

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES
Graduate Education Council – Committee Meeting
MINUTES
April 25, 2017
11:45am – 1:30pm
Arts & Humanities Building AHB 1B08

Attended:

*Catherine Nolan
Carol Beynon
Ruth Martin
Pam McKenzie
Doug Jones
Brenton Faubert
Kibret Mequanint
Jeff Holmes
Silvia Mittler*

*George Ramos
Kristen Wallentinsen
Melanie McPhail
Maximillian Stallkamp
Andre Duarte
Joel Armstrong
Amanda Costella
Karyn Olsen
Mary Blake Bonn*

*Shelia Macfie
Connie Vukson
Candace Loosley
Linda Miller
Lorraine Davies
Peter Simpson
Bobby Glushko*

Regrets: Nandi Bhatia, Valerie Oosterveld, Greg Kopp, Jamie Baxter, Jan Plug, Lorie Donnelle, Liwen Vaughan, Alison Allan, Elizabeth Webb, Kate Choi, Joanna Quinn, Leonardo Guizzetti, Glen Tigert

1. Welcome and approve minutes from February 21, 2017 (Approved with amendments)
2. Business arising from the Minutes (None)
3. Policy Update and Discussion:
 - a. **Approved with Friendly Amendments** - Approval of Supervisory Regulations (section 11.02)
 - b. **Approved with Friendly Amendments** – Approval of Student Regulations (section 11.03)
 - c. **Approved with Friendly Amendments** - SSD Draft Regulations (section 14)
4. Postdoc Contracts Update
5. Course Regulations
 - a. **Approved with Friendly Amendments** - Definition of Course vs. Milestone
6. **Approved** - new GEC Committee members for 2017-2018 year (2 new Grad Chairs, 2 new grad assistants, 3 new grad students, 2 new faculty appointments) (thank you to members leaving)

7. SUPR-G Nominations (2 students, 1 faculty member needed) (*No one nominated
– email to be sent out*)

8. Other Business

Graduate Education Council Meeting Minutes

Date: February 21, 2017

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

Place: Arts Humanities Building 1B02

Attended:

Alison Allan

Pauline Barmby

Jamie Baxter

Kate Choi

Michael Coyle

Lina Dagnino

Nanda Dimitrow

Peter Donahue

Lorie Donelle

Andre Duarte

Brenton Faubert

Bobby Glushko

Leonardo Guizzetti

Lori Johnson

Doug Jones

Greg Kopp

Pam McKenzie

Melanie McPhail

Catherine Nolan

Valerie Oosterveld

Kamran Siddiqui

Maximillian Stallkamp

G. Tigert

Candace Loosley

Connie Vukson

Kristen Wallentinsen

Elizabeth Webb

Robert Wood

Carole Beynon

Ron Wagler

Peter Simpson

Lorraine Davies

Shelia Macfie

Regrets: Jan Plug, Liwen Vaughan, Jeff Holmes, Heather Hargraves, Mark Vandenbosch, Amit Chakma, Matt Thompson, Preethi Rao, George Ramos, Joanna Quinn, Silvia Mittler, Linda Miller, Kibret Mequanint, Ruth Martin, Tamara Hinan, Kirsten Edwards

1. Approval of the Minutes of December 13, 2017 (Attached) (Approved)
2. Business arising from the Minutes (None)

Reports from GEC Committees

3. Policy Update and Discussion: (Lorraine Davies)
 - a. **–Approved with Friendly Amendments** –Revisions to Thesis Defense Regulations –Remote Examinations (in Doctoral section 8.4.1.1 and in Master’s section 8.5.1.1)
 - b. **–Approved with Friendly Amendments** -Regulations for Students who go to Defense without Supervisor Approval (section 8.4.3.1 and section 8.5.3.1)
 - i. -FOR INFORMATION – Letter to Externals

Policy Subcommittee on Supervisory Regulations Report

- c. Expectations and Requirements of Supervisors and Students and Membership regulations were discussed and will be brought back to the next GEC Policy Committee.

