April 16, 2008

MEMORANDUM AND NOTICE OF MEETING
To: Members of Graduate Education Council
From: Jane Alderdice, Secretary, Graduate Education Council

I am advising members of the following notice of meeting and agenda. Please note that the meeting will take place at Simcoe Hall in the Governing Council Chamber. If you have any questions or comments about this agenda or comments in general, you may contact Ms. Renee Luciw, Interim SGS Governance Officer, at 416-946-3427 or sgs.governanceofficer@utoronto.ca. If you would like to discuss Council matters in general, I would be pleased to hear from you at jane.alderdice@utoronto.ca.

Notice of Meeting
Graduate Education Council
Tuesday, April 22, 2008
3:00 p.m. - 6:00 p.m.

Simcoe Hall
27 King's College Circle
Governing Council Chamber, Room 214

AGENDA

1. Minutes of the Graduate Education Council Meeting of February 19, 2008
   (Documentation attached)

2. Business Arising from the Minutes

3. Dean’s Remarks

4. Report of the Vice-Dean, Programs

5. Report of the Vice-Dean, Students

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6. Program Requirement Changes
   (Documentation attached)
   6.1. Developmental Biology, Collaborative Doctoral Program
   6.2. Drama, M.A. Program

7. Asian Institute: Proposal to Disestablish Within SGS (currently joint with the Faculty of Arts and Science)
   (Documentation attached)

8. Institute for Life Course and Aging: Proposal to Disestablish Within SGS
   (Documentation attached)

9. Academic Board Representative, Div III & IV – Election
   (Documentation attached)

10. Appointment of Hearing Officer: Code of Student Conduct
    (Documentation to be distributed at the meeting)

11. Other Business

12. For Information
    (Documentation attached)

Regrets only to Ms. Adrienne Teo, SGS Governance Officer, at 946-3427; e-mail: sgs.governanceofficer@utoronto.ca
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.

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Jane Alderdice  
Date
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
MOTION
Graduate Education Council
Tuesday, April 22, 2008

Item 6.1

Program Requirement Change: Developmental Biology, Collaborative Doctoral Program

MOTION ( / ) THAT Graduate Education Council approve the proposal from the Collaborative Program in Developmental Biology (Faculty of Medicine - lead) to change the core course JDB1025Y Developmental Biology from a full course to a half course requirement (JDB1025H Developmental Biology). Changes are effective September 2008.

See supporting documentation attached:
Governance Form A
Revised SGS Calendar Entry

NOTE:
The proposal was posted on the Graduate Webposting System (GWS) for 28 days. There were no comments as a result of posting on the GWS.

This proposal was approved by the Faculty of Medicine Graduate Curriculum Committee on March 6, 2008.

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.
ITEM IDENTIFICATION: PROPOSAL FOR PROGRAM REQUIREMENT CHANGE TO THE COLLABORATIVE DOCTORAL PROGRAM IN DEVELOPMENTAL BIOLOGY

Faculty Affiliation: Medicine in the Lead Faculty for the Collaborative Doctoral Program in Developmental Biology

Name of Graduate Unit: Host Departments of the Collaborative Doctoral Program in Developmental Biology
Current:
Molecular Genetics
Cell and Systems Biology
Medical Biophysics
Biochemistry
Physiology
Immunology
Laboratory Medicine and Pathobiology

Graduate Program/s involved in proposal, if any:
Current:
Molecular Genetics
Cell and Systems Biology
Medical Biophysics
Biochemistry
Physiology
Immunology
Laboratory Medicine and Pathobiology

Brief Summary of Proposed Change: Change of weight to required course from JDB1025Y to JDB1025H.

Currently PhD students enrolled in this Collaborative Program fulfill the Ph.D. course requirements of the host academic program/department, plus JDB1025Y, “Developmental Biology”, and JDB 1026Y, “Student Seminars in Developmental Biology”. The proposed change is that JDB1025H, a 14 week course. JDB1025Y will not longer be offered.

