

Tuesday February 11<sup>th</sup> at 9:00 am in GH-111

Present: S. Hranilovic, N. Carter, D. Trigatti, B. Newbold, K. Mattison, K. Graham, E. Grodek, M. Verma, S. Hanna, J. Antwi-Boasiako, P. Miu, T. Ruebottom, F. Ma, L. Parker, E. Zhou, O. Liao, B. Milliken, C. Chakraborty, M. Heath, Y.K. Shin, C. McLeod, T. Davidson, A. Gadsden, D. Emslie, A. Prasad, A. Shakib, K. Bhatta, Y. Kim, C. Bryce (Assistant Graduate Secretary), S. Baschiera (Senior Associate Registrar and Graduate Secretary)

Regrets: K. Grandfield, L. Side, M. Gough, C. Biruk

---

## I. Opening Remarks

Dr. Hranilovic reported on the following items:

- The allocation for Provincial Attestation Letters (PAL) had been received, noting benchmarks within which they need to be used and the consequences for future allocations if they are not used;
- The importance of communication from all offices to assist applicants and students with the PAL process;
- The deadline for supervisory committee reports, noting the importance of the meetings and that going forward they will be taking a much more rigorous approach for reports not received;
- A meeting with the Science graduate committee, noting a discussion of administrative matters and visioning;
- A welcome to Dr. Chandrima Chakraborty, acting Associate Dean for the Faculty of Humanities.

## II. Minutes of the meeting of January 14<sup>th</sup>, 2025

It was duly moved and seconded, **‘that the Graduate Council approve the minutes of the January 14<sup>th</sup>, 2025 meeting, as circulated.’**

The motion was **approved**.

## III. Business arising

There was no business arising.

## IV. Report from the Associate Deans, Graduate Studies

Dr. Hanna (Faculty of Health Sciences) reported on the following item:

- The development of a complete list of those eligible to supervise in the Faculty, noting a commitment to keep that updated and reported to SGS.

Dr. Heath (Faculty of Social Science) reported on the following items:

- The new Faculty Graduate Student Association had its first event on February 5<sup>th</sup>;
- A generative AI workshop on February 26<sup>th</sup>;
- Work with Science on putting together professionalization workshops.

Dr. Newbold (Faculty of Science) reported on the following item:

- With the hiring of a new career development staff member the related programs will be back up and running this term.

Dr. Verma (Faculty of Business) reported on the following items:

- Programs going through the admissions process, highlighting attention to deposits and PALs
- New Programs going through their IQAP review.

#### **V. Report from the Senior Associate Registrar and Graduate Secretary**

Ms. Baschiera reported on the following items:

- The graduate course outline template is with the MacPherson Institute for development, noting it would be open for broader use in May or June;
- Update on the administrative processes around PALs, including a successful interface with OUAC and the Mosaic student centre and that they're keeping an eye on any potential delays;
- All held international offers have been released, noting they'll be working to maintain a balance between various admissions priorities as the admissions seasons carries forward;
- Continued work with the enrolment management group to build opportunities across campus for communication with applicants.

Members discussed the status of OGS allocations.

#### **VI. 2025-2026 Graduate Calendar Administrative Sections and Sessional Dates**

Ms. Baschiera highlighted the following items from the document:

- In 2.1.2 the reference to honours degree has been replaced with a '4 year bachelors'
- Section 2.1.10 includes additional clarity on Visiting Research Students;
- Section 2.5.3 now includes text to clarify that when a Masters degree is the basis of admission it must be completed prior to admission to the Ph.D.;
- Section 2.5.7 was updated to direct students to Student Accessibility Services in the case where a request may extend the standard length of leaves;
- Section 2.6.8, in relation to placeholder courses, some text was added to note that if a student is enrolled in an incorrect placeholder their fees will be adjusted accordingly;
- Section 3.1 was updated to include a description of supervisor and co supervisor in the calendar, noting future updates to the supervision policy;
- Section 3.3.2 now includes some additional text regarding what it means to be out of time, noting that SGS would be updating extension request form so students will have to provide a plan noting how they will be completing their degree;

- There were no changes to section 5.5 but the policy outside of the calendar is going through extensive review and they expect changes to this section accordingly.

Members discussed the admissions requirements change, noting a concern with programs that aren't accredited. Ms. Baschiera commented that this is a minimum and the program is welcome to include their own language about accreditation in their specific calendar sections.

Members discussed the information regarding requesting medical information in the academic accommodations context. Dr. Hranilovic noted that this is an ongoing and evolving process and highlighted the work that Student Accessibility Services has done.

