

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES

Graduate Education Council

MINUTES

April 27, 2018

12:00-1:30 pm

Arts and Humanities Building room 2B02

Catherine Nolan	Jenna Kitz	Nandi Bhatia
Ruth Martin	Andre Duarte	Lyn Purdy
Greg Kopp	Martin Lefebvre	Nicole Novielli
Jisuo Jin	Linda Miller	Maximillian Stallkamp
Peter Donahue	Lorraine Davies	Preethi Rao
Sam Trosow	Peter Simpson	Emma Fargo
Elizabeth Webb	Mary Blake Bonn	Andrea Di Sebastiano
Jayshri Sabarinathan	Bobby Glushko	Abdallah Shami
Jean-Francois Millaire	Lee Ann Mclvor	Kate Choi
Lori Johnson	Nanda Dimitrov	Lina Dagnino
Adam Roy	Stephan Vachon	Dean Betts
Mary Ott	Kristen Edwards	Lorie Donelle
Ryan Chan	Lynn Ubell	Susanne Schmid

Regrets: Jamie Baxter, Doug Jones, Pam McKenzie, Jan Plug, Brenton Faubert, Sharon Sliwinski, Jeff Holmes, Silvia Mittler, Arzie Chant, Amanda Costella, John Hatch, Robert Wood, Pam Bishop

1. Welcome and approval of minutes from January 23, 2018 meeting - **Approved**
2. Business arising from the Minutes (*None*)
3. Policy Update and Discussion
 - 11.01 Supervisory regulations (attached) – *Sent back for more revisions, will bring back in fall*
 - 4.10 Vacation regulations (attached) – *Sent back for more revisions, will bring back in fall*
 - 9.0 Professional and Career Development (attached) - **Approved**
4. For Discussion and Feedback – Doctoral Degree Learning Outcomes (Carol Beynon)
5. Nominations Open: One Graduate Student representative on GEC Policy, One new Graduate Student and One new Faculty Member for SUPR-G – **3 new candidates nominated and approved by GEC**
6. Thank you to members who are finishing their term

Other Business

Sam Trosow brought up the changes on reporting on copyrights (recently discussed at senate). He is worried about how this effects grad students and who will teach them the new process will be implemented and how this will effect grad students

- intellectual property concept for Grad Students could be spelled out more clearly

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

January 23, 2018
12:00pm – 1:30pm
Talbot College Room 204

Catherine Nolan
Pam Bishop
Ruth Martin
Pam McKenzie
Doug Jones
Greg Kopp
Jisuo Jin
Peter Donahue
Jan Plug
Brenton Faubert
Sharon Sliwinski
Sam Trosow

Caroline Schild-Poulter
Elizabeth Webb
Jeff Holmes
Silvia Mittler
Jayshri Sabarinathan
Jean-Francois Millaire
Arzie Chant
Amanda Costella
Lori Johnson
Adam Roy
Mary Ott
Ryan Chan

Jenna Kitz
Andre Duarte
Martin Lefebvre
Linda Miller
Lorraine Davies
Peter Simpson
Mary Blake Bonn
Bobby Glushko
John Hatch
G. Tigert
Nanda Dimitrov

Regrets: Robert Wood, Stephan Vachon, Kristen Edwards, Lynn Ubell, Nandi Bhatia, Jamie Baxter, Michael Coyle, Lyn Purdy, Nicole Novielli, Maximillian Stallkamp, Preethi Rao, Emma Fargo, Andrea Di Sebastiano, Abdallah Shami, Kate Choi, Lina Dagnino, Dean Betts, Lorie Donelle

1. Welcome and approve minutes from April 25, 2017 - Approved
2. Business Arising from the Minutes – None
3. New item added to agenda – Peter Simpson provided an update on the postdoctoral scholar situation
4. Policy Update and Discussion:
 - a. Duration & Timing of Leave of Absence (attached), current policy can be found here: http://grad.uwo.ca/current_students/regulations/4.html#06 – Approved. SGPS will look into what happens if a program declines a leave of absence.
 - b. Financial Support Regulations (attached), current policy can be found here: http://grad.uwo.ca/current_students/regulations/5.html#01 - Approved with modifications
5. Report on Program Reviews – FYI 2016 – 2017 year end reports
6. New SUPR-G and GEC Members communicated

