

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

November 27, 2018

12:00pm – 1:30pm

International and Graduate Affairs Building room 1N05

Melitta Adamson	Silvia Mittler	Linda Miller
Catherine Nolan	Jayshri Sabarinathan	Lorraine Davies
Ruth Martin	Jean-Francois Millaire	Peter Simpson
Susanne Schmid	Lina Dagnino	Caroline Dias da Costa
Kamran Siddiqui	Francois Poire	Alencar
Jisuo Jin	Arzie Chant	Mary Blake Rose
Jamie Baxter	Susan Simpson	Bobby Glushko
Stephen McClatchie	Wendy Hough	John Hatch
Edmund Goehring	Lori Johnson	G. Tigert
Lorie Donelle	Adam Roy	Lee Ann Mclvor
Sam Trosow	Mary Ott	Nanda Dimitrov
Liyang Jiang	Jenna Kitz	Ron Wagler
Marc Moreno Maza	Frederick Curtis Lubbe	Aisha Haque
Kim Shuey	Martin Lefebvre	
Jeff Holmes	Nicole Kuntz	

Regrets: Shelby Wilson-Powell, Brent Faubert, Caroline Schild-Poulter, Stephan Vachon, Michael Coyle, Pam Bishop, Dennis Klimchuk, Sharon Sliwinski, Pam McKenzie, Lyn Purdy, Ryan Chan

1. Welcome and approve minutes from April 27, 2018 - *Approved*
2. Business Arising from the Minutes - *None*
3. Policy Update and Discussion:
 - a. Revised [supervisory regulations](#) 11.01 – *Sent back with friendly revisions*
 - b. [Graduate Student holidays and days off](#) 4.10 - *Approved*
 - c. Statement on Student Accessibility Services proposed for course outlines - *Approved*
4. New GEC Members - *Approved*

Other Business

- Language courses & language requirements. Language courses not offered during summer
- Thesis Regulations – criteria for disqualifying program examiner on grounds of having had input into the thesis
- Develop list of things that constitute conflict of interest re. Examiners

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 – *Sent back for more revisions, will bring back in fall*
 - 4.10 Vacation regulations – *Sent back for more revisions, will bring back in fall*
 - 9.0 Professional and Career Development - **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). Intellectual property concept for Grad Students could be spelled out more clearly

2. Revised supervisory regulations 11.01

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.

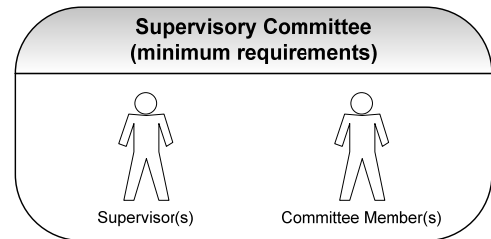
11.01 SUPERVISORY COMMITTEE ROLES

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



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(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](#)

supervisors) with SGPS Membership. 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.

10.1 CATEGORIES

The categories of SGPS membership are:

- Teaching/Advisory
- Associate
- Master's
- Doctoral
- Create link for each of these on website

10.2 DURATION

Master's and Doctoral memberships are permanent in the home department and require a limited term, tenured or tenure stream appointment at Western or affiliate.

Teaching/Advisory membership duration is up to a maximum of three years, renewable (? for TAM?) and require LD, LT, tenured, tenured stream at Western or current adjunct appointment at Western for appointment at Western libraries. Associate Memberships are temporary, for the duration of their appointment.

Make this clear somehow: "As long as there is 1 with SGPS Membership that's fine."

Add link to thesis regulations (rule about how 1 examiner can be on the committee).

Somehow include statement about how faculty members are to be excluded. Statement about delegating discretion to local faculty.

