

MINUTES

Meeting of the GC Policy Committee Wednesday, 10 January 2018, 12:30–13:50

Room 200, Graduate Student Centre, 6371 Crescent Road

Present: Thomas Chang, Yousry El-Kassaby, Matthew Evenden, Lutz Lampe, Mark MacLachlan, Susan Porter, Clive Roberts, Wendy Robinson, Jennifer Shapka, Larry Walker (Chair), Zhaoming Xu

Regrets: Ljiljana Biukovic, Max Read, John Ries, Balsher Sidhu, Darren Touch

Staff and invited guests: Josephine Ok (minutes)

1. Introductions and regrets

2. Adoption of the agenda

<i>All</i>	}	<i>That the agenda be approved.</i>
------------	---	-------------------------------------

Carried

3. Minutes of the meeting held 15 November 2017*

<i>All</i>	}	<i>That the minutes of the meeting held on November 15, 2017 be approved.</i>
------------	---	---

Carried

4. Student access to grad application files prohibited – for information

Recently, it was discovered that some graduate students had access to eVision and were involved in making graduate student admissions decisions. Due to the private and confidential nature of material in student applications, graduate students are strictly prohibited from having access to student application files. An email has been sent to graduate advisors and graduate program staff on this matter. Further, SIS Security has disabled non-employee UBC students (including TAs) access to eVision

5. Deferred standing – for information

There has been an increase in cases of students with missing grades without a formal deferred standing. This can lead to problems down the road, if a student is unable to graduate due to missing grades, particularly if the instructor is no longer available to provide a grade. To prevent these problematic cases, G+PS will be offering support to graduate programs in identifying students with missing grades. Each term, G+PS will provide a report identifying students with missing grades. An email has been sent to graduate advisors and graduate program staff on this matter.

6. Committee names in theses/dissertations – for approval

G+PS has partly restored a practice of including committee names in theses/dissertations. A soft policy requirement has been added for all theses and dissertations to now include a committee page, which should contain the following information:

- Names of supervisor and co-supervisors
- Names of examining/supervisory committee members
- University examiners, if applicable

Templates for these committee pages are available on the G+PS website. It was noted that the external examiner's name is not required on these committee pages, as external examiners are not asked to approve the final report.

<i>Wendy Hall</i> <i>Jenna Shapka</i>	}	<i>That the requirement of including committee names in theses/dissertations be approved.</i>
--	---	---

Carried

7. Use of degree status designations – for approval

Since the last Policy Committee meeting discussion on the appropriate use of degree status designations, Larry has drafted a guideline for students, which is to be published on the G+PS website. The guidelines state that:

- Students should not use designations that aren't officially sanctioned by the university
- Acronyms such as PhD(c) and PhD(ABD) should not be used as they can be misleading
- Doctoral students should only identify themselves a degree candidates after advancing to candidacy
- Former students may identify themselves as 'former UBC student,' but without the use of acronyms

<i>Wendy Hall</i> <i>Jenna Shapka</i>	}	<i>That the guidelines on the use of degree status designations be approved.</i>
--	---	--

Carried

8. G+PS policy on supervision – for approval

Following the discussion from the last Policy Committee meeting, Larry circulated an edited version of the G+PS policy on supervision. Edits were made in the following sections:

- Page 3, 'Members' section: Added 'Instructors, Lecturers, Acting Assistant Professors, UBC Okanagan professors' to the list of members that are not eligible for membership in the Faculty of Graduate and Postdoctoral Studies
- Page 3, 'Supervision of Graduate Students by Other Faculty' section: added a paragraph on the eligibility of UBC-O faculty members to supervise UBC-V masters and doctoral students and serve on supervisory committees without requiring further approval.

There was a lengthy discussion on the new edits for this policy on supervision. Members were concerned over the practicality of allowing UBC-O faculty members to supervise UBC-V students remotely, especially due to the geographical distance between both campuses. Questions arose on who would make the decision on admissions, how the students would be funded, how supervision would be

provided appropriately, etc. Members felt that the well-being of students and professors could be jeopardized by this policy. Additionally, this could strain graduate advisors and graduate programs, in trying to monitor UBC-V students with UBC-O supervisory committee members.

Members agreed to edit the current document by taking out the word 'supervise' in the sentence, '*Members in good standing of the College of Graduate Studies from the UBC Okanagan campus may supervise or co-supervise UBC-V master's and doctoral students...*' on page 3.

Members also agreed to discuss the following at the next Policy Committee meeting – share best practices from faculties who have experience with supervisory committee members from UBC-O.

This document will be further edited by Larry and then taken to the following committees: Graduate Council, Senate Academic Policy, and Senate.

<i>Lutz Lampe Yousry El-Kassaby</i>	}	<i>That the edited G+PS policy on supervision be approved, with the word 'supervise' taken out from the sentence, 'Members in good standing of the College of Graduate Studies from the UBC Okanagan campus may supervise or co-supervise UBC-V master's and doctoral students...' on page 3.</i>
---	---	---

Carried

9. Supervisory committee composition – for discussion

An edited document on the composition of the supervisory committee was circulated. The new edits included UBC-O members in the requirements of supervisory committee compositions, wherein at least half of the members of the committee must be either members of the UBC-V Faculty of Graduate and Postdoctoral Studies, or members of the UBC-O College of Graduate Studies, or combination thereof.

10. University examiners policy – for discussion

An edited document on the university examiners policy was circulated. The new edits included adding UBC-O members into the eligibility criteria for university examiners. It was also noted in the document that G+PS does not cover the travel expenses of University Examiners.

11. Other business

12. Adjournment – 1:52pm

Lunch provided

*Minutes of previous meetings are available here:

<http://www.grad.ubc.ca/faculty-staff/graduate-council/academic-policy-committee-previous-meetings>