



society of graduate & professional students
CANADIAN FEDERATION OF STUDENTS LOCAL 27

MINUTES

Society of Graduate and Professional Students' Council

Local 27 of the Canadian Federation of Students

Tuesday, March 24th, 2009 5:30pm

McLaughlin Room, JDUC

1. Presentation

2. Adoption of Agenda and Minutes

MOTION 03/24/09:1

Moved _____ Kneen _____ / _____ Welsh _____ BIRT the agenda for 2009 AGM be adopted. Carried.

3. Executive and Speaker Reports

a) President – Jeff Welsh (report attached) – Thanks for coming to AGM. Highlighted several of the SGPS accomplishments that were achieved this past year (These can be found in the report prepared by the President for the AGM).

Stevens – I understand that there are now TA policies with regard to grievances, I was wondering whether there was anything for Teaching Fellows? My second question relates the Dean Travel Award. The Dean Travel Award has been cut drastically. Is there any indication that this will be topped up in the future, or will this cut be sustained?

Welsh – There currently is no policy related to Teaching Fellows. It is hoped that this comes out in the future as SGPS is involved. With regard to travel grants, in the past the amount had been going up as enrolment increases; however, the amount has now been frozen while enrolment continues to increase. The VP Operations has been meeting with the Dean to press for more funding.

Stevens – Sorry, I was referring to one from doctoral students doing field research.

Welsh – Oh, that has been slashed. There is an attempt being made to try and get more funds for this through some 'creative' accounting.

Law – With regard to the Education Student Society coming on board, what fees will their fees be? It was suggested that they would pay 50%, is that still the case?

Welsh – The SGPS can discuss its own fees but those going to other agencies need to be discussed with those agencies. The only indication of resistance from the university relates to where the funding goes. Their concern is specifically ensuring that student services are sustained. We need to discuss mechanisms for ensuring that services don't fail.

Law – We will obviously vote to have them join the SGPS; however, we are just concerned that the ESS will regret joining the SGPS if there are changes to the fee we quoted them. Are they aware that these are still under negotiation?

Welsh – Yes. It looks like we will be able to achieve the 50% rate, but three areas still need to be negotiated. Working on a shared services agreement between AMS and SGPS. More discussions will be forthcoming. Like I said their concern is that services will keep functioning.

b) VP Internal Graduate – Joellen Lin (report attached)

c) VP Internal Professional – Jamie Kneen (report attached) – Asked council to refer to the report which addresses the items touched upon this year. The Health and Dental Plan Review Committee was hoping to present tonight but given the length of the agenda tonight we have decided not to bog down council with financial detail. That said, we did find some providers with lower costs or better services. We will discuss this during the April council meeting. With the Education Student Society coming on board (700 new members), this will strain the VP Professional portfolio. Encourages council and grad student to participate in various committees. Thanks SGPS employees and council members for their support this year.

d) VP External – Mark Rosner (report attached) – This is last report as VP External. Thanks to everyone. The report is long (pls read) and highlights items achieved this past year. The report also makes recommendations for the future – SONAD propose bylaw change to include report requirements. Echoes some of the points that Jeff Welsh made earlier. Housing issues – graduate residence is small and we should be pushing university to have a housing policy for grad students. A Committee has been established but we need to have student representatives to identify graduate student housing needs. What can we reasonably pay, proximity, length of stay, etc. All of these need to be discussed and active and continuous input is important. Thanked all those who helped with campaigns and advocacy work. We had some successes in securing QGA funding. It is important to recognize these victories and capitalize on them. Encourages council and next VP to continue on this path. Also encourages those interested in relationship with those outside of campus to form part of that committee.

e) VP Operations – Vicky Bae (report attached) – Attached you will find the most

recent financial statement. Feel free to speak up if you have questions about the financial situation. The SGPS is financial partners for many services yet it is not recognized as such. I have been working on this through the development of service agreements. Thanks to the members of the Ops and Finance Committee, as well as those participating in the various committees.

f) Speaker – Seth Irwin (report attached) – My report is attached. I have one more meeting as the Speaker then the position is up for grab. We will be accepting nominations for speaker and deputy speaker tonight. I just wanted to highlight on issues as Speaker I am responsible for overseeing the Bylaw and Policies committee, however I am also responsible for interpreting those bylaws or policies down the road. This leads to a potential conflict of interest. I also want to address reports to council. I regularly receive late reports late reports, if the speaker receives reports late it causes problems when trying to put the agenda together. Please get the reports in on time.

