



## AGENDA

### Graduate Education Council

Tuesday, October 17, 2017

3:10 p.m. – 5:00 p.m.

The Council Chamber, Galbraith Building

Room 202, 35 St. George Street

*\*Documentation Attached*

Refreshments will be served

**Regrets:** Dina Brooks, Carlos Quinonez, Andre Simpson, Stéphane Côté, Jeremy Packer.

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1. **Approval of the Agenda** of Graduate Education Council – October 17, 2017
2. **Approval of the Minutes** of Graduate Education Council - May 16, 2017\*
3. **Business Arising from the Minutes**
4. **Dean's Remarks**
  - a. Orientation for GEC Members\*
  - b. 2017-18 Priorities\*
5. **Report of the SGS Dean and Vice-Provost, Graduate Research and Education**
6. **Motions for Approval:**
  - a. Graduate Academic Appeals Board (GAAB) Membership\*
  - b. Admissions and Programs Committee (A&P)\*
7. **Report of the Vice-Dean, Programs, Liz Smyth**
8. **Report of the Vice-Dean, Students, Luc De Nil**
9. **Updates from the School of Graduate Studies**
  - a. Josie Lalonde, Director, Student Academic Services
10. **Other Business**
11. **For Information:**
  - a. Graduate Education Council Membership - 2017-2018\*
  - b. Code of Behaviour on Academic Matters - Annual Report 2016-2017\*
  - c. Graduate Academic Appeals Board - Annual Report 2016-2017\*
  - d. Use of SKYPE for FOEs\*

**MINUTES**  
**Graduate Education Council**  
Tuesday, May 16, 2017, 3:10 p.m. – 5:00 p.m.  
The Council Chamber, Room 202, Galbraith Building

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The Dean and Vice-Provost, Graduate Research and Education, Locke Rowe, called the meeting to order in his role as Chair of Council. He welcomed all members and visitors, and gave a special thank you to all members for their participation on Council throughout the year.

**1. For Approval: Agenda of the Graduate Education Meeting of May 16, 2017**

MOTION (duly moved by Liz Smyth and seconded by Cameron Wachowich)  
THAT the agenda of the Graduate Education Council meeting of May 16, 2017 be approved.

The motion was CARRIED.

**2. For Approval: Minutes of the Graduate Education Council Meeting of October 18, 2016**

MOTION (duly moved by Liz Smyth and seconded by Luc De Nil)  
THAT the minutes of the Graduate Education Council meeting of October 18, 2016 be approved.

Graduate Student representative, Brienne Berry-Crossfield has replaced Sarah Quidwell and noted her attendance at the October meeting. The attendance list will be corrected and membership list updated.

The motion was CARRIED.

**3. Business Arising from the Minutes**

There was no Business Arising from the Minutes.

**4. Motions**

**a. Graduate Academic Appeals Board (GAAB) Membership 2017-18**

The Graduate Education Council derives its authority from the Governing Council and, as such, is the body that approves memberships on a number of School of Graduate Studies activities.

A faculty member suggested that membership be staggered to retain institutional memory on the committee. It appears that faculty in graduate units under-appreciate the importance of decisions made by standing committees that may have long-standing implications for their department. Members are, therefore, encouraged to nominate delegates to these committees so that their voices may be heard.

**DRAFT FOR APPROVAL**

MOTION (duly moved by Liz Smyth and seconded by Luc De Nil)  
THAT the membership of the Graduate Academic Appeals Board (GAAB) for 2017-18 be approved.

The motion was CARRIED.

**b. Name Change for The Office of English Language and Writing Support (ELWS):**

GEC has the delegated authority to approve name changes within SGS and as such, a motion was introduced to change the name of The Office of English Language and Writing Support to The Graduate Center for Academic Communication.

Professor Smyth introduced Jane Freeman, Director of ELWS. Dr. Freeman referred to the motion language in the agenda package and explained the reason behind the name change. The current name is cumbersome and often forgotten or remembered inaccurately; the current name misrepresents what the unit does and the new name is in keeping with names of similar units in other research universities. In preparing the proposal for the name change, stakeholders were surveyed and unanimously supported the name change. The executive summary accompanying the motion shows the diversity of activities offered by the Center and user uptake.

