

COUNCIL OF GRADUATE AND POSTDOCTORAL STUDIES (CGPS)

Meeting held via Zoom

Date: Monday, September 14, 2020

Time: 3:00 p.m. to 4:30 p.m.

For meeting attendance list, please see last page.

Order was called at 3:03 p.m.

Josephine Nalbantoglu confirmed quorum.

1.0 Adoption of the Agenda CGPS-AGD_2020.09.14

Motion was made by Jean-Benoit Charron, and seconded by Nancy Czemmell, to adopt the agenda. Motion carried.

2.0 Approval of previous Minutes of Meeting CGPS-MoM_2020.05.25

Motion was made by Nancy Czemmell, and seconded by Stephanie Chevalier, to approve the minutes of the meeting held on Monday, May 25, 2020. Motion carried.

Business Arising

3.0 Welcoming remarks and CGPS mandate (2020-2021)

Dean Nalbantoglu welcomed members and provided an overview of the CGPS Mandate for 2020-2021, noting the role of Council members in helping to develop, revise and approve regulations, guidelines and policies, participate in strategic planning to enhance graduate education and review and approve proposals for the creation of new graduate programs. Dean Nalbantoglu emphasized the importance of attending all Council meetings in order to ensure an efficient program approval process and encouraged members to communicate GPS' plans for the coming year to their respective faculties.

For Approval

4.0 New Graduate Programs None

Dean Nalbantoglu updated Council members on the status of the Ph.D. ad hoc programs that had come through Council in the last few years, confirming that the Ph.D. in Kinesiology Sciences, Ph.D. in Mental Health and Ph.D. in Urban Planning, Policy, and Design have been approved at the Ministry level. We have also been informed that the Ph.D. in Oral Health Sciences has been approved informally; however, we are awaiting the official letter from the Ministry.

In terms of new programs, Dean Nalbantoglu confirmed that the M.Sc. in Sustainability in Engineering, M.Sc.A. in Translational Biomedical Engineering and Ph.D. in Health Sciences Education are currently at the first stage of government approval with the BCI (Bureau de Coopération Interuniversitaire).

5.0 Major Revisions to Graduate Programs None

Dean Nalbantoglu explained that as the Ministry approved a new funding formula last year, they have requested that all Master's Thesis programs have the same credit weight (45 credits.) In response to the Ministry's request, GPS has standardized over 20 Master's Thesis programs, typically by decreasing the credit weight of the thesis component as the Ministry only requires 18 thesis credits.

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For Information**6.0 For Information:****6.1 Minor/Moderate Revisions and Program Retirement [including CGPS-RPTP_2020.09.14 Low Enrolment/Obsolete].**

Program proposals are available upon request.

6.2 CGPS Annual Report: Graduate Programs and Policies Approved at Council (2019-2020) CGPS-RPT_2019-2020

The Annual Report was shared for information. There was no further discussion.

Councilors' forum

None

Dean Nalbantoglu encouraged members to propose topics for discussion for future meetings.

Other Business**7.0 Graduate education priorities of GPS for the new academic year**

Dean Nalbantoglu provided an overview of initiatives being developed at GPS.

In terms of programs, the Faculty of Arts is working on developing 4-5 new interdisciplinary M.A.'s in order to exploit areas of expertise in different domains. Council members can expect to see these new programs coming to CGPS for approval around December or January.

In the past few years, myProgress was launched as a way of tracking graduate student milestones. There are currently two Master's cohorts who have graduated under myProgress. Last year, IT developed a document upload feature, allowing students to upload their progress tracking forms to myProgress. The Letters of Understanding that were made mandatory for Ph.D. students last Fall will also be uploaded to myProgress. Moving forward, Dean Nalbantoglu informed Council members that the next step is electronic thesis submission. The first phase of electronic thesis submission (as part of myProgress) is expected to launch this term.

During the Covid-19 pandemic, graduate enrolment was a major focus of GPS, with multiple webinar presentations to students who had received offers of admission for Fall 2020. The work was facilitated by the government's decision to allow international students to register for remote instruction without their immigration papers. The admission numbers have remained high. Dean Nalbantoglu explained that although stipends could be disbursed, part of what had been committed in funding letters in terms of TAs or RAs could not be paid out to incoming international students as they didn't have their work or study permits. GPS is now working on having funding letters as standardized as possible across all departments. Dean Nalbantoglu emphasized the importance of providing good funding opportunities in order to attract top students and remain competitive. The fact that international students can now apply for all the FRQ awards (Fonds de recherche du Québec) if they spent two terms at McGill (Winter 2020 and Summer 2020) is providing an advantage for international recruitment.

