
MINUTES
Graduate Education Council
Tuesday, January 30, 2018, 3:10 p.m. – 5:00 p.m.
The Council Chamber, Room 202, Galbraith Building

Meeting called to order 3:10 p.m.

The Dean called the meeting to order and welcomed all members and visitors at 3:10 p.m.

1. Approval of the Agenda of the Graduate Education (GEC) Meeting of January 30, 2018

MOTION (*duly moved by Luc De Nil and seconded by Marius Locke*)
THAT the agenda of the Graduate Education Council meeting of January 30, 2018 be approved.

The motion is **CARRIED**.

2. Approval of the Minutes of the Graduate Education Council Meeting of October 17, 2017

The Dean noted that the minutes of the October 17, 2017 meeting were distributed with the agenda.

MOTION (*duly moved by Luc De Nil and seconded by Marius Locke*)
THAT the minutes of the Graduate Education Council meeting of **October 17, 2017** be approved.

The motion is **CARRIED**.

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Dean's Remarks

The Dean summarized recent SGS initiatives in the PowerPoint presentation appended to the minutes.

- **Wellness Initiatives** - An additional Wellness Counsellor was hired in early January and will be profiled in the February Gradschool e-news to generate awareness of the service. More information on the embedded counsellors can be found here, <https://www.sgs.utoronto.ca/currentstudents/Pages/Graduate-Counselling-Services.aspx>.
- **Indigenous Graduate Travel Award** - In collaboration with SAGE (Supporting Aboriginal Graduate Enhancement UT) SGS launched a three-year pilot project to provide travel awards to Indigenous students who may not qualify for traditional sources of funding. More information can be found here <http://www.sgs.utoronto.ca/currentstudents/Pages/Travel-Conference-Awards.aspx>.
- **SGS Graduate Student Advisory Group** - To further expand opportunities to receive input and feedback from Graduate Students, a Graduate Student Advisory Group will be established. Draft Terms of Reference were distributed. An open call for nominations will be included in the February Gradschool e-news. A member suggested including a student from each Division from a professional program. **Action:** Membership to be announced at next GEC meeting.
- **Information Architecture Project Update** - The review of the SGS website continues. The external contractor has provided initial site maps and wireframes of key pages. SGS is gathering internal feedback on these documents.
- **Graduate Admissions Process (GAP) Update** - As part of the project to review the graduate admissions process, SGS has been meeting with faculties to gather input on new applications, evaluations, faculty decision documents, acceptance/rejection by applicants and system reporting. The goal of this is to help

identify a single solution to support the process and then to develop that system based on feedback in this first phase, scheduled to be completed by April.

- **Change to International Tuition Fees** - Very recently a change in the tuition fee structure for most international Ph.D. students was announced. Most research stream international graduate students, in all years of study, will pay domestic tuition rates. The change comes into effect September 2018 and is not retroactive. SGS is examining the impact this change will have on units. Distribution of quota spots varies by Division.
- **Commitment to Data Transparency** - In September 2017 the Association of American Universities (AAU) issued a statement regarding data transparency, requesting that “all PhD granting universities and their respective Ph.D. granting colleges, schools, and departments, to make a commitment to providing prospective and current students with easily accessible information”. SGS already collects and publishes Time to Completion (TTC) and funding data on the SGS website. Employment outcomes from the 10,000 Ph.D.s project will be published this week. In the year ahead, SGS plans to improve the way we publish TTC and funding data while also adding data such as admissions and enrollment, and student demographics.
- **Next Generation Life Science** – SGS will collect and publish data using common standards established by our collaboration with the Ontario Council of Academic Vice-Presidents Task Force on Quality Indicators. SGS is one of four institutions selected to explore the feasibility of metrics around the graduate student experience.
- **SMA2 – 2017-2020** – UofT has signed an SMA agreement, <https://www.utoronto.ca/sites/default/files/University%20of%20Toronto%20SMA%202017-20%20%28for%20publication%29.pdf>. SMA2 has identified five priority areas. While graduate education is an integral part of each priority, initiatives in graduate education are specifically highlighted in the area of student experience and innovation, economic development and community engagement. UofT has been granted permission for 631 new masters and 198 new doctoral spots by Fall 2019.
- **Collective Bargaining Update** – Negotiations are currently underway with CUPE 3902 Unit 1 which represents approximately 7,000 employees, mainly graduate students, working as teaching assistants, teaching laboratory assistants, markers, graders, and instructors. At a meeting on January 22, those in attendance voted to set a strike deadline of February 26th. Updates on the bargaining process will be posted on this website www.utoronto.ca/collective-bargaining-information.
- **Tri-Campus Graduate Chair Search Fact Sheet** –The Faculty of Arts and Science is tri-campus in scope at the St. George Campus. A document was prepared to clarify the process of appointing graduate chairs within the Faculty of Arts & Science. Information for the Fact Sheet was drawn from the 2008 memo, “Guidelines on the Graduate Chair in Arts & Science Graduate Units: The Role, Responsibilities and Appointment Procedures (2008)”.
- **Vice-Dean Programs** – Professor Elizabeth Smyth’s term as Vice-Dean Programs will end in June 2018. A search is underway for a replacement. Duties in the Vice-Decanal roles will be reassigned between the Vice-Deans. Functions relating to graduate professional development, currently in the Vice-Dean, Students portfolio, will move to the Vice-Dean Programs & Innovations portfolio.
- **65 St. George Street** – The third floor of 65 St. George Street will undergo renovations that will affect the use of conference room 201, with some meetings, including FOEs, needing to be held in a different location. We appreciate your patience throughout this process.