MOTION (duly moved by Liz Smyth and seconded by Carmela Versace)  
that the name of The Office of English Language and Writing Support be changed to The Graduate Center for Academic Communication (GCAC).

The motion was CARRIED.

**c. SGS Hearing Officer:**

Under the University of Toronto's Code of Student Conduct, the Graduate Education Council is required to appoint a Hearing Officer for the Code of Student Conduct cases. Nominations are made by the Dean of the School of Graduate Studies and the appointment is for a three-year term.

MOTION (duly moved by Liz Smyth and seconded by Charles Dalrymple-Fraser)  
THAT Graduate Education Council approve the appointment of Professor Jim Phillips as the SGS Hearing Officer for the Code of Student Conduct, for a third three-year term commencing July 1, 2017 and ending June 30, 2020.

Professor Phillips is not a member of Graduate Education Council.

The motion was CARRIED.

**5. Regulation Review Phase 1, Professor Luc De Nil, Vice-Dean Students:**

The School of Graduate Studies Calendar is reviewed annually to ensure accuracy of content and clarity in language. The Calendar defines regulations for students enrolled in Graduate Studies and forms the basis on which their academic program is regulated. Editorial changes were distributed with the agenda for information, and do not require formal approval. The second phase of the review will take place in the coming year with broad consultation of graduate units. Final changes will be presented to Graduate Education Council for approval prior to submission to the appropriate bodies of Governing Council for approval.

Documents distributed with the agenda show the “track changes” comments in the General, Degree and Fee Regulation text and Financial Support section of the Calendar. Professor De Nil provided an overview of the editorial changes highlighted in the attached PowerPoint Presentation and requested feedback prior to the May 31, 2017 submission deadline.

The Dean thanked Victoria Hurlihay for her assistance with the project.

## **6. Dean’s Remarks**

### **a. Parental Leave Grants**

Currently leave is available for all mothers and parents (birthing, same-sex, adoptive) but they do not receive financial support. Some units provide financial support to the parents and some federal grants/scholarship/fellowships have accommodation. In consulted with Graduate Deans and focus groups, SGS has decided to offer grants to fund parental leaves for PhD students in the funded cohort. Students may receive a \$4,000 grant associated with a parental leave and an additional \$4,000 grant is available to birthing mothers. This will be announced following formal approval.

A member asked is there are immigration issues for international students associated with taking parental leaves. Since SGS is not permitted to provide advice on immigration issues, L. Stathopoulos suggested that students contact the Center for International Experience for advice on how such a leave would affect a Study Visa.

### **b. Gym Membership Fees**

SGS will reimburse summer gym membership fees up to \$90 for full time doctoral-stream students; this is not extended to professional masters students at this time.

### **c. UHIP**

International students who become Permanent Residents lose their UHIP before they are covered by OHIP. SGS will reimburse students for this cost. Please have students contact Rory McKeown, Admissions and International Student Advisor at [sgs.international@utoronto.ca](mailto:sgs.international@utoronto.ca) if they require assistance.

### **d. Response to Graduate Professional Development Report**

Previously Professor Reinhart Reithmeier presented the Graduate Professional Development Report. SGS’ response to this was distributed with the agenda materials. Related to that is the 10,000 PhD Survey (name). Graduate Units have received emails requesting assistance with data verification for students that were unable to be located. Once all units have replied, SGS will distribute final data to units and begin publishing aggregate results. It is hoped this data will drive change in Graduate Programs to better align with student outcomes. It is crucial to focus on what is best for our students, what is required and asked for by our students to give them the optimal education. SGS has a role to get the valued-added message of these programs to students and faculty.

## **7. For Information**

### **a. GAAB Annual Report 2015-16**

The GAAB Annual Report listing appeals and outcomes for the preceding year was distributed with the agenda.

