

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES
Graduate Education Council – Committee Meeting
MINUTES

April 24, 2019

12:00pm – 1:30pm

International and Graduate Affairs Building room 1N05

Melitta Adamson	Liyang Jiang	Frederick Curtis Lubbe
Pam Bishop	Marc Moreno Maza	Martin Lefebvre
Ruth Martin	Silvia Mittler	Linda Miller
Pam McKenzie	Jayshri Sabarinathan	Lorraine Davies
Michael Coyle	Jean-Francois Millaire	Peter Simpson
Lyn Purdy	Lina Dagnino	Caroline Dias da Costa
Susanne Schmid	Francois Poire	Alencar
Kamran Siddiqui	Arzie Chant	Mary Blake Rose
Jisuo Jin	Susan Simpson	Bobby Glushko
Jamie Baxter	Wendy Hough	G. Tigert
Stephen McClatchie	Lori Johnson	Lee Ann Mclvor
Dennis Klimchuk	Adam Roy	Nanda Dimitrov
Lorie Donelle	Mary Ott	Ron Wagler
Sharon Sliwinski	Ryan Chan	
Stephan Vachon	Jenna Kitz	

Regrets: John Hatch, Kate Parham, Brent Faubert, Catherine Nolan, Kim Shuey, Edmund Goehring, Sam Trosow, Jeff Holmes, Caroline Schild-Poulter

1. Welcome and approve minutes from February 5, 2019 – **Approved with amendments**
2. Business Arising from the Minutes – **None**
3. *Own Your Future* Self-Assessment - **Approved**
4. Revised [Supervisory Regulations](#) 11.01 – **Revised as shown, approved with friendly amendments**
5. For Information: Sentence added to [General Information section 1](#) – **Approved**
6. Proposal for Editing [Thesis Regulations section 8.3](#) (Peter) – **Send back to policy committee the discussion of the alternative formats, but we'll accept as proposed the minor changes to the format of the Integrated Article and the Monograph thesis (we can implement this summer)**
7. Revised [Leave of Absence](#) and proposed addition of an Internship Leave 4.06 – **approved with amendments**

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES

Graduate Education Council – Committee Meeting

MINUTES

February 5, 2019

12:00pm – 1:30pm

International and Graduate Affairs Building room 1N05

Melitta Adamson	Silvia Mittler	Martin Lefebvre
Catherine Nolan	Jayshri Sabarinathan	Nicole Kuntz
Pam Bishop	Jean-Francois Millaire	Linda Miller
Ruth Martin	Lina Dagnino	Lorraine Davies
Michael Coyle	Arzie Chant	Peter Simpson
Susanne Schmid	Susan Simpson	Mary Blake Rose
Kamran Siddiqui	Wendy Hough	Bobby Glushko
Jisuo Jin	Lori Johnson	John Hatch
Jamie Baxter	Adam Roy	G. Tigert
Edmund Goehring	Mary Ott	Aisha Haque
Sam Trosow	Ryan Chan	Ariana Potichnyj
Caroline Schild-Poulter	Shelby Wilson-Powell	Garret Munch
Liyang Jiang	Jenna Kitz	Kate Parham
Jeff Holmes	Frederick Curtis Lubbe	

Regrets: Stephan Vachon, Lorie Donelle, Sharon Sliwinski, Francois Poire, Brenton Faubert, Marc Moreno Maza, Dennis Klimchuk, Stephen McClatchie, Pam McKenzie, Kim Shuey, Lee Ann McIvor, Lyn Purdy

~~8-1.~~ Welcome and approve minutes from November 27, 2018 - **Approved**

~~9-2.~~ Business Arising from the Minutes - **None**

~~10-3.~~ Revisions to the Senate Election Procedures: Senate Membership – Changes to the Distribution of Senate Seats in the School of Graduate and Postdoctoral Studies (Linda Miller)

i. Graduate Student Population Change by Faculty - Fall 2008 to Fall 2018 – **Approved**

ii. SGPS Senate Seat Review - Fall 2008 and Fall 2018 Comparison - *Background*

iii. SGPS Senate Seat Change Proposal - Fall 2018 - *Background*

~~11-4.~~ Update on the GEC Committees

a) GEC Mentorship and Professional Development Committee updates (Aisha Haque)

b) Postdoctoral Advisory Committee updates (Peter Simpson)

