

Graduate Education Council Meeting (GEC)

Agenda

Date: February 7, 2012

Time: 4:30pm – 6:00pm

Place: Room 2130, Dr. David S. Chu International Centre, Student Services Building

1. Approval of the Minutes of December 1, 2011 - **EXHIBIT I**
2. Business arising from the Minutes
3. SGPS Announcements and Information (Linda Miller)

4. Reports from GEC Committees (Stephen Sims, Carol Beynon)
 - Policy, Regulations and Graduate Program Membership (Carol Beynon)
 - 4.09 Vacation Policy **EXHIBIT II**
 - Section 5 – Master’s Thesis Regulations **EXHIBIT III**
 - Section 1 – Thesis Regulations **EXHIBIT IV**
 - Annual Performance Report **EXHIBIT V**
 - Membership Update - **EXHIBIT VI**
 - Operations/Agenda and Nominating (SS) **EXHIBIT VII**
Catherine Nolan is the ex-officio for the Faculty of Music
The Faculty Representative for Music is currently vacant.
Affiliate Representative
W. Danaher, Huron University College
term ends July 2012
require representative from King’s University College
Faculty Representatives Terms ending July 2012 (2 year terms)
Education – P. Klein
Engineering – S. Asokanathan
Science – A. Sigut
Social Science – J. Baxter
Music - vacant
Graduate Chairs Terms ending July 2012 (3 year terms)
M. Wilkinson (LAW)
A. Boivin (Science)
Graduate Assistants Terms ending July 2012 (2 year terms)
J. Brace (Schulich)
Please submit nominations for GEC membership to Nominating Committee by March 23, 2012.
Email cloosley@uwo.ca
 - Mentorship & Professional Development (Debbie Dawson, Nanda Dimitrov)

5. **Other business**
 - FOR INFORMATION - Fanshawe College ESL Program **EXHIBIT VIII**

A reminder, please sign in on Council Attendance Sheet before leaving the meeting

MINUTES OF THE MEETING OF THE GRADUATE EDUCATION COUNCIL

December 1, 2011

The meeting was held at 4:30pm in Room 4155, Stevenson Hall

Attendees:

Andre Boivin	Jamie Baxter	Nanda Dimitrov
Andrew Watson	Jan Polgar	Nick Dyer-Witheyford
Carol Beynon	Joanna Blom	Peggy O'Neil
Cheryl Harding	Kari Veblen	Peter Simpson
Christopher Schultz	Linda Miller	Ron Wagler
Clayon Hamilton	Liwen Vaughan	Samuel Trosow
Darlene McDonald	Majid Eghbali-Zarch	Stephanie Dorman
Dave Edgell	Margaret Ann Wilkinson	Stephen Sims
Eeva Munoz	Mathew VanKoughnett	Trecia Brown
Erica Leighton	Mihaela Harnos	

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of October 13, 2011 were approved as amended
The following attendees were added: Clayon Hamilton, Andrea Davidson, Joanna Blom.
The spelling corrected for Erica Leighton.

Scholarships: The word Vanier was added to clarify what application were received.
50 Vanier applications received – our quota is 40 – Associate Dean served on panels.

2. Business arising from the Minutes

Postdoctoral Updates (Miheala Harnos) **EXHIBIT I**

Course Enrollment Deadlines – we put a call out to all programs – we heard back for all expect one. Majority of program adhere to SGPS deadlines.

Programs that deviate have earlier deadlines

Agenda item addresses this issue from the policy committee

Scholarship Updates (Paula Menzies) **EXHIBIT II**

See attached

3. SGPS Announcements and Information (Linda Miller)

The summaries of the Graduate program reviews are attached for your information

Minor Modifications approved at the SGPS level (do not require SCAPA or Senate approval)

- Masters of Legal Studies – clarifying description on OUAC application / website – updating from course-based to project-based – no change to program (always project-based)
- Graduate Studies in English – reducing the mandatory language requirement in the PhD (by the time complete Year 3 – student must provide evidence that they have reading knowledge of a least one language other than English. Was two languages, other than English.

