

## Graduate Education Council Meeting Minutes

Date: February 21, 2017

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

Place: Arts Humanities Building 1B02

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### *Attended:*

<i>Alison Allan</i>	<i>Andre Duarte</i>	<i>Catherine Nolan</i>	<i>Elizabeth Webb</i>
<i>Pauline Barmby</i>	<i>Brenton Faubert</i>	<i>Valerie Oosterveld</i>	<i>Robert Wood</i>
<i>Jamie Baxter</i>	<i>Bobby Glushko</i>	<i>Kamran Siddiqui</i>	<i>Carole Beynon</i>
<i>Kate Choi</i>	<i>Leonardo Guizzetti</i>	<i>Maximillian</i>	<i>Ron Wagler</i>
<i>Michael Coyle</i>	<i>Lori Johnson</i>	<i>Stallkamp</i>	<i>Peter Simpson</i>
<i>Lina Dagnino</i>	<i>Doug Jones</i>	<i>G. Tigert</i>	<i>Lorraine Davies</i>
<i>Nanda Dimitrow</i>	<i>Greg Kopp</i>	<i>Candace Loosley</i>	<i>Sheila Macfie</i>
<i>Peter Donahue</i>	<i>Pam McKenzie</i>	<i>Connie Vukson</i>	
<i>Lorie Donelle</i>	<i>Melanie McPhail</i>	<i>Kristen Wallentinsen</i>	

*Regrets: Jan Plug, Liwen Vaughan, Jeff Holmes, Heather Hargraves, Mark Vandenbosch, Amit Chakma, Matt Thompson, Preethi Rao, George Ramos, Joanna Quinn, Silvia Mittler, Linda Miller, Kibret Mequanint, Ruth Martin, Tamara Hinan, Kirsten Edwards*

1. Approval of the Minutes of December 13, 2017 (Attached) (Approved)
2. Business arising from the Minutes (None)

### Reports from GEC Committees

3. Policy Update and Discussion: (Lorraine Davies)
  - a. **–Approved with Friendly Amendments** –Revisions to Thesis Defense Regulations – Remote Examinations (in Doctoral section **8.4.1.1** and in Master’s section **8.5.1.1**)
  - b. **–Approved with Friendly Amendments** -Regulations for Students who go to Defense without Supervisor Approval (section **8.4.3.1** and section **8.5.3.1**)
    - i. -FOR INFORMATION – Letter to Externals

#### Policy Subcommittee on Supervisory Regulations Report

- c. Expectations and Requirements of Supervisors and Students and Membership regulations were discussed and will be brought back to the next GEC Policy Committee.

### **Other business:**

4. Doug Jones (Vice-Dean, Basic Medical Sciences) introduced the concept of an Experiential Grad Course to the GEC, followed by discussion. The idea would be to introduce a general course number to each faculty, which grad students could use to do external academic projects and earn academic credit. Their program would be required to have an academic component that would be approved by the individual faculty before the project took place. Doug pointed out

that this is already working well for Undergraduates, and the point was to give grad students a cross-cultural experience that would improve their professional development and marketability (the experience would appear on their transcript). It would be outside of their normal program and separate from required field work or research. Concerns were raised that this program should not exist outside of knowledge of the Student Success Centre (which provides guided critical reflection on international student projects), and Western International (which coordinates student exchanges, provides pre and post trip support etc.). This program could look different in all faculties.

## **Graduate Education Council Meeting**

Date: December 13<sup>th</sup>, 2016.

