MINUTES

Graduate Education Council

Tuesday, December 11, 2018, 3:10 p.m. – 5:00 p.m.
Governing Council Chambers, Room 214, Simcoe Hall

The Acting Dean called the meeting to order at 3:10 p.m. and welcomed all new and continuing members.

1. Approval of the Agenda of the Graduate Education (GEC) Meeting of December 11, 2018

   MOTION (*duly moved by Brian Desrosiers-Tam and seconded by Cameron Wachowich*)
   THAT the agenda of the Graduate Education Council meeting of December 11, 2018, as circulated with the agenda, be approved.

   The motion is CARRIED, unanimous.

2. Approval of the Minutes of the Graduate Education Council Meeting of April 10, 2018

   The Acting Dean noted that the minutes of the April 10, 2018 meeting were distributed with the agenda.

   MOTION (*duly moved by Brian Desrosiers-Tam and seconded by Cameron Wachowich*)
   THAT the minutes of the Graduate Education Council meeting of April 10, 2018, be approved.

   The motion is CARRIED, unanimous.

3. Business Arising from the Minutes

   There was no business arising from the minutes.

4. Dean's Remarks

   i. Orientation - The Acting Dean provided an overview of the role of the Graduate Education Council. One of GEC's responsibilities is the approval of policy, regulation, and guidelines affecting graduate studies at U of T. 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, consultation, and discussion. GEC provides valuable advice to administrators and the graduate community.

   The Dean provided some guidance with respect to the role of each GEC member and commented that each member may exercise their own judgment on matters. Members are not representing their department or division directly. GEC members are encouraged to contact Dianne Heximer, prior to the meeting, at sgs.dean@utoronto.ca with questions regarding the agenda, items where clarification is needed, or if you wish an item added to the agenda.

SGS has a Vice-Dean Programs and Innovation and a Vice-Dean Students. The Vice-Deans have Advisory Councils that report to them: Committee on Program Matters, (CPM) and Committee on Student Matters (CSM). Members are encouraged to contact the Decanal team with matters of interest for discussion at future meetings.

GEC agendas and meeting documentation are available on the SGS website and GEC webpage. Items that come before Council for approval will have a motion sheet as cover. Motion sheets provide information about previous governance actions and consultations, and may include other information to provide context for your decision. The GEC website also includes the membership list, Rules of Council, past agendas and minutes.

ii. Post-Doctoral Fellows Employment Outcomes Project –As a follow-up to the 10,000 PhDs Project, SGS decided to explore employment outcomes for approximately 3,000 postdoctoral fellows who have completed research at U of T for the past ten years. Data has been collected from publicly-available websites, and results will be made available through a Tableau dashboard to allow filtering for individual searches. Screenshots of preliminary results were shared.

iii. TRaCE Project – Last year U of T participated in the TRaCE pilot project which involved interviewing doctoral Humanities graduates to learn about their career paths. In the second phase of the project, Trace 2.0, career path information on graduates from other disciplines will be explored. To this end, four departments at U of T (Anthropology, History, Medieval Studies, and Linguistics) will participate in Trace 2.0. Employment data will be collected for the doctoral graduates from these four units; volunteer student researchers will be engaged and trained, and graduates will be contacted and invited for interviews in the New Year. Data will be shared with the primary investigator at McGill University, who will compile results from the 11 participating institutions, and provide a rich sample of career paths from a wide variety of disciplines. Information will ultimately be publicly available on the TRaCE website.

iv. SGS Graduate Education Dashboard – In the New Year, SGS will be publishing a comprehensive data dashboard. The Acting Dean presented screenshots highlighting the four sets of data that will be available: Admissions and Enrolment, Degree Completion, Funding, and Career Outcomes. Data will be offered in a Tableau format allowing for filtering and customized searches. This initiative is timely given the expectation for outcome metrics as part of the Strategic Mandate Agreement (SMA), and for departments during their accreditation processes. SGS will send a communication when the dashboard goes live.

v. Progress Tracker – Progress Tracker is an interactive online tool that will allow students to track their progress towards their degree completion, upload reports, and relevant the documentation. Research students, Program Administrators, Graduate Supervisors and Supervisory Committee Members will have access based on their designated roles. Progress Tracker can be customized for graduate programs. Information will be dynamically downloaded from ROSI so it is important that the information is up-to-date in ROSI. While use of Progress Tracker is not mandatory, it is hoped that units will opt to use tool for their programs. Students will only have access to Progress Tracker if their graduate unit is using it. A potential security breach was identified during testing which resulted in a slight delay. Communications, training materials and workshops are currently being prepared, and it is expected that Progress Tracker will go live at the end of January 2019 giving units time to familiarize themselves with the Tracker for incoming students in September 2019.

vi. **gradOutlines Pilot Project** - Last term A. Kenzie and K. Stinchcombe worked with four programs (Chemical Engineering PhD, Social Work PhD, MHSc in Medical Genomics, and MSW with the Indigenous Trauma and Resilience field of study in Social Work) on a pilot project to create program-specific Graduate Outlines to clarify progression through the program, for students and faculty. Sample print versions of the pocket-sized gradOutlines were circulated to Council. These resources will also be available online. SGS will be assessing how to expand this initiative to include more programs and graduate units.

5. 10,000 PhD Project

Last year the School of Graduate Studies undertook an initiative to determine the current employment status of the last 10,000 PhD students to graduate from U of T to 2016. Results are presented in Divisional Fact Sheets which were circulated for information. These fact sheets can also be downloaded from the SGS Website, or if you would like to receive hard copies please contact Alison Kenzie at sgs.communications@utoronto.ca. Members are encouraged to visit the interactive Tableau dashboard, using the numbered grey tab to filter and customize your search parameters to learn more about graduates in your programs.

The Acting Dean summarized highlights from the 10,000 PhD Project and thanked Professor Dr. Reinhart Reithmeier and the team of students who helped collect the data for this Project. SGS expects to undertake this type of project again in the future and will consider expanding parameter to include other students, i.e., Law and Professional Masters.

6. SGS Updates

i. Graduate Centre for Academic Communication

Professor Peter Grav, Associate Professor, Teaching Stream in the Graduate Centre for Academic Communication (GCAC) provided an overview of services. Through a variety of non-credit courses, single-session workshops, individual writing consultations, boot camps and through website resources, the GCAC provides graduate students with advanced training in academic writing and speaking. A winter 2019 course schedule was distributed and can also be found here. Slides summarizing enrolment and user statistics were shared. More information on CGAC can be found at on the GCAC website.

ii. Student Academic Services

a. **Embedded Accessibility Advisor at SGS** – With the overall number of students registered at Accessibility Services increasing by 78% over the past five years, the decision was made to embed Accessibility Advisors within five units across the St. George campus (SGS, Engineering, Professional Faculties North, Central, and South). Ms. Josie Lalonde, Director of Student Academic Services, introduced the SGS Accessibility Advisor, Ms. Sandra Hohener. Sandra is located at 63 St. George Street and she will work with graduate students to assess accommodations needs and to facilitate the accommodations process with faculty/supervisors and staff within their home department. She will also serve as a resource for graduate units in reducing barriers to programs, services and resources at U of T.

a. 3MT and Masters Students - At the University of Toronto, participation in the Three Minute Thesis (3MT) competition has been limited to ABD doctoral students. Other universities open the competition to both Master's and doctoral students, with last year's national 3MT winner being a Master's student at the University of Calgary. This year SGS has decided to open the competition to Master's students working on Major Research Papers. Council members are encouraged to attend competitions and consider participating as a judge. Please contact Liam O'Leary with questions, liam.oleary@utoronto.ca; visit the SGS 3MT website here.

7. Motions

i. Graduate Academic Appeals Board Membership

The Acting Dean advised that the Graduate Academic Appeals Board (GAAB) is a standing committee of the Graduate Education Council. The motion documentation provides details regarding nominations and appointments to GAAB. The Chair, Alternate Chair, and new members are being appointed due to resignations. The biographical sketch of the proposed Alternate Chair was included with the agenda, for information. GEC is the final approval level for this committee.

The Acting Dean called on Brian Desrosiers-Tam to present the motion.

MOTION *(duly moved and seconded by Jan Mahrt-Smith)*
THAT Graduate Education Council approve the membership of the Graduate Academic Appeals Board (GAAB) for the 2018-19 academic term.

Seeing no discussion, the Acting Dean called the vote.

The motion was CARRIED, unanimous.

ii. Admissions and Program Committee Membership

The Acting Dean advised that the Admissions and Programs (A & P) Committee is the other standing committee of Graduate Education Council. The motion documentation provides details of the committee responsibilities, powers, and full membership for 2018-19. The two divisional members and a graduate student member are being appointed due to resignations. GEC is the final approval level for this committee.

The Acting Dean called on Brian Desrosiers-Tam to present the motion.

