

Graduate Policy Committee Meeting
MINUTES
11 January 2017
12:30pm–1:50pm

Room 200, Graduate Student Centre, 6371 Crescent Road

In Attendance: Tom Chang, Yousry El-Kassaby, Matthew Evenden, Mark MacLachlan, Max Read, Anna Ringsred, Wendy Robinson, Susan Porter, Belsher Sidhu, Larry Walker (Chair), Zhaoming Xu

Regrets: Ljiljana Biukovic, John Ries

Absent: Cyril Leung, Clive Roberts, Jenna Shapka

Guests: Janice Eng, Brendan Morey

Minutes: Josephine Ok

1) Introductions and regrets

2) Adoption of the agenda

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

3) Minutes of the meeting held 9 November 2016*

M. Evenden requested an edit on page 2 in the minutes:

M. Evenden also noted that [*include: some departments in*] the Faculty of Arts have their own syllabi archive, and that perhaps this might be another option to archiving syllabi, rather than a central archive

<i>All</i>	}	<i>That the minutes of the meeting held on 9 November 2016 be approved.</i>
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Carried

4) New business

a) Approval of the revised instructions for external examiners

The Chair introduced revisions to the document 'Instructions for Preparing the External Examiner's Report,' which includes a new section on non-traditional work and products, and additional notes in the section 'On material published elsewhere,' particularly in light of the broader forms of scholarship envisioned by the Public Scholars Initiative. These revisions were made to provide more clarity on the assessment of doctoral dissertations to external examiners, students and faculty.

Wendy Robinson }
Mark MacLachlan } That the revised instructions for external examiners be approved.

Carried

b) Approval of the minimum funding policy for PhD students

J. Eng reported on the minimum funding policy (first introduced for discussion at the Graduate Policy Committee meeting on September 14, 2016) which is ready for approval into policy at various committees, starting with the Graduate Policy Committee. This is a new policy with a new section in the UBC calendar: Minimum Funding Policy for PhD Students. In reviewing the policy, the committee discussed the following:

- Logistics – it will be the program’s responsibility to administer these minimum funding packages
 - Programs will need to determine (pre-determine) the number of students they are able to admit each year in accordance to their funding budgets, number of TA-ships, existing students, etc.
- How can we guarantee funding for four years if the supervisor only has guaranteed funding for two years?
 - This will need to be discussed within each faculty, and various mechanisms will need to be in place to respond to these situations
 - Mechanisms may consist of: borrowing from the yearly GSI, or 4YF (this will impact deserving students of 4YFs)
 - There’s a possibility that faculties may increase borrowing amounts of GSI (currently at 10%)
- What about students who already have a scholarship prior to acceptance?
 - This would be considered as part of the minimum funding package
- Would TA appointments be offered in the acceptance letter?
 - The offer letter will broadly state what is offered, including teaching assistantships, research assistantships, graduate academic assistantships, scholarships, etc.

J. Eng welcomes any additional feedback as she brings this policy to various committees for approval, starting with Graduate Council, Senate Admissions Committee, and lastly to Senate.

Zhaoming Xu }
Wendy Robinson } That the minimum funding policy for PhD students be approved.

Carried

c) Approval of the part-time doctoral student status

J. Eng also reported on the part-time doctoral student status policy (also introduced for discussion at the Graduate Policy Committee meeting on September 14, 2016), which is ready for approval into the UBC Calendar: *Classification of Students*. This is an opt-in policy, and departments are not required to adopt the policy. The policy is detailed comprehensively in the document, including who is eligible, the time to completion, and fee schedules.

In reviewing the policy, the committee discussed whether there should be more flexibility in allowing students to transfer between part-time and full-time status. Currently, the policy does not allow this as many funding opportunities are dependent on full-time studies. It was noted that master's programs at UBC also do not allow transferring between part-time and full-time studies. This policy is mainly for working professionals to continue working in their fields, while supplementing their knowledge by pursuing doctoral studies. UBC currently has a reduced workload study policy for students with disabilities through Access and Diversity.

J. Eng will bring this document to the next stages of approval starting with Graduate Council, appropriate Senate committees, and Senate.

<i>Yousry El-Kassaby</i> <i>Tom Chang</i>	}	<i>That the part-time doctoral student status be approved.</i>
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Carried

5) Meeting Adjournment: 1:45pm