
MINUTES
Graduate Education Council
Tuesday, October 17, 2017, 3:10 p.m. – 5:00 p.m.
The Council Chamber, Room 202, Galbraith Building

The Dean and Vice-Provost, Graduate Research and Education, Joshua Barker, called the meeting to order in his role as Chair of Council. He welcomed all new members, and gave a special thank you to all continuing members for their participation on Council throughout the year.

1. For Approval: Agenda of the Graduate Education Meeting of October 17, 2017

MOTION (duly moved by Luc De Nil and seconded)

THAT the agenda of the Graduate Education Council meeting of October 17, 2017 be approved.

The motion was CARRIED.

2. For Approval: Minutes of the Graduate Education Council Meeting of May 16, 2017

MOTION (duly moved by Luc De Nil and seconded)

THAT the minutes of the Graduate Education Council meeting of May 16, 2017 be approved.

The motion was CARRIED.

3. Business Arising from the Minutes

At the May 16, 2017 meeting Professor Luc De Nil reviewed the editorial changes to the SGS Calendar and it can be confirmed that Rotman was consulted to ensure all programs were included in the calendar review.

4. Dean's Remarks

a. Orientation for GEC Members

Distributed with the agenda was a brief summary describing Graduate Education Council (GEC). Historically, Council played a significant role in the approval of academic programs. Much of this work has now been shifted to faculties and the Office of Vice-Provost, Academic Programs. GEC now focuses on University-wide policies, regulations and guidelines affecting graduate studies. Proposals for new guidelines and documents reflecting best practices are brought to GEC for information or discussion. The Vice-Deans have Advisory Councils that report to them: [Committee on Program Matters](#), (CPM) and [Committee on Student Matters](#) (CSM). Members are encouraged to contact the Decanal team with matters of interest for discussion at future meetings. More information on GEC can be found here, <https://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Education-Council.aspx>.

b. 2017-18 Priorities

The Dean reviewed the Provost's Priorities for 2017-18 as they relate to graduate education and career development. In conversations with UTGSU, three main priorities have been identified as priorities: Wellness, Funding, and Accessibility. Areas of focus for SGS will be Transparency, Graduate Professional Development, Wellness, Improving Access, Building Community and Enhancing SGS Communications. SGS's overarching priority is to build community for graduate students

as a whole, so students feel supported from the moment they arrive at UofT. SGS is re-evaluating the communication processes from a student-centric perspective and identifying areas for improvement. One example is a set of

communications to help clarify graduate student funding matters to be distributed to Chairs in preparation for upcoming Collective Bargaining discussions.

5. Report of the SGS Dean and Vice-Provost, Graduate Research and Education

SGS Parental Grant – Parental grants were created for doctoral students in the funded cohort to receive \$4,000 during the approved leave for one session or more. Birth mothers may be eligible for a second installment of up to \$4,000 to support parental leaves of two sessions or more in duration. More information can be found here, <https://www.sgs.utoronto.ca/currentstudents/Pages/Completion-Grants-Emergency-Funding.aspx>.

Funding Complaint Process – Graduate students in the funded cohort may submit complaints about the interpretation, implementation or compliance with University faculty and/or graduate unit policy regarding their individual funding packages. More information can be found here, <https://www.sgs.utoronto.ca/currentstudents/Pages/Funding-Complaint-Process.aspx>.

Supervision Guidelines – Faculty Edition – Supervision Guidelines for faculty have been finalized and are posted on the SGS website, <https://www.sgs.utoronto.ca/innovations/bestpractices/Pages/Supervision.aspx>.

Website Review - As part of the communications review SGS has hired contractors to consult with graduate administrators, students, staff and the Council of Graduate Deans to gather feedback to aid in updating the website. Please send feedback to sgs.communications@utoronto.ca.

10,000 PhD Project – This was a snap-shot study of job outcomes of 10,000 PhDs who graduated from the University of Toronto between 2000-2015. Data will allow SGS to assess and refine recruitment strategies to enhance graduate programming and ultimately reduce time to completion. It will also be used to better understand the diversity of employment outcomes, provide transparency for students and faculty and highlight the importance in promoting the value of graduate education to employers, government and other constituents.

gradSERU Survey – (Graduate Student Experience in Research Universities) In March 2017 the University of Toronto participated in the gradSERU survey for students enrolled in graduate professional and research-stream programs. The results will provide useful knowledge for work SGS is doing to improve graduate student experience.

