Meeting called to order 3:10 p.m.

The Dean welcomed the Graduate Education Council (GEC) members and guests. He noted that the meeting is likely the last of the year, but in case of an urgent matter, members are asked to continue to hold the reserve date of April 9, 2013. Should the meeting not be needed, an email notification will be circulated.

Approval of the Agenda of the Graduate Education Council Meeting of March 19, 2013.

MOTION (duly moved and seconded)

   THAT the agenda of the Graduate Education Council meeting of March 19, 2013 be approved.

The motion CARRIED.

1. Minutes of the Graduate Education Council Meeting of November 20, 2012

The Dean noted that the minutes of the November 20, 2012 meeting were distributed yesterday by email.

   MOTION (duly moved and seconded)

   THAT the minutes of the Graduate Education Council meeting of November 20, 2012 be approved.

Seeing no discussion, the Dean called the question.

   The motion CARRIED.

2. Business Arising from the Minutes

There was no business arising from the minutes.
3. Dean's Remarks

3.1 Application Fees
There will be no change to graduate application fees during the 2013-2014 academic year.

3.2 Berry Smith Award
The JJ Berry Smith Doctoral Supervision Award recognizes outstanding performance in the multiple roles associated with doctoral supervision. It will be awarded annually to an active faculty member who, over a minimum of a fifteen-year period, has demonstrated excellence in supervision at the University of Toronto. Nominations are brought forward to the School of Graduate Studies (SGS) Dean, Graduate Education, through the Faculty Dean or Vice-Dean Graduate Education, with one nomination annually per Faculty. Nominations are due by April 5, 2013. The Award will be presented at the Governor General's Medal Reception Ceremony in the spring.

3.3 3MT: Promotion
The University will take part in the province-wide Three Minute Thesis (3MT®) competition. Student participants have three minutes and one PowerPoint slide to present their research to a non-specialist panel of judges. The University of Toronto will hold a university-wide competition on Friday, March 22, 2013. The winner and runner up of the University of Toronto 3MT® will compete at the provincial level at Queen’s University in Kingston on April 18, 2013. SGS will provide the two participants with transportation and accommodation. It is anticipated this will be an annual event.

3.4 Partnership between SGS and Centre for Teacher Support & Innovation (CTSI)
The School of Graduate Studies (SGS) has formed a partnership with the Centre for Teacher Support and Innovation (CTSI) to build capacity and share best practices on graduate supervision. In 2013-14, CTSI and SGS will collaborate in a number of areas, including a workshop series on Graduate Student Supervision for Faculty and Graduate Students and a survey on awareness of supervisory guidelines and other supervisory issues.

3.5 Customer Relationship Management (CRM) – Hobson’s Connect
SGS is participating in the University-wide efforts with Enrollment Services to implement the use of Hobson’s Connect. Connect is a recruitment tool that enables the University to communicate directly with prospective applicants from initial inquiry all the way to enrolment. It will allow U of T to build, automate, execute, and track our entire admissions communications plan in one place. It is an integrated software package that communicates with ROSI, using email, personalized web pages and online chats. It is anticipated this initiative will benefit everyone involved.

3.6 SGS MOU for Students on Leave
SGS, the Faculty of Kinesiology & Physical Education, Hart House, and Student Life have entered into an agreement to allow graduate students on approved leaves of absence from their programs of study to have access to services normally offered for cost-recovery fees. This agreement recognizes the need to facilitate access to these services in the support of students’ health and wellness while on leave and thereby potentially decrease the amount of time required to be on leave while ensuring a successful transition back into the student’s program.
3.7 ProQuest
There have been numerous communications with Proquest and Dissertation Abstracts International (DAI) about filing theses. Previously, the filing of theses was a requirement by Library and Archives Canada. In 2011, Library and Archives Canada withdrew its relationship with Proquest. This has left the University with the question of if the relationship will be maintained. As a result, the University must rethink its relationship with Proquest. SGS will subsidize the filing of theses during the 2013-14 academic year. Discussions with Proquest are ongoing.

