Graduate Education Council
MINUTES
Tuesday, November 19, 2013,
3:10 p.m. - 5:00 p.m.
The Council Chamber, Galbraith Building
Room 202, 35 St. George Street

Meeting called to order 3:10 p.m.

The Dean welcomed the Graduate Education Council (GEC) returning members, new members and guests. He noted that the School of Graduate Studies (SGS) Communications Officer (Lily Yee-Sloan) will be taking some photographs during the course of the meeting. Should anyone have concerns, please contact Lily Yee-Sloan.

Approval of the Agenda of the Graduate Education Meeting of November 19, 2013

MOTION (duly moved and seconded)
THAT the agenda of the Graduate Education Council meeting of November 19, 2013 be approved.

The motion is CARRIED.

1 Minutes of the Graduate Education Council Meeting of March 19, 2013

The Dean noted that the minutes of the March 19, 2013 meeting were distributed with the agenda package. He mentioned there is one amendment to the attendance record. Professor Helen Rodd has confirmed she was in attendance. The records will be updated.

MOTION (duly moved and seconded)
THAT the minutes of the Graduate Education Council meeting of March 19, 2013 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

The Dean introduced Council members to the following people [attending that day] from SGS:

- Luc De Nil, Vice-Dean, Students
- Elizabeth Smyth, Vice-Dean, Programs
- Jane Alderdice, Director of Quality Assurance and Governance, and Secretary to Council
- Don MacMillan, Director of Student Services (new to SGS since last GEC meeting in March)
- Kerri Huffman, Associate Director, Graduate Awards & Financial Aid
- Lily Yee-Sloan, Communications Officer
- Erin McMahon, Governance and Policy Officer
- Emma Thacker, Governance and Policy Coordinator, and Assistant Secretary to the Council
- Sue Murphy, Assistant to the Vice-Deans
- Scott Moore, Student Service Officer, Division II (replacing Vesna Makarovska, on leave)
- Steve Rutchinski, Student Service Officer, Division III
- Victoria Hurliehey, Student Service Officer, Division IV

3.1 Orientation for GEC Members

The Dean provided a summary orientation and introduction to the work of the GEC. 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.

Background: The overall structure for quality assurance is provided by the Ontario Quality Assurance Framework, approved in 2010 and revised in 2012. The Quality Council replaced the previous long-standing OCGS appraisal process. Each university produced a process for quality assurance – ours is the UTQAP – University of Toronto Quality Assurance Process. The UTQAP defines our processes for approval of New Programs, Major and Minor Modifications, closure and cyclical review of existing programs – these processes came into effect January 1, 2011. The office of Sioban Nelson, Vice-Provost - Academic Programs, is responsible for overseeing UTQAP processes. There is close consultation on graduate matters with SGS and my office which includes the role of the Vice-Provost, Graduate Education.

Responsibilities for graduate governance: Governance processes have been adjusted, with Faculty Councils adopting responsibility for final approvals for all Minor Modifications (courses, admission and program regulations changes, etc.), and playing a more central role in Major Modifications, New Program proposals and reviews of existing programs. Previously this Council was responsible for final approvals for major and minor modifications to programs, and for recommendations on new program proposals, as well as new and existing policies and regulations. The SGS Constitution was amended to reflect new responsibilities effective January 1, 2011 and Faculty constitutions have been revised to follow suit.
Role of this Council: The SGS Constitution defines a role for the Graduate Education Council 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. New guidelines and changes to existing ones are brought to GEC for information and discussion. The University has moved to a model of more focussed policy documents which require governance approval, and guidelines which are provided to governance bodies for information, but do not require formal approval. This differentiation allows for changes to be made in the enactment of policy in a more nimble and timely manner through guidelines.

Your role as GEC member: You may exercise your own judgment on matters - you are not representing your department or division directly, as is the case in other councils in the University. Please raise questions on items where information is not clear – you can do this at the meeting, but feel free to contact the Secretary’s office before the meeting as advance warning is always helpful. There are policies and guidelines of various sorts – if you are wondering about the regulatory environment affecting a given proposal, don’t hesitate to ask. If you want to discuss possible agenda items, please contact one of the SGS Deans in advance of a meeting. Agenda items normally arise from our work as academic administrators, with support from the senior administrative staff. There are additional venues for raising topics of interest; for example, both Vice-Deans have advisory committees which usually meet at least once a term. This is a great place to test ideas and propose areas for investigation. Don’t hesitate to contact any one of us.