7. Own Your Future update – summary of recent communication strategies given.

Other Business – Linda Miller spoke about the recent news regarding University of Toronto's decision to make changes to International student tuition

Current regulation:

11. Supervision

One of the most important aspects of graduate training is the timely, clear identification of a Supervisor for each graduate student. Although there are wide variations in the pattern of finding such a Supervisor, it is this individual 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, nor to accommodate every topic of research that might be 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 ROLES

The **Thesis Supervisory Committee** consists of Supervisor(s) and at least one additional SGPS member who may or may not be in the students Graduate Program. This committee assists in the development of the candidate's research plan and thesis proposal, provides advice and criticism on the planning and writing of the thesis, and decides, or the Supervisor(s) alone may decide at the program's discretion, when the candidate's thesis is ready for examination. The student, however, may submit the thesis without the Supervisor(s)'s or Thesis Supervisory Committee's approval.

Supervisor: This designation indicates that the faculty member has the appropriate level of supervisory membership and primary responsibility for overseeing the Master's or Doctoral thesis research. This designation also indicates primary credit for such supervision.

Co-Supervisor: This designation is applied where two faculty members supervise a Master's thesis, one of whom has Master's or Doctoral membership, and the other has a Non-Thesis membership. This designation can also be applied where two faculty members supervise a Doctoral thesis, one of whom has Doctoral membership and the other has Master's membership. These co-supervisory arrangements allow faculty members without significant supervisory membership to gain supervisory experience via a mentoring process of working with senior faculty. Both faculty members receive equal credit for supervision.

Joint-Supervisors: This designation is applicable where two faculty members in a program supervise a thesis, both of whom have the same level of supervisory membership, and thus share joint responsibility for the thesis. Joint supervision can apply to both Master's and Doctoral theses. These arrangements allow both faculty members to receive equal credit for supervision. Only one of the joint supervisors must be a member of the program granting the student's degree.

Alternate Supervisor: For all Master's or Doctoral Supervisory Members who are not employed by UWO (e.g., those with a current Casual Academic Appointment, such as emeritus faculty or off-site research adjunct professors), an alternate Supervisor must be appointed by the Graduate Program Chair for each student supervised. The alternate Supervisor must have the appropriate level of supervisory membership for the student in question (Master's or Doctoral), and must be able to assume the supervisory role if necessary.

Edited regulation:

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.

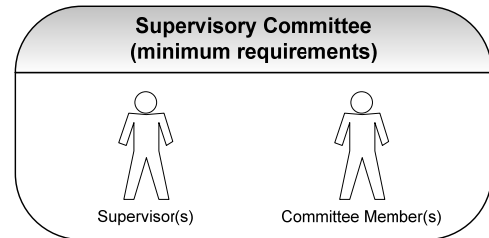
11.01 SUPERVISORY COMMITTEE ROLES

The Thesis

A **Supervisory Committee** consists of at least one Supervisor(s) and at least one additional SGPS member who may or may not be in the students Graduate Program Committee Member. This committee assists in the development of the candidate's research plan and thesis proposal, provides advice and criticism on the planning and writing of the thesis, and decides, or the Supervisor(s) alone may decide at the program's discretion, when the candidate's thesis is ready for examination. The student, however, may submit the thesis without the Supervisor(s)'s or Thesis Supervisory Committee's approval.



Student



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 has the appropriate level of supervisory membership and primary responsibility for overseeing the Master's or Doctoral thesis research. This designation also indicates primary credit for such supervision.

Co-Supervisor: This designation is applied where two faculty members supervise a Master's thesis, one of whom has Master's or Doctoral membership, and the other has a Non-Thesis membership. This designation can also be applied where two faculty members supervise a Doctoral thesis, one of whom has Doctoral membership and the other has Master's membership. These co-supervisory arrangements allow faculty members without significant supervisory membership to gain supervisory experience via a mentoring process of working with senior faculty. Both faculty members receive equal credit for supervision.

Joint Supervisors: This designation is applicable where two faculty members in a program supervise a thesis, both of whom have the same level of supervisory membership, and thus share joint responsibility for the thesis. Joint supervision can apply to both Master's and Doctoral theses. These arrangements allow both faculty members to receive equal credit for supervision. Only one of the joint. Up to two supervisors must be a member of the program granting the student's degree.

