

**GRADUATE EDUCATION COUNCIL MEETING**

Date: May 13, 2013

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

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

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1. Approval of the Minutes of May, 2012  
(*Last meeting in January –no minutes Strategic Plan input with SCUP members*)
2. Business arising from the Minutes
3. SGPS Announcements and Information (Linda Miller)
4. Reports from GEC Committees (Carol Beynon, Peter Simpson)
  - Operations/Agenda and Nominating (Peter Simpson)
    - i. **Recommended that the Graduate Education Council accept and approve the following nominations for the terms stated as members in the GEC**
      1. Faculty Representatives (July 1, 2013-June 30, 2015 -2 year terms)
        - a. Education- to be announced
        - b. Information and Media Studies – S. Torres (replaces L. Vaughan)
        - c. Health Sciences – S Scollie (replaces A. Salmoni)
        - d. Arts & Humanities – R. Montano (replaces D. Nousek)
      2. Graduate Chair Representatives (July 1, 2013-June 30, 2016 - 3 year terms)  
Two names brought forward for one vacancy
        - a. Jim Dickey- Graduate Chair, Kinesiology,
        - b. Abdallah Shami, Graduate Chair, Electrical and Computer Engineering  
*Online E-vote results – Dr. Jim Dickey received the most nominations*
      3. Graduate Assistant Representatives (July 1, 2013 -July 2015 -(2 year terms)  
Three vacancies
        - a. Julaine Anas Hall, Schulich School of Medicine and Dentistry
        - b. Melanie Caldwell, Theory and Criticism, Interdisciplinary – (Social Sciences, Arts & Humanities)
        - c. Meagan Seale-PhD Program Coordinator, Ivey Business School
      4. SUPR-G Representatives Required (nominees from the floor)  
<http://www.uwo.ca/univsec/senate/cteeterms/supr-g.pdf>
        - a. 2 Graduate Students (appointed by GEC 2 year term)
          - i. Replaces Gaston Keller (term ends June 30, 2015)
          - ii. One vacant seat (term ends June 30, 2014)
        - b. 2 Faculty Members (appointed by GEC 2 year term)
          - i. Replaces Roma Harris (term ends June 30, 2015)
          - ii. One vacant seat (terms ends June 30, 2014)
- Postdoctoral Policy –Length of term (Peter Simpson)
- Policy, Regulations and Graduate Program Membership (attached)
- Mentorship & Professional Development (Debbie Dawson, Nanda Dimitrov)  
No report at this time
4. **Other business**

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



# Western Graduate & Postdoctoral Studies

## MINUTES OF THE MEETING OF THE GRADUATE EDUCATION COUNCIL

May 15, 2012

The meeting was held at 12:00 – 1:30 Room 2130, Student Services Building

### Attendees:

Alan Salmoni	Jamie Baxter	Matt Dumouchel
Andrew Boivin	June Cotte	Michele Gibson
Bill Danaher	Katrina Moser	Nanda Dimitrov
Candace Loosley	Krystyna Locke	Nedal Mohamed
Carol Beynon	Linda Miller	Nick Dyer-Witthford
Carolyn McLeod	Liwen Vaughan	Peter Simpson
Catherine Wilkins	Lorraine Davies	Ron Wagler
Charles Weijer	Majid Eghbali-Zarch	Samual Trosow
Darlene McDonald	Margaret Ann Wilkinson	Trecia Brown
Debra Housek	Mathew VanKoughnet	

### 1. Approval of the Minutes of February 7, 2012

The minutes of the meeting of February 7, 2012 were approved as presented  
Moved by Russell Poole

### 2. Business arising from the Minutes –none

### 3. SGPS Announcements and Information

- SGPS is hosting a thank you on June 7<sup>th</sup> from 3:30pm to 5pm for all individuals who have given us their time and attention over the past year.
- SGPS is now four years old and will be undergoing a review over the course of the next few months. We have provided the Provost with a list of items that we feel should be look at during the review process, one of which is committee structure for SGPS primarily GEC and its various committees. So don't be surprised if you are contacted by the Provost's Office to engage in part of the review process.
- Campus Police had over 800 alarms on the Sunday of the Easter weekend due in part of doors being propped open and from people going in and out and not closing doors properly. If you have Graduate Students who should have access to building on weekends or after hours, you can give them access to the buildings. Please contact the keys department to ensure that your students have the proper access. If you have any questions, regarding who can or should have access, please contact Linda Miller and she will be happy to consult with Campus Police on your behalf.
- Graduate Teaching Association
  - Negotiations with the PSAC will begin over the next few months Please email Linda with any questions or concerns as we move forward with the group

### 4. Reports from GEC Committees

- Policy, Regulations and Graduate Program Membership  
Thesis Regulations **EXHIBIT II tabled**

- **Operations/Agenda and Nominating**

Request for nominations sent to various groups for submissions. All nominations approved.