MOTION 03/24/09:2

Moved ___Welsh _____ / _____Amir_____ BIRT Executive and Speaker reports be accepted. Carried

4. Committee, Commissioner, Senator, Board of Trustee and Other Reports

a) Graduate Student Senator – Ray Saeidi (no report submitted)

b) Board of Trustees – Alfonso Nocilla (no report submitted)

c) Committee Reports

Commissioner Reports

- i) Social Commissioner – Diala Habib (report attached) – I have summarized all of the social events in my report. Would like feedback on whether to organize a formal. Intention is not to organize a formal, but perhaps an event with dancing and appetizers. Is this a good time to organize this?

Kneen – I would suggest moving such an event into April to allow those in eight-month programs to participate. If this is not possible for this year then it should be considered for the future.

Stevens – Why are we not having a semi-formal?

Habib – We have organized more social events this year than in years past. We can organize a end of year semi-formal but SGPS would not be able to subsidize as much as we would like.

Bae – If the concern is subsidization, can we have a vote to see who would like to still have a semi-formal, even if it is at higher cost for individuals?

Kneen – Having a semi-formal might be nice, however, it was not well attended last year. This year it was moved to the fall. It seems that this was a better time of year because in fall folks are not as stressed as they are at this time of year.

Welsh – The semi-formal this fall was better attended. I would like to suggest

that Diala go back and come up with a proposal so that the SGPS can vote during the next meeting on whether to support an event for this spring

ii) Communications Commissioner – Sean Richards (report attached) – nothing to add

iii) Equity Commissioner: Internal – Usman Mushtaq (report attached)

Other Reports

i) Committee Coordinator – Igor Poroger (no report submitted)

ii) Chief Returning Officer – Sam Hetz (report attached)

iii) Rector – Leora Jackson (no report submitted)

iv) Departmental Reports

MOTION 03/24/09:3

Moved ___Kneen ___ / ___Bae___ BIRT Senator/Board of Trustees / Commissioner / Committee Coordinator / Committee, and Other reports be accepted. Carried

Welsh – On issue of Student Senator. We will be having a by-election and one of the positions to be elected is the Student Senator. One member who did indicate interest in the position had their nomination form lost. Andrew Steven's nomination form will be sent around for signature of those of you who wish to support him.

5. Question Period/Departmental Complaints

6. Business Arising from the Minutes

Bylaw & Policy Committee was asked to meet to discuss fee increases for Class A and B fees. We have decided that if a fee increase fails the question is whether the fee should be dropped to nothing (revert to zero). We propose that if a fee is rejected and a petition is filled out it should go back to by-election with three options: accept fee increase; old fee remains; eliminate fee.

Tracey – does the question go to by-election automatically?

Kneen – no, only upon petition.

Doug – I realize that we always seem to have by-elections, but won't it just cost additional money in cases where there is not need for a by-election?

Kneen – we were faced with two problems. We wanted to eliminate this "all or nothing" approach. By-elections appear to be the best way to deal with renewals

Doug – if the renewal failed, we would still have a year left of the fee. Is there a separate process for increases and renewals?

Rosner – It is up to the responsible body to introduce a renewal. If not, then the entire fee is lost.

Someone – why not put these three options in the initial referendum.

MOTION 03/24/09:3

Moved ___Kneen___/ ___Bae___ BIRT that ammendment to policies outlined in p 1.2.5 A(3) and p.7.1.4 be accepted.
Carried.

MOTION 03/24/09:4

Moved ___Bae___ / ___Rosner___ BIRT the question be called.
Carried.

Nominations for Speaker and Deputy Speaker

Irwin - describes to council the duties of the Speaker and Deputy Speaker positions

Welsh – nominates Rosner for Speaker

MOTION 03/24/09:5

Moved ___Welsh ___ / ___Kneen___ BIRT the Mark Rosner be accepted as Speaker for 2009/2010
Carried.

Welsh - nominates Bae for Deputy Speaker

MOTION 03/24/09:6

Moved ___Welsh / ___Kneen___ BIRT Vicky Bae be accepted as Deputy Speaker for 2009/2010.
Carried.

CRO – Present SGPS CRO will not be in Kingston during the by-election, therefore looking for a DRO to supervise and count ballots on election day. CRO has done everything else. DRO will be offered \$100.00.