4. Reports from GEC Committees (Stephen Sims, Carol Beynon)

- Policy, Regulations and Graduate Program Membership (Carol Beynon)

1. Motion to Update to 6.03 ADDING OR DROPPING GRADUATE COURSES

Approved as presented

Additional motion to remove second line of table “weight of course 2.5”

Approved as presented

Carol presented the items that are being discussed at Policy Committee for information only.

2. Update re discussion of PhD defense procedures & regulations:
Role of external examiner is under discussion with consideration given for external to provide an evaluation of thesis one week prior to defense following a template to be developed; evaluation to be shared with the supervisor and student prior to examination
Possible addition of major revisions as an additional category for defense outcome within a certain timeline
Discussion whether public oral lectures, prior to in camera defense, should be mandatory for PhD candidates
3. Graduate Faculty Membership topics under discussion:
Graduate faculty membership in a program will be considered at the time of a program's periodic review, with the expectation that the majority will continue their membership at that level but not need to reapply/renew;
Members will be invited to review their category of membership during periodic review process. Some faculty may choose to withdraw membership if they are not involved in graduate supervision.
- Operations/Agenda and Nominating (Stephen Sims)
 1. New GEC members announced.
Faculty Member – L. Vaughen (FIMS) has agreed to continue to serve for another term
Graduate Chair – D. Edgell (Biochemistry) and K. Moser (Soc Sci) new members
Graduate Assistant – D. McDonald (Chemistry) new members
 2. New Members to the Policy, Regulations & Graduate Program Membership announced.
New members – G. Rezai-Rashti (Education) Graduate Student – A. Davidson
Peggy O'Neil agreed to serve as Cheryl Harding agreed to serve as Graduate Assistant member.
 3. Mentorship & Professional Development - N. Dimitrov
MJ Kidnie and Sue Rodger are members of the committee

5. Other business

Meeting adjourned 5.47pm

EXHIBIT II
GEC Agenda
February 7, 2012

FOR APPROVAL

Vacation Policy for Graduate Students.

Recommended: That GEC approve the following addition to the Graduate Regulations, Section ` 4.09 effective January 01, 2012

The policy can be found at

http://grad.uwo.ca/current_students/graduate_regulations/section_4.htm

4.09 VACATION

Full-time graduate students are expected to be active in the program for all three terms of the university year, as specified in Section 4.3. In addition to statutory holidays (see Sessional Dates) and the week-long closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement between graduate student and advisor or supervisor or graduate chair, as appropriate.

FOR APPROVAL

Thesis Regulations - Section 5

Recommended: that GEC approve the following amendments made to the Thesis Regulations effective summer term

The policy can be found at

http://grad.uwo.ca/current_students/thesis_regulations/section_5.htm

Background: As a result of a request from the last GEC meeting, discussion re open (not public) master's defenses was held. The GEC Policy Committee recommends that the regulations to encourage open master's thesis defenses be updated the following additions were approved at the GEC Policy Committee meeting on January 5, 2012.

5.3 The Candidate Submits Thesis for Examination

No later than three weeks before the date of the Thesis Examination, the Master's candidate submits a final draft of the thesis for preliminary examination. This can be done in one of two methods:

- Digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository

In addition to the thesis, the candidate must ensure the following completed documents are forwarded to the School of Graduate and Postdoctoral Studies:

- Master's Thesis Examination Board
- Master's Thesis Supervisor Approval

- Paper copies (4) submitted to the candidate's graduate program. The candidate must enclose each thesis copy in a letter-size file folder. Arrangements for duplication, the cost and the quality of reproduction are the responsibility of the student.

