

Minutes of Graduate Education Program Committee Meeting
Thursday 12 November 2015
12:00 – 2:00 pm
Room 1210

Present: Robert Macgregor (Chair), Stephane Angers, Robert Bonin, Heather Boon, Suzanne Cadarette, Tigran Chalikian, Danielle Drake (Graduate Student), Sara Guilcher, Alexander Johnston (Graduate Student) Jillian Kohler, Lakshmi Kotra, Ping Lee, Linda MacKeigan, K. Sandy Pang, Beth Sproule, Jack Utrecht, James W. Wells, Peter G. Wells, Shirley Wu, Gang Zheng

Regrets: Lee Dupuis,
Micheline Piquette-Miller (sabbatical), Raymond Reilly (sabbatical)

Dr. R. Macgregor opened the meeting by welcoming the four new faculty members: Robert Bonin, Sara Guilcher, Elise Paradis and Keith Pardee. Keith Pardee will be starting in January 2016. Dr. Macgregor also extended a welcoming note to Alison Thompson and Suzanne Cadarette, the new Graduate Coordinators.

1. Approval of the Minutes of 31 March 2015

MOVED: Dr. S. Pang; **SECONDED:** Dr. L. MacKeigan, **THAT** the minutes of 31 March 2015 be approved.

CARRIED

2. Item for Approval

a) New Award: *Utrecht Graduate Scholarship in Drug Safety Research*

Dr. R. Macgregor extended his gratitude to Dr. J. Utrecht for his generous donation to establish a graduate award. The award will be administered by the Graduate Department of Pharmaceutical Sciences in accordance with the normal procedures for internal awards. The value of the award will be based on the income from the endowment. From the annual income generated by the endowment, \$4,000 will be used to increase the award recipient's stipend above the University required minimum stipend and the remainder will decrease the amount contributed by the supervisor. Preference will be given to a full-time PhD student enrolled in the Graduate Department of Pharmaceutical Sciences whose research is in the area of mechanisms of idiosyncratic drug reactions, particularly in the immune and drug metabolism aspects. If there are no eligible candidates in the Graduate Department of Pharmaceutical Sciences, the award will be available to other graduate students at the University of Toronto whose research is in this field. The awardee will continue to receive the *Utrecht Graduate Scholarship in Drug Safety Research* annually in an on-going basis until the completion of his/her degree provided the student remains in "Good

Academic Standing". Should there be no recipient identified in a particular year, the revenue will be used to increase the endowment.

MOVED: Dr. S. Cadarette; **SECONDED:** Dr. S. Wu, **THAT** the new graduate award in Uetrecht Graduate Scholarship in Drug Safety Research be approved.

CARRIED

3. Items for Discussion/Information

a) Proposal for a New Graduate Field

Dean Boon provided an updated discussion from the last Graduate Education Committee meeting, indicating that there was no significant progress made toward starting a new field in the Graduate Department due to changes in personnel in the Department. With the Director of Graduate Program and the Graduate Coordinators in place, the Department can now move the proposal forward. It was reported that Dr. S. Cadarette is leading this initiative and is currently working in consultation with the Provost's Office. She will also be meeting with Drs. Beth Sproule, Tom Brown and Lalitha Raman-Wilms for information specifically related to the Clinical Pharmacy Practice stream.

Dean Boon explained that the former governing body, the *Ontario Council of Graduate Studies*, recommended the identification of fields and the professors associated with those fields within a graduate department; however, with the new quality assurance body, the *University of Toronto Quality Assurance Process*, the concept of fields has changed. Graduate units now can have either a single or multiple fields where different admissions and degree requirements may be set up for each field.

A working group assembled by Dean Boon proposed to maintain three fields in our department but to structure and rename them so to more accurately represent the research carried out by the students belonging to them. The current intent is to use the former divisional groupings to describe the graduate fields. Two of the fields will remaining research-based, and the third field, Clinical Pharmacy Practice, will be a course-based master's. The fields will then have their own degree requirements. This will be similar to the new Clinical Pharmacology course-based master's in the Department of Pharmacology.

