The meeting was called to order at 3:00 p.m. Vice-Dean Berry Smith welcomed Graduate Education Council members and visitors and thanked them for attending the meeting. He advised members that he is replacing Dean Susan Pfeiffer as Chair of the Council for this 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 was 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 April 22, 2008 be approved.

The motion was CARRIED.

1. **Minutes of the Graduate Education Council Meeting of Tuesday, February 19, 2008**

The minutes of the Tuesday, February 19, 2008 meeting were circulated with the agenda.

**MOTION** (duly moved and seconded)

**THAT** the minutes of the Tuesday, February 19, 2008 School of Graduate Education Council meeting be approved.

The motion was CARRIED.

2. **Business Arising from the Minutes**

2.1 **Subsequent action on GEC approved items**

The Master (M.H.I.) degree program in Health Informatics was approved by the Governing Council on March 4, 2008. The OCGS appraisal is ongoing.
The Master of Health Science (M.H.Sc.) degree program in Medical Radiation Sciences was approved by the Governing Council on March 4, 2008. The OCGS appraisal is ongoing.

The Collaborative Master of Science (M.Sc.) and Master of Applied Science (M.A.Sc.) Program in Optics received final approval by OCGS on March 18, 2008. The program commences September 2008.

3. **Dean’s Remarks**
   3.1 **Spring Graduate Education Council Election: Vacant Seat Report**
   An election is in progress to fill fifteen vacant seats on the Council. We have received nominations in many constituencies. Balloting is occurring in the student constituency of Division IV – Life Sciences. Results of the election will be reported at the May Graduate Education Council (GEC) meeting. Five seats remain vacant and an additional seat became vacant since the election began. There will be a by-election in the early fall.

   3.2 **Annual Collaborative Program Workshop**
   The workshop was held on April 4, 2008. There was a very good turnout with representation from almost every collaborative program including representation from those proposed programs that are proceeding through governance.

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

5. **Report of the Vice-Dean, Students**
   5.1 **Results of External Award Competitions**
   The Chair introduced Krista Steeves who gave a PowerPoint presentation on the topic of University of Toronto results in recent external award competitions. Krista Steeves introduced herself as new Assistant Director at SGS. Ms. Steeves and The Chair answered questions from GEC members.
   A member asked if statistics were available for applications in the master’s and doctoral programs for CGSMs and PGSMs. The Chair and Ms. Steeves answered questions about how the quota and ranking systems are administered in SGS and at the government level. In response to a question, Ms. Steeves said that the quota is 324 applications. The Chair added that the internal University quota is set by a three-year rolling average of previous successes. A member wondered if U of T might have better results in the competition if we forwarded all applications to Ottawa. The Chair advised that Ottawa does not permit this.
   A member asked about the internal quota. The Chair said that the committee has reduced the number of applications that it accepts from departments this year. The quota is set high enough that no department is disadvantaged, but the quota is low enough that it reduces the number of applications we receive. A member asked if there was a breakdown by department. Ms. Steeves answered that the information can be produced but it may not be worthwhile for the amount of work involved. The Chair agreed that the committee might have to consider the matter further.
A member inquired into the criteria that the committee uses to evaluate applications and asked how the criteria are weighted. The Chair replied that he relies on the wisdom and experience of the many Graduate Coordinators. Quantitative weightings are not applied. Criteria that are considered include the student’s productivity, academic record and the quality of the research proposal and program. A scoring system is used and scores are often remarkably consistent. Each file is read before the adjudication meeting by two committee members, and any major discrepancies are debated and resolved collegially. The Chair concluded that though it is an imperfect process, it seems to work well in terms of our success at Ottawa. He said he would like to see better results, but reminded the GEC that it is still a guessing game and successful applications are very hard to predict.

A member stated that discussions of the kind that The Chair described occur in every department and they are frustrated that they do not know how decisions are made at the SGS level. She noted that often the department’s top-ranked students are eliminated. Departments don’t know what SGS is going to emphasize and trying to guess is a waste of time. The process needs more transparency. The Chair said that now SGS has a reasonably consistent and describable process, he could send some guidelines to departments before the next round of applications.

