

**Minutes of Graduate Education Committee Meeting**  
**Tuesday, December 6, 2019**  
**11:00 a.m.**  
**Room 1210**

**Present:** M. Piquette-Miller (Chair), S. Cadarette (called in), C. Cummins, C. De Angelis (called in), T. Freedman, Shana Kelley, J. Kohler, E Paradis, M. Saikali, T. Sack, B. Sproule, P. Wells, G. Zheng L. Singh (called in), Z. Austin, L. Dupuis, Jack Utrecht, and Stephane Angers.

**Regrets:** S. Bjelajac L. Kotra, L. Dolovich, L. McCarthy.

**Others :** R. Macgregor on sabbatical, A. Thompson on leave.

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**1. Review of Minutes from Dec 4, 2019 meeting.**

The first item on the minutes of Dec 4 should have stated that an amendment to the guidelines for application for cross-appointment to the graduate department had been approved. The amendment was specific to the new MScPhm program, adding a statement to section (3) Associate Members with Restricted Duties that "Associate Members with Restricted Duties may be permitted to co-supervise MScPhm students together with a Full or Associate Member". Micheline made a motion to approve the amended minutes and the amended minutes were approved.

**2. Items for Approval**

a) MScPhm new course outlines:

Zubin will teach this course. It is estimated that 5 MSc Pharm students per year will enroll in this course. However higher numbers are anticipated. It will be open as an elective to all graduate students and there will not be any prerequisites. It is a fairly scalable course so larger numbers can be accommodated and if needed TA's can assist with grading.

Motion to approve this course

**MOVED:** Beth Sproule

**SECONDED:** Sandy Pang  
**CARRIED**

The course was approved by the GEC and will be moved forward to the faculty wide curriculum & assessment committee.

**3. Items for Information**

a) Graduate Faculty Appointments

There are clear written guidelines for cross appointments, however clear Graduate Faculty appointment guidelines need to be agreed upon. In the past, appointments to full membership have not been consistent; some were granted upon graduating a master's student, and others upon getting tenure.

The consensus was that there should be a co-supervisor for a faculty member's first student, and that full appointment should be granted upon graduating a master's student, and that a separate document should be created on-line which outlines Graduate membership for tenure stream Faculty.

Beth mentioned that for Associate membership for the MScPhm program, the associate members with restricted duties would be able to supervise MScPhm students, teach graduate courses.

The document is to be circulated for approval at the next GEC meeting or sooner and a decision can be reached by online voting.

**b) UTQAP**

The feedback has now been received for the UTAQP review that took place at the end of November. There was negative feedback regarding;

- a. Financial pressure that Grad Students are under due to high GTA (Great Toronto Area) living costs.
- b. Stipend payments (e.g. paid in equal monthly installments) and tuition due deadlines (e.g. due in April) do not match, thereby putting pressure on the graduate student to come up themselves with tuition payment
- c. Pl's are not supportive of students invigilating or TA'ing or even looking in to alternative career paths.

The culture here needs to change so that Pl's encourage their students to go to for example at least two different career fairs. Another solution may be to hire a part time career counsellor specifically for Pharmaceutical Sciences graduates. Additionally, if Faculty can provide their contacts/ ideas/ monetary support, the Graduate students are happy to do all the work that goes into networking/career events. Lastly, it needs to be looked into if award payments can be paid out at a time that coincides with tuition fee deadlines.

**c) Recruitment Event**

The Admissions committee is organizing a recruitment event to help increase the quality and numbers of our domestic students. The event will take place on March 8 and 9; it will start Fri noon with lunch, welcome remarks, and faculty talks, go into poster board presentations, and dinner with current Grad students and Faculty. The schedule for Sat morning includes breakfast, facility/lab tours and next steps closing remarks. One of the goals of this event is for supervisors to see all top applicants and choose amongst them whom they want to supervise. Next year all timelines including application deadlines, open house, and recruitment event will all be moved up. Students should also be aware sooner of funding deadlines, and so next year when there is an earlier open house, and more social media and website updates, reminders can be sent out to applicants. International students will be charged domestic fees in the upcoming year. As things stand right now, we can only admit 3 international students, and we are already at 15 international students.

**d) Literature Search Department Seminar**

Graduate students need better literature search skills, and therefore Glyneva Bradley Ridout, the Education and Liaison Librarian dedicated to our program will be coming in to give a talk on March 15 to our Grad students. Pizza will be served. This seminar will count towards attendance at a department seminar.

**e) Modules**

A number of course modules consisting of 10 hrs per module will be developed that can be offered to all students together (CSAP and Biomolecular). Three modules would equal a half course and a few of these modules would be mandatory for all students. An alternative idea was to develop a single course, but it will be more effective/faster to develop modules. Alison has identified topics relevant to CSAP students, and Lakshmi Kotra has agreed to lead the MedChem module. One easily identifiable course is what Medical Biophysics offers; Ethics and Statistics courses – we could offer these to all of our students, whether CSAP or BioMol. A working group is needed to get this off the ground, and change it from a concept to a reality so that courses can be offered in 2020/2021. A survey can be sent out to Grad Students asking them what they would find interesting and student representatives should be on this working group.

Meeting adjourned: 12:45 p.m.