

Members:

Akis Psygkas – Law
Andrew Hawkes – SGPS/Social Science
* **Arthur Brown** – Schulich
Arzie Chant – Engineering
Ayman El Ansary – Engineering
Busra Copuroglu – SGPS/Arts
Carrie Marshall – Health Sciences
Cindi Ryde – Health Sciences
Courtney Harper – Engineering
Danica Facca – SOGS
Dianne Bryant – Health Sciences
Doug Woolford – Science
Emi Iwaizumi – SGPS/Education
Genevieve De Viveiros – French Studies
Hubert Pun – Ivey
Immaculate Namukasa – Education
Jamie Baxter – Social Science
Joanna Blom – Engineering
* **Joseph Gilroy** – Science
Kaleigh Campbell – SGPS/Law
Kamran Siddiqui – Engineering
Karine Dufresne – PAW
Kevin Mooney – Music
Leah Blackwood – SGPS/FIMS
Lina Dagnino – Schulich
Linda Miller – SGPS (Chair)
Lisa Hodgetts – Social Science
Lisa Latif – Registrar’s Office Δ
Liz Webb – Science
Lorraine Davies – SGPS
Lyn Purdy – Ivey
* **Marguerite Lengyell** – Education
Matheus Sanita Lima – Science
Matthew Hyginus – SGPS/Ivey
Melanie-Anne Atkins (for A. Haque) – CTL Δ
Melissa Adler – Information & Media Studies
* **Michael Milde** – POLICY Chair
Nandi Bhatia – Arts & Humanities
Pam McKenzie – Information & Media Studies
Peter Donahue – Kings
Robert Glushko – University Librarian
Ruth Martin – SGPS
Seyram Afealete – SGPS/Music
Shabir Razavi – SGPS/Eng
Sharon Wei – Music
Shawn Whitehead – Schulich
Stephen McClatchie – Huron
Tobias Nagl – Arts
Tom Drysdale – Schulich
Tony Adebero – SGPS/Health Sciences
Vasudeva Bhat – PAW
Victor Chu – SGPS/Schulich
Yolanda Babenko-Mould – Health Sciences
* **Zoe Sinel** – Law

Δ Non-voting *Regrets

AGENDA

1. Land Acknowledgement
2. Welcome
3. Approval of Minutes – December 1, 2022 🗨️
4. New Business
 - 4.1. **GEC Academic Policy Committee**
 - 4.1.1. Research and Professional Degree Program Definitions (Programs – Regulation 3.0) 🗨️
 - 4.1.2. Proficiency in English (Admissions – Regulation 2.01) 🗨️
 - 4.2. **SGPS/Graduate Education Council Constitution and GEC Committee Terms of Reference** 🗨️
5. Other Business
6. Adjourn

**Minutes of the Meeting of
Graduate Education Council (GEC)
Thursday, December 1, 2022**

The meeting was held at 12:00pm in the International and Graduate Affairs Building, Atrium.

COUNCILLORS:

Aisha Haque – CTL
Akis Psygkas – Law
Alyson Watson – Education
Andrew Hawkes – SGPS/Social Science
Arthur Brown – Schulich
Arzie Chant – Engineering
Ayman El Ansary – Engineering
Busra Copuroglu – SGPS/Arts
Carrie Marshall – Health Sciences
Cindi Ryde – Health Sciences
Danica Facca – SOGS
Dianne Bryant – Health Sciences
Doug Woolford – Science
Emi Iwaizumi – SGPS/Education
Emily Ansari – Music
Genevieve De Viveiros – French Studies
Hubert Pun – Ivey
Immaculate Namukasa – Education
Jamie Baxter – Social Science
Joanna Blom – Engineering

Joseph Gilroy – Science
Kaleigh Campbell – SGPS/Law
Kamran Siddiqui – Engineering
Karine Dufresne – PAW
Kevin Mooney – Music
Laura Murray – Health Sciences
Leah Blackwood – SGPS/FIMS
Lina Dagnino – Schulich
Linda Miller – SGPS (Chair)
Lisa Hodgetts – Social Science
Lisa Latif – Registrar’s Office
Liz Webb – Science
Lorraine Davies – SGPS
Lyn Purdy – Ivey
Marguerite Lengyell – Education
Matheus Sanita Lima – SGPS/Science
Matthew Hyginus – SGPS/Ivey
Melissa Adler – Information & Media Studies
Michael Milde – POLICY Chair
Nandi Bhatia – Arts & Humanities

