The Dean called the meeting to order and welcomed all members and visitors at 3:10 p.m.

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

THAT the Graduate Education Council meeting of May 18, 2010 will adjourn no later than 5:00 p.m.

The motion was **CARRIED**.

**Approval of the Agenda of the Graduate Education Meeting of May 18, 2010**

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

THAT the agenda of the Graduate Education Council meeting of May 18, 2010 be approved.

The motion was **CARRIED**.

1 **Minutes of the Graduate Education Council Meeting of April 20, 2010**

The minutes of the April 20, 2010 meeting were distributed with the agenda.

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

THAT the minutes of the Graduate Education Council meeting of **April 20, 2010** be approved.

Seeing no discussion, the Dean called the question.

The motion was **CARRIED**.

2 **Business Arising from the Minutes**

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

**Educational Policy (new collaborative program), master's and doctoral levels**

Final approvals are in place for the new collaborative master’s and doctoral program in Educational Policy, which goes into effect September 2010. Detailed approvals: final University approval from GEC (January 19, 2010); OCGS (April 23, 2010).
Clinical Biomedical Engineering, MHSc, name change to Clinical Engineering, MHSc

Final approvals are in place for changing the name of the Clinical Biomedical Engineering program to Clinical Engineering; the degree remains the Master of Health Science (MHSc); this effective September 2010. Detailed approvals: final University approval from GEC (January 19, 2010); OCGS (May 6, 2010).

Environmental Science, PhD (new degree program)

Final University approvals are in place for the new Environmental Science PhD program but we are still awaiting OCGS approval. The proposed effective date is September 2010. Detailed approvals: GEC (January 19, 2010), AP&P (March 2, 2010), P&B (March 3, 2010), Academic Board (March 23, 2010), Executive Committee of Governing Council (March 25, 2010); final approvals from Governing Council (April 8, 2010) and OCGS (pending).

The Department of Physical and Environmental Sciences at the University of Toronto Scarborough is established de facto as a graduate unit. The interim chair (for May and June) of the new graduate unit is Professor Don Cormack; a search is pending for the graduate chair.

Law, Global Professional Master of Laws (GPLLM) (new degree program)

Final approvals are still awaited for the Global Professional Master of Laws (GPLLM) program; the proposed effective date is September 2011. Detailed approvals: final University approval from GEC (April 20, 2010); AP&P (May 11, 2010), P&B (May 5, 2010), Academic Board (pending); final approvals from Governing Council (pending) and OCGS (pending).

2.2 Other Business

There was no other business.

3 Dean’s Remarks

3.1 Invitation to Reception

The Dean invited all present to a reception after the meeting to celebrate the work done this year.

3.2 Quality Assurance Framework

Executive heads of Ontario universities have approved the QA Framework. The requirement to review degrees has been removed, which is a significant change from previous versions of the proposal. SGS welcomes this change, as it was difficult to see a benefit, for example, to reviewing all PhDs together as opposed to reviewing individual PhD programs.

The next year will see changes to the governance processes. GEC may be asked to approve some new programs as programs going forward in the fall for OCGS approval will continue to go through the current process which requires GEC approval. Once the new Quality Council process comes into effect, new programs will not come to GEC.

3.3 SGS Constitution and Bylaw Revisions

Significant revisions to Constitution and by-laws, resulting from changes in quality assurance and governance procedures and other factors, should be ready for a fall meeting. The changes to quality assurance also have implications for all Faculty constitutions. There is pressure for GEC to consider this early in the fall so that various Faculty constitutions can be changed accordingly.
3.4 **Flexible-Time PhD Guidelines**
Guidelines for flexible-time PhD students are in the final stages of development and should come to GEC for information in the near future.

3.5 **Graduate Transcript Option**
SGS is pleased to advise GEC that the new optional graduate-only transcript will be available to graduate students very soon.

3.6 **Degree Level Expectations (DLE)**
SGS has heard of no call for any change or other commentary about the current general descriptions of DLEs; therefore, there is no intention at this time to revise them, especially since review of degrees will not be part of the new Quality Assurance Framework proposal.

