

## Graduate Education Council Meeting

Date: December 9<sup>th</sup>, 2014

Time: 12:00pm– 1:30pm (Pizza lunch starting 11:45am)

Place: International and Graduate Affairs Building Room 1N05

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### *Regrets:*

*Catherine Steeves, Gregory Kopp, Cheryl Harding, Ruth Martin, Paul Ragogna, Janice Deakin, Randal Graham, Grace Parraga, Liwen Vaughan, Doug Jones, Greg Kopp, Brian Timney, Shirley Wales, Jaime Brenes Reyes, Kristen Reilly, Estee Fresco*

1. Approval of the Minutes of April 2, 2014 (attached)
2. Business arising from the Minutes
3. SGPS Announcements and Information (Linda Miller)
  - Introduction of and welcome to graduate senators
  - Information about the Graduate Wellness Committee (Carol Beynon)
4. Reports from GEC Committees (Peter Simpson, Carol Beynon)
  - Operations/Agenda and Nominations (Peter Simpson)
    1. **Recommended that the Graduate Education Council accept and approve the following membership in the GEC**
      - a. Graduate Chair Representative July 2014-June 30 2017) (3 year term)
        - Joanna Quinn, Director Transitional Justice Centre
        - Andrew Johnson Health Science
        - Paul Ragogna Science covering a sabbatical term ending June 30, 2015
        - Kamran Siddiqui, Engineering
      - b. Faculty Representatives (July 1, 2014 - June 30, 2017) (3 year terms)
        1. Information and Media Studies – Liwen Vaughan
        2. Law – Randal Graham
        3. Ivey – Matt Thomson
        4. Schulich – Alison Allan
        5. Music – Robert Wood
      - c. Postdoctoral Association at Western representative
        - Kalin Penev
      - d. Graduate Assistant Representatives (July 1, 2013 –June 30 2015) -(2 year terms)
        - Cheryl Harding , Physical Therapy
        - Rebecca Waldie, Epidemiology and Biostatistics
      - e. Graduate Student Representative from each faculty 1 year term with option of 2

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

- Graduate Student Representative – Faculty of Arts and Humanities – J. Brenes Reyes
- Graduate Student Representative – Faculty of Music – C. Lemire
- Graduate Student Representative – Faculty of Education – E. Smiley
- Graduate Student Representative – Faculty of Health Science – K. Reilly
- Graduate Student Representative – Faculty of Information and Media Studies – E. Fresco
- Graduate Student Representative – Faculty of Law – S. Wales
- Graduate Student Representative – Richard Ivey School of Business – M. Kumar
- Graduate Student Representative – Schulich School of Medicine and Dentistry – L. Guo
- Graduate Student Representative – Faculty of Engineering– M. Bhuiyan
- Graduate Student Representative – Faculty of Science – .....
- Graduate Student Representative – Faculty of Social Science – A. Shott

2. **Recommended that the Graduate Education Council accept and approve the following membership in the Academic Policy and Regulations Committee**

a. Faculty Representatives (July 1, 2014 - June 30, 2017) (3 year terms)

- R. Martin – Faculty of Health Science
- M. Thomson – Richard Ivey School of Business
- D. Jones – Schulich School of Medicine and Dentistry
- G. Kopp – Faculty of Engineering
- Garcia – Huron College

3. **Recommended that the Graduate Education Council accept and approve the following membership in the Mentorship and Professional Development**

a. Faculty Representatives (July 1, 2014 –June 30, 2016) 2 year term

- Faculty Pam Bishop, Education
- Margaret McGlynn, History
- Andrew Johnston, Health Science
- Beth Mc-Dougall Shackleton, Biology

b. Graduate Student Representative (July 1, 2014 – June 30, 2015) 1 year term

- Jaime Brenes Reyes

c. Postdoctoral Association at Western representative (July 1, 2014 – June 30, 2015) 1 Year term

- Kalin Penev, Postdoc

II. **Proposed changes to membership categories (Attached)**

III. **SUPR-G Faculty Representatives Required – Term ends June 30, 2015.**

With a potential reappointment of two years ending 2017

(Nominees from the floor)

<http://www.uwo.ca/univsec/pdf/senate/cttees/supr-g.pdf>

## **Other business**

For information only -

Recently Western's English Language Centre (WELC) received approval to be used for Graduate applicants in lieu of providing an official English Proficiency Test score. Additionally The School of Graduate Studies will now allow programs to make conditional offers based on the completion of the English for Academic Purposes Program through WELC.

Each program can make the decision of whether or not they would like to make conditional offers based on the program offered through WELC. To help your program decide if it is something you are interested we have attached an information sheet provided to us by WELC. If you need more information on the program please contact Matt Bazely, The Administrative director of the English Language Centre.

Administratively the process would be very similar to CultureWorks. Eligible students would receive a conditional offer based on the completion of the English Language program. They would not be permitted to register until that condition was met.