Other business:

Doug Jones (Vice-Dean, Basic Medical Sciences) introduced the concept of an Experiential Grad Course to the GEC, followed by discussion. The idea would be to introduce a general course number to each faculty, which grad students could use to do external academic projects and earn academic credit. Their program would be required to have an academic component that would be approved by the individual faculty before the project took place. Doug pointed out that this is already working well for Undergraduates, and the point was to give grad students a cross-cultural experience that would improve their professional development and marketability (the experience would appear on their transcript). It would be outside of their normal program and separate from required field work or research. Concerns were raised that this program should not exist outside of knowledge of the Student Success Centre (which provides guided critical reflection on international student projects), and Western International (which coordinates student exchanges, provides pre and post trip support etc.). This program could look different in all faculties.

11.02 Expectations and Requirements of Supervisors

This document pertains to SGPS section 11.1 in regards to the definition of all supervisory roles (ie. Supervisors, Co-supervisors, Joint-Supervisors, Alternate Supervisors)

Expectations of supervisors

All supervisors are expected to:

- adhere to standards of ethical behaviour, academic integrity, and professionalism
- commit the time, energy, and focus reasonably necessary to enable students to achieve the progress expected in their program
- demonstrate effective management and leadership skills
- demonstrate effective interpersonal communication skills
- respect diversity and demonstrate intercultural competency
- endeavor to develop insights into their strengths and weaknesses as a supervisor and to pursue opportunities to build further strength, particularly in areas of weakness
- recognize the supervisor—student power differential and demonstrate respect for the student's rights and goals
- respect and provide support for the student's academic and career goals
- respect the student's personal circumstances (e.g., the student's need to fulfill personal obligations such as childcare)
- differentiate between their own and their students' needs
- explicitly discuss with the student expectations regarding authorship on publications and ownership of intellectual property

Requirements of supervisors

All supervisors are required to:

- provide continuous supervision through the duration of the student's studies. This includes ensuring that supervision continues through periods of supervisor absence from campus (e.g., maintaining full supervision during sabbatical; securing co-supervision if needed/appropriate)
- adhere to the academic requirements of the program and SGPS regulations
- contribute to the program's evaluation of the student's progress as required by the program and SGPS
- ensure regular meetings of the student with the full Thesis Supervisory Committee as per the program's and/or SGPS's regulations
- actively involve Thesis Supervisory Committee in the process of guiding the student.
- meet with their graduate student no later than one month after assignment of supervision, or initial registration as a student at Western, with the purpose of discussing and clarifying expectations for the role of the supervisor and the role of the student in the supervisory relationship.
- provide timely feedback on documents/reports/materials/scholarship applications – normally 2 weeks is reasonable for a thesis chapter or equivalent
- provide timely response (whether acknowledgment or a substantial reply) when contacted by students, for example responding to emails within 72 hours
- in collaboration with the student, set and adhere to reasonable timelines for all aspects of the student's academic work, consistent with the program's milestones to completion
- respect interpersonal boundaries and demonstrate professional behaviour with the student
- respect appropriate times and means for communication with the student

- as far as allowed by the logistics of the research setting, allow and respect the student's right to set their own daily schedule
- make good-faith efforts to provide the resources needed for the student's work
- allow and not undermine the student's engagement in professional development
- adhere to all health and safety policies
(http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp31.pdf)
- adhere to all policies related to research ethics
(http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp712.pdf and
http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp714.pdf)
- adhere to Non-Discrimination/Harassment policy
(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf)
- adhere to the University policy on Academic Integrity in Research Activities
(http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf)
- Adhere to SGPS Policy
(http://grad.uwo.ca/postdoctoral_scholars/current/policies_procedures.html)
- Adhere to the University policy on Accessibility
(https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp147.pdf)

11.03 Expectations and Requirements of Students in Thesis Based Programs

Expectations of students

All students are expected to:

- adhere to the highest standards of ethical behaviour, academic integrity, and professionalism
- commit the time, energy, and focus necessary to achieve the progress expected in their program
- engage in self-directed learning
- endeavor to develop insight into their strengths and weaknesses as a student and to pursue opportunities to build further strength, particularly in areas of weakness
- demonstrate effective interpersonal communication skills
- give supervisor, Thesis Supervisory Committee members, and other faculty members sufficient notice and time to provide constructive feedback or to write thoughtful letters of reference
- seek and give serious consideration to constructive feedback and advice.
- provide timely response (whether acknowledgment or a substantial reply) when contacted by supervisor or department, for example responding to emails within 72 hours
- respect the work, environment, and equipment/materials of others, and show tolerance and respect for others sharing the same environment, equipment and materials
- openly discuss with the supervisor expectations regarding authorship on publications and ownership of intellectual property