MOTION *(duly moved and seconded by Siobhan Stevenson)*
THAT Graduate Education Council approve the membership of the Admissions and Program Committee (A&P) for the 2018-19 academic term.

Seeing no discussion, the Acting Dean called the vote.

The motion was CARRIED, unanimous.

8. Other Business

Professor Allan Kaplan acknowledged and thanked Professor De Nil for his contribution to the School of Graduate Studies in his roles of Vice-Dean Students since 2012 and most recently as Acting Dean and Acting Vice-Provost, Graduate Research and Education.

9. For Information

The following reports were distributed with the agenda for information:

i. **Graduate Education Council Membership: 2018-19** – This is a list of the current GEC membership; elections for terms ending in June 2019 will begin in the New Year.

ii. **Code of Behaviour on Academic Matters – Annual Report 2017-18** – The increased number of cases is credited to a greater awareness of Academic Integrity issues by SGS to Graduate Coordinators and Chairs in bringing cases forward, and the increasing use of Turn-it-in. SGS plans to develop Best Practices for students and faculty in dealing with these cases. A member suggested it would be helpful to have statistics per division. SGS is currently investigating the development of online submission of academic integrity cases, and is consulting with individuals in the Office of Student Academic Integrity (OSAI) in the Faculty of Arts & Science, the Academic Integrity Offices in the Faculty of Applied Science Y Engineering and at the University of Toronto Mississauga. Professor J. Mahrt-Smith, from Rotman, shared that they have developed a mandatory online course and video, on academic integrity that professional Master's students must complete. Please contact jan.mahrt-smith@rotman.utoronto.ca for more information.

iii. **Graduate Academic Appeals Board – Annual Report 2017-18** – This report lists appeals and outcomes of cases reviewed by GAAB in the last academic year.

10. Closing Remarks

There being no further discussion or questions, the Acting Dean thanked Council member for their participation and called on Brian Desrosiers-Tam to present the motion.

> **MOTION** *(duly moved and seconded by Jan Mahrt-Smith)*
> *that the Graduate Education Council meeting of December 11, 2018 be adjourned.*
>
> Seeing no discussion, the Acting Dean called the question.
>
> The motion was **CARRIED, unanimous.**

The meeting adjourned at 5:00 p.m.

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

Appendix to the Minutes
UNIVERSITY OF TORONTO - GRADUATE EDUCATION COUNCIL
Record of Attendance – December 11, 2018

Present
(Voting & Non-Voting Members)
Audet, Julie
Brummell, Alice
Buck, Leslie
Cairney, John
Cresswell, Jesse
Dalrymple-Fraser, Charles
De Nil, Luc (Chair)
Dubber, Markus
Gu, Yi (Evie)
Harrison, Timothy
Harvey-Sanchez, Amanda*
Hu, Jim
Kaplan, Allan
Katz, Chaim
Koga, Midori
Mahrt-Smith, Jan
Markovic, Melanie
Mou, Leping
McDougall, Doug
Packer, Jeremy
Pirvulescu, Mihela
Prado, Marianne*
Schuman, Boaz
Shantz, Coleen *(ex-officio)*
Silcox, Mary*
Stead, Sam *(ex-officio)*
Steeves, Craig
Stevenson, Siobhan
Stremler, Robyn*
Van Lieshout, Pascal
Versace, Carmela
Von Schütz, Konstanze
Wachowich, Cameron
Wright, Robert
Zhang, Jonny

In Attendance
(Guests & SGS Staff)
Desrosiers-Tam, Brian
Grav, Peter
Haley, Lisa
Heximer, Dianne *(Secretary to Council)*
Hohener, Sandra
Hurlihey, Victoria
Kenzie, Alison
Lalonde, Josie
O'Leary, Liam
Plata, Angelique
Stinchcombe, Kristen

Absent
Alford, Larry *(ex-officio)*
Aqrabawi, Afif
Bascia, Nina
Baxter, Nancy
Benjamin, Dwayne
Boon, Heather
Corts, Ken
Freeman, Jane
Gertler, Meric *(ex-officio)*
Goel, Vivek
Kerr, Gretchen *(ex-officio)*
Lam, Ernie
Lee, Chi-Guhn
Lyons, Kelly
Mabury, Scott
MacGregor, Rob
Macklem, Tiff
McCahan, Susan
Murphy, Jennifer
Pietropaolo, Nelly
Qudrat, Anam
Quinonez, Carlos
Ratto, Matt
Schmitt, Cannon
Segal, Hugh
Simpson, Andre
Stirling, Ashley
Regehr, Cheryl
Williams, Charmaine *(ex-officio)*
Williamson, Shane

* Member joined meeting via teleconference

65 St. George Street, Toronto, ON, M5S 2Z9, Canada
Tel: +1 416 946-3102 • em.thacker@utoronto.ca • www.sgs.utoronto.ca

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

Graduate Education Council
SGS Updates

Luc De Nil,
Acting Dean, SGS and
Acting Vice-Provost, Graduate Research & Education
December 11, 2018

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

Post-Doctoral Fellows Employment Outcomes Project

Tableau Dashboard – PDF Demographics

Filters:

- Fellowship Completion Year
- Faculty
- Department
- Gender
- Status In Canada

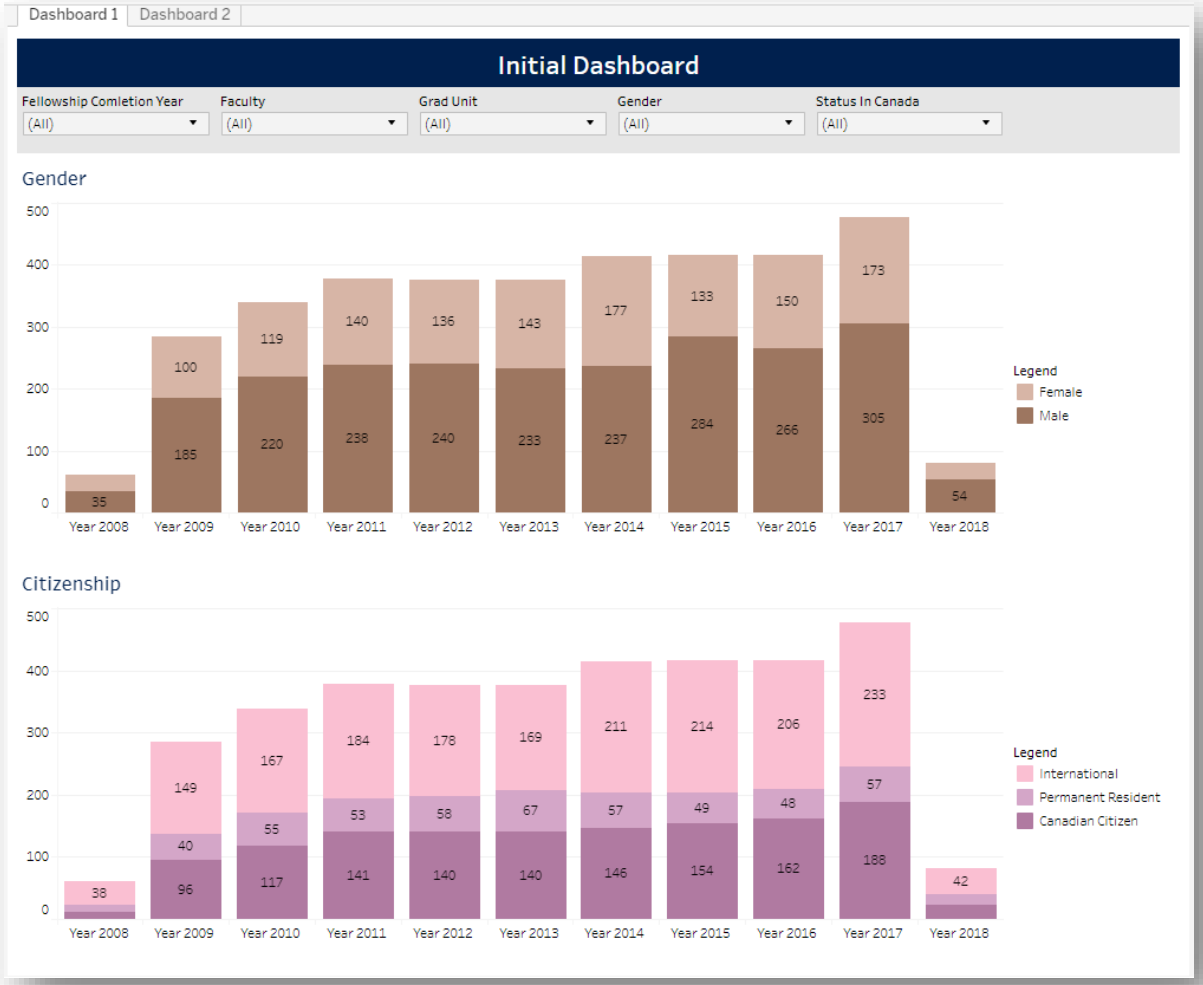
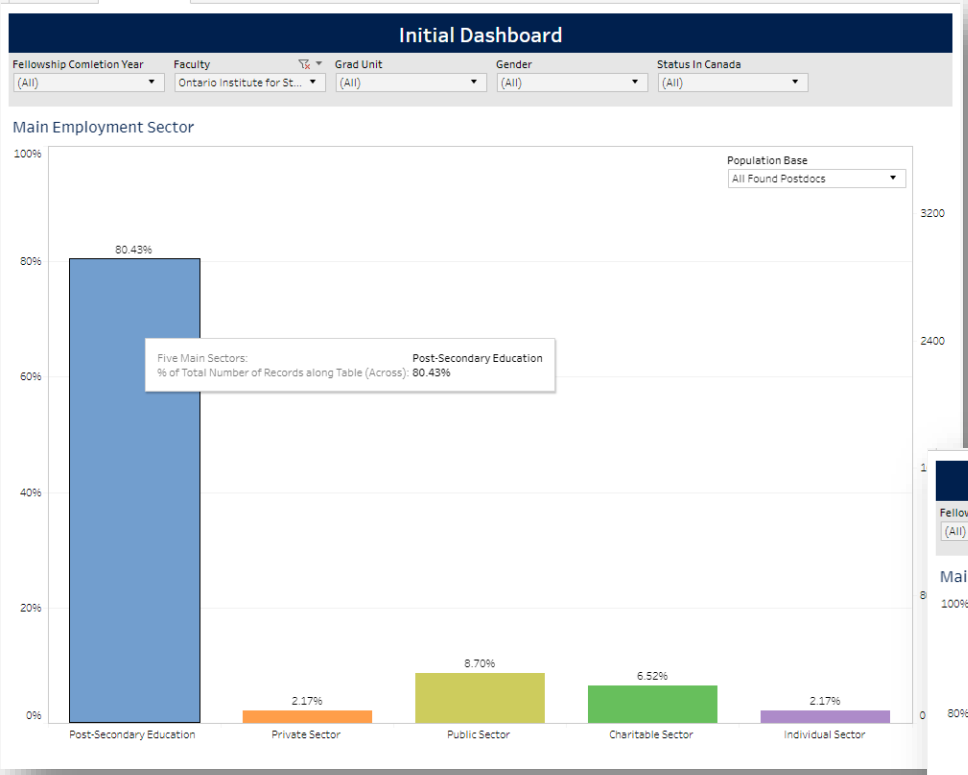
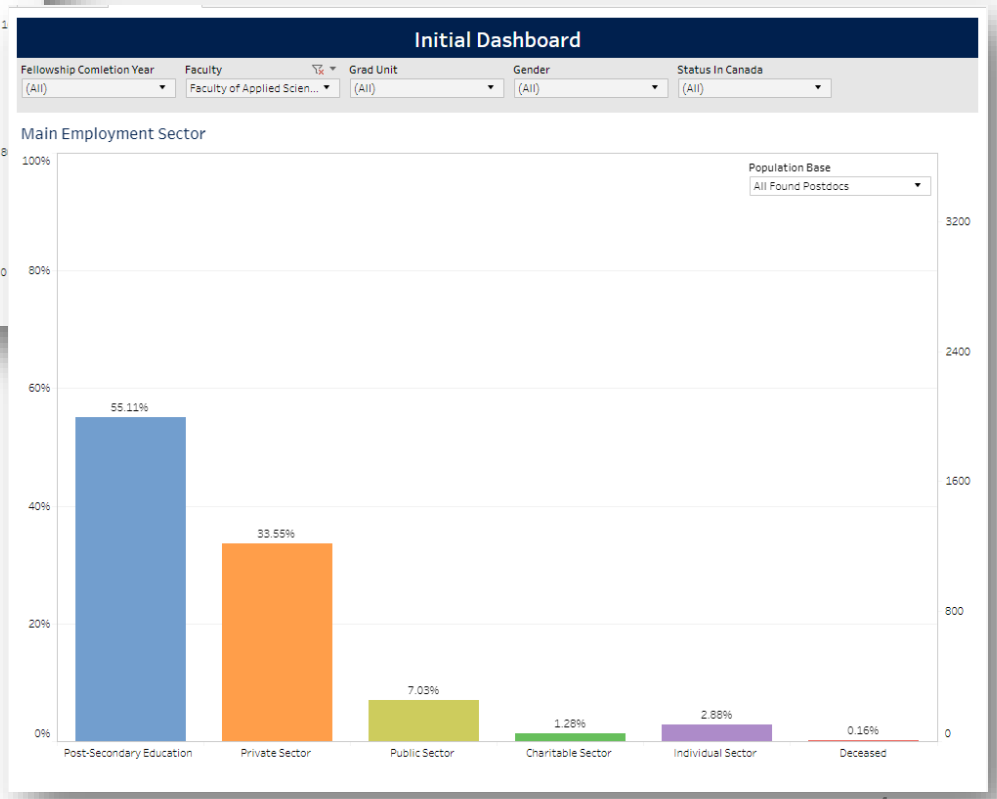


Tableau Dashboard – Main Employment Sector





UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

TRaCE 2.0 Project

TRaCE 2.0 Project

T = Track
R = Report
and
C = Connect
E = Exchange (knowledge and knowhow)

TRACK REPORT CONNECT EXCHANGE

TRaCE Pilot Project – PhD Outcomes in HUMANITIES

The TRaCE Pilot Project was a one-year project that tracked 2,800 PhD graduates in the humanities from 24 Canadian universities. This project was a joint effort among collaborating universities, the Canadian Association for Graduate Studies, the Federation for the Humanities and Social Sciences, the Higher Education Quality Council of Ontario, and the Jackman Humanities Institute at the University of Toronto. It was headquartered at the Institute for the Public Life of Arts and Ideas (IPLAI) at McGill University. The project interviewed over 300 participants.

Here are the results as well as the qualitative and the quantitative summaries of the project.

TRaCE 2.0 – PhD Outcomes in HUMANITIES, FINE ARTS, SOCIAL SCIENCES

The TRaCE 2.0 Project expands the pilot project by seeking to enhance public and institutional knowledge of what PhDs in Humanities, Social Sciences, and Fine Arts actually contribute to society in Canada and beyond. It also seeks to reorient these fields toward a more active public and engaged life; that reorientation will foster the continuing robust practices of these knowledges inside and outside the academy. It is headqua and Postdoctoral Studies (GPS) at McGill University.

The TRaCE 2.0 project will gather both statistical and discursive, especially narrative, forms of knowledge.

The McGill team leading the project is partnering with 10 other universities. Thus far we have tracked 1418 graduates. We are inviting them to be interviewed and to share their stories about their transitions from the PhDto their current career pathways.

The project aims to launch the stories on our website by November 2018, with further analysis coming by January 2019.

SGS has engaged six PhD research assistants from these departments:

- Linguistics
- Germanic Languages & Literatures
- Medieval Studies
- Anthropology