Rationale: This change will better align the core course with course requirements in the two main host departments of the CGPDB, Cell and Systems Biology and Molecular Genetics. It will count as an elective in the home program. In Molecular Genetics JDB1025H replaces the requirement for MMG1014Y; in Cell & Systems Biology, JDB1025H replaces all graduate course requirements.

Prior Approvals/Actions: Approved by Program committee and Program Faculty of the Collaborative Graduate Program in Developmental Biology.
Graduate students are represented on the Program committee. They are in favour of this change.
Approved by Faculty of Medicine Graduate Curriculum Committee: March 6, 2008.
Proposed Effective Date: September 2008

Financial and/or Planning Implications: None.

Contact name: Ulrich Tepass, Coordinator, Collaborative Graduate program in Developmental Biology, Department of Cell & Systems Biology

Submitted by: Vice Dean Andrea Sass-Kortsak, Faculty of Medicine

Date: February, 2008
Developmental Biology (Collaborative Program)

Program Committee
P. D. McCourt, PhD, NSERC Performance Plants Chair in Plant Genetics, Canada Research Chair/Cell & Systems Biology  
G. L. Boulianne, BSc, PhD/Molecular & Medical Genetics  
A. M. Spence, BSc, PhD/Molecular & Medical Genetics  
M. Zhen, BSc, PhD, Canada Research Chair/Molecular & Medical Genetics  
U. Tepass, MSc, PhD, CIHR Investigator/Cell & Systems Biology  
(Director)
C. Commissio, BSc/Molecular & Medical Genetics (Student Representative)

Address:
Dr. Ulrich Tepass  
Collaborative Program in Developmental Biology  
Department of Cell and Systems Biology  
25 Harbord Street  
University of Toronto  
Toronto, Ontario  
Canada  
M5S 3G5

Telephone: (416) 978-5712  
Fax: (416) 978-8532  
E-mail: dev.bio@utoronto.ca  
Web: www.utoronto.ca/devbiol/

Nature of the Collaborative Program
The graduate departments of Biochemistry, Cell and Systems Biology, Immunology, Laboratory Medicine and Pathobiology, Medical Biophysics, Molecular Genetics, and Physiology participate in the Collaborative Program in Developmental Biology. This is a Ph.D. program only. Students who wish to enrol in the Collaborative Program must apply to and be admitted to both the Collaborative Program and a graduate degree program in one of the collaborating departments. Students must be registered in the doctoral program of one of the host departments and must be undertaking research in developmental biology under the supervision of a member of the program. Upon successful completion of the Ph.D.
requirements of the host department and the program, students receive the notation "Completed Program in Developmental Biology" on their transcript.

Program Requirements
Students must complete a Ph.D. thesis and any core courses as required by their host department. In addition, they must complete the collaborative program core course JDB 1025H “Developmental Biology” and the “Student Seminars in Developmental Biology” course JDB 1026Y. These courses may be taken in place of some host department courses. Prospective students should contact the coordinator for more details on admission procedures and course requirements.

Courses of Instruction
The following courses are offered by the program every year.
JDB 1025H Developmental Biology
JDB 1026Yº Student Seminars in Developmental Biology

º Courses which may continue over a program. The course is graded when completed.
MOTION
Graduate Education Council
Tuesday, April 22, 2008

Item 6.2

Program Requirement Changes: Drama, M.A.

MOTION (     /    ) THAT the Graduate Education Council approve the proposal from the School of Graduate Studies, Centre for the Study of Drama, for program requirement changes to the M.A. program.
   a. Reduction of course requirements from 5.0 FCE to 4.5 FCE
   b. Change DRA 5000Y Theatre Practice I from Credit/ Non-Credit to Letter Grade Evaluation

Changes are effective September 2008.

See supporting documentation attached:
Governance Form A and calendar entry

NOTE:
The proposal was posted on the Graduate Webposting System (GWS) for 28 days. There was no feedback as a result of posting on the GWS.

The proposal was reviewed by the SGS Committee on Program Matters on April 15, 2008.

The SGS Committee on Centre and Institute Programs (CCIP) approved this proposal on April 11, 2008 via email.