3.7 **Changes to the Policies, Procedures and Regulations on Admissions for Degree & Diploma Programs**
An SGS numbered memo was sent May 11, 2010 on this topic (also available on the SGS website). There were very few substantive changes; most changes merely increase transparency and clarity.

3.8 **Governor General's Gold Medals Reception**
All members are invited to attend the reception which will be June 1st from 4:00 to 6:00 p.m. at the Faculty Club. The Dean provided RSVP information.

3.9 **University of Toronto at Mississauga: Minor Revision to Name**
On April 21, 2010, the Academic Board approved a minor revision to the alternative name for Erindale College, from “University of Toronto at Mississauga” to “University of Toronto Mississauga”, effective immediately.

3.10 **Library and Archives Canada (LAC) and Digital Acquisitions**
The SGS Director of Student Services recently attended the first Canadian workshop on electronic theses and open repositories held at Carleton University. A wide range of topics was discussed including the decision of LAC to switch to a digital model of thesis acquisition in Canada, expected to be in place in 2014.

As of April 1, 2014, LAC will no longer be contracting with ProQuest for reproduction/digitization services, so if universities wish to continue with ProQuest they will have to make their own arrangements. SGS will enter into discussion with members of the graduate community and the library with regards to our institutional arrangement with ProQuest. It is a good time to begin thinking about the implications of the change.

4 **Report of the Vice-Dean, Programs**
Vice-Dean Liz Smyth made no report.

5 **Report of the Vice-Dean, Students**
Vice-Dean Berry Smith made no report.
6 Graduate Academic Appeals Board (GAAB): Approval of 2010-2011 Membership

The Graduate Academic Appeals Board (GAAB) is a standing committee of Graduate Education Council (GEC). The motion sheet includes details about the various selection processes of its members. GEC approval is final. The Dean called on Vice-Dean Liz Smyth to present the motion.

**MOTION (duly moved and seconded)**

THAT Graduate Education Council approve the appointments of a Chair, Alternate Chair, four faculty and three student members to serve on the Graduate Academic Appeals Board for the 2010-2011 academic year as follows:

- **Chair:** Ralph Scane, Faculty of Law (renewed)
- **Alternate Chair:** Edward Morgan, Faculty of Law (five year term)
- **Faculty Members:**
  - Reina Bendayan, Division IV (three year term)
  - Eric Hehner, Division III (renewed)
  - Michele Peterson-Badali, Division II (renewed)
  - Michael J. Wiley, Division IV (renewed)
- **Student Members:**
  - Jason Grenier, Division III (renewed) (one year term)
  - Behnam Nowrouzi-Kia, Division IV (renewed)
  - Kimberley Radmacher, Division I (renewed)

A member noted that Professor Chris Damaren belongs to the Institute for Aerospace Science and Engineering. The Dean noted that this does not affect the motion itself; SGS will make the correction.

A member noted that some student members were listed on the motion sheet (but after the motion proper) as serving until 2013. Ms. Jane Alderdice, Secretary to GAAB, explained that this was a typographical error; the information will be corrected.

Seeing no further discussion, the Dean called the question.

The motion was **CARRIED**.

7 Program Requirement Changes:

All proposals for program requirement changes that receive final approval at GEC will be sent to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report.

7.1 Comparative, International & Development Education, Collaborative Program (CIDE) (master’s and doctoral levels)

The proposal was approved by the OISE Graduate Education Committee (GECO) on January 29, 2010 and the Faculty Council on February 24, 2010. GEC approval is final. 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 to change the program requirements of the collaborative master’s and doctoral program in Comparative, International and Development Education by specifying five as the minimum number of seminars in which students must participate (students are already required to participate regularly in the seminar series), effective September 2010.
Professors Sarfaroz Niyozov and Lana Stermac were available to speak to the item.