Currently collecting PhD Outcomes from publicly available data

Conducting interviews in early 2019

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

SGS Graduate Education Data Dashboard

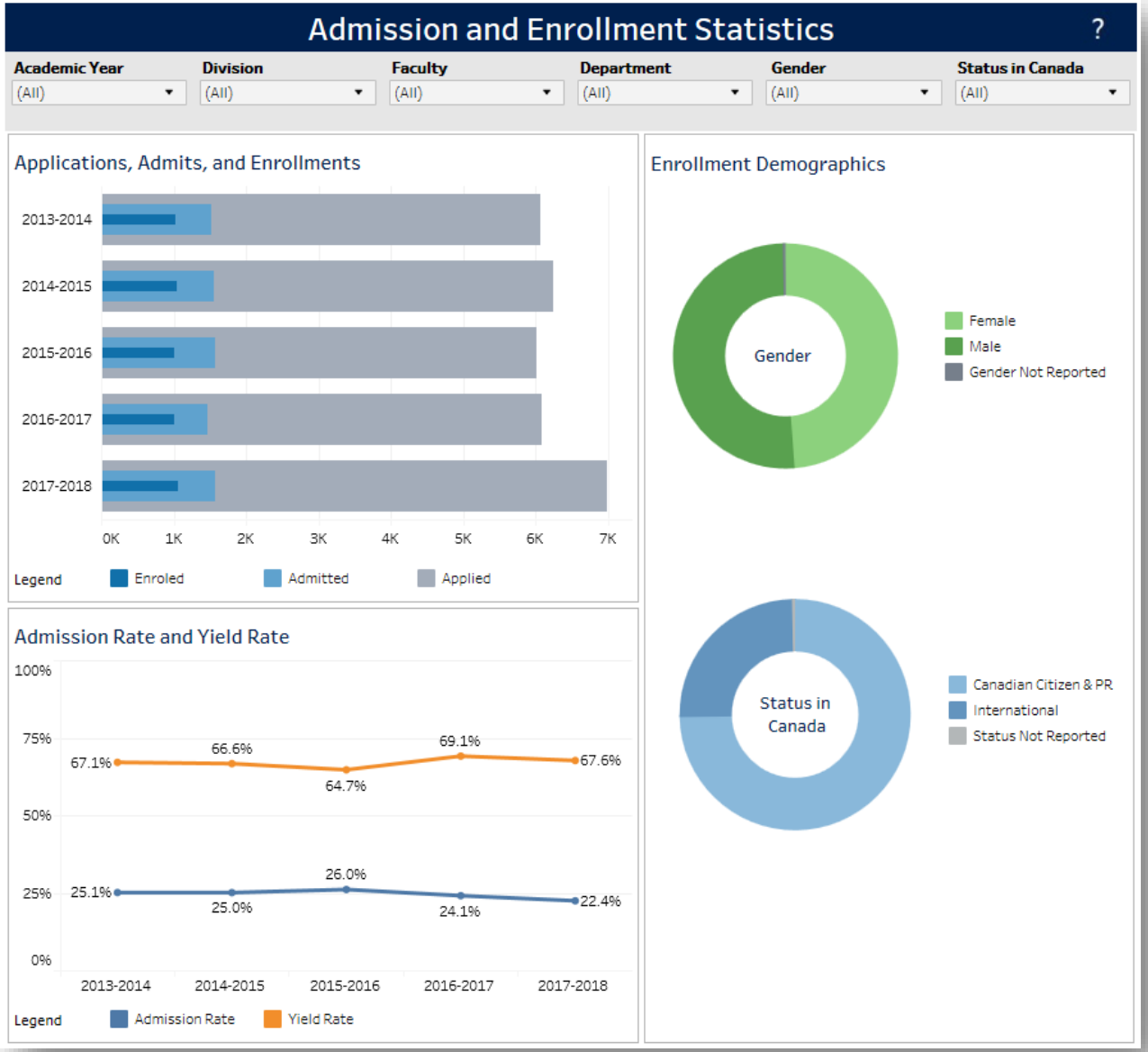
SGS Data Dashboard – Landing Page

- Admission and Enrolment Data
- Degree Completion Data
- Funding Data
- Career Outcomes Data

Admission and Enrolment Data

Filters:

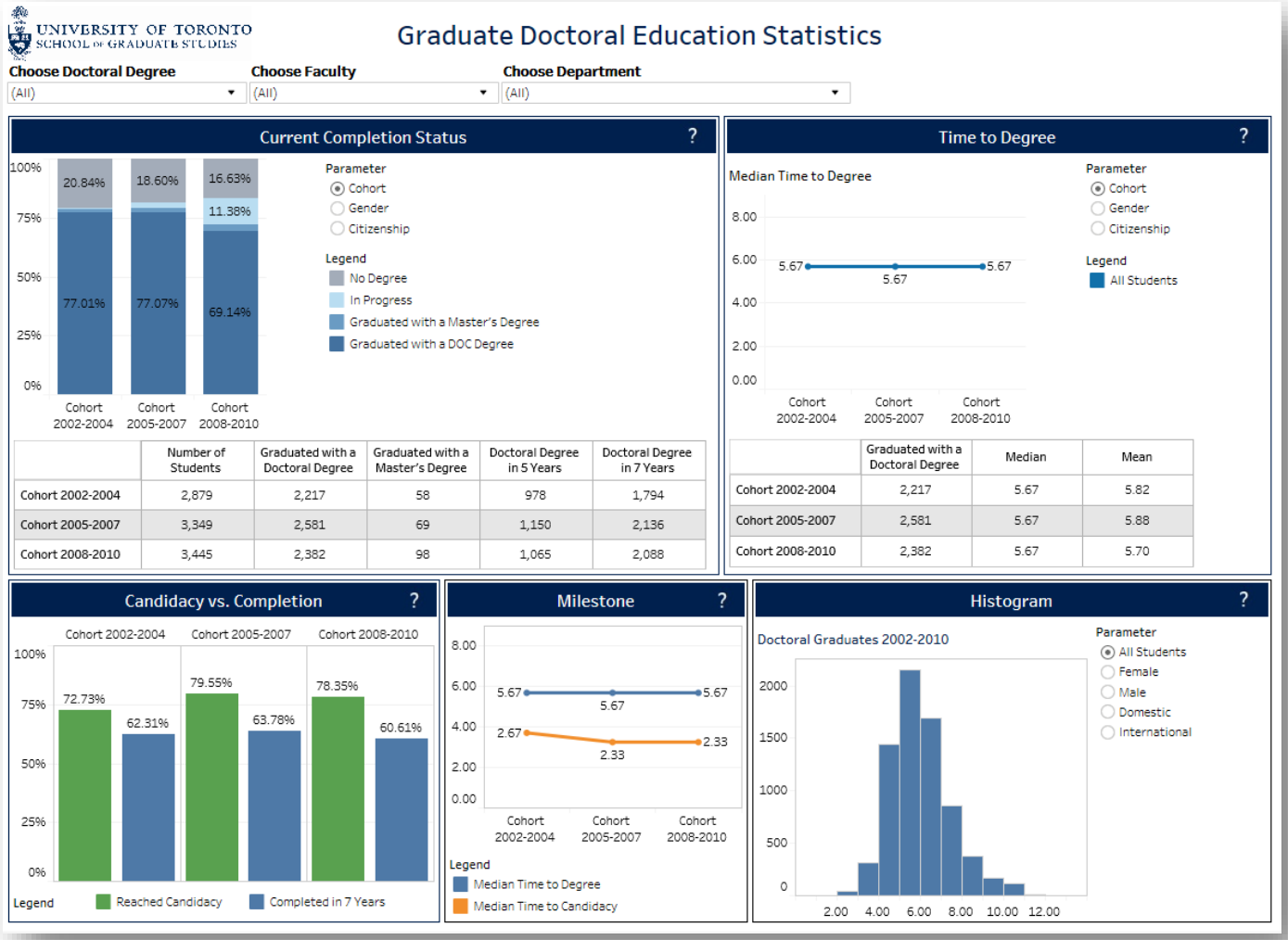
- Academic Year
- Division
- Faculty
- Department
- Gender
- Status In Canada



Degree Completion Data

Filters:

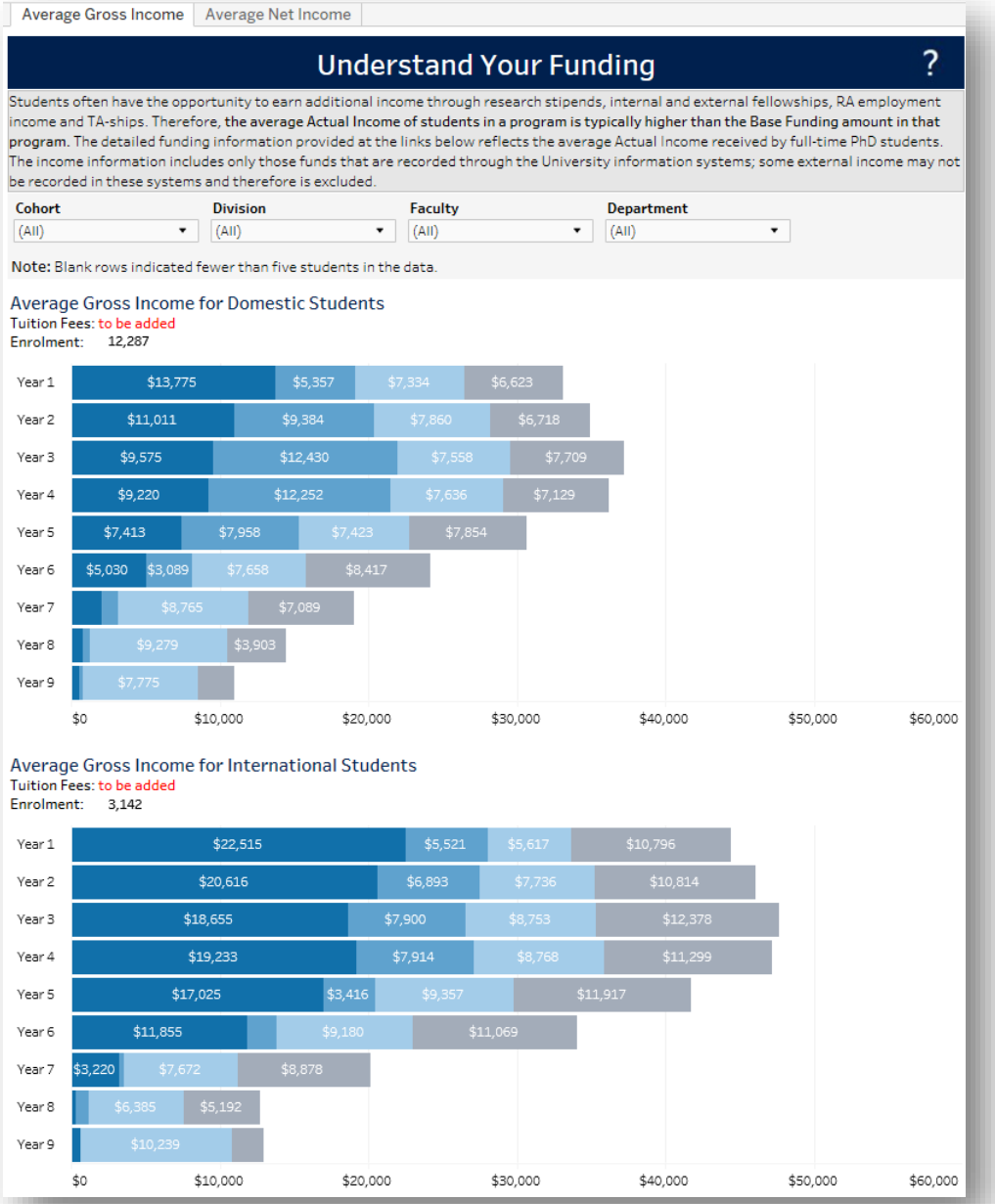
- Doctoral Degree
- Faculty
- Department