### **b. Admissions and Program Committee Report 2015-16**

The report of Admissions and Program Committee activities for the 2015-16 academic year was distributed with the agenda.

### **c. Non-Standard Admissions and Program Cases from September 1, 2015 – August 31, 2016**

The summary of Non-Standard Admissions and Program Cases from September 1, 2015 to August 31, 2016 was distributed with the agenda

## **8. Closing Remarks**

The Dean welcomed any questions or feedback. There being no further discussion or questions, the Dean thanked Council members for their participation and moved to adjourn the meeting.

Professor L. De Nil noted that this is Locke's last meeting as Dean of the School of Graduate Studies. A search is underway for a new Dean. Professor De Nil applauded the Dean's efforts in moving SGS forward with the focus of student experience and support, and thanked Dean Rowe for all he has done on behalf of SGS and GEC.

The meeting adjourned at 4:07 p.m.



**Appendix to the Minutes**  
**UNIVERSITY OF TORONTO - GRADUATE EDUCATION COUNCIL**  
Record of Attendance – May 16, 2017

**Present** (Voting & Non-Voting Members)

Rowe, Locke (*Chair*)  
Barker, Joshua  
Berry-Crossfield, Brienne (*ex-officio*)  
Bussmann, Markus  
Cresswell, Jess  
Dalrymple-Fraser, Charles  
De Nil, Luc (*ex-officio*)  
Hu, Jim  
Kaplan, Allan  
Locke, Marius  
Mahrt-Smith, Jan  
Markovic, Melanie  
Marquez, Ian  
McInroy, Lauren  
Sabzalieva, Emma  
Schuman, Boaz  
Simpson, Andre  
Jerry Skira (*ex-officio*)  
Smyth, Liz (*ex-officio*)  
Versace, Carmela  
Wachowich, Cameron

**In Attendance** (Guests & SGS Staff)

Freeman, Jane  
Heximer, Dianne (*Secretary to Council*)  
Hurlihay, Victoria  
Plata, Angelique

**Absent**

Akbari, Sara  
Alford, Larry (*ex-officio*)  
Aqrabawi, Afif  
Bascia, Nina  
Brooks, Dina  
Buck, Leslie  
Corts, Ken  
Daniere, Amrita  
Dubber, Markus  
Gertler, Meric (*ex-officio*)  
Goel, Vivek  
Gough, William  
Johnson, Linda  
Koga, Midori  
Magnusson, Lynne  
Mabury, Scott  
McDougall, Douglas  
Nelson, Sioban  
Pietro Paolo, Nelly  
Pirvulescu, Mihela  
Qudrat, Anam  
Quinonez, Carlos  
Ratto, Matt  
Reisz, Robert  
Rice, Keren  
Segal, Hugh  
Siewrattan, Kavita  
Silcox, Mary  
Somigli, Luca  
Strong, Kimberly  
Stevenson, Siobhan  
Zhang, Jonny  
Regehr, Cheryl

# Graduate Education Council

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## Responsibilities for graduate governance:

- Previously this Council was responsible for final approvals for major and minor modifications to programs, and for recommendations on new program proposals, as well as new and existing policies and regulations.
- Each Faculty now has responsibility for final approvals for all minor modifications (courses, admission and program regulations, etc.), and plays a central role in major modifications, new program proposals and reviews of its own units and programs.
- The Office of the Vice-Provost, Academic Programs is also now responsible for the graduate unit calendar entries.

## Role of this Council:

- The Graduate Education Council's role has a focus on University-wide policy, regulations and guidelines affecting graduate studies broadly speaking.
- New policies and changes to existing policies are presented to the GEC for approval or for consultation, depending on the nature of the policy.
- In the case of most SGS regulations, that is, those in the Graduate Calendar, Council will have final approval authority.
- Proposals for new guidelines and documents reflecting best practices or changes to existing ones are brought to GEC for information and often for discussion.
- The University has moved to a model of more focused policy documents which require governance approval, and guidelines which are provided to governance bodies for information, but do not require formal approval.
- This differentiation allows for changes to be made in the enactment of policy in a more nimble and timely manner through guidelines.

