

**MINUTES OF THE THIRD MEETING OF
THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES
OPEN SESSION**

December 13, 2021 at 10:00 am via Zoom

PRESENT

Ex-officio members: E. Diamantoudi (Chair), D. Lafrance (Secretary), J. Wiercinski.

Voting members: R. Berger, S. Bertrand, K. Boies, D. Bowen, S. Chauhan, G. Dover, Y. Gélinas, D. Howes, M. Medraj, P. Pawelek, I. Richmond, F. Scala, D. Secko, E. Shihab, M. Steinberg, M. Sussman, L. Switzer, MJ Thompson.

Non-Voting members: S. De Celles.

Guests: K. Belloso, G. Beltran, N. Butt, E. MacFadden, C. Raso, M.-E. Roy.

REGRETS

Voting members: K. Clark, Y.-G. Guéhéneuc, S. Han, E. Lagou, A. Sinner, A. Soliman, M. Zaare.

Non-Voting members: W. Cheaib, S. Gabriele, J. Powlowski.

1. Call to Order

The meeting was called to order immediately following the Closed Session.

2. Approval of the Agenda

Moved and seconded (P. Pawelek, D. Secko). Carried.

3. Approval of the Minutes of the Open Meeting of November 8, 2021

Moved and seconded (P. Pawelek, M. Steinberg). Carried.

4. Chair's Remarks

Dr Diamantoudi provided Council members with an update on key academic dates such as the requirement for international students to submit their immigration

documents by the DNE deadline to avoid being de-registered and the moving of the DISC deadline to the last day of classes for the Fall and Winter terms of 2021-2022.

An important milestone had been reached with the securing of international tuition fee waivers for all international PhD students beginning in May 2022. The number of international tuition fee waivers is to remain proportionate with the current number of international students, presently at 61%.

5. Question Period

There was some discussion about views on smart growth in the faculties in light of the forthcoming international tuition fee waivers as well as future ideas to allocate similar resources to international master's students within the restraints of the current budget climate.

Business

6. Proposed Graduate Calendar Text changes CSGS 2122 3 D1

Moved and seconded (P. Pawelek, M. Medraj). Carried.

Dr Pawelek provided an overview of the change whereby an internal external-to-program examining committee member would no longer be required in the Graduate Calendar. The purpose of which is to allow greater flexibility to departments and programs; however, they are free to retain this requirement, if they so wish. The text was also updated to clarify the criteria for external examiners which was previously listed in other SGS publications.

Reports

7. Public Scholars Program
Rachel Berger, Associate Dean, Academic Programs and Development

Dr Rachel Berger provided Council members with a summary of the revamped Public Scholars Program. Significant changes include the expansion of the program to all PhD students (previously only PhD candidates were eligible) and the requirement to complete the mandatory qualifying Strategic Public Communications Training before applying to join the program. There was some discussion about expanding the program to other populations such as postdoctoral fellows.

Presentation

8. Recruitment Initiatives
Marie-Eve Roy, Manager, Graduate Strategic Enrolment and Outreach

Ms Roy provided the Council with an overview of the lesser known, behind the scenes activities taking place on the recruitment front with the objective of collecting valuable data on the graduate student market, bolstering the diversity of graduate programs and increasing thesis student enrolment. In addition to ongoing activities, the realization of these goals is supported by a detailed graduate market analysis, declining student and career outcomes surveys, and new partnerships with specialist firms in the field.

9. Adjournment

Moved and seconded (R. Berger, M. Medraj). Carried.

Other Next Meeting: January 24, 2022 from 10:00 am – 12:00 noon in TBA

Respectfully submitted,

Michael Jordan
Recording Secretary
Council of the School of Graduate Studies

Current Fall 2021 Calendar Text	Proposed Summer 2022 Text
<p>Student classification: full/part-time status Master's and Doctoral Programs</p> <p>Students in master's or doctoral degree programs are accepted as full or part-time students at the time of admission. These students are considered to be full or part-time according to their status at admission, regardless of the actual amount of credits for which they register. Their classification will change only if they submit a request to change their status.</p>	<p>Student classification: full/part-time status Master's and Doctoral Programs</p> <p>Students in <u>thesis-based</u> master's or doctoral degree programs are accepted as full or part-time students at the time of admission. These students are considered to be full or part-time according to their status at admission, regardless of the actual amount of credits for which they register. Their classification will change only if they submit a request to change their status.</p> <p><u>A student's status in course-based master's program is determined by the number of credits for which they are registered by the DNE deadline. In particular, students are considered full-time if they are enrolled in 9 credits per term in the Fall and Winter terms of a given academic year. Registration in less than 9 credits in the Summer or last term of study, does not impact full-time status. Students enrolled in less than 9 credits in a Fall or Winter term will automatically be classified as part-time for that term unless they are enrolled in an internship component.</u></p>
<p>Rationale: Under the new billing system, student's status in course-based master's (CBM) programs will be determined dynamically per term based on the number of course credits taken. Master's programs including internships and research reports are not thesis-based and therefore explicitly identified as CBM in the calendar. Added text to formalize definition of FT for students in CBM programs (summers will not be included in determining FT/PT classification – all CBM students will be FT in summer).</p>	