Documentation for GEC members: The GEC agenda and package is available on the SGS website via the Graduate Council and Committees link, found on the homepage. Document packages, or web-links to the packages, are sent out via email in the week prior to the GEC meeting date. Items that come before Council for approval will have a motion sheet as cover. In addition to providing the motion wording, the motion sheet gives you information about previous governance actions and consultations, and may include other information such as background to the item and supporting documentation. The motion sheet also shows the route to final approvals so you know whether GEC approval is final or not. The GEC webpages include the GEC membership list, information about representation on the GEC, elections information, and the Rules of Council. Meeting minutes are posted online. Information about graduate governance procedures overall and contact information is available in summary form on the website. The Dean advised GEC members that they may contact him or SGS staff at any time with questions or comments.

There were no questions.

3.2 Hobson’s Connect Update

Hobson’s Connect is a recruitment tool that allows the University to communicate directly with prospective applicants from initial inquiry all the way to enrolment. SGS launched Connect on September 20th, 2013. In the first phase of implementation, visitors to the SGS website will be invited
to identify the programs of study they are interested in. The system will automatically generate a customized webpage (called ‘My Gradschool’), providing prospective applicants with links to important SGS and other University information, as well as links to the programs/departments in which they have indicated an interest. SGS will maintain regular contact with the prospective applicants up until they have accepted an offer of admission to a program. Any graduate unit wishing to obtain the contact information for prospects who have expressed an interest in their program(s) can make a request to SGS to obtain a list. This will be particularly helpful to those graduate units that wish to invite prospective applicants to an open house, or other recruitment events. During the pilot year, a small group of volunteers at the faculty-level will continue to explore the many features offered by Hobsons. Eventually, training will be provided to interested end-users at the graduate-unit level so they may access the full functionality of Hobsons. The SGS Admissions & Recruitment Office will send graduate units a graphic (icon or button) with a link that can be posted to department websites to encourage prospective applicants to use this new service. The University is hopeful that Hobson’s Connect will assist prospective applicants in navigating U of T’s many websites and that it will serve to reduce the number of email and telephone enquiries. This is a welcome addition to help make information about our programs as accessible as possible to anyone in the world.

3.3 NGSIS Update

The Next Generation of Student Information Services, or NGSIS, is an integrated collection of programs that ultimately will replace our current student information system -- ROSI -- and extend what ROSI can do. ACORN, or the Accessible Campus Online Resource Network, is a collection of student-facing services that are being created under the broader NGSIS program. The University has implemented a number of ACORN services, many of which have benefits for graduate students. These include: Co-curricular Record (CCR), which provides students with an official University of Toronto document that validates their non-classroom experiences and activities; MyRes, which is an online residence application portal that allows applicants to see and apply to their residence choices – including Graduate House and Family Housing; Student Web Service improvements, including longer hours of operation and recently, course evaluation data improvements. There are currently several more NGSIS projects that are in progress and that have direct benefits for graduate students such as the development around two Kuali modules: Curriculum Management and Student Enrolment. There are plans to improve the transcript ordering service, development of an ‘Online Safety Abroad’ contract and a personalized exam timetable. SGS is investigating other NGSIS opportunities that may be helpful to graduate units and will continue to keep GEC informed as work progresses.

A GEC member asked about audited courses not currently reflected in the CCR. Don MacMillan responded that he is unaware of any discussion about audited courses. The Dean replied that this will be considered.

3.4 Progress Tracker Update

The Progress Tracker is a tool (in development) for assessing research stream students as they advance through their graduate programs. The goal is to capture basic student information along with an academic history of the student’s annual progress, committee meetings and their outcomes. The Tracker can capture other information such as awards, publications, conferences attended, as well as
future goals, major research milestones, and so on. As well, the results of committee meetings, responses from students and the supervisor can be captured. The Progress Tracker is primarily aimed at doctoral students who have reached candidacy; however, the tool also may be used for master’s students. The project originated with the previous Vice-Dean, Students, Professor Berry Smith and Heather Kelly (past, SGS Director of Student Services). Due to various staffing changes the project did not proceed into production. Vice Dean, Students, Luc De Nil and the decanal staff are now picking up the project and moving it forward with consultations and communications occurring at the Council of Graduate Deans, New Academic Administrators training sessions, General Meeting for Graduate Administrators, and the joint meeting of the Committee for Student Matters (CSM) and Committee of Program Matters (CPM). There may also be some additional funding to fast-track development. It is one of the highest priorities for the current year. New requirements have been collected at the joint meeting of the CSM and CPM including the need to alert for annual progress report submission deadlines, committee meetings results, and so on. We are well aware of concerns about security. A number of graduate units (including Immunology, Public Health Sciences, Dentistry, Sociology, and Humanities, Social Sciences, and Social Justice Education (HSSJE)) have forwarded their annual progress reports for their students. SGS is currently engaged in conversations with ITS/EASI looking for partnership with any NGSIS/KUALI projects that the Progress Tracker may parallel. Following these consultations, a project plan will be created in preparation for software development. The Dean confirmed that GEC will be kept informed as development rolls out.

