MINUTES
Graduate Education Council
Tuesday, November 20, 2012, 3:10 p.m. - 5:00 p.m.

Meeting called to order 3:10

The Dean welcomed all returning and new members to the Graduate Education Council (GEC). He noted that there were a number of members of SGS present and asked that they introduce themselves.

Approval of the Agenda of the Graduate Education Meeting of November 20, 2012

MOTION (duly moved and seconded)
THAT the agenda of the Graduate Education Council meeting of November 20, 2012 be approved.

The motion is CARRIED.

1 Minutes of the Graduate Education Council Meeting of April 17, 2012

The Dean noted that the minutes of the April 17, 2012 meeting were distributed with the revised agenda. The minutes were not accompanied by the attendance record as they usually are, they will be circulated in the next week or so via email for review of the GEC members.

MOTION (duly moved and seconded)
THAT the minutes of the Graduate Education Council meeting of April 17, 2012 be approved.

Seeing no discussion, the Dean called the question.

The motion is CARRIED.

2 Business Arising from the Minutes

There was no business arising from the minutes.

3 Dean’s Remarks

3.1 Orientation for GEC Members

GEC’s responsibilities changed in January 2011 as a result of new quality assurance processes within U of T, largely shaped by new quality assurance processes across the Province. As such, the governance
processes have been adjusted, with Faculty Councils adopting responsibility for final approvals for all Minor Modifications (courses, admission and program regulations, etc.), and playing a more central role in Major Modifications, New Program proposals and reviews of existing programs. SGS works closely with those developing New Program proposals and Major Modifications. SGS reviews all Minor Modifications and provides guidance to Faculty Deans’ offices on SGS policies and regulations as they affect particular proposals.

The revised SGS Constitution defines a new role for the Graduate Education Council, one with a focus on University-wide policy, regulations and guidelines affecting graduate studies broadly speaking. New policies and changes to existing policies are presented to the GEC for approval or for consultation, depending on the nature of the policy. In the case of most SGS regulations, that is, those in the SGS Calendar, Council will have final approval authority. Proposals for new guidelines and changes to existing ones are brought to GEC for information and discussion.

GEC members are invited to forward any agenda items to SGS at any time. Normally items come from the work carried out at SGS, but additional items may come from various places. SGS has a number of advisory committees that also produce agenda items, but there should be no hesitation to contact SGS with any questions.

The Dean called on Jane Alderdice, Secretary to GEC, to discuss the GEC documentation. Ms. Alderdice noted that the GEC agenda and package is available on the SGS website via the Governance tab found on the homepage. Document packages, or web-links to the package, are sent out via email on the Wednesday prior to the GEC meeting. The default package distribution is electronic distribution – and if members would like a paper copy, they should let us know. All items that come before Council for approval will have a motion sheet as cover, and in addition to providing the motion wording, the motion sheet provides information about previous governance actions and consultations, and may include other information. The motion sheet also shows the route to final approvals so you know whether GEC approval is final or not. Members should not hesitate to contact our office at any time if they have questions or comments.

3.2 NGSIS Update

The Next Generation Student Information Services (NGSIS) has been renamed ACORN, Accessible Campus Online Resource Network following a student contest where ACORN was selected as the winning name from over 1000 entries. Several new projects have now been completed; some are administrative in nature, but others are student centered – some of these projects are currently available to graduate students, and others will be made available very soon. Included in these projects are: the MyRes online information and application system for campus residences; the online personalized text book list and search at the U of T bookstore; the one stop status check on the Student Web Service; and the streamlining project for UHIP processes. Other projects have been piloted at the undergraduate level, such as eMarks, an electronic mark submission and approval tool, and the Degree Audit tool. SGS has asked to participate in these two projects this year.
Another project underway is the implementation of the infrastructure to support “web services”. This is the mechanism that allows the multiple systems to interact seamlessly with one another; one major problem we have all experienced is systems not being able to communicate to one another; the piloting of Curriculum Management, the first module of Kuali Student; and finally, the continuing process streamlining sessions in student accounts and awards.

The significant plans for the next two years include the purchase and implementation of a Co-Curricular database system; the implementation of Kuali Curriculum Management; the revitalization of the Student Web Service; and the implementation of a new student account or awards session. We will also be increasing our participation and commitments to the building of Kuali Student systems. Kuali is a cooperative venture among a number of Universities to put together a number of services. It allows the individual universities to benefit from what the other participating universities are doing, build on their systems, alter as appropriate, without the limitations of copyright or additional fees.