## Your role as GEC member:

- You may exercise your own judgment on matters - you are not representing your department or division directly.
- Please raise questions on items where information is not clear- you can do this at the meeting, but feel free to contact the Dianne ([sgs.dean@utoronto.ca](mailto:sgs.dean@utoronto.ca)) before the meeting as advance warning is always helpful.
- There are policies and guidelines of various sorts - if you are wondering about the regulatory environment affecting a given proposal, don't hesitate to ask.
- If you want to discuss possible agenda items for future, please contact one of the SGS Vice-Deans or myself, contact information is below.
- Agenda items normally arise from our work as academic administrators, with support from the senior administrative staff.

- There are venues for raising topics of interest, for example, both Vice-Deans have advisory committees which usually meet at least once a term.

## **Documentation for GEC members:**

- The GEC agenda and packages are available on the SGS website on the GEC webpage, <https://www.sgs.utoronto.ca/facultyandstaff/Pages/GEC-Meeting-Agendas-and-Minutes.aspx>.
- Document packages, and web-links to the package, are sent out via email on the Wednesday prior to the GEC meeting.
- Items that come before Council for approval will have a motion sheet as cover.
- In addition to providing the motion wording, the motion sheet gives you information about previous governance actions and consultations, and may include other information.
- The motion sheet also shows the route to final approvals so you know whether GEC approval is final or not.
- The GEC web pages include the GEC membership list, Rules of Council, past agendas and minutes, <https://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Education-Council.aspx>.
- Information about graduate governance procedures overall and contact information is also available in summary form on the website.
- Don't hesitate to contact me or the staff in my office at any time if you have questions or comments, at any time.

Joshua Barker, Dean  
School of Graduate Studies and  
Vice-Provost, Graduate Research and Education  
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Phone: 416.978.2390

Luc De Nil, Vice-Dean, Students  
[Luc.denil@utoronto.ca](mailto:Luc.denil@utoronto.ca)  
Phone: 416.978.5986

Liz Smyth, Vice-Dean, Programs  
[Liz.smyth@utoronto.ca](mailto:Liz.smyth@utoronto.ca)  
Phone: 416.978.5986

**Provost: 2017/18 Priorities**

**Graduate Education / Career Development**

- Examine and disseminate the 10,000 PhDs data
- Revamp and expand graduate professional development
- Expand / articulate research for professional master's students
- Develop / expand practicum experiences for research students
- Enhance international opportunities

**Access, Diversity, Equity / Developing the Pipeline**

- determining barriers to graduation
- targeted scholarships and PDFs
- supporting faculty success

**UTGSU: 2017/18 Priorities**

**Wellness**  
**Funding**  
**Accessibility**

**SGS: 2017/18 Priorities**

**Transparency**  
**GPD**  
**Wellness**  
**Improving Access**  
**Building Community**  
**Enhancing SGS Communications**



## MOTION

### Graduate Education Council

### Tuesday, October 17, 2017

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Proposal to approve appointments to the **Graduate Academic Appeals Board (GAAB)** for the 2017-2018 academic year:

**MOTION**

THAT Graduate Education Council approve the appointment of one student member to serve on the Graduate Academic Appeals Board for the 2017-2018 academic year as follows:

**Student Member:**

Melanie Markovic, Physiology, Division IV (*October 17, 2017 to October 16, 2018*)

**About Graduate Academic Appeals Board (GAAB):**

The Graduate Academic Appeals Board (GAAB) is a standing committee of Graduate Education Council (GEC). Appointment of the Chair of GAAB is approved by GEC upon the nomination of the Dean of the School of Graduate Studies. Appointment of faculty members is approved by GEC upon the recommendation of the Vice-Dean, Students. Appointment of student members is approved by GEC upon the recommendation of the student members of the Council.