3.5 Weston Scholarships

Report on First year Successes: In 2012-2013, the W. Garfield Weston Doctoral Fellowship Program for travel provided 16 Canadian graduate students from the University of Toronto (across all divisions) a travel award to further research and broaden skills and networks in a global setting. The award is valued at $50,000 for each student for travel of up to 8-12 months. The first 16 Weston Fellows represent a unique group of doctoral students, who come from 15 disciplines across all four SGS divisions. The students will be travelling to 17 countries across Europe, Asia, Africa, Central and South America and the Caribbean. Doctoral research projects span such wide-ranging topics as: the global movement and shipping of goods and its impact on the global economy; the development of smartphone technology to assist with English language learning; and the development of rehabilitation strategies for remote and underserved communities. In their travels, these students will have an opportunity to conduct doctoral research in the field while establishing meaningful connections with world-wide leaders in their area of study. Sixteen recipients is a good number although the need is great. Many of the students who are recipients of the inaugural Weston Fellowships are conducting research in areas of study that are transferable to the Canadian landscape.

Report on Changes for the Second Year: For the second year (of the three year pilot) of the scholarships, the focus will be on how the student’s international research has an impact on Canada and Canadians. The hope is that the pilot is a success and the Foundation makes the Weston a permanent program. We are certain that the Weston Foundation will be watching the results of the first year with great care. The sixteen awards available for the second year will be distributed as follows: two to each SGS Division and eight to remaining top-ranked candidates.
A GEC Faculty member asked if there is any advice faculty members can provide students who apply. Kerri Huffman responded that the Foundation is looking for project proposals with global reach and a very strong impact on Canada. They are looking for relationships and networking built around the globe but brought back to Canada. Blogs and pictures are not included in the application. Kerri also noted that U of T News ran stories on four of the students. Some graduate units promoted students on their websites. It’s helpful if you inform her office. We work with Alumni Relations & Development. At the department level, connections with academics and supervisors at other institutions are helpful. The Dean mentioned that if there are ongoing questions, to contact the SGS Graduate Awards & Financial Aid Office.

3.6 MOU - Kinesiology & Physical Education, Hart House and Student Life

The Dean advised GEC about an MOU that was finalized last academic year. SGS, the Faculty of Kinesiology & Physical Education, Hart House, and Student Life have entered into an agreement to allow graduate students on approved leave of absence to have access to services normally offered for a cost-recovery fee. This agreement recognizes the need to facilitate access to these services in the support of students’ health and wellness while on leave, thereby potentially decreasing the amount of time required to be on leave and ensuring a successful transition back into their programs. The Vice-Dean, Students added that a number of students and graduate units have asked if students can be selective in services they want. Students must either take the whole package or not. It cannot be broken into separate components.

3.7 Fall 2013 GEC By-Election

The Fall 2013 GEC election is now complete. The Election Report is provided for information in the agenda package. Four seats were vacant. Three seats were filled by acclamation. As usual, there will be an election in spring to fill the remaining vacant seat, and also the seats of those members not returning for the following academic year. The Dean thanked the returning members for their commitment to GEC, the retiring members for their service, and new members for offering their time to the Council. Lastly, the Dean thanked the Election Committee members for confirming the nominations and elections process - Professor Markus Bussmann, Graduate Student Mohamad Soliman, and SGS staff, Jane Alderdice and Emma Thacker.

3.8 SGS Workshops and Events

The Dean advised of some upcoming SGS events.

