The meeting was called to order at 3:30 p.m. Dean Susan Pfeiffer welcomed Graduate Education Council members and visitors.

1. Minutes of the SGS Council Meeting of May 23, 2006

The minutes of the May 23, 2006 meeting were circulated with the agenda.

**MOTION ( / )**

THAT the minutes of the May 23, 2006 School of Graduate Studies Council meeting be approved.

The motion is **CARRIED**.

2. Business Arising from the Minutes

2.1 Follow-up on Recent GEC Decisions Forwarded to Governing Council Committees

Proposals related to the Master of Finance and the Master of Public Policy were on the agenda of the May 23, 2006 meeting of SGS Council. The proposals were approved at recent meetings of the Academic Policy and Programs Committee and the Planning and Budget Committee. The proposals are undergoing OCGS appraisal for final, formal approvals; final University approvals are pending.
3. **Dean’s Remarks**

3.1 **Governance Issues**

a) **Standing Committees of the Graduate Education Council**

Continuing Graduate Education Council members will recall that the SGS Constitution was revised last year and as a result, the Standing Committee on Program Matters, and the Standing Committee on Student Matters were formed. The Vice-Deans will be informing members on Standing Committee meetings as a part of their reports.

b) **New Governance Procedures**

The Dean reported that new governance procedures are in effect as of July 1, 2006. SGS has developed the Graduate Webposting System (GWS), a website to guide administrators through the new process. The website went live on August 8, 2006, and first postings occurred on August 10, 2006. The Dean encouraged Council members to view the postings.

A member asked if the School of Graduate Studies has a method of tracking the number of hits to the GWS website, to which the Dean replied that SGS is in the process of implementing such a system. Currently, SGS is copied on all feedback that is provided on each proposal.

c) **Summary Reports**

A summary report of new courses approved within Faculties, under the new governance procedures, will be presented to Graduate Education Council in spring 2007.

The School of Graduate Studies will be distributing a report summarizing admission and program changes that have been approved by the Graduate Education Council, at the end of each academic year. The report will go to the Academic Policy and Programs Committee for information as part of new governance procedures. In the past, final approvals of aforementioned changes were authorized by the Academic Policy and Programs Committee. New governance procedures delegate increased responsibility to the Graduate Education Council.

d) **Collaborative Programs**

A principle Faculty is being assigned to each collaborative program at the University of Toronto. The assigned Faculty will be responsible for academic administration of individual collaborative programs and coordinating communication between collaborating Faculties. Directors of collaborative
programs will be advised of procedures when the appropriate documentation becomes available.

Collaborative program guidelines are being revised, and will be distributed to Council members for information, as part of the November meeting package.

e) **Administration of Professional Master’s Programs**
The Dean has discussed a proposal with Faculty and Campus Deans for a new approach to professional master’s program structures, particularly for programs that are not aligned with doctoral programs.

A few years ago, a three-campus governance structure was put forward for consideration. It envisioned procedures that would allow professional master’s degree programs to operate and be managed on UTM and UTSC campuses was written.

The Dean will soon distribute a memorandum to Graduate Education Council members that describes the proposal that recommends that each campus Dean act as graduate director for one or more professional master’s programs, and accordingly, each professional master’s program will have a program director. The proposal is comparable to current structures of professional master’s programs at the Ontario Institute for Studies in Education (OISE) and the Institute of Medical Sciences (IMS).

3.2 **Council of Graduate Deans**
Council members may be aware of the SGS Committee of Dean and Directors (CoD). Late in the 2005-06 academic year, an expanded version of CoD commenced, meeting on alternative weeks. It includes the Vice-Deans, Graduate Studies of the multi-department Faculties, Rotman, UTM, UTSC and two representatives from single-department Faculties. To date, the Committee has focused on management details of governance, and providing feedback on recruitment activities. These meetings promote communication between Faculties and SGS.

3.3 **Recruitment Activities**
Graduate recruitment activities have increased at the University of Toronto in response to the encouragement by the Government of Ontario to increase graduate enrolment. The goal is to attract strong Canadian scholars.

