

Minutes of Graduate Education Committee Meeting
Friday, September 16, 2016
10:30 a.m.
Room 1210

Present: R. Macgregor (Chair), M. Battistella, R. Bendayan, R. Bonin, H. Boon, M. Dunne, J. Henderson, S. Kelley, L. Kotra, P. Lee, S. Pang, K. Pardee, L. Raman-Wilms, B. Sproule, P. Wells, S. Wu

Regrets: S. Angers, S. Cadarette, C. Cummins, C. De Angelis, L. Dupuis, E. Paradis, A. Thompson

1. Review of Minutes from June 7, 2016 meeting

The meeting minutes from June 7, 2016 could not be discussed due to no quorum.

2. Items for Approval

a. Graduate Faculty Appointments (S. Pang)

The process of the Graduate Faculty Appointments, and the different categories of Appointments were summarized. There are some concerns about the resources that are shared and the limited contribution in the departmental affairs of those who are appointed. There are some languages in the document that need to be modified and the Dean's Office would review to tweak the document to ensure that it is all aligned with the University's policies with appropriate and accurate wording. The suggestion is to vote on the principles and approve the final document after the final review. In addition to being aligned with the University's policies, the document should also be department-specific and reflect examples that may be applicable to our department. Clear timelines of the process, expectations of the appointment, and the procedures need to be included in the document, to guide the prospective appointees. The outline document will be sent out again and members' feedback or recommendation to the committee will be asked.

b. Graduate Fields (H. Boon)

The Provost Office's new feedback requires more changes to the document. Main changes from the last approved document are: a) only two fields: Biomolecular Pharmaceutical Sciences and Clinical, Social, and Administrative Pharmaceutical Sciences, b) Description of Clinical, Social, and Administrative Pharmaceutical Sciences and Learning Objectives. Once this structure is approved and is in place, the field coordinators can be selected and establish field-specific guidelines if they wish. This motion will go to the Curriculum and Assessment Committee and to the Faculty Council for approval.

MOVED: H. Boon; **SECONDED:** R. Macgregor; **THAT** we change the fields from the current three to two as described in the document

E-vote will be called.

c. Structure of Graduate Education Committee (R. Macgregor)

It has been difficult to reach quorum in the last few Graduate Education Committee meetings so the proposal is to make the Committee into a program committee similar to others in the Faculty with a

smaller number of members. This will result in more timely approvals at the meeting in person and avoiding electronic votes. In addition, it was suggested that we have a general faculty meeting where people can still bring discussions to the table but not approve items, if there is a concern of people's voices not being heard. Since some members do not want additional meetings, another suggestion was to reduce the quorum, however it may cause a problem of the composition of the meeting being random. The Provost recommends that the Executive Committee only be used for true emergencies so it is not an appropriate platform to make decisions for regular agenda items. The Graduate Education Committee must be representative of the diversity of the Faculty.

MOVED: R. Macgregor; **SECONDED:** L. Kotra; THAT the new suggested composition of the committee be effective immediately

OR

MOVED: P. Wells; **SECONDED:** S. Pang; THAT the composition of the committee is maintained and the quorum is reduced to 25%

E-vote will be called.

d. Stipend for International Students (R. Macgregor)

The previous vote that was approved in regards to the stipend increase this year indirectly excluded the international students therefore an explicit statement that the same increase will apply to the international students is required although it was assumed at the time by many. For consistency and fairness the stipend increase should be the same across.

E-vote will be called.

3. Items for Information

- a. Enrolment Information 2016-2017
- b. Graduate Exams and Advisory Committees
- c. Departmental Seminars 2016-2017

Meeting adjourned: 12:00 p.m.