A member asked whether “participating” meant “presenting”. Professor Niyozov answered that there could be active participation. Some students do present, but they are not required to make five presentations. They participate five times but can make one or two presentations; otherwise, they can participate in the discussions around topics that are presented. Vice-Dean Smyth noted that clarifying language around the seminar requirements of various programs is an ongoing issue, and one which has arisen at GEC a couple of times this year. SGS is trying to distinguish the various kinds of seminars with a view to developing a common understanding across divisions and graduate units. She noted, for example, that there are seminars in which students are required to make presentations as part of seminar series, while others only have requirements for attendance. Professor Stermac noted that the requirement that students participate in seminars was not changing in this proposal—the proposal only sets the minimum number of seminars for which participation is required to five.

A member asked what percentage five represented of the total seminars offered. Professor Niyozov replied that the number of seminars had increased with the number of students and activities of the program. The exact number can vary but the plan is to offer seminars every two weeks. Students are invited and encouraged to participate in each seminar.

A member asked whether students understood what constitutes participation as intended in the program requirements. Professor Niyozov replied that the required participation might depend on the number of students present at a particular seminar, the time available, and the nature of the seminar. In seminars where the presentation was lengthy there might not be much time for participation, but there was generally some time allowed for questions and discussion. The Dean noted that there was ongoing confusion about this kind of course, which was why SGS was undertaking to achieve some clarity. It is important that students understand clearly what is expected of them, and he assumed that is the case here.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

7.2 Mechanical and Industrial Engineering, MASc, PhD

SGS Vice-Dean Liz Smyth approved the format of the seminar offering as a pilot case. Professor Chris Damaren, the Vice-Dean, Graduate, of the Faculty of Engineering, approved the proposal on behalf of the Faculty Council. GEC approval is final. 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 program requirements of the MASc and PhD in the Mechanical and Industrial Engineering (MIE) program as follows:

• Add a requirement that MASc students in their first year of study attend at least 70% of seminars that are part of the MIE Seminar Series; students who complete the requirement will receive credit for SRM 3333Y Master’s Seminar Series.

• Add a requirement that PhD students in their first and second years of study attend at least 70% of seminars that are part of the MIE Seminar Series; students who complete the requirement will receive credit for SRD 4444Y Doctoral Seminar Series.

• This change is effective September 2010.

Professor Chris Damaren was available to speak to the item.
A member noted that the proposal considered under item 7.1 had initially used “attendance” as a requirement, but this had been changed at the OISE Graduate Education Committee to “participation”. It had been changed because it was thought there is a U of T policy that says students cannot be compelled to attend; the member asked whether this would apply to the present proposal. Professor Damaren answered that the present proposal had originally been formulated as a course, but SGS had advised against offering a course with a graded credit where the only requirement was attendance. The proposal had then been reformulated as a credit/no-credit seminar. The member asked whether this meant it was possible to allow attendance-only requirements for these types of seminars, but not courses, and whether the proposal considered under item 7.1 could have been similarly formulated. Vice-Dean Smyth replied that SGS was concerned to maintain separation between those seminars in which there is a participation requirement versus those with only an attendance requirement, while finding a way to show both types of requirements on a student's academic record. The present proposal is a pilot to see if this specific scheme can work. There is much variation in seminar offerings across the University; the goal is to develop language and academic record notations that are more meaningful. The Dean added that some programs which had had seminar proposals previously approved might consider further changes as the new language and notations are developed.

It was asked whether the intention was that the assignment of credit or no-credit would be part of the program requirements. Ms. Heather Kelly, the SGS Director of Student Services, replied that this was the case. Currently, there is extreme variety around seminars. Some may or may not count towards degree requirements; some may receive a credit/no-credit value while others may receive a letter grade. Under the scheme being piloted with this proposal, these types of seminars are program requirements, but do not carry course weight, i.e., they are 0 FCE.

A guest noted that questions around the definition of seminars had arisen at the Faculty of Medicine, and asked whether this was something that would be added to the Calendar. The Dean replied that providing definitions for seminars was one of many refinements planned for the Calendar.

