

Minutes of Graduate Education Committee Meeting
Thursday, October 5, 2017
12:00 p.m.
Room 1210

Present: R. Macgregor (Chair), R. Bonin, H. Boon, S. Cadarette, C. Cummins, L. Dolovich, L. Kotra, C. Peragine, G. Schver, B. Sproule, A. Thompson, P. Wells

Regrets: C. Allen, M. Piquette-Miller

1. Review of Minutes from April 4, 2017 meeting

There were no changes suggested to the meeting minutes from April 4, 2017.

2. Items for Approval

a. Collaborative Specialization in Global Health

All Collaborative Programs are now called Collaborative *Specializations*. The Collaborative Specialization in Global Health underwent a UTQAP review which resulted in a revised Memorandum of Agreement (MOA). There is no financial implication for this program. R. Macgregor will distribute the updated MOA for information. No vote is required.

b. Advisory Committee Meeting deadline change to 30 June

The current requirement for all graduate students is to have an annual Advisory Committee Meeting by August 31 each year. To ensure that the Department can track students' satisfactory progress in a timely manner, the newly proposed deadline is June 30 each year. There is a concern of identifying Advisory Committee Members in time as the students explore to establish the research question, however it will be made clear to the students and the Advisory Committee Members that the composition of the Committee may change if necessary during the course of the student's program by submitting a revised Advisory Committee Members Form. An Advisory Committee Meeting should be understood as an opportunity for the student to talk about the research rather than an exam. R. Macgregor will also be offering a 'just-in-time' information session with the graduate students in order to provide an opportunity to answer questions and clarify expectations. For January intake students, the deadline will be October 31. It will also be reminded that the annual Advisory Committee Meeting requirement is a minimum, as students are welcome to have more than one each year as the research progresses.

MOVED: B. Sproule; **SECONDED:** L. Dolovich; THAT the annual Advisory Committee Meeting deadline be changed to June 30

CARRIED

c. MSc Oral Exam / MSc-PhD Transfer Exam process change

To avoid delay and confusion, moving forward the MSc Oral Exam and MSc-PhD Transfer Exam scheduling process will only proceed once all the necessary documents for distribution are received by the Graduate Office. The major change is that the students will no longer be responsible for distributing the thesis (MSc Oral Exam) or the thesis proposal (MSc-PhD Transfer Exam). The full information on the procedure is available on the [website](#). A guideline on the length of the thesis proposal for the MSc-PhD Transfer Exam will be updated on the website. The MSc to PhD transfer time limit for Part-time students will be corrected to 24 months on the website. No vote is required.

d. Departmental grade requirement, maximum number of FZ course grades

Currently there is no departmental policy that limits the number of failed courses during a graduate student's enrolment. It is proposed that all graduate students in the Department will only be allowed up to 1 course (0.5 FCE) with a grade of FZ (Fail). After a second failed course, the student will be recommended for termination of registration. Students may appeal the grades of the courses. Auditing may be an option for those who wish to enrol in courses outside of their scope.

MOVED: L. Dolovich; **SECONDED:** P. Wells; THAT all graduate students in the Department will only be allowed up to 0.5 FCE with a grade of FZ

CARRIED

e. Decrease seminar requirement for Part-time and Flex-time students

All graduate students must attend the Departmental and Student Group Seminars each year. Part-time and Flex-time students have had an option to negotiate with the Graduate Chair for a reduction in the number of required seminars (to a minimum of four per year) based on their professional experience and other factors related to their ongoing work. The proposal is to establish the 50% reduction without Graduate Chair's approval each year.

MOVED: P. Wells; **SECONDED:** A. Thompson; THAT Part-time and Flex-time students no longer require pre-approval for a reduction in seminar attendance requirement each year

CARRIED

f. Composition of Advisory Committees

The current requirement for the composition of Advisory Committees for MSc and PhD students has been approved by the Graduate Education Committee a few years ago, however it was rejected by the Faculty-Wide Curriculum and Assessment Committee so it never moved forward. We propose that the composition and size of the advisory committees be the same for the masters and PhD students, namely, the supervisor(s) and at least two other members with Graduate appointments at the University of Toronto. In addition, at least one of the non-supervisor members must hold a graduate appointment out side of our department (the "external member"). It is also important that at least one of the non-supervisor members must be from our department (the "internal member"). The latter is to ensure the standards and expectations for the students in our department remain consistent. It was pointed out that having an internal member also helps with completing the Advisory Committee Assessment Form, as they are familiar with the requirements and expectations of the Department. Exceptions to this composition are possible provided there is a strong justification and the requested composition is consistent with the SGS rules for advisory committees. Permission must be requested in writing to the chair of the department.

MOVED: A. Thompson; **SECONDED:** S. Cadarette; THAT the composition of Advisory Committees be the same for both MSc and PhD students (Supervisor(s), one from the Graduate Department of Pharmaceutical Sciences and at least one from another graduate department in the University of Toronto, as minimum)

CARRIED

3. Items for Information

a. Awards Ceremony

The Award & Convocation Ceremony will be held on November 7, 2017 at Alumni Hall, Victoria College. The invitation and information will be sent to parties involved.

b. Convocation

The November Convocation for MSc is on November 7 and PhD on November 9.

4. Other Business

a. Online Course Evaluations

All courses will start the online course evaluations with multiple choice questions on topics such as course, instructor, etc. Instructors will be able to select the questions to be asked on this online evaluation and there will be a small committee gathered to meet with the University to start the process. The total rollout is planned for September 2018.

b. Report Format for Advisory Committee Meetings

The current guideline of two pages for the written report (to be distributed to the Advisory Committee Members prior to the meeting) may not work well for the very first meeting so it is proposed to re-visit this length limit for only the first meeting. It is working well for subsequent meetings.

c. Class Composite

We have access to TCard photos of the graduate students for instructors and administrators who may find it useful to identify students for program/course/instruction/activity purposes. The photos will be shared on a needs-to-know basis only if the instructor or administrator finds it necessary to keep a record for their purposes.

Meeting adjourned: 1:10 p.m.