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.
Governance Form A: General
2007-2008

ITEM IDENTIFICATION: PROPOSAL FOR PROGRAM REQUIREMENT CHANGE TO THE DRAMA, M.A. PROGRAM

Faculty Affiliation: School of Graduate Studies

Name of Graduate Unit: Graduate Centre for Study of Drama

Graduate Program/s involved in proposal, if any: Master of Arts

Brief Summary of Proposed Change:
1. Reduction of Course requirements for Master of Arts from 5.0 fce to 4.5 fce.
2. Alteration of DRA5000Y from Credit/Non-Credit to Letter Grade Evaluation

Rationale:
1. At present the MA requires 4.0 fce plus DRA5000Y, for a total of 5.0 fce. This exceeds the requirements for most graduate units in the Humanities. This reduction resolves that inequity.
2. DRA5000Y, our practicum course, involves our students in the practice of theatre through workshop, production dramaturgy and production work in our theatre season. As recommended by our recent OCGS review, we are more rigorously integrating this course into our academic curriculum. Segregating it as a credit (P/F) course is counter-productive, when it is already structured to allow for full letter grades through practical demonstration and written assessment. An analogy would be the recent successful change in the Department of English Bibliography course, from a required credit to a required letter-grade course. The assignment of final letter grades in this course will be the final responsibility of the Graduate Co-ordinator (as it has been in the past when awarded Credit/Non-Credit).

Prior Approvals/Actions:
Graduate Centre for Study of Drama Curriculum Committee
Graduate Centre for Study of Drama Academic Committee
SGS Committee on Centre and Institute Programs (CCIP); April 11 (via email).

Proposed Effective Date: 09 2008

Note: The first change is a reduction to program requirements. Our understanding is that this can be implemented for currently enrolled students, once the change is approved.

We believe the second change, since it does not substantively alter the course structure, but only the evaluation report, can also be implemented during the coming year. If there are difficulties with this process, we would delay implementation until September 2009.

Financial and/or Planning Implications: No financial implications. The 0.5 course reduction had previously been covered through cross-listed courses. The DRA5000Y course is already structured to accommodate letter grades.

Contact name:
Stephen Johnson, Director, Graduate Centre for Study of Drama

Submitted by:
Stephen Johnson, Director, Graduate Centre for Study of Drama
Date: 25 March 2008
Overview (max. 200 words)

The Centre for the Study of Drama offers graduate programs leading to the Master of Arts and Doctor of Philosophy degrees. The Centre's own core courses focus on the program fields of theatre history, dramatic theory, and dramaturgy. Within the parameters of these fields, the Centre supports research in such areas as performance analysis and reception; Canadian, American, feminist and post-colonial theatre; Elizabethan and Restoration staging; historiography and performance; acting and modern staging theories and practices; and play development. Through affiliations with other graduate units, students may also take courses in drama and theatre from the departments of Classics, Comparative Literature, Curriculum Studies, English, French, German, Italian, Slavic, and Spanish. Access to courses from other departments relevant to a student's particular research - e.g., in history, music, or anthropology - also may be arranged.

Graduate students build on the kind of foundation that would normally be laid in four years of undergraduate study with a concentration in dramatic literature. Theatre is an integral part of graduate work in the Centre and it takes place, for the most part, in the context of workshops, student productions, and co-productions at the Robert Gill and Studio theatres.

Application details are available on the Centre's Web site and at http://apply.sgs.utoronto.ca.
Master of Arts

Minimum Admission Requirements
• Applicants for admission to the Centre are considered under the general regulations. Admissions are selective; possession of minimum qualifications does not guarantee acceptance.
• Four-year University of Toronto BA with at least a B+ standing with a significant concentration in drama, or its equivalent from a recognized university.

Program Requirements
• At least 3.5 full-course equivalents (FCE), as approved by the Centre, including DRA 1003Y: Introduction to Theatre, Drama, and Performance Studies.
• At least one academic year or twelve months in full-time study, or the equivalent in part-time work.
• Satisfy the Centre's requirements of practical work in the theatre (i.e. DRA 5000Y).
• The Centre may prescribe certain courses in the individual programs of MA students.
• Normally the program requires one year of full-time study or the part-time equivalent. In some cases, students may be admitted to a two-year MA program, with additional course requirements.

