

Council of the Faculty of Graduate Studies and Research

Wednesday, January 22, 2020

2:00 to 4:00 pm

University of Alberta Council Chamber, 2-100 University Hall

Attendance at FGSR Council – January 22, 2020
Department/Unit Faculty Representatives

Agricultural, Food & Nutritional Science	Ben Willing; Rene Jacobs
Anthropology	Marko Zivkovic
Art & Design	Lisa Claypool
Biochemistry	David Stuart
Biological Sciences	Alison Murray
Business (non-departmentalized) - MBA	Christopher Lynch
Business (non-departmentalized) - PhD	Trish Reay
Chemicals & Materials Engineering	Vinay Prasad
Chemistry	Michael Serpe; Anita Weiler
Civil & Environmental Engineering	Selma Guigard
Computing Science	Janelle Harms
Dentistry (Medical Sciences)	Patrick Flood
Digital Humanities	Jonathan Cohn
Drama	Stefano Muneroni
Economics	Heather Eckert
Educational Policy Studies	Jorge Sousa
Educational Psychology	Veronica Smith
Educational Studies	Elaine Simmt
Electrical & Computer Engineering	Marek Reformat
Elementary Education	Jennifer Branch-Mueller
English and Film Studies	Mark Simpson
Faculte Saint-Jean (non-departmentalized)	Samira El Atia
History & Classics	Adam Kemezis
Human Ecology	Rachel McQueen
Kinesiology, Sport, and Recreation (non-dept)	Elisha Krochak
Laboratory Medicine & Pathology	Monika Keelan
Law (non-departmentalized)	Linda Reif
Library & Information Studies	Ali Shiri (non-voting)
Linguistics	Johanne Paradis
Mathematical & Statistical Science	Jochen Kuttler
Mechanical Engineering	Morris Flynn
Medical Microbiology & Immunology	Edan Foley
Medicine	Gopinath Sutendra
Music	Maryam Moshaver
Neuroscience	Jacqueline Cummine
Nursing (non-departmentalized)	Dianne Tapp
Obstetrics & Gynecology (Medical Sciences)	Jane Schulz
Occupational Therapy	Shaniff Esmail
Oncology	Alan Underhill
Pediatrics (Medical Sciences)	Sujata Persad
Pharmacology	Frances Plane
Philosophy	Ingo Brigandt
Physical Therapy	Mark Hall
Physics	Craig Heinke
Physiology	Greg Funk
Political Science	Siobhan Byrne
Psychiatry	Esther Fujiwara
Psychology	Chris Westbury
Rehabilitation Medicine - Rehabilitation Sciences	Patricia Manns
Religious Studies	Nat Hurley
Resource Economics & Environmental Sociology	Henry An
School of Public Health (non-departmentalized)	Ruth Wolfe
Women's and Gender Studies	Felice Lifshitz

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Agricultural, Life and Environmental Sciences	Leluo Guan
Medicine & Dentistry	Hanne Ostergaard

Ex-Officio Representatives

FGSR Dean & Vice-Provost (FGSR Council Chair)	Brooke Milne
Vice-President (Research) (or Delegate)	Laura Beard
FGSR Vice-Dean	Bryan Hogeveen
FGSR Associate Dean	Victoria Ruétalo
FGSR Associate Dean	Tracy Raivio
FGSR Associate Dean	Janice Causgrove Dunn
FGSR Associate Dean	Ali Shiri
Vice-Provost and University Registrar (or Delegate)	Jane Lee
Vice-Provost and Chief Librarian	Dale Askey
Director, Centre for Teaching & Learning*	Janice Miller-Young

Graduate Program Administrators Committee (GPAC) Representatives

Extension	Eileen Crookes
Department of Anthropology	Heather Cook
Department of Mechanical Engineering	Gail Dowler

Graduate Student Association (GSA) Directly Elected Officials Representatives

VP Academic	Dylan Ashley
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Graduate Student Association (GSA) Council Representatives

Biomedical Engineering, PhD	Kevin Solar
East Asian Studies, MA	Mei Nan
Educational Policy Studies, PhD	Alleson Mason
Human Ecology, MSc	Jon Lai
Mechanical Engineering, PhD	Samira Doostie
Mechanical Engineering, PhD	Fatemeh Razavi
Medicine, MSc	Bishoi Aziz
Pediatrics, MSc	Ronan Noble
Rehabilitation Medicine, PhD	Peter Jun
Surgery, PhD	Hayden Danyluk