Pam McKenzie – Information & Media Studie
Peter Donahue – Kings
Robert Glushko – University Librarian
Ruth Martin – SGPS
Seyram Afealete – SGPS/Music
Shabir Razavi – SGPS/Eng
Shawn Whitehead – Schulich
Stephen McClatchie – Huron
Tobias Nagl – Arts
Tom Drysdale – Schulich
Tony Adebero – SGPS/Health Sciences
Vasudeva Bhat – PAW
Victor Chu – SGPS/Schulich
Zoe Sinel – Law

OBSERVERS:

Candace Loosely – SGPS
Matt Dumouchel – SGPS
Mihaela Harnos – SGPS
Paula Menzies – SGPS
Ron Wagler – SGPS

Items/Discussion (Host)		Motion(s)/Action Item(s)
1.	Land Acknowledgement Immaculate Namukasa offered a Land Acknowledgement.	
2.	Welcome Linda Miller welcomed new and returning members.	
3.	Minutes of Prior Meeting It was moved by Dianne Bryant, seconded by Laura Murray, That the minutes of meeting of October 6, 2022, be approved as circulated.	CARRIED
4.	New Business	
4.1	GEC Academic Policy and Regulations Committee Lorraine Davies presented the following recommendations from GEC Policy Committee.	
	4.1.1 Categories of Registration - Full-Time Student (Regulation 4.04a) It was moved by Pam McKenzie, seconded by Tom Drysdale, That GEC approve and recommend the revision of the Categories of Registration - Full-Time Student (Regulation 4.04a) to Senate Committee on Academic Policy. Lorraine shared the revisions were necessary to correct the misconception at Western around a 10-hour rule; the number of hours a TA can work per week. No discussion followed.	CARRIED

	Items/Discussion (Host)	Motion(s)/Action Item(s)
	<p>4.1.2 Academic Requirements and Eligibility for A Student Funding Support Package (Regulation 5.02)</p> <p>It was moved by Matheus Sanita Lima, seconded by Kamran Siddiqui,</p> <p>That GEC approve the revision of the Academic Requirements and Eligibility for a Student Funding Support Package (Regulation 5.02).</p> <p>No discussion</p>	CARRIED
	<p>4.1.3 Credit for Prior Graduate Work (Regulation 6.10)</p> <p>That GEC approve and recommend the revision of the Credit for Prior Graduate Work (renamed to Waiving Program Requirements for Prior Equivalent Work – Regulation 6.10) to Senate Committee on Academic Policy.</p> <p>A brief discussion ensued.</p>	CARRIED
	<p>4.1.4 Incomplete Courses (Regulation 6.07); Leave of Absence (Regulation 4.06)</p> <p>It was moved by Pam McKenzie, seconded by Laura Murray,</p> <p>That GEC approve and recommend the revision of the Incomplete Courses (Regulation 6.07) and the Leave of Absence (Regulation 4.06) to Senate Committee on Academic Policy.</p> <p>No discussion followed.</p>	CARRIED
5.	Annual Report	
5.1	Scholarship Report	
	<p>Paula Menzies provided an overview of the external funding held by students in Faculties from May 1, 2017 to April 30, 2022. Paula highlighted on some noticeable trends over the years:</p> <ul style="list-style-type: none"> • CIHR, NSERC and Vanier funding have steadily increased • SSHRC funding has dropped <ul style="list-style-type: none"> ○ This is reflected in our annual CGSM award allocations and CGSD application quotas which has resulted in less funding • Provincial award programs are all award allocations and the number of awards allocated to Western has not moved much <p>A brief discussion ensued. The data presented will be distributed to each Faculty.</p>	
6.	For Information	
6.1	Reports Submitted to Senate	
	<p>6.1.1 Appeals/Scholastic Offense Report</p> <p>The Appeals/Scholastic Offense Report, distributed with the Agenda, listed an increasing number of scholastic offences. Linda Miller shared that the Provost's Task Force on Academic Integrity is currently working on an academic integrity module that walks students through different scenarios and helps them to make decisions. A brief discussion ensued.</p>	
	<p>6.1.2 Western's Institutional Quality Assurance Report</p> <p>The Western IQAP Report, distributed with the Agenda, contained summaries of the: graduate program reviews during the 2020-2021 and 2021-2022 cycles; and the Senate approved Major Modification during the 2021-2022 cycle. Candace Loosely provided an update on the changes to the report since its preparation in June 2022. A brief discussion ensued.</p>	