Doctor of Philosophy

Minimum Admission Requirements
• Applicants for admission to the Centre are considered under the general regulations. Admissions are selective; possession of minimum qualifications does not guarantee acceptance.
• Applicants may be accepted into the PhD program via one of two routes:
  o With a Master of Arts degree: University of Toronto MA in the Centre for the Study of Drama, or the equivalent from a recognized university, with at least an A- average standing. Applicants who have taken the MA through the Centre must be recommended for further study by the instructors whose courses they have taken. Applicants holding the MA of this University in a subject other than drama, or its equivalent from another university, will be considered for admission to the PhD program in the light of their previous work and its relation to the Centre's requirements; additional course work may be required.
  o With a Bachelor of Arts degree: Exceptional students may be admitted directly to the PhD program from the BA with a minimum A- overall average.
• Applicants must arrange to send two supporting letters of recommendation to the Graduate Coordinator of the Centre. Admission will be conditional upon satisfactory recommendation.
• Applications must be accompanied by a statement of research intent and curriculum vitae.

Program Requirements
• Students entering with a MA:
  o complete 4.0 full-course equivalents (FCE) with an average standing of at least A-. The courses must include, the dramaturgical requirement, DRA 1011H: Traditions of Performance Theory, DRA 1012H: 20th-Century Theatre and Performance, and DRA 6000Y Research Seminar (CR/NCR);
  o demonstrate reading knowledge of a language other than English by passing an approved language examination not later than the end of the second year of study. Students may also be asked to qualify in other program-related languages;
  o satisfy the Centre's requirement of further practical work in the theatre (i.e. DRA 5001Y);
  o pass comprehensive examinations;
  o present a thesis on an approved topic embodying the results of original investigation which shall be judged to constitute a significant contribution to the knowledge of the field;
  o pass an oral examination on the subject of the thesis.
• Students entering with a BA:
- Complete 4.0 full-course equivalents (FCE) in addition to the PhD requirements listed above and satisfy the Centre's practical requirements for the theatre as determined on admission.
- Must maintain an A- average in their first 4.0 FCE in order to continue in the program.
- With approval, students may elect to transfer to the MA after the first year of study. Work completed in the PhD program will be credited towards the MA.

Although the program has been designed for completion in four years, some students may require a longer period to complete all of the requirements.

Courses
Registrants are advised to confirm course offerings by consulting the Centre's website, normally updated with timetable by mid-summer, at which time additional courses may be listed.

Core Program
DRA 1002H History of the Theatre II: Modernity and Modernism in North American Theatre
DRA 1003Y Introduction to Theatre, Drama and Performance Studies
DRA 1011H Traditions of Performance Theory
DRA 1012H 20th-Century Theatre and Performance
DRA 1051H Postcolonial Drama
DRA 1055H Performance Research: Sexual Performance (Studies in S/M)
DRA 1099H Dramaturgy of Sound in Drama, Film, Performance Art and Music
DRA 2011H Theatrical Performance and Reception
DRA 3019H Shakespeare in Modern Production
DRA 3021H Elizabethan Performance: History and Practice
DRA 3211H The Performing Body
DRA 3901H Topics in Theatre, Drama and Performance Studies I
DRA 4057H Women Script History
DRA 4090Y Directed Reading/Theatre Research
DRA 4091H Directed Reading/Theatre Research
DRA 5000Y Theatre Practice I
DRA 5001Y Theatre Practice II (Credit/No Credit)
DRA 6000Y Research Seminar (Credit/No Credit)

Cross-Listed Courses
The Graduate Centre for Study of Drama also cross-lists courses in drama, theatre, and performance offered by other graduate units of the University. These typically are:
Classics
Comparative Literature
Curriculum, Teaching and Learning
English
French
German
Italian
Slavic
Spanish

A listing of such courses, available in the coming academic year, will appear on the Centre's website when it is updated in mid-summer. Students requesting courses from the above cross-listed units may be subjected to quotas and/or wait lists. Language and literature departments do not always provide courses in English translation. Confirm all course information—including date, time, location—with the appropriate unit.
Graduate Faculty

A list will be downloaded from HRIS for placement in this section of the calendar.

