Meeting minutes of the Senate Graduate Studies Committee (SGSC) held on May 12, 2020 remotely via Zoom.

Present:
Jeff Derksen (Chair)
George Agnes (Associate Dean)
Nicole White (Library)
Rahil Adeli (GSS representative)
Krista Gerlich-Fitzgerald (Associate Director)
Daria Babeshko (Curriculum)
Janelle Kropp (Secretary)

Faculty Chair:
Parvaneh Saeedi (FAS)
Sean Zwagerman (FASS)
Andrew Gemino (BUS)
Philippe Pasquier (FCAT)
Lucy Le Mare (EDUC)
Dongya Yang (FENV)
Frank Lee (designate of FHS)
Michael Silverman (SCI)

Guests:
Uwe Glässer (MSE)
Peter Dickinson (CA)
Kelli Whittle (Director, UCIL)
Michelle Grahame (Curriculum)

1. Approval of agenda   **Approved**

2. Review of the SGSC minutes of April 7, 2020   **Approved**

3. Business arising from the minutes

4. Chair's report

> The Chair thanked the committee for their continued efforts to support graduate students during the global pandemic. The committee was informed that updates on matters relating to COVID-19 would be discussed following the for approval items on the agenda.

> The Chair welcomed K.Gerlich-Fitzgerald, Associate Director, Records and Admissions back from leave.

5. For Approval
    5.1 Faculty of Applied Science
    School of Mechatronic Systems Engineering
    5.1.1. NOI: Master of Engineering in Smart Manufacturing and Systems

> U.Glässer attended this portion of the meeting to introduce the proposal and answer questions. The committee had a discussion about the proposed title and the meaning of "and Systems" in relation to the objectives for the program. U.Glässer provided the committee with information on the industry terms and relevancy of the proposed title.

> It was clarified that the program would meet the minimum 30 unit requirement through the inclusion of 15 units of core courses, 12 units of lab courses, and at least 3 units from an internship. U.Glässer informed the committee some of the core units would include CMPT courses and contribute to the interdisciplinary aspect of the program. Support from within

Computing Science has already been established. A committee member suggested the interdisciplinary aspect could also be strengthened by incorporating business courses.

The committee asked for clarification on the availability of equipment and resources. U.Glässer assured the committee that existing equipment is sufficient to start the program, and as the program grows tuition will cover the costs for additional equipment.

K.Whittle joined the meeting.

A committee member noted the proposal draws on the same resources as a previously reviewed proposal for Mechatronic Product Realization. SGSC agreed to add language to the memo providing clarification for Senate that the previously proposed program was withdrawn from the approval process and there would be no conflict of resources in developing a program in Smart Manufacturing and Systems.

Moved by P.Saeedi; seconded by L.Le Mare   **Approved**

5.2 Faculty of Communication, Art, and Technology
School for the Contemporary Arts

5.2.1   Full Program Proposal: Doctor of Philosophy in Contemporary Arts
Calendar Entry: Doctor of Philosophy in Contemporary Arts
New Courses: CA 890 Professional Practices Seminar I
CA 891 Professional Practices Seminar II
CA 892 PhD Qualifying Examinations
CA 895 PhD Thesis Prospectus
CA 899 PhD Thesis

P. Dickinson attended this portion of the meeting to introduce the proposal and answer questions. A committee member asked for clarification on the meaning of fast-tracking into the PhD program. It was determined fast-tracking aligned with the existing transfer policy for exceptional MA and MFA students and the committee requested the language in the proposal be updated to match the policy.

It was noted by a committee member that the calendar language under program requirements could cause confusion about possible streams within the program. The committee requested the language be revised to state students will complete "a thesis".

The committee also raised concerns about details within the calendar entry and requested more detailed information be moved to the program website with a link provided in the calendar.

Moved by P.Pasquier; seconded by G.Agnes   **Approved subject to revisions**

P. Dickinson left the meeting.

5.3 Graduate General Regulations

5.3.1   Revisions: GGR 1.11.3 Postponement of Publication

Moved by G.Agnes; seconded by P.Pasquier   **Approved**

K. Whittle left the meeting.

5.4 Faculty of Applied Science

<u>School of Computing Science</u>

5.4.1   New Courses: CMPT 724 Affective Computing
                         CMPT 728 Deep Learning

The committee discussed how ethics will be approached for these courses and within Applied Sciences. It was suggested in the future a check box could be added to all new graduate course proposals to indicate whether ethics approval is needed.

Moved by P.Saeedi; seconded by A.Gemino   **Approved**

5.4.2   Course Change (number): CMPT 825

Moved by P.Saeedi; seconded by L.Le Mare   **Approved**

5.5 Faculty of Environment

5.5.1   New Course: EVSC 695 Special Topics in Environmental Science

A committee member noted this would be the only graduate EVSC course and it could be difficult for grad students to find the course when enrolling. It was also noted an Environment Special Topics course, ENV 645, already exists. Clarification of the rationale for creating the new course with this acronym was requested by SGSC.

Moved by D. Yang; seconded by F.Lee   **Approved subject to revisions**

6. <u>For Discussion</u>

The Chair provided an update to SGSC on the new agreement with Mitacs that would provide additional funding and research positions for graduate students. Financial Aid and Student Services are also working on options for graduate bursaries that could help provide support on a financial-need-basis.

SGSC discussed plans for the Fall 2020 term including continued remote delivery for most courses. Committee members are encouraged to consider how some graduate seminars and lab, or studio-based, courses could proceed in-person with appropriate social distancing. There is a university-wide committee to work on possible options and plans for re-opening face-to-face delivery.

A committee member mentioned there had been confusion around selecting Spring 2020 grades. Some information posted in goSFU was only relevant to undergraduate students and may have contributed to misinformation. This will be brought to IT's attention. Students with grading policy questions should contact their supervisors or program chairs. If faculty members require further clarification on the policy they can reach out to GPS.

The committee discussed extension options for graduate students that have experienced interruptions or impacts to research due to COVID-19. A committee member noted that students who had opted to take compassionate leave for Summer 2020 will not have the term count towards their completion time. Concerned students should be reminded about the existing extension policy and leave options. At this time, any extension requests can be considered on a case-by-case basis, as many students may complete within the usual time.

7. <u>For Information</u>

8. Other Business

9. The date of the next SGSC meeting is scheduled for June 8, 2020 *(SGSC submission deadline is May 13, 2020 at noon).*