A member asked whether SGS prioritizes differently for students at different levels in their program. The Chair said the question is difficult to answer. For example, at a master’s level, marks are more important because it is too early often to see research productivity, although SGS does not assign a quantitative weighting. Obviously the quality of research proposals is important. Support letters is another area in which the committee consistently finds variation. A good letter is one from a person who knows the student and is believable, and comments on important things. If a Graduate Coordinator receives a support letter that is not well written, then he/she should ask for better letters. This is often done at our competitor universities. A member suggested that it would be useful for students to have information at the beginning of the process; not all students can attend workshops.

Ms. Steeves continued with the presentation with information about the SSHRC CGSM’s. She advised that U of T is often asked to share information about how SGS handles these awards. She invited questions or feedback by e-mail or telephone.

The Chair thanked Ms. Steeves for her presentation and informed GEC that the Fellowships and Loans office has been renamed the Graduate Awards Office.

A member wondered what percentage of Canadian graduate students are at the University of Toronto; if it is ten percent, the university is not doing that well considering that ten percent of all federal awards are awarded to the University of Toronto. We should be doing better than that.

5.2 Award Payment Procedures

The Chair announced SGS will no longer be issuing cheques to students. Ms. Steeves added that SGS is urging people to enter their direct deposit information directly on ROSI. A member asked if the process includes the deposit of money from outside awards. Ms. Steeves said it does. She noted that a manual cheque can be produced if absolutely necessary.
4.3 Grad Room
Dean Smith announced that SGS is looking for an alternative vendor to provide food services to the Grad Room, adding that it is still open and available for use.
A member asked who the contact person for the process is. Dean Smith confirmed that Heather Kelly is the administrative officer who is responsible for the Grad Room – her e-mail address is heather.kelly@utoronto.ca.

6. Program and Admission Requirement Change
6.1 Developmental Biology, Collaborative Doctoral Program
The proposal was posted on the Graduate Webposting System (GWS) for 28 days. 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. Professor Ulrich Tepass was present to answer questions. The Chair called upon Vice-Dean Elizabeth Cowper to present the motion. Vice-Dean Cowper drew members’ attention to an error on the back page of the supporting documentation to item 6.1 and noted that clause “and the seminar course JDB 1026Y” will be deleted from the SGS Calendar entry.

MOTION (duly moved and seconded)
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.

The Chair called the question.

The motion was CARRIED.

6.2 Program Requirement Changes: Drama, M.A.
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 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 Stephen Johnson was present to answer questions. The Chair 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 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.

A member asked what the advantage is for students for part (b) of the motion. Professor Johnson said that changing the course to a letter grade evaluation more effectively integrates theatre practice into the academic component of their study. A member asked how the course will be assessed. Professor Johnson said it will be assessed by staff through a number of components. The method will vary depending on the component being assessed: the workshop will have a strong written component, a practical component, hands-on engagement and feedback. The end result will effectively be a letter grade.

After Professor Johnson confirmed that multiple people will be teaching the course, a member noted that other courses are taught with multiple people and sometimes the process of assessing students’ performance has been blurry. She expressed concern that the same situation may occur with DRA 5000Y. Professor Johnson echoed the member’s concern, saying his job was to make the process crystal clear.

A member asked if the department considered why the master’s program initially had five credits and asked for the rationale behind reducing the course requirements, apart from other programs’ practice. Professor Johnson answered that most other graduate units have approximately 4.5 full course equivalents (FCE). Historically there has been a practicum component that has been other than academic, although it was integrated to some degree. With more integration it has become an increasingly significant part of the program. Therefore the change will more effectively integrate theatre practice into the program, and recognize a more appropriate weighting of the course itself.

The Chair added that it is difficult to compare course weights across programs as there are no universal standards. He called the question.

The motion was CARRIED.

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

   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 Faculty. 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.

   Professor Tanya Li and Vice-Dean David Klausner were present to answer questions. The Chair 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 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.

A member suggested that the words “including budget, staff and resources” be added to the motion. Vice-Dean Cowper agreed to the friendly amendment.

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

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, **including, budget, staff and resources**, is transferred to the Faculty of Arts and Science, effective May 1, 2008.

The Chair called the question.

The revised motion was **CARRIED**.

