The meeting was called to order at 3:00 p.m. Dean Susan Pfeiffer welcomed Graduate Education Council members and visitors and thanked them for attending the meeting.

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 Agenda of the Graduate Education Council Meeting of February 19, 2008**

**MOTION (duly moved and seconded)**

THAT the agenda of the Graduate Education Council meeting of February 19, 2008 be approved.

The motion is CARRIED.

1. **Minutes of the Graduate Education Council Meeting of January 22, 2008**
   The minutes of the January 22, 2008 meeting were circulated with the agenda.

   **MOTION (duly moved and seconded)**

   THAT the minutes of the January 22, 2008 Graduate Education Council meeting be approved.

   The motion is CARRIED.

2. **Business Arising from the Minutes**
   2.1 **Subsequent Considerations of GEC approved items**
   The Master of Health Informatics Degree Program was approved by the Academic Board on January 31, 2008. The proposal requires final approval by Governing Council. The OCGS appraisal is ongoing.
The Master of Health Sciences Degree Program in Medical Radiation Sciences was approved by the Academic Board on January 31, 2008. The proposal requires final approval by Governing Council. The OCGS appraisal is ongoing.

The Collaborative Master’s and Doctoral Program in Sexual Diversity Studies received final approval by OCGS on February 15, 2008. The program will commence in September 2008.

The Collaborative Doctoral Program in the Dynamics of Global Change received final approval by OCGS on February 15, 2008. The program will commence in September 2008.

2.2 **Canadian Graduate and Professional Student Survey (CGPSS)**

The report was posted on the SGS “Graduate Education Research” and the “Information for Graduate Education Council Members” web pages. The link was sent to members via email.

2.3 **Van Loon Committee Update**

The Committee was chaired by Richard Van Loon, the former President of Carleton University. It reviewed the OCGS appraisal process and submitted a report that is being considered by the Council of Ontario Universities (COU).

The report includes many suggestions, but the most notable initiative is the proposal that universities, rather than OCGS, be given the authority to conduct periodic appraisals by following COU guidelines. Accordingly, audits of each institution will be performed on a regular basis to determine if those institutions are following proper appraisal practices. The report also recommends that, regarding standard appraisals and initial appraisals for new programs, universities undertake more review-related tasks prior to submitting the report to OCGS for approval. For example, consultants would visit universities prior to proposal submission.

At a general level, executive heads and university presidents have accepted the principles that are the basis of the suggestions in the report since there is merit in making the graduate appraisal process more similar to the undergraduate process, referred to as the Undergraduate Program Review Audit Committee (UPRAC).

There has been discussion over the past few months regarding plans for a successful transition to a new structure. Therefore, a Transition Implementation Committee will be formed to help to facilitate the new processes. It will be comprised of a chair chosen from among the provosts, two provosts, two graduate deans, two COU academic colleagues and one academic with specific knowledge of quality assurance. The COU Nominations Committee is in the process of determining membership of the Transition Implementation Committee. There are eighteen universities in Ontario and only eight positions available at the table.

There will be no change to the process for programs that are undergoing appraisal in 2008-09. But, the programs undergoing appraisals in 2009-10 may be subjected to a different structure.

The Dean will update the Council members on relevant issues and milestones as necessary since new processes are important to graduate education and quality assurance. Overall, the commitment to quality assurance and the periodic review process is unchanged; the proposed suggestions will change which parties will be a part of which
stage of the appraisal process. Specifics regarding the auditing processes will also be outlined.

3. **Dean’s Remarks**
   
   3.1 **Application Numbers and Graduate Admission**
   
   During this time of year, SGS monitors admission statistics very closely. The proportion of Canadian students applying to graduate studies programs have slightly increased, and the overall number have slightly decreased relative to this time last year. SGS will be sending weekly updates to every dean from now until September. The Dean expressed hope that all graduate units are actively promoting another year of positive growth for graduate admissions.

   3.2 **Grad Room: Phase II Launch**
   
   The launch was originally scheduled for February 1, 2008, but was cancelled due to winter weather conditions. The launch has been rescheduled for March 12, 2008 and will take place from noon to 2:00 p.m. Sylvester’s Café, the eatery located in the Graduate Students’ Union that will be serving the Grad Room on an ongoing basis, will be providing catering services.

   3.3 **Registration: Post-Doctoral Fellows**
   
   All on-campus Post-Doctoral Fellows (PDF) are now required to be registered in their affiliated departments/units, through the SGS PDF Registration Database. In the past, registration was optional, but now it is mandatory.
   
   The Database allows administrators with responsibility for PDFs to enter information directly into the web based system, replacing the need to forward a hard copy of the engagement letter to SGS. Engagement and renewal letters are automatically generated by the system based on the information entered by the administrator.
   
   PDFs must also be registered in the SGS database in order to take advantage of the new Green Shield Health Benefit. The plan includes dental, prescription drug coverage, eye exams and physiotherapy.
   