Observers – Non-Voting

FGSR Operations Coordinator (Secretary)*	Medha Samarasinghe
FGSR Executive Coordinator*	Andrea Riewe
FGSR, Senior Officer - Financial and IT*	Sylvia Fong-Wong
FGSR Professional Development Director*	Renee Polziehn
Graduate Ombudsperson*	Bhuva Narayanan
FGSR Governance*	Janice Hurlburt
FGSR Governance*	Maria Chia
FGSR Admissions & Program Services Supervisor*	Joyce Anderson
FGSR, Executive Assistant to the Associate Deans*	Dena Giroux
FGSR, Admissions Team Lead*	Kelly Montgomery
FGSR, Program Services Team Lead*	Kris MacManus
Biomedical Engineering*	Alex Goh

*Non-Voting

Regrets:***Department/Unit Faculty Representatives***

Jocelyn Hendrickson – Religious Studies
Mike MacGregor - Internetworking (MINT)

Associate Deans (Graduate) Representatives for Departmentalized Faculties

Tom Spalding (Arts)

Ex-Officio Representatives

Andie Palmer - Chair, FGSR Academic Appeals Committee

Graduate Student Association (GSA) Council DEOs & Representatives

Jestril Ebagá Ololo – GSA Council Representative
Kim Ho - GSA Council Representative
Reed Sutton - GSA Council Representative

FGSR Council January 22, 2020

1.0 Call to Order at 2:02 PM

2.0 Approval of Agenda for January 22, 2020

Moved/Seconded: Jia You/Janice Causgrove Dunn

Dean Milne requested that an agenda item related to the UA's governance approval pathways presented by Vice-Provost Tammy Topper be added to the agenda. The agenda and amendment were approved by a show of hands.

3.0 Approval of Minutes of November 13, 2019

Moved/Seconded: Morris Flynn/Victoria Ruetalo
Approved by a show of hands.

4.0 Matters Arising from the Minutes

None.
Approved by a show of hands.

5.0 Report from the Dean

Dean Milne acknowledged the difficult weeks the UA, and especially the graduate community, has experience in the wake of the recent tragedy and the death of students (both undergraduate and graduate), faculty and alumni of the University.

Dean Milne noted that she had recently informed Associate Deans, Grad Coordinators, and Grad Administrators that FGSR stands ready to expedite accommodation requests from graduate students (e.g. leaves of absence, programming/scheduling/exam issues) for circumstances related to the tragedy, emotional distress, and the grieving process. While there may be immediate needs, there are likely to be other impacts over the coming weeks and months. In such instances, students and staff members are encouraged to directly contact the FGSR Associate Dean for their respective department, copying the appropriate Graduate Student Services Advisor.

FGSR Associate Dean

Dean Milne was pleased to receive many excellent applications in response to the open call to fill the fourth role of Associate Dean. She was pleased to introduce Dr. Ali Shiri as the new FGSR Associate Dean. He begins a six month term effective January 1, 2020.

Dr. Shiri is a Professor in the School of Library and Information Studies at the University of Alberta. He currently serves as the Associate Chair and Graduate Coordinator for the School, a position he has held since 2013. During this time, Dr. Shiri has built an impressive track record of graduate program administration and taken the lead on several innovative projects.

FGSR Membership

Dean Milne raised an issue that has come to her attention in the past week. A discussion item related to FGSR membership that had been raised at the recent GEFAC meeting was subsequently circulated to various faculty members. This caused some concern, and there was speculation that the item would be voted on at today's Council meeting.

The question of whether membership in FGSR should be a prerequisite for faculty members supervising graduate students is one that Dean Milne has brought up informally in discussions at GFC, Deans' only and Statutory Deans' Council. The item was brought to GEFAC for an initial discussion, and it is unfortunate that the excerpted document was circulated without the appropriate contextual information. Please note that this item will come to FGSR Council for consideration, discussion and feedback at some point this term. For now, however, it has not moved through any of the appropriate consultation pathways.