Items/Discussion (Host)		Motion(s)/Action Item(s)
	Candace shared the Office of Academic Quality and Enhancement has revamped its website. She noted that all IQAP reports are posted to the academic programs reports webpage when the process is complete.	
7.	Other Business	
	Members were invited to contact the SGPS Leadership Team to identify an item to bring forward for discussion at a future meeting. Linda Miller wishes everyone a lovely holiday break.	
8.	Adjourn	
	The meeting adjourned at 12:52pm	Date of next meeting: March 2, 2023 rescheduled to April 3, 2023

Recorded by Ann Hoffer

Programs (Regulation 3.0)

ACTION:	<input type="checkbox"/> INFORMATION	Recommended: Graduate Education Council approve and recommend the revision of the Research and Professional Degree Program Definitions (Programs - Regulation 3.0) to the Senate Committee on Academic Policy.
	<input type="checkbox"/> UPDATE	
	<input type="checkbox"/> DISCUSSION	
	<input checked="" type="checkbox"/> APPROVAL	

BACKGROUND:

Program definitions are needed to guide graduate program innovation and to provide clarity around what differentiates professional and research-based programs.

PROPOSED CHANGE TO CURRENT REGULATION:

<p>3. Programs</p> <p>All graduate programs provide a graduate level learning experience. This means frequent interaction with faculty; interaction among peers; participation in the community of scholars in colloquia, seminars and conferences; and opportunities for advanced students to present their own research at regional, national, and international conferences. Graduate coursework must be delivered at the graduate level. In the case of combined/double-numbered courses, in which graduate and undergraduate students are enrolled together, graduate students must be a majority. Normally SGPS will not accept an undergraduate course as a degree requirement unless specified in the Program's SGPS approved regulations.</p> <p>The program specifies milestones for satisfactory progress towards the degree (e.g. a minimum average, a minimum grade for a course, etc.) and ensures that students are aware of these in a timely fashion through Program's website or by other means.</p> <p>The Master's degree entails a program of advanced study and research approved by OCGS and the School of Graduate and Postdoctoral Studies. Advanced study means study beyond the undergraduate level. Research entails the critical analysis of current knowledge and the creation of new knowledge. Western offers Graduate study at the Master's Level through thesis-oriented, course-based, and professional programs.</p> <ul style="list-style-type: none"> ▪ The course-based and Professional Master's programs have research components, such as research papers, to develop the student's analytic and interpretive skills. <p>The degree of Doctor of Philosophy requires an OCGS and School of Graduate and Postdoctoral Studies approved program of study and independent research that culminates in a thesis. The thesis (or</p>	<p>3. Programs</p> <p>Masters and doctoral degree programs are approved by the Western's Institutional Quality Assurance Process and the Ontario Universities Council on Quality Assurance and must meet Graduate Degree Level Expectations as outlined by the Quality Council and Western.</p> <p><i>Research Degree Programs at Western:</i> focus on research, scholarship and creative activity and prepares students for a wide variety of potential careers, including those directly related to academia. They are offered at both the masters and doctoral levels.</p> <p>Western research degree programs are required to:</p> <ul style="list-style-type: none"> o Offer a significant research, scholarship and creative activity requirement(s), typically in the form of a thesis, or a major research project (or equivalent) o Deliver curriculum supporting learning outcomes focused on the development of research, scholarship and creative activity o Consider offering experiential learning opportunities, that can include work integrated learning opportunities <p>Students in masters level research programs:</p> <ul style="list-style-type: none"> o Are eligible for external scholarship funding o May be eligible for Graduate Student Funding Support Packages <p>Students in doctoral level research programs:</p>
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dissertation) must be presented in a scholarly manner, make an original contribution to knowledge, and be successfully defended at a School of Graduate and Postdoctoral Studies examination.