The SGS Admissions Procedures Workshop will be held on November 27, 2013, 2:00 – 4:00, at the Grad Room, 66 Harbord Street. This is a workshop for all Graduate Administrators. Please contact Steve Rutschinski, Student Service Officer, for more information. The Collaborative Program Workshop will be held on February 26, 2014, 2:00 – 4:00, at Galbraith Council Chamber. This is a workshop for all Collaborative Program Directors and Administrators. Please contact Angelique Plata, Executive Assistant to the Vice-Deans, for more information. The SGS Annual Briefing Session will be held on
March 4, 2014, Governing Council Chamber. This is a workshop for all Graduate Chairs, Directors and Coordinators. Please contact Angelique Plata for more information.

3.9 ProQuest
Previously, the filing of theses was a requirement by Library and Archives Canada. In 2011, Library and Archives Canada terminated its relationship with ProQuest. This left the University uncertain about our relationship. SGS subsidized the filing of theses this academic year as discussions with ProQuest were taking place. We have now concluded these discussions and have negotiated with ProQuest to waive the $25 fee. All students will be expected to file their theses with Dissertation Abstracts, through ProQuest, and there will be no cost. We are happy about the waived fee and that we can maintain the presence of our student dissertations in the database with others from around the world.

No further questions or comments regarding the Dean’s Remarks.

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

4.1 Termination of Registration Guidelines
The Vice-Dean, Students commented that this item was marked ‘to be distributed’ at today’s meeting. It has been put on hold pending further consultation. It will be brought forward at a future Council meeting for information. The Termination of Registration Guidelines aim to clarify issues of common practice so there is increased consistency across the various graduate units.

A GEC student member requests to see the materials before the next GEC agenda is distributed. He noted there were several questions asked at the Joint CSM/CPM Committee meeting. The Vice-Dean responded that the Guidelines will be circulated broadly to the graduate community before the next meeting and will also be posted to the SGS website.

The Dean added that the guidelines were revisited to clarify the relationship between termination of registration and withdrawal. The distinction was not clear in the minds of students and some graduate units. The guidelines now clarify that withdrawal is a voluntary action initiated by a student. We are trying to prevent any sense that withdrawal can be forced on a student. Termination of registration is initiated by a graduate unit. Clarifying that as much as possible is the goal. We are waiting for complete feedback from interested parties.

4.2 Qualifying and Upgrading ‘Year’ Guidelines
The Vice-Dean, Students reported that the SGS Admissions Manual currently includes guidelines on non-standard admissions, including ‘Qualifying Year’ guidelines and ‘Upgrading Guidelines’. The two sets of guidelines have now been combined to create one set of guidelines. Currently, applicants with undergraduate degrees that do not meet admission eligibility standards may be advised to complete a Qualifying Year (4-5 FCEs) with a mid-B average. Those who do not meet the minimum mid-B average may be advised to complete an Upgrading Year (4-5 FCEs) with a B+ average. The two guidelines will be merged into one guideline with some modifications to the number of courses and minimum grade
average required. The reason for doing so is because requirements for these two groups are so similar. The revised guideline will be effective immediately and will continue to be published in the SGS Admissions Manual. This change will be communicated in an SGS Procedural Memorandum to Graduate Chairs, Directors, Coordinators and Administrators. It was unrealistic to expect applicants to complete the equivalent of 4-5 FCEs. So, the requirement was reduced to 2.5 FCEs. In consultation with programs and advisory committees, this would provide applicants and departments an opportunity to assess readiness for graduate programs. SGS has general admission regulations where applicants have to have a minimum of a mid-B. For most programs, the de facto admission standards are higher than a mid-B. There was very little rationale for having mid-B for one and B+ for the other. So, we decided to set it at mid-B in line with SGS minimum admission standards. It is up to the program to suggest to a particular applicant that the applicant could do a qualifying year to be eligible for admission. These cases remain non-standard admissions and there is no guarantee of admission. However, it would be reasonable to expect that if the option was offered to a candidate, and the candidate met the requirements, that the program would support the student for admission. Graduate units would need to be very selective when suggesting this option.

A GEC faculty member asked if a capstone course at the senior undergraduate level would qualify. The Vice-Dean, Students responded that the graduate unit for the academic program is in the best position to suggest the kind of courses it would expect a student to complete for a strong admissions case.

A GEC student member suggested that the wording be changed to allow universality. He suggested that graduate units may set higher minimum standards or grade averages. The guidelines should remove the ability of departments to alter the 2.5 FCEs required for Qualifying Year. The Vice-Dean Students responded by clarifying that one of the central principles at SGS is that SGS sets minimum standards. Because admission decisions are made at the program level, it is good practice for academic programs to have the ability to set higher standards if they wish. If a particular academic program decides, given the nature of program, it is justified to set higher standards than 2.5 FCEs or mid-B as the average, SGS does not want to take that away from them. The qualifying year option is only for a highly select group of applicants. Once the option is offered, there is a reasonable expectation that, if student meets standards, they may be admitted.