~~12-5.~~ Graduate Student Development at the CTL report (Aisha Haque)

| ~~13.6.~~ Own Your Future Update (Nicole Kuntz, ~~Lorraine Davies~~)

| ~~14.7.~~ Policy Update (Lorraine Davies) – Lorraine brought for discussion the proposal to make OYF Self-assessment mandatory

Other Business

3. Own Your Future Self-Assessment

Own Your Future Self-Assessment

Motion:

That, as of September 2019, all incoming Western doctoral students will be required to complete Western's ***Own Your Future (OYF)*** Self-Assessment module during their first term of registration as a doctoral graduate student.

Background

Professional development is a key component of graduate education. *Own Your Future* is Western's doctoral professional development program, designed to maximize the value of the doctoral degree. It has been recognized as an opportunity to differentiate Western's doctoral graduates from others across Canada. Participation in this program supports student academic engagement, and provides students with a competitive edge of professional self-awareness when transitioning into future careers. In this regard, the ability to self-assess and to act on development needs are critical skills that promote successful goal achievement.

A key component of OYF is a custom-made on-line, self-assessment module designed to allow students to assess their proficiency in six competencies, and then to guide them as they decide which modules best support their professional development (<https://www.uwo.ca/ownyourfuture/>). To maximize its effectiveness, students should complete the self-assessment at the beginning of the degree, and at least once a year as they progress throughout their program. There is no grade or evaluation associated with the self-assessment.

The School of Graduate and Postdoctoral Studies will implement this mandatory on-line module for incoming doctoral students. All doctoral graduate students will be required to complete the module by the end of their first term of study in order to be registered for subsequent terms. The results of students' self-assessments will be confidential and will be provided only to the student; self-assessment results will not be shared with graduate programs.

Why require the self-assessment to be mandatory?

Mandatory participation at the beginning of the degree (students are also encouraged to complete self-assessment through their degree) will convey to students the message that all Western's doctoral programs recognize the value of, and encourage students to participate in, professional development.

Format

Effective Fall 2019, all new incoming doctoral students will be notified via email of the requirement that they complete the OYF Self-Assessment module.

Administration

The administration of the OYF Self-Assessment will be the same as the Academic Integrity Module.

Consultations

The following groups have been consulted: Graduate Education Council; Graduate Education Council Policy Committee; Graduate Chairs, Faculty, staff and students who attended three town halls during Winter 2019, and Associate Deans (Graduate).

4. Revised supervisory regulations 11.01

VERSION WITH EDITS FROM LAST MEETING:

11. Supervision

One of the most important aspects of graduate training is the timely, clear identification of a Supervisory Committee for each graduate student participating in a research program. Although there are wide variations in the pattern of finding a Supervisory Committee, it is this group who plays a key role in the direction of the graduate student's research. Although reasonable effort will be made to accommodate individual student research preferences, the graduate program cannot guarantee to provide a particular supervisor or particular committee members, nor can the program accommodate every topic of research proposed by a graduate student. As one illustration, some programs may only accept students to work on specific projects that are funded by a faculty member's research grant or contract-based funding.

11.01 SUPERVISORY COMMITTEE ROLES

A **Supervisory Committee** consists of at least one Supervisor and at least one Committee Member (who is not also one of the supervisors). This committee may:

- assist in the development of the candidate's research plan and thesis proposal,
- provide advice and constructive feedback on the planning and writing of the thesis,
- evaluate progress

All members of the committee must hold the appropriate level of [SGPS Membership](#) as outlined below.

11.01A Supervisor

This designation indicates that the faculty member(s) have primary responsibility for overseeing the Master's or Doctoral thesis research program. Up to two Supervisors can participate in a Supervisory Committee.