- Because thesis research is highly specialized, doctoral programs must provide mechanisms to ensure a breadth of knowledge and skills (participation in colloquia, a comprehensive examination, or other means).
- Doctoral programs offer OCGS approved study fields: areas of strength, concentration, or specialization.

Masters and doctoral degree programs are approved by Western's Institutional Quality Assurance Process and the Ontario Universities Council on Quality Assurance and must meet Graduate Degree Level Expectations as outlined by the Quality Council and Western.

Research Degree Programs at Western: focus on research, scholarship and creative activity and prepare students for a wide variety of potential careers, including those directly related to academia. They are offered at both the masters and doctoral levels.

Western research degree programs are required to:

- Offer a significant research, scholarship and creative activity requirement(s), typically in the form of a thesis, or a major research project (or equivalent)
- Deliver curriculum supporting learning outcomes focused on the development of research, scholarship and creative activity
- Consider offering experiential learning opportunities, that can include work integrated learning opportunities

Students in masters level research programs:

- Are eligible for external scholarship funding
- May be eligible for Graduate Student Funding Support Packages

Students in doctoral level research programs:

- Are eligible for external scholarship funding
- Are guaranteed Graduate Student Funding Support Packages

Professional Degree Programs at Western: are intentionally designed to prepare students to apply their knowledge and evidenced based training and skills in professional/career settings. In most cases they prepare students for specific professions. They are offered at both the masters and doctoral levels and may be subject to external accreditation.

Western professional degree programs are required to:

- Offer a significant experiential learning element, ideally a work integrated learning opportunity
- Deliver curriculum supporting learning outcomes focused on professional/career-related, evidenced based knowledge, skills and competencies

- Are eligible for external scholarship funding
- Are guaranteed Graduate Student Funding Support Packages

Professional Degree Programs at Western: are intentionally designed to prepare students to apply their knowledge and evidenced based training and skills in professional/career settings. In most cases they prepare students for specific professions. They are offered at both the masters and doctoral levels and may be subject to external accreditation.

Western professional degree programs are required to:

- Offer a significant experiential learning element, ideally a work integrated learning opportunity
- Deliver curriculum supporting learning outcomes focused on professional/career-related, evidenced based knowledge, skills and competencies
- Offer a course-based curriculum that may include a project

Students in professional programs:

- Are typically ineligible for external scholarship funding
- Are ineligible for a Graduate Student Funding Support Package

- ~~o Offer a course-based curriculum that may include a project~~

~~Students in professional programs:~~

- ~~o Are typically ineligible for external scholarship funding~~
- ~~o Are ineligible for a Graduate Student Funding Support Package~~

~~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.~~

~~Graduate faculty must provide students with timely feedback on courses, examinations, or other requirements.~~

~~The program may require students to withdraw if they fail to meet the following standards:~~

- ~~▪ Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%. In the case of failing grades given for Scholastic Offences, only the Vice Provost (Graduate and Postdoctoral Studies) can withdraw a student; see [Section 14](#).~~
- ~~▪ Students must make satisfactory progress towards the degree according to milestones set by the program.~~

CONSULTATION:

GEC Policy Committee approval ▪ January 19, 2023

Admissions – Proficiency in English (Regulation 2.01)

ACTION:	Recommended: Graduate Education Council approve and recommend the revision of the Proficiency in English Regulation (Admissions 2.01) to the Senate Committee on Academic Policy.
<input type="checkbox"/> INFORMATION	
<input type="checkbox"/> UPDATE	
<input type="checkbox"/> DISCUSSION	
<input checked="" type="checkbox"/> APPROVAL	

BACKGROUND:

Housekeeping changes, we approved Duolingo at the start of the pandemic, it now needs to be embedded in our regulations.

Current regulations do not accurately reflect the most recent updates to the English Language Proficiency requirements (post-covid) for admission to a graduate program.