3.3 Combined Programs: Expanded Definition/New Section in SGS Calendar

A new Combined Programs Calendar section will appear in the 2013-2014 edition of the SGS Calendar, similar to the existing section for collaborative programs. Combined Programs are currently listed in individual graduate unit Calendar entries, which can lead to difficulty in locating a Combined Program, and inconsistencies in the information provided. A separate Combined Program calendar section will regularize the information provided for Combined Programs, including the admission and program requirements, time limits, and the registration path to completion. The new section will also help increase the visibility of Combined Programs, by giving multiple mentions to each Combined Program via the table of contents, an individual degree mention in the graduate unit Calendar page, and then in the full Calendar entry for the Combined Program.

3.4 Ontario Graduate Scholarship (OGS) Updates

The Graduate Awards Office has been communicating widely with the University community regarding the changes to the Ontario Graduate Scholarship (OGS) program. Members of the Awards Office have taken part in presentation sessions with Graduate Administrators at the fall Annual General Meeting for Graduate Administrative Staff, and at the Brown Bag lunch series hosted by SGS. An email correspondence detailing the award changes has been issued to all registered graduate students. As well, the student-facing portion of the new OGS online application launched last week on November 12th. The online application is open to both prospective graduate students, and current graduate students, and applications are submitted online directly to a specific graduate unit.

3.5 SGS Workshops and Events

The School of Graduate Studies has held a number of annual workshops and information sessions. On October 4th, SGS hosted the Orientation for New Graduate Academic Administrators. On October 24th, SGS hosted the General Meeting for Graduate Administrators, and on November 14th, an Information Session for Faculty Graduate Administrators was held. These meetings provide the graduate administrative and academic staff members the opportunity to receive important updates from the School of Graduate Studies, and to ask questions to SGS staff. They are well attended by staff, and
provide attendees with an opportunity to meet their counterparts in other divisions and to share experiences and knowledge.

3.6 New Academic Success Strategies for International Graduate Students

The School of Graduate Studies and the Centre for International Experience hosted an October Orientation for graduate international students called the “Academic Success Strategies for Graduate International Students”. Panelists were invited from the Office of English Language Writing and Support, Counseling and Psychology Services, the Academic Success Centre and the Library. They discussed the nature of academic success at the University of Toronto, what resources students can access, and they shared other advice with the graduate international students. The Graduate Student Union International Student Caucus was present and shared welcoming remarks.

3.7 New Doctoral Travel Award

There will be a new graduate travel award that should be available next year as part of a pilot program. The award will be worth $50,000, with four awards available per division; the terms of the donation will be reassessed next year. A formal announcement is forthcoming.

3.8 Time to Degree and Placement — data on websites

Program factsheets have been in use for some time as part of student recruitment. SGS is adding some questions and answers related to time to completion and placement outcomes. Release is planned for the coming year.

3.9 Canadian Graduate and Professional Student Survey (CGPSS)

Current practice is to issue the CGPSS every three years. From February 4th to March 10th of next year, eligible University of Toronto graduate students will be invited to participate in the Canadian Graduate and Professional Student Survey. Students will receive an email with unique PIN and email link to access the survey and complete it online. The survey provides students with an opportunity to tell us what we’re doing right, what we can improve on, and to evaluate the graduate student experience across the University. The results are reviewed by graduate units and Faculties, and are used in UTQAP quality reviews. All results from individual students are kept confidential.

The Dean introduced Helen Chang, Graduate Education Researcher, to speak further about the survey. Ms. Chang indicated that SGS is gearing up to issue the survey again, and this year SGS hopes to raise the profile of the survey. The Dean added that we are hoping to raise the profile and get a higher participation rate.

A question was asked about the faculty involvement, to which the Dean responded that we hope to have all members promote the survey.

3.10 3 Minute Thesis (3MT)

The 3 minute thesis competition was created at the University of Queensland. Queen’s University is now promoting the concept of the 3 minute thesis presentation by graduate students, and has set up
a provincial contest to take place in April 2013. U of T will participate after a local competition; the
winners will be sent to Kingston in April for the finals. This event will help grad students learn how to
communicate to a wide audience and demonstrate what they have learned, and will generate publicity
that will be good for everyone. A call for participants will be made with specific guidelines.

A question was raised about why we wish to participate, and the Dean responded that it is to publicize
the research being done by our doctoral students. An additional question was asked about whether U
of T wants just a "sound bite" thesis; the Dean noted this is not just a few seconds. He added that U of
T is not committed to this long-term, and if it does not work out we do not have to participate again.

