, 2016

Present (Voting & Non-voting Members)
Rowe, Locke (Chair)
Akbari, Sara
Barker, Joshua
Bascia, Nina
Berri-Crossfield, Brieanne
Brooks, Dina
Buck, Leslie
Bussmann, Markus
Dalrymple-Fraser, Charles
De Nil, Luc
Hu, Jim
Locke, Marius
Mahrt-Smith, Jan
Markovic, Melanie
Marquez, Ian
McInroy, Lauren
McDougall, Douglas
Quinonez, Carlos
Ratto, Matt
Reisz, Robert
Rice, Keren
Sabzalieva, Emma
Segal, Hugh
Silcox, Mary
Smyth, Liz
Stevenson, Siobhan
Strong, Kimberly
Versace, Carmela
Wachowich, Cameron

Absent
Alford, Larry
Corts, Ken
Daniele, Amrita
Dubber, Markus
Gagne, Catherine
Gertler, Meric
Goel, Vivek
Gough, William
Kaplan, Allan
Knoett, Annette
Koga, Midori
Malinick, Danielle
McLean, Bradley
Magnusson, Lynne
Mabury, Scott
Nelson, Sioban
Pietropolo, Nelly
Pirvulescu, Mihela
Qudrat, Anam
Schuman, Boaz
Stathopoulos, Laura
Tan, Mae-Yu
Zhang, Jonny
Zulli, Rachel
Regehr, Cheryl
Simpson, Andre
Somigli, Luca

In Attendance (Guests & SGS Staff)
Crawford, Kelly
Dales, Corey
Freeman, Jane
Haley, Lisa
Heximer, Dianne (Secretary to Council)
Hurliehay, Victoria
Kenzie, Alison
Kim, Christy

Plata, Angelique
Reithmeier, Reinhart