PROPOSED CHANGE TO CURRENT REGULATION:

<p>2.01 PROFICIENCY IN ENGLISH</p> <p>Applicants whose first language is not English must furnish provide 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:</p> <ul style="list-style-type: none"> ▪ The Test of English as a Foreign Language (TOEFL). iBT (internet-Based Test): The minimum acceptable score is 86, with no individual score below 20. PdF (Paper delivered Test): The minimum acceptable total score is 65, with no individual score below 20. Please note that some programs require a higher minimum and/or band score. [Western's TOEFL ID is 0984]. ▪ The International English Language Testing Service (IELTS Academic). The minimum acceptable score is 6.5 out of 9. The IELTS is offered in 6 test centres in the US and 3 in Canada. ▪ The Duolingo English Test. The minimum acceptable score is 115 ▪ 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. ▪ Western English Language Centre. The requirement is successful completion of the High-Advanced level. 	<p>2.01 PROFICIENCY IN ENGLISH</p> <p>Applicants whose first language is not English must provide 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:</p> <ul style="list-style-type: none"> • The Test of English as a Foreign Language (TOEFL). iBT (internet-Based Test): The minimum acceptable score is 86, with no individual score below 20. Please note that some programs require a higher minimum and/or band score. [Western's TOEFL ID is 0984]. • The International English Language Testing Service (IELTS Academic). The minimum acceptable score is 6.5 out of 9. • The Duolingo English Test. The minimum acceptable score is 115. • The Canadian Academic English Language Assessment (CAEL Assessment). The minimum acceptable score is 60. • Western English Language Centre. The requirement is successful completion of the High-Advanced level. • Fanshawe College's EAP Program. The requirement is graduation from Level 10, English for Academic Purposes, with a minimum 80% in all components. <p>*Programs at Western may require a higher minimum score than those listed above.</p>
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- [Fanshawe College's ESL Program](#). [Fanshawe College's EAP Program](#). The requirement is graduation from Level 10, English for Academic Purposes, with a minimum 80% in all components.

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

[Students/Applicants](#) who are required to present evidence of proficiency in English must make their own arrangements to [complete one of the above tests or programs, write the TOEFL, IELTS, or CAEL](#) and to have the official results sent directly to the School of Graduate and Postdoctoral Studies by the testing agency.

[Exemptions](#)
[Applicants may request an exemption by contacting their graduate program\(s\) of interest.](#)

[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 Hispanic Studies programs only, evidence of proficiency in English is a degree requirement, but not a requirement for admission. %

Applicants who are required to present evidence of proficiency in English must make their own arrangements to complete one of the above tests or programs, and to have the official results sent directly to the School of Graduate and Postdoctoral Studies by the testing agency.

[Exemptions](#)
 Applicants may request an exemption by contacting their graduate program(s) of interest.

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

CONSULTATION:

GEC Policy Committee approval ▪ March 10, 2023

**SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES
AND GRADUATE EDUCATION COUNCIL**

Effective Date: TBA

Supersedes: June 2014

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES (the School)

- 1.0 The academic and administrative head of the School shall be the Vice-Provost (Graduate and Postdoctoral Studies) (the Vice-Provost). The Vice-Provost shall be assisted by Associate Vice-Provosts whose appointments shall be recommended by the Vice-Provost following selection in accordance with *the Appointment Procedures for Senior Academic and Administrative Officers of the University* and approved by the President & Vice-Chancellor.
- 2.0 Members in the School shall normally be those persons with an academic appointment at The University of Western Ontario and its affiliated University Colleges who have been approved for membership in accordance with the policies and guidelines established and approved by the Graduate Education Council. They shall normally be of the rank of assistant professor or above and shall be of such academic achievement, experience, and distinction as to enable them to undertake the instruction and/or supervision of students registered in the nominating graduate program.
 - 2.1 Recommendations for membership in the School shall be upon nomination from the chair or director of the graduate program to the head of the nominee's home unit(s) or designate.
- 3.0 Graduate students in the School shall be those students who are registered in the School, having been admitted to an approved program at The University of Western Ontario. Admission to such programs is in accordance with the admission requirements of the School and the graduate program as approved by Senate and the policies and guidelines established and approved by the Graduate Education Council.