Time: 11:30pm– 1:00pm (Pizza lunch starting 11:30pm)

Place: USC Council Chambers located in UCC room 315  
(Third floor of University Community Centre UCC)

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### *Attended:*

<i>Jeff Holmes</i>	<i>Ron Wagler</i>	<i>Andre Duarte</i>	<i>Max Stallkamp</i>
<i>Doug Jones</i>	<i>Kristen Wallentinsen</i>	<i>Valerie Oosterveld</i>	<i>Kibret Mequanint</i>
<i>Melanie McPhail</i>	<i>Kyle Fricke</i>	<i>Amanda Costella</i>	<i>Lorie Donelle</i>
<i>Alison Allan</i>	<i>Andrea Di Sebastiano</i>	<i>Elizabeth Webb</i>	<i>Robert Wood</i>
<i>George Ramos</i>	<i>Kamran Siddiqui</i>	<i>Ruth Martin</i>	<i>Greg Kopp</i>
<i>Sheila Macfie</i>	<i>Tamara Hinan</i>	<i>Liwen Vaughan</i>	<i>Pam McKenzie</i>
<i>Gavan Watson</i>	<i>Nanda Bhatia</i>	<i>Jamie Baxter</i>	<i>Pam Bishop</i>
<i>Catherine Nolan</i>	<i>Lina Dagnino</i>	<i>Joel Armstrong</i>	<i>Joanna Quinn</i>

*Regrets: Pauline Barmby, Jan Plug, Kate Choi, Lori Johnson, Leonardo Guizzetti, Nanda Dimitrov, Heather Hargraves, Silvia Mittler, Brenton Faubert*

1. Approval of the Minutes of April 27<sup>th</sup>, 2016
2. Business arising from the Minutes  
None
3. Effective Scholars working group (Linda Miller)  
Linda explained the purpose of the working group and obtained feedback from the committee.
4. Policy Update and Discussion: (Lorraine Davies)
  - Thesis defense regulations – remote examinations
  - Regulations for students who go to defense without supervisor approval  
Lorraine discussed the changes to these policies and asked for feedback to bring back to the Policy committee.
5. Professional Development update and discussion (Lorraine Davies)
  - Report from the Mentorship and Professional Development Committee  
Lorraine discussed the OWN YOUR FUTURE: Doctoral Transitional Competencies and Career Development Program.
6. Reports from GEC Committees (Peter Simpson)
  - Approved as presented
  - 1. **Recommended that the Graduate Education Council accept and approve the following membership in the GEC**
    - a. Graduate Chair Representative July 2016-June 30 2019 (2 year term)
      1. Schulich School of Medicine & D

- b. Faculty Representatives (July 1, 2016 - June 30, 2019) (3 year terms)
  - 1. Education – Brenton Faubert
  - 2. Health Science – Lorie Donelle
  
- c. Graduate Assistant Representatives (July 1, 2016 –June 30, 2018) -(2 year terms)
  - Faculty of Education - Amanda Costella
  - Faculty of Engineering - Kristen Edwards
  
- d. Graduate Student Representatives (July 1, 2016 – June 30, 2017) (1 year term)  
with an option on a second year
  - Arts – George Ramos
  - Music – Kristen Wallentinsen
  - Education – Jordan Gentile
  - Health Science – needs to be filled
  - FIMS – Preethi Rao
  - Law – Melanie McPhail
  - Ivey – Maximillian Stallkamp
  - Schulich – Leonardo Guizzetti
  - Engineering – Kyle Fricke
  - Science – Andre Duarte
  - Social Science – Joel Armstrong
  
- e. Postdoctoral Association at Western representative – (1 year term)  
Amanda Ali

All examiner participation assumes in-person attendance unless a request for remote examination is made. Graduate programs may elect the option of one remote examination (when one examiner, *normally the external*, is not present in person) upon approval of the candidate, remote participant and graduate chair. If two or more members of the committee cannot be present in person, then the examination is rescheduled, unless approval of the Vice-Provost (SGPS) is given due to extenuating circumstances. **Priority should be given to technologies which support video as well as audio.**

### **Programs that choose to host a remote examination assume the following responsibilities:**

- Ensuring that requests and approvals for remote examination are made in a timely manner
- Ensuring remote attendance at public lectures (wherever possible)
- Hosting a conferencing solution in an appropriate environment that adequately supports the needs of the candidate and examiners. This includes:
  - Providing a dedicated support resource to the conference to ensure the best possible experience for all participants during the examination
  - Ensuring that a back-up technology exists in the event that the primary solution fails
  - Ensuring that a list of questions from the remote examiner has been obtained in advance of the examination date and are available to the Chair of the examination (this serves as back-up in cases where the connection to the remote examiner is lost)
- Testing the remote connection with the examiner in advance of the examination