In addition to the thesis, the candidate must ensure the following completed documents are forwarded to the candidate's graduate program:

- Master's Thesis Examination Board
- Master's Thesis Supervisor Approval

The candidate **must identify on that form if they want the defense to be open to the public.**
~~enclose each thesis copy in a letter size folder.~~

5.4.2

Who Attends the Master's Thesis Examination:

- The candidate, the Supervisor(s), the Program Examiners, and the University Examiner must attend the Thesis Examination
- ~~Any member of SGPS may attend as a visitor by having a written request to attend approved by the Dean of the School of Graduate and Postdoctoral Studies seven days before the examination date.~~
- ~~The Chair will refuse attendance to all others~~

- The public, if the candidate has indicated on the Masters Thesis Supervisor Approval form that they want a defense open to the public.
- Departments have the prerogative to close defenses to the public.
- If the defense is not open to the public, any member of SGPS may still attend by having a written request to attend approved by the Dean of the School of Graduate and Postdoctoral Studies seven days before the examination date.

The Chair presides over the Thesis Examination

- 1) To open proceedings, the Chair introduces all present.
- 2) The Chair then asks the candidate and visitors to leave the room so that the Examiners can decide on the following points:
 - the order in which Examiners are to question the candidate;
 - the number of rounds of questioning desired (usually two);
 - the time limit for each of the Examiners' questioning periods (typically 15-20 minutes in the first round and 5-10 minutes in the second round);
- 3) The Chair gives to each examiner a "Master's Thesis Examination Evaluation Form" (to be completed when the questioning of the candidate is over and the candidate has left the room). The Chair advises the Examiners that their evaluations on acceptability of the thesis content and thesis form should be made independent of the assessment made in Stage One: The Preliminary Evaluation of the Thesis.
- 4) The Chair invites the candidate and visitors back into the room.

The Examination Begins

1. The Chair explains to the candidate the sequence of events (e.g. two rounds of questioning, order of questioning) and instructs the audience about their role according to the Department's regulations.
2. The Examiners question the candidate in the agreed-upon order, with the Chair holding them to the agreed-upon time limit. The Supervisor(s) may not question the candidate.
3. When the questioning has finished, the Chair asks the candidate and visitors, but not the Supervisor(s), to leave the room. The visitors do not return to hear the decision of the Examination Board.

EXHIBIT IV
GEC Agenda
February 7, 2012

FOR APPROVAL

Thesis Regulations - Section 1

Recommended: That GEC approve the following amendments to the Graduate Regulations, Section –Thesis Regulations – Section 1

http://grad.uwo.ca/current_students/thesis_regulations/section_1.htm

1.1 Doctoral Programs

Every candidate for the Doctoral degree must complete a thesis. The thesis must indicate in what respects the investigation has increased knowledge of the subject. A candidate may not submit a thesis that has been previously accepted for a degree, but may, with the permission of the Graduate Program, incorporate material included in a previous thesis.

Doctoral candidates must present a Public Lecture on their thesis research. (SGPS has allowed certain programs to waive this requirement.) The Public Lecture allows the candidate to present his/her research projects to a UWO community of scholars in an open forum.

1.2 Master's Programs

Programs may require a thesis or make a thesis optional.

Review of PhD thesis defense regulations

- i) All PhD candidates will be required to give a public, oral lecture (POL) prior to the defense.

FOR INFORMATION

Annual performance reports

http://grad.uwo.ca/current_students/graduate_regulations/section_3.htm

SECTION 3: The Graduate Chair of a program

- Must approve the student's plan of study.
- Must ensure the preparation and filing of an annual progress report for each student.

As noted in the regulations quoted above, graduate programs may need to be reminded to implement this regulation. Models are available from SGPS if programs wish to revise their current protocol. Future plans include making such forms available electronically through PeopleSoft.