- **Affiliate Representative (July 1, 2012 – June 30, 2014 – 2 year term)**

King's University College - Laura Lewis

- **Faculty Representatives (July 1, 2012-June 30, 2014 -2 year terms)**

Music - Richard Semmens

Engineering - Julie Shang

Science – nomination to be provided at a future meeting

Social Sciences - Christine de Clercy

- **Graduate Chairs Terms (July 1, 2012-June 30, 2015 - 3 year terms)**

Four names brought forward for two vacancies-e-vote results

Dr. Beth MacDougall-Shackleton, Graduate Chair, Department of Biology

Dr. Daniel Vaillancourt, Graduate Chair, Department of French

- **Graduate Assistants Terms ending July 2012 (2 year terms)**

Ms. Kristen Hunt, Graduate Assistant, Chemical and Biochemical Engineering

**All in favour**

- **Mentorship & Professional Development (Debbie Dawson, Nanda Dimitrov) APPENDIX 1**

Group has not meet since last GEC in February when an update was provided.

Meeting is set for early June of 2012

One of the things we are working on is getting feedback on the 360 website and what would be the best way to present that to graduate students to have a source all professional development programs for grad student ready for September. We have a technical solution to move it to the TSC and update it. Members of the committee have also given their feedback as well.

We have been talking to the GTA union and answering their questions related to contract negotiations.

One request – As Fall New Student Orientation season is coming up, a lot of departments have been really been wonderful in recommending the Student Success Centre and the TSC programs to their students – some have gotten so excited that they have required it of their students. If you are making this a requirement – please let me know in advance – I would like to ensure that we are able to offer the support and accommodated them. Also ensure that this is consistent with the TA contract if it is required it must be paid.

**4. Other business**

**3MT Event** – Students did amazing job –feedback –this is a keeper.

We will be participating next year and are hoping that we can do an Ontario wide completion. We will get information out sooner. We want to ensure that every faculty is engaged. We will discuss different strategies to help with this.

Videos of winner are on home page

Meeting adjourned

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**MOTIONS TO AMEND GRADUATE REGULATIONS:**

**1. 8.3.1. Format Specifications**

**Integrated-Article** (replace Co-authorship bullet with the following wording)

- In the case of co-authored papers (chapters), the student must include a statement of authorship for each paper included in the thesis, indicating the nature and extent of contributions by others. A clause will be added to the Supervisor Approval Form to confirm the statement(s) of authorship.
- *For information: Ownership and intellectual property issues re Integrated-article theses will be kept under advisement for further discussion at a later date*

**2. 8.4.2 – addition of the following words**

**Note:** The thesis defense is normally a closed event unless the student and program by mutual agreement, request that the defense be open to the university community (e.g., faculty, academic colleagues, students).

**3. 8.4.2.1 – All examiners:**

- Normally attend the Public Lecture and Thesis Examination...
- **External Examiner:** attends the Public Lecture and Thesis Examination in person, however participation by videoconference or teleconference is also permitted.

**4. 8.4.2.1 Roles of Chair - if AI is found to be compromised during defense:**

If, at the conclusion of the defence, the candidate's supervisor, the Chair or any member of the examining committee expresses the view that there is a *prima facie* case for alleging

- (a) that a material portion of the thesis has been plagiarized, or
- (b) that there is other evidence of academic misconduct,

the Chair shall withhold his/her signature from the examination certificate and submit the matter (together with any supporting materials) to SGPS for investigation. Where this occurs, the Chair shall, without informing the candidate of the identity of the person making the relevant allegation, inform the candidate that an allegation of academic misconduct has been made. The Chair shall also inform the candidate that an investigation into the matter will be conducted by SGPS, and invite the candidate to contact SGPS to discuss the allegations.

