

**Minutes of Graduate Education Program Committee Meeting**  
**Monday, October 22, 2012**  
**10:00 am – 12:00 p.m.**  
**Room 1210**

**Present:** Heather Boon (Chair), Stephane Angers, Reina Bendayan, Suzanne Cadarette, Tigran Chalikian, Carolyn Cummins, Lee Dupuis, Denis Grant, Heiko Heerklotz, Lakshmi Kotra, Ping Lee, Linda MacKeigan, Dean Henry Mann, Sandy Pang, Preethy Prasad, Raymond Reilly, Beth Sproule, James Wells, Shirley Wu.

**Regrets:** Zubin Austin, Jeff Henderson, Jillian Kohler, Rob Macgregor, Peter Pennefather, Alison Thompson.

---

**1. a) Approval of Minutes from April 17, 2012 meeting**

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

**b) Results of E-vote from May 7, 2012**

There were no comments regarding the results of the May 7, 2012 e-vote.

**2. Business Arising from Minutes**

**a) Update on ROSI Seminar Courses**

As was approved in the May 7, 2012 e-vote, departmental and group seminars were organized into a ROSI seminar course that will appear on students' transcripts. Instead of a grade, students will receive a 'CR', i.e. 'credit' on their transcript. This annual credit will capture their seminar requirements, as well as their GRIP presentation requirement. Students are not required to enroll as they will be automatically 'rolled-over' into the course annually.

**3. Items for Approval**

**a) Report from Awards Committee**

Dr. H. Heerklotz presented a summary of the attached *Report from Awards Committee*.

**MOVED:** Dr. H. Heerklotz; **SECONDED:** Dr. S. Cadarette; **THAT** the report from the Awards Committee be accepted.

**CARRIED**

**b) Report from Appointments Committee**

Dr. D. Grant presented a summary of the attached *Report from Appointments Committee*.

**MOVED:** Dr. D. Grant; **SECONDED:** Dr. R. Bendayan; **THAT** the report from the Appointments Committee be accepted.

**CARRIED**

#### **4. Items for Discussion**

##### **a) Agreement to Supervise Form**

The new Excel-based Agreement to Supervise form was used for the first time for the 2012-2013 academic year, and approximately half of the forms were completed in excel as requested. Faculty members were encouraged to use the electronic format to calculate their students' stipends in the future. Suggestions and feedback on how to enhance the form were requested. There were several comments that the form was working well for those who had used it.

##### **b) Thesis Completion Award**

This award was previously administered through the School of Graduate Studies (SGS) as a competition among eligible students. Most recently, three Pharmaceutical Sciences students were awarded approximately \$10,000 each.

In late spring 2012, SGS shifted the award funding to each graduate department to distribute. The Graduate Awards Committee was tasked with determining how to distribute the \$33,000 provided by SGS. After discussion, the committee decided to distribute the funding evenly among all eligible students, giving each student approximately \$2,300. The Graduate Awards Committee further recommended that this topic be discussed at the next Graduate Education Program Committee meeting so that they could have some guidance on how best to distribute these funds in the future.

The Pharmaceutical Sciences Graduate Student Association (PSGSA) conducted an electronic survey to solicit student input on this topic. A total of 61 students responded and 75% indicated a preference for evenly splitting the money amongst eligible students. There was no consensus on how recipients should be chosen if a competition for the award was held.

A robust discussion at the meeting brought up many of the same points raised by the graduate students. There was a suggestion that perhaps supervisors and/or thesis committees could help identify students who should be eligible for the awards.

The Department will take into consideration the points made in the ensuing discussion and develop a proposal for consideration at the next Graduate Education Program Committee meeting on January 21, 2013.

##### **c) Minimum Stipends**

The Department's minimum stipends are currently at the University's minimum level (\$23,500 for MSc students and \$24,000 for PhD students). The Department looked at minimum stipends across comparable departments and found that the average minimum for many departments is approximately \$25,000 for MSc students and \$27,000 for PhD students (a notable exception is the Institute of Health Policy, Management and Evaluation which is currently also at the minimum set by the University). All Faculty of Medicine basic science departments provide stipends as follows: \$17,000 + tuition for MSc students and \$19,000 + tuition for PhD students.

**MOVED:** Dr. S. Cadarette; **SECONDED:** Dr. S. Pang; **THAT** the Department of Pharmaceutical Sciences increase minimum stipends to \$25,000 for all MSc students and \$27,000 for all PhD students.

**DEFEATED**

The discussion focused on whether sufficient information was available to make a decision at this time given that this would impact all faculty members and students. A recommendation was made that the Department collect additional background information on this that can be circulated in advance to faculty. Faculty members were encouraged to discuss this in their Divisions. A final decision about whether or not to increase the minimum stipend will be made at the January 21, 2013 meeting. In the meantime, the web site will be changed to reflect the fact that minimum stipends are currently being revised.

**d) Internship Program**

GlaxoSmithKline (GSK) contacted the Department regarding one-year internship positions for graduate students that run from January to December. These internships provided by GSK will be available annually for the foreseeable future, and the application deadlines are usually in September. As part of the salary derives from Mitacs, students must be enrolled in the graduate program during their internships. Students should be in the final stage of their graduate program.

This year, four out of five graduate students from this department who applied were successful in obtaining internship positions.

The Department is actively seeking other internship opportunities for graduate students.

**e) Advisory Committee Report Guidelines**

There have been recent requests from faculty members regarding clarification of expectations of reports circulated by graduate students for advisory committee meetings. The attached guidelines were developed with input from a number of faculty members and outline what most advisory committees have already been doing. One new item is the recommendation for a summary of decisions made at the previous meeting, progress to date, and the outlines for future plans. More in-depth documents, such as proposal drafts, data analysis, etc. can be appended to this summary. These guidelines are not mandatory, but are intended to provide a suggestion of what should be included in an Advisory Committee Report. Supervisors are encouraged to discuss what is expected with their students.

**f) Seminar Speaker Reimbursement Guidelines**

The attached guidelines detail the amounts for reimbursement for seminar speakers that have been in effect for several years. Dr. Boon also reminded the committee that seminars should not be scheduled in July and August.

**g) GRIP Update (June 19, 2012)**

Dr. H. Heerklotz provided an update on the planning of GRIP 2013. The event is scheduled for Wednesday, June 19, 2013 and will be held here in the Leslie Dan Faculty of Pharmacy. The day's format will be similar to last year's and the committee is close to selecting a plenary speaker. Recent alumni will be invited to attend the event and perhaps take part in a panel or workshop of some kind.

**5. Other Business**

There was no other business to discuss.

**Meeting adjourned: 11:55 am**