Full Members

(Chair)
(Coordinator of Graduate Studies)

Members Emeriti

Associate Members
MOTION
Graduate Education Council
Tuesday, April 22, 2008

Item 7

Asian Institute: Proposal to Disestablish as a joint Institute with SGS

MOTION (     /    ) THAT the Graduate Education Council approve the disestablishment of the joint Asian Institute (EDU-C) in the School of Graduate Studies; full administrative oversight of the Institute is transferred to the Faculty of Arts and Science, effective May 1, 2008.

NOTE:
The Asian Institute is currently jointly administered by the School of Graduate Studies and the Faculty of Arts and Science.

During the 2006-07 academic year the Faculty of Arts and Science was designated the academic lead. All academic matters are managed by the Faculty of Arts and Science. The budget remained at SGS. The proposed change aligns administrative and budgetary oversight within the Faculty of Arts and Science.

The Faculty of Arts and Science Faculty Council approved the proposal on April 9, 2008.

Graduate Education Council approval is final for the disestablishment of the joint Asian Institute within the School of Graduate Studies.
Item 8

Institute for Life Course and Aging: Proposal to Disestablish the Institute within SGS

MOTION (     /    ) THAT the Graduate Education Council approve the disestablishment of the Institute for Life Course and Aging (EDU-C) within the School of Graduate Studies effective July 1, 2008, pending approval by the Faculty of Medicine; the Institute, including the budget, staff and resources, will be transferred to the Faculty of Medicine effective July 1, 2008.

See supporting documentation attached:

- The final report of the SGS Committee for Internal Review of the Institute for Life Course and Aging

NOTE:

Graduate Education Council approval is final for the disestablishment of the Institute for Life Course and Aging within the School of Graduate Studies.

The Institute for Life Course and Aging was established in 1989.

The proposal to establish the Institute for Life Course and Aging in the Faculty of Medicine will be on the agenda of the June 23, 2008 Faculty of Medicine’s Faculty Council meeting.
Internal Review
Institute for Life Course and Aging
Final Report
February 26, 2008

In December 2007, the School of Graduate Studies undertook a review of the Institute for Life Course and Aging, coincident with the final year of Professor Lynn McDonald’s (first) term as Director. The program had undergone a full review with consultants in 2005, and it was thus deemed unnecessary to call in external consultants for the current review.

An internal committee was struck to conduct a primarily administrative review of the Institute and was charged with a) developing an understanding of the nature and scope of existing activities related to the Institute across the University and its affiliated institutions and b) recommending to the Dean of the School of Graduate Studies an appropriate future administrative home for the Institute that will allow it to thrive. In the context of that recommendation, the committee was also asked to consider the question of how the appointment of the next Director should be handled. The committee members were:

Professor Elizabeth Cowper, Vice-Dean, Programs, SGS (Chair)
Professor Arlene Bierman, Faculty of Nursing
Professor Susan Jaglal, Department of Physical Therapy
Mr. Christopher Klinger, Graduate Student, HPME
Professor Joan Marshman, Faculty of Pharmacy
Professor Elsa Marziali, Baycrest Centre
Professor Cheryl Regehr, Faculty of Social Work
Professor Cary Rodin, Department of Psychiatry
Professor Andrea Sass-Kortsak, Faculty of Medicine
Professor Blair Wheaton, Department of Sociology
Ms. Angeline Plata, SGS (Secretary)

The following documents were provided to all members of the committee:

1. Director’s End-of-Term Report (September 2007)
5. Guidelines for Review of Academic Programs and Units
6. Written input from members of the university community responding to a general call for feedback in connection with this review.
The committee met on two occasions: January 22 and February 13, 2008. The first meeting detailed the terms of reference of the committee and discussed the opportunities and challenges facing the Institute. The committee noted that discussions had taken place between Professor McDonald and members of the administration of the Faculty of Medicine, and agreed that the possibility of the Institute reporting to the Faculty of Medicine should be explored further. Professor Sass-Kortsak agreed to report on this question at the second meeting, after discussions with Dean Whiteside. At the second meeting, the committee discussed the question further, and agreed on a list of recommendations to forward to the Dean of SGS.