3.8 SGS Website Renewal Update
Renewal of the SGS website is well underway, with the content and sitemap nearly finalized. The design firm hired by SGS has developed creative concepts and assisted in the development of new information architecture for the website. This month, SGS will start usability testing which will inform visual designs. By April, web developers will apply the visual concepts to a beta site. The new website is expected to launch over the summer months. The new website will have a remarkable amount of information, and it is hoped to be a great improvement in usability and access.

3.9 Annual GEC Election Update
The Spring 2013 GEC election is now complete. The Election Report is provided for information in the agenda package. Sixteen seats were vacant. Twelve positions were filled, six by acclamation. A by-election will be held in fall 2013 to fill four remaining vacant seats. The Dean thanked the returning members for their commitment and also thanked the retiring members for their service. The Dean also thanked the Election Committee members, a Faculty Member and a Student Member from the Council, for confirming the nominations and elections process.

3.10 SGS Staff Updates
There have been some recent staff changes at SGS. As a result of a resignation, a new Director of Information Systems will begin on April 8, 2013. In addition, Rod Branch has been seconded to work on the NGSIS/Kuali project for the year. Josie Lalonde from EASI is replacing him for the duration of the secondment. The Dean also announced the departure of Heather Kelly (Director, SGS Student Services), who has accepted the position as Director, Student Career Exploration & Education as of Monday April 8th, 2013.

4 Report of the Vice-Dean, Students
The Dean noted that there is no report from the Vice-Dean, Students, and he sends his regrets.

5 Report of the Vice-Dean, Programs
Vice-Dean, Programs, Elizabeth Smyth presented three items.

5.1 eLearning Guidelines
Vice-Dean Smyth reported that the revised eLearning Guidelines aim to align terminology and definitions with those being developed for undergraduate studies across U of T. The Ministry of
Training, Colleges and Universities (MTCU) has its own definitions and requires universities in Ontario to report according to these definitions; therefore, SGS has embedded definitions and percentages that align with those of the Ministry. There are over 80 graduate courses offered online according to informal sources. There is a new ROSI indicator for online courses. It does not appear on the student transcript. The Guidelines will assist graduate units in determining whether new courses and programs require approval as hybrid or online courses/programs. Guidelines will assist SGS and Faculty Deans offices in responding to inquiries from graduate units with eLearning questions generally. The Guidelines have been developed in consultation with Laurie Harrison, Director, Online Learning Strategies, Office of the Chief Information Officer at U of T. Consultations are continuing. The guidelines should be finalized by end of this term.

5.2 SGS Calendar Update
Vice-Dean Smyth reported that the SGS Calendar is fully online this year and will continue that way next year as well. Department administrators had been provided with paper copies to date. No concerns have been conveyed to us following consultations. Paper copies will be available via print on demand only.

5.3 Online Calendar (OLC) Update
Vice-Dean Smyth reported that this fall, SGS launched a pilot project involving three graduate units to test an online calendar tool (also known as the OLC). The OLC is already used by several undergraduate Faculties and needed to be adapted to graduate needs. The three pilot graduate units have tested the adaptations to the system and provided feedback. As a result of the pilot testing, adjustments are being made to our expectations for the OLC. There are plans to roll out a different version to the graduate units in the coming academic year. Impact on graduate units in terms of training and use will be relatively minimal but the efficiencies for Calendar production may be substantial. This new format will allow graduate units to create, for example, program specific guidelines, publications, advertising, e-links, etc. Further updates will be provided as the project develops.

6. For Approval – GAAB Membership 2013-2014
The Graduate Academic Appeals Board (GAAB) is a standing committee of GEC. GEC appoints all members of GAAB. The motion documentation provides details regarding nominations and appointments to GAAB.

The Dean called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the appointment of three faculty and three student members to serve on the Graduate Academic Appeals Board for the 2013-2014 academic year as follows:

Faculty Members: Rosemary Martino, Division IV (new)
(three-year term) Michele Peterson-Badali, Division II (renewed)
Michael Wiley, Division IV (renewed)
Student Members:  Rusty Souleymanov, Division I (new)
(one-year term)  Michael Dick, Division II (renewed)
Michael Donnelly, Division I (renewed)

Seeing no discussion, the Dean called the question.

