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 February 15, 2011 will adjourn no later than 5:00 p.m.

Seeing no discussion, the Dean called the question.

The motion was CARRIED.

Approval of the Agenda of the Graduate Education Meeting of February 15, 2011

MOTION (duly moved and seconded)
THAT the agenda of the Graduate Education Council meeting of February 15, 2011 be approved.

Seeing no discussion, the Dean called the question.

The motion was CARRIED.

1 Minutes of the Graduate Education Council Meeting of November 16, 2010
The minutes of the November 16, 2010 meeting were not distributed with the agenda package. They were distributed electronically prior to the meeting, and paper copies were made available at the beginning of the meeting. The Dean asked if there were any objections to taking a moment to review the minutes now; as there were no objections, Council took a moment to review the minutes.

MOTION (duly moved and seconded)
THAT the minutes of the Graduate Education Council meeting of November 16, 2010 be approved.

Seeing no discussion, the Dean called the question.

The motion was CARRIED.

2 Business Arising from the Minutes
There was no business arising from the minutes.
3 Subsequent Considerations of GEC-approved items

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

Final approvals are now in place for the Global Professional Master of Laws (GPLLM) program. The program’s effective session date is September 2011. Detailed approvals: GEC (April 20, 2010); the Academic Policy and Programs Committee (AP&P) (May 11, 2010), the Planning and Budget Committee (P&B) (May 5, 2010), Academic Board (June 2, 2010); final approvals from Governing Council (June 24, 2010) and OCGS (February 11, 2011).

School of Graduate Studies Constitution

Final approvals are in place for the amendments to the SGS Constitution. The amended constitution became effective on January 1, 2011. Detailed approvals: GEC (October 19, 2010); Academic Board (November 23, 2010); final approval from the Executive Committee of Governing Council or from Governing Council (December 6, 2010).

In response to a member’s question, the Dean advised that the final approved version is identical to that approved by this Council.

4 Dean’s Remarks

Quality Assurance (QA) Update and New Governance Processes

The Dean noted that approval by the Quality Council (QC) for the Institutional Quality Assurance Plans (IQAP) was originally expected within 45 days. The approval process is now in month eight; the QC is in the last stages of debating some aspects of what a new program is and is expected soon to begin approving (IQAPs). In the meantime, SGS has developed a transitional process for most approvals. Very few problems are emerging from the transition itself. SGS will keep members advised.

GEC Elections and Electronic Balloting

Elections are underway for seats becoming vacant July 2011. Nominations are open until 5:00 p.m. on Monday, February 28, 2011. Balloting is expected to run for two weeks in mid-March. Results will be reported to Council.

Student balloting has been electronic for several years. For the first time, faculty balloting will also be electronic. Electronic balloting will be implemented for staff constituencies as soon as it is possible to do so.

Joint Degree Programs and “Cotutelles”

The University and SGS are receiving an increasing number of requests for joint degree programs, referred to as “cotutelles” in France, for graduate students and doctoral students in particular. As there is currently no policy around this, SGS is developing a draft discussion paper. A report will be made to members when the process is further along. SGS also invites comments within the next month if members have particular views or concerns.

Collaborative Program Reviews – Role of SGS

As part of QA concerns, SGS will be revisiting the process of reviewing collaborative programs. SGS is trying to regularize the process without making reviews more complicated than they need to be; that is, these reviews should not be as complicated as those for degree programs. A tailored review is needed. The transition from director to director is important to ensure that it follows the Memorandum of Agreement (MOA), that the MOA is renewed regularly, and to ensure the program is still serving a useful function and that there still exists sufficient commitment to continue to offer it.
As the Dean of SGS appoints directors and oversees MOAs, the current thinking is that the nominal responsibility for these reviews should reside with the SGS Dean. Further discussion will follow, based on the recognition of the range and diversity of these programs; for example, some collaborative programs align with EDUs, while some cut across Faculties. SGS is working on a set of protocols that will allow flexibility in how the review is conducted.

**Degree Level Expectations (DLEs)**

This has not been a focal point for graduate studies in the past. However, in the new QA process, DLEs are expected. SGS is working with the office of the Vice-Provost, Programs, to develop templates to be used in program and unit reviews. These templates should help graduate units articulate goals, expectations and outcomes. The current prototype seems quite helpful and useful in the long term because all units eventually will be required to define DLEs for their programs.