GAAB Membership 2017-2018:

With GEC approval, the full membership of GAAB for 2017-2018 will be as follows:

**Chair:** Hamish Stewart, Faculty of Law (*July 1, 2017 to June 30, 2022*)

**Alternates:** Jim Phillips, Faculty of Law (*July 1, 2017 to June 30, 2022*)  
Angela Fernandez, Faculty of Law (*July 1, 2016 to June 30, 2019*)

Division I Faculty Members

**Members:** Greig Henderson, English (*July 1, 2017 to June 30, 2020*)  
Paul Thompson, History and Philosophy of Science & Technology (*July 1, 2017 to June 30, 2020*)  
Keren Rice, Linguistics (*July 1, 2017 to June 30, 2020*)

Division II Faculty Members

**Members:** Lynne Howarth, Information (*July 1, 2017 to June 30, 2020*)  
Michele Peterson-Badali, Human Development & Applied Psychology (*July 1, 2016 to June 30, 2019*)  
Heather MacNeil, Faculty of Information, (*July 1, 2016 to June 30, 2019*)

Division III Faculty Members

**Members:** Chris Damaren, Aerospace Studies (*July 1, 2017 to June 30, 2020*)  
Willy Wong, Electrical and Computer Engineering (*July 1, 2017 to June 30, 2018*)  
Jane Phillips, Chemical Engineering & Applied Chemistry (*July 1, 2017 to June 30, 2020*)

Division IV Faculty Members

**Members:** Rosemary Martino, Speech Language Pathology (*July 1, 2016 to June 30, 2019*) (*on leave*)  
Don Jackson, Ecology and Evolutionary Biology (*July 1, 2015 to June 30, 2018*)  
Michael J. Wiley, Anatomy (*July 1, 2016 to June 30, 2019*)

Graduate Student Members

**Members:** Boaz Schuman, Medieval Studies, Division I (*July 1, 2017 to June 30, 2018*)  
Rusty Souleymanov, Social Work, Division II (*July 1, 2017 to June 30, 2018*)  
Melanie Markovic, Physiology, Division IV (*October 17, 2017 to October 16, 2018*)

**Further Governance**

GEC approval is final.



# MOTION

## Graduate Education Council

Tuesday, October 17, 2017

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Proposal to approve appointments to the **Admissions and Programs Committee (A&P)**, with the recommendation of the School of Graduate Studies Dean:

### MOTION

THAT Graduate Education Council approve the following appointment of a divisional member to the Admissions and Programs Committee:

- |              |  |
|--------------|--|
| Division I   | Professor Alison Keith<br>Department of Classics<br><i>(three-year term effective October 1, 2017 – September 30, 2020)</i>                            |
| Division II  | Professor Anna Korteweg<br>Department of Sociology<br><i>(renewed for a one-year term effective September 1, 2017 – August 31, 2018)</i>               |
| Division III | Professor Julie Audet<br>Department of Mechanical and Industrial Engineering<br><i>(three-year term effective September 1, 2017 – August 31, 2020)</i> |
| Division IV  | Professor Howard Mount<br>Institute of Medical Science<br><i>(renewed for a one-year term effective September 1, 2017 – August 31, 2018)</i>           |

### About the Admissions and Programs Committee (A&P):

The Admissions and Programs Committee is a standing committee of Graduate Education Council and is governed by a by-law. The Committee has the power to waive, or modify in individual students cases, the application of:

- (a) a General Regulation of the School, where it concerns admissions standards and procedures, registration policies and procedures, enrolment policies and procedures, and policies on good academic standing and satisfactory academic progress;
- (b) a Degree Regulation of the School; or
- (c) a program requirement governing a graduate program.

In addition, the Committee will consider requests from graduate units on other cases requiring exemptions, including, but not limited to:

- (a) non-standard admissions;
- (b) leaves of absence that do not fall within the provisions of the School's leave policy;

- (c) the School's deadlines for course extensions;
- (d) grade revisions and grade reporting procedures;
- (e) the School's time limits for the completion of program requirements; the School's time limits for the completion of degrees; and
- (f) posthumous degrees.