The goal is to have the proposal approved by March 2016 and have this change reflected in the SGS calendar for September 2016.

b) Dean's Funding

Dean Boon reported that the Dean's Fund was created few years ago, with an annual budget of \$100,000, to serve as a bridging fund to support outstanding incoming graduate students. It was expected that these students would have a very good chance of receiving external funding and, once this funding had been received, they no longer require the support of the Dean's Fund.

Dean Boon noted that the department met the targeted budget for the first two years of this funding program. A high percentage of students received external awards and as a result, they were removed from this fund the following year. However, in the third year most students did not receive external funding and therefore continued to remain in the Dean's Funding cohort even though in some cases the PIs had received new grants. She explained that it would not be possible to award grants to new students if those already funded do not find other sources of funding. However, in the interest of continuing to provide bridge funding to attract excellent students there will be a new competition process in the coming year. Awards that were previously approved for January 2016 and earlier will be honored.

She will draft a document detailing the selection criteria and terms of the Dean's Funding for circulation, as well as revisiting and revising the application form.

c) Committee for Seminar Series

Dr. A. Thompson commented on the need for streamlining the seminar series. At the moment, there are many seminars being offered at the Faculty which the students are required to attend.

Seminars are also being offered by the various Centres within the Faculty. A decision whether to include these seminars as part of the departmental requirements will be considered, as well as offering seminars to students outside campus via remote access.

A subcommittee led by Alison Thompson consisting of faculty and students has been established to review the structure and the requirements of the seminar series.

d) GRIP Update

Dr. S. Cadarette announced that the GRIP Symposium this year will be 9 June 2016. She has had her first meeting with students and volunteers and asked

anyone interested in helping out can give their names to Loujin Houdaihed from Dr. C. Allen's lab.

Drs. S. Cadarette and A. Thompson are currently working on identifying a plenary speaker. Details on the menu and structure of the event are still being discussed.

e) Website for Pharmaceutical Sciences

Dr. S. Angers announced there is a new landing page for all matters related to pharmaceutical Sciences at <http://pharmsci.utoronto.ca>. At the present time, there are separate landing pages for the graduate department and research; however, by combing the Graduate Program, Undergraduate Pharm Chem, and Research into this new landing page would create a more "departmental feeling" until the Faculty is ready to revamp the entire website.

f) Amendment to the Award Record - Social & Administrative Pharmacy Professors' Award for Thesis Research

Dr. R. Macgregor reported that the Social & Administrative Pharmacy Professors' Award for Thesis Research is now made available to both full-time and part-time students in support of their research. This is not a change to the award, but to clarify the original terms and intent of the award.

For this year, the recipient was a part-time student.

g) Admissions and Total Enrolment

Dr. R. Macgregor provided an update on the enrolment numbers and noted that the new admissions were lower this year compared to last year. He would like to revisit the data from prior years for comparison purposes. Dean Boon commented that the Department is meeting the Master's enrolment target but lagging behind in the PhD target. This seems to be consistent with departments across the university where most departments are meeting the Master's target but behind in PhD enrolment. She also announced that new funding from the provincial government is now available to international students.

h) Office Hours

Dr. R. Macgregor announced that the graduate office will be closed on Tuesdays so that Carla and Tammy can catch up with their work. A sign will be posted to their doors to this effect.

5) Other Business

- a) Dr. S. Wu suggested that the Supervisor/Student Agreement Form be signed on both the funding component page, as well as the last page on supervision. She noticed that the amount on an agreement form had been changed. Having signatures on the critical pages will help to avoid any amendments made without the knowledge of the supervisor.

Dr. S. Wu also suggested that any small grants or awards from the department be distributed early so to avoid any corrections made to the agreement form in September.

- b) Dr. S. Pang informed everyone that if their colleagues are interested in obtaining graduate appointment at the Faculty to please contact Tammy for the application template. The Committee will review these requests

Meeting Adjourned: 1:40pm