**Graduate Briefing Session**

The Graduate Briefing Session is directed particularly to Directors, Chairs and Coordinators, but all members of GEC are very much welcome to attend. It is scheduled for Tuesday, March 8, 2011 from 2:00 – 4:00 p.m., at Simcoe Hall. The focus will be on recent developments, and it will provide a forum for updates and questions about graduate education.

A member asked whether graduate students who are not members of GEC are welcome. The Dean answered that they were and requested that SGS be informed if a large number was expected.

**Calendar Steering Committee Recommendations for Reduction of Paper Version**

A dramatic reduction in paper consumption is expected when we no longer print Calendars for every student. It is understood that most students do not pick up their physical Calendar, but rather get information they need online. Next academic year, SGS will provide a bookmark with the URL for the electronic Calendar in the Essential Graduate Guide for all incoming students. The bookmark will point out that print copies of the Calendar will not be distributed routinely and that preferred access is online. Bookmarks will be provided for new and returning students in graduate units. There will be a limited print run for departmental administrators; others who want a print copy will need to visit SGS Student Services at 63 St. George St. to obtain it.

**Graduate Faculty Membership – Procedural Revision**

A procedural revision was implemented at the beginning of last January; a new checklist can be downloaded from the SGS website.

**Sessional dates 2011-2012**

Sessional dates will be somewhat different next year; a decanal memorandum with the dates was published February 3, 2011, and is available on the SGS website.

5 **Report of the Vice-Dean, Programs**

The Vice-Dean Elizabeth Smyth thanked graduate units for working with SGS during the transition to the new governance process. Valuable feedback has been received, and continues to be welcomed.
5.1 Report of the Vice-Dean, Students

Conference Grant
Vice-Dean Berry Smith reported that a notice had already been sent out about a new grant to assist students to attend their first academic conference. A full announcement will be made shortly. One exciting aspect is that it will be launched with a fully electronic application process. The Vice-Dean thanked Rodney Branch, Director of Information Systems, and those in his office working on this. The new grant should provide qualified students with sufficient funds to cover their registration fee, and some extra costs. In order to qualify, students cannot merely attend but must present research at a conference. A full announcement should be available in March. The competition will occur twice a year: once well in advance of summer and the other in early fall.

A member asked whether there were any eligibility restrictions for the grant, such as part-time status. The Vice-Dean replied that he saw no reason why any student in a doctoral stream program who is working on a thesis would not be eligible whether full-time or not. Heather Kelly, Director of Student Services further clarified that the grant’s first iteration was prioritizing full-time students. Providing the grant to part-time students would be taken into consideration. Another member asked whether flexible-time students would be eligible, and noted that they face disadvantages in many funding venues; the Vice-Dean replied that this would be taken under advisement.

In response to a question from another member, the Vice-Dean clarified that the grant is also available to doctoral-stream master’s students.

A member asked whether co-authorship with a faculty member of the paper to be presented would affect eligibility; the Vice-Dean replied that there was no problem with co-authorship; in fact, there is a space on the application to indicate it.

In response to a question from another member, the Vice-Dean asked that suggestions to the adjudication committee be sent to him directly, or to the Vice-Dean, Programs.

Doctoral Completion Award (DCA)
SGS is working on completing the first iteration of the DCA. The Vice-Dean reminded GEC that the first awards were partial. The majority of the funding had to be used for students “grandparented” under the Doctoral Completion Grant. A committee has been struck to formulate more transparent requirements and instructions. The committee has representatives from all four SGS divisions, including students, and SGS staff. It will begin meeting in early March. The criteria should be available in mid-March.

6 Changes to Regulations and other Sections in the SGS Calendar, 2011-12 Edition
For each of the following motions, members were directed to consult the motion sheet for previous discussion. GEC approval is final for each motion.

MOTION #1: General and Degree Regulation Changes, and Fees and Financial Support section changes (removal of “lapsed” status)
The Dean called on Vice-Dean Smith to present the motion.