The motion **CARRIED**.

7  For Approval: SGS Calendar Regulation Changes

7.1 Removal of Concurrent Registration Option
This proposal is to revise the SGS Calendar Regulations to remove the Concurrent Registration Option (also known as the ‘CRO’). The CRO was first offered as a program registration option in master’s programs in September of 2009 as an alternate framework for interdisciplinarity. Currently, the CRO is offered by only one Faculty. Combined programs offer a stable, increasingly popular, effective replacement of the CRO. The existing CRO offering would be ‘grandparented’ after the removal of the regulation and the one instance of its use permitted to continue. If approved, this change will be effective September 1, 2013. Graduate Education Council approval is final for SGS Calendar regulations.

The Dean called on **Vice-Dean Smyth** to present the motion.

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

THAT Graduate Education Council approve the removal of the SGS Calendar General Regulation section 7.1.11 “Concurrent Registration Option”. Section to be removed is as follows:

7.1.11 Concurrent Registration Option
Note: Available at the master's degree level only.
The concurrent registration option is available only in degree programs with approved partner degree programs at the University of Toronto. Students who are accepted into each partner degree program separately may enrol in the concurrent program option in each degree program, subject to the approval of both programs. Graduate master's programs may partner with other graduate programs or with undergraduate degree programs (e.g., JD).

A member asked if there is a difference between a combined program and a joint program. Vice-Dean Smyth responds that yes, they are different types of programs. Joint programs are offered by two or more universities.

Seeing no further discussion, the Dean called the question.

The motion **CARRIED**.
7.2 English-Language Proficiency
This proposal is to revise the entry in SGS Calendar Regulations regarding English-Language Facility, specifically to clarify the requirements for English-Language Proficiency for all applicants, and to replace the term ‘Facility’ with ‘Proficiency’. The change in the second paragraph of the motion permits students to demonstrate proficiency through previous university education; previously, such instances would be reviewed as exceptions for non-Canadian, non-English speaking applicants. If approved, these changes are effective September 1, 2013.

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 School of Graduate Studies to clarify regulations and definitions in the SGS Calendar associated with English-Language Facility such that the word ‘Facility’ is replaced with the word ‘Proficiency’. In addition, wording is revised to indicate that applicants educated outside of Canada whose primary language is not English and who were educated in a university outside Canada where the primary language of instruction and examination in the full academic program is not English, must demonstrate English proficiency through a test as outlined in the SGS Calendar. Sections 4.1.10 and 5.5 will be amended.

A member asked if there in fact is a difference in the requirements for divisions. Heather Kelly, Director of Student Services, clarified that there has been a long-standing historical difference among the divisions with regard to the language score requirements for the paper based test. The internet-based test no longer carries that distinction. There is a common internet-based minimum score requirement.

A guest commented that the regulation has complex wording. He asked if it is intended to exclude students from Quebec who may take their education outside Canada in another language. Dr. Kelly clarified that there is no intention to change the fact that Canadian French language speakers are exempt. Canadian French language speakers have been addressed outside of the policy as an exception. Dr. Kelly noted that this could be considered for revision in the upcoming year.

Hearing no further questions and comments, the Dean called the question.

The motion CARRIED.

7.3 Time Limit Combined Programs
This proposal is to revise School of Graduate Studies (SGS) Calendar Regulation entry for ‘Time Limit’ of combined programs. The time limit provided in the SGS Calendar for combined programs (four years for master’s degrees) no longer applies given the variation of combined program models. Combined programs are becoming increasingly popular; the regulation needs to be revised in order to take into account the way these programs are evolving. Each combined program Memorandum of Understanding (MOU) outlines the path to completion and also establishes the time limit for each unique combination on the existing principle of adding one year beyond the program length for
master’s programs and two years for doctoral programs. If approved, this change will come into effect September 1, 2013. Graduate Education Council approval is final for SGS Calendar regulations.

The Dean called on Vice-Dean Smyth to present the motion.