4 Report of the Vice-Dean, Students, Luc De Nil

The Dean noted that there is no report from the Vice-Dean Programs as she is away and sends her
regrets. The Dean introduced Vice-Dean Lu De Nil, to present his report.

4.1 Grade Distribution Report; Fall 2011
(Documentation attached)

The Grade Distribution Report for the Fall Session 2011 was distributed with the meeting packages.
This was initiated by the previous Vice-Dean, Berry Smith, who together with Helen Chang worked very
diligently to collect this data. The data is a snap shot across the university, and not a year round view.
The initial selection filtered out a number of course types such as: continuous courses, seminars
courses, thesis registration courses, and language requirement courses. This document should be
viewed as a fairly accurate portrayal of the differences between graduate units and divisions. The
marks reflect the excellence of students in our graduate programs.

A question was asked regarding the lack of interpretation of the data, and the Vice-Dean noted that as
the project continues there may be a better understanding of the data. An additional question was
asked about historical data, and Ms. Chang mentioned that is will be possible to pull some historical
data depending on how it was inputted in ROSI. A final question regarding the exclusion of seminar
classes was clarified indicating that any SRM or SRD seminar series courses that do not receive a letter
grade were excluded, but any seminar courses receiving a letter grade were included.

4.2 Supervision Guidelines
(Documentation attached)

Following up on a second initiative from Berry Smith, the Supervision guidelines provide best practices
for supervision for students, administrators and faculty. The document has previously been presented
and discussed, but a new appendix has been added, a supervisor checklist. This checklist has gone
through a number of iterations and received feedback from the Committees on Student Matters and
Program Matters, and CGD. We hope it will be especially useful to new faculty and students.

5 For Approval: Standing Committee Business
5.1 Admissions and Programs Committee Membership: 2012-2013

The Admissions and Programs Committee is a standing committee of Graduate Education Council. The motion and documentation provides details of the committee’s responsibilities, powers, and membership composition.

The Dean called on Vice-Dean De Nil to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the following appointment of a divisional member to the Admissions and Programs Committee:

Division IV: Professor Howard Mount, Institute of Medical Science (three-year terms effective September 1, 2012 – August 31, 2015)

The Dean asked if there were any questions. Hearing none, he called the question.

The motion is **CARRIED**.

5.2 Graduate Academic Appeals Board – Membership: 2012-2013

The Graduate Academic Appeals Board is another standing committee of the Graduate Education Council. The motion documentation provides details regarding nominations and appointments to GAAB.

The Dean called on Vice-Dean De Nil to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the appointments of a Chair, two alternate Chairs, three faculty and three student members to serve on the Graduate Academic Appeals Board for the 2012-2013 academic year as follows:

**Chair:** Hamish Stewart, Faculty of Law *(July 1, 2012 to June 30, 2017)*

**Alternate Chairs:**
Simon Stern, Faculty of Law *(July 1, 2012 to June 30, 2017)*
Jim Phillips, Faculty of Law *(Sept 21, 2012 to June 30, 2017)*

**Faculty Members:** *(three-year term)*
Elizabeth Cowper, Division I *(July 1, 2012 to June 30, 2015) (new)*
Donald Jackson, Division IV *(July 1, 2012 to June 30, 2015) (new)*
Grace Skogstad, Division II *(July 1, 2012 to June 30, 2015) (new)*

**Student Members:**
Nicholas Howell, Division IV *(July 1, 2012 to June 30, 2013) (new)*
Michael Dick, Division II (July 1, 2012 to June 30, 2013) (new)
Michael Donnelly, Division I (July 1, 2012 to June 30, 2013)*
*renewed

A question was asked regarding what appeals are made to this committee, and it was clarified that this is for academic matters such as grades and termination of registration appeals. A further question was asked about the expectation of the chair’s legal background, and it was confirmed that a legal background is expected. Another question was asked regarding the need for alternate chairs, and the Dean noted that due to the volume of appeals, additional chairs were added. A final question was asked regarding the lack of Division III membership, which was clarified by noting the full membership attachment.

Hearing no further questions, the Dean called the question.