Membership Requirements:

- *Doctoral Student: a Supervisor must have Doctoral Membership in the student's program. An additional Supervisor could have Doctoral, Master's or Associate membership in any program.*
- *Master's Student: a Supervisor must have Doctoral or Master's Membership in the student's program. An additional Supervisor could have Doctoral, Master's or Associate membership in any program.*

11.01B Committee Member

All supervisory committees must contain at least one Committee Member (in addition to Supervisor(s)). This designation indicates that the Committee Member has a secondary responsibility for the Master's or Doctoral thesis research program. Up to three Committee Members can participate in a Supervisory Committee.

Membership Requirements to be a Committee Member:

- *must have any level of SGPS membership in any program (i.e. could have Teaching/Advisory Membership outside of student's program)*

10. SGPS Membership

In accordance with [The School of Graduate and Postdoctoral Studies' Composition and Rules of Procedure](#), only members of the School of Graduate and Postdoctoral Studies (SGPS) may be involved in graduate student education, supervision and formal teaching. Meeting minimum requirements does not guarantee that membership will be granted.

10.1 CATEGORIES

The categories of SGPS membership are:

- [Teaching/Advisory](#)
- [Associate](#)
- [Master's](#)
- [Doctoral](#)

10.2 DURATION

Master's and Doctoral memberships are permanent in the home department. Master's or Doctoral memberships held outside of the home department are not permanent and may be subject to audit and inactivation at each Institutional Quality Assurance Process review or at other timelines specified by the program.

Teaching/Advisory Membership is temporary up to a maximum of three years, renewable.

Associate Membership is temporary, up to a maximum of five years, renewable.

10.3 PRIVILEGES, CRITERIA and QUALIFICATIONS

Summary of Privileges by Membership Level

	Doctoral	Master's	Associate	Teaching/Advisory
Supervise Doctoral Student	Yes	Yes – with another Supervisor holding Doctoral Membership	Yes – with another Supervisor holding Doctoral Membership	No
Supervise Master's Student	Yes	Yes	Yes – with another Supervisor holding Master's or & Doctoral Membership	No
Chair Doctoral Thesis Examination	Yes	Yes	No	No
Chair Master's Thesis Examination	Yes	Yes	Yes	Yes
Participate as Thesis Examiner	Yes	Yes	Yes	Yes
Supervisory Committee Member	Yes	Yes	Yes	Yes
Teach Graduate Course	Yes	Yes	Yes	Yes

Teaching/Advisor Membership

Criteria and Qualifications

- Nomination by a Western graduate program offering a Quality Assurance Council approved graduate degree
- ~~Ph.D.~~ degree or qualification appropriate to the discipline
- Appropriate expertise and experience commensurate with program activities and responsibilities
- Elders, Indigenous knowledge keepers and practicing professionals are eligible for SGPS Membership
- Graduate students are not eligible for SGPS membership

Privileges May Include

- Teach graduate courses
- Serve as member of thesis supervisory committee
- Participate as thesis examiner
- Chair Master's thesis examinations
- May be involved in graduate student education (i.e., student advisor, teaching, non-thesis research paper second reader) except sole thesis supervision.

Associate Membership (NEW)

Criteria and Qualifications

- Faculty appointment including adjunct, at Western or an Affiliate University College
- Nomination by a Western or Affiliate University College graduate program offering a Quality Assurance Council approved graduate degree
 - Ph.D. degree or qualification appropriate to the discipline
 - Appropriate expertise & experience commensurate with program activities and responsibilities
 -

Privileges

- ~~Supervise~~ ~~ion of~~ thesis (with another Supervisor holding appropriate membership (Master's or Doctoral) in the student's program)
- Teach graduate courses
- Serve as member of thesis supervisory committee
- Participate as thesis examiner
- Chair Master's thesis examinations
- May be involved in graduate student education (i.e., student advisor, teaching, non-thesis research paper second reader) except sole thesis supervision

Master's Membership

Privileges

- Supervise Master's theses
- Supervise Doctoral Theses (with another Supervisor holding Doctoral membership in student's program)
- Chair Thesis Examinations
- May be given access to Graduate Application System
- Teach graduate courses
- Serve as member of thesis supervisory committee
- Participate as thesis examiner
- Other facets of graduate student education (i.e., student advisor, non-thesis research paper second reader)

Doctoral Membership (no change)

5. For Information: Sentence added to General Information section 1

1. General Information

These policies and regulations apply to all graduate programs within Western and its aAffiliated uUniversity cColleges. Reference to program, department, faculty, etc. should be interpreted within the context of these institutions. The academic year in the School of Graduate and Postdoctoral Studies consists of three terms: Fall term, beginning September 1; Winter term, beginning January 1; and Summer term, beginning May 1.