The membership of A&P consists consist of eight members, plus an alternate student member, the secretary or secretaries to the committee (non-voting), and the Director of SGS Student Services (non-voting), as follows (members listed below having voting privileges unless otherwise noted):

- a) SGS Vice-Dean, Students, *ex officio* (Chair);
- b) SGS Vice-Dean, Programs, *ex officio*;
- c) 1 Graduate Faculty representative from each of the four divisions of SGS;
- d) 1 graduate student representative and 1 alternate student representative;
- e) Dean of the School of Graduate Studies, *ex officio*;
- f) Director of SGS Student Services, *ex officio* (non-voting);

SGS Student Service Officers will serve as secretaries to the Committee (non-voting) as required; the Director will assign "senior" secretary duties to one of the Student Service Officers for the purpose of annually establishing the committee and its schedule of meetings and any other general business.

Membership for 2017-2018:

Division I Faculty Member

Alison Keith, Classics (October 1, 2017 – September 30, 2020)

Division II Faculty Member

Anna Korteweg, Sociology (September 1, 2017 – August 31, 2018)

Division III Faculty Member

Julie Audet, Mechanical and Industrial Engineering (September 1, 2017 – August 31, 2020)

Division IV Faculty Member

Howard Mount, Institute of Medical Science (September 1, 2017 – August 31, 2018)

Student Member

Lauren McInroy, Division II (September 1, 2017 – August 31, 2018)

Alternate Student Member

Charles Dalrymple-Fraser, Division I (September 1, 2017 – August 31, 2018)

**Further Governance**

GEC approval is final.

# Graduate Education Council Membership 2017-2018

Effective: July 1, 2017

## Ex-Officio Voting Members:

President: Meric Gertler  
Chief Librarian: Larry Alford

Dean: Joshua Barker (*Chair of Council*)  
Toronto School of Theology: Jerry Skira

Vice-Dean, Programs: Liz Smyth  
GSU Representative: Brieanne Berry-Crossfield

Vice-Dean, Students: Luc De Nil

### Division I—Humanities

#### Faculty Members:

		Term Ends June 30
Keren Rice ( <i>Chair</i> )	Linguistics	2018
Mihaela Pirvulescu	French	2019
VACANT	--	--
Midori Koga	Music	2018
Luca Somigli	Italian Studies	2018

#### Student Members:

Charles Dalrymple-Fraser	Philosophy	2018
Boaz Schuman	Centre for Medieval Studies	2018
Cameron Wachowich	Centre for Medieval Studies	2018

### Division II—Social Sciences

#### Faculty Members:

		Term Ends June 30
Nina Bascia ( <i>Chair</i> )	Leadership, Higher and Adult Education	2019
Markus Dubber	Law	2018
Jan Mahrt-Smith	Management	2019
Matt Ratto	Information	2019
Siobhan Stevenson	Information	2019

#### Student Members:

Lauren McInroy	Social Work	2018
Emma Sabzalieva	Leadership, Higher and Adult Education	2018
VACANT	--	--

### Division III—Physical Sciences

#### Faculty Members:

		Term Ends June 30
Craig Steeves ( <i>Chair</i> )	Institute for Aerospace Studies	2020
Chi-Guhn Lee	Mechanical & Industrial Engineering	2020
Julie Audet	Institute of Biomaterials & Biomedical Engineering	2020
Andre Simpson	Physical & Environmental Sciences	2020
Kimberley Strong	Physics	2018

#### Student Members:

Adam Qudrat	Biomedical Engineering	2019
Jesse Cresswell	Physics	2018
Chaim Katz	IBBME	2019

### Division IV—Life Sciences

#### Faculty Members:

		Term Ends June 30
Marius Locke ( <i>Chair</i> )	Exercise Sciences	2018
Dina Brooks	Rehabilitation Science	2018
Jim Hu	Laboratory Medicine & Pathobiology	2020
Carols Quinonez	Dentistry	2020
Leslie Buck	Cell Systems and Biology	2018

#### Student Members:

Melanie Markovic	Physiology	2018
Afif Aqrabawi	Cell and Systems Biology	2018
Johnny Zhang	Laboratory Medicine & Pathobiology	2018

