

Meeting of the GC Policy Committee

Tuesday, January 15, 2013; 12:30 pm – 1:50 pm

Graduate Student Centre, Room 200

Present: Daniel Granot, Beth Haverkamp, Rabia Khan, Philip Loewen (Chair), Jenny Phelps, Susan Porter, Cindy Prescott, Max Read, Clive Roberts, Curtis Suttle, Lisa Blomfield (minutes)

Guests: Michelle Suderman, Rachel Wu

Regrets: Akram Alfantazi, Douglas Harris, Peter Leung, Connie Lin, Michael Richards, Marina von Keyserlingk, Daniel Weary

1. Adoption of Agenda

<i>All</i>	}	<i>That the agenda be approved, after the following addition to ‘New Business’: Approval of degree candidates for the Master of Digital Media.</i>
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Carried.

2. Minutes of last meeting (November 27, 2012)

<i>All</i>	}	<i>That the minutes of the meeting held November 27, 2012 be approved.</i>
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Carried.

3. Business Arising:

a. Visiting graduate students

(Guest: Michelle Suderman, Associate Director, International Student Development & International Student Advisor)

We continued our discussion from the meeting of November 27, 2012. Jenny presented the new VGRS (Visiting Graduate Research Student) policy proposal to the committee, along with a draft application form that could form the beginning of the administrative process. The policy proposal outlines how

VGRS's are defined, the nature of their participation, their status, and the administrative fee associated with their presence at UBC.

Jenny asked the committee for their feedback and/or questions on the new proposal. The following points arose:

- This policy does not include undergraduate students. However, a parallel process is being developed for visiting undergraduate research students. Jenny has been working with Michelle Suderman and Katherine Beaumont (both of whom have been working on the undergraduate proposal as well as the graduate version) and they will be bringing a joint proposal back to the executive sponsor group for consideration. (This group comprises Susan Porter, Anna Kindler, Helen Burt and Janet Teasdale.) The new administrative process would mean that programs no longer have to produce letters of invitation to support visa applications by visiting graduate research students. The Go Global office would be responsible for this task.
- Members asked how to access data on VGRS's. Jenny said that this new process will enable us to collect data more efficiently, and departments will be able to request data to gain insight into the status of their VGRS.
- Currently there is no consequence if departments/supervisors continue to bring VGRS to UBC without documentation. We will need to decide how strict we want to be with those that don't adhere to this new process.
- These students will not be eligible for the U-Pass.
- There were concerns about the statement 'A VGRS may not enroll in UBC courses,' which appears in the policy. Philip suggested there could be a pointer for students who did want to take courses, and Jenny agreed that this section could be expanded. (Such students would fall outside the definition of a VGRS. There is another mechanism through which visiting graduate students can enroll in courses.)
- Accident insurance, as it relates to personal injury, was raised. Jenny will follow up on this.
- Curtis asked if VGRS's would be eligible to take safety courses, for example Bio and Radiation Safety, as students need to have taken these courses before working in particular labs. This led to a discussion on what 'scholarly integrity' covers with regards to research ethics and safety, or whether there was another policy that incorporates research safety that the VGRS policy could reference. Research ethics approval was also discussed, and Rabia commented that an international student may need to have approval from their home country and the country where the research is taking place. Jenny will investigate all of these points.

***Action:** Jenny will work with Philip on the wording around scholarly integrity to incorporate research safety and ethics, and supervisor responsibility.*

- The committee thought a document containing tips and best practices for supervisors of VGRS would be useful.

- Curtis commented that a mechanism for assessing the visiting students (and their home institution's) expectations would be beneficial. Philip pointed out that there is already a box on the admin form that asks for a brief description of the purpose of the visit. Perhaps this could be expanded slightly to include expectations or academic requirements from the home institution? Jenny will make this addition.