Members discussed the language around students acknowledging travel risk in 2.5.8.

Members discussed the requirement for an annual supervisory committee meeting. In response to a question Dr. Hranilovic noted that the minimum requirement for the full supervisory committee is once a year and highlighted the difficulty of deeming a particular number above this across campus.

With respect to section 3.4.3 Dr. Hanna raised the importance of making sure the comprehensive examination was completed on time and noted that the language wasn't particularly clear. He proposed a friendly amendment to simplify the section so that it read that the comprehensive must be completed as soon as possible after 12 months of study and, in any case, no longer than 24 months and that failing to meet this deadline will result in withdrawal of the student.

Members discussed the variability between programs and disciplinary norms, noting the importance of data collection in a particular window, the use of extensions, financial pressures on students and the related pressure on deadlines, and data related to when people complete the milestone and how it relates to time to completion.

The friendly amendment was withdrawn.

In response to a question from a member regarding section 2.2, Ms. Baschiera noted that admission documents in French would also need to be translated.

It was duly moved and seconded, **'that Graduate Council approve the changes to the administrative sections, for inclusion in the 2025-2026 Graduate Calendar.'**

The motion was **approved**

## VII. Revisions to Senate Bylaws pertaining to Graduate Council

Dr. Hranilovic provided an overview, noting that Graduate Council exists within the Senate by-laws and a few changes were proposed therein. He highlighted the approval process and gave

an overview of the changes proposed, including a new subcommittee on Graduate Financial Support, revisions to the Executive Committee and the removal of a Scholarships Committee, noting that it doesn't meet and that the amount of work (reviewing and approving new scholarships) doesn't seem to merit a separate standing committee.

#### **a. Committee on Graduate Financial Support**

Dr. Hranilovic presented the new committee noting Graduate Council had already reviewed the material previously and they've received comments from the Secretariat's Office. He gave an overview of the membership and consultants.

It was duly moved and seconded, **'that Graduate Council approve, for recommendation to Senate, a change to the bylaws to add the new committee on Graduate Financial Support as set out in the document.'**

The motion was **carried**.

#### **b. Executive Committee**

Dr. Hranilovic presented the changes, noting that the committee should be reflective of Graduate Council and with the change now mirrors the composition for the equivalent committee in Senate. The intent of the committee is to make decisions in months where Graduate Council doesn't meet and to act in an advisory capacity ahead of a substantive change to be submitted to Graduate Council.

In response to a question, Dr. Hranilovic noted that he expected the committee would only make a decision when Graduate Council didn't meet in an extraordinary case and anything that was decided would be reported to Graduate Council. He explained that the most useful function would be as an advisory body.

It was duly moved and seconded,

**'that Graduate Council approve, for recommendation to Senate, a change to the bylaws to update the terms of reference for the Executive Committee as described in the document.'**

The motion was **approved**.

#### **c. Scholarships Committee**

In response to a question, Dr. Hranilovic noted that there are separate adjudication committees, and the Scholarships Committee was really to consider the terms of reference for new awards.

It was duly moved and seconded, **‘that Graduate Council approve, for recommendation to Senate, a change to the bylaws to remove the Scholarships Committee.’**

The motion was **approved**.

#### **VIII. Progress Update on the Recommendations of the Taskforce on Graduate Funding**

Dr. Hranilovic provided context for the report, highlighting the progress made and thanking Dr. Hanna for his work.

Dr. Hanna highlighted the main items from the report, noting that recommendations came in five major categories and each area now has a response. He highlighted that a lot of the recommendations centered around clarity and communication and noted that there has been a lot of progress with respect to transparency, including clarity of funding packages, regularly publishing funding data, and the requirement that each Faculty have a published policy to explain the context of funding arrangements if a student wins a major award.

Members discussed an increase in financial support for graduate students, updated information on median graduate funding in the dashboard, funding pressures for the institution, disseminating the taskforce report update and concerns around using time to completion as a metric of success. Dr. Hranilovic noted that the intent around the time to completion aspect of the report was to note that there’s an ongoing open discussion on how to maintain a rigorous Ph.D. while simultaneously reviewing whether or not there are impediments to success.

#### **IX. New Scholarships**

It was duly moved and seconded, **‘that Graduate Council approve the new awards as set out in the document.’**

The motion was **approved**.

It was duly moved and seconded, **‘that Graduate Council approve the changes to award terms as set out in the document.’**

The motion was **approved**