**5. 8.4.4.1 – Rewording of the preliminary examination of the thesis**

- Current wording: *A work that requires only minor revisions may be judged acceptable. Minor revisions include typographical or grammatical errors; errors in calculation, labels for tables, nomenclature, and bibliographic form; and the need for minor clarifications of content. A thesis that requires major revisions in form and or content before it can meet requisite scholarly standards must be judged unacceptable. Major revisions include, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument,*

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*unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context. The need for the rewriting of substantial portions of the thesis to make it acceptable cannot be construed as "minor." As a rule of thumb, revisions requiring more than two weeks to complete cannot be construed as "minor."*

- **Recommended that wording be changed to:**

There are 2 possible outcomes that the examiners may consider:

1. Acceptable to go to defense with revisions/modifications
2. Unacceptable to go forward to defense

Acceptable with Revisions/Modifications:

A work that requires some revisions/modifications may be judged acceptable.

Revisions/modifications include limited typographical or grammatical errors; errors in calculation, labels for tables, nomenclature, and bibliographic form; and the need for clarification of content.

Unacceptable:

A thesis judged unacceptable may contain for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

The completed examiner reports are confidential to the Vice-Provost (Graduate and Postdoctoral Studies). The External Examiner completes the [External Examiner Form](#). SGPS must receive the completed forms from all the Examiners at least five working days before the date scheduled for the candidate's Thesis Examination. **All examiner evaluations are shared with the Supervisor after the examination.**

#### **6. 8.4.4.2 – Following the oral examination**

There are 3 possible outcomes to the oral defense that the examiners may consider:

1. Acceptable - no changes
2. Acceptable with revisions/modifications
3. Unacceptable

Examples of Acceptable with Revisions/Modifications may include limited typographical or grammatical errors; errors in calculation, labels for tables, nomenclature, and bibliographic form; the need for clarification of content in order to meet requisite scholarly standards. Examples may include some additions, deletions or editing of text; further analysis or discussion of some piece of data. Normally, candidates have up to 6 weeks to submit the final thesis after examination.

Unacceptable:

A thesis judged unacceptable may contain for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of

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data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

**7. Regulation 8.4.4.2 re-examination hearing concerning membership of the panel**

- Current wording: The Re-Examination Hearing Committee is chaired by an Associate Vice-Provost (Graduate and Postdoctoral Studies) and includes the two Program Examiners, University Examiner (the External Examiner's presence is waived), the Supervisor, the Graduate Chair of the program concerned, and two members of SGPS from the candidate's Division but not the program concerned. Note: The candidate does not attend the committee meeting.
- Motion that  
The phrase "two members of SGPS from the candidate's Division but not the program concerned" to be removed

**8. External Examiner's Form  
See attachment**

**9. For Information: 8.1. Supervisory Committee Regulations**

- Programs are required to establish a formal Thesis Advisory Committee for all thesis-based Masters and PhD students consisting of a supervisor and at least one other person – formatting and wording change to clarify
- Academic Integrity: New process in place that all incoming graduate students must successfully complete the online AI module; effective may 1<sup>st</sup> 2013
  - Turnitin.com – University License covers access by students or faculty for papers or theses

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**EXTERNAL EXAMINER'S REPORT**

Due 7 days prior to the scheduled defense

**A. EXTERNAL EXAMINER RECOMMENDATION:**

\_ The thesis is judged acceptable to go to examination

*(Please use the following as a guideline to provide comments to the candidate that will be provided to the candidate and supervisor after the defense is over. Normally 2 – 3 pages in length is sufficient. In the event this thesis is nominated for an award, the comments below may be included as part of the nomination package.)*

\_ The thesis is judged unacceptable to go forward to examination

*(Please provide specific reasons for this decision. Please note that in order for the thesis not to go forward to defense, the majority of examiners must declare it thus. )*

**B. EXTERNAL EXAMINER'S REPORT**

- I. SIGNIFICANCE OF THE RESEARCH QUESTION(S) ADDRESSED/ ACADEMIC QUALITY & MERIT
- II. APPROPRIATENESS OF THE RESEARCH METHODS USED OR THE APPROACH TAKEN; SUCCESS IN USING THE CHOSEN METHOD OR APPROACH
- III. CLARITY OF ANALYSES AND CONCLUSIONS
- IV. ORIGINALITY/VALUE OF THE THESIS AS A CONTRIBUTION TO KNOWLEDGE
- V. STRUCTURE OF THESIS; WRITING OF PROFESSIONAL STANDARD
- VI. QUALITY OF THE WRITING
- VII. OTHER

**PLEASE NOTE THAT THE PRELIMINARY EVALUATIONS ARE CONFIDENTIAL TO SGPS. THEY ARE NOT TO BE SHARED WITH THE SUPERVISOR, CANDIDATE OR PROGRAM**