Jenny proceeded to present the updated fee proposal for the committee's consideration. Following our last meeting, we looked into whether VGRS could opt out of paying AMS fees. This appears to be a viable possibility. Visiting students could opt into (or out of) paying AMS fees, as well as the AMS/GSS extended health benefits. Note, even if they do opt in to the AMS fees, they will not be eligible to receive the U-Pass.

Based on this new information the working group produced a new fee scenario by amalgamating the originally proposed administrative and resource fee. Now the entire fee (instead of only the resource fee) will be prorated by term. Note these fees only apply to students who will be visiting UBC for more than one month; shorter visits are free of cost.

Discussion points were as follows:

- The committee discussed the term based pricing, and wondered how flexible this could be. If a student arrived half way through one term, and left half way through the next, would they have to pay for two terms? As the proposal stands, the answer is yes. Forward planning and notifying students of our term dates will be key to managing this aspect.
- In order to opt in to the AMS/GSS extended health, students must also opt in to pay the AMS fees.
- The committee discussed the implications of start and finish dates on the form. Will students be able to enter the country before the start date of their research posting? (Michelle says "Yes, usually.") What are the wait times for the processing of study permits?

Jenny moved that the committee endorse the VGRS policy, procedure and fee proposal, subject to the revisions that were discussed around scholarly integrity, safety and ethics training. This will go back to the Executive group named above, and, pending their approval, be forwarded to Graduate Council.

Phelps/Haverkamp	}	<i>That the committee endorse the VGRS policy, procedure and fee proposal, subject to the revisions that were discussed around scholarly integrity, safety and ethics training</i>
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Further discussion ensued, including how we manage domestic visiting students that have come to UBC. Within Canada there is a student exchange agreement between almost all the research universities, and no fees are associated. The committee decided it would be good to include wording within the policy to clarify that it applies to students in a graduate program from a university outside of Canada.

Carried.

4. New Business:

a. Approving candidates for the Masters in Digital Media Degree.

Max provided the committee with the names of the 12 students that have completed all requirements necessary to receive this degree.

<i>Loewen/Roberts</i>	}	<i>That the 12 candidates for degrees are approved and forwarded to Senate for approval, and that the Dean, in consultation with the registrar, is empowered to make any necessary adjustments.</i>
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Carried.

b. Discussion of draft changes to Board of Governors Policy 85

Board of Governors Policy 85 is being revised, and the University Counsel is coordinating a campus-wide call for feedback on the draft document. Susan was on the committee that worked on these changes, and gave the group a brief summary of the changes that are being proposed. One of the main motivations for rethinking this policy was the new responsible conduct of research framework, and how this impacts our processes.

Susan commented that the statement found in 2.1.2, “..ensuring that the research conditions applicable to the research project are adequately articulated in writing and disseminated to all members of the research team prior to engagement in the project,” was extremely important to Graduate Studies. The previous policy stated that Research Services kept had copies of template letters, and that FoGS had copies of these letters, which was simply not the case. Susan asked the committee if the statement was sufficient. There were concerns that the difference between what appears in this policy and what actually occurs in practice will be substantial.

The committee discussed the rules around data ownership at length. The US takes a much stricter stance on this topic, and clearly states that the institution owns the data. Rabia commented that McMaster had a very comprehensive policy, and perhaps we should take some guidance from them. The group discussed what ‘primary data’ refers to, and whether this term needs to be further defined. Curtis noted that point 2.1.3 does not clearly state who is responsible for keeping the records of data. The committee agreed that the points on data ownership and records management need to be clarified.

Clive commented that he thought some of the definitions of scholarly misconduct found under item 3.2 were inexact.

The discussion stopped here due to time restraints.

c. Authorship agreements

d. Punctuality enforcement for post-defence thesis revisions

There was not enough time to discuss items c and d under New Business.

5. Adjournment of the meeting

<i>All</i>	}	To adjourn the meeting.
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Carried.

6. Next meeting: March 5, 2013