The meeting was called to order at 3:05 p.m. Dean Susan Pfeiffer welcomed Graduate Education Council members and visitors.

The Dean called for a motion to adjourn no later than 5:00 p.m.

**MOTION** *(duly moved and seconded)*

**THAT** the meeting of the Graduate Education Council will adjourn no later than 5:00 p.m.

The motion is **CARRIED**.

**Approval of Agenda of the Graduate Education Council Meeting of February 20, 2007**

**MOTION** *(duly moved and seconded)*

**THAT** the agenda of the Graduate Education Council meeting of February 20, 2007 be approved.

The motion is **CARRIED**.

1. **Minutes of the Graduate Education Council Meeting of January 23, 2007**

The minutes of the January 23, 2007 meeting were circulated with the agenda.

**MOTION** *(duly moved and seconded)*

**THAT** the minutes of the January 23, 2007 Graduate Education Council meeting be approved.

The Dean called the question.

The motion was **CARRIED**.
2. **Business Arising from the Minutes**

2.1 **Recent UT Governance Approvals**

a) **Cinema Studies, M.A.**
The proposal was approved by the Planning and Budget Committee on January 30, 2007, and by the Academic Board on February 15, 2007.

b) **Canadian Graduate Professional Student Survey**
SGS has e-mail addresses for approximately 11,400 of the 13,000 graduate students at the University of Toronto. Of the 11,400 students, roughly 35 percent of students have responded to the survey thus far; by the end of the evaluation period, it is expected that 41 percent will have completed the survey. The Dean encouraged members to remind those who have not completed the survey to do so before March 2, 2007.

A member explained that some students do not have a useable PIN number to access the survey because they deleted the original notification e-mail containing the relative information. Questions regarding survey access can be directed to SGS.

3. **Dean’s Remarks**

3.1 **Grad Room Opening**
A celebration to inaugurate the opening of the Grad Room will occur on Wednesday, February 28, 2007 at 4:00 p.m. All Graduate Education Council members were invited to attend.

3.2 **Application Numbers**
SGS has received 18,442 applications thus far, compared to 16,455 at the same time during the 2006-07 academic year. In 2006-07, SGS received approximately 21,000 applications. The proportional distribution of the additional applications is summarized as: 300 doctoral students; 400 doctoral-stream master’s students; and 1100 professional master’s students. International applicants account for about 150 of the additional applications.

3.3 **Spring Election**
A spring election to fill vacant seats on the Graduate Education Council for 2007-08 will commence in late February. Notice of the election will be distributed via e-mail.

3.4 **Collaborative Programs Workshop**
The Collaborative Programs Workshop occurred on February 6, 2007 at 2:00 p.m. in the Galbraith Council Chambers. The workshop had a great turnout by people who are making efforts across a huge array of topics, thereby enriching the graduate offerings.

4. **Report of the Vice-Dean, Programs**
None

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

None

6. **Proposal from the Faculty of Medicine, Department of Public Health Sciences, for a Master of Science in Community Health Program (M.Sc.C.H.), and a Graduate Diploma in Community Health (Dip.C.H.)**

The supporting documentation was circulated with the agenda package. The proposal was posted on the Graduate Webposting System (GWS) for 28 days.

The proposal was approved by the Faculty of Medicine’s, Faculty Council Standing Committee on Graduate Education at its meeting of January 31, 2007, pending feedback from the GWS. The proposal is on the agenda of the February 26, 2007 meeting of the Faculty of Medicine’s Council.

With Graduate Education Council’s approval, and with the approval of the Faculty of Medicine Council, this item will be sent for information to the Academic Policy and Programs Committee, Planning and Budget Committee, Academic Board, and Governing Council Committee for approval and to the Ontario Council on Graduate Studies for a standard appraisal with consultants.

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 Education Council prior to submission of a proposal for appraisal.

Vice-Dean Andrea Sass-Kortsak was present to speak to the item. The Dean called upon Vice-Dean Elizabeth Cowper to present the motions.

**MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the Faculty of Medicine, Department of Public Health Sciences, for a Master of Science in Community Health (M.Sc.C.H.) Program, effective September 1, 2007, pending approval of the Faculty of Medicine Council.

**MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the Faculty of Medicine, Department of Public Health Sciences, for a Graduate Diploma in Community Health (Dip.C.H.) (OCGS Type 1) Program, effective September 1, 2007, pending approval of the Faculty of Medicine Council.

Vice-Dean Sass-Kortsak was invited to present the proposal. Vice-Dean Sass-Kortsak explained that healthcare professionals will enroll in the M.Sc.C.H. and Dip.C.H.
programs, since they are a means of engaging in professional development at a graduate level.

The Dean explained that it is unusual to present a proposal to the Graduate Education Council in February with an expectation to commence in September 2007, but SGS and the Faculty of Medicine have been working together to prepare the proposal for Council assessment. The University of Toronto does not offer many graduate diplomas, and the Dip.C.H., would be the first offered in the OCGS Type 1 category. The Dean encouraged members to discuss the scholarly merit of the proposal.