   The Dean requested that Council members who are part of units with PDFs convey the information as broadly as possible within their departments.

   3.4 **Spring Graduate Education Council Election**
   
   A spring election to fill vacant seats on the Graduate Education Council for 2008-09 will commence in late February. Notice of the election will be distributed via email.
   
   There will be fifteen vacant seats. The Dean said that GEC members should encourage colleagues to submit their names for the election if they are interested in graduate education.

4. **Report of the Vice-Dean, Programs**
   
   No report.

5. **Report of the Vice-Dean, Students**
   
   Vice-Dean Smith sent his regrets.
6. **Proposal from the Factor-Inwentash Faculty of Social Work for a Graduate Diploma (OCGS Type 3) and a Master of Social Work Field in Social Service Administration**

The proposal was posted on the Graduate Webposting System (GWS) for 28 days. The proposal was approved and reviewed by the SGS Committee on Program Matters on January 15, 2008, the Faculty Council of the Factor-Inwentash Faculty of Social Work on January 29, 2007. There was also consultation within the Faculty as the proposal was developed. Discussion regarding the proposal is noted on the motion sheet.

The motion includes reference to a new Master of Social Work program field in Social Service Administration. Although a new field does not require approval by University governance, OCGS appraisal is required with consultants. Therefore, the OCGS brief includes the proposals for both the new Diploma and the new field. The same set of consultants will appraise both the proposed Diploma and the proposed new field. GEC approval is required for the program requirement changes associated with the proposed MSW field.

The motion sheet includes extracts from the University of Toronto “Policy on Diploma and Certificate Programs” and OCGS By-laws for “Guidelines for Graduate Diploma Programs”.

Members received two proposal documents for approval. One is the U of T submission. The second document is the OCGS appraisal brief, Volume I. With Graduate Education Council’s approval the proposal for the Advanced Diploma will go to the Academic Policy and Programs Committee for final approval, and the OCGS brief will go to the Ontario Council on Graduate Studies for a standard appraisal with consultants.

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 Factor-Inwentash Faculty of Social Work for an Advanced Diploma in Social Service Administration (OCGS Type 3, U of T category A) proposed to commence September 1, 2008. The Ontario Council on Graduate Studies (OCGS) brief for the proposed Diploma and the proposed new field in Social Service Administration within the Master of Social Work (MSW) program is approved for submission to OCGS.

Dean Pfeiffer introduced Dean Cheryl Regehr who said she would answer questions.

A member asked about the difference between a diploma and a degree program within the Faculty of Social Work and why the Faculty is proposing a new diploma program instead of a new master’s program. Dean Regehr explained that a Master of Social Work (M.S.W.) is appropriate for students who have completed a Bachelor of Social Work, who are working in a related field and who are looking to upgrade their academic credentials. The Advanced Diploma in Social Service Administration is for students who have already completed a M.S.W. In the past, the Faculty offered a research-related diploma program that was informally considered the “third year” of the Master’s program. That Diploma program was discontinued when the M.S.W. program
began to cover those areas. The Faculty is proposing a new diploma program because the social work community has expressed a need for a program that focuses on administrative leadership within social service related organizations. In consultation with University administrators, it was decided that there is a greater need for a diploma program, rather than another Master’s program within the Faculty at this time.

A member wanted to know if the completion of the Diploma program will influence admission into the Ph.D. program. Dean Regehr noted that in the past, students who completed the research-related diploma program were considered to have demonstrated additional work within the field, but completed courses were not counted towards their Ph.D. The proposed diploma program has a focus on Social Service Administration and students would likely pursue direction related to administration rather than research and would not be interested in a Ph.D.

The Dean called the question. The motion was CARRIED.

7. **Program and Admission Requirement Change**
   7.1 **Social Work, M.S.W., changes associated with introduction of a new field**

The proposal was posted on the Graduate Webposting System (GWS) for 28 days. The proposal was approved and reviewed by the SGS Committee on Program Matters on January 15, 2008, the Faculty Council of the Factor-Inwentash Faculty of Social Work on January 29, 2007.

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.

Dean Cheryl Regehr was present to answer questions should they arise. 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 Factor-Inwentash Faculty of Social Work for admission and program changes associated with the introduction of a new field in Social Service Administration within the Master of Social Work (M.S.W.) program. Changes are effective September 2008.

The Dean called the question. The motion was CARRIED.

8. **Centre for International Studies: Proposal to Disestablish Within SGS**

The supporting documents were circulated with the agenda package. The report was slightly revised and distributed at the meeting. Graduate Education Council approval is final for the disestablishment of the Centre for International Studies within the School of Graduate Studies.

Professor Louis Pauly sent his regrets but Dean Pfeiffer noted that he has been very involved in the review process.

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

**MOTION (duly moved and seconded)**
THAT the Graduate Education Council approve the disestablishment of the Centre for International Studies within the School of Graduate Studies, pending approval by the Faculty of Arts and Science for the transfer of responsibility for the administrative oversight of the Centre to the Faculty of Arts & Science, effective July 1, 2008.