Welsh – nominate Barb Basharat for DRO

MOTION 03/24/09:7

Moved ___Welsh___ / ___Kneen___ -BIRT that Barb Besharat be accepted as DRO.
Carried.

8. Other Business

Discussion emger surrounding the outcome should the Athletics and Referendum fee question be voted down at the SGPS by-election.

Demonstration on Thurday (26 March) at noon, related to laguageprograms (Ital, German, Spanish) losing majors and medials. To express discontent with

suspension of programs.

7. Main Motions

MOTION 03/24/09:8

Whereas 9 of the 26 graduate students in French Studies are in the Francophonie program; and

Whereas all 9 students are being supervised by the only instructor who teaches in that subject; and

Whereas the Francophonie instructor is a sessional adjunct whose contract is not going to be renewed due to budget cuts; and

Whereas there is no proper provision for the continued supervision of these graduate students;

Moved ____Welsh _____ / ____Usman_____ BIRT that the SGPS requestthe university to open up a full-time position to competition and hire a tenure track professor in in French Studies for La Francophonie to replace the tenured professor who is on permanent disability; and

BIFRT that a second faculty position, tenure track or non, in French Studies for La Francophonie be hired to ensure the quality and availability of supervision that is required under the Guide to Graduate Supervision for the entire current group of nine graduate students.

Carried.

Welsh – From the perspective of the SGPS, given impact on students, I would urge members present to pass this motion as it would allow us to lobby on their behalf.

Tracey – I also urge members to support this, as this is exactly what the SGPS should be doing.

Rector – if people want to assist or lobby where should we direct them?

Someone – We have a petition that we would like to have signed. We will be passing it around

MOTION 03/24/09:9

Whereas the members of the Education Student Society (ESS) held a properly administered referendum to secede from the Alma Mater Society (AMS) and join the Society of Graduate and Professional Students (SGPS) and;

Whereas the majority of voters in the referendum voted to secede from the AMS and join the SGPS and;

Whereas the ESS followed all regulations for joining the SGPS as set out in the SGPS Bylaws and Policies

Moved ___ Welsh___ / ___ Amir___ BIRT the students in the ESS be accepted as members of the SGPS.
Carried.

MOTION 03/24/09:10

Whereas the SGPS Bylaws and Policies stipulate that the payment of an honorarium is an expression of gratitude by the SGPS for services rendered, to be paid at the end of the term of office of the recipient;

Whereas the SGPS Policy stipulates that the motions to approve the bestowal of honoraria shall be brought to Council at the March Council meeting;

Moved ___ Steve___ / ___ Doug___ BIRT the SGPS Council approve the following bestowal of honoraria for 2008-2009 elects, appointees and officers of Council:

President \$2000.00

Vice-President Internal, Graduate \$800.00

Vice-President Internal, Professional \$1600.00

Vice-President, External \$1600.00

Vice-President, Operations \$1600.00

Communications Commissioner \$500.00

Internal Equity Commissioner \$125.00

Social Commissioner \$500.00

Speaker \$700.00

Deputy Speaker \$300.00

Graduate Student Senator \$200.00 (Changed to \$0)

Graduate/Professional Trustee \$200.00

Chief Returning Officer \$500.00

Deputy Returning Officer \$100.00

Carried (1 abstention)

Kneen – every position has a high rate of turnover. Honorariums are bestowed to encourage members to carry out their full-term.

Law – Senator’s rate seems low given the amount of work.

Bae – SGPS is the only one that pays its Senator. Anyone who leaves post does not get honorarium. Allowed \$200 per year for two year term.

Doug – I have a comment. We need to think of honorariums as a portion of salary being withheld. If we are not happy with the work of these members then this is the time to speak up.

Someone – have not seen a report from the Student Senator

Welsh – They have not submitted a report and only attended a few meetings.

The member is not even here today.