6. Proposal for Editing Thesis Regulations

8.3.1 Thesis Format Guidelines

http://grad.uwo.ca/current_students/regulations/8.html#8321

~~SGPS accepts theses in monograph format, integrated article format, and alternative formats.~~ A thesis represents and communicates a body of scholarly work conducted by the student. Traditionally it has taken the form of a text document. Respecting the variety of cultures both academic and social, SGPS encourages consideration of theses in a variety of formats. SGPS accepts theses in monograph format, integrated-article format, and alternative formats.

SGPS respects Indigenous cultures and encourages the submission of theses that represent Indigenous research in a relevant format.

1. Alternative formats

Graduate students pursue varied forms of scholarship, and the traditional monograph thesis will not in every case be the best way to communicate the work. The Integrated Article thesis can be considered an example of an alternative format: in some disciplines the important scholarly 'artifact' is the journal article, and this is recognized by allowing the submission of journal articles as thesis content. In other disciplines the important scholarly artifact takes other forms. Examples include musical scores, artistic performances or exhibitions, digital recordings, catalogues, policy documents, software etc. This list is not intended to be exhaustive, but to illustrate the principle that the range of important scholarly artifacts goes beyond text documents.

~~If you would like to submit a thesis in an alternative format, please consult with your graduate program, and with the Vice-Provost of the School of Graduate and Postdoctoral Studies [email address], early in the process, to discuss the format. This discussion should lead to the creation of a Memorandum of Understanding outlining the expected format and content of the thesis. Issues to be considered, among others, include the length of time it will take to create the thesis, the choice of examiners, dissemination of the work, and any issues of long-term storage and public availability. This process is intended to be supportive of alternative formats, not a barrier — because~~

~~this is an area of evolving academic practice, consultation between the student, supervisor, program, and SGPS will be helpful.~~

Alternative forms of thesis will normally include a supplementary text which addresses the objectives of the work, and an explanation of how the work forms a coherent thesis. Depending on the subject matter and format, supplementary text may also be necessary to address research methods, scholarly context of the work, and a review of the relevant literature. Graduate programs may have their own specific requirements. Supplementary text should normally adhere to the standards defined for the monograph thesis regarding font size and margins, described here [LINK]. The substance of the thesis should be consistent with the quantity and quality of original work expected in order to fulfill the requirements of the discipline and degree.

If you would like to propose a thesis in an alternative format, consult with and seek approval from your graduate program, and the Vice-Provost of the School of Graduate and Postdoctoral Studies [email address], early in the process (for example, at the proposal stage), to discuss the format. If approved a Memorandum of Understanding will be created that outlines the expected format (in cases where there is no formal thesis proposal) of the thesis. Issues to be considered, among others, include the length of time it will take to create the thesis, the choice of examiners, dissemination of the work, and any issues of long-term storage and public availability. This process is intended to be supportive of alternative formats, not a barrier – because this is an area of evolving academic practice, consultation between the student, supervisor, program, and SGPS will be helpful.

A brief overview or statement in lay language must be included (maximum 350 words).

Examples

For a discussion of the evolving landscape of the PhD, see the Canadian Association for Graduate Studies Report of the Task Force on the Dissertation:

<https://cags.ca/wp-content/uploads/2018/09/CAGS-Dissertation-Task-Force-Report-1.pdf>

Author	Quinn J. Smallboy
Title	Drum Voice
Degree	Master of Fine Arts
University	Western
Format	Artist's statement (video), interview (text), photos of artwork both complete and in-process.
Link	https://ir.lib.uwo.ca/etd/5040/
Year	2017