MOTION #1 (duly moved and seconded)
THAT the Graduate Education Council approve changes to the General and Degree Regulations and the Fees and Financial Support sections of the SGS Calendar, 2011-12 edition, as follows:
• Remove lapsed status for all students who are beyond the time limit for their degrees and replace with a revised extension schedule, and related adjustments to time limits, as outlined in attachments.
• Changes are effective September 2011.

The Dean noted that Council had removed lapsed status for PhD students during the last academic year. At the time, members were advised that SGS would follow with similar changes to other programs; this is the result.

A member asked about time limits for PhD or master’s programs introduced in section 7.6. Heather Kelly replied that changes had been made with respect to all full-time master’s programs; however, time limits for other programs (e.g. PhD, flexible-time PhD, or professional doctoral programs) had not changed. The motion is to indicate the time limits more clearly and have them all in one place. The member further asked what was meant by visiting the campus regularly, whether this could be accomplished by, for example, Skype, and why the arrangements to visit campus needed to be set in agreement with the supervisor. Ms. Kelly replied that students and supervisors in consultation with the relevant graduate unit should determine how often the student should visit campus. There is a form that a graduate student can complete in the rare cases where a student wishes to remain registered but be off-site. She also explained that geographic availability was a factor in students being engaged in their program. The Dean noted that campus residency requirements were part of the provincial definitions of full-time status, and that the University had to observe provincial requirements in order to maintain funding for students. The language has been kept flexible enough to allow compliance with provincial requirements while allowing for the diversity of student and supervisory needs.

Another member noted that when lapsed status was eliminated for PhD students, fees for students on extensions were lowered by fifty percent; the member asked whether this would have any effect on master’s students and master’s student fees. Vice-Dean Smith replied that if a master’s student’s application for an extension was accepted, the same fifty percent prorating of fees would apply. Based on current practices, very few extensions to master’s programs are expected and therefore little impact is expected.

A member asked why fees for part-time students were not being reduced; the member expressed concern that these students already often face funding issues since they are not eligible for most funding. Vice-Dean Smith replied that the part-time fee is currently one-third of the full-time fee; as the majority of part-time students finish in less than three times the normal length of the program for full-time students, they already have an advantage. As well, very few students are expected to exceed the time limit being suggested. Since it would affect few students, and those students already have a financial advantage, the motion does not propose extending the fee reduction for part-time students.

Another member asked for clarification on the status of flexible-time students. The member asked if they are considered full-time students by the University, and if there is any difference regarding their geographical availability requirements, and if they are eligible for tri-agency awards. Heather Kelly replied that flexible-time students must study full-time for the first four years of their program and can choose to study part-time after that. During the full-time portion of their program, all of the conditions that apply to full-time students apply to them.

In response to a member’s question, the Dean confirmed that currently-lapsed students have the option of registering and applying for extensions to their program under the new rules if they so desire. Seeing no further discussion, the Dean called the question.

The motion was CARRIED.
MOTION #2: General and Degree Regulation Changes (Good Academic Standing)
The Dean called on Vice-Dean Smith to present the motion.

MOTION #2 (duly moved and seconded)
THAT the Graduate Education Council approve changes to the General and Degree Regulations in the SGS Calendar in the following areas:
- Adjustments to language to bring all students under the requirements for Good Academic Standing, including Candidacy.
- Changes are effective September 2011.

Vice-Dean Smith noted that this is a substantive change. The notion of Candidacy has evolved relatively recently and has only been applied to PhD programs. The motion proposes that it apply to all doctoral programs. Candidacy essentially means completion of all requirements of the program excluding the thesis; these requirements, including courses and comprehensive exams, have time limits for completion. Vice-Dean Smyth added that the achievement of Candidacy by a student will be recognized with an annotation on the academic record.

A member asked whether there was a requirement of a minimum of four supervisory committee meetings in order to achieve Candidacy. Vice-Dean Smith replied that there is a general requirement of one per year in the program. The member further asked whether Candidacy also applied to master’s students, to which the Vice-Dean replied that it was only applicable to doctoral students including professional doctoral students and flexible-time doctoral students.

Heather Kelly proposed a friendly amendment to the motion to clarify that master’s students are not subject to Candidacy, but have requirements for Good Standing. The Dean asked for any objections to having Dr. Kelly finesse the language to address that point. There were no objections.