Alternate Supervisor: For all Master's or Doctoral can participate in a Supervisory Members who are not employed by UWO (e.g., those with a current Casual Academic Appointment, such as emeritus faculty or off-site research adjunct professors), an alternate Supervisor must be appointed

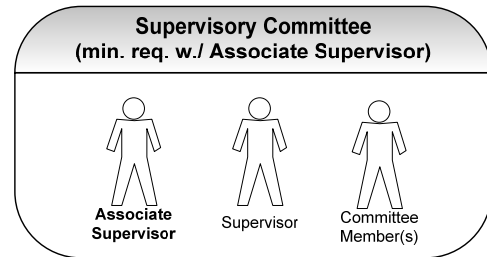
by the Graduate Program Chair for each student supervised. The alternate Supervisor must have the appropriate level of supervisory membership for the student in question (Master's or Doctoral), and must be able to assume the supervisory role if necessary. Committee.

Membership Requirements to supervise a:

- Doctoral Student: faculty member must have Doctoral Membership in student's program. An additional Supervisor must have Doctoral Membership but can hold it outside of student's program.
- Master's Student: faculty member must have Doctoral or Master's Membership in student's program. An additional Supervisor must have Doctoral or Master's Membership but can hold it outside of student's program.

11.01B Associate Supervisor

The Associate Supervisor role provides a mentoring opportunity for a less experienced faculty member to supervise a student with a more experienced faculty member (Supervisor). This is appropriate when supervisory membership level criteria are not met.

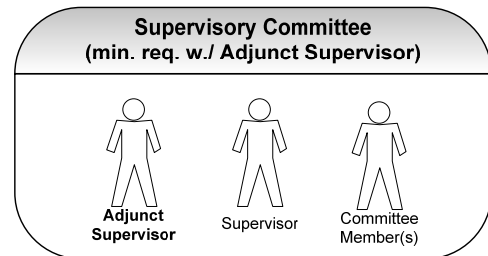


Membership Requirements for an Associate Supervisor to supervise a:

- Doctoral Student: faculty member must have Master's Membership in student's program

11.01C Adjunct Supervisor

In cases where an adjunct professor wishes to supervise a student, Adjunct supervision may be appropriate. In this situation, the Supervisory Committee must include an Adjunct Supervisor, a Supervisor as per section A, and at least one Committee Member.



Membership Requirements for an Adjunct Supervisor to supervise a:

- Doctoral Student: adjunct faculty member must have Doctoral Membership in student's program
- Master's Student: adjunct faculty member must have Doctoral or Master's Membership in student's program

11.01D Committee Member

In addition to the Supervisor(s), all Supervisory Committees must contain at least one committee member. A Committee Member is responsible for providing feedback on the student's program of study, and on the student's work.

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)

New Regulation:

11. Supervision

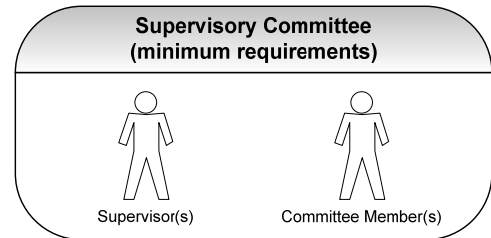
One of the most important aspects of graduate training is the timely, clear identification of a Supervisory Committee for each graduate student participating in a research program. Although there are wide variations in the pattern of finding a Supervisory Committee, it is this group who plays a key role 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. This committee assists in the development of the candidate's research plan and thesis proposal, provides advice and criticism on the planning and writing of the thesis.



Student



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 has primary responsibility for overseeing the Master's or Doctoral thesis research program. Up to two supervisors can participate in a Supervisory Committee.

Membership Requirements to supervise a:

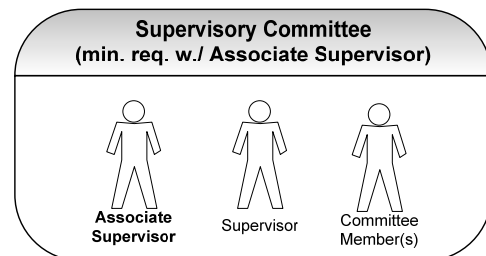
- *Doctoral Student: faculty member must have Doctoral Membership in student's program. An additional Supervisor must have Doctoral Membership but can hold it outside of student's program.*
- *Master's Student: faculty member must have Doctoral or Master's Membership in student's program. An additional Supervisor must have Doctoral or Master's Membership but can hold it outside of student's program.*

11.01B Associate Supervisor

The Associate Supervisor role provides a mentoring opportunity for a less experienced faculty member to supervise a student with a more experienced faculty member (Supervisor). This is appropriate when supervisory membership level criteria are not met.