A GEC student member commented that while departmental autonomy can be respected, he has a concern that the new guidelines may create an expectation that students may not be able to achieve the standards set by departments. Vice-Dean De Nil responded that since these cases will come forward as non-standard admissions, there will have an opportunity for SGS to monitor. In addition, he noted that Departments have the option to put a candidate forward for non-standard admission without requiring Qualifying Year, in some cases. But sometimes, programs think that, at that point, given the qualifications presented, they prefer to suggest the Qualifying Year.

A GEC faculty member asked if graduate units can use the Qualifying Year as part of a non-standard application. Vice-Dean De Nil responded that if an applicant is not admissible and the graduate unit suggests qualifying courses, when the courses are completed, this information would become part of
the non-standard admission case package.

A GEC student member asked what would happen in the case of an individual applying to a program with a grade average higher than the SGS minimum. If the applicant had a mid-B average could the unit offer admission or suggest the qualifying year. Vice-Dean De Nil said that the graduate unit could do either. However there is no admission guarantee following the qualifying course completion. The same graduate student asked what would happen if a student was offered the qualifying year option, but when the student returned, the supervisor no longer had funding. Is there an obligation to admit the student? Vice-Dean De Nil clarified that no, but in fairness the applicant should be informed as soon as this information was available, and that qualifying year students should stay in touch with the graduate unit. The large majority of applicants who come forward for non-standard admission are going into a professional program, although not exclusively.

A GEC student member asked if the qualifying year is transferrable to a different graduate unit. Vice-Dean De Nil responded that it would be up to each graduate unit if it wants to support the application of that particular student. This is a living document, so if there more feedback, please do contact SGS.

No further questions.

**Note:** Following the GEC meeting of November 19, 2013, Qualifying ‘Year’, was revised to Qualifying ‘Courses’, to more accurately reflect expectations associated with this process.

### 5 Report of the Vice-Dean, Programs, Elizabeth Smyth

#### 5.1 eLearning Guidelines

The Vice-Dean, Programs reported that the ‘Graduate eLearning Guidelines’ were completed in June of this year. As a result of the changing landscape surrounding online education, the eLearning guidelines were updated. The eLearning Guidelines 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; SGS definitions and percentages 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 since it is understood that these courses differ in mode of delivery only. The Guidelines will assist graduate units in determining whether new courses and programs require approval as hybrid or online courses/programs. Guidelines will also 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.

A GEC faculty member thanked SGS for preparing the guidelines. He asked for further clarification on online assessment in graduate education, specifically related to security, and best practices. The Vice-Dean Programs thanked the GEC member and indicated that this is a possible area for enhancement of the guidelines. She will follow up to discuss further.
A GEC student member asked if a student on approved medical leave could enrol in an online course. The Vice-Dean, Programs responded by clarifying that when a student is on medical leave, they will not be paying fees and will not be able to register in any courses – online or otherwise.

No further questions or comments.

5.2 Graduate Program Definitions – Revised November 2013

The Vice-Dean, Programs reported that the ‘Graduate Program Definitions’ were completed in 2012. They have now been revised to update the section on fields and concentrations. The document was included with the agenda package. In addition, a few other editorial changes were made for clarity in the document, as well as updating the URL links. The Field/Concentration section is revised to indicate the now synonymous nature of fields/concentrations. Concentrations were introduced as a new category at the time the UTQAP was created, and they required only Faculty Council approval, whereas field proposals required AP&P and Quality Council approval. In the meantime, the Quality Assurance Framework was revised to require only local University approval for fields. Since a number of programs adopted concentrations and liked the terminology, it was decided to retain both labels. The meanings and approvals have been aligned in the revised definitions document. A Faculty may elect to have all fields or all concentrations within its departments and graduate programs, or a Faculty may leave the choice to its graduate units. However, an individual graduate program may have only fields or concentrations, not both. Changes to the document reflect these practices which have been in effect for almost a year now. The Vice-Dean invited comments for discussion. There were none.

