The meeting was called to order at 3:10 p.m.

**MOTION (duly moved and seconded)**

THAT the Graduate Education Council meeting of January 19, 2010 will adjourn no later than 5:00 p.m.

The motion was CARRIED.

**Approval of the Agenda of the Graduate Education Council Meeting of January 19, 2010**

Dean Brian Corman asked for an amendment to the agenda withdrawing item 12.2 (a proposal to change program requirements of the Music (PhD) program), and moving item 12.1 (a proposal for program requirement changes to the Health Informatics (MHI) program) to be considered before item 10.

**MOTION (duly moved and seconded)**

THAT the agenda of the Graduate Education Council meeting of January 19, 2010 be approved with item 12.2 withdrawn.

The motion was CARRIED.

1 **Minutes of the Graduate Education Council Meeting of November 17, 2009**

The minutes of the November 17, 2009 meeting were distributed with the agenda.

**MOTION (duly moved and seconded)**

THAT the minutes of the Graduate Education Council meeting of November 17, 2009 be approved.

The motion was CARRIED.

2 **Business Arising from the Minutes**

2.1 **Subsequent Considerations of GEC-approved items**

**Master of Science in Applied Computing (MScAC) (new program)**

The proposed Master of Science in Applied Computing (MScAC) program, approved by GEC on May 19, 2009, has been approved by the Academic Policy and Programs Committee of Academic Board (AP&P) on September 15, by the Planning and Budget Committee of Academic Board (P&B) on October 28, and by Academic Board on November 12, 2009. It received final University approval from Governing Council on December 10, 2009. OCGS approval is still pending.
Master of Engineering in Telecommunications (MEngTel) (program closure)
The closure of the Master of Engineering in Telecommunications (MEngTel) program, approved by GEC on May 19, 2009, has been approved by AP&P on September 15, 2009, by P&B on October 28, 2009, and by Academic Board on November 12, 2009. The proposal was approved by Governing Council on December 10, 2009; this constitutes final approval.

Master of Nursing (MN), Nurse Practitioner (NP) Field, Graduate Diploma in Anesthesia Care (GDipNPAC)
The proposal for a graduate diploma program in Anesthesia Care, to be offered in two forms, one concurrent with the MN (NP field), and the other a post MN (NP field) diploma was approved at GEC on November 17, 2009. Approvals from AP&P, P&B, Academic Board, Governing Council and OCGS are still pending.

Public Health Sciences program, Master of Health Science (MHSc) degree name change to Master of Public Health (MPH)
Final approval for changing the name of the Master of Health Science (MHSc) degree in the Public Health Sciences program to Master of Public Health (MPH) was reported to GEC at the November 17, 2009 meeting. At the request of the Dalla Lana School of Public Health and the Faculty of Medicine, the effective date of the proposal has since been changed from September 1, 2009 to June 1, 2009. This enables students who were conferred the MHSc in summer 2009 to instead receive the MPH, if they so choose.

3 Dean’s Remarks

3.1 OCGS Update
Dean Corman reported to Council that the OCGS transition is continuing. It is thought that the quality assurance framework will be approved in early February. Due to the delay in that approval, new program approvals will be going to OCGS for one additional year through the 2010-11 academic year. Periodic reviews will still finish this year. Details of the framework are still awaited.

3.2 SGS Constitution
SGS is working to bring its Constitution up to date and to align it with changes elsewhere in the University. The work is nearly complete; still to be finished are portions relating to quality assurance. Rather than update the Constitution piecemeal, SGS will wait until all changes can be presented in a single package; most likely later this academic year.

3.3 Time Period for Retention of Examinations and other Graded Student Work [SGS Memo #005, Dec. 9, 2009]
To comply with FIPPA regulations, graduate units need to retain examinations and other graded student work for a minimum of one year.