Student

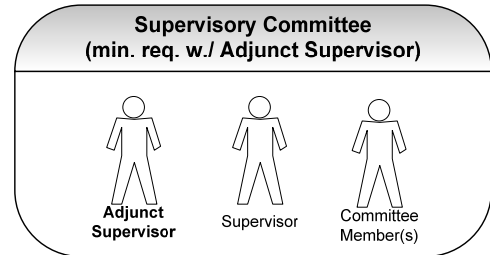


Membership Requirements for an Associate Supervisor to supervise a:

- *Doctoral Student: faculty member must have Master's Membership in student's program*

11.01C Adjunct Supervisor

In cases where an adjunct professor wishes to supervise a student, Adjunct supervision may be appropriate. In this situation, the Supervisory Committee must include an Adjunct Supervisor, a Supervisor as per section A, and at least one Committee Member.



Membership Requirements for an Adjunct Supervisor to supervise a:

- *Doctoral Student: adjunct faculty member must have Doctoral Membership in student's program*
- *Master's Student: adjunct faculty member must have Doctoral or Master's Membership in student's program*

11.01D Committee Member

In addition to the Supervisor(s), all Supervisory Committees must contain at least one committee member. A Committee Member is responsible for providing feedback on the student's program of study, and on the student's work.

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)*

Current Regulations:

4.10 VACATION

Full-time graduate students are expected to be active in the program for all three terms of the university year, as specified in Section 4.03. In addition to statutory holidays (see Sessional Dates) and the week-long closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement between graduate student and advisor or supervisor or graduate chair, as appropriate.

Edited Regulation:

4.10 VACATION

Full-time graduate students in research-based programs are expected to be active in ~~the~~their program for all three terms of the university year, as specified in Section 4.03. ~~In addition~~Vacations, days off and work/life balance are important to health, well-being, and academic achievement.

Statutory Holidays and Vacation Time

Graduate students are entitled to statutory holidays (~~see Sessional Dates~~()) and to take the week-long closing of the University from late December until early January, ~~normal vacation entitlement is.~~ Graduate students in thesis/research based programs are entitled to two weeks of additional vacation during the year, (10 business days) to be scheduled by mutual agreement between graduate student and ~~advisor or~~ supervisor or graduate chair, as appropriate.

It is expected that supervisors, supervisory committees and graduate chairs support students' needs for days off and work/life balance.

New Regulation:

4.10 VACATION

Full-time graduate students in research-based programs are expected to be active in their program for all three terms of the university year, as specified in Section 4.03. Vacations, days off and work/life balance are important to health, well-being, and academic achievement.

Statutory Holidays and Vacation Time

In addition to ~~Graduate students- statutory holidays are entitled to statutory holidays ()~~ and to take the week-long closing of the University from late December until early January. ~~Graduate students~~ in thesis/research based programs are also entitled to at least two weeks of additional vacation time during the year (10 business days) to be scheduled by mutual agreement between graduate student and supervisor or graduate chair, as appropriate. Supervisors at their digression can give further weeks if circumstances...(students that need to travel home)

It is expected that supervisors, supervisory committees and graduate chairs support students' needs for days off and work/life balance.

Current Regulation:

9. Professional and Career Development

Graduate students are encouraged to participate in professional development and career-related courses, workshops, talks and events. Graduate students do NOT need the approval of their supervisors or their programs to participate in these faculty, program and university-wide events. Professional development and career-related events can be found through the Teaching Support Centre, the Student Development Centre, the Student Success Centre: Careers, Leadership and Experience, the School of Graduate and Postdoctoral Studies and individual Faculties. Participation in professional development and career offerings is expected to occur outside of TA duties, time-critical research duties, and shall not interfere with required current Graduate program courses, meetings and responsibilities.