AMENDED MOTION #2 (duly moved and seconded)
THAT the Graduate Education Council approve changes to the General and Degree Regulations in the SGS Calendar in the following areas:
- Adjustments to language to bring all degree students under the requirements for Good Academic Standing, including Candidacy in the case of doctoral students.
- Changes are effective September 2011.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

MOTION #3: General and Degree Regulation Changes (various items including extending PhD regulations to all doctoral students)
The Dean called on Vice-Dean Smyth to present the motion. The Vice-Dean noted that the motion was erroneously labelled as Motion #2 in one place on the documentation for the meeting.

MOTION #3 (duly moved and seconded)
THAT the Graduate Education Council approve changes to the General and Degree Regulations in the SGS Calendar in the following areas:
- New language for flexible-time option PhD students in the areas of admission and program requirements
- Formalize SGS responsibility to archive inactive graduate courses
• Formalize grade reporting procedures language to clarify use of non-grade course reports of INC, WDR, and SDF
• Extend PhD regulations to apply to all doctoral students, including the SGS Final Oral Examination for all doctoral students
• Update language in the EdD degree regulations section
• Update language in Degree Regulations, EdD Degree, Admission Requirements and Program Requirements sections, and in General Regulations, Time Limit section.
• Changes are effective September 2011.

Vice-Dean Smyth explained that the motion would formalize the current role of SGS in archiving courses, clarify reporting practices around INC, WDR and SDF grades, and extend the PhD regulations to all doctoral students. The new language had been developed in consultation with graduate units that are involved with the affected programs.

A member asked what was meant by archiving of courses. Rodney Branch explained that this was not a change but simply an articulation of current practices around not allowing re-use of course numbers until five years after they had last been used. He explained that a report is sent by SGS to all graduate units each year listing such courses. Following that, unless a unit requests otherwise, the courses are archived on ROSI and each course number becomes available for use by a new course. If a unit wishes to offer a course again once it has been archived, it must be proposed as a new course.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

7 Other Business

A member asked when the Canadian Graduate and Professional Students Survey (CGPSS) would be ready. The Dean replied that the summary report should be released today, while individual unit reports will be sent to interested parties within the next few weeks. The Dean asked whether there was any interest in the report being presented to Council. The indications were that Council was interested; the Dean stated that he would be happy to do this at an upcoming meeting of Council.

Another member asked if there were any recent developments on graduate expansion funding, and how these developments were generally communicated. The Dean replied that negotiations with the Ministry of Training, Colleges and Universities (MTCU) occur at the level of the Provost’s office. Funding allocations are arranged between the Provost’s office and the Faculties. This means that the sources of graduate unit funding allocations are the deans of the Faculties. While GEC can discuss topics that are of interest to it, there is no clear role for it in this process. Another member reported having been told at a meeting of the Council of Ontario Universities (COU) not to expect anything on this front until well after the next provincial election.

8 For Information:

8.1 Registration Statistics Annual Report

The Dean thanked Heather Kelly, who presented the report. Dr. Kelly explained that it represents a “snapshot” of data at November 1, 2010. Final data is still being refined, but the report is still useful for identifying trends.

A member asked what year Postdoctoral Fellows (PDF) data represented. Dr. Kelly replied that PDF data always lagged a year behind, so the PDF data in this report was from the year 2009–10.
A member noted that the number of applications seems to be increasing but the number of offer letters is decreasing, and asked whether this indicates a decreasing quality of applications. Dr. Kelly replied that increased selectivity of applicants and a swell in applications due to the economic downturn are other possible reasons. SGS does not have all the information necessary to determine the cause of this trend with certainty; colleagues at the graduate unit level might be in a better position to know this. Another member mentioned that his Faculty has more PhD students than there is funding available, and this affects the number of PhDs they can accept.

A member asked whether a more progressive way of reporting gender could be considered. Dr. Kelly responded that the report was constrained by the registration tools currently available, but there is hope that future systems will allow improvement. Rodney Branch added that the University is also bound to comply with legal requirements for the information that is reported to the MTCU and to Statistics Canada.