Funding Data – Average Gross Income

Filters:

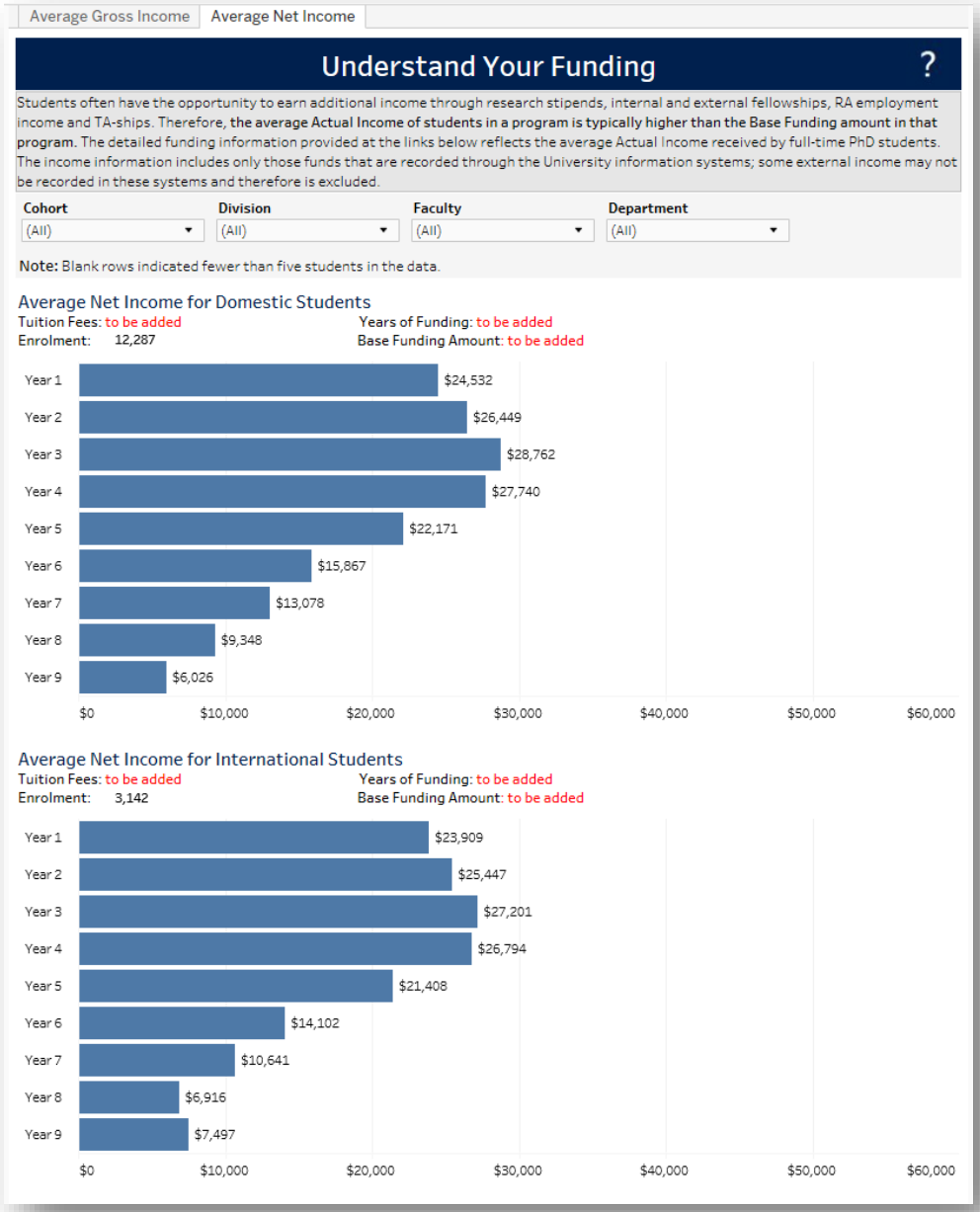
- Cohort
- Division
- Faculty
- Department



Funding Data – Average Net Income

Filters:

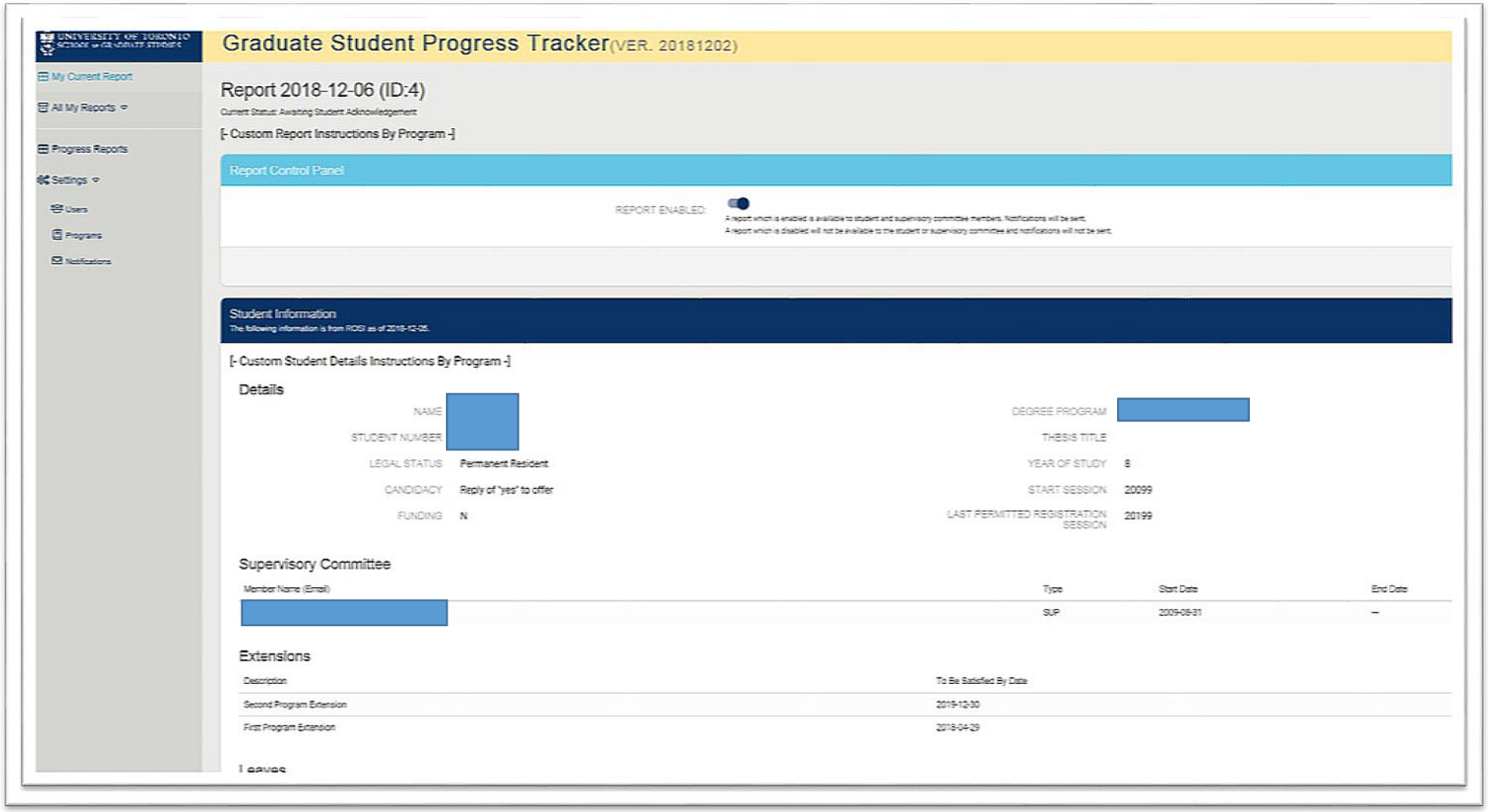
- Cohort
- Division
- Faculty
- Department