### **Examiners that wish to attend the examination remotely assume the following responsibilities:**

- Submitting intention to attend exam remotely prior to agreeing to serve as examiner
- Testing the remote connection **all equipment and backups** with the host in advance of the examination
- Submitting questions to the program **and SGPS** at least 48 hours in advance of the examination

### **During the thesis exam, the Chair of the examination is responsible for assuring the following requirements and procedures are satisfied:**

- All participants must be able to communicate effectively with each other at all times
- If the primary method of communication is unable to function effectively the examination Chair must determine when it is appropriate to use the pre-arranged back-up technology or the submitted questions
- At the beginning the of the examination, the Chair must inform the candidate and all members of the committee of the potential for suspending the exam should technical problems interfere with the integrity of the examination (until the technical problems have been resolved)
- The Chair of the examination must suspend the examination if technical problems interfere with the integrity of the examination and back-up options are unavailable

- The Chair of the examination must guarantee the standards of the examination have been met and the requirements have been satisfied

## **CURRENT REGULATIONS:**

### **8.4.3 The Candidate Submits the Thesis for Examination**

No later than six weeks before the date of the Thesis Examination, the Doctoral candidate submits a copy of their work for preliminary examination. This is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository.

A completed Doctoral Thesis Supervisor Approval form must be submitted directly to SGPS. In those cases where the student chooses to submit a Thesis for Examination without the approval of the Supervisor(s), the Supervisor(s) must state on the Doctoral Thesis Supervisor Approval form why his/her approval is withheld. The Graduate Chair signs the form and provides the candidate with a copy of the Supervisor's stated reasons for withholding approval.

Once the thesis has been officially submitted for examination, it cannot be withdrawn except with the permission of the Vice-Provost (Graduate and Postdoctoral Studies).

## **PROPOSED REGULATIONS:**

### **8.4.3 The Candidate Submits the Thesis for Examination**

No later than six weeks before the date of the Thesis Examination, the Doctoral candidate submits a copy of their work for preliminary examination. This is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository. As part of the process, the supervisor approves the thesis, acknowledging that the work is ready to be examined.

Once completed, this Doctoral Thesis Supervisor Approval form must be submitted directly to SGPS.

#### **8.4.3.1 The Candidate Submits the Thesis for Examination without the approval of the Supervisor**

In those cases where the student chooses to submit a Thesis for Examination without the approval of the Supervisor(s), the following processes are followed:

The student notifies the Graduate Chair and the Supervisor. The Graduate Chair discusses with the Supervisor their reasons for not approving submission of the thesis.

If the reason concerns academic integrity, then the appropriate procedures are followed according to University policy ([http://www.grad.uwo.ca/current\\_students/regulations/8.html](http://www.grad.uwo.ca/current_students/regulations/8.html)).

If the reason concerns intellectual property, then the appropriate procedures are followed according to University policy ([http://www.uwo.ca/research/services/resources/policies/intellectual\\_property.html](http://www.uwo.ca/research/services/resources/policies/intellectual_property.html)).

If the reason concerns quality, the supervisor must articulate to the student and Graduate Chair (or designate) the quality concerns and the Graduate Chair discusses with the student her/his reasons for wanting to go forward without Supervisor approval, and apprises the student of other options. She/he

clarifies with the student (and the Supervisor) that going to defense without supervisor signature means that the Supervisor does not view the thesis as ready for examination. It is explained that the examiners will know that the Supervisor has not signed. This is an elevated risk of failure that is introduced when a student

The Graduate Chair (or designate) ensures that the supervisory committee member(s) have also been consulted.

If the student still chooses to submit without supervisor approval:

- The Graduate Chair (or designate) takes on the role of the Supervisor in this process, and oversees the student's progression.

This involves making the necessary arrangements for the defense to occur, completing the Doctoral Thesis Supervisor Approval form, inviting the examiners, and completing the Thesis Examining Board Form.

