

Minutes of Graduate Education Program Committee Meeting
Monday, April 29, 2013
9:30 am – 11:30 a.m.
Room 1210

Present: Heather Boon (Chair), Stephane Angers, Reina Bendayan, Suzanne Cadarette, Tammy Chan, Carolyn Cummins, Lee Dupuis, Denis Grant, Paul Grootendorst, Heiko Heerklotz, Rob Macgregor, Lisa McCarthy, Sandy Pang, Micheline Piquette-Miller, Raymond Reilly, Beth Sproule, Alison Thompson, James Wells, Shirley Wu.

Scribe: Patrice Lee

Regrets: Marisa Batistella, David Hampson, Jillian Kohler, Lakshmi Kotra, Ping Lee, Dean Henry Mann

Dr. H. Boon began the meeting by introducing Patrice Lee the new Program Assistant replacing Carla Serpe for her maternity leave.

1. Items for Approval

a) SGS Governance Forms

Due to a change in SGS Policy to require that all program requirements be listed in the SGS calendar, we need to add the PhD qualifying examination requirement. This requirement has been a long standing policy since at least 1998, but in order to make a calendar change we need to formally review the change through all levels of governance.

MOVED: Dr. R. Macgregor; **SECONDED:** Dr. H. Heerklotz; **THAT** the Graduate requirement of having a PhD qualifying exam be added to the SGS Calendar using the following wording:

Proposed Calendar Entry for PhD Full-Time:

Successful completion of a PhD qualifying examination is required within the first 24 months of the program. Students are permitted a second attempt, if necessary, to satisfactorily complete the examination. The format of the examination will include the student giving a 20-minute presentation based on the proposal distributed to the Qualifying Examination Committee, followed by a question period. The student is expected to demonstrate appropriate understanding of the scientific basis of the research, the methodological approaches, and the technical details. Failure to successfully complete the PhD qualifying examination will result in a recommendation for termination of registration in the program.

Proposed Calendar Entry for PhD Flex-Time:

The PhD Qualifying Examination requirements for Flex-Time PhD program are the same as for the Full-Time PhD program except the timeline for students to successfully complete this requirement is 32 months of entering the program.

AMENDMENTS:

On the Governance form under Brief Summary of Proposed remove “provide information” replace with “*formalize process*”. Update for the calendar entry: Full time PhD students are permitted a second attempt, if necessary, to satisfactory completion the examination within the 24 months. Flex time PhD students PhD students are permitted a second attempt, if necessary, to satisfactory completion the examination within the 36 months.

Spell out the composition of the Committee as per the website information

Motion including amendments CARRIED

b) TA Funding

The department is proposing that a 50/50 split for TA contract funding will become the departmental norm. This would translate into 50% of the TA contract funding counted as part of the minimum student stipend and other the 50% paid to students on top of the minimum student stipend. Supervisors are encouraged to pay all of the TA contract funding on top of the minimum stipend if their funding situation permits this. In extenuating circumstances, supervisors may seek approval from the Graduate Office to include all TA funding within the minimum stipend.

MOVED: Dr. R. Macgregor; **SECONDED:** Dr. H. Heerklotz; **THAT** TA funding will normally be split 50/50 with half being considered part of the minimum stipend and half being paid to the student on top of the minimum stipend. Supervisors will have the option to give 100% of the TA funding on top of the minimum stipend. In situations where the supervisor would like to include TA Funding 100% within the students’ minimum stipend, consultation with the Graduate office is required.

**CARRIED
3 OPPOSED**

2. Items for Information or Discussion

a) Report from the Appointments Committee

The Appointments committee met in April to review ten applicants. Of the ten applicants there were four requests for new appointments:

- Sandra Walker who presented a seminar on April 4, 2013, her appointment was approved.
- Donald Weaver who will present on May 1, 2013;
- Tara Gomez and Gabrielle van der Velde were invited to present seminars (which is the next step in the appointment process)

Final decisions about these appointments will be made as soon as possible after the seminars are completed.

Three reappointments were granted to:

- Ian Crandall,
- Gang Zheng

- Muhammad Mamdani.
- The reappointment for Manny Papadimitropoulos is pending application materials.