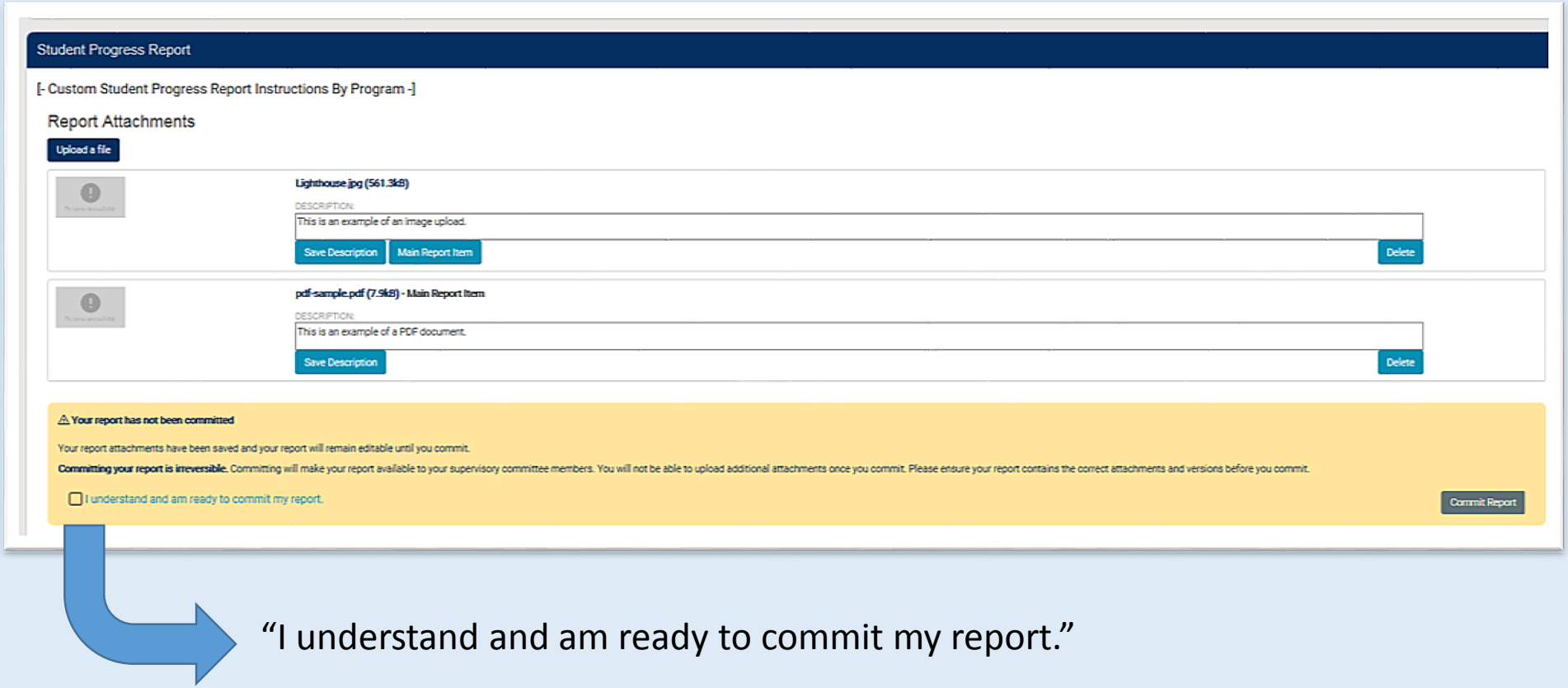
UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

SGS Progress Tracker Update

SGS Progress Tracker – Student Profile

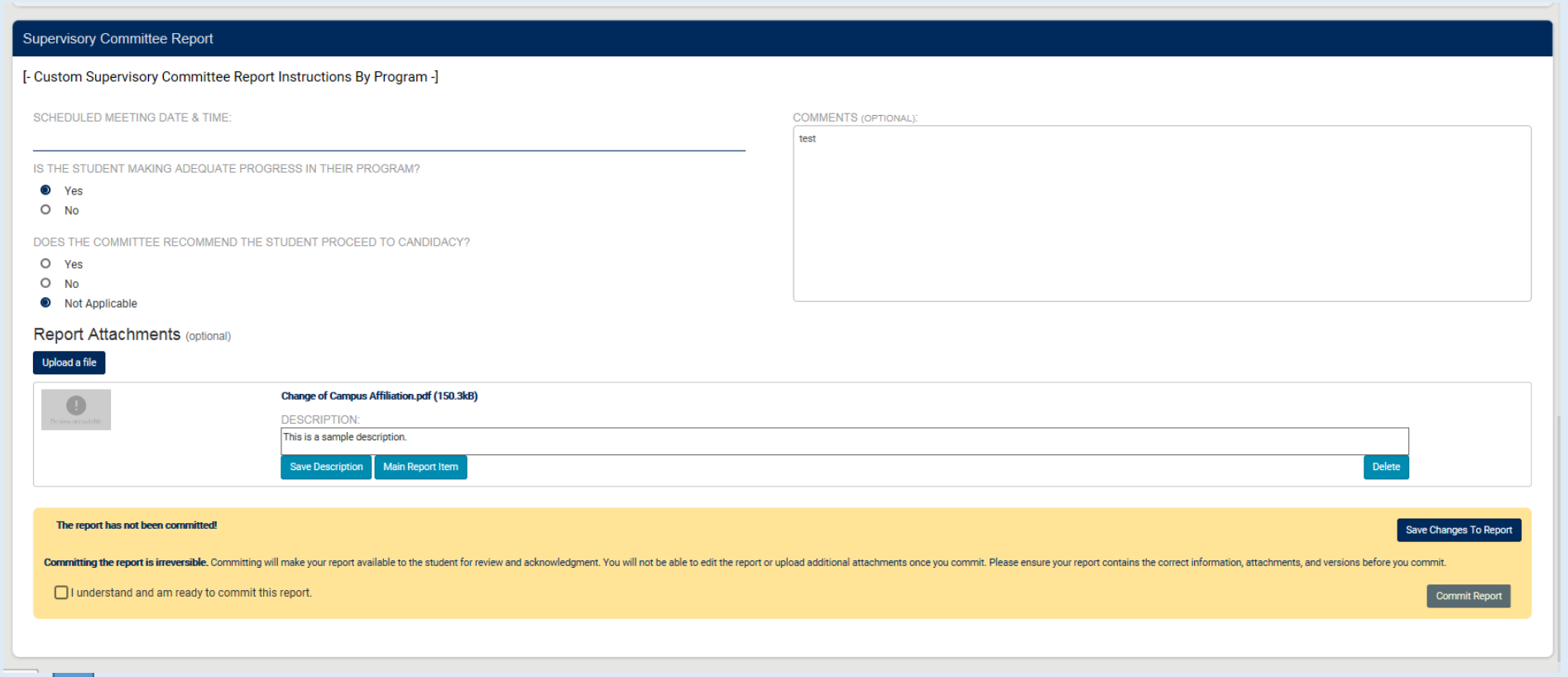


SGS Progress Tracker – Upload Attachments



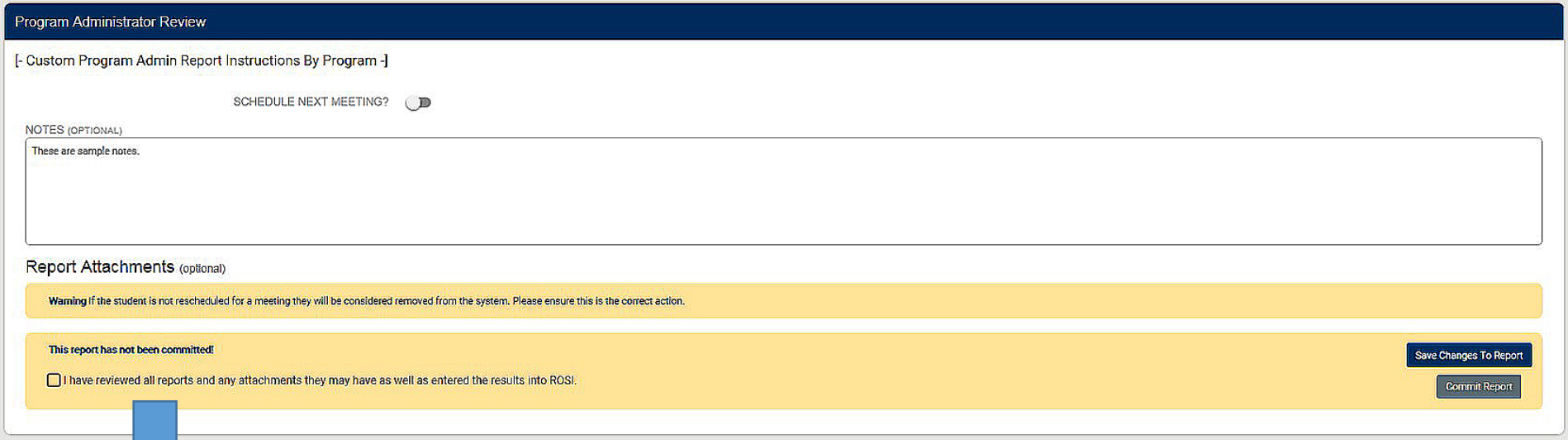
"I understand and am ready to commit my report."