Primary Contacts: Carol Beynon, Stephen Sims, Associate Vice-Provosts, SGPS

EXHIBIT VI
GEC Agenda
February 7, 2012

FOR APPROVAL

Membership in the School of Graduate and Postdoctoral Studies

Recommended That the GEC approve the amendments to the Membership in the School of Graduate and Postdoctoral Studies

The existing description can be found here
http://grad.uwo.ca/faculty_staff/membership.htm

In accord with Senate regulations, only members of the School of Graduate and Postdoctoral Studies may be involved in graduate student education. For each student writing a thesis, the program must provide a Thesis Supervisory Committee, consisting of a Supervisor, who must have membership in the graduate program of the student, and at least one additional SGPS member. The Graduate Chair for each program nominates individuals for Membership in SGPS. ***Members may request to change membership status or terminate graduate membership at any time. The highest level of membership will be maintained until retirement or resignation from the University.***

Members		2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Associate /	Arts		R. Stainton	R. Poole			
Assistant	Music		R. Parks	K. Veblen	C. Nolan (Jan 2012)		
Deans	Edu		B. MacMillan		G. Rezai-Rashti		
Ex-Officio	Hlth Sci		J. Polgar				
	FIMS		N. Dyer-Witthoford				
	Law		M. Perry				
	Ivey		R. White				
	Schul		A. Watson				
	Eng		H. El Naggar	M. Capretz	H. El Naggar		
	Sci		R. Secco	P. Simpson			
	Soc Sci		J. White		L. Davies		
Affiliates		Brescia (S. Hekmat)		Huron (W. Danaher)		Kings	
Faculty	Arts	M. Randall			D. Nousek		
	Music		S. O'Neil	K. Veblen	VACANT		
	Edu	S. Rodger		P. Klein	P. O'Neil		
	Hlth Sci	R. Martin		A. Salmoni			
	FIMS	L. Vaughan			L. Vaughan		
	Law	S. Seck	S. Seck		S. Trosow		
	Ivey	D. Compeau			J. Cotte		
	Schul	C. Ellis			L. Dagainio		
	Eng	S. Asokanthan				3 Yr Term	
	Sci	A. Sigut				3 Yr Term	
	Soc Sci	T. Adams		J. Baxter		3 Yr Term	
	Grad Chairs	A		E. Morse (Ivey)			
B		I. Creed (Biology)		3 Yr Term	D. Edgell (Biochemistry)		
C		H. Lagerkund (Arts&Hum)			C. McLeod (Arts&Hum)		
D		A. Mandich(Health Sci)			K. Moser (Soc Sci)		
E			M. Wilkinson (Law)			3 Yr Term	
F			A. Boivin (Science)			3 Yr Term	
Grd Assist	A	M. Caldwell-Clark (SocSci)			J. Blom (MME)		2 Yr Term
	B	V. Van Domelen (SocSci)			C. Harding (PT)		2 Yr Term
	C	J. Morgan (SocSci)			D. MacDonald (Chemistry)		2 Yr Term
	D	J. Brace (Schulich)				2 Yr Term	
Grd Studnt	Arts	E. Paulson/ A. Restorick		K. Fulfer Smith	E. Leighton	1 Yr Term (Oct-Sept) with option of 2nd	
	Music				R. English		
	Edu				M. Gibson		
	Hlth Sci		C. Steinback	C. Mohler	C. Hamilton	1 Yr Term (Oct-Sept) with option of 2nd	
	FIMS	M. Daubs	V. Manzerolle		A. Davidson	1 Yr Term (Oct-Sept) with option of 2nd	
	Law			J. Magyar	R. Robb	1 Yr Term (Oct-Sept) with option of 2nd	
	Ivey			J. Diogenous	M. Eghbali-Zarch	1 Yr Term (Oct-Sept) with option of 2nd	
	Schul		S. Dorman			1 Yr Term (Oct-Sept) with option of 2nd	
	Eng	R.P. van der Zanden		D. Dechene	N. Mohamed	1 Yr Term (Oct-Sept) with option of 2nd	
	Sci	B. Sherar / G. Keller			M. VanKoughnett		
Soc Sci	C. Stenback	P. Baiden		C. Schulz		1 Yr Term (Oct-Sept) with option of 2nd	
Postdoc	A	J. Li			T. Brown	1 Yr Term	1 Yr Term
		2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Appointments Required:			1 Huron			1 Kings	
			4 Faculty			5 Faculty	4 Faculty
			2 Grd Chairs			2 Grd Chairs	2 Grd Chairs
			0 Grd Assist			2 Grd Assist	2 Grd Assist
			5 Students			11 Students	11 Students
			1 Pdoc			1 Pdoc	1 Pdoc