Supervisory Tools Update

The early consultation cycle to present the FGSR plans for the proposed Annual Progress Report and Student-Supervisor Guidelines will be wrapping up next week with a visit to GPAC. Dean Milne is grateful for the constructive feedback, questions, and concerns that have been expressed. FGSR is pleased to have 5 departments and 3 non-departmentalized faculties who have confirmed their participation in the pilot. We hope to have representation from a total of 10 different faculties. Thank you to those of you who have agreed to participate and offer your feedback. Thank you also to your grad administrators. If you are interested in piloting the forms, please reach out to us at graddean@ualberta.ca.

The next steps of this process will involve getting feedback from participants about any stress points, issues with workflow or consistency. This will allow us to refine the questions and instructions that appear in both tools.

FGSR is also working with IST to find a way to automate the process as much as possible by prepopulating the forms with student data from Campus Solutions.

FGSR Strategic Planning Process

Dean Milne announced that FGSR is undertaking a strategic planning process. The first step involves a Value Alignment Planning process, which will inform our future strategic planning efforts as we anticipate new Presidential leadership and the start of a new institutional strategic planning cycle. FGSR will explore how to enhance services to meet the changing needs of stakeholders, notably graduate students, as well as to align priorities with the goals of the University.

Our approach to this value alignment planning process includes direct consultation with our key stakeholders, soliciting their feedback on what we do here at FGSR. Members of Council have been invited to attend a Consultation Cafe, exclusively for Grad Coordinators, on **Feb. 14 from 9:00 - 10:15 a.m.** We look forward to hearing about your experiences, needs, and suggestions on how FGSR can best support Grad Program Coordinators. Please note that we will also be holding sessions for Grad Supervisors and Grad Administrators later in February. [Please RSVP](#) using the link in the *FGSR Written Report*.

Minimum Regulations Working Group

Dean Milne proposed striking a working group to address the minimum regulations for graduate programs, drawing from members of the university community familiar with graduate programs. This Regulations Working Group would aim to integrate the calendar and the graduate program manual while reviewing, revising, and strengthening FGSR's minimum institutional regulations governing graduate program administration. The group would require a number of participants from across campus who have an eye for detail and a solid working knowledge of institutional graduate program regulations as well as those that are discipline-specific. It would also require representation from the GSA, Ombuds, and GPAC.

Some of the proposed parameters for the group include:

- Participants will be asked to commit to serving on the working group for a minimum of one year (knowing this project will likely take longer than a year)
- 90-minute meetings will be held monthly, perhaps with some extended working sessions between April and Sept.

Dean Milne encouraged interested members of Council to email graddean@ualberta.ca or to please encourage other colleagues who may find this project engaging and productive.

Admissions Deadline Extension for Iranian Students

Last fall, after a brief consultation with the ADs Grad, FGSR extended our admissions deadlines for Iranian students due to the internet outages they were experiencing. As the geopolitical situation in the region remains volatile, FGSR intends to leave the existing messaging up on the website. This is in keeping with our peer institutions who also extended their admission deadlines late last year. FGSR staff have been advising individual students to contact the departments to which they plan to apply to ask for consideration after the deadlines have passed. It is up to departments to consider these on a case by case basis and to let FGSR know so that we can release any applications that were submitted after the deadline. We appreciate the flexibility you're able to show in understanding that they are dealing with things beyond their control. Dean Milne will keep this group and the graduate administrators updated as this issue evolves.

Mentorship Academy

Graduate administrators and faculty members are welcome to take part in FGSR's next Mentorship Academy session, "Conceptualizing Mentorship through a Decolonial and Indigenized Framework," on Wednesday, January 29th. Led by Jennifer Ward, the session will help participants build upon their own mentorship skills and learn how best to support Indigenous grad students in their academic journeys. Additional details and RSVP links, for this session as well as a session with cultural communications expert Dr. Lionel Laroche on February 28, are in the *FGSR Written Report*.

Calendar Compliance

The FGSR Calendar Compliance project continues to move forward. There are still 14 units that are not yet compliant. Five of these are presently engaged in their respective internal review/approval processes; the remaining nine units should note that the deadline for faculty approved documents to be received at FGSR is May 1, 2020. Please contact FGSR's governance staff for assistance.