MOTION ((duly moved and seconded))
THAT Graduate Education Council approve the following revision of the SGS Calendar General Regulation section 6.6 “Time Limit” as follows:
6.6 Time Limit
All degree program requirements must be completed within a specific period of time. The time limit for a degree program is the maximum period of registration permitted for the completion of the degree program. The time limits for all graduate degrees and combined programs are as follows:
• PhD: 6 years (7 years for direct-entry, i.e., 5-year PhD students)
• flexible-time PhD program option: 6–8 years (depending upon program)
• professional doctoral: 5–6 years
• full-time master's: 3 years (except for the MArch: 4 years)
• part-time master's: 6 years
• combined programs: (master's degrees) 4 years **Time limit is established for each combined program. The time limit will be set at one year (or two for doctoral programs) beyond the established combined program length.**
See Degree Regulations and General Regulations (section 7.1.10 Extension of Time for Completion of Degree Requirements) for more information.

A student member asked why combined programs require a different time limit than degree programs. Vice-Dean Smyth clarified that new combined program models are emerging with varying program lengths and requirements; therefore, establishing time limit through the MOU based upon the existing principle is the most sensible way to proceed.

A member asked if combined programs take longer to complete. Vice-Dean Smyth responded that, typically combined programs are accelerated, but each program has an MOU to establish program length. The Dean commented that the purpose of the motion is to make these arrangements more transparent and to ensure that MOUs will set out the time limits for new programs in accordance with SGS principles. Another member asked if this will apply to combined programs involving a PhD program. Vice-Dean Smyth confirmed that it will.

Hearing no further questions, the Dean called the question.

The motion **CARRIED.**

**7.4 Refusal of Access to Official Student Records**
This proposal revises the regulation in the SGS Calendar on ‘Access to Official Student Records’, specifically on refusal of access to official student records. It has come to the attention of the School of
Graduate Studies that other University divisions, namely UTSC, UTM and the Faculty of Arts & Science, are withholding academic records due to outstanding financial obligations. These divisions, including SGS, have the highest number of outstanding fees that are transferred to collections each year.

The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (dually moved and seconded)**

THAT Graduate Education Council approve the addition of a regulation in the SGS Calendar General Regulations as follows:

(i) Introduce sub-section 12.9.1 on Refusal of Access to Official Student Records as follows:

12.9.1. Refusal of Access to Official Student Academic Records
The School of Graduate Studies will withhold access to statements of results and transcripts of students, alumni and former students who have outstanding debts or obligations to the University in accordance with the Policy on Academic Sanctions for Students Who Have Outstanding University Obligations. The School of Graduate Studies will not release the official diploma to such persons nor will it provide written or oral certifications of degree on their behalf.

(ii) Include a reference to this new sub-section in SGS Calendar Regulation 10.2 Convocation Ceremonies.
See General Regulations, section 12.9.1 Refusal of Access to Official Student Academic Records.

A member asked if this will hold students back from graduation. Vice-Dean Smyth clarified that the policy only relates to their ability to access their student records. It would not hold them back from graduation or convocation ceremonies.

Seeing no further discussion, the Dean called the question.

The motion **CARRIED**.

7.5 Establishment of Graduate Department of Psychological Clinical Science, UTSC
This proposal is to establish the Graduate Department of Psychological Clinical Science at the University of Toronto Scarborough. The proposal for the new field of ‘Clinical Psychology’ within the renamed degree program ‘Counselling and Clinical Psychology’ (MA and PhD), received final approval by OISE Faculty Council on February 13, 2013 and by UTSC Faculty Council on January 22, 2013. The new field becomes effective September 1, 2013. This is a unique model for program and fields that allows a single program to offer fields at multiple locations. While the existing renamed field of ‘Clinical and Counselling Psychology’ remains with the OISE Department of Applied Psychology and Human Development, the new field will be delivered from the new department at UTSC. This model facilitates the academic oversight for the students in the field, i.e., they need a home. The Graduate Department of Psychological Clinical Science will reside in close association with the undergraduate Department of Psychology at UTSC. Resources will be shared between these departments, as appropriate. Funds for
the Graduate Chair appointment will be provided by UTSC. A Graduate Chair will be appointed in due course in accordance with the University of Toronto Policy on Appointment of Academic Administrators. GEC approval in this matter is final. The item will be reported for information to the University’s Planning and Budget Committee of the Governing Council.