Ex-Officio
Members

Vice-Provost, SGPS	L. Miller
Associate Vice-Provost, SGPS	C. Beynon
Associate Vice-Provost, SGPS	S. Sims
President	A. Chakma
Provost	J. Deakin
President, PAW	G. Buckingham
President, SOGS	S. Chowdury
University Librarian	J. Garnett
<i>delegate for University Librarian</i>	Eeva K. Munoz
Chair, SCAPA	B. Timney
Associate Registrar (Non- Voting)	G. Tigert
Director, TSC (Non-Voting)	D. Dawson

Fanshawe College ESL Program

Currently on Fanshawe's ESL [website](#):

University Transfer Agreements

Fanshawe College has an agreement with King's University College, Huron University College and Brescia University College at The University of Western Ontario in London, Canada which recognizes graduation from Level 5 as appropriate language readiness for admission to their institutions. Graduates from Fanshawe's Level 5 ESL Program do not require any other language competency (e.g. TOEFL or IELTS scores) in order to meet the language admission requirements of King's, Huron and Brescia.

Main campus undergraduate admissions, King's, Huron, and Brescia University Colleges have been consulted regarding the performance of those students admitted using Fanshawe's ESL program in lieu of TOEFL, etc. They indicated that those students generally are performing well in their undergraduate studies, and expressed no concern that SGPS was considering recognizing this program as well.

Proposal: That SGPS accept graduation from the Fanshawe College ESL Program, Level 5, Advanced Academic Preparation (graduation requires an 80% average in all courses), as sufficient proof of proficiency in English to satisfy the admission criterion for those whose first language is not English. This addition would appear as below in our regulations:

2.01 PROFICIENCY IN ENGLISH

Applicants whose first language is not English must furnish evidence of their proficiency in the use of the English language by a satisfactory* achievement within the last two years in one of the following:

- [The Test of English as a Foreign Language \(TOEFL\)](#). The minimum acceptable score is 86, with no individual score below 20 for the internet based version; 213 for the standard electronic version; or 550 for the paper and pencil version, although some programs require a higher minimum score. [Western's TOEFL ID is 0984].
- [The International English Language Testing Service \(IELTS\)](#) of the British Council. The minimum acceptable score is 6 out of 9. The IELTS is offered in 6 test centres in the US and 3 in Canada.
- [The Michigan English Language Assessment Battery \(MELAB\)](#) of the University of Michigan. Students must have at least 80 on each of the sections and an overall score of at least 85. Arrangements to write MELAB may be made online.

- **The Canadian Academic English Language Assessment (CAEL Assessment).** The minimum acceptable score is 60. The CAEL Assessment is offered in several countries throughout the world as well as Canada.
- **Fanshawe College's ESL Program.** The requirement is graduation from Level 5, Advanced Academic Preparation, with a minimum 80% in all components.

**Programs at Western may require a higher minimum score than those listed above.*

Students who are required to present evidence of proficiency in English must make their own arrangements to write the TOEFL, IELTS, MELAB or CAEL and to have the official results sent directly to the School of Graduate and Postdoctoral Studies by the testing agency. **Those graduates from Level 5 of the Fanshawe College ESL Program must provide official proof of graduation.**

Other formal evidence of graduate level proficiency in English (as determined by the School of Graduate and Postdoctoral Studies) may be considered in lieu of these test scores.

For the French and Spanish programs only, evidence of proficiency in English is a degree requirement but not a requirement for admission.