6. Motions for Approval

a. Appointment to Graduate Academic Appeals Board (GAAB)

Professor Elizabeth Smyth presented the motion THAT Graduate Education Council approve the appointment of student member, Melanie Markovic from Physiology, Division IV, to serve on the Graduate Academic Appeals Board for one year from October 17, 2017 to October 16, 2018.

The motion was seconded by Charles Dalrymple-Fraser.

The motion is carried.

b. Admissions and Programs Committee (A&P) Membership

Professor Elizabeth Smyth presented the motion THAT Graduate Education Council approve the appointment of divisional members to the Admissions and Programs Committee. Proposed member for Division I, Professor Alison Keith from the Department of Classics for a three-year term effective October 1, 2017 – September 30, 2020; for Division II, Professor

Anna Korteweg from the Department of Sociology, *renewed for a one-year term effective October 1, 2017 – August 31, 2018*; for Division III, Professor Julie Audet from the Department of Mechanical and Industrial Engineering for a *three-year term effective October 1, 2017 – August 31, 2020*; and for Division IV, Professor Howard Mount from the Institute of Medical Science, *renewed for a one-year term effective October 1, 2017 – August 31, 2018*

The motion was seconded by Hugh Segal.

The motion is carried.

7. Report of the Vice-Dean, Programs – Elizabeth Smyth

SGS has established a working group to undertake a systematic review of select calendar regulations. Prior to the January 30th GEC meeting, members will receive documentation summarizing the revised regulations for discussion.

Owing to the President's priority on internationalization, SGS will further develop International Visiting Graduate Student (IVGS) protocols, Joint Education Placements, and International Doctoral Clusters. These collaborations with international universities will allow greater mobility for our students between and among research partners, enriching the graduate experience.

8. Report of the Vice-Dean, Students – Luc De Nil

Professor De Nil provided an update on the revision of the Supervisory Guidelines. A working group was tasked with updating and revising the Guidelines to articulate SGS values and to make the supervisor – graduate student relationship as productive and effective as possible. In consultation with representatives from the Conflict Resolution Centre, Accessibility Services, and the Council for Students with Disabilities, sections have been expanded on topics of conflict resolution, accessibility and accommodation. These online documents can be found here <https://www.sgs.utoronto.ca/innovations/bestpractices/Pages/Supervision.aspx>. To promote best practices in graduate supervision, a workshop will be offered on December 14th in partnership with the Centre for Teaching Support and Innovation.

9. Updates from the School of Graduate Studies

a. Josie Lalonde, Director, Student Academic Services

Eforms – SGS is proceeding to convert the many paper forms used by students and administrators to an online tool. Forms include workflow and a tool that sends emails to students when a request has been approved/denied.

Next Generation Student Information Services (NGSIS) – This is a university-wide platform modernization project that will eventually replace ROSI, and better integrate systems used throughout the university. The EASI team is converting ROSI programming language, rewriting 2 million lines of code and replacing the mainframe. User acceptance testing will begin in January with the plan to go live over the May long weekend.

SGS Outreach to Graduate Units – A new Graduate Unit Advisor position has been introduced to reach out and develop connections and provide improved service to administrators and students. A Graduate Administrator Advisory Committee has been established to share best practices and identify emerging challenges to help steer the direction of various SGS initiatives. It has been helpful to receive feedback through this Committee, as well as through monthly roundtable discussions and Learning Cafes.

Wellness Counsellors – A few years ago a full-time Wellness Counsellor joined the Student Services team. Saretta Herman is now on parental leave and will be replaced by Sean Martin. As Saretta consistently managed a full caseload, a second Wellness Counsellor position will be posted soon. The counsellors are available to listen and help students identify

strategies to address any issues they are experiencing. Appointments can be booked through Health & Wellness, <http://www.sgs.utoronto.ca/currentstudents/Pages/Graduate-Counselling-Services.aspx>.

