

Minutes of Graduate Education Committee Meeting
Thursday, October 18, 2018
11:00 a.m.
Room 1210

Present: R. Macgregor (Chair), S. Bjelajac, S. Kelley, S. Cadarette, C. Cummins, M. Piquette-Miller, M. Saikali, T. Freedman, B. Sproule, A. Thompson, G. Zheng

Regrets: C. Allen, E Paradis, J Kohler, Sand P, L. Kotra, L. Singh, L. McCarthy

1. Review of Minutes from Oct 18, 2018 meeting

There were no changes suggested to the meeting minutes from June 18, 2018.

2. Items for Approval

a) Heather Boon Award for Natural Health Products and Traditional Medicine Research. This is a new award for our graduate students.

MOVED: R. Macgregor; **SECONDED:** M. Piquette-Miller; THAT the Heather Boon Award for Natural Health Products and Traditional Medicine Research be approved.

CARRIED

b) Online course evaluations

We are working to implement the online course evaluation system used throughout the University for the courses in the graduate department. In this system there is a total of 21 questions; nine questions are from the University, and the 12 questions are selected by the division, department and individual professors. There are 8 institutional questions and 7 divisional questions (taken from a bank of questions from other departments). We will be able to change the questions later.

MOVED: M. Piquette-Miller; **SECONDED:** A. Thompson; THAT the course evaluation questions be reviewed and finalized.

CARRIED

3. Items for Information

a) Dean's Fund

Currently, the Dean's Fund is given to students who have a 3.70 CGPA or greater. The aim of this funding is to attract students with outstanding academic records with the idea that these students will then be successful in applying for stipend support from agencies such as CIHR, NSERC, etc. A professor in our department who finds an eligible student, applies to the Dean's Office and may be awarded a contribution to the student's stipend.

In an effort to increase the number of applications and enrolment of students, the Dean has agreed to turn the Dean's funding into an award. Starting this academic cycle, 2019 – 2020, students may apply for the Dean's Graduate Scholarship. The award criteria will be largely the same as those used for the current Deans Fund. Working together with the Dean's Office, the final award description will be completed in the

next two weeks. The main motivation for making this change is the declining number of applications and new students enrolling over the past three years. This decline has financial implications for the Faculty.

b) Admissions Committee

Shana Kelley has agreed to head up the Graduate Admissions Committee. Shana has spoken to Assoc. Deans and Grad Admin/Coordinators of Dept of Chemistry, Biochemistry and IBBME to find out what other departments at UofT are doing for recruiting and admissions. All three of these groups have a faculty committee that oversees admissions and recruitment. One of their key activities is to evaluate the applicant pool, keep an eye on admissions targets, and understand needs to faculty. The committees work to establish a certain level of quality and to active recruitment to reach out and get high quality applicants. For example, top applicants are invited to visit campus in order to meet faculty members and other graduate students. We need to develop recruitment and admissions timelines that are aligned with those schools that are competing with us for the best graduate students.

c) Graduate Awards Ceremony will take place the evening of November 14.

d) Student business cards. Currently, the faculty will print business cards for the graduate students in our department. The students pay for the cards. On the business cards ordered through the Faculty, the only title the students can have is "Graduate Student." There has been interest by a couple graduate students to have the title, "Ph.D. Candidate" printed on the cards. Rob advised that the current student title was agreed to a few years ago after a lengthy discussion. However, if members of the committee are interested in relaxing the rule for the allowed title they should let Rob know and we can reconsider the matter.

Meeting adjourned: 1:10 p.m.