5.3 Final Oral Examinations – Videoconference Facility

The Vice-Dean, Programs reported that SGS is installing a Video Conferencing solution at 63 St. George Street, in Room 111 for use during Final Oral Examinations (FOE). Guidelines will be developed around scheduling, use and support. A vendor has been selected and SGS is in the process of scheduling installation. Our target launch date will be the upcoming winter term, ideally January 2014 pending training and installation. The solution, called ‘Cisco Telepresence’, provides a secure, encrypted and reliable point-to-point solution for sharing video, audio and presentation materials during the call. This includes Powerpoint, video, music and written information from digital whiteboards. This solution acts as an end point and utilizes the video conferencing services already provided by ITS (Information Technology Services) to the University of Toronto. An optional desktop client is also available when externals are unable to travel to a dedicated video conferencing room. SGS will provide updates on development and installation. It is considered best practice to have the external examiner in the room for the FOE as this provides a qualitative difference to the exam; nonetheless, this solution will be available for exams when the external examiner is unable to attend. Please forward any technical questions to Corey Dales, SGS Information Systems Director.

A GEC faculty member asked for clarification on financial incentives for examiners to attend an FOE. Vice-Dean, Smyth responded that she was unsure of the compensation, but understands that there is a
flat rate to defray travel costs. The Dean commented that there are two figures, one for reading the dissertation and one for travel. A graduate student member asked if there is any motivation across the university to reflect actual travel costs instead of a flat rate. The Dean responded that there was a period when it was cut out entirely. One of the Dean’s predecessors worked to bring it back. A GEC faculty member commented that external examiners are valuable and that a few extra hundred dollars would make a difference to them. The Dean responded that funds would have to come from the Provost and given that there are about 1000 FOEs each year. Graduate units often supplement the central funds. Vice-Dean Smyth confirmed that the current compensation is $100 as an honorarium and up to $500 to defray travel costs.

No further questions or comments.

6 For Approval: Standing Committee Business

6.1 Graduate Academic Appeals Board – Membership: 2013-2014

The Dean advised that the Graduate Academic Appeals Board (GAAB) is one of two standing committee of the Graduate Education Council. The motion documentation provides details regarding nominations and appointments to GAAB. This new member is being appointed due to a resignation.

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

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the appointment of one faculty member from Division II to serve on the Graduate Academic Appeals Board for the 2013-2014 academic year as follows:

- Division 2 Faculty Member (new)
- **Professor Shelley Stagg Peterson**, Department of Curriculum, Teaching and Learning
  *July 1, 2013 to June 30, 2016 (three-year term).*

Seeing no discussion, the Dean called the question.

The motion was **CARRIED, unanimous.**

6.2 Admissions and Programs Committee Membership: 2013-2014

The Dean advised that the Admissions and Programs (A & P) Committee is the other a standing committee of Graduate Education Council. The motion documentation provides details of the committee responsibilities, powers, and full membership for 2013-2014. GEC is the final approval level for this committee.

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 I  Professor Pascal Michelucci  
Department of French Language and Literature  
(renewed for a one-year term effective September 1, 2013 – August 31, 2014)

Division II  Professor Anna Korteweg  
Department of Sociology  
(three-year term effective September 1, 2013 – August 31, 2016)

Division III  Professor Markus Bussmann  
Department of Mechanical and Industrial Engineering  
(renewed for a one-year term effective September 1, 2013 – August 31, 2014)

Seeing no discussion, the Dean called the question.

The motion was CARRIED, unanimous.

7 For Approval – SGS Calendar Regulations

7.1 Proposal for Revised Regulation in SGS Calendar Associated with Mature Students and the 5-Year Rule

The Dean reported that the proposed revisions to the regulation associated with mature students and the five-year rule clarify the criteria that are used for the assessment of a non-standard admission request. Stating the criteria clearly should help applicants to assess and present qualifications and also provide clearer guidelines for graduate units when submitting requests for non-standard admission to the School of Graduate Studies (A & P Committee). It also will increase transparency when communicating decisions on non-standard admission requests. All Faculty Dean’s Offices, graduate program chairs/directors, coordinators and administrators will be notified of the revised regulation via decanal memorandum. The motion sheet indicates the revisions. The underlined text has been added. Language that has been struck will be removed. The new regulation will be in effect September 1, 2014.

The Dean calls 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 revise the existing regulation in the SGS Calendar General Regulations concerning Mature Students as follows:
4.1.8 Mature Students

Applicants who graduated five or more years ago but without achieving sufficiently high standing for admission to a graduate program may be considered for admission (non-standard) if, since graduation, they have done significant intellectual work and/or made a significant professional contribution that can be considered equivalent to a higher academic standing. The mere passage of time in a profession in and of itself is not sufficient.