The final two applicants, Marcia Facey and Tim Caulfield, were granted restricted appointments to sit on specific student advisory committees only.

b) Report from the Awards Committee

The Committee reported on the multiple award applications that have been submitted, most of which we are still waiting on the outcome of the competitions. Notably, our students received 3 NSERC awards and a CIHR Research Poster Competition award. Award decisions for the R&D Health Research Foundation (HR), The Connaught International Scholarship as well as various awards from Association of Faculties of Pharmacy of Canada will be announced shortly.

There have been changes to the OGS awards this year; the department is responsible for the adjudication of these awards. The committee will meet on May 9, 2013 to review and consider various options for processing these applications. The faculty was awarded ten OGS awards for allocation this year (similar to last year).

There was a reminder that the new process for the Doctoral Completion Award requires the completion of the new form "*Support for Doctoral Candidates After the Period of Guaranteed Funding*" by the Advisory Committee in advance of the competition deadline (August each year). Starting 2014, the award will be given to students who demonstrate unanticipated situations which delayed their completion.

c) Recruitment

• **Graduate Student Departmental Funding**

The sub-committee (Jack Uetrecht, Heiko Heerklotz, Beth Sproule and Heather Boon) will meet the week of May 5, 2013 to review the applications submitted by Faculty members requesting graduate student funding from Dean Mann. Heather Boon will meet with the Dean Mann within the next two weeks and will report the results.

• **Maximum Number of Students per Principal Investigator Eligible for Departmental Funding**

As part of the recruitment efforts the Department is **waiving the maximum** number of students per Principal Investigator eligible for departmental funding for the next few years. The Department is guaranteeing that the minimum funding per student will not fall below \$10, 000 for PhD and \$7,500 for MSc.

• **Time to Completion**

Supervisors are encouraged to have students complete their theses within the required timeline as students who go beyond the funded cohort do not receive funding from the government.

The current mean time to completion for MSc is 2.2 years (median is 2 years) which is at the SGS recommended level. PhD direct entry students are taking an extra year to complete beyond

the five years funded by the government. The current mean time to completion for our direct entry PhD students is 6.3 (median 6.7). Our current PhD students entering from an MSc program have a mean time for completion of 5.5 years (median 5.3 years); we receive government funding for 4 years for these students. Delays in completion impact recruiting for new students as well as reduce the amount of government funding we receive. Advisory Committees should advise students what is needed in order to complete the project in the specified time. It was suggested that Advisory Committees should rate the progress of the student and indicate the level at which the student is near completion as part of the annual meeting.

A Recruitment ad hoc committee formulated possibly strategies for increasing enrollment including:

1. Changing the application deadline date so that it corresponds with the US universities; new deadline will be in February for September admissions;
2. Hosting a recruitment day where strong applicants are invited to the Faculty. Potential students would be given the opportunity to interact with current students as well as supervisors.

d) Graduate Student Surveys

As part of the periodic quality assurance review the Department will be introducing an annual survey for current students. The first survey will be sent in late May or early June, feedback from the committee is welcomed. Also an exit survey will be given to graduating students to garner feedback on the program as well as maintain contact information for alumni. An alumni survey will be sent to students who have graduated within the last ten years as well

e) Coffee at Seminars

There was a reminder that the host of each graduate seminar with an external speaker (or his/her students/staff) should prepare coffee and purchase cookies for the seminar. Rose will help with preparing the coffee. The department will reimburse the cost of the cookies and provide the use of the coffee machine along with the supplies. There was much discussion about this. The issue will be re-visited in the fall.

f) GRIP Update (Event Date: June 19, 2012)

The plenary speaker for GRIP has been confirmed as Dr. Philip Oldfield, President of Philip Oldfield Consulting based in Quebec.

The topic for the panel discussion will be “the evolution of the pharmaceutical industry in Canada” The panelists include: Drs Theodore Witek (CEO, Boehringer Ingelheim Canada), Russell Williams (President, Rx & D), and Muhammad Mamdani (Professor, UofT).

Faculty members are encouraged to volunteer as judges during the poster session.

g) Undergraduate Summer Research Program

There will be 29 summer students working within the Faculty this summer. Orientation day is scheduled for May 1, 2013. Funding is confirmed from CIHR and NSERC, Tammy is working to confirm the Life Sciences awards.

h) PSGSA Update

PSGSA has organized an Alumni event on May 9, 2013, with five Alumni to speak about what life is like after graduating from the program. There will be approximately 20-30 Alumni attending for the wine and cheese reception. An invitation will be sent to these Alumni to participate in the upcoming GRIP.

3. Other Business

There was no other business to discuss.

Meeting adjourned: 11:30 am