

University of Waterloo
SENATE GRADUATE & RESEARCH COUNCIL
Minutes of the 13 May 2019 Meeting
[in agenda order]

Present: Jeff Casello, Victoria Chu, Amelia Clarke, David Clausi, Charmaine Dean, Bernard Duncker, Rhona Hanning, Bruce Hellinga, Lauren Meliss Holt, Julie Joza, Christiane Lemieux, Dmitry Marin, Mungo Marsden (on behalf of Shawn Wettig), Alexander Mercado, Bruce Muirhead, Daniela O'Neill, Jack Rehder, Richard Staines, Linda Warley, Kathy Winter (secretary)

Resources: Carrie MacKinnon, Alyssa Voigt

Regrets: Raouf Boutaba, Trevor Clews, Ana Ferrer, Nathan Funk*, Jennifer Kieffer, Daniel Martel*, Amanda McKenzie, Kirsten Müller, Max Salman*, Naima Samuel, Simron Singh*, Mike Szarka, Shirley Tang*, Shawn Wettig.

Guests: Roy Brouwer, Mark Knight, Jatin Nathwani

Organization of Meeting: Charmaine Dean, co-chair of the council, took the chair, and Kathy Winter acted as secretary. The secretary advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted.

1. DECLARATIONS OF CONFLICT OF INTEREST

No conflicts of interest were declared.

2. MINUTES OF 8 APRIL 2019 AND BUSINESS ARISING

The minutes were approved as distributed. Staines and Clarke. Carried. One minor amendment from 8 April 2018 SGRC under business arising was heard: to accept a change to Proposed Effective Date (from Winter 2020 to Fall 2019) for agenda 9b / item 3j and submit this change to Senate for consideration on 21 May 2019. Hellinga and Clausi. Carried.

3. CO-CHAIRS' REMARKS

Casello reported: (a) NSERC and SSHRC doctoral awards were announced (awards conferred = 3-year average); (b) Student Experience Review complete with external review report having been received by the Provost for consideration and dissemination to campus community.

Dean spoke to Research Strategic Plan: draft is now complete and consists of thematic areas and goals (5-year targets still to be determined). Phase 2 of process underway; consultations throughout May and June 2019 with department chairs, SGRC membership, equity and inclusion members. Fall 2019 will see Dean reporting back to SGRC and consultations going campus wide, including town halls. Next, Dean thanked council for thoughtful consideration of several recent Centres and Institutes renewals and noted how these will be sure to align with new Research Strategic Plan.

4. ACADEMIC PROGRAM REVIEWS

a. Status of Reports under Review. Casello identified a need for 4 program reviewers as shown here: [Status of Reports under Review](#). Volunteers are to connect with Alyssa Voigt.

c. Two-Year Progress Report. Council heard a motion to accept the two-year progress report for Pure Math Program on behalf of Senate. Bergen had prior reviewed the submission. Lemieux commented (on behalf of absent Bergen) that the report was favourable with all but one longer term recommendation having now been fulfilled. Lemieux and Hellinga. Carried.

5. RESEARCH CENTRES AND INSTITUTES

a. Renewal: Water Institute. Council heard a motion to approve the 5-year renewal of the Water Institute, as presented. Roy Brouwer (executive director) provided some introductory remarks and highlighted institute's vision regarding increased impact in terms of: interdisciplinarity, increasing social and policy impact, training future water managers, increasing world water ranking. In discussion: research representation from all 6 faculties, experiential learning opportunities with industry partners, funding opportunities, shared services model. Duncker and Staines. Carried.

b. Renewal: Waterloo Institute for Sustainable Energy. Council heard a motion to approve the 5-year renewal of the Waterloo Institute for Sustainable Energy, as presented. Jatin Nathwani (executive director) identified this as the second renewal and described vision to meet global challenge of developing new international systems – such as “affordable energy for humanity”. In discussion: desire to build opportunities for graduate students, including work-integrated learning (GSPA will be in touch to discuss further), indigenization and distributed energy solutions per Open Energy Act. Duncker and Clarke. Carried.

c. Renewal: Centre for Advanced Trenchless Technologies. Council heard a motion to approve the 5-year renewal of the Centre for Advanced Trenchless Technologies, as presented. Mark Knight (director) identified this as the fourth renewal for the 25-year old centre; revenue continues to exceed expenses; strong industry partnerships; upcoming task is to find successor for centre director. Duncker and Muirhead. Carried.