Requirements of students

All students are required to:

- adhere to the program's progression requirements
- be aware of the requirements and timelines of their program
- adhere to all program and SGPS regulations
- communicate regularly with the supervisor and the Thesis Supervisory Committee with respect to progress in the thesis
- give serious consideration and response to comments and advice from the supervisor and/or Thesis Supervisory Committee
- know who else to go to for advice and guidance, in addition to the supervisor, when needed (for example, Thesis Supervisory Committee members, the Graduate Program Chair, the Department Chair, the Associate Dean-Graduate Studies in the Faculty, an Associate Vice-Provost or the Vice-Provost in SGPS, the Ombudsperson, and Equity and Human Rights Services)
- set their own daily schedule within the logistics of the research setting, which includes working reasonable hours and informing their supervisors of any change in their schedule that could affect the work of others
- explore and articulate academic and career objectives and goals
- notify the program of any request for accommodation
- adhere to all health and safety policies
(http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp31.pdf)
- adhere to all policies related to research ethics
(http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp712.pdf and http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp714.pdf)
- adhere to Non-Discrimination/Harassment policy

- (http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf)
- adhere to the University policy on Academic Integrity in Research Activities
(http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf)
- Adhere to SGPS Policy
(http://grad.uwo.ca/postdoctoral_scholars/current/policies_procedures.html)
- Adhere to the University policy on Accessibility
(https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp147.pdf)

Section 14 Support Services for Graduate Students with Disabilities

Western is committed to achieving barrier-free accessibility for all its members (including graduate students) who have ongoing or temporary conditions that may include but not limited to:

- Chronic illnesses (for example, fibromyalgia, migraines);
- Chronic pain;
- Attention deficit disorders;
- Learning disabilities;
- Mental health conditions (for example, anxiety, depression);
- Acquired brain injuries and concussions;
- Vision, hearing impairments;
- Mobility impairments, and
- Injury related to an accident.

This applies to all persons with disabilities studying, visiting and working at Western. As part of this commitment, there are a variety of services on campus devoted to promoting accessibility and to ensuring that individuals have equitable access to meet graduate and undergraduate program requirements, and to access services and facilities.

Services for Students with Disabilities (SSD) is a confidential service to support graduate and undergraduate students through their academic program. SSD plays a central role in Western's efforts to ensure that its graduate and undergraduate academic programs are accessible. SSD works with graduate students and their programs, normally their graduate chair, to ensure that appropriate academic accommodations to program requirements are arranged. SSD services include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, and assistive technology instruction. SSD can also assist students in identifying accommodations for laboratory work or research projects, or finding other campus resources and services that may be of assistance; for example, the Access Lab and Learning Opportunities Lab located in the Weldon Library. For more information, please contact SSD. <http://www.sdc.uwo.ca/index.html>.

Please contact SSD so that we can support you through your academic program. It is important that you register with SSD as soon as possible after accepting an offer of admission and meet with an SSD counsellor to discuss relevant graduate program accommodations. If accommodation (may be temporary) needs arise during your course of study, contact SSD for a confidential appointment with an SSD Counsellor.

SSD can be contacted by calling 519-661-2147 or emailing ssd@uwo.ca. SSD is part of the Student Development Centre on the 4th floor of Western Student Services Building. More information about SSD can be found here: <http://www.sdc.uwo.ca/index.html>.

Suggested blurb for offer of admission letter:

Western is committed to achieving barrier-free accessibility for all persons with disabilities. As part of this commitment, graduate students with disabilities are expected to contact Services for Students with Disabilities (SSD) as soon as possible after accepting an offer of admission to discuss any support services or accommodation they may require for their academic program. SSD (<http://www.sdc.uwo.ca/index.html>) is a confidential service.

Graduate Program Design

SGPS

Graduate Course:

A graduate course is the study of a particular topic, group of topics or area of specialization within a wider discipline/subject area, normally extending through one **term** or session, and can be one of the basic building blocks of qualification for a graduate degree. Graduate courses are designed to meet substantive discipline graduate learning outcomes and normally utilize the student/instructor format. Grades are assigned that contribute towards the student's academic average; grades assess the level of mastery of the topic(s) or areas of specialization.