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Dean Nalbantoglu discussed the launch of the Individual Development Plan (IDP), an initiative aimed at getting doctoral students to reflect on what they want to do academically, professionally and personally from the very beginning of their studies. The IDP helps students set goals and develop the skills to achieve those goals, and programming is offered through myPath. The Individual Development Plan will be discussed in further detail at next month's CGPS meeting on October 19, 2020.

CGPS questions:

- A Council member inquired whether GPDs would receive a notification from myProgress when documents need to be approved. Dean Nalbantoglu responded that as GPCs are in the system on a regular basis, they have been instructed to notify GPDs when there are documents that require approval.
- A Council member asked how students are prompted to upload their documents to myProgress. Dean Nalbantoglu explained that students get automatic notifications which are sent out six weeks before and six weeks after the due date of a milestone. Although notifications were turned off during the beginning of the Covid pandemic, they have been turned back on since September 1st.
- A Council member asked for clarification regarding the GPCs' and GPDs' ability see thesis examiners' reports in myProgress. Dean Nalbantoglu replied that we are currently in Phase 1 of the electronic thesis management project, which is the thesis submission. Phase 2 will include the evaluation. Due to confidentiality issues, GPCs and GPDs will only be sent the reports once they have been approved by GPS.
- A Council member noted a decrease in attendance at Orientation and expressed concern that students weren't taking their acceptance seriously due to the current Covid-19 situation. Dean Nalbantoglu replied that GPS offered a series of webinars where international students were instructed to apply for their immigration documents in order to come to Montreal as soon as travel restrictions are lifted. Furthermore, students who will need to be in research labs have been asked to fulfill their course requirements through remote instruction in the meantime. Surveys done by Students Services show that 60% of incoming undergraduate and graduate students intend being in Montreal when travel restrictions are lifted. Dean Nalbantoglu was optimistic that students are taking their studies seriously and have the desire to come to Montreal as soon as permitted. Plans regarding what will happen for the Winter term should be announced at the end of September.

There being no further business, all were in favor to adjourn the meeting at 4:08 p.m.

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Q*	Name	Faculty/Departement	Present	Regrets	Absent
1	Cecily Hilsdale	Arts	X		
2	Eran Shor	Arts	X		
3	Griet Vankeerberghen	Arts	X		
4	Robert Funnell	Medicine	X		
5	Isabelle Gelin	Medicine	X		
6	Nathalie Lamarche-Vane	Medicine	X		
7	Nicolas Moitessier	Science	X		
8	Tamara Western	Science	X		
9	Andrew Cumming	Science			X
10	Jean-Benoit Charron	Agricultural, Environmental & Science	X		
11	Stephanie Chevalier	Agricultural, Environmental & Science	X		
12	Marie-Helene Pennestri	Education	X		
13	Marta Kobiela	Education	X		
14	Siva Nadarajah	Engineering		X	
15	Jinhyuk Lee	Engineering	X		
16	Monzur Murshed	Dentistry			X
17	Nancy Czerniak	Law	X		
18	Samer Faraj	Management	X		
19	Philippe Depalle	Music	X		
20	Kristi Kouchakji	Secretary-General - PGSS	X		
21	TBA	Postdoctoral fellow			
22	TBA	Graduate Student - AES, Eng or Sci			
23	TBA	Graduate Student - Arts, Edu or MGMT			
24	TBA	Graduate Student - Dentistry or Med			
25	TBA	Graduate Student - Law or Music			
-	April Colosimo	Libraries (ex-officio)	X		
-	Sylvain Coulombe (for Martha Crago)	Vice-Principal (Research and Innovation) (ex-officio) (delegate)		X	
-	Carolyn Samuel (for Laura Winer)	Director - TLS (ex-officio)	X		
Members with voice but no vote					
-	Josephine Nalbantoglu	Dean of GPS - Chair	X		
-	Russell Steele	Associate Dean - GPS	X		
-	Nathan Hall	Associate Dean - GPS	X		
-	Lorraine Chalifour	Associate Dean - GPS	X		
-	Elisa Pylkkanen	Director - GPS	X		
-	Maggie Do Couto	Academic Affairs Officer - GPS	X		
-	Chloe Garcia	Academic Affairs Officer - GPS	X		
-	Cindy Smith	SCTP Secretary	X		
-	Sarah Curci	Committee Secretary	X		

*Q = quorum (40%) = 10 on 25 members - Article 6.3.1 from Statutes of McGill University.

An ex-officio member is not counted in calculating the quorum, but he/she has the right to vote. - Robert's Rules of Order