MOTION 03/24/09:11

Moved ___ Welsh___ / ___ Amir___ BIRT to removed Grad Student Senator Honourarium

Carried. (3 abstentions)

MOTION 03/24/09:12

Whereas the stipends and honoraria for SGPS elects and appointees have not been increased since 2002;

Whereas the overall membership served by the elects and appointees and subsequently the workload of elects and appointees have significantly grown since the last stipend and honoraria adjustment;

Moved ___Hetz ___ / ___Steve___ BIRT the SGPS Council approve the following increases in stipends:

- President increased by \$389.50, to a total of \$8,179.50
- Vice-President Internal, Graduate increased by \$317.75, to a total of \$6,672.75
- Vice-President Internal, Professional increased by \$317.75, to a total of \$6,672.75
- Vice-President, External increased by \$317.75, to a total of \$6,672.75
- Vice-President, Operations increased by \$317.75, to a total of \$6,672.75
- Communications Commissioner increased by \$437.50, to a total of \$3000.00
- Internal Equity Commissioner increased by \$437.50, to a total of \$3000.00
- Social Commissioner increased by \$437.50, to a total of \$3000.00

Carried. (1 abstention)

Rosner – it should be noted that this is for next year. It's not retroactive.

Tracey – what percentage of enrollment increase vs. increase in rate?

Kneen – cannot give exact numbers. But we will see an increase of 700 new members next year alone with ESS coming on board. This is on top of the 3500 members we have now

Welsh – enrollment increased by approx. 30%

Steve – do outgoing members believe this is fair?

Kneen – we put in a lot more work than we get paid for

Bae – no one thinks this amount is enough, but what we agreed upon. We would like to encourage next year's exec to get more funding for executive members.

As it is right now there is no equivalent funding for VP professional position.

Rosner – I want to echo everything. We all, especially the Commissioners, put in more work than we get paid for.

MOTION 03/24/09:13

Whereas this is the second reading of the Bylaws and Policies

Moved ___ Kneen___ / ___Steve___ BIRT the Bylaws and Policies be accepted as amended by the Bylaw and Policy Committee.

Carried.

Motivated – Kneen – We have added ESS into the bylaw. Outlined firmer roles for executive members. Outlined internal grievance procedure. Part-time and mature student representative added. And changes made to executive titles.

9. Notice of Motions/Announcements

Reports and Motions for the next regular Council meeting are due Tuesday April 7th, 2009.

The next regular SGPS Council meeting will be on Tuesday April 14th, 2009.

10. Adjournment

MOTION **03/24/09:9**

Moved ___Kneen___ / ___Rosner___ BIRT the SGPS Council meeting be adjourned. Carried.

03/24/09

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Attached:

Reports

Letter from Janice Deakin on Planned changes to Queen's Graduate Award (QGA) Funding Model

Report of QGA Funding Advisory Committee

Society of Graduate and Professional Students 2008-2009 Annual Operating Budget Draft

2009 February SGPS Budget Comparison

Petition to the House of Commons in Parliament Assembled

SGPS Bylaws and Policies

Student Advisor Program Survey

The following survey is anonymous. The results will be used to help the SGPS evaluate and improve the Student Advisor Program. The results will also be used to assist in the annual Student Advisor evaluation process. Please seal the survey in the envelope provided and either drop it by the SGPS office or send it by campus mail (free). If you have a concern or complaint about the program and would like the SGPS Vice President Graduate to follow up with you, please attach your name and contact information (email or phone), or contact the VPG, Joellen Lin, directly at: vpig@sgps.ca

1

2 CIRCLE ANY APPROPRIATE ANSWERS:

How did you find out about the Student Advisor Program?

Posters Department SGPS E-Newsletter Word of Mouth Other: _____

Overall, were you satisfied with your experience with the Student Advisor Program?

Very Satisfied Satisfied Not Sure Not Satisfied Very Dissatisfied

Would you recommend the Student Advisors to other graduate or professional students?

Definitely Probably Not Sure Probably Not Definitely Not

Did the Student Advisor(s) treat you with respect and take your concerns seriously?

Definitely Yes Don't Know Not Really Definitely Not

Did the Student Advisor(s) assist you in resolving or otherwise addressing your concerns?

Definitely Yes Don't Know Not Really Definitely Not

If the Advisors were NOT able to assist you, did they provide a satisfactory explanation why?

Definitely Yes Don't Know Not Really Definitely Not

Which Student Advisor(s) were you working with? *(optional)*

Paul Quick Patrick Egbunonu Lisa Binkley

Please feel free to explain any of your above answers and/or provide further details of your experience that might assist us in evaluating and improving the Student Advisor Program:

Governing Framework for Graduate Studies

Queen's University

School of Graduate Studies

April 2009

This document provides the governance framework for graduate studies resulting from the governance changes to the School of Graduate Studies and Research that were approved by the Senate of Queen's University on February 26, 2009. This document replaces the *Constitution of the School of Graduate Studies and Research, Queen's University at Kingston* (last revision date September 24, 1998 and approved at the October 22, 1998 meeting of Queen's Senate).