Author	Matthew Becker
Title	...and the songs of another... for Six Voices & Live Electronics
Degree	PhD
University	Western
Format	Text and musical performancescore .
Link	https://ir.lib.uwo.ca/etd/5499/
Year	2018
Author	Anne Harris
Title	Cross-marked : Sudanese-Australian young women talk education
Degree	PhD
University	Victoria University, Australia
Format	Monograph plus 7 videos
Link	http://vuir.vu.edu.au/15544/
Year	2010
Author	Nick Sousanis
Title	Unflattening
Degree	PhD
University	Columbia, USA
Format	Graphic novel
Link	http://spinweaveandcut.com/unflattening/
Year	2014
Author	Patrick Stewart
Title	Indigenous Architecture Through Indigenous Knowledge: Dim sagalts'apkwnisim̓ [Together we will build a village]
Degree	PhD
University	University of British Columbia
Format	Text, with very little punctuation or capitalization.
Link	https://open.library.ubc.ca/cIRcle/collections/ubctheses/24/items/1.0167274
Year	2015
Author	Spencer Harrison
Title	Not a Freak Show: Growing Up Gay in Rural Ontario
Degree	PhD
University	Ontario College of Art and Design
Format	Paintings on the exterior of a circus tent.
Link	https://www2.ocadu.ca/event/dr-spencer-j-harrisons-phd-presentation

Year	2017
Author	W. John Williamson
Title	The Case of the Disappearing/Appearing Slow Learner:An Interpretive Mystery
Degree	PhD
University	Calgary
Format	Fictionalized detective novel.
Link	https://prism.ucalgary.ca/handle/11023/2185
Year	2015

This is a living document. If you are aware of an example you'd like to see posted here, contact [link].

2. Monograph

The monograph format organizes chapters around a central problem. A monograph thesis may also include published material, i.e. a 'blended' format is acceptable. For details on how to include published material, see the Integrated Article guidelines below.

Required elements of the monograph thesis:

- Title Page (provided by Scholarship@Western upon upload)
- Abstract and Keywords
- ~~Abstract in lay language~~ **Summary for lay audience (limit maximum 350 words)**
- Co-Authorship statement (if applicable, and see below under Integrated Article)
- Epigraph (optional)
- Dedication (optional)
- Acknowledgments (where applicable)
- Table of Contents
- List of Tables (where applicable)
- List of Figures and/or Illustrations (where applicable)
- List of Appendices (where applicable)
- List of Abbreviations, Symbols, Nomenclature (where applicable)
- Preface (where applicable)

The Body of the Thesis is divided into various chapters and must contain:

- Introduction
- Literature Review (where applicable)
- Middle sections/chapters
- Summary, and Conclusions
- Bibliography
- Appendices (copyright releases and ethics approval should be included where applicable)
- Curriculum Vitae (optional)

3. Integrated Article

In the integrated-article format, the chapters treat discrete but related problems.

The work must include connecting materials to provide logical bridges between the different chapters, thereby achieving an integration of information. Chapters may include content from, or entire, published articles, submitted articles, and unpublished work in a publication format for which the student was the principal contributor. Full citations must be provided.

Authorship

Although SGPS allows co-authorship of chapter materials, the candidate must be the principal contributor to the work and to the manuscript. Authorship conventions vary by discipline, and so order of authors cannot be taken as an indicator of the significance of an author's contribution to the work.

In the case of co-authored papers (chapters), the student must include a **statement of co-authorship** for each paper included in the thesis, describing the nature and extent of contributions by the student and by others. This must include a detailed description of the work (in conducting the research and preparing the manuscript) for which the student was solely responsible. An estimate of the percentage of the work conducted solely by the student must be included. The goal is to make clear to the examiners the student's contribution to the work. The publication status of each paper must be indicated (i.e. not submitted for publication, submitted (where and when?), published (with full citation)).

At the time of approving the submission of the thesis, the supervisor will be asked to confirm the accuracy of the statement of co-authorship.

For further guidelines on authorship, see MAPP 7.0:

https://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf

Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgment of the work during the thesis examination process. The criteria that determine whether an article is suitable for publication are not identical to the academic requirements for a thesis.

The number of papers to be included is not specified. The content of the thesis should be consistent with the quantity and quality of original work expected in a monograph dissertation.

The inclusion of introductory, connecting, and concluding materials, which set the context for the work, is mandatory. A thesis consisting solely of published articles without these elements is not acceptable.