GSA Collective Agreement re: vacation

Dean Milne reminded Members of Council that, as per the GSA Collective Agreement, Graduate Assistants are entitled to one week of vacation leave without a reduction in pay for each four-month term. (This is in addition to the days when the University is closed.)

Questions/Discussion:

- A member of Council noted that the GSA Collective Agreement notes that the week off is not meant to be combined with another week between terms; however, international graduate students may wish to take a longer period of time off for travels. Dean Milne noted that she hopes the supervisor will make reasonable allowances depending on the circumstances.

6.0 Academic Appeals Committee Membership

As there were no appeals in the 2018-2019 Academic Year, our Faculty members and Chair remain the same. Dean Milne requested that members of council approve the changes to the students' memberships. These individuals were appointed in the fall. She also proposed an amendment to strike

Dr Ali Shiri's name from the committee as he is now in a conflict of interest due to his role as an Associate Dean of FGSR. Instead, Dean Milne asked the vote to approve that position as a vacancy. Any members of council who would like to fill the vacancy were asked to let us know.

Motion: *Be it resolved that the Faculty of Graduate Studies and Research Council approve the membership of the Academic Appeals Committee for the 2019-2020 Academic Year.*

Moved/Seconded: Jorge Sousa /Craig Heinke

Discussion/Questions: None

Motion carried:

Approved: 68

Abstained: 0

Opposed: 0

7.0 Concurrent Registration

Dean Milne presented amended Calendar language to refer to Concurrent Registration; this was revised based on the feedback provided at the last Council meeting. GEFAC has also since reviewed the document.

In summary, students are applying to be registered in multiple programs more often than we'd like. This language offers a more fulsome definition of concurrent registration as well as new and more specific wording relating to requests for concurrent registration in more than one academic program (undergraduate or graduate). The proposed language integrates what is found in the Academic Calendar and the Graduate Program Manual. Furthermore, it clarifies what concurrent registration is, its intent, and the procedures to follow to make a request for consideration and approval. The new language is instructive to students, administrators, and programs about what to do if a student wants to register in a second program before the first one is completed.

As the proposed language makes clear, this approval is meant to facilitate the completion of one program that is in its final stages while not impeding a student from starting a second program. These changes take into account the administration of the registration as well as student success, and brings transparency to this area so that students are not applying for and registering in more than one program without the knowledge of either program, their respective advisors, their funding sources, and/or FGSR. The funding component of this is important to consider as well, since a student registered in two programs may well be taking opportunities away from other eligible students.

As is the practice at our peer institutions, FGSR will require case-by-case requests for concurrent registration to be made to the Dean, FGSR or equivalent, so as to best position the student to

successfully complete their degree program(s).

Motion: *Be it resolved that the FGSR Council approve the new and amended language regarding Concurrent Registration for inclusion in the 2021-2022 Calendar, and for immediate implementation.*

Moved/seconded: Hanne Ostergaard/Morris Flynn

Discussion/Questions:

- Some programs allow students to take 6 credit hours of graduate work while in an undergraduate program that can later be applied to the student's Master's program. Dean Milne suggested that the regulations are meant to curb students who might want to take on a lot of extra coursework but aren't aware that overextending themselves can hurt their academic standing, which can be difficult to repair.
- She noted that the regulations should not negatively affect students who are nearing the end of one program and planning to start another. Many cases involve master's students who do not want to delay the start of their PhDs due to logistical and administrative hurdles. For such students, there would be a set period of time to wrap up the Master's while being registered. The main goal is to deter students who wish to take multiple programs at once.

Motion Carried:

Approved: 65

Abstained: 1

Opposed: 5

8.0 Readmission and Coursework

Dean Milne reminded Council members that the motion before them was circulated and discussed at the November Council meeting. The latest draft incorporates changes from that discussion as well as GEFAC. Modifications have been made, in particular to the wording on course currency. Members of GEFAC asked that the text reiterate that when students' programs lapse, their relationship with their supervisor, and their committees, is dissolved. This takes the burden off supervisors who are not expected to support or guide students when they leave the program.