A member asked whether a lot of internal PDFs return to Canada. Dr. Kelly replied that approximately eleven percent of graduate students are international. The number of international PDFs is not available but is known to be significantly higher. This would be in keeping with the philosophy that it is beneficial to go abroad to do one’s PDF. Another member asked whether there were any shifts in international students in research programs compared to professional master’s programs. The Dean responded that there is currently no single greater concern in the graduate school community than the ability to attract more international students to doctoral stream programs. Funding is the major challenge. Some small moves are being made here, such as the new Connaught program and proposed Trillium program. These moves have been made despite poor response by the public, demonstrating the difficulties in making progress in this area. The consensus that this is a top priority is unusually strong across the University.

A member expressed his appreciation for the report and asked whether it was accessible to the community, and if so, whether the historical data was also available. Dr. Kelly replied that making historical data available is something that could be explored. SGS currently does track historical data through its Office of Graduate Education Research (OGER). Helen Chang from that office makes data available to graduate units; Dr. Kelly invited graduate units wanting data to contact her and Rodney Branch. Mr. Branch added that the data had been archived for many years, sourced from common University files. Vice-Dean Smith added that the reports are available on the SGS website in the meeting documentation for this meeting and previous years’ meetings where this report was presented. Jane Alderdice added that GEC meeting documentation on the website currently goes back to 2005-06, and that older documentation would be added in the future.

A member asked whether a distinction was made in the data between Canadian citizens versus landed immigrants. Mr. Branch replied that the data was a total number and did not include the conversion rate; it is known that approximately 70 to 110 people change status each year. Dr. Kelly added that SGS is happy to help those requiring further data.

8.2 **Guidelines on Archiving Courses**

The Dean invited those with questions about procedures on archiving courses to contact Rodney Branch.

8.3 **Summary Report of EMBA and OMNIUM Audits**

Heather Kelly remarked that the results of the EMBA and OMNIUM audits were very positive this year.
8.4 Admission and Programs Committee (A&P) Annual Report 2009-10

The report was not distributed with the agenda package, but was distributed electronically prior to the meeting, and paper copies were made available at the beginning of the meeting. Heather Kelly noted that those with Bologna-compliant degrees and community college degrees are now being tracked. Those with Bologna-compliant degrees seem very well prepared, in contrast to those with community college degrees. The report helps SGS track those students as non-standard and collect data over time for analysis.

8.5 Adjournment

The Dean noted that one more meeting of Council is expected this year, most likely in April. A member asked how the structure of Council had changed now that the new governance process was implemented. The Dean replied that the fundamental change could be seen at this meeting, as there were no curriculum proposals for Council to approve. The need for frequent meetings is therefore removed. There remains a need for some meetings to facilitate information sharing and allow for approval of regulatory matters. Some reports for information and for approval are still required to come before this Council according to the revised SGS Constitution and By-laws. The norm which may emerge may be two meetings per term with the possibility of one meeting being cancelled from time to time due to insufficient business. However, there will continue to be business that needs to be done.

The meeting adjourned at 4:35 p.m.

[ORIGINAL SIGNED BY] __________________
Jane Alderdice, Secretary

April 13, 2011 __________
Appendix to the Minutes

UNIVERSITY OF TORONTO
Record of Attendance
GRADUATE EDUCATION COUNCIL
February 15, 2011

Present (Voting & Non-voting Members)

Corman, Brian (Chair)
Baker, Robert
Bayat Movahed, Hanif
Bina, Bardia
Bondy, Susan
Campbell, Malcolm
Crapo, Adleen
Damaren, Chris
Daniere, Amrita
Gopaul, Bryan
Julian, Stephen
Keil, Charlie
Knight, Keith
Lee, Jack
Litvack, Andrea
MacKay, Gillian
Mount, Howard
O’Hogan, Cillian
Orwin, Donna
Papangelakis, Vladimiros
Pirraglia, Daniela
Smith, Berry
Smyth, Elizabeth
St-Amour, Michelle
Tsao, Eugenia
Yip, Christopher

In Attendance (Guests & SGS Staff)

Francisco, Jennifer
Kelly, Heather
Makarovska, Vesna
Rutchinski, Steve

Absent

De Nil, Luc
Gaitana, Gianina
Joseph, Jemy
Keith, Alison
Noyes, John
Piccardo, Enrica
Tannock, Rosemary
Williams, Charmaine
Williams, David

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