Graduate Briefing Session / 
Orientation for NEW Graduate Chairs, Directors & Coordinators 
8:45 a.m. -12:00 noon 
Tuesday, October 4, 2016 
Venue: Governing Council Chamber, Simcoe Hall 

AGENDA

Part 1: Graduate Briefing Session 
(All Graduate Chairs, Directors and Coordinators)

Coffee & Refreshments 8:45 – 9:00

1. Welcome 
   Professor Locke Rowe 
   • SGS priorities, initiatives and issues

2. Update from Special Advisor to the Dean, Graduate Skills Development 
   and Engagement 
   Professor Reinhart Reithmeier 
   • 10,000 PhD

3. Information Systems 
   Corey Dales, Director, Information Systems 
   • Progress Tracker 
   • E-forms

4. Update from the Office of the Vice Dean, Programs 
   Professor Liz Smyth 
   Vice-Dean, Programs 
   • Final Oral Examination 
   • Graduate Faculty Membership

5. Update from the Office of the Vice Dean, Students 
   Professor Luc De Nil 
   Vice-Dean, Students 
   • IVGS 
   • Graduate Supervision

• BREAK (15 mins.) 10:15 – 10:30
Part 2: Orientation for NEW Graduate Academic Administrators

6. What We Do and What is New
Professor Elizabeth M. Smyth
Vice-Dean, Programs
- Final Oral Examination (FOE) Procedures
- Graduate Faculty Membership

7. Vice Dean, Students and Student Services
Professor Luc De Nil, Vice Dean, Students
Laura Stathopoulos, Director, Student Services
Lisa Haley, Associate Director, Graduate Awards and Financial Aid
Jane Freeman, Director, English Language & Writing Support

- Academic Issues
  - Good Academic Standing
  - Academic Integrity and Appeals
  - Graduate Supervision
  - Conflict Resolution
  - Academic Accommodations
  - Other

- Student Academic Services
  - Overview of services
  - Admission processes
  - ACORN
  - Withdrawal from courses and programs
  - Other

- Graduate Awards Office
  - Overview of Services
  - Financial Counselling
  - Balance of Degree
  - Post-doctoral fellows
  - Important dates
  - Other

- English Language and Writing Support
  - Overview of Services