A member asked if it would be possible, along with the 1:1 appointments, to have a Wellness Counsellor come and meet with students to discuss general wellness strategies. Ms. Lalonde will follow up with Health & Wellness to see if training could be available for faculty to help them deal with situations where students come to them with issues. Conflict Resolution Center services are also available to faculty and staff who wish to speak to someone in a confidential manner to guide them, and point them to appropriate resources. More information is found here <http://gradcrc.utoronto.ca/>.

10. Other Business

A member questioned the timing that student receive information valuable to their programs, specifically the Graduate Supervisory Guidelines currently included in information packages. There are many questions from the student perspective that need to be asked *before* they have a supervisor. The challenges is to provide a level of information that is generic enough to address circumstances encountered in this diverse environment.

A member drew attendees' attention to the [Grad E-News](#), which functions as a wire service to convey important information directly to graduate students. The SGS Communications Officer reviews newsletters across the University and shares relevant graduate information with the broader university community. If members have information they wish to include in E-News, email sgs.communications@utoronto.ca.

11. For Information:

Distributed for information, with the agenda

- a. **Graduate Education Council Membership – 2017-18**
- b. **Code of Behaviour on Academic Matters – Annual Report 2016-17**

A member questioned the upward trend in plagiarism cases. UofT is trying to promote awareness at the undergraduate and graduate level, and reinforce there is a formal process to be followed to defend the integrity of the education we provide. It is incumbent on us as a community to educate the new members provide a clear and consistent message in what those policies they are. The University is trying to move in the direction of having a compulsory statement on Academic Integrity in course syllabi. We continue to communicate this information as it comes back to the student/supervisor relationship expectations and awareness of university policies.

- c. **Graduate Academic Appeals Board – Annual Report 2016-17**
- d. **Use of SKYPE for FOEs**

A copy of the September 18, 2017 memorandum distributed by Vice-Dean Smith was included. SGS now supports the use of SKYPE during Final Oral Examinations, in certain circumstances, without prior approval from the SGS Vice-Deans Office.

Professor Elizabeth Smyth presented the motion THAT Graduate Education Council meeting be adjourned. The Dean thanks members for attending and for the lively and productive discussion.

The meeting adjourned at 4:07 p.m.



Appendix to the Minutes
UNIVERSITY OF TORONTO - GRADUATE EDUCATION COUNCIL
Record of Attendance – October 17, 2017

Present (Voting & Non-Voting
Members)

Aqrabawi, Afif
Audet, Julie
Barker, Joshua (Chair)
Bascia, Nina
Benjamin, Dwayne
Berry-Crossfield, Brienne (*ex-officio*)
Brummell, Alice
Buck, Leslie
Cresswell, Jess
Dalrymple-Fraser, Charles
De Nil, Luc (*ex-officio*)
Hu, Jim
Kaplan, Allan
Katz, Chaim
Koga, Midori
Labrie, Normand
Lee, Chi-Guhn
Locke, Marius
Mahrt-Smith, Jan
Markovic, Melanie
McInroy, Lauren
Pietropaolo, Nelly
Rice, Keren
Sabzalieva, Emma
Segal, Hugh
Skira, Jerry (*ex-officio*)
Steeves, Craig
Stevenson, Siobhan
Strong, Kimberly
Versace, Carmela
Wachowich, Cameron
Zhang, Jonny

In Attendance (Guests & SGS Staff)

Demke-Brown, Angela
Freeman, Jane
Haley, Lisa
Heximer, Dianne (*Secretary to Council*)
Hurlihey, Victoria
Lalonde, Josie
Plata, Angelique
Stathopoulos, Laura
Stinchcombe, Kristen

Absent

Alford, Larry (*ex-officio*)
Brooks, Dina
Cote, Stephane
Dubber, Markus
Gertler, Meric (*ex-officio*)
Goel, Vivek
Gough, William
Johnson, Linda
Mabury, Scott
Nelson, Sioban
Packer, Jeremy
Pirvulescu, Mihela
Qudrat, Anam
Quinonez, Carlos
Ratto, Matt
Schuman, Boaz
Simpson, Andre
Smyth, Liz (*ex-officio*)
Silcox, Mary
Somigli, Luca
Regehr, Cheryl