SGS Progress Tracker – Committee Report



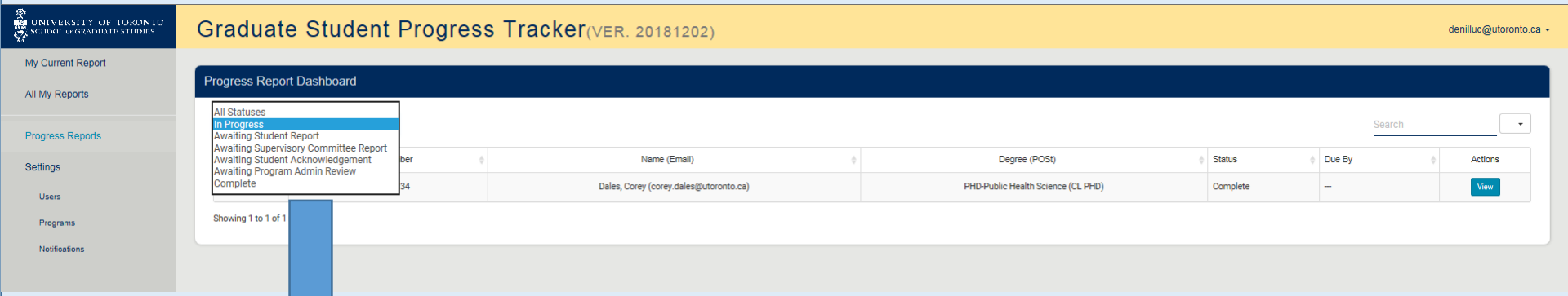
"I understand and am ready to commit this report."

SGS Progress Tracker – Program Admin Review



"I have reviewed all reports and any attachments they may have as well as entered the results into ROSI."

SGS Progress Tracker – Report Dashboard



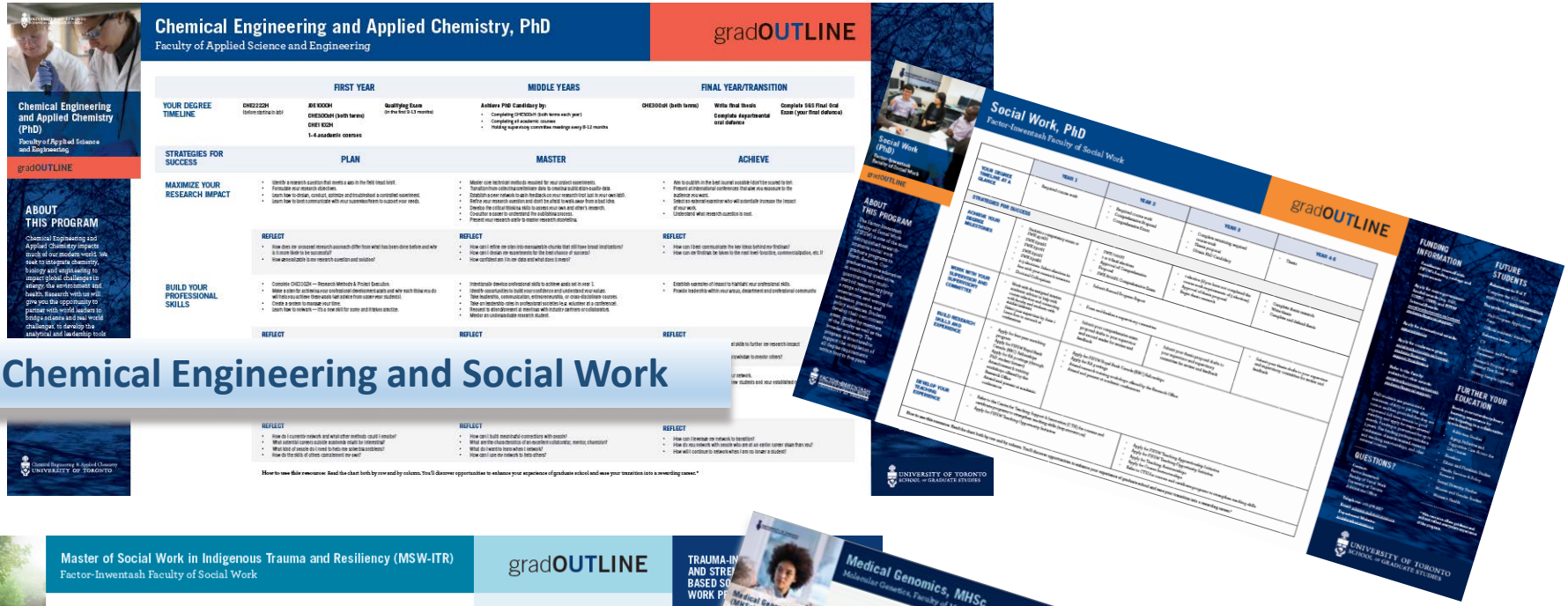
All Statuses (select)

- In Progress
- Awaiting Student Report
- Awaiting Supervisory Committee Report
- Awaiting Student Acknowledgement
- Awaiting Program Admin Review
- Complete

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

gradOUTLINES Pilot Project

gradOUTLINES Pilot: PhD and Master's



PhD: Chemical Engineering and Social Work

Master's: MSW Indigenous Trauma and Resiliency Field of Study & Medical Genomics MHSc

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

QUESTIONS?

Graduate Centre for Academic Communication

PRINTER-FRIENDLY VERSION

Current Students

- Academics
- New Students
- International Students
- Graduate Fees
- Financing Your Graduate Education
- International Student Awards
- Registration & Enrolment
- Student Forms & Letters
- Graduate Wellness Portal
- Services for Students
- Managing Your Program
- Policies, Guidelines, Student Responsibilities
- **Graduate Centre for Academic**

Welcome to the Graduate Centre for Academic Communication (GCAC). GCAC provides graduate students with advanced training in academic writing and speaking.

Graduate students need to be able to communicate sophisticated information to sophisticated audiences. As you prepare to attend your first conference, to write your first proposal, or to publish your first paper, you will need stronger communication skills than those needed in undergraduate work. By emphasizing professional development rather than remediation, GCAC can help you cultivate the ability to diagnose and address the weaknesses in your oral and written work.

GCAC offers five types of support designed to target the needs of both native and non-native speakers of English: non-credit courses, single-session workshops, individual writing consultations, writing intensives, and a list of additional resources for academic writing and speaking.

All of our programs are free. While the **workshops** function on a drop-in basis, **writing centre consultations** require an appointment, and **courses** and **writing intensives** require registration.

COURSE SCHEDULE | GCAC TEAM

CONTACT US | LISTSERV | FAQ

Note: If you need to know the location of a course in which you are registered, please check your registration confirmation email. That email is sent to the