### Administrative Staff:

		Term Ends June 30
Alice Brummell	School of Graduate Studies	2019
Nelly Pietropaolo	Civil Engineering	2018
Carmela Versace	Institute for Aerospace	2018

### Secretariat:

Dianne Heximer (*Secretary to Council*)

### Schedule of Meetings:

October 17, 2017    January 30, 2018    April 10, 2018 (Reserve)  
Website: <https://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Education-Council.aspx>

### Non-Voting Members:

**U of T Administration:** Vivek Goel (*Vice-President, Research & Innovation*), Sioban Nelson (*Vice-Provost, Academic Programs*), Scott Mabury (*Vice-President, University Operations*)

**Faculties:** Julie Audet (*Vice-Dean, Graduate Studies, Faculty of Applied Science & Engineering*); Dwayne Benjamin (*Vice-Dean, Graduate Education & Program Reviews, Faculty of Arts & Science*); Stéphane Côté (*Academic Director, PhD Programs, Rotman School of Management*); Allan Kaplan (*Vice-Dean, Graduate & Life Sciences Education, Faculty of Medicine*); Normand Labrie (*Acting Associate Dean, Programs, Ontario Institute for Studies in Education*); Linda Johnston (*Dean, Lawrence S. Bloomberg Faculty of Nursing*)

**University of Toronto Mississauga:** Jeremy Packer, (*Associate Dean, Graduate*)

**University of Toronto Scarborough:** Mary Silcox (*Vice-Dean, Graduate*)

**Massey College:** Hugh Segal (*Head*)

# FOR INFORMATION

## Graduate Education Council

### Tuesday, October 24, 2017

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**School of Graduate Studies**  
**ACADEMIC INTEGRITY ANNUAL REPORT**  
**July 1, 2016 – June 30, 2017**  
**Summary of Divisional Academic Discipline Cases**

This report provides statistics on graduate student cases administered within the School of Graduate Studies (SGS) under the University of Toronto, Code of Behaviour on Academic Matters (“the Code”). The SGS Office of the Dean is responsible for these cases.

Table 1 below shows the number of Code offence cases, by offence type, where a sanction was imposed at the level of SGS. The table provides data by academic year for cases that were concluded during that year.

Table 2 below shows the length of time, i.e., ‘timeliness’, from the date when an allegation of offence was received by SGS to the date that either a sanction was imposed at the level of SGS or the case was referred to the Office of the Provost. The table provides data by academic year for cases that were concluded at the SGS level during that year. There are only four years of data for timeliness. 2010-11 was the first year this information was reported.

**Table 1: Number of Offences Resolved at SGS by Type (does not include cases referred to the Provost’s Office) Code Section**

	<b>Offence Type</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
B.i.1(a)	Forgery (documents, not transcripts)	0	0	0	0	1	2	0	0	0
B.i.1(b)	Unauthorized aid	1	10	3	1	1	0	2	2	3
B.i.1(c)	Personation	0	0	0	0	0	0	0	3	0
B.i.1(d)	Plagiarism	12	12	16	11	20	10	15	41	30
B.i.1(e)	Re-submission of work	1	0	1	0	0	2	2	2	0
B.i.1(f)	Concoction	0	0	0	0	0	0	0	0	0
B.i.3(a)	Forgery (academic records)	0	0	0	0	0	0	0	0	2
B.i.3(b)	Cheating for academic advantage	0	0	1	0	0	0	5	1	6
<b>Total</b>		<b>14</b>	<b>22</b>	<b>21</b>	<b>12</b>	<b>22</b>	<b>14</b>	<b>24</b>	<b>49</b>	<b>41</b>

**Table 2: Timeliness (including cases referred to the Provost’s Office) Time between receipt of allegation and case resolved at SGS or sent to the Provost**

	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
6 months	23	13	26	14	23	49	41
9 months	0	0	0	6	0	0	0
<b>Total</b>	<b>23</b>	<b>13</b>	<b>26</b>	<b>20</b>	<b>23</b>	<b>49</b>	<b>41</b>

**FOR INFORMATION**  
**Graduate Education Council**  
**Tuesday, October 17, 2017**

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This report lists appeals to the Graduate Academic Appeals Board (GAAB) that were initiated in the preceding year. The GAAB is delegated from the Graduate Education Council (GEC) and has the mandate to handle and decide upon all academic appeals by students in connection with the School of Graduate Studies (SGS). The GAAB is the highest level of appeal within the graduate school.