10.3 PRIVILEGES, CRITERIA and QUALIFICATIONS

Summary of Privileges by Membership Level

	Doctoral	Master's	Associate	Teaching/Advisory
Supervise Doctoral Student	Yes	Yes – with Supervisor holding Doctoral Membership	Yes – with Supervisor holding Doctoral Membership	No
Supervise Master's Student	Yes	Yes	Yes – with Supervisor holding Master's 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

Complete criteria for, and privileges associated with each category are listed below:

Teaching/Advisor Membership (no change)

Associate Membership (NEW)

Criteria and Qualifications

- Academic Appointment at Western or affiliate as Limited duties or higher or current Western Adjunct Academic Appointment, or appointment at Western Libraries.
- Nomination by a Western or affiliate graduate program offering a Quality Assurance Council approved graduate degree
 - Ph.D. degree or equivalent qualification appropriate to the discipline
 - Appropriate scholarly and/or professional record commensurate with program activities and responsibilities

Privileges

- Supervision of thesis (with additional supervisor holding membership level of student degree in 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 additional supervisor holding Doctoral membership in student's program)
- Chair Thesis Examinations
- May be given access to Graduate Application System
- Teach graduate courses
- Serve as ~~committee~~ 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)

3. Graduate Student holidays and days off 4.10

CURRENT REGULATION:

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.

PROPOSED:

4.10 TIME AWAY FROM STUDIES and VACATION TIME

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. While engaging in their program, we recognize that personal time (i.e. time away from studies) is beneficial for student health, well-being and academic achievement. It is acceptable and expected that Supervisors, Supervisory Committee Members and Graduate Chairs will discuss expectations around students' study and research schedules; they will mentor students and support their need for time off and their pursuit of work/life balance. Time away from studies ~~that exceeds two weeks per year must~~ must take into account the impact on timely progression and the impact on research and other responsibilities.

It is expected that students devote a reasonable number of hours each weekday to study and to research. It is acceptable for students to take days off. In making these time management decisions, it is expected that students will learn to discern when time away from studies supports academic productivity, and when it undermines timely progression.

Graduate Chairs are encouraged to ensure that both student and supervisor needs and expectations are met. **See regulation [11.02](#) (supervisor expectations).**

University Closing, Statutory Holidays and Religious Holidays

In addition to above, students are *also* entitled to be away from their studies and research responsibilities during:

- *the closing of the University from late December until early January*
- *statutory holidays when the University is closed*
- *religious holidays in accordance with University policy*

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf
Students are also entitled to at least two weeks of vacation time from their studies per year.

4. Statement on Student Accessibility Services proposed for course outlines

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate Students with Disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are encouraged to register with Student Accessibility Services, a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both SAS and their graduate programs (normally their Graduate Chair and/or **Course instructor**) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, **writing exams** and assistive technology instruction.

For more information, see <http://www.sdc.uwo.ca/ssd/>

New GEC Members

Associate/Assistant/Vice Dean Positions:

Melitta Adamson – Acting Associate Dean, Arts and Humanities (Research)

Susanne Schmid - Associate Dean, Schulich (Grad & Postdoctoral Studies)

Kamran Siddiqui - Acting Associate Dean (Engineering)

Stephen McClatchie - Theology Graduate Program Chair Huron

Faculty Appointments:

Arts and Humanities – 3 year Faculty Term

Dennis Klimchuk - Graduate Chair (Philosophy), Arts

Music - 3 year Faculty Term

Edmund Goehring – Professor, Music

Engineering – 3 year Faculty Term

Liying Jiang – Graduate Chair, Engineering (MEng professional)

Science – 3 year faculty term

Marc Moreno Maza – Graduate Chair, Computer Science

Social Science – 3 year Faculty Term

Kim Shuey – Graduate Chair, Sociology

Graduate Chairs

3 year term

François Poiré – Graduate Chair, French Studies

Graduate Assistants

2 year terms

Susan Simpson, Neuroscience, Schulich

Wendy Hough, Medical Biophysics, Schulich

Graduate Student Appointments:

1-2 year terms

Shelby Wilson-Powell – FIMS

Frederick Curtis Lubbe - Science