Courses

Workshops

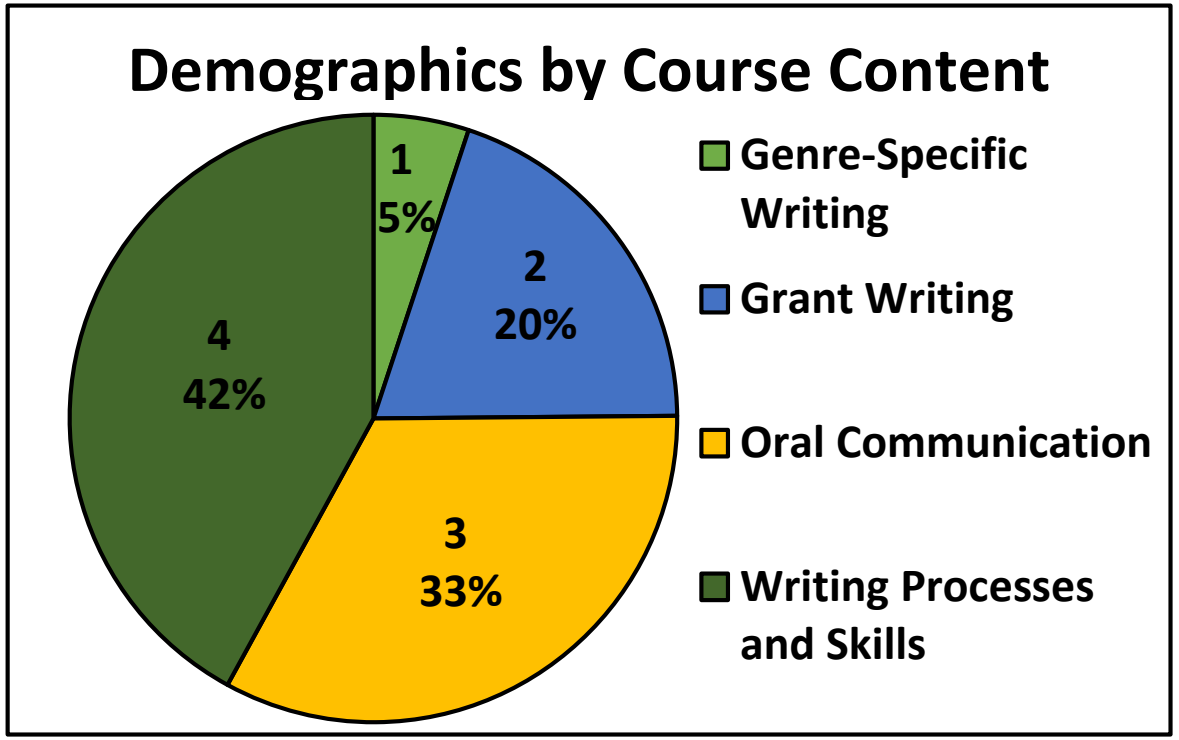
Writing Centre

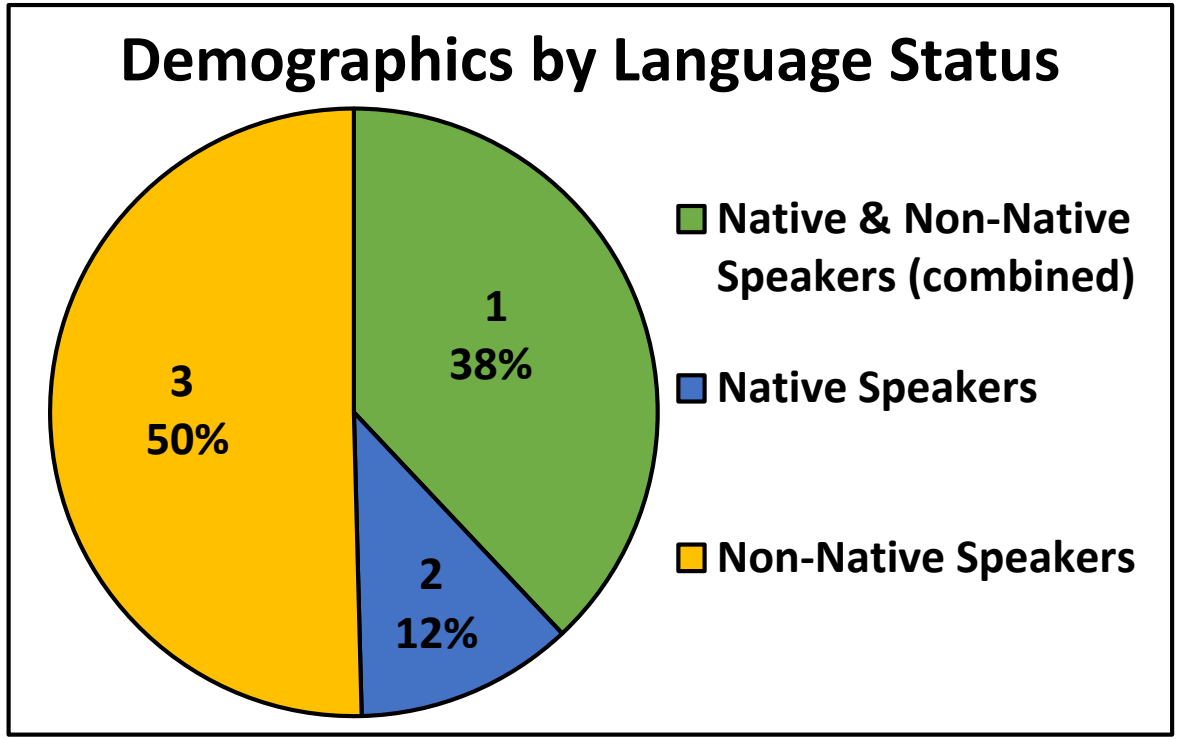
Boot Camps and Writing Intensives

Additional Resources

Tweets by @UofTGCAC

Graduate Centre for Academic Communication (GCAC): What Do We Offer? 2017-18





1 Research Articles, Thesis Writing
2 NSERC, SSHRC, CIHR
3 Presentation (OPS) and Conversation (ACS)
4 Prewriting Strategies, Becoming a Better Editor of Your Own Work (EDIT), Academic Writing 1, 2 & 3

1 Grant Writing, OPS, Thesis Writing, Research Articles, Prewriting Strategies, Into to Science Journalism
2 EDIT, OPS
3 Academic Writing 1, 2 & 3, ACS, OPS

Annual Timing of GCAC Offerings

January	February	March	April	May	June	July	August	September	October	November	December

Courses →
(4 – 6 weeks,
2 hours per week)

Courses →
(4 – 6 weeks,
2 hours per week)

Courses →
(4 – 6 weeks,
2 hours per week)

Courses →
(4 – 6 weeks,
2 hours per week)

Courses →
(4 – 6 weeks,
2 hours per week)

Workshops →
(1.5 hours each, no registration required, all are welcome)

Workshops →
(1.5 hours each, no registration required, all are welcome)

Workshops →
(1.5 hours each, no registration required, all are welcome)

Writing Centre →
(1-on-1, 45 minute appointments, 4 per term)

Writing Centre →
(1-on-1, 30 - 45 minute appointments, 4 per term)

Guest Lectures/Workshops →
(by invitation)

Guest Lectures/Workshops →
(by invitation)

Dissertation Boot Camp
(3 full days,
PhD students)

Research Article Boot Camp
(2 full days)

Dissertation Boot Camp
(3 full days, PhD students)

Research Article Boot Camp
(2 full days)

SSHRC and NSERC Writing Intensives
(2 full days)

Current Term's Courses

PRINTER-FRIENDLY VERSION ▶

Current Students

- Academics
- New Students
- International Students
- Graduate Fees
- Financing Your Graduate Education
- International Student Awards
- Registration & Enrolment
- Student Forms & Letters
- Graduate Wellness Portal
- Services for Students
- Managing Your Program
- Policies, Guidelines, Student Responsibilities
- Graduate Centre for Academic Communication
  - Current Year's Courses
  - **Current Term's Courses**
  - Workshops
  - Writing Centre
  - Boot Camps and Writing Intensives
  - Additional Resources
  - GCAC Team

Registration will open on January 7 at 10:00am

Students may register in a maximum of two GCAC courses in the January session

Note: If you need to know the location of a course in which you are registered, please check your registration confirmation email. That email is sent to the address that is listed in your official U of T profile.

REGISTRATION INSTRUCTIONS & ATTENDANCE POLICIES ▶

January 2019 Course Schedule

COURSE			DAY AND TIME	DURATION
Discipline -Specific Courses				
*Introduction to Science Journalism	3 weeks	Section 1	Sat. 9:30 - 12:30	Jan. 19 - Feb. 2
*Oral Presentation Skills for Professional Master's Students	6 weeks	Section 1	Fri. 1:00 - 3:00	Jan. 11 - Feb. 15
	6 weeks	Section 2	Mon. 6:00 - 8:00	Jan. 14 - Feb. 11
Thesis Writing in the Humanities and Social Sciences	5 weeks	Section 1	Fri. 10:00 - 12:00	Jan. 18 - Feb. 15
*Understanding the Research Article: Reading Towards Writing (for students engaged in experimental research)	5 weeks	Section 1	Thurs. 10:00 - 12:00	Jan. 17 - Feb. 14
Courses for Native Speakers of English				
*Oral Presentation Skills (for native speakers of English)	6 weeks	Section 1	Fri. 10:00 - 12:00	Jan. 11 - Feb. 15
Courses for Non-Native Speakers of English				
Academic Conversation Skills	6 weeks	Section 1	Thurs. 6:00 - 8:00	Jan. 10 - Feb. 14
	6 weeks	Section 2	Wed. 10:00 - 12:00	Jan. 16 - Feb. 20
Academic Writing 1: Focus on Essentials	5 weeks	Section 1	Fri. 1:00 - 3:00	Jan. 18 - Feb. 15
Academic Writing 2: Focus on Grammar	5 weeks	Section 1	Tues. 5:00 - 7:00	Jan. 15 - Feb. 12