8. **Institute for Life Course and Aging: Proposal to Disestablish Within SGS**

The Institute for Life Course and Aging was established as an Institute 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. Graduate Education Council approval is final for the disestablishment of the Institute for Life Course and Aging within the School of Graduate Studies.

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

Vice-Dean Andrea Sass-Kortsak was present to answer questions. A member asked what happens if the Faculty of Medicine does not approve the transfer. Vice-Dean Cowper replied that in the unlikely event that the Faculty of Medicine Council changes its mind regarding the motion, the Institute for Life Course and Aging will remain with SGS. The Chair called the question.

The motion was **CARRIED**.

9. **Academic Board Representative, Div III & IV – Election**

Professor Christopher Damaren, Institute of Aerospace Science and Engineering, has indicated his willingness to serve in this capacity. His curriculum vitae was available for review. The recommendation comes forward following the “Procedures for Selecting SGS Members of the Academic Board of Governing Council, July 2007”. The Standing
Committee on Program Matters (SCPM) recommends nominees to GEC for a vote. Since there is only one nomination, GEC is asked to vote on acclaiming Professor Damaren to the seat. SGS will report the results to the Governing Council Office. For information, Professor Christy Anderson, Department of Art, is the SGS representative for Divisions I and II on the Academic Board and she continues in that seat until June 2009.

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

**MOTION (Cowper/Liu) 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.

The Chair called the question.

The motion was **CARRIED**.

**10. Appointment of Hearing Officer: Code of Student Conduct**

All divisions are required to appoint a Hearing Officer for the Code of Student Conduct (non-academic behaviour). SGS has always had its own Hearing Officer appointed by this Council. However, in recent years SGS has only approximately one case per year and these cases rarely result in a hearing. Therefore, the Dean is recommending that GEC approve the appointment of Professor Harvey Anderson who is the Hearing Officer in the Faculty of Medicine. This would ensure that SGS has a Hearing Officer, that the Officer is experienced, and that someone does not have to hold this position year after year with no activity in the position.

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

**MOTION (duly moved and seconded)**

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

The Chair called the question.

The motion was **CARRIED**.

**11. Other Business**

A member asked why departments no longer need to rank students when they apply for grants to go to conferences. The Chair advised that that there are no travel grants for conferences, only for research-related travel. Ms. Steeves suggested the member may be confusing travel awards with research awards. The member will discuss
the issue at another time directly with the Graduate Awards Office. The Chair said that SGS will continue to analyze award procedures and there will be further discussions.

The Chair announced that a special reception to honour members of the Graduate Education Council and School of Graduate Studies will immediately follow next month’s GEC meeting on May 20; the reception will be held at the Faculty Club.

He also noted that we are expecting a lot of business at the May meeting and he hopes to see a good turnout of members at that meeting.

12. **Meeting is Adjourned**
The meeting was adjourned at 4:05 p.m.

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Jane Alderdice                        Date
Secretary
Graduate Education Council
School of Graduate Studies
Appendix to the Minutes

UNIVERSITY OF TORONTO

GRADUATE EDUCATION COUNCIL

Record of Attendance

April 22, 2008

In attendance:
Brett, Clare
Brubaker, Marcus
Burns, Leah
Chapman-Smith, Josie
Cowper, Elizabeth
Davis, Karen
Dungey, Alison
Elliot, Robin
Gertler, Meric
Goring, Daphne
Graham, Ian
Grenier, Jason
Hirst, Graeme
Klinger, Christopher
Labrie, Normand
Liu, Hugh
Moore, Scott
Polk, Jennifer
Sass-Kortsak, Andrea
Smith, Berry
Wylde, Jacqueline

Present (Guests + SGS Staff):
Damaren, Chris
Godwin, Michael
Ho, Angela
Hurliehey, Victoria
Johnson, Stephen
Klausner, David
Li, Tania
Luciw, Renée
Makarowska, Vesna
Rutchinski, Steve
Steeves, Krista
Tepass, Ulrich

Regrets:
Bendayan, Reina
Cozea, Angela
Freeman, Graham
Johnston, Greg
Kelly, Heather
MacDonald, Lynn
Pfeiffer, Susan (Chair)

Alderdice, Jane
(Secretary, GE Council)
Teo, Adrienne
(Assistant Secretary, GE Council)