Meeting called to order at 3:10 pm.

The Dean called the meeting to order and welcomed all members and visitors. The Dean remarked on the function of the new Graduate Education Council (GEC) and noted that with less business more frequent meetings are not required. It remains to be seen how scheduling and frequency of meetings will evolve over more than one year. The Dean welcomed the new Assistant Secretary of GEC, Emma Thacker.

Call for a motion to adjourn no later than 5:00 p.m.

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

**THAT** the Graduate Education Council meeting of **April 17, 2012** will adjourn no later than 5:00 p.m.

The motion is **CARRIED**.

Approval of the Agenda of the Graduate Education Council Meeting of April 17, 2012

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

**THAT** the agenda of the Graduate Education Council meeting of **April 17, 2012** be approved.

The motion is **CARRIED**.

1 Minutes of the Graduate Education Council Meeting of November 15, 2011

The minutes of the **November 15, 2011** meeting were distributed with the agenda. A member noted one update to the attendance record which will be corrected.

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

**THAT** the minutes of the Graduate Education Council meeting of **November 15, 2011** be approved.

Seeing no further discussion, the Dean called the question.

The motion is **CARRIED**.
2 Business Arising from the Minutes

The Dean noted that at the last GEC meeting on November 15, 2011, the meeting was adjourned before members could discuss four reports that were provided for information only. The reports were as follows:

2.1 External Awards Success Rate Report
2.2 Fall 2011 GEC By-Election Report
2.3 Academic Integrity Annual Report 2010-11
2.4 Graduate Academic Appeals Board (GAAB) Annual Report 2010-11

The Dean invited discussion. Seeing none, he asked members to direct any questions that arise to the School of Graduate Studies.

3 Dean’s Remarks
3.1 Search, Vice-Dean Students
The Dean reported that Vice-Dean Berry Smith’s term ends July 2012 and expressed personal gratitude for his years of service and mentorship. The Dean noted that Vice-Dean Smith has served the School of Graduate Studies well since 2006 and announced that the next Vice-Dean, Students, has been approved by the Academic Board and it is a member of our Council. Professor Luc De Nil will join SGS in July.

3.2 NGSIS and Kuali Update
The Dean reported that, with new leadership in the Chief Information Officer’s (CIO’s) office devoted to the NGSIS project, there is now a twelve-month development plan. The plan includes both foundations for longer term change (e.g., Kuali) and more immediate service improvements such as:

- Setting up a pilot of Kuali Curriculum Management and piloting course inventories;
- Establishing and launching the development team acting as U of T’s contribution to Kuali Student enrolment;
- Implementing the infrastructure (Enterprise Service Bus) which will facilitate the live information flow among various University systems;
- Improvements to the online Calendar, both short-term and long-term;
- Overhaul of the student invoice and fees processes;
- Launch of the degree assessment tool in A&S, UTSC and APSE (SGS will be involved in pilot testing in the coming year).

The overall plan (including a three-year and a five-year plan) is ambitious. Nonetheless, several projects are already underway and resources have been set aside in two offices within the CIO’s office (EASI and I+TS) and the divisions to keep plans moving ahead. The Dean advised that he expects to provide another report in the fall of 2012.
3.3 Accelerated Combined Programs

Combined programs have existed at the University of Toronto for a long time. This proposal involves an additional delivery model. The model proposes to allow offers of admission from graduate programs to highly qualified undergraduate students while they are completing their undergraduate degree. This is an item for future discussion and is currently a work in progress. This proposal represents an expansion of our current definition of a combined program. The definitions and guidelines are in the draft stages. When drafts are ready, they will be circulated to GEC for feedback. GEC will learn more in subsequent meetings.

3.4 Graduate Students’ Union

The Graduate Students’ Union expressed concern about unnecessary obstacles to degree completion, particularly for doctoral students. Evidence is largely anecdotal, although some of it is convincing. SGS is interested in collecting examples of obstacles, particularly unnecessary obstacles. It is an ongoing discussion at the moment.

