

**Minutes of Graduate Education Program Committee Meeting**  
**Monday, January 21, 2013**  
**2:00 pm – 4:00 p.m.**  
**Room 1210**

**Present:** Heather Boon (Chair), Stephane Angers, Marisa Batistella, Suzanne Cadarette, Tigran Chalikian, Tammy Chan, Carolyn Cummins, Denis Grant, David Hampson, Heiko Heerklotz, Jeff Henderson, Jillian Kohler, Ping Lee, Linda MacKeigan, Dean Henry Mann, Preethy Prasad, Micheline Piquette-Miller, Eva Razumienko, Carla Serpe, Beth Sproule, Anna Taddio, Jack Uetrecht, James Wells, Peter Wells, Shirley Wu.

**Regrets:** Reina Bendayan, Paul Grootendorst, Shana Kelley, Lakshmi Kotra, Rob Macgregor, Peter Pennefather, Raymond Reilly, Alice Tseng.

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**1. a) Approval of Minutes from October 22, 2012 meeting**

There were no comments or changes regarding the previous meeting's minutes.

**MOVED:** Dr. M. Piquette-Miller; **SECONDED:** Dr. J. Uetrecht; **THAT** the minutes be approved.

**CARRIED**

**2. Business Arising from Minutes**

Business arising from the October 22, 2012 meeting was discussed in the agenda items below.

**3. Items for Approval**

**a) Minimum Stipends**

The department proposal recommended that minimum stipends remain at their current levels of \$24,000 for Domestic PhD students in all fields, \$23,500 for Domestic MSc students in all fields, and \$15,000 plus tuition for MSc and PhD International students in all fields, and that the wording on the website be revised for more accuracy and transparency regarding what our graduate students are currently being paid by reporting the mean stipend.

**MOVED:** Dr. T. Chalikian; **SECONDED:** Dr. J. Kohler; **THAT** the minimum stipends remain at their current levels, and that the wording on the website be revised to identify the current mean stipend of approximately \$30,000 and to note that the stipend is a combination of departmental and supervisor funding, teaching assistant contracts, and external awards.

**CARRIED**

**b) Thesis Completion Award**

Dr. H. Heerklotz submitted a proposal on how to distribute the approximate \$30,000 received annually from the School of Graduate Studies (SGS) for the Thesis Completion Award. The proposal would have eligible students in their first year outside of the funded cohort receive part of this award. A student's eligibility would be determined by information provided at their last advisory committee meeting. Dr. Heerklotz proposed a new form that would be completed at the advisory

committee meeting approximately one year before the student leaves the funded cohort. The advisory committee will select one of four options on the form: 1. The student must finish with the available data; 2. The student will continue beyond the guaranteed funding period and the supervisor agrees to cover at least the minimum stipend for up to one year beyond the funding period of departmental support; 3. The student is granted an extension due to insufficient progress and the student is notified that the stipend is NOT guaranteed and may not be paid after the funding period has ended; 4. The student is granted an extension because it is determined that s/he has been unable to finish due to objective, non-scientific causes, and if the student is unable to finish within the period of departmental funding, the department and supervisor will attempt to maintain funding for another year. In this case, the student may also be eligible for a Thesis Completion Award.

**MOVED:** Dr. H. Heerklotz; **SECONDED:** Dr. B. Sproule; **THAT** the process described above and the new form, *Support for Doctoral Candidates After the Period of Guaranteed Funding*, be attached to the Advisory Committee Report approximately one year before the guaranteed funding period ends. Only students with completed forms will be eligible for consideration by the awards committee for Doctoral Completion Awards.

AMENDMENT: #4, lines 5-6, "...supervisor to maintain funding for *up to* another year."

**CARRIED**

**Follow-Up:** Tammy will identify students currently in their final year in the funded cohort and notify both the students and their supervisors about the new form and eligibility for the thesis completion award.