- No later than six weeks before the date of the Thesis Examination, the Doctoral candidate submits a copy of their work for preliminary examination. This is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository.
- The Graduate Chair (or designate) attends the thesis examination, and oversees the process (including all supervisor responsibilities).
- The Supervisor does not attend the thesis examination or the public lecture. The integrity of the process requires that a strict arms-length relationship between the External Examiner, the candidate, the Supervisor and the other members of the Examining Committee be maintained throughout the pre-exam period. The content or quality of the work must not be discussed among these people until the oral examination itself is underway.
- Upon completion of the oral defense, and after the student has left the room, the Thesis Examination Board is reminded that the student has submitted without approval of the Supervisor. The Examination Chair reminds the committee to assess the oral examination and written thesis based on academic merit.
- The Supervisor has the right to not be recognized as the Supervisor on the published thesis.



### 8.5.3 The Candidate Submits the Thesis for Examination

No later than three weeks before the date of the Thesis Examination, the Master's candidate submits a final draft of the thesis for preliminary examination this is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository. As part of the process, the supervisor signs off on the thesis, acknowledging approval that the work is ready to be examined.

Once completed, this Master's Thesis Supervisor Approval form must be submitted directly to SGPS.

In those cases where the student chooses to submit a Thesis for Examination without the approval of the Supervisor(s), the following processes are followed:

The student notifies the Graduate Chair and the Supervisor. The Graduate Chair discusses with the Supervisor their reasons for not approving submission of the thesis.

If the reason concerns academic integrity, then the appropriate procedures are followed according to University policy ([http://www.grad.uwo.ca/current\\_students/regulations/8.html](http://www.grad.uwo.ca/current_students/regulations/8.html)).

If the reason concerns intellectual property, then the appropriate procedures are followed according to University policy ([http://www.uwo.ca/research/services/resources/policies/intellectual\\_property.html](http://www.uwo.ca/research/services/resources/policies/intellectual_property.html)).

If the reason concerns quality, the supervisor must articulate to the student and Graduate Chair (or designate) the quality concerns and the Graduate Chair discusses with the student her/his reasons for wanting to go forward without Supervisor approval, and apprises the student of other options. She/he clarifies with the student (and the Supervisor) that going to defense without supervisor signature means that the Supervisor does not view the thesis as ready for examination. It is explained that the examiners will know that the Supervisor has not signed off. The student is then informed of the elevated risk of failure that is introduced when a student goes to defense without Supervisor approval. The Graduate Chair (or designate) ensures that the supervisory committee member(s) have also been consulted.

If the student still chooses to submit without supervisor approval:

- The Graduate Chair (or designate) takes on the role of the Supervisor in this process, and oversees the student's progression.

This involves making the necessary arrangements for the defense to occur, completing the Master's Thesis Supervisor Approval form, inviting the examiners, and completing the Thesis Examining Board Form.

- No later than three weeks before the date of the Thesis Examination, the Master candidate submits a copy of their work for preliminary examination. This is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository.

- The Graduate Chair (or designate) attends the thesis examination, and oversees the process (including all supervisor responsibilities).
- The Supervisor does not attend the thesis examination or the public lecture. The Supervisor does not attend the thesis examination or the public lecture. The integrity of the process requires that a strict arms-length relationship between the External Examiner, the candidate, the Supervisor and the other members of the Examining Committee be maintained throughout the pre-exam period. The content or quality of the work must not be discussed among these people until the oral examination itself is underway.
- Upon completion of the oral defense, and after the student has left the room, the Thesis Examination Board is reminded that the student has submitted without approval of the Supervisor. The Examination Chair reminds the committee to assess the oral examination and written thesis based on academic merit.
- The Supervisor has the right to not be recognized as the Supervisor on the published thesis.