GRADUATE EDUCATION COUNCIL (the Council)

- 4.0 There shall be a Graduate Education Council of the School responsible to the Senate. The Council shall:
 - a) serve as a central forum to approve or recommend to Senate academic policies as determined by Senate and set out in the "[Approving Authority Document](#)".
 - b) provide a representative and open forum for discussion and sharing of information and topics and give advice on any aspect of graduate education.

School of Graduate and Postdoctoral Studies Council Constitution

4.1 The Council shall be composed of:

- a) the following ex officio (voting) members:
 - (i) Vice-Provost (Graduate and Postdoctoral Studies), who shall be Chair
 - (ii) Associate Vice-Provosts (Graduate and Postdoctoral Studies)
 - (iii) President & Vice-Chancellor (*or designate*)
 - (iv) Provost & Vice-President (Academic) (*or designate*)
 - (v) Associate Dean-Graduate (*or equivalent*) from each Faculty
 - (vi) President, Society of Graduate Students (SOGS)
 - (vii) President, Postdoctoral Association at Western (PAW)
 - (viii) Chair, Senate Committee on Academic Policy (*or designate*)
 - (ix) Vice-Provost & Associate Vice-President (Indigenous Initiatives) (*or designate*)
 - (x) Associate Vice-President (Equity, Diversity & Inclusion) (*or designate*)
 - (xi) University Registrar (*or designate*)
 - (xii) Vice-Provost (Western International) (*or designate*)
 - (xiii) Vice-President Research (*or designate*)
- b) the following ex officio (non-voting) members:
 - (i) University Librarian (*or designate*)
 - (ii) Director, Centre for Teaching and Learning (*or designate*)
 - (iii) Program Specialist, Graduate Student Life, Student Experience
 - (iv) Associate Director, Careers & Experience, Student Experience (*or designate*)
 - (v) Director, Academic Quality & Enhancement, Office of Vice-Provost (Academic Programs)
 - (vi) Communications Specialist, Office of Associate Vice-President (Equity, Diversity and Inclusion)
 - (vii) Postdoctoral Services Coordinator, School of Graduate and Postdoctoral Studies
- c) the following (voting) members, elected/appointed by each Faculty*:
 - (i) One Faculty Member who is a member of the School
 - (ii) One Graduate Chair (or equivalent from non-departmental faculties who is a member of the School (see 2.0)
 - (iii) One Graduate Assistant (or comparable role with responsibility for graduate program administration)
 - (iv) One Graduate Student

* Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western's commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.
- d) the following elected/appointed (voting) members:
 - (i) One member of an Affiliated University College, appointed by the Affiliated University Colleges on a rotating basis (2-year cycles)
 - (ii) One Postdoctoral Scholar, chosen by the Postdoctoral Association at Western in consultation with the Postdoctoral Services Coordinator of the School
- e) the following guests:
 - (i) Resource persons, as needed, will also be invited
 - (ii) Any member of the university community with an interest in graduate education is considered an observer member and may participate in the discussion at the invitation of the Chair but shall neither move/second motions nor vote

School of Graduate and Postdoctoral Studies Council Constitution

- 4.2 The term of office for elected members shall be one-year (renewable) for students and two years (renewable) for faculty/others, as set out in the Senate By-Laws. The term of office for elected members shall normally be renewable once for a maximum of two sequential terms
- The membership terms shall be so staggered that approximately even proportions of the faculty/other members retire each year
- 4.3 The seat of an appointed or elected member of the Council may be declared vacant if the member during a membership year is absent from three regular meetings without having been granted Leave of Absence
- 4.4 The Council shall meet as required but at least twice annually: once in the fall term and once in the winter term, and at such other times as the Council, Chair, or Senate may prescribe.
- 4.5 As set out in the Senate By-Laws, **quorum** shall be one-half of the voting members, including at least one-half of the elected or appointed members.
- 4.6 Approval of resolutions shall require a **majority of those voting** in a regularly constituted meeting of the Council.
- 4.7 Senate delegates authority to the Council to approve and recommend policies as detailed in the Sep 16, 2022 Senate minutes. All policy changes shall be reported to Senate annually at the June meeting of Senate.
- 4.8 The Council may establish such committees as it considers necessary. The Council may delegate authority to its committees, but such committees shall be responsible to the Council.
- 5.0 The following standing committees of the Council shall, assist and advise the Vice-Provost on graduate affairs related to graduate education and postdoctoral study, including policy:
- Academic Policy Committee
 - Professional Development Advisory Committee
 - Mentorship Advisory Committee
 - Postdoctoral Affairs Advisory Committee

The terms of reference and composition of the standing committees are accessible on the School website: <https://grad.uwo.ca/resources/gec/index.html>. They may be revised and committees added or deleted by the Graduate Education Council as it deems necessary.