The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

THAT Graduate Education Council approve the establishment of the ‘Graduate Department of Psychological Clinical Science’ at the University of Toronto Scarborough, effective immediately.

A member commented that he is delighted to see UTSC developing this way. He asked how graduate departments work when housed at UTM or UTSC. The Dean clarified that departments including a research-stream program are tri-campus and may be housed on any of the three campuses.

Another member asked about the CLEX program in the Graduate Department of Psychology. The Dean responds that CLEX is now in the position of re-thinking how it will relate to the newly constituted program. There is an opportunity for collaboration; however, there is work to be done surrounding how that collaboration will occur.

A member asked if the program leads to a professional qualification. UTSC Vice-Dean, Bill Gough confirmed that it does. He indicated that all the licensing requirements are included in the program, and that it is accredited by the CPA.

The Dean called the question.

The motion **CARRIED**.

**8. Other Business**
The Dean asked the members if there is any other business. There was none.

**9. Items for Information:**

**9.1 Name and/or Status and/or Administrative Changes to Graduate Units or Programs**
This Report included changes that have been approved since last GEC meeting, and any other changes not previously reported. The report was distributed with the agenda package.

**9.2 Admission and Programs Committee Annual Report 2011-2012**
The Admissions & Programs Committee and its delegates, the SGS Vice-Dean, Students and SGS Student Services Officers, are responsible for making decisions on various non-standard cases including admission cases, requests for non-standard grade revisions, requests for second course extensions and requests for second candidacy extensions. This report detailed the number of requests brought forward and the decisions in these cases. The report was distributed with the agenda package.
9.3 SGS New Awards Report 2013
Over $7.5 million in new awards (endowed and annual donations) were created since April 1, 2012. Awards are spread across all graduate faculties. Many of the endowed awards were created under the PPEF: Provost’s PhD Enhancement Fund Matching Program. PPEF awards are open to all doctoral students, including international students. Some of the awards prioritize international students. One especially noteworthy new award is the ‘Weston Fellowship’ for travel. The Weston is a travel award with a value of $50,000, for full-time doctoral students in their 3rd or 4th year of study for travel of 8 -- 12 months outside of Canada. The report was distributed with the agenda package.

9.4 Registration Statistics Annual Report
The Dean introduced Heather Kelly, Director of Student Services, who provided a Powerpoint presentation to the Council. Heather Kelly introduced Helen Chang and thanked her for providing the data for this report. The report was distributed with the agenda package.

9.5 GEC Spring 2013 Election Report for 2013/2014 Membership
This item was previously mentioned in the Dean’s Remarks. The report was distributed with the agenda package.

9.6 Collaborative Program General Guidelines Revised October 2012
The Collaborative Program General Guidelines were revised last fall, following the first year of Collaborative Program reviews, under UTQAP. The Quality Criteria section was enhanced to include reference to ‘learning outcomes’. This addition better aligns program evaluation criteria with the UTQAP. In addition, the section regarding Collaborative Program closure was expanded with fuller detail.

A member asked if more data is now required for graduation outcomes. The Vice-Dean Programs clarified that this revision is regarding learning outcomes only.

9.7 eLearning Guidelines – Draft
This item was previously discussed by the Vice Dean, Programs. The draft was distributed with the agenda package.

9.8 PDF Report 2011-2012
This report is based on PDF engagement from September 1, 2011 to August 31, 2012. The PDF Office had records of 2,362 PDFs associated with U of T during this period. The report uses data collected from the PRS, or the Post-doctoral Registration System. The report focuses on campus affiliation, hospital statistics, divisional representation, faculty affiliation as well as citizenship, gender and stipend statistics. The report was distributed with the agenda package.

Adjournment
The Dean thanked Council members for the work done this year.

The meeting adjourned at 4:15 p.m.