The passage on "course currency" states that if more than 10 years have passed since the start of the initial program, students have to demonstrate knowledge or applied knowledge from practice in the field. Supervisors and departments may also make a case for why courses remain relevant in the field. The case would have to be made that the work from courses would still meet the requirement of the program at the time of readmission. Students would submit documentation and a statement from the department/supervisor along with a request to reconstitute the supervisory committee.

Motion: *Be it resolved that the FGSR Council approve the new language regarding student applications for readmission and course currency and/or candidacy, for inclusion in the 2021-2022 Calendar, and for immediate implementation.*

Move/seconded: Vinay Prasad/Jia You

Discussion/Questions:

- A Council member noted that students in course-based programs don't have supervisory committees. The text refers to "reconstituting the committee"; this is related to the fact that at the time of the student leaving the program, the committee will be dissolved. This is to ensure that supervisors don't feel obligated to support or advise students who are not registered.
- Dean Milne also clarified that these regulations apply to students who withdraw for long periods of time rather than ones who may take other kinds of leaves such as medical or compassionate leaves.
- A Council member noted that the changes to the wording from the previous Council meeting made this version clear and clarified the departmental role.
- The possibility of waiving the readmission fee is still available to departments who want to consider it on a case-by-case basis. To clarify, students applying for a new admission to a new program do not have to meet these readmission regulations.
- A Council member noted that the department has an informal practice of re-admitting students within a period of 12-24 months without a formal process for readmission. Dean Milne suggested that if there are students with this expectation, their readmission cases will come to FGSR to be decided on a case-by-case basis. FGSR would consider these cases taking into account past departmental practice; however, we would expect new students to move through the process.
- Ultimately the goal is to have students move through their program, and if they are nearing the end of their enrolment period, they should request an extension rather than leave the program to stop the clock.

Motion Carried:

Approved: 62

Abstained: 1

Opposed: 4

9.0 Leave of Absence Category Changes

Dean Milne introduced the item with an amendment: Susan Buchsdrücker, Faculty Relations Officer, has suggested that "Parental Leave" should be revised to "Maternity and/or Parental Leave". This will be changed throughout the language in this regulation.

Motion I: *Be it resolved that the FGSR Council approve the proposed changes to existing language on Approved Leaves of Absence, proposal to collapse medical/compassionate leaves into a new leave category (exceptional), changes to the professional leave category, and the introduction of a new leave category (regular), and changes to related calendar sections on Maintaining Registration and Time Limit for Completion of Graduate Programs, as set forth in Attachment 1, to take effect upon approval and to be published in the 2021-2022 Calendar.*

Moved/Seconded: Morris Flynn/Mark Hall

Motion Carried:

Approved: 57

Abstained: 7

Opposed: 7

Motion II: *Be it resolved that the FGSR Council approve the proposed changes to existing language for the M REG 900 course, as set forth in Attachment 2, to take effect upon approval and to be published in the 2021- 2022 Calendar.*

Moved/Seconded: Morris Flynn/Jorge Sousa

Discussion/Questions:

- A Council member asked what happens to funding during a regular leave if the clock does not stop. Dean Milne clarified that the funding schedule can be paused and remaining funding may be tacked on to the end of the program, or it can continue with the understanding that there will not be a guarantee of additional funding during the remainder of the program. The idea is to ensure that students understand the implications of taking a regular leave. To be clear, this would only apply to GRAFs, as TAs/RAs are not possible while students are not registered. Departments can decide if they want to defer the employment terms. The idea is that students have transparent ways to maintain a connection to their programs.
- In order to take the leaves, students must have completed one full term. This is to mitigate students taking leaves immediately after starting programs. If it were absolutely necessary to take the leave in the first term, a deferral would be a better option.
- A council member raised the issue that course-based master's students only have to register in one term per academic year, so it might be helpful to make an amendment to reflect the nuances of course based programs.
- Dean Milne suggested that these leaves would be expected to be completed in good faith, such that students would not be working on their programs while they were on leave. Students should not be working on research or publications while on leave.
- Students can't be employed as TAs or PIs while on regular leave.
- As with current leaves, students can however opt into athletics etc.