The Institute began in 1979 as the Program in Gerontology, becoming the Centre for Studies in Aging in 1989, and the Institute for Human Development, Life Course and Aging in 1996. It was renamed the Institute for Life Course and Aging in 2005. Its mandate is first, to conduct basic and applied interdisciplin ary social science research on aging from a life course or longitudinal perspective, and second, to provide graduate education or training in aging and the life course. It serves as the home for the Collaborative Program in Aging, Palliative and Supportive Care across the Life Course, which had 47 students enrolled in 2006-07.

In accordance with the SGS Constitution, Dean Pfeiffer had asked the committee for an explicit recommendation as to whether the Institute should continue operations. The committee thus considered the question, and agreed that the Institute should continue operations. Issues related to Aging and the Life Course are of paramount importance in today's society, and are connected to many disciplines throughout the University, both within and outside the health care faculties.

**Recommendation 1: That the Institute for Life Course and Aging continue operations.**

The major task before the committee was to recommend an appropriate administrative home for the Institute other than the School of Graduate Studies. It was agreed that the Institute needs an administrative home that will facilitate and enhance connections with other departments and units engaged in research and scholarship related to aging and the life course. Professor McDonald had, over the past year, been engaged in discussions with various Faculties, including the Faculty of Medicine. After full discussion, the committee concluded that the Faculty of Medicine would indeed be the best administrative home for the Institute. It was noted that considerable research on aging and the life course falls into the social sciences rather than the life sciences, and that it would be important to ensure that this type of research should continue to be given appropriate support in the future. Health-related social science research and graduate education is ongoing within the Faculty of Medicine, and such interdisciplinary connections are seen as of crucial importance within the Faculty.

**Recommendation 2: That the Institute for Life Course and Aging move administratively to the Faculty of Medicine with all existing resources, and that the move take place as soon as it can be arranged.**

There was also considerable discussion of the physical location of the Institute, which currently occupies rented space in the Fields Institute. It was agreed that the Institute should ideally be located either on or adjacent to the St. George campus and that issues of cost and contiguity to relevant departments and disciplines should be taken into...
account in future decisions about its physical location. However, the committee recognized that the specifics of the Institute’s physical location are outside its mandate.

Recommendation 3: That the ultimate physical location of the Institute should ideally be on, or adjacent to, the St. George campus, so as to facilitate contact with appropriate academic units both within and outside the Faculty of Medicine.

The committee then considered the question of how the appointment of the next Director of the Institute should be handled. In the context of Recommendation 2, it was deemed inappropriate for the committee to make a specific recommendation of a new Director. On the other hand, Professor McDonald’s term as Director ends on June 30, 2008, and she will be on administrative leave from then until June 30, 2009. The committee’s recommendation is therefore that the Dean of the School of Graduate Studies and the Dean of the Faculty of Medicine consult and jointly appoint an Interim Director of the Institute to take office on July 1, 2008, and to oversee the transition to the Faculty of Medicine.

Recommendation 4: That the Deans of the School of Graduate Studies and the Faculty of Medicine jointly appoint an Interim Director of the Institute.

Respectfully submitted,

[Signatures]

Professor Elizabeth Cowper, Vice-Dean, Programs, SGS

Professor Susan Jaglal, Department of Physical Therapy

Professor Joan Marshman, Faculty of Pharmacy

Professor Charyl Regehr, Dean, Faculty of Social Work

Professor Andrea Sasse-Kortsak, Vice-Dean, Faculty of Medicine

Ms. Angeline Plata Committee Secretary, SGS

Professor Arlene Blerman, Faculty of Nursing

Mr. Christopher Klinger, Graduate Student

Professor Elsa Marszalek, Baycrest Centre

Professor Gary Rodin, Department of Psychiatry

Professor Blair Wheaton Department of Sociology
MOTION
Graduate Education Council
Tuesday, April 22, 2008

Item 9

Academic Board Representative, Div III & IV – Election

MOTION ( / ) THAT the Graduate Education Council approve the recommendation of the Standing Committee on Program Matters for the appointment of Professor Christopher J. Damaren as the SGS representative on the Academic Board for Divisions III and IV for a two year term commencing July 1, 2008.