A member requested clarification regarding the relationship between the Diploma and the Master’s program. Vice-Dean Sass-Kortsak explained that all students seeking either a Master of Science in Community Health (M.Sc.C.H.) or a Graduate Diploma in Community Health (Dip.C.H.) must enroll in the M.Sc.C.H. program. Those who have completed all course requirements can elect not to complete the remainder of program requirements, and they will receive a Diploma in Community Health provided they have completed the required set of core courses.

A member asked how the relationship between the proposed Dip.C.H. and the M.Sc.C.H. differs from the relationship between a M.Phil. and a Ph.D, a proposal that was reviewed by Council members a few years ago. The Dean noted that currently, there are several OCGS Type 1 diplomas being offered in Ontario, and remarked that the member’s question will be taken under advisement.

A member questioned if there will be funding for students in the programs. Vice-Dean Sass-Kortsak noted that the professional program is offered in a flexible manner, and students will be employed full-time. Thus, no funding will be provided.

A member requested information regarding how proposed continuing education courses would function. Vice-Dean Sass-Kortsak explained that the proposal formalizes the process of students obtaining partial graduate credit for completing certain continuing education courses. Proposed continuing education courses will be offered in parallel to the associated graduate course, and those who are receiving graduate credit will be expected to complete some additional requirements to obtain their credit towards the Master’s program.

Vice-Dean Sass-Kortsak thanked SGS for assisting the Faculty of Medicine in preparing the proposal.

The Dean called the questions.

**MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the Faculty of Medicine, Department of Public Health Sciences, for a Master of Science in Community Health (M.Sc.C.H.) Program, effective September 1, 2007, pending approval of the Faculty of Medicine Council.
The motion was CARRIED.

**MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the Faculty of Medicine, Department of Public Health Sciences, for a Graduate Diploma in Community Health (Dip.C.H.) (OCGS Type 1) Program, effective September 1, 2007, pending approval of the Faculty of Medicine Council.

The motion was CARRIED.

7. **Program Requirement Changes**

7.1 **Aerospace Studies, Aerospace Science and Engineering Program, M.Eng.**

The supporting documentation was circulated with the agenda package. The proposal was posted on the GWS for 28 days. The Faculty received three comments indicating support of the proposal, and no suggestions for content changes.

This proposal was approved by the Engineering Graduate Education Committee in the Faculty of Applied Science and Engineering on December 7, 2006. There was no discussion regarding this proposal.

The approval of the Graduate Education Council is final. The proposal will be included in an annual report to the Academic Policy and Programs Committee for information.

Professor Chris Damaren and Vice-Dean Brenda McCabe were present to answer questions.

The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the Faculty of Applied Science and Engineering, Graduate Department of Aerospace Science and Engineering, to reduce course requirements in the Aerospace Science and Engineering program, M.Eng., from 12 half-courses to 10 half-courses. Changes are effective May 2007.

The Dean asked how the proposed half-course requirements compare with requirements of other M.Eng. programs in the Faculty of Engineering and Applied Science. Vice-Dean McCabe noted that all of the other programs in the Faculty have 10 half-course requirements, except for the Department of Aerospace Science and Engineering, which has nine half-course requirements.
A member asked about the rationale for proposed changes. Professor Damaren explained that, in the past, the Department sought to ensure requirements are comparable to the M.A.Sc. program. However, now the Department wants to align requirements with other engineering programs in the Faculty.

A member asked how the department would manage the projected enrollment increase in the program. Professor Damaren explained changes are feasible because even though the Department will be admitting more students, the program’s length is shorter.

A member questioned the financial viability of offering a shorter program. Professor Damaren explained that the shortened program will be more palatable to students in industry with potential for doubling enrolment numbers.

The Dean called the question.

The motion was CARRIED.

7.2 Biomaterials and Biomedical Engineering, Biomedical Engineering Program, Ph.D.

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 posting on the GWS.

This proposal was approved by the Engineering Graduate Education Committee in the Faculty of Applied Science and Engineering on December 7, 2006. There was no discussion regarding this proposal.

The approval of the Graduate Education Council is final. The proposal will be included in an annual report to the Academic Policy and Programs Committee for information.

Professor William L. Stanford and Vice-Dean Brenda McCabe were present to answer questions.

The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

MOTION (duly moved and seconded)
THAT the Graduate Education Council approve the proposal from the Faculty of Applied Science and Engineering, Institute for Biomaterial and Biomedical Engineering, to change requirements in the Biomedical Engineering, Ph.D. program. A waiver of the Department oral defense is permitted as per approval of the Department Exam Committee. Changes are effective September 1, 2007.