3.5 Minimum Period of Registration and Normal Program Length

A draft proposal with Calendar regulation changes for the 2013-14 edition is in development. The proposal relates to the definitions for Normal Program Length and Minimum Period of Registration. The proposed changes include a new term and definition for Minimum Degree Fee in the General Regulations. We are attempting to clear up areas of confusion which occasionally had been the cause of unhappiness among some students. Once developed and following further consultation, this proposal will be brought back to GEC in the fall of 2012.

3.6 Tri-campus Governance

Changes to modify the Tri-Campus Graduate Curriculum Committee (3CGC) of the three Arts and Science campuses received final approval on March 7, 2012. Effective July 1, 2012, UTM and UTSC will have their own governance bodies for the graduate programs originating there. As a result, the new St. George Campus Graduate Curriculum Committee (GCC) will have jurisdiction over minor modifications within graduate programs based in the Faculty of Arts & Science. This will bring harmony and symmetry to how governance issues proceed through governance on the three campuses. The evolving process of consultation across campuses will continue, especially when it comes to the development of new programs.

3.7 Program Approvals and Impact on Enrolment Targets

There is currently a disconnection at the Ministry of Training, Colleges and Universities between the desire for graduate expansion and an unwillingness to approve the funding of new programs at the moment. Approvals are on hold for an indefinite period. Beyond this, there is little information available. Quality Council approval of the academic side of programs has been moving along smoothly. It is important to be aware of this, as departments and Faculties contemplate new programs. We hope this will be resolved before too long.

3.8 School of Graduate Studies Workshops

The SGS Student Services office conducted a Foreign Credential Workshop on December 9,
2011; it attracted over 110 graduate admissions professionals from across Canada to learn more about United Kingdom credentials. The special topics for this workshop vary from year to year.

The annual Graduate Briefing Session for academic administrators in all graduate units was held on March 6, 2012.

The Collaborative Programs annual workshop for Directors was held on February 29, 2012. The General Meeting for Graduate Administrators was held on March 15, 2012.

Upcoming is the Graduate Faculty Offices Workshop hosted by the Quality Assurance and Governance Office on May 6, 2012.

Contact the Council’s Secretary if you have any questions.

4 Report of the Vice-Dean, Programs

Vice-Dean Elizabeth Smyth reported on a number of initiatives and noted these items may come back to GEC in the following year for further discussion:

4.1 eLearning Guidelines: Ms. Laurie Harrison has been appointed as the new Director of Online Learning Strategies at the University of Toronto. The Vice-Dean advised that she is working with Jane Alderdice and Laurie to develop eLearning Guidelines for graduate programs as the existing guidelines are out of date. In April of 2012, a memo from the Vice-Provost, Academic was circulated about a new feature in ROSI. There will be a ROSI indicator for courses offered fully online. The indicator will give students clear information when selecting courses and allows for data collection.

A decanal memorandum was circulated on November 21, 2011 regarding a change in the composition of the final oral examination committee. At the its Tuesday, November 15, 2011 meeting, GEC approved an increase to the required number of voting members of the examination committee who have not been closely involved in the supervision of the thesis from at least one to at least two; the change is effective July 1, 2012. There is one group that will be “grand-parented”, that is, they will be able to follow the old rules: students with reconvened oral examinations. Thus, if a final oral examination is held before July 1, 2012, it will occur under the previous regulation.

5 Report of the Vice-Dean, Students

Vice-Dean Berry Smith reported that the topic of tracking doctoral student progress was recently discussed at the Graduate Briefing Session and the combined meeting of the Committee on Student Matters and the Committee on Program Matters. Development of a support mechanism to help units track progress of doctoral students has been initiated. This web application will be largely student-driven. Students will be responsible for entering a variety of information such as publications, conferences attended, research progress, chapters submitted, etc. on an annual cycle. It is hoped that the application will assist with the SGS regulation that a student must meet with their supervisory committee at least once a year. The system can be tailored to meet departmental or divisional need and it is hoped that a local culture will be established for use of the tool.