Edited Regulation:

9. Professional and Career Development Engagement

Graduate students are encouraged to participate in professional development and career-related courses, workshops, talks and events. Doctoral students are expected to participate in *Own Your Future programming*. Graduate students do NOT need the approval of their supervisors or their programs to participate in these ~~faculty~~ Faculty, program and university-wide events. Professional development and career-related events can be found through the Teaching Support Centre, the Student Development Centre, the Student Success Centre: Careers, Leadership and Experience, the School of Graduate and Postdoctoral Studies and individual Faculties. Participation in *Own your Future and other* professional development ~~and career~~ offerings ~~is expected to occur~~ outside of TA duties, time-critical research duties, and shall not interfere with required current Graduate program courses, meetings and responsibilities.

New Regulation:

9. Professional and Career Development Engagement

Graduate students are encouraged to participate in professional development and career-related courses, workshops, talks and events. Doctoral students have the right to and are *expected strongly encouraged* to participate in *Own Your Future* programming. Graduate students do NOT need the approval of their supervisors or their programs to participate in these Faculty, program and university-wide events. Professional development and career-related events can be found through the Teaching Support Centre, the Student Development Centre, the Student Success Centre: Careers, Leadership and Experience, the School of Graduate and Postdoctoral Studies and individual Faculties. Participation in *Own Your Future* and other professional development offerings are outside of TA duties, time-critical research duties, and shall not interfere with required current Graduate program courses, meetings and responsibilities.

Nominations Open:

One Graduate Student representative on GEC Policy:

GEC Policy Committee: This committee is responsible for revising academic policies and procedures as required on behalf of the Graduate Education Council (e.g. policies on admissions, progression, appeals, tuition, membership criteria etc.) recommending these revisions for the larger Graduate Education Council to vote on four times annually. A full definition of the Sub-Committee's purpose and composition can be found here:

http://grad.uwo.ca/files/downloads/GEC/Academic%20Policy%20and%20Regulations%20Committee%20-%20Terms%20of%20Reference_March%202014.pdf.

The committee meets approximately every 6 weeks (between September and April) in the International and Graduate Affairs Building. It includes the Associate Deans from each of the faculties, SGPS members, 1 Graduate Assistant, 2 Grad Students.

We need one volunteer to fill the two-year graduate student position for the upcoming 2018 – 2019 academic year.

One new Graduate Student and One new Faculty Member for SUPR-G:

As a members of the Graduate Education Council you are eligible to serve on the Western Senate's **Sub-Committee on Program Review (SUPR-G)**. This committee is responsible for reviewing proposals for new graduate programs, and recommends approved proposals to SCAPA for consideration by Senate. It also periodically reviews existing graduate programs with a view to assessing their overall quality and makes appropriate recommendations to SCAPA and Senate. A full definition of the Sub-Committee's purpose and composition can be found here: <http://www.uwo.ca/univsec/pdf/senate/cttees/supr-g.pdf>

SUPR-G meets monthly between September and June (10 monthly meetings per year). We are currently looking to fill two positions on SUPR-G:

- Faculty position (2 years) – must be Graduate Chair or GEC Member
- Student position (2 years)

These terms will begin July 1, 2018.

Currently, SUPR-G has the following 4 members representing GEC:

Ryan Chan, Student, Health Sciences – Term valid until July 1, 2019

Jenna Kitz, Student, Schulich – Term expiring

Lina Dagnino, Faculty, Schulich – Term valid until July 1, 2019

Brent Faubert, Faculty, Education – Term expiring

A list of SUPR-G Membership can be found here:

http://www.uwo.ca/univsec/pdf/senate/committee_members.pdf

A list of GEC Membership can be found here:

[http://grad.uwo.ca/doc/education_council/membership/GEC Election Schedule Jan 2018.pdf](http://grad.uwo.ca/doc/education_council/membership/GEC_Election_Schedule_Jan_2018.pdf)

Please let us know if you are a student or faculty member and would be interested in filling one of these positions.

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

- Doug Jones
- Peter Donahue
- Jan Plug
- Robert Wood
- Caroline Schild-Poulter
- Abdallah Shami
- Elizabeth Webb
- Kate Choi
- Dean Betts
- Amanda Costella
- Kristen Edwards
- George Ramos
- Preethi Rao
- Maximillian Stallkamp
- Andre Duarte