Milestone:

A milestone is a learning activity that must be successfully completed in order to fulfill the requirements for the graduate degree. If grades are assigned, they do not contribute to the student's academic average.

New GEC Members:

Members		2016-2017	2017-2018	2018-2019
Associate /	Arts	Nandi Bhatia		
Assistant /	Music	Catherine Nolan		
Vice	Edu	Pam Bishop		
Deans	Hlth Sci	Ruth Martin		
<i>Ex-Officio</i>	FIMS	Pam McKenzie		
	Law	Valerie Oosterveld		
	Ivey	Mark Vandebosch		
	Schul	Doug Jones		
	Eng	Greg Kopp		
	Sci	Pauline Barmby		
	Soc Sci	Jamie Baxter		
Affiliates		Peter Donahue		
Faculty	Arts	Jan Plug		3 Year Term
	Music	Robert Wood		3 Year Term
	Edu	Brenton Faubert		
	Hlth Sci	Lorie Donelle		
	FIMS	Liwen Vaughan	3 Year Term	
	Law	Michael Coyle		
	Ivey	Matt Thomson	3 Year Term	
	Schul	Alison Allan	3 Year Term	
	Eng	Kibret Mequanint	Abdallah Shami	3 Year Term
	Sci	Elizabeth Webb		3 Year Term
	Soc Sci	Kate Choi		3 Year Term
Grad Chairs	A	Jeff Holmes (Health Science)		
	B	Silvia Mittler (Science)		
	C	Joanna Quinn (Social Science)	3 Year Term	
	D	Kamran Siddiqui (Engineering)	3 Year Term	
	E	Lina Dagnino (Schulich School of Medicine & Dentistry)		
	F	Dean Betts (Schulich School of Medicine & Dentistry)		3 Year Term
Grd Assist	A	Arzie Chant (Science)	2 Year Term	
	B	Amanda Costella (Faculty of Education)		2 Year Term
	C	Kristen Edwards (Faculty of Engineering)		2 Year Term
	D	Lori Johnson (Social Science)	2 Year Term	
Grd Studnt	Arts	George Ramos	Option to extend	
	Music	Kristen Wallentinsen	Option to extend	

Edu	Heather Hargraves	Option to extend	
Hlth Sci		VACANT	
FIMS	Preethi Rao	Option to extend	
Law	Melanie McPhail	Option to extend	
Ivey	Maximillian Stallkamp	Option to extend	
Schulich	Leonardo Guizzetti	VACANT	
Eng	Kyle Fricke	VACANT	
Sci	Andre Duarte	Option to extend	
Soc Sci	Joel Armstrong	VACANT	
Postdoc	Post Doc	Amanda Ali	Option to extend

Faculty Appointments:

Ivey – 3 year faculty term

Stephan Vachon – new Ivey PhD Program Director

<https://www.ivey.uwo.ca/faculty/directory/stephan-vachon/>

Schulich – 3 year Faculty Term

Caroline Schild-Poulter – Graduate Program Chair, Robarts Research Institute

<http://www.robarts.ca/caroline-schild-poulter>

Grad Chair Positions:

3 year Grad Chair term

Jayshri Sabarinathan – Graduate Program Chair – Electrical & Computer Engineering

http://eng.uwo.ca/electrical/faculty/sabarinathan_j/

3 year Grad Chair Term

Jean-Francois Millaire - Graduate Program Chair – Department of Anthropology

<http://anthropology.uwo.ca/faculty/millaire/Millaire%20Vita.htm>

Grad Assistant Positions:

2 year Grad Assistant Term

Lori Johnson – Graduate Administrator, Department of Geography, Faculty of Social Science

2 year Grad Assistant Term

Arzie Chant – Administrative Assistant, Department of Biology, Faculty of Science

Graduate Student Appointments:

1-2 year terms

Faculty of Social Science – Martin Lefebvre

Faculty of Health Science – Ryan Chan

Schulich Medicine & Dentistry – Jenna Kitz

Thank you to the following GEC Members who have fulfilled their terms!

- Liwen Vaughan
- Matt Thomson
- Alison Allan
- Joanna Quinn
- Kamran Siddiqui
- Leonardo Guizzetti
- Joel Armstrong

SUPR-G Nominations

- Faculty position (1 year)
- Student position (1 year)
- Student position (2 years)