3.4 Connaught International Scholarships for Doctoral Students [SGS Memo #006, Jan. 5, 2010]
There is a new Connaught International Scholarship, which will provide seven to ten new scholarships for the best new international students in the 2010-11 academic year. Graduate units already have the details for the competition. This is a very welcome development.
3.5 Accessibility for Ontarians with Disabilities Act (AODA)
On January 1, 2010, the public sector was expected to have met the first stage of compliance with the AODA. This stage consists of new customer service standards. Graduate units have been informed and everyone is expected to be compliant. If units have any questions with respect to how the Act affects graduate studies, SGS can offer some assistance.

3.6 Winter General Meeting for Graduate Staff Administrators (Feb. 4)
The winter General Meeting for Graduate Administrators will be held on Thursday February 4, 2010, from 2:00-4:00 in the Galbraith Council Chamber. This is an opportunity for graduate administrative staff to learn more about recent changes in graduate policy and procedures. Representatives from across the School of Graduate Studies will provide updates as well as address questions. A guest speaker from the University of Toronto Archives will speak about best practices, current issues and other useful resources to assist in records management and maintaining the official student record.

3.7 SGS Annual Report on Registration Statistics
Heather Kelly, the SGS Director of Student Services, will present a report on SGS registration statistics for 2009-10 under item 14.2, at the end of meeting.

3.8 China Scholarship Council
The University has completed a Memorandum of Understanding with the China Scholarship Council (CSC) which sets out the provision for CSC support of students who wish to do graduate and post-graduate work at the University – another welcome development.

4 Report of the Vice-Dean, Programs

4.1 Annual Collaborative Program Workshop
Vice-Dean Liz Smyth announced that the annual Collaborative Program Workshop will take place January 21, 2010 from 1:00 to 3:00 p.m., in the Council Chamber of the Galbraith Building. Both admin staff and academic staff are invited and attendees are encouraged to bring questions. All GEC members are welcome to attend.

4.2 Graduate Faculty Member Guidelines
SGS is preparing a numbered memo on Graduate Faculty Member Guidelines, to assist graduate chairs in making appointments. These guidelines are related to the previously-mentioned Constitution revisions. The memo should be ready before the end of the academic year.

5 Report of the Vice-Dean, Students
Vice-Dean Berry Smith had no report.

6 New Degree Program: Environmental Science, PhD
The proposal was approved by the University of Toronto Scarborough (UTSC) Academic Committee on November 17, 2009, the UTSC Executive Committee on December 8, 2009, and the Faculty of Arts and Science Three-Campus Graduate Curriculum Committee (3CGC) on December 15, 2009. If approved by GEC, the proposal will be brought to the Academic Policy and Programs Committee, the Planning and Budget Committee, and the Academic Board of Governing Council and to Governing Council for final University of Toronto approval. The proposal will be submitted to OCGS for a standard appraisal. The Dean called on Vice-Dean Smyth to present the motion.
MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the University of Toronto Scarborough for a graduate program leading to a Doctor of Philosophy (PhD) degree in Environmental Science, effective September 2010.

Professor Bill Gough of UTSC noted the updated version on the salmon-coloured sheet circulated before the meeting. Changes were made to the document after comments made at the 3CGC meeting in order to reflect correct counting. A course no longer offered was deleted.

The Dean asked if there was any discussion.

A member noted that at least one of these courses is offered simultaneously with fourth year students. He asked if the OCGS restrictions on the number of courses that are joint graduate/undergraduate applies in this instance. The Dean explained that the regulations allow for no more than one third of the courses in a student’s program to be composed of joint undergraduate/graduate courses. Professor Gough assured Council that care had been taken to comply with the OCGS regulation. A member noted that graduate students in joint undergraduate/graduate courses are graded according to the graduate grading scheme. The Dean called the question.

The motion was CARRIED.

Vice-Dean Smyth congratulated UTSC on this historic development.