6. CURRICULAR SUBMISSIONS

a. Applied Health Sciences. Council heard a motion to approve item 1 as presented. Hanning and Staines. Carried. Council heard a motion to recommend item 2 to Senate to approve curricular modifications and adjustments to the length of the Master of Public Health (MPH), effective 1 September, as presented. Specifically, the School of Public Health and Health Systems is seeking formal, International accreditation of the MPH program from the Council on Education for Public Health (CEPH). As such, curricular modifications and adjustments to the length of the program are required in order to meet foundational knowledge and core competency requirements. See: https://storage.googleapis.com/media.ceph.org/wp_assets/2016.Criteria.pdf. Hanning and Staines. Carried.

b. Engineering. Council heard an omnibus motion to approve updates to faculty of engineering calendar guidelines, effective 1 September 2019, as presented. Hellinga and Clausi. Carried.

c. Mathematics. Council heard a motion to approve changing the required English Language Proficiency (ELP) requirements for Master's and PhD programs in applied mathematics (item 1), effective 1 September 2019, as presented. Lemieux and Hanning. Carried. Council heard a motion to approve replacing the part 1 comprehensive examinations for statistics and actuarial science (item 2) with a well-defined breadth requirement and a new required course, effective 1 September 2019, as presented. Lemieux and O'Neill. Carried.

7. GRADUATE STUDIES ACADEMIC CALENDAR CHANGES

Council heard a motion to recommend to Senate to approve Graduate Studies Academic Calendar changes pertaining to add / drop regulations, effective 1 September 2019, as presented. Changes to the course drop protocol for graduate studies are being proposed to provide clarity and consistency in the process (as well as record-keeping function with reduced need for signatures and approvals). Specifically, students who proceed with a course beyond the drop period, but withdraw from the course will have their participation recorded as a grade of withdrawn (WD) on the student record. It was noted that: WD is not an academic penalty; deadlines on the use of WD will be adjusted for courses shorter in duration; graduate course drop protocols will be applied to graduate students taking undergraduate courses. Rehder and Warley. Carried with minor amendments as attached.

8. GRADUATE AWARDS

Council heard a motion to approve item (a) and (b), as presented. It was clarified that item (a) is open to domestic and international students; no application process, and currently only 1 award per department despite varying size of departments. O'Neill and Duncker. Carried. Council received items (c) through (f) as information.

9. OTHER BUSINESS

There was no other business.

10. NEXT MEETING

The next meeting will be on Monday 10 June 2019 from 10:30 a.m. to 12 noon in NH 3318.

20 May 2019

Kathy Winter, PhD, CPsych,
Assistant University Secretary

May 6, 2019

TO: Kathy Winter, Privacy Officer and Assistant University Secretary,
Senate Graduate and Research Council

FROM: Jeff Casello, Associate Vice-President, Graduate Studies and Postdoctoral Affairs

RE: Graduate Studies Academic Calendar changes

Items for approval:

- 1) Clarifying the add / drop regulations for graduate students.

Description and rationale for proposed changes:

Changes to the course drop protocol for graduate studies are being proposed to provide clarity and consistency in the process. Students who proceed with a course beyond the drop period, but withdraw from the course will have their participation recorded as a grade of withdrawn (WD) on the student record. Note that WD is not an academic penalty.

Proposed effective date: Term: Fall Year: 2019

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/enrolment-and-time-limits>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
<p>Course drop/add date</p> <p>During the first three weeks of term, students must drop or add graduate courses using Quest, the University of Waterloo's online student information system. For courses with enrolment restrictions, students must obtain permission through their Department Graduate Assistant.</p> <p>Graduate students who wish to enrol in an undergraduate course may petition using a Drop/Add form, obtainable through their Department or Graduate Studies and Postdoctoral Affairs (GSPA). Signature of the instructor, supervisor and Department Graduate Officer are required.</p> <p>After the first three weeks of term, students may not drop or add a course except by petition using the Drop/Add form, and only under</p>	<p>Course drop/add date</p> <p><u>Students can enroll in courses until the end of the third week of classes. Students who drop a course prior to the completion of third week of classes will have no record of that course on their transcript.</u></p> <p><u>Students who drop a course in the period between the fourth and tenth week of classes will have a record of the course on their transcript and a grade of withdrawn (WD).</u></p> <p><u>After the tenth week of classes, students may not drop or add a course except by petition using the Drop/Add form, and only under exceptional circumstances with the signature of the instructor, supervisor, Department Graduate Officer and the Associate Dean (Graduate Studies) of their home Faculty.</u></p>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
<p>exceptional circumstances with the signature of the instructor, supervisor, Department Graduate Officer and the Associate Dean (Graduate Studies) of their home Faculty.</p> <p>These are Graduate Studies and Postdoctoral Affairs (GSPA) deadlines. Individual Faculties may have earlier deadlines. (Please check with your Associate Dean's Office.)</p> <p>Courses may not be dropped or added, nor course status changed, after the examination period begins.</p>	<p><u>Comparable dates will be used for courses with non-traditional meeting schedules.</u></p> <p>For courses with enrolment restrictions, students must obtain permission through their Department Graduate <u>Coordinator</u>.</p> <p>These are Graduate Studies and Postdoctoral Affairs (GSPA) deadlines. Individual Faculties may have earlier deadlines (please check with your Associate Dean's Office).</p> <p><u>Undergraduate courses</u></p> <p>Graduate students who wish to enrol in an undergraduate course may petition using a Drop/Add form, obtainable through their Department or Graduate Studies and Postdoctoral Affairs (GSPA). Signature of the instructor, supervisor and Department Graduate Officer are required.</p>

Graduate Operations Committee approval date (mm/dd/yy): 04/23/2019