5. 10,000 Ph.D. Survey Results

The 10,000 Ph.D. project was initiated by Professor Reinhart Reithmeier with funding support from the School of Graduate Studies. In 2016-17 outcome data on doctoral students graduating between 2000-2015 was collected from publically available sources. The study successfully located 88% of Ph.D. graduates. An overview report of the project was distributed. Two other documents have been created for internal and government audiences. The next step is to create four division-specific documents. A sign-up sheet was circulated for members to contribute to the consultation process to create divisional sheets. A tableau dashboard allowing users to interact with the data will go live tomorrow at <https://www.sgs.utoronto.ca/about/Pages/10,000-PhDs-Project.aspx>. The Dean introduced and thanked Grace Zhu who has been instrumental creating the Tableau presentation. This information will feed into many aspects of program changes/development, helping units understand the role of PhDs within the wider economy, and

helping prospective and current students as they begin to think about the range of employment opportunities open to them.

6. Motion – SGS Regulation Reviews

MOTION (*duly moved by Luc De Nil and seconded by Jan Mahrt Smith*)

that changes to the SGS Calendar Regulations be approved as circulated with the agenda.

- **Section 4.2.2.** (*Eligibility of Students for Second Graduate Degree of Same Title*);
- **Section 4.2.5.1** (*Transfers – Master’s to Doctoral*);
- **Section 6.1.11.1** (*Extension of Time for Completion of Degree Requirements – Master’s Students*),
and;
- **Section 6.1.11.2** (*Extension of Time for Completion of Degree Requirements – Doctoral Students*)
in the SGS Calendar for the 2018-19 academic year.

The SGS Calendar outlines the policies and regulations for graduate students entering a program. The wording of this ‘contract’ is significant as it governs their program and is the point of reference during the academic appeals process. Last year SGS undertook an editorial review, and during the process, several regulations were identified that required further clarification. Circulated with the agenda was a summary of these proposed changes. L. De Nil presented the current calendar wording, the proposed changes and explained the rationale.

Regulation 4.2.2. will be amended to read “The University may confer upon a student a graduate degree having the same time as a previous degree, if that initial degree was obtained at a different institution. For students who already have obtained a University of Toronto degree, a second degree of the same name will not be conferred unless it is undertaken in a different field of study from the first. “

Regulation 4.2.5, will be amended to include the additional sentence at the end, “Such a transfer must occur within 24 months of initial registration.”

Regulation 6.2.11.1 paragraph two will be amended to read “To apply for an extension, the student must complete the Program Extension form and present to the graduate unit concerned the causes for the delay. If an extension request is made for a 3rd and final extension, the student and the department must each provide confirmation that the degree requirements can be made within the time limits of the final extension. No registration beyond the extension period will be permitted.”

Regulation 6.2.11.2 paragraph two will be amended to read “To qualify for an extension, the student must complete the Program Extension form and present to the graduate unit concerned the causes for the delay. If an extension request is made for a 4th and final extension, the student, the supervisor, and the department must each provide confirmation that the degree requirements can be made within the time limits of the final extension. No registration beyond the four-year extension period will be permitted.”

As part of the consultation process, these proposed changes to the SGS Calendar were discussed at meetings of the SGS Dean’s Leadership Group on January 16, 2018, and the SGS Council of Graduate Deans on January 23, 2018.

Graduate Education Council approval is final for SGS Calendar regulations which will be incorporated into the SGS Calendar for the 2018-19 academic year. These changes will only affect students registering in September 2018.

The motion was CARRIED.

7. For Information

- **Post-Doctoral Fellows Annual Report 2016-17** - This report reflects PDF engagements at the University of Toronto during the academic year from September 1, 2016 to August 31, 2017. Please contact Lisa Haley at l.haley@utoronto.ca for more information.
- **External Awards Report – 2016-17** – This report explains the outreach, process and results of the Federal Tri-Agency Awards (NSERC, SSHRC, CIHR, Vanier and Banting), and Provincial Awards (OGS, QEII-GSST, OTS) competitions for the past five years. Please contact Laura Stathopoulos at laura.stathopoulos@utoronto.ca for more information.
- **GCAC Annual Report – 2016-17** – This report summarizes activities (non-credit course modules, workshops, boot camps, talks/workshops imbedded within graduate course and Writing Centre consultations) offered by the Graduate Centre for Academic Communications (GCAC) during the 2016-17 year. Please contact Jane Freeman at jane.freeman@utoronto.ca for more information, or for a copy of the full report.

8. Other Business

There was no additional business.

9. Closing Remarks

MOTION (*duly moved by Luc De Nil and seconded*)

THAT the Graduate Education Council meeting of January 30, 2018 be adjourned.

The motion is **CARRIED**.

The meeting adjourned at 4:34 p.m.