7 New Collaborative Programs:

7.1 Developmental Biology (adding the master’s level to the existing program)
The proposal was approved by the Faculty of Medicine Graduate Curriculum Committee on December 10, 2009. GEC approval is the final University of Toronto approval. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. The proposal will be submitted to OCGS for appraisal and approval. The Dean called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Faculty of Medicine to add the master’s level to the existing Collaborative doctoral program in Developmental Biology, housed within SGS Division IV for administrative purposes, and with the Faculty of Medicine as the program’s lead Faculty, effective May 2010.

Professors Helen McNeill and Cindy Todoroff were present to speak to Council and answer questions. Dean Corman invited discussion. Seeing none, he called the question.

The motion was CARRIED.

7.2 Educational Policy, master’s and doctoral levels
The proposal was approved by the Ontario Institute for Studies in Education (OISE) Faculty Council on December 16, 2009. GEC approval is the final University of Toronto approval. It will be included in SGS’s annual report to the Academic Policy and Programs Committee of Academic Board.
The proposal will be submitted to OCGS for approval. The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education (OISE) for a new graduate Collaborative master’s and doctoral program in Educational Policy, to be housed within SGS Division II for administrative purposes, and with OISE as the program’s lead Faculty, effective September 2010.

Professors Lana Stermac and Nina Bascia were present to speak to the proposal and answer questions. Professor Bascia introduced the proposal by describing it as an exciting program development for OISE. OISE is very enthusiastic about it.

Dean Corman asked for members comments or questions. Seeing none, he called the question.

The motion was **CARRIED**.

8 **Closure of Collaborative Program: Developmental Science, master’s and doctoral levels**

The proposal was approved by the OISE Faculty Council on December 16, 2009. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. It will also be sent to OCGS for information. The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education (OISE) to cease admissions to the Collaborative master’s and doctoral program in Developmental Science, effective immediately, and to close the program when there are no more students registered.

Professor Earl Woodruff was present to answer questions. There was no discussion.

The motion was **CARRIED**.

9 **Program Name Change: from Clinical Biomedical Engineering, MHSc, to Clinical Engineering, MHSc**

The proposal was approved by the Engineering Graduate Education and Research Committee on December 7, 2009. GEC approval is the final University of Toronto approval. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. The proposal will be submitted to OCGS for approval. The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal of the Faculty of Applied Science and Engineering to change the name of the Clinical Biomedical Engineering program to Clinical Engineering, leaving the degree name, Master of Health Science (MHSc), unchanged. This change is effective September 2010.
Ms. Paulina Staszuk, the Program Coordinator for the Clinical Biomedical Engineering Program, was present to answer questions. There was no discussion.

The motion was **CARRIED**.

10 **New Hood: Health Informatics, MHI**

The Department Chair has approved the design. It is the responsibility of Graduate Education Council (GEC) to receive and approve proposed hood designs. With GEC approval, the proposal will be presented to the Ceremonials Committee of Academic Board for final approval. The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal of the Faculty of Medicine for a new hood for the Master of Health Informatics, (MHI) offered by the Health Informatics program.

Professor Rhonda Cockerill was present to answer questions. One member expressed his continuing regret about the ongoing lack of metric measurement in these hoods. The question was called.

The motion was **CARRIED**.

11 **Admission and Program Requirement Changes: Sociology in Education, MA, MEd, EdD, PhD**

The proposal was approved by the OISE Faculty Council on December 16, 2009. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report.