The Graduate Supervision Guidelines are being revised. The existing document is widely used and now outdated as it was developed when SGS divisions were operating distinctively. It is now coalescing into a single document. We have de-emphasized the differences among divisions. Guidelines will operate across the full spectrum of disciplines. Awareness of disability issues and other more contemporary aspects will be incorporated. There will also be a single checklist to help
supervisors and students establish relationships. The document will be on the web only. The goal is to finalize the document by end of June 2012. A draft will be available for comment.

In response to a member’s question about transparency of the information collected by the Doctoral Progress Tracking application, the Vice-Dean affirmed that the system allows for customization. The customization feature will allow departments to collect different types of information that are relevant to them and the preference is that each unit should decide about the flow of information.

6 For Information: Annual Reports
6.1 Admissions and Programs Committee Report, including SGS Audit Report of EMBA Non-Standard Admissions
Vice-Dean, Berry Smith reported that the Admissions and Programs Committee (A&P) is a standing committee of GEC and it decides on all non-standard cases, admissions below the minimum, extension periods beyond norms, etc. GEC permits the A&P committee to delegate authority to the Vice-Dean Students in some cases; the Vice-Dean may also further delegate to the SGS Student Services Officers. Rarely do cases go to the A&P Committee. Last year, in 2010-11, there were 718 cases - a small increase from the previous year. This number represents about five percent of all graduate students. Of the 718 cases, 95 percent were approved and five percent refused. From the non-standard admissions cases, there were five applicants with European Bologna degrees and all were approved. We had two applicants with applied college bachelor’s degrees and both were approved. From the non-standard program cases, 96 percent were approved and four percent were refused. In addition, the non-standard student progress is tracked. Of the 263 applicants, 212 registered. Seventy-four percent of the students maintained an A average, 25 percent maintained a B average, and one student failed. The Bologna students maintained A averages. Vice-Dean Smith thanked the Student Services Officers for their work on these cases, in particular Vesna Makarovska for her work in compiling the report.

The EMBA/Omnium Report includes information on specialized degrees within the Rotman School of Management’s MBA program. In 2005, GEC approved an arrangement which would permit the School to make non-standard admission decisions by following a particular set of criteria. An annual audit is reported to GEC. In this case, five files were examined out of 34 with only one error in those files. The process seems to be working well.

6.2 Audit of Student Files Report
Vice-Dean Smith reported that SGS conducts an annual audit of student files in a five-year cycle to ensure that the minimum admissions and student documentation standards are maintained. Results are conveyed to the graduate unit to educate and maintain standards. Units are selected randomly. A decrease in errors was noted in this audit compared to the first and second cycles. The most common errors were with admissions: missing final or authentic copies of transcripts, missing forms, and records not fully updated. Most frequent errors were in registration: missing forms of registration without payment, lack of signatures on forms. Overall, the number of errors was rather low. This is a testament to staff in SGS and the graduate units. Vice-Dean Smith thanked Michael Godwin for his work on the report and other SSOs for their hard work with the audits.
6.3 New Awards Report
Kerri Huffman, Associate Director, Student Services - Graduate Awards & Financial Aid, reported the ‘New Awards Report’ is fairly recent. Awards were established over the course of the year within the various faculties. There were 28 new awards established. Almost 80 percent of these were open to both domestic and international students. There are fewer awards going forward as the fund-raising campaign draws to a close. The awards range from $400 up to $20,000. Twelve awards stipulate financial need, some are merit based only, but a little fewer than half are specific to financial need. The total dollar value is close to $3 million.