The Dean asked Ms. Heather Kelly, Director of Student Services at SGS, to update Council members on specific activities related to recruitment. Ms. Kelly noted that SGS has been working with people from Strategic Computing and Strategic Communication. We have collected information from programs for a
new, easily accessible webpage promoting graduate studies to prospective students. Almost all departments have submitted template information that will be used to create a searchable database of programs, which will in turn assist in promoting graduate opportunities available at the University of Toronto. Programs have provided profiles of outstanding graduate students, which will appear in various campus-based Internet and print publications during the fall term.

During the fall, the School of Graduate Studies will attend more than 30 graduate recruitment fairs across Canada. Advertisements corresponding to SGS visits will be placed in campus newspapers in order to encourage prospective students to attend information sessions, and to consider applying to a University of Toronto graduate program. SGS is holding information sessions regarding graduate opportunities for undergraduate students on all three U of T campuses. Ms. Kelly thanked SGS Student Service Officers for their work on recruitment initiatives.

SGS has purchased Internet advertising space on GradSchools.com, the leading online resource from graduate school information. The site receives more than 9.1 million hits per year.

The next task for the Graduate Enrolment Expansion Group will be to examine ways to increase acceptances to enrolment offers by evaluating current communication practices with applicants before and after an offer is conveyed.

3.4 **Reception for Connaught Awards recipients**
The reception will take place on November 7, 2006, from 4:00 p.m. to 6:00 p.m. Council members are invited

The recipients of the Connaught Awards are a remarkable group of international scholars. The Awards serve as a tool for recruiting very high quality international students.

4. **Report of the Vice-Dean, Programs**

Vice-Dean Cowper noted that the position of Vice-Dean, Programs, is new at SGS. The Vice-Dean, Programs, chairs the Standing Committee on Program Matters, which held its inaugural meeting on October 5, 2006. The agenda of the meeting included a discussion related to procedures for Final Oral Exams (FOE). The Vice-Dean added that part of her duties includes approving FOE Committees.

The Vice-Dean works closely with the Office of Quality Assessment and Governance on Ontario Council of Graduate Studies (OCGS) appraisals and on activities related to new governance routing procedures. As a part of working with Faculties on governance-related issues, the Vice-Dean is involved in reviewing GWS postings, communicating with the Faculty Graduate Affairs Offices, and participating in workshop presentations to
Faculties. Currently, SGS is fine-tuning the governance process, and establishing ways of managing proposal feedback.

5. **Report of the Vice-Dean, Students**

Vice-Dean Smith noted that the position of Vice-Dean, Students, is new at SGS. He is responsible for matters involving individual students and policies affecting students. Duties include evaluating: course extensions; program extensions; admission terminations; and, academic leaves. The Vice-Dean, Students works with SGS Student Services Officers to resolve specific student situations, but difficult cases are often referred to the SGS Admissions and Programs Committee.

Other responsibilities of the Vice-Dean, Students, include overseeing Graduate House, awards, scholarships, fellowships and bursaries, chairing some academic misconduct meetings, and various other activities. Both Vice-Deans are also members of numerous tenure committees and search committees.

The Standing Committee on Student Matters had its first meeting on October 4, 2006. There is no business. The Committee is not related to governance, but will likely comment on items related to Council. The Vice-Dean noted that membership consists of graduate coordinators and students from all four division. Graduate coordinator members were determined by a randomized selection process, balancing divisions.

The Dean noted that graduate coordinator membership on Standing Committees is determined by that role. Graduate coordinators who are not currently a member of one of the Standing Committees may be asked to participate in other committees.

The Vice-Dean noted that there will be an introductory Awards Committee meeting on October 25, 2006. Discussion will focus on adjudication for existing awards. The Awards Committee is populated by those who are not serving on the Standing Committee on Program Matters or the Standing Committee on Student Matters.