This contribution and its impact on the profession must be detailed and documented (e.g., publications, research, professional advancement, development of new skills, responsibility, etc.) and presented as part of the application. Such applicants may be considered for admission (non-standard) if they can document that they have achieved qualifications at least equivalent to those stated in the preceding sections and if a graduate unit so recommends. Applicants should explain why they think that their professional development activities or work experiences should be viewed as equivalent to academic work conducted at a university.

Examples of evidence may include but are not limited to:
- Publications and/or research which is professionally relevant (including published papers, technical reports or patents)
- A record of outstanding advancement in one’s profession (e.g., progressive leadership roles, management of projects and personnel, professional or scientific citations and awards)
- Professional designations, diplomas or certificates
- Training or courses taken subsequent to the undergraduate degree and/or being an instructor of professional development courses to others in one’s profession
- Development of new skills over, and above what would normally be expected in one’s profession.

These cases will be presented to the School of Graduate Studies as non-standard admissions.

Effective date: September 1, 2014

The Dean invited questions.

A GEC student member asked about unusual circumstances such as bereavement or other similar concerns that were raised in the Joint CSM/CPM committee meeting. The Vice-Dean, Students responded that it was decided that these are not circumstances unique to mature students. Also to keep in mind that these mature students are coming forward for non-standard admission. SGS is trying to clarify the evidence for equivalent academic standing and while bereavement, etc. may be important factors, they are not criteria for equivalency for academic standing. If relevant, an applicant
could include a factor such as bereavement in the application package. The graduate student member asked what regulations address these kinds of protections. The Vice-Dean, Students responded that because admissions are handled by each graduate unit at the program level, graduate units should have internal statements about this. SGS does not have any particular regulation that states what kind of information can or cannot be included in the application. Another GEC student member asked what is meant by ‘sufficiently high standing’ and does this refer to the grades or the undergraduate program completed. The Vice-Dean, Students confirmed that it could be either – whatever standards are set by the graduate program. A GEC faculty member asked the definition of a Mature Student. The Vice-Dean, Students responded that it is a student who graduated more than five years ago. It does not refer to the applicant’s age.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED, 1 abstention.

7.2 Proposal for Revised the existing Regulation in SGS Calendar General Regulations concerning Withdrawal from a Graduate Program

The Dean advised that this item is on hold pending further consultation. It will be tabled at a future GEC meeting once the language has been reviewed.

8 Other Business
None.

9 For Information:

The Dean commented that several reports are included with the GEC package for information. Many of these are annual reports included in the Council’s package each Fall as part of the annual reporting structure. Comments or discussion are welcome on any of the items.

9.1 Name and/or Status Change to Graduate Units or Programs
The report is for information only, and provides the Council with a summary of approved name and status changes for graduate units and graduate programs, since our last meeting.

9.2 Graduate Education Council Fall 2012 By-election Report
The GEC Fall 2013 by-election report was distributed with the agenda. A summary was provided during the opening remarks.

9.3 Graduate Education Council Membership: 2013-2014
This document distributed with the agenda is the up to date GEC membership chart for 2013-2014, effective November 1, 2013. It is posted to the SGS website.
9.4 Code of Behaviour on Academic Matters – Annual Report
The SGS Annual report on Code of Behaviour on Academic Matters student cases has been distributed with the agenda. It details the number of cases received at SGS, as well as the nature of the misconduct and the timeliness of the resolution.

9.5 Graduate Academic Appeals Board – Annual Report
The SGS Annual report from the Graduate Academic Appeals Board has been distributed with the agenda. It provides basic details on the appeals heard at SGS, including the graduate department of the appellant, the basis for the appeal, and the outcome.

9.6 External Awards Report
This annual report was distributed with the agenda. The External Awards Report provides a detailed overview of the federal Tri-Agency, and provincial award competitions, and the outreach, process and results of each of these awards over the last five-years.

9.7 SGS Audit of Student Files – Report 2012-2013
The annual report was distributed with the agenda. The responsibility and authority for standard admission decisions and the maintenance of the official student file were devolved to graduate units in 1999. SGS implements an annual audit of student files to ensure that the minimum admission standards and proper documentation are maintained and that student records are properly managed. It also allows SGS to provide in-person support and advice regarding particular problems faced by graduate units. This report is a summary of this audit activity for 2012-13.