The motion **CARRIED.**

6 For Approval – SGS Calendar Regulations

6.1 Proposal for Revised Definitions in SGS Calendar for Normal Program Length, Part-Time Studies, and Related Terminology

A package with the documentation for this item was distributed at the meeting to all members; members were given time to review the documentation. This proposal involves the revised Calendar definitions and some new definitions. It clarifies terminology and sets out pathways for master’s students to choose the best program option with regard to their time commitment and availability. The proposal has been in development for quite some time, and there has been considerable consultation. Council’s approval is final for the academic aspects of this proposal, and Business Board’s approval is required for the fees implications.

The Dean called on Vice-Dean De Nil to present the motion.

**MOTION (duly moved and seconded)**

THAT Graduate Education Council approve the proposal of the School of Graduate Studies to change regulations and definitions in the SGS Calendar associated with Normal Program Length, Part-Time Studies and Related Terminology according to the attached proposal, effective September 2013.

A member asked about the part-time definition. Heather Kelly clarified that the proposed language is similar to the old language, but restricts the amount of coursework part-time students can complete each year. The language is being updated to reflect more accurately what is defined as “coursework”.

A member suggested that the title could be changed to “coursework, internships, etc.”. Vice-Dean De Nil noted that this might be too specific and could be problematic.
A member asked about how removing the word “normal” from “normal program length” would make this concept clearer. The Dean noted that the word normal may be problematic because some programs take longer to complete. It is important to establish a program length at the beginning of registration. All graduate units will be asked to think this through and propose new programs lengths as appropriate.

A member noted that the language regarding international fees was unclear. The Dean explained that this was pre-existing language and not part of the text for consideration at this meeting.

A member asked what happens to fees for students who become permanent residents, or have another type of status change. Another member added whether it would be appropriate to include a sentence instructing students that the Governing Council establishes the fees. Since both these questions involve existing text not currently put forward for discussion, Dr. Kelly invited all members to send feedback on existing calendar language to her after the meeting.

A member asked if the intention of the language change is to remove the idea that there is an average time to complete. Jane Alderdice noted that this change is primarily to guide departments, but also to flag the expected program length to prospective students.

A member suggested adding a sentence that indicates that this is the reasonable minimum time to complete. Dr. Kelly noted that there was a minimum period of registration in addition to the normal program length in existing regulations. The two definitions were causing some confusion so the proposal is to collapse them into one. The program length is the minimum period of engagement that is required for the University to bestow an academic credential.

A member asked if the student must be registered for the period of the program length; this was confirmed by Dr. Kelly. The member further asked about having a minimum registration fee. Ms. Kelly added that every Calendar entry has data on program length, which hopefully provides clarity to students regarding their expected registration. Rather than having a general statement that says every program has a minimum fee associated with it, this indicates that the minimum fee is based on program length.

A member suggested that the language of “an academically well-prepared student” should be removed, and a note added that students who complete early can pay a fee to complete.

A member introduced a motion to call the question.

The Dean called on the member to present the motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council call the question for item 6.1

The Dean called the question.
The motion is CARRIED.

The Dean repeated the tabled motion:

**THAT** Graduate Education Council approve the proposal of the School of Graduate Studies to change regulations and definitions in the SGS Calendar associated with Normal Program Length, Part-Time Studies and Related Terminology according to the attached proposal, effective September 2013.

The Dean called the question.

The motion is CARRIED.

6.2 Program Examinations

SGS became aware that graduate program entries in the SGS Calendar might include more detailed information on comprehensive and program examinations; the Calendar regulations have been revised to address this matter.

The Dean called on Vice-Dean De Nil to present the motion.

**MOTION (duly moved and seconded)**
**THAT** Graduate Education Council approve the addition of a regulation in the SGS Calendar General Regulations as follows:

(i) Change the section heading for General Regulation section 7.1.17 “Policy on Graduate Courses and Other Academic Activities” to “Graduate Courses and Other Academic Activities”.

(ii) Revise the heading and entry on Other Academic Activities, sub-section 7.1.17.3, as follows:

7.1.17.3 Other Academic Activities Including Program Examinations

Graduate programs may have a variety of requirements that are not courses but constitute other academic activities that have been approved according to SGS policies and procedures. Some common non-course academic activities are major research papers and placements including practica and internships.

Other academic activities also include graduate program examinations. Included in the category of program examinations are examinations such as comprehensives, qualifying, and field examinations. See individual program requirements in the Degree and Diploma Programs by Graduate Unit section of this Calendar. Individual program requirements will identify the:

(i) different components of each examination
(ii) format of each examination and its components, if any
(iii) deadlines and timelines associated with required completion of examinations
(iv) consequences for failure of a required examination and/or its components, including information about the number of attempts permitted to satisfactorily complete the examination.