A member asked what would happen if a student did not complete this requirement. Professor Damaren replied that the student would fail to complete program requirements, just as they would in the case of any other requirement.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

8 Beyond time limit for the PhD: a proposal to replace lapsed status

A preliminary draft was discussed at the Committee on Student Matters on April 22, 2010. Based on the feedback from that committee, the proposal was rewritten and further discussed at the Committee on Program Matters on May 4, 2010. It was discussed by the Provost’s Advisory Group on May 10, 2010. It was circulated to the Council of Graduate Deans and to the Graduate Students’ Union office on May 11, 2010 for feedback. GEC approval is final.

Members received Calendar regulation text distributed at the beginning of the meeting. The Dean asked the members if they wanted time to review the text; none indicated that they did. The Dean called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)

THAT Graduate Education Council adopt the proposal to replace lapsed status for PhD students who are beyond the time limit for the degree, including the adjustments to the SGS regulations – see attached – effective September 2010.
A member noted that it was proposed that students who were granted an extension after not registering for a period of time would be expected to pay retroactive fees for the period when they had not been registered; the member asked how this would affect students who went on leave. The Dean answered that taking leave “stops the clock” and thus there would be no fees due for the period of the leave.

A member asked whether students who had had long lapses would be permitted to opt in. The Dean replied that there was pressure to grandparent students, as is usually done for students registered before new regulations. However, after opting in, students would have to fit within the new framework; thus, students who were already beyond ten years would not be eligible to opt in, whereas students who were within the ten-year limit would be eligible but would need to pay retroactive fees. Heather Kelly further clarified that any lapsed student (such as those already beyond ten years) could apply for reinstatement under the current rules, but that reinstatement is not automatic—it has always been and would continue to be at the discretion of the graduate unit. SGS can help with guidelines regarding reinstatement.

A member noted that the revised regulation did not apply for flexible-time PhDs, and asked why the existing rules continued to apply to these. The Dean replied that there was nothing preventing flexible-time PhDs from being included in the revised regulations in the future. Flexible-time PhDs pay full-time fees in the first four years, and pay part-time fees thereafter. SGS looks forward to allowing them through future revisions to be included.

A member noted that the number of extensions is fixed, and asked what would happen to students who exhaust their possible extensions. The Dean replied that after four extensions, a student’s opportunity to complete the program would end.

A member asked whether there was any possibility of relaxing the number of leaves of absence where life events made things difficult for students. Vice-Dean Smyth suggested that the issues around this were similar to those around flexible-time students and would be considered in future.

A member asked what the rationale was for choosing four years as the maximum additional years to complete a PhD, noting that students should be encouraged to complete their degrees as soon as possible and that they could take leaves of absence if needed. Heather Kelly replied that this issue had arisen and had been discussed at the committee meetings. There are significant differences between disciplines as to what length constitutes a PhD; there were both suggestions of extensions shorter than, and longer than, four years. Four years seemed like the best compromise, especially given that the maximum is now fixed. The Dean added that under the proposed rules, students have to apply for extensions; they are not granted automatically. If a student’s extension is not warranted, then it may be refused. The major change with this proposal is that there will now be a fixed end point to the opportunity to complete a degree; SGS is wary of setting the limit too early.

A member suggested that more clarity was needed about what happens when a student reaches the limit. The Dean reiterated that there is no provision for reinstatement beyond the limit. If the Calendar needs to be clearer, SGS will make it so. Another member thought that it should be specified more clearly that extensions are not automatically approved either at the graduate unit level or at the SGS level and that failure to approve the extension would result in termination. This would increase pressure on supervisors to be accountable.

A member asked how difficult it would be for a student nearing the ten-year limit to obtain a leave of absence. The Dean replied that students could still do so; the grounds for leave are set out in the Calendar but can be revisited.

A member asked whether revised rules applicable to master’s students were being contemplated. Vice-Dean Smyth replied that she hoped to see similar revised rules for master’s programs, professional doctoral programs, and flexible-time doctoral programs next year.
A member expressed his desire to see more regular involvement by supervisors in a student’s progress described somewhere in the proposal or elsewhere in the Calendar. Heather Kelly replied that SGS would like graduate units to clarify what constitutes Good Standing in each program so that students can better meet expectations. She suggested that these concerns might again be discussed at the Committee on Student Matters where they have been discussed before. The Dean added that clarification of supervisory relationships is something that needs ongoing attention, and that this is an issue of concern at universities across the continent.