The Vice-Provost or an Associate Vice-Provost shall chair the Academic Policy Committee. The Chairs of the Professional Development Advisory Committees, the Mentorship Advisory Committee, and the Postdoctoral Affairs Advisory Committee shall be appointed by the Vice-Provost.

PROGRAM GRADUATE AFFAIRS COMMITTEES

- 6.0 Each graduate program within the School shall establish a graduate affairs committee constituted in accordance with the size and needs of the graduate program to be administered. Such committees shall be responsible to the program concerned.
- 6.1 The membership of a graduate affairs committee must include:
- a) one or more graduate students elected or appointed, according to procedures determined by the program concerned,
 - b) a faculty member with membership in the School and who is actively engaged in

School of Graduate and Postdoctoral Studies Council Constitution

graduate education to chair the committee, preferably for a period of two years or more,

- c) the Graduate Chair (or equivalent), who may also be the chair of the committee
- d) sufficient faculty members with membership in the School to reflect the size and scope of the graduate program.

6.2 Consultation with students about matters of program policy is expected.

6.3 Student members of the committee will be required to withdraw when matters concerning individual students are concerned.

7.0 The by-laws and regulations for the conduct of the proceedings of the Council, the standing Committees, and all other committees or subcommittees within the School shall be, where practicable, those adopted by Senate.

8.0 Proposed amendments to this Constitution shall be circulated to all members of Council along with the agenda, at least one week in advance of the meeting in which approval will be sought. Approval shall be by a majority vote. If approved, the amendments shall be recommended to Senate for final approval.

GRADUATE EDUCATION COUNCIL (GEC) ACADEMIC POLICY COMMITTEE

Terms of Reference:

The GEC Academic Policy Committee is responsible for reviewing and amending academic policies relating to graduate studies.

- New and revised graduate academic policies will be recommended to GEC for approval.
- New and revised policies that are deemed (as per the “Approving Authority Document”) to require Senate approval will be recommended to the Senate Committee on Academic Policy and Senate following approval from GEC.

Composition:

- One Associate Dean-Graduate (or equivalent) from each Faculty
- One Graduate Program Chair from an Affiliate University College, rotating across the affiliates on a two-year cycle
- Two Graduate Students who represent the diversity of graduate programs (one-year cycles, on a rotational basis), elected by GEC **
- Two Graduate Assistants who are not from the same Faculty and who are members of GEC (two-year cycles, on a rotational basis) **
- Additional non-voting members (e.g., Office of the Registrar staff, School of Graduate and Postdoctoral Studies staff, Office of Indigenous Initiatives staff, Equity, Diversity and Inclusion Office staff, Western International staff) as resources as needed
- Ex Officio voting:
 - *Vice-Provost (Graduate and Postdoctoral Studies)
 - *Associate Vice-Provosts (Graduate and Postdoctoral Studies)
 - Chair, Senate Committee on Academic Policy

* The Vice-Provost or one of the Associate Vice-Provosts will serve as Chair of the GEC Academic Policy Committee

** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western’s commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

Revised April 2023 (Supersedes March 2014)

GRADUATE EDUCATION COUNCIL (GEC) PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

Terms of Reference

The GEC Professional Development Advisory Committee is responsible for advising the School of Graduate and Postdoctoral Studies (SGPS) on the needs and trends related to the services and programs to support the professional development of graduate students and postdoctoral scholars. In particular, the committee is responsible:

- To gather and disseminate information with respect to the needs, trends, and “best practices” in graduate and postdoctoral professional development.
- To advise SGPS on the need and/or opportunity for programming to support graduate students and postdoctoral scholars in their career preparation and the development of their professional skills. To recommend and encourage partnerships with other campus units (e.g., Centre for Teaching and Learning, Student Success, Western Libraries) to develop and deliver professional development programming.
- To support and encourage the engagement of graduate students and postdoctoral scholars in career preparation and professional skill development opportunities.
- To provide an annual report of its activities to GEC.

