

**Minutes of Graduate Education Committee Meeting**  
**Tuesday, April 4, 2017**  
**3:00 p.m.**  
**Room 1210**

**Present:** R. Macgregor (Chair), S. Angers, M. Battistella, R. Bonin, H. Boon, T. Chan, C. Cummins, C. De Angelis, M. Dunne, S. Guilcher, D. Hampson, L. Kotra, P. Lee, S. Pang, K. Pardee, C. Park, M. Piquette-Miller, R. Reilly, B. Sproule, J. Uetrecht, P. Wells, S. Wu, G. Zheng

**Regrets:** Z. Austin, R. Bendayan, S. Cadarette, L. Dolovich, D. Dubins, L. Dupuis, S. Ito, S. Kelley, V. Rac, W. Seto, A. Thompson

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**1. Items for Approval**

**a. Structure of the Graduate Education Committee (R. Macgregor)**

At the previous meeting on October 27, 2016, the Committee discussed the proposal which suggested having a representative Committee rather than a group that involves the entire graduate faculty (a “committee of the whole”). One of the goals of changing the committee structure is to enable us to achieve quorum on a regular basis. For the past two years, it has proven difficult to achieve quorum, which is currently defined as 1/3 of the faculty members of the Graduate Department. The proposed structure will provide balanced and consistent representation between the fields. Only faculty members whose primary appointment at the LDFP qualify to be a voting member of the Committee. The Dean of the Leslie Dan Faculty of Pharmacy will be an ex-officio member. The committee will function in accordance with the rules set out in the Faculty’s Constitution and By-laws. It was acknowledged that it will be necessary to allow non-voting members to participate in the meetings.

**MOVED:** M. Piquette-Miller; **SECONDED:** M. Battistella; THAT the structure of the Graduate Education Committee be modified according to the new structure proposed

**CARRIED**

**b. Graduate Faculty Appointment Application (S. Pang)**

The description and the guidelines for cross-appointments in the Department were reviewed for information and approval. The application is already on the [website](#) and being used. The guidelines and expectations are clearly outlined and positive feedback has been received from the applicants. This application and the appointment system are working well, enabling the Department to obtain necessary information about the applicants. These cross-appointments are granted up to 3 years after which the appointment must be renewed.

**MOVED:** R. Macgregor, S. Pang; **SECONDED:** D. Hampson; THAT the current working Guidelines and Application for Faculty Appointment to the Department be accepted

**CARRIED**

**c. New Course Proposal – *Pharmaceutical Data Acquisition & Analysis* (R. Macgregor on behalf of D. Dubins)**

D. Dubins is starting a course which offers an introduction to basics of electricity and digital electronics. This course will help students learn how to put data they measure in the real world into the computer. At the end of the course, there will be an independent project to build a device of their own design. This is currently a 4<sup>th</sup>-year Pharmaceutical Chemistry elective course. If approved, this course will become an undergraduate/graduate joint course. This lab-based course will provide deeper understanding of instruments measuring what they are measuring. Great feedback has been observed from faculty members with its end product's cost-effectiveness and reusability. The course proposal will be distributed for information and approval.

Electronic vote will be called.

**d. Students Stipend for January Intake (R. Macgregor)**

Previously, the graduate stipend for January intake has accounted for tuition at a prorated rate of  $\frac{2}{3}$  from the full-year amount, as supposed to  $\frac{1}{2}$ . This  $\frac{2}{3}$  is how the SGS recommends graduate units to calculate the tuition for January intakes, as the stipend calculation is done in the same manner where it is prorated by term (Fall, Winter, Summer). However, it creates confusion as tuition payments only happen twice a year, in September and January. Because this calculation results in a one-time extra amount for tuition for January intake students, this item is brought forth for discussion. More discussion will take place about this method and a collective decision will be made on whether the Department should continue with the  $\frac{2}{3}$  proration or adopt a different method.

Meeting adjourned: 4:05 p.m.