#### **4. Items for Information or Discussion**

##### **a) Report from the Appointments Committee**

The Appointments committee met in November to consider six applicants. Of those six, two were identified as candidates for associate graduate appointments without restrictions and were invited to present seminars (which is the next step in the appointment process): Dr. Shyh-Dar Li, who presented a seminar on January 14, 2013, and Dr. Margaret Chen who will present on February 13, 2013. Final decisions about these appointments will be made as soon as possible after the seminars are completed. Two others, Nicholas Mitsakakis (pending appointment) and Deborah Kwan (appointment confirmed), have been granted associate graduate appointments with restrictions so that they may participate on graduate student committees, but cannot independently supervise students. The final two applicants, Derek So and Neil Shear, were granted restricted appointments to sit on specific student advisory committees only.

##### **b) Graduate Enrollment Growth Plan**

The Ontario government has offered new funding for additional domestic MSc and PhD students in the funded cohort over and above the current approved enrollment numbers. We are eligible to receive this funding until 2015/16. The University has asked the Department to increase enrollment as much as possible to meet projected targets.

**Actual and Projected Head Counts**

	2010/11	2011/12	2012/13 Actual (Sept 12)	2013 Jan Admits	2012/13 Plan	2013/14 Plan	2014/15 Plan	2015/16 Plan
Doctoral Total	85	81	87	3	94	99	108	116
DOM PhD full			70	2	86			
DOM PhD flex			11	1	4			
Int PhD			6	0	5			
Masters total	36	39	42	6	58	76	80	80
DOM MSc full			31	4	37			
DOM MSc part			10	2	16			
Int MSc			1	0	2			

Drs. H. Boon, H. Heerklotz, and R. Reilly met with Dean Mann to discuss strategies to meet these targets and take advantage of this additional provincial funding. Three factors for growth were identified:

**1. Additional funding from within the faculty.** Dean Mann has offered to guarantee a number of full graduate student stipends. The graduate department will be announcing an opportunity for graduate faculty members to apply for this funding from the faculty in early spring. A committee will be struck to review applications and distribute the funding. Students supported on these faculty scholarships must have 'A' averages making them eligible to apply for external funding.

**2. Recruitment.** Faculty members were encouraged to advertise the program as often as possible, at speaking engagements, at conferences, and with their undergraduate classes, as well as to take summer students and project students.

**3. Time and space.** If a faculty member does not have the space and/or time to take on additional graduate students, they could consider suggesting one of their collaborators to apply for cross-appointment to the faculty. Expanding our cadre of excellent graduate faculty members may allow the Department collectively to supervise more graduate students.

**c) 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. A speaker panel is being assembled that includes Dr. Theodore Witek, CEO Boehringer Ingelheim Canada, and Russell Williams, President of Rx&D. The panel will be

discussing the current state and future challenges of research in the pharmaceutical industry. A speaker from the Ontario Ministry of Health is also being considered, and should be confirmed shortly. The next GRIP committee planning meeting will be in February.

**d) Undergraduate Summer Research Program**

The application deadline for students was originally set for January 25, but will be extended to January 31. Professors will have two weeks after that deadline to submit their selections. The Graduate Office will match students and professors, and as external funding details become available, will finalize those matches and contact students and professors with confirmations. The Graduate Department will fund one student for each professor who is interested in taking a student.

The number of applications has decreased since last year. For this reason, the application deadline will be extended. The department will also add a recruitment push to the faculty and department's home pages, as well as send further reminders out to undergraduate students. Professors are encouraged to discuss the program with students they believe might be interested.

**e) Thesis Assurance Form**

The form has not changed in recent years, but interpretation of what is required seems to be unclear. Faculty members were reminded that the Thesis Assurance Form required prior to a student's final defense exam should only be signed when the entire thesis has been read. The form indicates to the department that the thesis was read and is ready to be distributed to External PhD Defense Committee Members.

**5. Other Business**

There was no other business to discuss.

**Meeting adjourned: 3:55 pm**