Motion Carried:

Approved: 54

Abstained: 6

Opposed: 4

10.0 Conflict of Interest for Supervisory Committee Members

Associate Dean Causgrove Dunn raised the issue of how to manage conflicts of interest between members of graduate student supervisory committees. FGSR has worked with UA's legal counsel and Faculty Relations to outline the parameters and processes for handling this issue. Ideally these conflicts of interest are to be avoided entirely; however, if this is unavoidable, then it must be the student's choice to knowingly participate in a committee where such a conflict might exist. A student will be able to consult with their FGSR Associate Dean and both the conflict and the approach to managing it will be documented and acknowledged in writing as well as noted in the faculty member's annual conflict of interest disclosure form. If the student would prefer not to manage the situation, then the committee member will step down from the role.

Moved/Seconded: Heather Eckert/Hanne Ostergaard***Discussion/Questions:***

- A Council member inquired what the process was to handle existing situations with conflicts of interest. Associate Dean Causgrove Dunn suggested that if things are working well and the relationship is functioning appropriately then it's fine to leave the relationship as is; however, these are issues to be aware of and address appropriately in the future.
- The conversation would allow for recourse should the conflict of interest require intervention. The reality is that graduate students have difficulty speaking up even without a conflict of interest on the committee. It's important to note that even if a student initially agrees to manage the conflict, they are entitled to change their minds at a later date.
- It would be helpful to see what the various scenarios are that constitute a conflict of interest.
- There was discussion as to whether this motion had been brought to Council before the vote. Due to a lack of consensus and the ongoing need to define conflicts in more detail, the Council voted by a show of hands to table the discussion for now.

11.0 Case for Action to Reverse Delegated Authority for the Program Approval Process

Dean Milne introduced the discussion item around the case for reversing delegated program approval from FGSR Council to Faculty councils. This discussion is related to the ongoing discussions this group has had about the proposed changes to the Terms of Reference for PRC and GEFAC.

A related note on the TORs from the last discussion was about the question of how quorum is defined. After a scan of the various levels at which quorum is set for other governance bodies on campus, Dean Milne would like to set quorum for PRC and GEFAC at 40%. This would also be consistent with the FGSR Council's quorum.

The background to this discussion item is as follows: in 2013, FGSR Council voted to delegate the approval of new programs and changes to graduate programs to Faculty Councils. This meant that any changes went directly from Faculty councils to university-wide governance bodies such as ASC-SOS and ASC, and APC, CLE, etc., as needed. Dean Milne is recommending that the delegated authority be reversed so that the FGSR Council and its members resume oversight of any changes to graduate programs AFTER they have been approved and passed by a given Faculty council. This would ensure that the group most closely connected and familiar with the administration of graduate programming across campus (FGSR Council) has the chance to vet the changes going forward. This would address the fact that other governance bodies such as ASC-SOS, ASC, APC and CLE don't have in-depth graduate perspectives on program and delivery.

Discussion/Questions:

- A GSA executive member noted that the GSA was happy to support this change and it makes sense from their perspective.
- In response to a Council member raising the issue of approval pathways, Dean Milne reiterated that the proposal to reverse delegation does not impact the authority that Faculties councils have, as they will retain their role in approving proposals; however, once they have done so, a proposal will come to FGSR Council before going to the next level of approval.

12.0 Program Approvals Pathways

Dean Milne introduced Vice-Provost (Programs) Tammy Hopper to provide an overview of the program approval pathway process that she is overseeing.

Vice-Provost Hopper has been seconded to the Office of Provost as VP-Programs, and one of her responsibilities is to provide oversight of programs across campus, in conjunction with FGSR for grad programs, and to serve as a liaison to the Government of Alberta. She is presenting to FGSR today to get feedback from this group on the proposed changes to program approval processes at GFC and its standing committees.

Currently, there are regulatory requirements that all post-secondary programs need to observe in order to obtain Government approval. All new degree programs, certificates, diplomas, first level specializations, and changes to approved programs need Government of Alberta approval.

The UA's GFC has delegated authority for program approvals to standing committees and a circulation process for course and minor program changes as per the Post-Secondary Learning Act.

University Governance asked to strike a committee to review all aspects of GFC and its delegated authorities. The Ad-hoc Committee on Academic Governance including Delegated Authority concluded that “the approval pathways...can be convoluted and burdensome for those proposing them,” that “the current standing committee structure does not appear to provide a cohesive approach...,” and that “...portions of proposals can follow different approval pathways; this results in the appearance of a confusing, slow and cumbersome pathway for approval of new programs, programs changes and course changes.”