**Governing Framework for Graduate Studies
Queen's University**

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Background

This document provides the governance framework for graduate studies resulting from the governance changes to the School of Graduate Studies and Research that were approved by the Senate of Queen's University on February 26, 2009 (see Appendix One). This document replaces the *Constitution of the School of Graduate Studies and Research, Queen's University at Kingston* (last revision date September 24, 1998 and approved at the October 22, 1998 meeting of Queen's Senate).

In 1943, the Senate constituted the Queen's University Board of Graduate Studies. This was reconstituted into the School of Graduate Studies in 1963 and expanded to include the research component in 1971. In 1990, the increasing importance of research led to the creation of a joint position of Dean of Graduate Studies and Vice-Principal (Research). This continued until 1995, when a separate portfolio of Vice-Principal (Research) was established.

The School of Graduate Studies and Research name reflected the jurisdictions over which the graduate school had responsibility and authority when it was established. Following the creation of the Vice-Principal (Research) portfolio, the responsibility for all aspects of the research enterprise, exclusive of graduate student research, was moved to the VPR. In the interests of providing clarity and being accurate, the SGSR was renamed the School of Graduate Studies as part of governance changes approved by Senate in February 2009.

In November 2007, the position of Dean, Graduate Studies and Research, was expanded to include the responsibilities and title of Associate Vice-Principal and Dean, Graduate Studies and Research (now, AVP/Dean, SGS) to reflect the university wide scope of graduate education at Queen's.

Purpose of the SGS

Under the auspices of Senate, the School of Graduate Studies (SGS) in concert with the Faculties/Schools is responsible for the conduct of graduate studies at Queen's University. Its mandate is to support student achievement consistent with the highest possible academic standards in graduate degree programs and to foster excellence in graduate student research. It fulfills the mandate in collaboration with Faculties/School through the development and implementation of appropriate regulations and operating procedures for admissions, programs of study, and completion of degree requirements and through the support of graduate students. Specific responsibilities follow:

- Setting policy concerning all graduate (masters' and doctoral) degree programs, graduate certificate and diploma programs within its jurisdiction and subject to the authority of Senate;
- Making recommendations to the Senate and the Vice-Principal (Academic) concerning the development and operation of graduate studies and graduate education;
- Ensuring adherence to program quality assurance standards;

- Ensuring adherence to institutional and external program approval and on-going audit requirements;
- Ensuring compliance with provincial government regulations as they relate to program quality, program approval, and program funding requirements;
- Graduate enrollment planning and management;
- Working with graduate programs to develop and support recruitment strategies;
- Admission of students to graduate degree programs and qualifying students for subsequent admission to graduate degree programs;
- Supporting graduate student achievement;
- Monitoring the progress of graduate students at the university, overseeing the maintenance of academic standards, and recommending to Senate the awarding of graduate degrees;
- Appointing and convening the Fellowship Committee;
- Appointing and convening the Academic Appeal Board;
- Managing Queen's graduate student awards;
- The publication of the Calendar of the School, and of all official publications concerning graduate work within the jurisdiction of the School.

The design, implementation and oversight of graduate curriculum is a shared responsibility between the Graduate Studies Executive Council (see below) and the Faculty Graduate Councils/Committees (see below).

Membership in the SGS

Members of the School (see Appendix Two):

Executive Officers, SGS (appointed by the Principal, see Appendix Three for responsibilities)

- Associate Vice-Principal and Dean, School of Graduate Studies
- Associate Deans, School of Graduate Studies

Faculty Associate Deans (Graduate Studies) and Graduate Coordinators

- The Associate Deans (Graduate Studies) in the Faculties/Schools of the University:
 - Faculty of Applied Science
 - Faculty of Arts and Science
 - Faculty of Education
 - Faculty of Health Sciences
 - Faculty of Law
 - School of Business
- Graduate Coordinators from each graduate department/program at the University

Tenured, tenure track and Emeritus Faculty, Heads of Graduate Departments and Emeritus Professors

- Instructors of graduate courses in the current academic year, or either of the two preceding academic years

- Supervisors of graduate students in the current academic year, or either of the two preceding academic years
- Heads/Directors of Departments/Programs offering graduate degree programs

Graduate Students

All students registered in the School of Graduate Studies at Queen's.