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements; decisions about the student's continuation in their program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. Decisions related to admission to an academic program are not subject to appeal.

Please refer to the GAAB By-Laws and the appeals policy in the General Regulations in the SGS Calendar for further information.

**FORMAL APPEALS**  
**(Cases initiated during July 1, 2016 – June 30, 2017)**

<b>Case: Graduate Unit/Degree</b>	<b>Basis of Appeal</b>	<b>Outcome</b>
<b>Master's Students (Total: 3)</b>		
Rotman School of Management (EMBA)	Termination	Appeal dismissed.
Dalla Lana School of Public Health (MSc)	Grade	Settlement reached. Appeal withdrawn.
Dalla Lana School of Public Health (MSc)	Grade	Awaiting decision.

**Dianne Heximer**

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**From:** sgs-graddircoord-all-l: Grad Directors and Coordinators - All <SGS-GRADDIRCOORD-ALL-L@listserv.utoronto.ca> on behalf of Vice-Dean Exec Assistant <sgs.vdeanea@utoronto.ca>  
**Sent:** Monday, September 18, 2017 11:11 AM  
**To:** SGS-GRADDIRCOORD-ALL-L@listserv.utoronto.ca  
**Subject:** Update: Use of Skype for Doctoral Final Oral Exams (FOE)  
**Attachments:** FOE-Memo on Skype use\_Sept2017.pdf

**MEMORANDUM**

**To:** Graduate Deans, Chairs, Coordinators and Administrators  
**CC:** Graduate Associate Deans/Vice-Deans, SGS Staff  
**From:** Elizabeth Smyth, Vice-Dean, Programs, School of Graduate Studies  
**Date:** September 18, 2017  
**Re:** **Update: Use of Skype for Doctoral Final Oral Exams (FOE)**

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Please refer to the attached memorandum.

*[Apologies in advance for cross postings]*



**UNIVERSITY OF TORONTO  
SCHOOL OF GRADUATE STUDIES**

**To:** Graduate Deans, Chairs, Directors, Coordinators and Administrators  
**Cc:** Graduate Associate Deans/Vice Deans, SGS Staff  
**From:** Elizabeth Smyth, Vice-Dean, Programs, School of Graduate Studies  
**Date:** September 18, 2017  
**RE: Update: Use of Skype for Doctoral Final Oral Exams (FOE)**

I am pleased to inform you that SGS now supports the use of Skype for all Doctoral Final Oral Examinations. Prior approval from the Vice-Deans Office is no longer required.

As stated in the FOE Guidelines, SGS allows up to a maximum of two members to participate remotely (teleconference or Skype). It is best practice to ensure that compatible facilities exist at the remote participant's location. SGS recommends that lines be tested at least three business days in advance of the exam date; and that a telephone number, preferably a landline, will be available as backup.

Please remember that Skype may not be a secured communication channel and therefore information presented and discussed may be intercepted by a third-party and cannot be guaranteed to be held in confidence.

The University has begun planning the rollout of Office 365. SGS will provide more information regarding Skype for Business (a product within O365) and its use with Final Oral Exams as information becomes available.

All coordination, inquiries, and scheduling for exams must go through the SGS Doctoral Office. The Doctoral office will collect all information required for the exam (including contact information, skype names, etc.) for the externals and schedule to test calls with externals.

**SGS Doctoral Office**  
**Lisa Fannin - Doctoral Exams Assistant**  
Room 110  
School of Graduate Studies  
63 St. George Street  
University of Toronto M5S 2Z9  
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[sgs.doctoral@utoronto.ca](mailto:sgs.doctoral@utoronto.ca)