

MINUTES

Meeting of the GC Policy Committee Wednesday, 14 March 2018, 12:30–13:50

Room 200, Graduate Student Centre, 6371 Crescent Road

Present: Thomas Chang, Yousry El-Kassaby, Matthew Evenden, Mark MacLachlan, John Ries, Wendy Robinson, Jennifer Shapka, Darren Touch, Larry Walker (Chair)

Regrets: Lutz Lampe, Clive Roberts, Susan Porter, Balsher Sidhu, Zhaoming Xu

Staff and invited guests: Max Read, Josephine Ok (minutes)

1) Introductions and regrets

New member: Darren Touch (GSS)

2) Adoption of the agenda

An additional item was added to the agenda:

11.5) Revision to policy on undergraduate application and document deadlines

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

3) Approval of the minutes of the meeting held 10 January 2018*

<i>All</i>	}	<i>That the minutes of the meeting held on January 10, 2018 be approved.</i>
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Carried

INFORMATION

4) G+PS currently undergoing external review (site visit March 19-21)

5) Confirmation of approval of motion regarding candidates for degrees (February conferral)

Larry received no objections to the motion to approve candidates for degrees (February conferral), passed electronically on February 9, 2018.

6) G+PS revised policy on supervision has now been approved by Senate (on 28 February 2018)

7) Information has now gone out to programs regarding:

- a) the newly required (effective 1 May 2018) committee page (supervisory and examining committee members) for theses and dissertations

- b) the restricted scope of G+PS reviews of theses and dissertations and a reminder of the student's responsibility for proofreading

G+PS has two staff members in charge of reviewing the layout of theses and dissertations, however these staff members will no longer proofread the documents.

An email was sent to graduate programs reminding all on the responsibilities to proofread before submitting the papers to UBC cIRcle. Once a paper is submitted to UBC cIRcle, no corrections can be made to the paper.

- c) the change in the length of the initial embargo on theses and dissertations from 6 to 12 months, effective immediately, with responsibility for requesting extensions reverting to students and supervisors

BUSINESS

Larry requested the adoption of the following five policy documents to be discussed and approved in one motion at the end. The rationale in revising these policy documents were to improve clarification, and achieve consistency with the information contained in the UBC Calendar and the G+PS website.

8) Revision to policy regarding retention of documents

9) Revision to policy regarding admission appeals

10) Revision to policy regarding duration of program

11) Revision to policy on examinations

11.5) Revision to policy on undergraduate application and document deadlines'

<i>Matthew Evenden</i> <i>Thomas Chang</i>	}	<i>That these five policy revisions be approved.</i>
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Carried

Larry noted that all of these revisions, once approved by Grad Council, will go to the Senate Committees, and left to the discretion of the Committees on whether to approve the documents at the Committee level or move them to Senate for final approval.

12) Revision to policy regarding university examiners

This policy will allow appropriately qualified UBC-O faculty in senior ranks to be university examiners.

<i>John Ries</i> <i>Mark MacLachlan</i>	}	<i>That the revised policy regarding university examiners be approved.</i>
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Carried

13) Other business

Adjournment: 1:10pm

Lunch provided

*Minutes of previous meetings are available here:

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