The Dean called on Vice-Dean Smyth to present the motions. Vice-Dean Smyth asked Council to consider both motions together; no objections were raised.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education to change the admission requirements of the MA, MEd, EdD and PhD in Sociology in Education program as follows:

- For all degrees, note that students are admitted under the general regulations of the School of Graduate Studies.
- For the MA, change the undergraduate standing required from B+ or better in the final year to mid-B or better in the final year.
- For the MEd, remove the requirement that the appropriate four-year University of Toronto degree or its equivalent from a recognized university be in sociology or a relevant discipline.
- For the PhD, students who are admitted without sufficient previous study in sociology or a cognate discipline may be required to take a longer program; change this so that such students may be required to take additional courses.
- Make these changes effective September 2009.
MOTION (duly moved and seconded)

THAT Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education to change the program requirements of the MA, MEd, EdD and PhD in Sociology in Education program as follows:

- For all degrees, change the note regarding students registered in a collaborative program as follows: students who are registered in a collaborative program may apply to have their Sociology in Education course requirement reduced by 0.5 FCE; students must consult with their faculty advisor before enrolling in any out-of-department course for which they wish to receive credit.
- For the MA, require students to take 3.0 FCEs rather than noting that they normally take 3.0 FCEs.
- For the EdD, remove mention of specific course requirements stated in the offer of admission; require students to take 4.0 FCEs rather than at least 4.0 FCEs.
- For the PhD (both full-time and flexible time options): require students to take 3.0 FCEs rather than noting that they normally take 3.0 FCEs; remove the option of students being permitted to take the equivalent of 1.0 FCE at another recognized graduate institution with prior approval of their faculty advisor and the Registrar’s Office; add a statement that students must submit a thesis and defend it at a final oral examination. The thesis must embody the results of original investigation conducted by the student under the direction of an OISE thesis committee. The thesis must constitute a significant contribution to the knowledge of the field of study. The student must have an approved thesis topic, supervisor, and an approved thesis committee by the end of the third year of registration, and must have completed all other program requirements.
- Make these changes effective September 2009.

No Department representative was available to answer questions. Professor Lana Stermac, Associate Dean, Research and Graduate Studies, OISE, explained that these changes reflect existing practice and that the proposal is to bring the SGS Calendar in line with that practice. A member referred to the third point in the first section [admissions requirements] regarding the removal of the requirement for an appropriate degree; he wondered about the rationale since the requirement seems so broad already. Another member asked what would happen if the changes are not approved. The Dean suggested that, if the Council did nothing today, current students would be treated as exceptional cases. In response to a question about the original rationale for the proposal, the Dean said that from the SGS perspective, these are discrepancies that were encountered when SGS reviewed the Calendar with respect to what had been approved through governance. Another member asked if admission standards have dropped. Professor Stermac said that admissions were all well within the guidelines. The Dean called the question.

The two motions were CARRIED.

12 Program Requirement Changes:

12.1 Health Informatics, MHI

[This item was considered after #10 on the agenda.]

The proposal was approved by the Faculty of Medicine Graduate Curriculum Committee on December 15, 2009. GEC approval is final. It will be sent for information to the Academic Policy and
Programs Committee of Academic Board in SGS’s annual report. The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal of the Faculty of Medicine to change the program requirements of the Master of Health Informatics (MHI) by increasing the number of required courses from 6.5 to 7.5 FCE and reducing the number of required elective courses from 1.5 to 0.5 FCE, leaving the overall number of required courses unchanged at 10.0 FCE (which includes a 2.0 FCE Practicum), effective September 2009.

Professor Rhonda Cockerill was present to answer questions. There was no discussion.

The motion was **CARRIED**.

12.2 **Music, PhD**

[The item was withdrawn from the agenda.]

12.3 **Nursing Science, PhD**

The proposal was approved by the Faculty’s Graduate Faculty Committee on December 5, 2007. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal of the Lawrence S. Bloomberg Faculty of Nursing to change the program requirements of the Doctor of Philosophy (PhD) in Nursing Science program by replacing the requirement to take the course NUR 1080H (*Theoretical Perspectives in Nursing Science*) with a requirement to take one of the following three courses: NUR 1085H (*Topics in Critical Perspectives in Health and Health Care*), NUR 1086H (*Special Topics in Nursing/ Health Services Research Methods*), or NUR 1087H (*Foundations of Clinical Research*). This does not change the overall number of courses required. The change will be effective January 2010.