The Vice-Dean will be working to increasing recipient success rates in the coming academic years. The Dean noted that each department has different practices regarding awards applications, however units are encouraged to work together to determine “best practices” procedures, in order to ensure that the awards process is maximized.

An e-thesis project is underway at the University of Toronto. Many universities in Canada and the United States require that students submit their thesis electronically. Although most U of T students create an e-version of their thesis, the University of Toronto requires a paper version submission. The process of moving toward electronic production is not straightforward. There are three graduate units who are currently participating in a trial process, where volunteers are submitting their theses in both paper and e-file format, in order to identify any associated setbacks or problems. The Vice-Dean hopes that processes will be established by the 2007-08 academic year.
There was some discussion of Awards Committee membership. Vice-Dean Smith indicated that processes are underway.

6. **Proposal from the Faculty of Music for a Master of Music (M.Mus.) and a Doctor of Musical Arts (D.M.A.) in Music Performance Program**

The supporting documentation was circulated with the agenda package. The proposal was posted on the GWS for 28 days. There was no feedback as a result of the posting. The proposal was approved unanimously by the Faculty Council of the Faculty of Music at its meeting of September 26, 2006. At the meeting Dean Gage Averill and Professor Russell Hartenberger explained the new graduate program structure in detail, and described the governance approval process. Music’s Council did not raise any concerns about the proposal.

GEC Members received two proposal documents for approval. One is the U of T submission document – this document addresses all aspects of the proposal, from resource issues to academic matters. The second document is the OCGS appraisal brief, Volume I. OCGS requires the approval of the graduate Council prior to submission of a new program proposal for appraisal.

With Graduate Education Council’s approval this item will go to the Academic Policy and Programs Committee, Planning and Budget Committee, Academic Board, and Governing Council for approval. After the Graduate Education Council’s review, the proposal will be submitted to the Ontario Council on Graduate Studies for a standard appraisal with consultants.

Professor Russell Hartenberger was present to speak to the item. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

THAT Graduate Education Council approve the proposal from the Faculty of Music for a Master of Music (M.Mus.) and a Doctor of Musical Arts (D.M.A.) in Music Performance Program, effective September 2007.

Vice-Dean Elizabeth Cowper invited Professor Russell Hartenberger to speak to the item.

Professor Hartenberger explained that the Faculty of Music’s recent OCGS appraisal inspired the proposal. During the self-study, the Faculty examined and evaluated the overall program structures. The proposal before the Graduate Education Council aligns programs with current practices and proposes a new degree program.

Professor Hartenberger drew Council members’ attention to the overview document. The separation of the research degrees from the professional degrees was part of the
restructuring. Areas of specialization developed over the years and new faculty members were hired. Nine fields now have been defined in Music Performance’s Mus.M. program. The Mus.Doc. name has fallen out of favour and the Doctor of Musical Arts (DMA) degree is now the typical degree name throughout North America.

A member commended the Faculty of Music for writing an excellent proposal. The member remarked that the proposal notes students who have progressed unsatisfactorily are advised to withdraw from the program. Wording should be revised to specify that the programs of such students are recommended for termination if they do not demonstrate suitable progress.

The member stated that the proposal indicated that a lapsed student’s dissertation must be complete before applying to SGS for re-instatement; however, SGS only requires that the student’s dissertation be “close to compete”. Additionally, the member was uncertain if indicating a 44,000 word limit for student dissertations corresponds to SGS policy. The Dean replied that SGS does not have a policy limiting the number of words in a dissertation.

A member questioned student demand for the professional program, considering the University will not be providing funding for student. Professor Hartenberber answered that interest in the new programs is significant, with requests for interviews from two to three potential applicants per day. Prospective D.M.A. students may obtain tuition relief through the Faculty of Music, and there are numerous named scholarships also.

The Dean inquired which other Canadian universities offer DMA programs. Professor Hartenberger replied that the University of British Columbia and McGill University offer DMA programs. DMA programs are also widely offered in United States.

A member requested information on plans for space expansion at the Faculty of Music. Professor Hartenberger communicated that a proposal for expansion has been submitted, and the Faculty is optimistic.