GFC asked to create a committee on program approval processes. Vice-Provost Hopper chairs the committee and has the mandate to review the current approval processes and propose revised pathways that will be transparent, straightforward and incorporate the recommendations of the report of the Ad-hoc Committee on Academic Governance including Delegated Authority, and other issues that have arisen since the report was endorsed by GFC.

The working group has come up with a proposed set of steps, as follows:

1. Establish a new GFC Standing Committee – the GFC Programs Committee (this is where all programs will be sent after proceeding through their current pathways in departments, faculties, and FGSR Council);
2. Change the Terms of Reference related to programs in GFC Executive and APC;
3. Disband the ASC and ASC-SOS;
4. Rescind Section 37 of the GFC Policy Manual.

Members can look at the Terms of Reference on the GFC website if interested.

Vice-Provost Hopper invited attendees to send her any questions or concerns they have:
tammy.hopper@ualberta.ca.

12.0 GSA Monthly Report

Vice President Academic Dylan Ashley presented the GSA monthly report as submitted.

13.0 GSA - Student Charter of Rights

GSA Vice President Academic Dylan Ashley and SU president Akanksha Bhatnagar presented the Case for Creating a Charter of Student Rights and Responsibilities. This is meant to consolidate all the various rights for students that exist in different places.

The reason for the proposal is that students of all demographics and years of study tend to be unfamiliar with the substance of central UAlberta policy documents, such as the Code of Student Behaviour and

the Grading Policy and Procedure. Many students do not know how to access information on how to make an appeal when they are accused of breaking a UAlberta policy.

The SU and GSA have created a Charter that will serve as a consolidated document of all of a student's rights and responsibilities at a university. The document will consolidate academic rights, procedural rights, and fundamental rights that currently exist in the University of Alberta Policies and Procedures Online (UAPPOL). This process puts student rights and responsibilities front-of-mind for both students and other members of the university community, creating a culture of improved clarity and accountability.

The sections of particular interest to graduate students include information on supervisory rights, intellectual property rights, rights held by students when they are academically employed, and rights under the Graduate Student Collective Agreement.

The second phase of this project is to socialize the document through orientations and communications to current and incoming graduate students.

Discussion/Questions:

- A Council member asked how the SU and GSA can ensure that students are aware of these regulations before they get into trouble.
- Dena Milne suggested that a checkbox could be included in their Student-Supervisor Guidelines to ensure that students have taken the time to read the Charter of Rights.
- In the interests of time, Dean Milne asked Council members to please send any additional questions or suggestions to Akshana, Dylan, or Fahed.

14.0 PLLC: New Offerings for Grad Students

Dr. Lois Harder introduced herself as the Principal of the Peter Lougheed Leadership College. She presented on the various diverse leadership development opportunities for graduate students offered at the College. The three current offerings are:

•**Dive:** a cohort-based leadership development program which has monthly workshops led by Dr. Cristina Stasia and monthly small peer group meetings in which one participant presents a past leadership failure or current leadership challenge and other group members run an adaptive leadership diagnostic.

•**Wade:** a series of skill-based leadership development workshops on such topics as Communication Skills for Leaders, Courageous Conversations, and Navigating Imposter Phenomenon

•**Teaching Fellow Program:** a two-week Teaching Fellow bootcamp combined with participation in the Dive program. Sessions include: Lesson Planning; Giving Written Feedback; Microteaching; Facilitating Discussion; and Authority in the Classroom

In Fall 2019, PLLC partnered with the Graduate Teaching and Learning program. All Teaching Fellows receive GTL Level 1 for completing the Bootcamp.

Discussion/Questions:

- Dr. Harder confirmed that the sessions do count for PD hours and can meet the PD requirements.

15.0 Question period:

All the motions that were approved today still have to move through the GFC approval pathways. Dean Milne is attending GPAC next week to speak to the administrators to ensure that everyone has clear answers on process.

Dean Milne thanked members of Council for their hard work, thoughtful engagement, and constructive feedback on the agenda items. She appreciated the collaborative input from this group as we look at the regulations governing our graduate programs.

The meeting was adjourned at 3:56 PM.