Composition:

- Three Graduate Students (1 PhD, 1 research Master’s, 1 professional program), elected by GEC **
- One Postdoctoral Scholar, elected by GEC
- Two Graduate Program Chairs, elected by GEC **
- Two Associate Deans-Graduate, elected by GEC **
- At least three expert advisors from Student Experience and Centre for Teaching and Learning
- Ex Officio:
 - * Doctoral Professional Development Coordinator, SGPS
 - Vice-Provost, SGPS
 - Associate Vice-Provosts, SGPS
 - Postdoctoral Services Coordinator, SGPS
 - Director, Leadership & Learning, Student Experience (or designate)

* The Doctoral Professional Development Coordinator, SGPS, will serve as Chair of the Professional Development Advisory Committee.

** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western’s commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

Revised April 2023 (Supersedes March 2014)

GRADUATE EDUCATION COUNCIL (GEC) MENTORSHIP ADVISORY COMMITTEE

Terms of Reference

The GEC Mentorship Advisory Committee is responsible for advising School of Graduate and Postdoctoral Studies (SGPS) on the needs and trends related to services and programs to support graduate and postdoctoral supervisors in the development of effective mentorship skills. In particular, the committee is responsible:

- To gather and disseminate information with respect to needs, trends, and “best practices” in graduate and postdoctoral supervision.
- To advise SGPS on the need and/or opportunity for programming to support the development of mentorship skills among faculty members who supervise or advise graduate students and/or postdoctoral scholars.
- To recommend and encourage partnerships with other campus units (e.g., Centre for Teaching and Learning) to develop and deliver mentorship programming
- To support and encourage faculty members to engage in opportunities for the development of mentoring skills.
- To provide an annual report of its activities to GEC.

Composition:

- Two Graduate Students (1PhD, 1 research Master’s), elected by GEC **
- One Postdoctoral Scholar, elected by GEC
- Six Faculty Members who supervise or advise graduate students and/or postdoctoral scholars, two of whom should be current or recent graduate chairs (or equivalent), elected by GEC **
- Ex Officio:
 - *Director, Centre for Teaching and Learning (or designate)
 - Vice-Provost, SGPS
 - Associate Vice-Provosts, SGPS

* The Director of the Centre for Teaching and Learning (or designate) will serve as Chair of the Mentorship Advisory Committee.

** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western’s commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

Revised April 2023 (Supersedes March 2014)

GRADUATE EDUCATION COUNCIL (GEC) POSTDOCTORAL AFFAIRS ADVISORY COMMITTEE

Terms of Reference

The GEC Postdoctoral Affairs Advisory Committee is responsible for advising School of Graduate and Postdoctoral Studies (SGPS) on the needs and trends related to policies, processes, and services to support postdoctoral scholars and their supervisors. In particular, the committee is responsible:

- To gather and disseminate information with respect to needs, trends, and “best practices” in postdoctoral training and services.
- To advise SGPS on matters relating to the University’s policies and processes regarding the terms of appointment and compensation of postdoctoral scholars at Western.
- To advise SGPS on the processes regarding recruitment and appointment of postdoctoral scholars at Western.
- To provide advice and oversight for the monitoring of career progress, career development, and conflict resolution.
- To provide an annual report of its activities to GEC.

Composition:

- Two Postdoctoral Scholars, elected by GEC **
- Four Associate Deans-Graduate, elected by GEC **
- One Director of a Western Research Institute
- Ex Officio:
 - * Postdoctoral Services Coordinator, SGPS
 - Vice-Provost, SGPS
 - Associate Vice-Provosts, SGPS
 - Director, Western International (or designate)
 - Three Associate VPRs (or designates)

* The Postdoctoral Services Coordinator, SGPS, will serve as Chair of the Postdoctoral Affairs Advisory Committee.

** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western’s commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

Revised April 2023 (Supersedes March 2014)