A member requested clarification regarding which committee has the authority to waive the Departmental oral defense, since the supporting documentation refers to both the
Department Exam Committee and the Supervisory Committee. Professor Stanford explained that a student’s Reading Committee approves the waiver because the group is acquainted with the student’s education history and thus could require that he or she complete an extra requirement, if necessary. A member noted that in the Faculty of Medicine, waivers are determined by the Graduate Coordinator after assessing recommendations of the Supervisory Committee; the method facilitates consistency from student to student. A member noted that at the Institute of Medical Science approximately 90-95 percent of students waive the departmental oral defense, and the waiver can have an effect on tuition fees. However, a waiver is not always in the student’s best interest, and it is suggested that a third party make the final waiver decision. Professor Stanford noted that it is anticipated that only approximately 10 percent of students will choose to waive the departmental exam, but welcomed the suggestion of incorporating the Graduate Coordinator into the final decision-making process. Accordingly, changes should be incorporated into the motion and supporting documentation.

Vice-Dean Cowper read the revised motion.

**REVISED MOTION**

**THAT** the Graduate Education Council approve the proposal from the Faculty of Applied Science and Engineering, Institute for Biomaterial and Biomedical Engineering, to change requirements in the Biomedical Engineering, Ph.D. program. A waiver of the Department oral defense is permitted as per approval of the Graduate Coordinator on the recommendation of the Supervisory Committee. Changes are effective September 1, 2007.

A member noted that the motion refers to the waiver of the departmental exam, but the calendar entry identifies three components: the qualifying examination, the frequency of advisory committee meetings and the waiver of the departmental examination. He wondered if the motion should be expanded to cover these other elements. Professor Stanford explained that the qualifying exam and the frequency of meetings are already policies of the department and it is suggested that these be included in the Calendar entry for clarity. Dean Pfeiffer asked Ms. Lily Yee-Sloan, Communications Officer, if it is suitable for wording of the calendar entry to change without governance approval, if the substance of departmental activities remains unchanged. Ms. Yee-Sloan replied affirmatively.

Professor Stanford explained that he thought the departmental oral exam was a graduate University requirement. The Dean explained that the departmental oral exam is not mandated, but departments can institute it as a requirement if necessary. However, the Final Oral Exam (FOE) that occurs at SGS is a compulsory University exam. A member noted that some departments may establish a requisite departmental oral exam after having some less-than-impressive FOE defenses.

The Dean called the question.

The revised motion was **CARRIED**.
7.3 **Computer Science Program, M.Sc.**

The proposal was deferred.

7.4 **Criminology Program, Ph.D.**

The supporting documentation was circulated with the agenda package. The proposal was posted on the GWS for 18 days.

This proposal was approved by the Committee on Centre and Institute Programs (CCIP) via e-mail. The approval of the Graduate Education Council is final. The proposal will be included in an annual report to the Academic Policy and Programs Committee for information.

Professor Scott Wortley was present to answer questions.

The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the School of Graduate Studies, Centre for Criminology, to reduce the comprehensive requirements in the Ph.D. program from two to one. Changes are effective July 1, 2007.

A member asked when students will be required to complete their first journal publication. Professor Wortley explained that the comprehensive exam usually occurs during the second year of the program, and if students produce a suitable review paper, they are encouraged to submit it to a journal. A member asked if feedback and suggestions will be provided on a student’s review paper before its submission to a journal. Professor Wortley replied affirmatively.

A member noted that it is unusual for journals to accept unsolicited articles. Professor Wortley explained that many criminology journals accept unsolicited review papers. The list of those journal publications is specified in the calendar entry.

A member asked about requirements for students who do not submit a journal article. Professor Wortley explained that if students do not publish an article, they will be required to complete a comprehensive examination.

The Dean called the question on the motion wording as revised to include the word “examination”.

**REVISED MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the School of
Graduate Studies, Centre for Criminology, to reduce the comprehensive examination requirements in the Ph.D. program from two to one. Changes are effective July 1, 2007.

The revised motion was CARRIED.

8. **Other Business**

The Dean thanked members for attending the meeting.

9. **For Information**

10. **Meeting is Adjourned**

The meeting was adjourned at 3:55 p.m.

______________________________
Jane Alderdice                      Date
Appendix to the Minutes

UNIVERSITY OF TORONTO

GRADUATE EDUCATION COUNCIL

Record of Attendance
February 20, 2007

In attendance:
Aloqaily, Arafat
Chapman-Smith, Josie
Brett, Clare
Burns, Leah
Cowper, Elizabeth
Davis, Karen
Dawe, Nancy
Dubé, Philip
Duney, Alison
Goode, Christopher
Goring, Daphne
Hartenberger, Russell
Jones, Charles
Liu, Mingyao
Pfeiffer, Susan (Chair)
Pietropaolo, Domenico
Rennie, Michael
Robins, William
Sass-Kortsak, Andrea
Smith, Berry
Smyth, Ron
Solomon, Steven
Spagnolo, Rebecca
Sullivan, Pierre
Alderdice, Jane (Secretary, GE Council)
Teo, Adrienne (Assistant Secretary, GE Council)

Present:
Damaren, Chris
Golding, Joan
Stanford, William
Wortley, Scott
Yee, Lily
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