Professor Elizabeth Peter was present to answer questions. She noted that the proposal arose from an OCGS review. There were no questions.

The motion was **CARRIED**.

12.4 **School and Clinical Child Psychology, MA, PhD**

The proposals were approved by the OISE Faculty Council on December 16, 2009. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report.

The Dean called on Vice-Dean Smyth to present the motions. Vice-Dean Smyth asked Council to consider both motions together; no objections were raised.
MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education to change the program requirements of the Master of Arts (MA) and Doctor of Philosophy (PhD) in School and Clinical Child Psychology program as follows:

- For the MA, allow students who have 1.0 FCE in Cognitive/Affective Bases of Behaviour at the undergraduate level approved by the program to substitute an elective course instead of the required 0.5 FCE in Cognitive/Affective Bases of Behaviour.
- For the PhD, allow students who have 1.0 FCE in Social Bases of Behaviour at the undergraduate level approved by the program to substitute an elective course instead of the required 0.5 FCE in Social Bases of Behaviour. Also allow students who have 1.0 FCE in Biological Bases of Behaviour at the undergraduate level approved by the program to substitute an elective course instead of the required 0.5 FCE in Biological Bases of Behaviour.
- Make the changes effective September 2010.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education to change the program requirements of the Doctor of Philosophy (PhD) in School and Clinical Child Psychology program by increasing the overall required number of FCEs from 5.0 to 5.5, effective January 2010.

Professor Earl Woodruff explained that the program is changing from the American Psychological Association accreditation requirements to those of the Canadian Psychological Association. The Department added .5 FCE because the workload was considered too heavy for the existing course. A member wondered why the department would add .5 FCE if 5.0 FCEs was enough for the degree. Professor Woodruff said that the course for clinicians involves a tremendous amount of report writing which requires careful work. The course places heavy requirements on the faculty. It had been offered as two half courses before and is currently one half course. Students found the work too much for a half course; therefore it is now being recognized as a full course.

A member asked why the department would not give the students the option to take a half credit. Professor Woodruff said that the full load is a requirement. A member asked if students still have to take the other 5.0 FCEs. Professor Woodruff said that students are taking exactly the same program but now the department and Calendar were acknowledging that program is really 5.5 FCE.

A member asked if students would have to pay more. The Dean noted that students would not pay more, as students pay program fees, not course fees. Another member asked if there were implications for the time available for research, noting that this is one of those challenging programs with clinical training and research training that cannot be separated. Professor Woodruff said that the proposal is not adding new work, but more accurately accounting for existing work. Students will continue to do the same amount of work as they currently do.

Seeing no further questions, the Dean called the question.

The two motions were CARRIED.
13 Other Business

Student representative for Graduate House Governing Body.
The Dean reported that Graduate House Governing Body was looking for a student representative and expressed his hope that a student member of GEC would volunteer.

Change of Date for the February GEC Meeting
The Dean reminded members that the next meeting of GEC will be February 23, 2010. This was changed to avoid a meeting during Reading Week. A notice was previously sent to all members.

14 For Information:

14.1 Admissions and Programs Committee Annual Report 2008-09
The Dean highlighted the report that had been distributed with the agenda. In 2008-2009, the Admissions and Programs Committee dealt with a total of 787 cases. This represents an increase of 30% from the previous year. This period saw an increase in activity in all four divisions. In this report, for the first time, SGS has included data on applicants with Bologna-compliant degrees and Canadian applied college bachelor’s degrees. Five applicants had Bologna degrees and all five were approved. There were six applicants with Canadian applied college bachelor’s degrees, of which five were approved and one was refused. In 2008–2009, SGS approved 93% of non-standard admission cases and refused 7%. The refusal rate decreased this year compared to last year. As with admissions, SGS increased the rate of approved program cases over the past several years. SGS approved 98.5% non-standard program cases and 1.5% were refused. The Dean asked if there were any questions or comments.