## Expectations and Requirements of Supervisors

### Supervisors

#### Expectations of Supervisors

All supervisors are expected to:

- adhere to the standards of ethical behaviour, academic integrity and professionalism
- commit the time, energy and focus reasonably necessary for the students to achieve the progress expected in their program
- demonstrate effective management and leadership skills
- demonstrate effective interpersonal communication skills
- respect diversity and demonstrate intercultural competency
- endeavor to develop insights into their strengths and weaknesses as a supervisor and to pursue opportunities to build further strength, particularly in areas of weakness
- recognize the supervisor—student power differential and demonstrate respect for the student's rights and goals
- understand and support the student's academic and career goals
- understand and respect the student's personal circumstances (e.g., the student's need to fulfill personal obligations such as childcare)
- differentiate between their own and their students' needs
- explicitly discuss with the student expectations regarding authorship on publications and ownership of intellectual property

#### Requirements of Supervisors

All supervisors are required to:

- provide continuous supervision through the duration of the student's studies; this includes ensuring that supervision continues through periods of supervisor absence from campus (e.g., maintaining full supervision during sabbatical; securing co-supervision if needed/appropriate)
- adhere to the academic requirements of the program and SGPS regulations
- contribute to the program's evaluation of the student's progress as required by the program and SGPS
- ensure regular meetings of the student with the full research advisory committee as per the program's and/or SGPS's regulations
- actively include at least one other advisory committee member on the student's thesis/dissertation committee
- provide timely feedback on documents/reports/materials/scholarship applications – Normally 2 weeks is reasonable for a thesis chapter or equivalent
- provide timely response when contacted by students for example responding to emails within 72 hours – these are suggestions for reasonable turn around
- in collaboration with the student, set and adhere to reasonable timelines for all aspects of the student's academic work that align with the program's milestones to completion
- respect interpersonal boundaries and demonstrate professional behaviour with the student
- respect appropriate times and means for communication with the student
- within the logistics of the research setting, allow and respect the student's right to set their own daily schedule
- make good faith efforts to provide the resources needed for the student's work
- allow and not undermine the student's engagement in professional development
- adhere to all health and safety policies  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section3/mapp31.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp31.pdf))
- adhere to all policies related to research ethics  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp712.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp712.pdf)) and

- [http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp714.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp714.pdf)
- adhere to Non-Discrimination/Harassment policy  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp135.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf))
- adhere to the University policy on Academic Integrity in Research Activities  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp70.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf))

## Expectations and Requirements of Students should be in a separate document

### Students

#### Expectations of students

All students are expected to:

- adhere to the highest standards of ethical behaviour, academic integrity and professionalism
- commit the time, energy and focus necessary to achieve the progress expected in their program
- engage in self-directed learning
- endeavor to develop insight into his/her strengths and weaknesses as a student and to pursue opportunities to build further strength, particularly in areas of weakness
- demonstrate effective interpersonal communication skills
- seek constructive feedback and advice incorporate feedback**
- respect the work, environment and equipment/materials of others, and show tolerance and respect for others sharing the same environment, equipment and materials
- openly discuss with the supervisor expectations regarding authorship on publications and ownership of intellectual property

#### Requirements of students

All students are required to:

- adhere to the program's progression requirements
- be aware of the requirements and timelines of their program
- adhere to all program and SGPS regulations
- communicate regularly with the supervisor – more detail required**
- give serious consideration and response to comments and advice from the supervisor and/or advisory committee
- know who else to go to for advice and guidance, in addition to the supervisor, when needed (for example, the Graduate Program Chair, the Department Chair, the Associate Dean-Graduate Studies in the Faculty, an Associate Vice-Provost or the Vice-Provost in SGPS, the Ombudsperson, and Equity and Human Rights Services)
- maintain their own schedule, which includes working reasonable hours (that align with possible constraints related to the nature of his/her research) and informing their supervisor of any change in their schedule that could affect the research or work of others – turnaround time for students**
- explore and articulate academic and career objectives and goals
- notify the program of any request for accommodation
- adhere to all health and safety policies  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section3/mapp31.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp31.pdf))
- adhere to all policies related to research ethics  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp712.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp712.pdf) and  
[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp714.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp714.pdf))
- adhere to Non-Discrimination/Harassment policy  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp135.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf))
- adhere to the University policy on Academic Integrity in Research Activities  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp70.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf))