

**DALHOUSIE UNIVERSITY
FACULTY OF GRADUATE STUDIES
FACULTY COUNCIL**

These minutes have been approved.

A regular meeting of Faculty Council was held at 11:30 am, Tuesday, December 12, 2017, in University Hall, MacDonald Building.

Present: J. Blustein, S. Boe, V. Chappe, E. Denovan-Wright, A. Donaldson, P. Duinker, M. Durier-Copp, J. Gahagan, P. Gardiner Barber, F. Grosse, D. Groulx, L. Guibault, H. Niu, B. Johnston, B. Karten, A. Kirk (Secretary), J. Kozey, M. Lee, M. Leonard, M. Macdonald, L. McGarrigle, S. Parcell, E. Reeve, L. Robinson, V. Simedoh, M. Yuksel

Regrets: T. Currie, D. Iron, E. Joubert, M. Pegg, H. MacFadyen, S. Stone, S. Wells

FC 17.18.33 Call to Order and Approval of Agenda

It was moved by M. Macdonald, seconded by D. Groulx, to approve the Faculty Council agenda for December 12, 2017 with modifications (Senate Visit rescheduled). The motion carried.

FC 17.18.34 Approval of the Minutes of previous Faculty Council meeting

It was moved by L. Guibault, seconded by M. Durier-Copp to approve the minutes from November 27, 2017 as circulated. The motion carried.

FC 17.18.35 Matters Arising

None

FC 17.18.36 Reports

i) Dean (Marty Leonard)

There is a small group being formed from the research-intensive Faculties to carry out recommendations from the recruitment report presented to council earlier this year. More updates will follow.

M. Leonard proposed a workshop for Graduate Coordinators with the Ombudsperson to discuss conflict resolution. There was a positive response from around the table, so she will work to organize.

ii) Associate Dean (Adam Donaldson)

We had 10 applications for the Trudeau scholarship, of which eight were nominated to move forward.

Numbers for CGS-M applications break down as follows: CIHR 85, NSERC 163, SSHRC 116.

Numbers for NSGS are also in, with 60 Masters and 59 Doctoral.

iii) Associate Dean (Eileen Denovan-Wright)

No report.

iv) PDF Report

E. Reeve introduced the new postdoctoral fellows who will be sitting as co-presidents: Fabian Grosse and Lisa McGarrigle.

v) DAGS

No report. M. Leonard noted there has been a change in leadership at DAGS and we hope to see attendees from that group at our meetings next term.

FC 17.18.37 Student Absence Policy Implementation (E. Huner)

E. Huner reported back that Senate adopted the proposed Student Absence Policy and it will be implemented as of January 2018. Adoption is optional, however, for any departments until September 2018. As of September, adoption is required by all Departments/Faculties and the policy will first appear in the University's calendar at that point.

The policy incorporates feedback from Faculty Councils, and Senate and from SLTC on language. Experts from the College of Continuing Education also reviewed it to ensure readability for students whose first language is not English. The document will be translated into Mandarin and Arabic (although the self-declaration can only be submitted in English).

Since only 80% of faculty use Brightspace, efforts have been made to be as accommodating as possible. There is a fillable PDF on the student absence webpage that can be emailed to the professor, or hard copy can be submitted. The benefit of using Brightspace is that a report can be sent to Deans regularly. Faculties that centralize receipt of self-declarations (e.g. Engineering) can still do so.

Some members expressed concerns with the translation. For instance, only a couple of languages is provided. Further, it may not encourage students to develop English language skills. E. Huner noted that only the form—not the policy—is being translated. Through work with SLTC, student unions have asked that the translations be done into those two languages as they represent our largest international populations. As well, it was noted that Dalhousie is behind other U15 universities on translations of student policies.

M. Lee asked how the success of the new system will be tracked. E. Huner pointed out areas where some form of reporting can be expected. For instance, student health/wellness may report on changes in the number of sick note requests. Student success/academic advising can report on increases in requests for accommodations. Brightspace reporting can show the number of self-declarations. All of this will be compiled and brought back to Senate in 2019 for review/amendment.

V. Chappe asked if there are sessions planned to explain the policy to students. E. Huner reported that work has been done with Student Affairs and Communications & Marketing to

coordinate those efforts. Emails will start going out in January and continue to roll for 6–18 months. The Student Union also wants to work on a short video.

D. Groulx inquired about courses where deliverables are long-term: a common approach at the graduate level. What is the scenario for a student who self-declares on the day a month-long project is due? What about team projects? E. Huner explained that the instructor can add language in the syllabus if the policy needs adapted for this type of course.

Council thanked E. Huner for her group's efforts on this front.

FC 17.18.38 Graduate Calendar Changes (A. Donaldson)

A. Donaldson proposed changed to the Graduate Calendar which have APCC support.

- 1) Regulation 7.6.5 in its original form supports students in one-year degrees, but we know that a majority of programs are multi-year. It is within normal parameters (across the U15) to allow more Independent Studies, Directed Readings and Special Topics courses.

CURRENT

7.6.5 Independent Study, Directed Readings, and Special Topics Courses

Students may not register for more than two independent study, directed readings, or special topics courses in any graduate program, and such cases require written approval of the Graduate Coordinator of the unit. It was noted this is most common in the Faculty of Management, but overall is very much the exception.

PROPOSED

7.6.5 Independent Study, Directed Readings, and Special Topics Courses

The maximum number of credit hours of independent study, directed readings and special topics courses (combined) is limited to 6 credit hours for students enrolled in graduate programs requiring 30 credit hours or less of Coursework (defined to not including thesis/project/seminar requirements). This limit increased to 9 credit hours for students enrolled in programs requiring 31 to 45 credit hours of Coursework, and 12 credit hours for programs requiring more than 45 credit hours of Coursework. Registration in each case requires written approval of the Graduate Coordinator of the unit. Note that some academic units place lower limits on the number of independent study, directed readings or special topics courses permitted within their programs.