The Dean explained that the purpose of the proposal is not to disestablish the Centre for International Studies entirely, but to move it from SGS to the Faculty of Arts and Science. Therefore, the Centre is being disestablished within SGS, contingent upon it’s being re-established within the Faculty of Arts and Science - action at the Faculty of Arts and Science is pending. The move should be straightforward. The goal of the move is to transfer all units that contribute to the activities of the Munk Centre for International Studies to a single Faculty – this will improve the ease and effectiveness of related activities.

A member questioned the reason for recommendation number six and the proposal that all formal graduate teaching activities of the Centre be removed from that unit. The Dean replied that the main focus of the Centre is research. The Committee determined that the strength of graduate teaching would be improved if the relevant programs could function within a unit that has a range of teaching responsibilities. If the current proposal to move the Centre were not being considered, it might be suggested that the teaching arm of the unit be moved to a different administrative home. The intent of the recommendation is to preserve teaching commitments in international topics, while positioning the Centre into an effective administrative setting. It will be the responsibility of individual units to decide on the best course of action with respect to the teaching activities.

A member asked if the transfer of the unit to the Faculty of Arts and Science will change the relationship of that unit to UTM or UTS. The Dean said that many faculty members in the Institute have a home campus other than St. George, and a home Faculty other than Arts and Science. Since there is an institutional commitment to interdisciplinarity, there should be no effect on who manages advancement and human resources-related issues of a particular unit. Relationships with UTM and UTS should not be altered as a result of the recommended changes.

A member asked if the move of the Centre for International Studies from SGS to the Faculty of Arts and Science will mean that departments of affected collaborative programs, such as the Collaborative Program in the Dynamics of Global Change, will have to transfer all associated courses from SGS to the Faculty of Arts and Science. The Dean said that the Collaborative Program in the Dynamics Global Change has administrative support from the Department of Political Science, so this change will not affect the Collaborative Program.

The Dean reminded members that the report that was circulated to Council includes six recommendations; however Council is only approving recommendation number two. The other recommendations will be considered by the administrators within the relevant unit. The Dean said that members could contact her if they have any other questions.

The Dean called the question. The motion was CARRIED.
9. **New Hood: Master of Finance (M.F.) Degree**

   The supporting documentation was circulated with the agenda package. The new Master of Finance Hood will be “a shell of black corded silk with a trim of white soutash braid on both outside edges, starting 1 ½ inch from the back edge and tapering to ½ inch apart at the neckband”.

   It is the responsibility of Graduate Education Council to receive and approve proposed hood designs. Graduate Education Council’s approval is final. The approval will be forwarded to the Office of the Governing Council Secretariat for ordering.

   Ms. Heather Kelly, Director of Student Services was present to answer questions should they arise. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

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

   THAT Graduate Education Council approve a new hood for the Master of Finance (M.F.) Degree.

   The Dean called the question. The motion was **CARRIED**.

10. **Other Business**

11. **For Information**

   11.1 **Working Group on Interdisciplinarity in Graduate Education: Membership and Mandate**

   The supporting documents were circulated with the agenda package.

12. **Meeting is Adjourned**

   The meeting was adjourned at 3:40 p.m.
Appendix to the Minutes

UNIVERSITY OF TORONTO
GRADUATE EDUCATION COUNCIL
Record of Attendance
February 19, 2008

In attendance:
Bendayan, Reina
Brett, Clare
Brubaker, Marcus
Burns, Leah
Chapman-Smith, Josie
Cowper, Elizabeth
Davis, Karen
Dungey, Alison
Dyer, Charles
Elliot, Robin
Goring, Daphne
Graham, Ian
Grenier, Jason
Klinger, Christopher
Mannolson, Morris
Moore, Scott
Pfeiffer, Susan (Chair)
Smith, Berry
Solomon, Steven
Stabile, Mark
Weedmark, Julie
Wylde, Jacqueline
Alderdice, Jane (Secretary, GE Council)
Teo, Adrienne (Assistant Secretary, GE Council)

Present:
Kelly, Heather
Regehr, Cheryl
Steeves, Krista

Regrets:
Abrams, Peter
Anderson, Christy
Averill, Gage
Buchweitz, Ragnar-Olaf
Corts, Kenneth
Coleman, John
Cozea, Angela
Duff, Wendy
Fraser, John
Freeman, Graham
Gertler, Meric
Hillan, Edith
Hirst, Graeme
Johnston, Gregory
Jones, Charles
Kooy, Mary
Labrie, Normand
Lawson, Todd
Liu, Hugh
McCabe, Brenda
Mai, Jens-Erik
Martin, Peter
Moore, Carole
Naylor, David
Pauly, Peter
Polk, Jennifer
Salloum, Claire
Sass-Kortsak, Andrea
Trubiani, Gina
Young, Paul
Zaky, Safwat
Zhou, Xin
Zhu, Quanyan