Changes are effective September 2013.

The Dean asked if there were any questions. Hearing none, he called the question.

The motion is CARRIED.

6.3 Exceptional Circumstance during exams and the regulations in cases of illness, etc.

This proposal is a new Calendar regulation. The motion sheet explains that this matter was previously addressed by the Graduate Grading Practices Policy which has been replaced by the new University Assessment and Grading Practices Policy which came into effect July 1. This new regulation fills the regulatory gap.

The Dean called on Vice-Dean De Nil to present the motion.

MOTION (amended) (dually moved and seconded)
THAT Graduate Education Council approve the addition of a regulation in the SGS Calendar General Regulations as follows:

Exceptional Circumstances affecting Student Performance

Students with health problems or other personal circumstances which may adversely affect their performance in, or their ability to complete course work, examinations or other departmental or graduate program assessments may request special consideration. Written requests, supported by a medical certificate or other appropriate evidence, must be submitted to the instructor or the coordinator of graduate studies as soon as possible or within 48 hours no later than two business days of the deadline or date of assessment. If a medical certificate is submitted, it must confirm the student was adversely affected by health problems and must show the dates of illness and that the physician was consulted at the time of the illness.

If a student is affected by health problems or other personal circumstances during an examination that affect the completion of the examination, the student must notify the instructor or invigilator immediately, that is, the student should not wait until the end of the examination. Such notification must be followed up with a written request for special consideration as above.
Effective date: December 1, 2012

A member asked if there is a conflict between the requirement of 48 hours or as soon as possible. Dr. Kelly suggested changing the language to say “no later than”, and added that sometimes medical certificates need to be provided which may influence how soon this notice can be provided.

A member asked if there was a deadline for notification. A second member indicated that the language is satisfactory as is. The Dean added that this clause is for rare situations where it is not possible to give advanced notice.

A member introduced a friendly amendment to change the motion language from “within 48 hours”, to “no later than two business days”. The Dean accepted the amendment, and there were no objections from Council.

Hearing nothing further, the Dean called the question.

The motion is CARRIED.

7 Other Business

8 For Information:

The Dean noted that there were a number of items provided for information.

8.1 Name and/or Status Change to Graduate Units or Programs

8.2 Graduate Education Council Fall 2012 By-election Report

8.3 Graduate Education Council Membership: 2012-2013

8.4 Code of Behaviour on Academic Matters – Annual Report

8.5 Graduate Academic Appeals Board – Annual Report

8.6 External Awards Report

8.7 Graduate Funding Structure for U of T Doctoral-Stream Program: 2011-12

9 Adjournment

The meeting adjourned at 4:59.
Appendix to the Minutes
UNIVERSITY OF TORONTO
Record of Attendance
GRADUATE EDUCATION COUNCIL
November 20, 2012

**Present** (Voting & Non-voting Members)

Corman, Brian *(Chair)*
Armas Austria, Ramiro
Bancheri, Salvatore
Berg, Katherine
Bussmann, Markus
Campbell, Elizabeth
Caspers, Niklas
Cole, Donald
Damaren, Chris
De Nil, Luc
Deshwar, Amit
Dick, Michael
Evo, Bradley
Farzady, Bahram
Faulkner, Guy
Gotlieb, Avrum
Gunz, Hugh
Howell, Nicholas
Hurlihey, Victoria
Keil, Charlie
Jia, Charles
Julian, Stephen
Katz, Bernard
Livak, Leonid
Pollard, Leanne
Saffarian, Mehdi
Sheikh, Shamim
Song, Soobong
Souleymanov, Rusty
Stafford, Brys
Wenderska, Iwona
Wojtowicz, Martin

**In Attendance** (Guests & SGS Staff)

Branch, Rodney
Freeman, Jane
Huffman, Kerri
Kelly, Heather
Makarovska, Vesna
Rutchinski, Steve
Shim, Karen
Yee-Sloan, Lily

**Absent**

Alford, Larry
Donnelly, Michael
Fraser, John
Gordon, Dylan
Halpern, Rick
Litvack, Andrea
MacKay, Gillian
MacNeil, Heather
Mabury, Scott
Naylor, David
Pauly, Peter
Piccardo, Enrica
Regehr, Cheryl
Watson, Jeannne
Welsh, Sandy
Young, Paul

Alderdice, Jane *(Secretary to Council)*
McMahon, Erin *(Interim Assistant to Secretary)*