See supporting documentation attached:
• Nomination form

NOTES:
Professor Damaren has indicated his willingness to serve in this capacity. His curriculum vitae is available for review.

According to the “Procedures for Selecting SGS Members of the Academic Board of Governing Council, July 2007”, the Standing Committee on Program Matters (SCPM) considers nominees and recommends an appropriate number of faculty members from appropriate divisions to the Graduate Education Council for approval. A nominee shall be a full and continuing member of the Graduate Faculty, and possess an excellent academic record and breadth of research and teaching experience enabling him or her to represent the interests of Divisions III and IV of the School. The SCPM approved the recommendation at its meeting on April 15, 2008. There is only one nomination, so the recommendation is for acclamation by GEC.

For information, Professor Christy Anderson, Department of Art, is the Divisions I and II SGS representative on the Academic Board until June 2009.
NOMINATION FORM
ACADEMIC BOARD
SCHOOL OF GRADUATE STUDIES REPRESENTATIVE
University of Toronto

Spring 2008 Election: Division III (Physical Sciences) & Division IV (Life Sciences)
ONE SEAT AVAILABLE – TWO YEAR TERM

IMPORTANT!

- The nominee must be a full member of the graduate faculty in Division III (Physical Sciences) or in Division IV (Life Sciences).
- The nominee must possess an excellent academic record and breadth of research and teaching experience so as to represent the interests of two divisions of the School of Graduate Studies.
- The nomination form must be signed by the nominee and by one nominee who is a Chair/Director of a graduate unit in Divisions III or IV.
- The nomination form must be returned to the Office of the Secretary to the Graduate Education Council, School of Graduate Studies, 2nd Floor, 65 St. George Street, by 5 p.m. on Monday, April 14, 2008.

If you have questions, please contact the Governance Officer at 416-946-3427 or email sgs.governanceofficer@utoronto.ca

A Personal Information (Please print)

Name of Nominee: Christopher John Damaren
Graduate Unit: Aerospace Science and Engineering
Preferred Mailing Address: University of Toronto Institute for Aerospace Studies, 4925 Dufferin Street, Toronto, ON M3H 5T6
U of T Phone: 416-667-7704 Fax No.: 416-667-7799 E-Mail Address: damaren@iias.utoronto.ca

B Nomination Statement

(Provide a brief statement about the nominee’s academic record, breadth of research, and teaching experience; comment on nominee’s ability to represent the interests of two SGS Divisions. Attach an up-to-date curriculum vitae)

The nominee has been an Associate Professor at the Institute for Aerospace Studies since July 1999. From July 2006 to March 2008 he was the Associate Director. Since March 1, 2008 he has been Vice-Dean, Graduate Studies for the Faculty of Applied Science and Engineering. His research interests lie in the area of spacecraft dynamics and control including applications in space robotics. He has published in the top international journals in these fields. He teaches undergraduate and graduate courses in these areas and has been nominated for the Faculty Teaching Award this year. As a lay person, he has strong interests in zoology and botany and would be a worthy representative of Divisions III and IV.

C Signature of Nominee

Signature: Damaren
Date: April 14, 2008

D Nominator:

Name: Brenda Mace
Graduate Unit: Civil Engineering
Signature: Mace

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Return nomination to SGS by Monday, April 14, 2008

Received Time: Apr. 15, 11:05 AM
Item 10. Appointment of SGS Hearing Officer for the Code of Student Conduct

**MOTION**

THAT SGS Council approve the appointment of Professor Harvey Anderson, Department of Nutritional Sciences, as the SGS Hearing Officer for the Code of Student Conduct, for a three-year term commencing July 1, 2008 and ending June 30, 2011.

**NOTE:**
The Code of Student Conduct requires that the SGS Graduate Education Council approve the Dean’s nomination of a Hearing Officer for Code cases. GEC approval is final.