6.4 Postdoctoral Fellows Report
Kerri Huffman thanked Lisa Haley for preparing the Postdoctoral Fellow (PDF) Report. The report includes data on campus affiliation, hospital statistics, divisional representation, unit association, and faculty affiliation, as well as citizenship, gender, and stipend statistics. Hospital data were provided by the Office of the Vice-Dean, Graduate Education, Faculty of Medicine. Recently, citizenship by country has been tracked with an extensive breakdown of country of origin and value of stipend. New this year, citizenship by status has also been included. A new PDF Registration System (PRS) was implemented in April of 2010. This tool allows SGS to gather statistics and to track information such as ensuring PDFs are enrolled in Green Shield, etc. This is a report that covers the academic year, but PDFs arrive and depart at any time over a given year. For future reports, SGS is looking to include information on the length of time that PDFs spend at the University. Our office gathers information for St. George, UTM and UTSC. There were over 2,000 PDFs this year. The average stipend is a little over $43,000, although this ranges from $39,000 to $45,000 depending on division. Division III has the largest number of PDFs with Chemistry holding the largest number within that Division. Division III & IV comprise close to 90 percent of the PDFs. There was a slight decrease in international PDFs this year, but there are still more students here on a work or study permit than PDFs who are Canadian citizens or landed immigrants.

6.5 Registration Statistics Report
Rodney Branch, Associate Director, Student Services – Student Systems & Records, presented the Statistics Report.

7 For Approval - New Hood: Master of Science in Applied Computing (MScAC)
With GEC approval, the proposal will be brought 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 Arts and Science for a new hood for the Master of Science in Applied Computing (MScAC) degree offered by the Department of Computer Science.
Vice-Dean Smyth described the hood design according to the documentation provided, approved by the Chair of the Department of Computer Science, dated April 4, 2012. A member asked if in the future a picture could be provided. Vice-Dean Smyth responded that a picture would not be available until after the final approval is received. The Dean noted that GEC approval is required for all new hoods. Seeing no further discussion, the Dean called the question.

The motion is CARRIED.

8 For Approval - Graduate Academic Appeals Board (GAAB): Approval of 2011-2012 Revised Membership

The Graduate Academic Appeals Board (GAAB) is a standing committee of GEC. The motion sheet included details about the names that are proposed and the various selection processes of its members. GEC approval is final. There were two appointments required to fill unexpected vacancies on the Board for the current year’s membership.

The Dean called on Vice-Dean Berry Smith to present the motion.

MOTION (duly moved and seconded)

THAT Graduate Education Council approve the appointments of one faculty and one student member to serve on the Graduate Academic Appeals Board for the 2011-2012 academic year as follows:

Faculty Member: Willy Wong, Division III (new)
(three-year term)

Student Member: Michael Donnelly, Division I (new)
(one-year term)

The Dean asked if there was any discussion. A member noted that Sandy Welsh does not have a Department listed after her name on the list. This was noted for correction. Seeing no further discussion, the Dean called the question.

The motion is CARRIED.

The Dean reported there will be further approval required for the upcoming academic year and we are working on nominations at the moment for all vacancies that have emerged. This will come forward soon.

9 Other Business

There was no other business.
10  **For Information:**  
The Dean asked if there were any questions about the documents provided for information. Seeing none, the Dean thanked the group. The Dean reminded members that if questions arise later, SGS is happy to address them.

10.1 Graduate Program Definitions  
10.2 Name and/or Status and/or Administrative Changes to Graduate Units or Programs  
10.3 New Hood - Master of Global Affairs (MGA) program (previously approved by GEC via email)  
10.4 GEC Spring 2012 Election Report for 2012/2013 Membership  
10.5 New Suite of Policies: Grading Practices, Transcripts and Academic Continuity  
10.6 Policy on Graduate Courses and Other Academic Activities - Minor Correction

11  **Closing Remarks and Adjournment**

11.1 **Closing Remarks**  
The Dean thanked everyone for attending and advised there will likely be one last meeting this year, scheduled for May 15, 2012 with the unusual start time of 2 p.m. rather than 3 p.m. He reminded the members that that following the May 15, 2012 GEC meeting, there will be a party for Vice-Dean Berry Smith at the Faculty Club, beginning at 4 p.m. GEC members are warmly invited.

11.2 **Adjournment**  
The meeting adjourned at 4:20 p.m.

__________________________________________  
Jane Alderdice, Secretary  
__________________________________________  
Date