A brief discussion followed regarding the quality of student experience when more such courses are taken, the merits of using these courses in highly specialized programs, and student demand for such courses.

It was moved by A. Donaldson, seconded by P. Duinker, to accept the proposed changes to FGS Regulation 7.6.5. The motion carried.

- 2) There is a difference between Advanced Placement and Advanced Standing, which has caused some confusion and the terms are being used interchangeably. Advanced Standing is a Senate process where if a student possesses advanced knowledge of a subject they will be

encouraged to begin their studies in that subject at a level appropriate to their knowledge, as determined by the department/school/college concerned. This does not affect credit hours. Advanced Placement is used by Graduate Studies to recognize graduate work in prior degrees counting toward credit hours required for a given degree program.

CURRENT

3.7 Advanced Placement

Upon admission, in some academic units with undergraduate honours programs, a student may request advanced placement credits based on graduate courses completed within an undergraduate program, that are deemed equivalent to graduate courses within the student's proposed graduate program at Dalhousie University. For courses that have been counted toward a previous degree, in which a minimum grade of "B" was attained, advanced placement of up to six credit hours of study may be used to reduce the overall course requirements in some Dalhousie Master's programs.

All requests must have the approval of both the Graduate Coordinator of the home unit and the Faculty of Graduate Studies. Combined, Advanced Placement, Letter of Permission and transfer credits completed outside Dalhousie University cannot normally exceed 33% of the program's overall course requirements.

3.8 Transfer Credit

A transfer credit allows for courses completed outside of the student's program, normally at another institution, to be used as part of the student's degree requirements. Such courses must have a minimum grade equivalency of B- on the Dalhousie graduate grade scale, cannot have been used for credit for another degree and normally cannot exceed 33% of the student's overall requirements. This total of 33% would also include any courses taken on Letter of Permission (see section 7.6.6) and Advanced Placement. Application for transfer credits must be made within the first term following admission and must be approved by the Graduate Coordinator of the home unit and the Faculty of Graduate Studies. An original transcript and course equivalency is required if the course was not completed at Dalhousie. In order to be eligible, courses must satisfy any time period restrictions that may apply.

PROPOSED

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All requests must have the approval of both the Graduate Coordinator of the home unit and the Faculty of Graduate Studies. Credits completed outside Dalhousie University (Advanced Placement, Letter of Permission, and transfer credits) cannot normally exceed 33% of the program's overall course requirements. Advanced standing and transfer credits must be used within ten years of course completion.

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A transfer credit allows for courses completed outside of the student's program, normally at another institution, to be used as part of the student's degree requirements. Such courses must have a minimum grade equivalency of B- on the Dalhousie graduate grade scale, cannot have been used for credit for another degree. Credits completed outside Dalhousie University (Advanced Placement, Letter of Permission, and transfer credits) cannot normally exceed 33% of the student's overall course requirements. Application for transfer credits must be made within the first term following admission and must be approved by the Graduate Coordinator of the home unit and the Faculty of Graduate Studies. An original transcript and course equivalency is required if the course was not completed at Dalhousie. Advanced **placement** and transfer credits must be used within ten years of course completion.

A. Donaldson noted the current wording for Advanced Placement says it's only permitted for Master's students, but it's used frequently for Dalhousie Master's students who go on to a PhD program, where core course requirements are generally the same. Thus, the change to "all graduate programs."

It was moved by A. Donaldson, seconded by J. Blustein, to accept the proposed edits to FGS Regulations 3.7 and 3.8. The motion carried.

- 3) A. Donaldson explained that there are graduate courses currently within the calendar which have undergraduate courses listed as pre-requisites. There has been a shift away from this practice in recent years since requiring pre-requisites from another program creates the need for waivers for students who have not graduated from Dalhousie, setting grounds for appeal if the student subsequently fails the course. There are a variety of other options for expressing knowledge requirements (non-course-specific pre-requisite entries) or limiting enrollment to specific programs (restrictions) which typically cover the intent behind these entries. In fact, the Registrar no longer implements requests for undergraduate pre-requisites on graduate courses. The Associate Dean has been asked to provide clarification following a number of course proposals which were sent back to the proposers to have such pre-requisites removed prior to consideration by APCC. The practice was discussed with members of APCC at the December 5th meeting. With the full support of that committee, this topic is being brought forward to FGS Faculty Council for information. Programs are encouraged to review their course offerings to identify if undergraduate courses are listed as pre-requisites for graduate courses, and to consider adjusting entries as needed to describe the general knowledge requirements rather than specific course codes.

FC 17.18.39 New Faculty Council Structure

M. Lee briefly recapped last year's discussion around the impending new Faculty Council structure, and the ongoing point of discussion regarding appointment of Members-at-Large. How should this be determined: by size of Faculty, type of program (e.g. thesis/non-thesis), or something else? M. Lee will be visiting individual Faculties over the next couple months to consult. The appointment of Members-at-Large may allow Council to address Senate's concern around diversity in representation.

FC 17.18.40 Other Business

We require three faculty members for the FGS Prize Panel. This panel reviews nominations for the Governor General's Gold Medal, CAGS/UMI Distinguished Dissertation Award, and the FGS Distinguished Service Award. These members do not have to be directly from Faculty Council. If anyone is interested or knows someone who may be, please contact Alicia Kirk.

E. Reeve inquired if postdoctoral fellows can be on this committee, A. Kirk will check the terms of reference and report back.

FC 17.18.41 Next meeting – Tuesday January 23, 2018 in University Hall, Macdonald Bldg

The meeting adjourned at 1:00p.m.