Introductory material must address

- the objectives of the work
- an explanation of how the work forms a coherent thesis

It may also be necessary to address:

- research methods where not addressed elsewhere in the thesis
- scholarly context of the work
- a review of the relevant literature

Bibliographies may be provided in one of two ways: there can be a single bibliography for the entire thesis, or each chapter may have its own individual bibliography. Consult your supervisor, chair, or graduate chair to determine preference in your discipline.

Required elements of the integrated-article thesis:

- Title Page (provided by Scholarship@Western upon upload)
- Abstract and Keywords
- ~~Abstract in lay language~~ Summary for lay audience (limit maximum 350 words)
- Co-Authorship statement (where applicable)
- Epigraph (optional)
- Dedication (optional)
- Acknowledgments (where applicable)
- Table of Contents
- List of Tables (where applicable)
- List of Figures and/or Illustrations (where applicable)
- List of Appendices (where applicable)
- List of Abbreviations, Symbols, Nomenclature (where applicable)
- Preface (where applicable)

The Body of the Thesis:

- Introductory chapter to the entire thesis
- Literature Review (where applicable)
- Middle chapters. Each is presented in an integrated-article format without an abstract.
- Final chapter (general discussion and conclusions) to relate the separate studies to each other and to a relevant discipline or field of study.
- Connecting materials to provide logical bridges between the different chapters
- Appendices:
This section to contain details of methodology, tabulated data, and other pertinent data not provided in detail in previous chapters. Ethics Approval (where applicable) and copyright releases from publications must be included here.
- Curriculum Vitae (optional)

7. Draft for Discussion – Leave of Absence

4.06 LEAVES OF ABSENCE

The Vice-Provost (Graduate and Postdoctoral Studies) may grant a leave of absence ~~for on~~ pregnancy/parental, medical or compassionate grounds normally to a maximum of three terms or 12 months, on the recommendation of the Graduate Program.

~~To ensure that they are optimally supported throughout their degree, leave of absences that extend beyond the normal duration of three terms or of the extended period away from their studies may require that courses or milestones be repeated. Before going on a leave of absence, programs will provide students with an up-to-date progress report.~~

While on leave, students are expected to be away from normal activities as graduate students (e.g. attending classes, conducting research). However, students and supervisors may negotiate ongoing communication during this period. Before the end of the approved leave of absence, it is expected that students will notify the Graduate Chair/Director, the Graduate Assistant and, where relevant, the Supervisor(s), to discuss the transition back to their studies. If students are applying for an additional leave of absence, it is important that the program and SGPS be notified as soon as possible.

To ensure that they are optimally supported throughout their degree, students requiring leaves of absence that extend beyond **three terms** are encouraged to communicate with programs about potential professional, academic or research implications of the extended period away from their studies.

The start and finish of the leave may begin or end at any point in the term; normally the leave will coincide with the start and end of terms. Students are advised to consult with their graduate program to make special arrangements especially if taking courses during this period.

The date for degree completion and funding of the degree program will be extended by the duration of the time taken on leave, i.e. one, two or three terms as appropriate.

~~d)~~ 4.06d Internship Leaves

Graduate students in ~~research-based~~ programs without an internship requirement who secure an internship through Western's Internship Program may apply for an internship leave.

Students ~~may~~ must apply for an internship leave of absence by completing an online request via the Graduate Student Web Services Portal. All requests require review and approval by the graduate program and SGPS. ~~The request is then reviewed by the graduate program. If approved by the program, it is reviewed by the School of Graduate and Postdoctoral Studies.~~

~~Once on leave, students are not registered with the University nor will they be required to pay tuition and ancillary fees for this period; however, they are entitled to receive/maintain certain benefits as described below.~~

~~Service Benefits:~~

- ~~• Graduate students while on leave may opt into the Society of Graduate Students (SOGS) health plan which includes coverage of prescription drugs, as well as basic dental care and vision coverage.~~
- ~~• Graduate students while on leave may opt into Campus Recreation Services.~~
- ~~• Graduate students will retain email and library privileges.~~
- ~~• Student Health Services are available to those on leave.~~