A member questioned the availability of teaching assistant positions, given the increase in the number of graduate students who will be seeking financial aid. Professor Hartenberger explained that a proposal is being written that will request additional teaching assistant positions to accommodate the increase of undergraduate students at the Faculty of Music.

The Dean noted that the motion should be revised to reflect restructuring of the Faculty of Music programs. The Dean called upon Vice-Dean Elizabeth Cowper to present the revised motion.

**MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the Faculty of Music for a Master of Music (M.Mus.) and a Doctor of Musical
Arts (DMA) in the Music Performance Program, and the restructuring of graduate programs in the Faculty of Music, effective September 2007.

The Dean called the question, as revised.

The revised motion was CARRIED.

The Dean and Vice-Dean Cowper commended the Faculty on its proposal and congratulated it for being the first proposal to proceed through the new governance processes.

7. Other Business

7.1 Report on Graduate Education Council Fall 2006 By-Election

The supporting documentation was circulated with the agenda package.

The Dean congratulated newly acclaimed Graduate Education Council members. A by-election to fill vacant positions will be held soon. There are currently vacancies for a Division I faculty member, and a Division IV Graduate Chair.

8. For Information: Closures

8.1 Master’s Collaborative Program in Software Engineering

The supporting documentation was circulated with the agenda package. The Dean approved the closure of the program on behalf of the Graduate Education Council. Low enrolment and the availability of other mechanisms for providing this content are the reasons for the program’s closure.

There is currently one student enrolled in the program. The student remains eligible for the transcript notation relating to the collaborative program, upon completion of the program’s requirements.

The item will go for information to the Provost’s Office and to the Planning and Budget office for approval.

For information only: Closure of the Master’s Collaborative Program in Software Engineering.

A member asked if the closure relates to the court case involving the Canadian Council for Professional Engineers, regarding the use of the term “software engineering”. Professor Hirst explained that legal action is proceeding but proactive interest in the case has dissipated. There have not been any updates on the proceedings within the past 24
months, and none of these issues are related to closing the program. The Faculty will continue to offer a research-based program in Software Engineering.

8.2 Master of International Trade in Forest Products (M.I.T.F.P.)

The supporting documentation was circulated with the agenda package. The Dean approved the closure of this program on behalf of the Graduate Education Council. Background is that OCGS approved the program proposal on November 28, 2003, and the program was approved to commence in January, 2004. The program did not begin at that time and now, due to subsequent changes of direction in the Faculty of Forestry, it has been decided that the program will not commence.

The item will go for information to the Provost’s Office and to the Planning and Budget office for approval.

For information only: Closure of the Master of International Trade in Forest Products (M.I.T.F.P.)

9. Other Business

There was no other business.

10. Meeting is Adjourned

The October meeting of Graduate Education Council is adjourned at: 4:45 p.m.
Appendix to the Minutes

UNIVERSITY OF TORONTO

GRADUATE EDUCATION COUNCIL

Record of Attendance

October 24, 2006

In attendance:
Abrams, Peter
Acker, Sandra
Aloqaily, Arafat
Allen, Grant
Beaton, Brian
Bendayan, Reina
Burns, Leah
Chapman, Smith, Josie
Cowper, Elizabeth
Davis, Karen
Dawe, Nancy
Goode, Christopher
Graham, Ian
Hartenberger, Russell
Hilder, Yvonne
Hirst, Graeme
Kooy, Mary
Larson, Katherine Rebecca
McCabe, Brenda
Mannolson, Morris
Mingyao Liu
Pfeiffer, Susan (Chair)
Rennie, Michael
Robins, William
Smyth, Ron
Solomon, Steven
Spagnolo, Rebecca
Sullivan, Pierre
Swier, Robert
Alderdice, Jane (Secretary, GE Council)
Teo, Adrienne (Assistant Secretary, GE Council)

Present:
Kelly, Heather
Lynch, Maureen
Makarovska, Vesna
**Regrets:**

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