If this is something your program is interested in pursuing please Teri Hern and she will provide more detailed information on the administrative process.

MINUTES OF THE MEETING OF THE GRADUATE EDUCATION COUNCIL

April 2, 2014

The meeting was held at 12:00pm in Room 2130 Western Student Services Building  
(Dr. David Chu Centre)

**Attendees:**

Natasha Hannon	Carol Jones	Samual Trosow
Jennifer Hutchison	Susan Scollie	Catherine Nolan
Jason Brown	Benjamin Hill	Clayton Hamilton
Jan Polgar	Nandi Bhatia	Rafael Montano
Blake Butler	Alison Shott	Cheryl Harding
Arzie Chant	Shirley Wales	Mohammad Bhuiyan
Meagan Seale	Pam Bishop	Margaret McGlynn
Melanie Caldwell	Glen Tigert	Lorraine Davies
Beth MacDougall-Shackleton	Matthew Riopel	Carol Beynon
Estee Fresco	Daniel Vallancourt	Peter Simpson
Jim Dickey	Bhavin Prajapati (Guest)	Ron Wagler

*Regrets Sent:*

*Jaime Brenes Reyes, Julie Shang, Sarah Copfer, Doug Jones, June Cotte, Erica Chamberlain, Pam McKenzie, Andrew Watson, Kevin Godbout, Katrina Moser*

**1. Approval of the Minutes of October 2, 2013 (attached)**

The Minutes of the meeting were approved as circulated

**2. Business arising from the Minutes - none**

**3. SGPS Announcements and Information (Carol Beynon)**

- Welcome to guest Bhavin Prajapati, one of the two graduate student senators who is wondering whether a student senator could sit on GEC with voting rights; SGPS will bring this to the Policy committee for discussion.
- Provost's Office has been working with MTCU on Western's Strategic Mandate Agreement (SMA) process about planning going forward; no further information at this point. SGPS and IPB have met with all the Deans and looked at the next five years and graduate expansion and we are just waiting to hear back on the numbers.
- The IQAP audit team was here in November; much positive feedback from the initial report, and final report forthcoming. One of the big changes to come out of the new IQAP process is the development of Learning Outcomes and curriculum mapping. The Teaching Support Centre is working with graduate program chairs with regard to LOs; next LO conference in October in Toronto. If interested contact the Associate Dean, Graduate in your faculty
- Lorraine Davies is starting sabbatical at the end of June, Linda Miller is returning for a five year term and Carol Beynon will act as the Associate Vice-Provost position until Lorraine Davies returns.

- Question from floor regarding domestic expansion if these numbers will have funding implications. Carol answered yes.
- 1000 more graduate program applications than last year have been received. Reports will be sent to faculties with breakdown between international and domestic.
- SGPS will be meeting with faculties to discuss the admissions from the previous year's process and discuss suggestions and changes for next year.

### Reports from GEC Committees

- **Operations/Agenda and Nominations (Peter Simpson)**

**Recommended that the Graduate Education Council accept and approve the following membership in the GEC**

1. Graduate Student Representative – Faculty of Law – Shirley Wales  
Graduate Student Representative – Faculty of Social Science – Alison Shott  
Graduate Student Representative – Schulich School of Medicine and Dentistry – Matthew Riopel  
Graduate Student Representative – Faculty of Arts & Humanities – Jaime Brenes Reyes

*Approved as presented*

2. **SUPR-G Faculty Representatives Required** (nominees from the floor)  
<http://www.uwo.ca/univsec/pdf/senate/cttees/supr-g.pdf>
  - i. Tamara Hinan , Graduate Student, (terms ends June 30, 2014)
  - ii. Jim Dickey, Graduate Chair, Kinesiology (terms ends June 30, 2014) –

**Nominated:**

Clayon Hamilton, Graduate Student  
Jason Brown, Faculty Member

- **Academic Policy and Regulations (Lorraine Davies)**

- i. **8.4.4.2 Stage Two: The Thesis Examination**

- When the Thesis Examination is Successful
- When the Thesis Examination is Unsuccessful
- The Thesis Examination Board Deliberates and Renders a Decision

*Approved as presented*

- ii. **SGPS Constitution**

- **Operations Agenda and Nominating Committee Terms of Reference**
- **Academic Policy and Regulation Committee Terms of Reference**
- **Mentorship and Professional Development Committee Terms of Reference**
- **Postdoctoral Scholar Advisory Committee (Peter Simpson)**

*Approved as presented*

- iii. **Mentorship & Professional Development**

- Lead GTA Report
  - two years ago the lead GTA program was developed. Currently we have 8 people.
  - feedback has been very positive
  - Nominations are currently open
  - Jennifer Hutchinson, current Lead GTA, described her positive experiences; Positive outcomes indicates that this pilot should continue