A member asked why Division II is so disproportionately represented in non-standard admission cases. Vice-Dean Smith explained that Division II (the Social Sciences) is the largest division and it is complicated. He noted a lessening of cases that have been rejected. This change reflects the good job units are doing in processing and decision-making. It is reflective of a change from the practice of years ago; now the SGS Student Service Officers and the Vice-Dean, Students work through a smooth set of established processes. It is an improvement all round.

14.2 Registration Statistics Annual Report 2009-10
Heather Kelly presented the report, which is based on a “snapshot” of November count data, and hoped members would find the general trends to be of interest.

In response to the invitation for questions or comments, a member noted that there was an increase in postdoctoral fellows from last year. Dr. Kelly suggested that that the increase may be accounted for by better tracking processes in SGS offices.

Another member noted that with the increasing the number of students being admitted, the University is not increasing faculty or space, and Tri-Council Agency grants are not keeping up with the increase. Dr. Kelly said that SGS has been very proactive in lobbying for funding in Ontario and federally. The Dean agreed, noting that SGS is painfully aware of the lack of support for our additional students. This is an ongoing concern for everyone, and we keep working at it. A member agreed as well, saying that in her department, there was a great deal of pressure regarding more people demanding more from the same pool of resources.

Another member asked if the numbers will continue to increase, plateau or decrease. Dr. Kelly said that SGS can only answer in part. Faculties are largely responsible for enrolment management. Members may be aware of news this week that we are seeing dramatic increases at the undergraduate level, and that we can expect to see more applications to graduate school in future. The Dean reminded
members that the “2030” document sees an increase in graduate students as preferable. He said that our ability to realize the vision in that document will depend on factors outside the control of the University. There will be continued growth in the graduate sector of the University. A member said that his department recognizes the great lobby efforts by SGS, but feels tension over space, support, and teaching assistantship availability. It is not just financial resources that are constraining, but physical resources as well. The Dean agreed, and added that most of these points are related to the funding issues. Most could be solved with decent funding such as improved research support from the federal government, etc. A member asked if there is any relationship between applications, and unemployment, the recession, and other economic factors. Dr. Kelly said it is difficult to know what motivates applicants to apply, but it is likely that the current economic situation has prompted at least some of those applicants to apply, especially for professional master’s degrees. SGS does not survey admitted students to determine why they applied. Dean Corman thanked Dr. Kelly for her annual report and all the work that goes into producing it.

14.3 Adjournment
The meeting adjourned at 4:10 pm.
Appendix to the Minutes

UNIVERSITY OF TORONTO
Record of Attendance
GRADUATE EDUCATION COUNCIL
January 19, 2010

Present (Voting & Non-voting Members)

Corman, Brian (Chair)
Bina, Bardia
Bondy, Susan
Campbell, Elizabeth
Campbell, Malcolm
Capotorto, Arianna
Choi, Diana
Damaren, Chris
Daniere, Amrita
Grenier, Jason
Julian, Stephen
Keil, Charlie
Klinger, Christopher
Knight, Keith
Litvack, Andrea
Papangelakis, Vladiimiro
Piccin, David
Pirraglia, Daniela
Radmacher, Kimberley
Roach, Lisa
Smith, Berry
Smyth, Liz
St-Amour, Michelle
Stermac, Lana
Stiles, David
Tannock, Rosemary
Wong, Bernard

In Attendance (Guests & SGS Staff)

Bascia, Nina
Cockerill, Rhonda
Francisco, Jennifer
Godwin, Michael
Gough, Bill
Hurlhey, Victoria
McNeill, Helen
Peter, Elizabeth
Rutchinski, Steve
Staszuk, Paulina
Todoroff, Cindy
Woodruff, Earl

Absent

Gopaul, Bryan
Keith, Alison
Liu, Hugh
McKenzie, Christine
Wilson, Adele

Alderdice, Jane (Secretary to Council)
Purandaré, Anil (Assistant to Secretary)