9.8 Graduate Program Definitions - Revised November 2013
Vice-Dean Smyth discussed the revised definitions in her report. A copy of the guidelines is attached for information.

9.9 Graduate eLearning Guidelines - June 2013
Vice Dean Smyth discussed the new Guidelines in her report. A copy of the guidelines is attached for information.

9.10 Termination Guidelines - Revised November 2013
Vice Dean De Nil discussed the new Guidelines in his report. A copy of the revised guidelines is attached for information.

9.11 Qualifying ‘Year’ Guideline - Revised November 2013
Vice Dean De Nil discussed the new Guideline in his report. A copy of the revised guideline is attached for information.

Comments on Information Items:
The Dean commented that he is happy to receive questions now or later on any of the items for information.
A graduate student member asked about Item 9.1, Number 18 [Program Rename: HSSJE to Social Justice Education]. The student indicated that he raised the question because the issue was raised to him by members of students in that department [HSSJE]. He expressed concern around renaming of the program, particularly around consultation with graduate students. The students were advised that the name would change, and then were advised that the name change was approved. The Dean responded that this item does not come to the GEC for final approval. OISE Faculty Council approved this change. The graduate student member asked how students could seek some kind of redress to their concerns. The Dean suggested they speak first with the department Chair and then the appropriate dean at OISE. Approval by OISE Faculty Council was the appropriate procedure.

A graduate student asked about item 9.7 [SGS Audit of Student files]. The student asked for clarification on the registration errors, specifically ROSI data errors. The Dean responded each year the number of errors is in steady decline and the report is a good news story. It is the purpose of the audit to aim for perfection which we know is unlikely. It is fairly predictable which areas are subject to error. We are trying to address them. Don MacMillan, Director, Student Services responded that there are the two types of audits. One is a physical audit that the Student Service Officer completes at the graduate unit. The other is a ROSI audit - this is a 100% audit. The graduate student asked again, what kind of error is it? The Director of Student Services responded that the vast majority of the errors are the incorrect entry of candidacy codes - these are not critical errors affecting a student's permanent record. The Dean remarked that most errors are to do with ROSI updates occurring late. We aren’t aware of students suffering from this. We are nonetheless concerned with accuracy of records so we keep working on it.

Seeing no further discussion or questions, the Dean moved to adjournment.

**Adjournment**

The Dean thanked the Council members for their attendance and contributions. The meeting adjourned at 4:45 p.m.

[Signature]

Jane Alderdice, Secretary GEC

March 10, 2014

Date:
Appendix to the Minutes
UNIVERSITY OF TORONTO - GRADUATE EDUCATION COUNCIL
Record of Attendance - November 19, 2013

Present (Voting & Non-voting Members)
Corman, Brian (Chair)
Baxan, Victorina
Bussmann, Markus
Caspers, Jan Niklas
Cole, Donald
De Nil, Luc
Everett, Nicholas
Evoy, Bradley
Gotlieb, Avrum
Gunz, Hugh
Hill, Jenny
Hurliey, Victoria
Jia, Charles
Julian, Stephen
Kapila, Akshita
Little, Jeffrey
Mahrt-Smith, Jan
Pollard, Leanne
Rodd, Helen
Smarandache, Bogdan
Smyth, Elizabeth
Soliman, Mohamad
Song, Soobong
Souleymanov, Rusty
Srejic, Luka
Stafford, Brys
Variawa, Chirag
Watson, Jeanne
Williams, Charmaine
Wojtowicz, Martin

In Attendance (Guests & SGS Staff)
Baum, Joel
Huffman, Kerri
MacMillan, Don
McMahon, Erin
Moore, Scott
Murphy, Sue
Rutchinski, Steve
Yee-Sloan, Lily

Absent
Alford, Larry
Bancheri, Salvatore
Berg, Katherine
Campbell, Elizabeth
Daniere, Amrita
Faulkner, Guy
Fraser, John
Gertler, Meric
Gough, William
Halpern, Rick
Leung, Isabel
Livak, Leonid
Mabury, Scott
MacKay, Gillian
Mullin, Amy
Murray, Heather
Nelson, Sioban
Pauly, Peter
Ross, Seamus
Souleymanov, Rusty
Welsh, Sandy
Yip, Christopher
Young, Paul

Alderdice, Jane (Secretary to Council)
Thacker, Emma (Assistant to Secretary)