A member asked whether there is any provision for students who have completed all aspects of their programs save for scheduling the Final Oral Examination, but were near the ten-year limit. Vice-Dean Smyth replied that this would be one of the issues looked at when implementing the revised rules; one consideration would be how close to the ten-year limit a student was and whether a student would be able to submit the thesis in a timely fashion.

A member asked whether fees for a student who completed their program during an extension, would be based on the proposed pro-rated fees. Heather Kelly replied that this was the case, and that a new fee schedule prorated to 50% PhD fees would be used for students on extensions.

A member asked whether there was anything in the current or proposed rules explaining how much access students on extension would have to departmental resources. The Dean replied that, under the current rules, lapsed students often retain access informally and that students in some cases are treated differently even within the same graduate unit. The proposed revisions would legitimize student access to resources and students would be considered fully registered. This would include use of library materials, ethics reviews, and access to the department. All of this would be straightforward and consistent.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

9 Other Business
A member asked for an update on the changes to the Doctoral Thesis Completion Grant. The Dean replied that the changes were proceeding well; drafts of documentation such as applications and guidelines are expected to be provided to graduate units within a week or so. Nothing is foreseen to prevent this from moving on smoothly.

10 For Information:

10.1 Academic Board: Spring 2010 Election Report, SGS Divisions III & IV Representative
Professor Jeffrey Rosenthal (Statistics) was elected to fill the SGS Division III and IV seat on Academic Board for a three year term. The report contains more details.

10.2 SGS Graduate Education Council: Spring 2010 Election Report
Of sixteen vacant seats in the GEC Spring 2010 election, twelve were filled by acclamation and two by election. A detailed breakdown is available in the report which will also be available on the website soon. A by-election will be held in the fall to fill the remaining two vacant seats (one faculty seat and one student seat, both in SGS Division I).

10.3 SGS Audit of Student Files 2009-2010 Report
There was no discussion.
10.4 SGS Award Report  
There was no discussion.

11 Closing Remarks and Adjournment

11.1 Closing Remarks  
In the future, GEC will continue to play an important role in graduate education, but will be more focused on graduate education policy than on program governance. The program governance work will continue with the Committee on Academic Policy and Programs (AP&P) in a revised role next year as the University works to separate policy from governance work. However, a few new program proposals may be coming before GEC in the fall as the existing OCGS appraisal process draws to a close.

The Dean thanked everyone for their work on Council this year. He extended best wishes to those whose terms were ending. He looks forward to continuing GEC work with many members who will be returning in the fall. He expressed his best wishes to everyone for a good summer and invited them to stay for the reception.

11.2 Adjournment  
The meeting adjourned at 4:15 p.m.
Appendix to the Minutes

UNIVERSITY OF TORONTO
Record of Attendance
GRADUATE EDUCATION COUNCIL
May 18, 2010

Present (Voting & Non-voting Members)

Corman, Brian (Chair)
Bina, Bardia
Bondy, Susan
Campbell, Elizabeth
Campbell, Malcolm
Capotorto, Arianna
Damaren, Chris
Daniere, Amrita
De Nil, Luc
Grenier, Jason
Keil, Charlie
Keith, Alison
Klinger, Christopher
Litvack, Andrea
Liu, Hugh
Martin, Peter
McKenzie, Christine
Mount, Howard
Papangelakis, Vladimiros
Pirraglia, Daniela
Roach, Lisa
Smyth, Liz
St-Amour, Michelle
Stermac, Lana
Stiles, David
Sztainbok, Iliana
Wong, Bernard

In Attendance (Guests & SGS Staff)

Francisco, Jennifer
Harshman-Best, Kristen
Hurlihey, Victoria
Kelly, Heather
Makarovska, Vesna
Niyozov, Sarfaroz
Rutchinski, Steve
Yee-Sloan, Lily

Absent

Julian, Stephen
Smith, Berry
Tannock, Rosemary

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