#### 4. Other business

##### i) Information on Post-docs

- Canadian Postdoctoral survey, nationwide information and Western specific information three key concerns that came from the survey are:
  - Grey status ( currently neither student or faculty)
  - Proper recognition, grant funding, proper paid wages
  - Unhappy with the training does not match careers that they end up pursuing
  - Blake Butler Postdoctoral Fellow at Western University said the people at CAPS will provide a document summarizing the data for Postdocs here at western.
  - 43% of postdocs do not get vacation
  - Currently Postdocs that are not in the union can opt in to SOGS health plan. This is causing problems for SOGS (SOGS can continue to help support in the short term but we must find another option long-term) we need to work something out.
- National organization CAPA - Mihaela Harnos from our SGPS is one of the founders and lead executive member.
  - CAPA is trying to work with the tri agencies to get a consistent policy on postdoc benefits.

##### ii) Why a Graduate member might sit on GEC - Bhavin Prajapati

- having a contact with SGPS admin. Student services wanted to have someone on the GEC build a connection between us and student. There is hesitation from some faculty aiming to have a student senator for each faculty; - Bring forward to the next policy meeting having a Graduate Student sit on GEC.

**Proposed Changes to Membership Categories, for discussion**

<b>Old Category</b>		<b>New Category</b>
Non-Core	Limited	Teaching/advisory
	Emeritus	
Core	Non-thesis	Co-supervisory Master's
		Co-supervisory Doctoral
	Master's	Master's
	Doctoral	Doctoral

## SGPS Membership Categories at Western University: Criteria and Privileges

Category	Criteria	Qualifications	Roles	Term
<b>Teaching/Advisory Membership (TAM)</b>	<ul style="list-style-type: none"> <li>• Academic Appointment at Western as Limited duties or higher or Western Adjunct Academic Appointment.</li> <li>• Nomination by a Western graduate program offering a Quality Assurance Council approved graduate degree;</li> </ul>	<ul style="list-style-type: none"> <li>• Ph.D. degree or equivalent qualification appropriate to the discipline;</li> <li>• Appropriate scholarly and/or professional record commensurate with program activities and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching graduate courses</li> <li>• Serve as member of thesis supervisory committee</li> <li>• Participate as thesis examiner</li> <li>• Chair master's thesis examinations</li> <li>• May be involved in graduate student education (i.e., student advisor, teaching, non-thesis research paper second reader) except thesis supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary or permanent as per letter of appointment</li> </ul>
<b>Co-Supervisory Master's Membership</b>	<ul style="list-style-type: none"> <li>• As TAM</li> </ul>	<ul style="list-style-type: none"> <li>• As TAM</li> </ul>	As TAM plus: <ul style="list-style-type: none"> <li>• Co-supervision of Master's thesis. (Other supervisor must have Master's or Doctoral membership)</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary or permanent as per letter of appointment</li> </ul>
<b>Co-Supervisory Doctoral Membership</b>	<ul style="list-style-type: none"> <li>• As TAM</li> </ul>	<ul style="list-style-type: none"> <li>• As TAM</li> </ul>	As TAM plus: <ul style="list-style-type: none"> <li>• Co-supervision of Doctoral thesis. Other supervisor must have Doctoral membership</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary or permanent as per letter of appointment</li> </ul>



<b>Master's Membership</b>	As TAM with: <ul style="list-style-type: none"> <li>• Nomination by a Western graduate program offering a Quality Assurance Council approved graduate degree with a Master's thesis;</li> <li>• An established program of research or performance and, where appropriate, research funds from an external source.</li> <li>• A record of successful participation in graduate education.</li> </ul>	<ul style="list-style-type: none"> <li>• Tenured or tenure-stream</li> </ul>	In addition to TAM: <ul style="list-style-type: none"> <li>• Supervise Master's theses</li> <li>• Co-supervise Doctoral Thesis</li> <li>• Chair Doctoral Thesis Examination.</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent in home program</li> </ul>
<b>Doctoral Membership</b>	As Master's with: <ul style="list-style-type: none"> <li>• Nomination by a Western graduate program offering a Quality Assurance Council approved graduate degree with a Doctoral Thesis</li> <li>• Satisfactory supervision of at least one Master's candidate.</li> </ul>	<ul style="list-style-type: none"> <li>• Tenured or tenure-stream</li> </ul>	In addition to Master's <ul style="list-style-type: none"> <li>• Supervise Doctoral theses</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent in home program</li> </ul>

Definitions:

- **Adjunct Academic Appointment** - Allows appointment (without compensation) of person not employed by Western to perform specific limited responsibilities in graduate education (e.g. co-supervise or joint supervise graduate students, serve as thesis or dissertation committee member). Affiliated Colleges Faculty must have an Adjunct appointment to supervise any graduate student.

See [http://www.uwo.ca/univsec/pdf/policies\\_procedures/section4/Adjunct.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section4/Adjunct.pdf)