Current Fall 2021 Calendar Text	Proposed Summer 2022 Text
<p>Changes to student classification: full/part-time status</p> <p>Requests for changes to student classification (from full-time to part-time or vice-versa) must be submitted prior to the DNE deadline of a given term. Students must submit a Service Request for a change in status. A change of student classification may have implications for students receiving loans, bursaries, or awards; students should check the regulations associated with their loans, bursaries, or awards. International students must retain the status as indicated on their Study Permit/CAQ.</p> <p>Changes to a student’s classification may also affect the student’s time limit and/or their payment schedule.</p>	<p>Changes to student classification: full/part-time status</p> <p><u>Students in thesis-based programs must submit a Service Request for a change in status.</u> Requests for changes to student classification (from full-time to part-time or vice-versa) must be submitted prior to the DNE deadline of a given term. A change of student classification may have implications for students receiving loans, bursaries, or awards; students should check the regulations associated with their loans, bursaries, or awards. International students must retain the status as indicated on their Study Permit/CAQ.</p> <p>Changes to a student’s classification may also affect the student’s time limit and/or their payment schedule.</p>
<p>Rationale: Students in CBM programs will have FT/PT status determined automatically based on course load in a given term. Thesis-based master’s students will still need to submit an SR for status change, per our established process.</p>	

Current Fall 2021 Calendar Text	Proposed Summer 2022 Text
<p>Continuing In Program (CIP) registrations</p> <p>(for students in master’s or doctoral programs)</p> <p>After a student’s first registration has been processed, the registration system will consider master and doctoral students to be continuing in their program when they are not otherwise registered in academic courses. Students who are still within their program time limit but are not registered in course credits, will be identified as “Continuing in Program” on their student record. This notation is an academic notation and not a registration for academic credit. Students with a CIP notation will be charged either tuition or a Continuation fee. Refer to the Tuition and Fees for detailed information on the financial implications.</p> <p>Students who are not registered for courses in the first term of admission must get approval from the School of Graduate Studies for a CIP notation, through the submission of a Service Request.</p>	<p>Continuing In Program (CIP) registrations</p> <p>(for students in <u>thesis-based</u> master’s or doctoral programs)</p> <p>After a student’s first registration has been processed, the registration system will consider <u>thesis-based</u> master’s and doctoral students to be continuing in their program when they are not otherwise registered in academic courses. Students who are still within their program time limit but are not registered in course credits, will be identified as “Continuing in Program” on their student record. This notation is an academic notation and not a registration for academic credit. Students with a CIP notation will be charged either tuition or a Continuation fee. Refer to the Tuition and Fees for detailed information on the financial implications.</p> <p>Students in <u>thesis-based programs</u> who are not registered for courses in the first term of admission must get approval from the School of Graduate Studies for a CIP notation, through the submission of a Service Request.</p> <p><u>The CIP notation cannot be applied to students in course-based master’s programs.</u></p>
<p>Rationale: Following the billing change for CBM programs, CIP notation will only be applied to students in thesis-based programs.</p>	

Current Fall 2021 Calendar Text	Proposed Summer 2022 Text
<p>Time Limits</p> <p>Duration of Programs. It is expected that full-time students will complete the requirements for most doctoral degree programs within 12 terms (4 years). The expected time to completion for a master's/magisteriate degree for full-time students is 6 terms (2 years) and the diploma and certificate is 3 terms (1 year). In the case of the MFA, the expected time to completion is 8 terms.</p> <p>Time Limits for Doctoral Degrees. All work for a doctoral degree must be completed within 18 terms (6 years) of full-time study or 24 terms (8 years) of part-time study from the time of original registration in the program.</p> <p>Time Limits for Master's/Magisteriate Degrees. All work for a master's/magisteriate degree for full-time students must be completed within 9 terms (3 years) from the time of initial registration in the program; for part-time students the time limit is 15 terms (5 years). In the case of MFA, the time limit for full-time students is 12 terms (4 years); for part-time students the time limit is 15 terms (5 years). In the case of the EMBA, the time limit for full-time students is 6 terms (2 years).</p>	<p>Time Limits</p> <p>Time Limits for Doctoral Degrees. All work for a doctoral degree must be completed within 18 terms (6 years) of full-time study or 24 terms (8 years) of part-time study from the time of original registration in the program.</p> <p>Time Limits for Master's Degrees. All work for a <u>thesis-based</u> master's degree for full-time students must be completed within 9 terms (3 years) from the time of initial registration in the program; for part-time students the time limit is 15 terms (5 years). In the case of the EMBA, the time limit for full-time students is 6 terms (2 years). <u>The time limit for all other course-based master's programs is 15 terms (5 years).</u></p>
<p>Rationale: Time limits for all CBM courses will be fixed at 5 years to allow for dynamic transition between FT and PT.</p>	