Associate Members: (see Appendix Two):

The following are eligible to be made Associate Members of the School:

Research Professionals

Investigators employed by the University

Post Doctoral Fellows

Individuals who are designated as post doctoral fellows by virtue of their appointment as such by the University

The Graduate Studies Executive Council (GSEC)

The Role of the Graduate Studies Executive Council

GSEC performs the following functions:

- Ensures that the Faculty Graduate Councils/Committees establish and follow appropriate procedures to carry out their responsibilities associated with graduate programs within the Faculty/School;
- Reviews and revises departmental and faculty regulations pertaining to graduate studies in their areas, in matters related but not limited to: admissions standards for graduate studies, graduate degree requirements, progress through the graduate degrees, completion of degree requirements, appeals of graduate students;
- As appropriate, refers new programs to Faculty Graduate Councils/Committees for consideration and discussion;
- Reviews program proposals from Faculty Graduate Councils/Committees for recommendation to University Senate;
- As needed, appoints sub-committees to deal with issues related to graduate studies;
- Advises the Dean or Associate Deans on matters affecting graduate studies;
- Considers matters referred to it by the Dean or Faculty Graduate Councils/Committees;
- Considers matters referred to it by the Standing Committees of GSEC;
- Considers matters referred to it by Senate and/or committees of Senate;
- Reviews and approves decisions, as required, made at Faculty Graduate Councils/Committees
- Calls and organizes a Forum of all members of the SGS at least 2 times per academic session. The AVP/Dean of the SGS will serve as Moderator of this Forum.

Decisions made by GSEC are either recommended or provided as information to Senate and Senate subcommittees as required by SGS or university regulations, and to the Faculty Graduate Councils/Committees.

The Dean of SGS (or delegate) shall serve as Chair of GSEC.

Membership on GSEC

The Graduate Studies Executive Council (GSEC) comprises the following:

- Associate Vice Principal and Dean, SGS (Chair)
- Associate Deans, SGS
- Senior Officer, SGS
- Associate Deans of Graduate Studies of the Faculties/School
- Chairs of the Faculty Graduate Councils
- Society of Graduate and Professional Students (SGPS) President or delegate
- A graduate student Senator

Faculty Graduate Councils and Committees

The Faculty-based Graduate Councils for departmentalized faculties are responsible for the following:

- Student matters including advanced standing, promotion, withdrawal and appeals;
- Establishing and following a clear process for Master's oral thesis examinations;
- Recommend to GSEC new programs and modifications to existing programs;
- Other roles and responsibilities as detailed in Appendix Five.

Faculty-based Graduate Councils for departmentalized faculties include *at least* the following members:

- All graduate coordinators of graduate programs within the Faculty
- An Associate Dean of the Faculty assigned by the Faculty office
- An Associate Dean of the SGS assigned to that Faculty
- A graduate student from the Faculty
- A Senior Officer of the SGS
- An Associate Dean from the SGS will serve for the departments in the SGS (i.e. SPS and SURP)

Each Council will appoint a Chair who will also be a member of GSEC.

Each non-departmentalized faculty (the Faculty of Education, the Faculty of Law and the School of Business) shall have a faculty graduate committee to develop and/or review changes to graduate degree program curriculum, student requests for additional time-to-completion, etc. and other roles and responsibilities outlined in Appendix Five. An Associate Dean of the Graduate School shall be a member of the graduate committee. The Associate Dean (Graduate) of the Faculty serves as Chair. The non-departmentalized faculties' Graduate Committees will function with the same responsibilities as the faculty Graduate Councils, and like those Councils, are subject to the oversight of the GSEC as required.

SGS Fellowship Committee

The Fellowship Committee is responsible for the following:

- Adjudication of applications and competitions for University fellowships, scholarships and awards, and for external fellowship competitions as required
- Reporting its decisions to GSEC
- Subject to the authority of the Senate, approving and determining the terms and condition of awards of fellowships, scholarships and prizes established in the SGS, and amend the conditions of award of any fellowships, scholarships or prizes established in the School, due regard being given to the wishes of the donor
- Submitting annually to GSEC for approval a schedule governing the awarding of fellowships during the following year

Members include:

- The AVP and Dean and Associate Deans of the SGS
- Representatives from each of the Faculty Graduate Councils
- Representatives from each non-departmentalized Faculty Graduate Committee

Two graduate students, who are members of the SGS, to be named by the Society of Graduate and Professional Students, shall be Associate members; except for meetings devoted to the awarding of fellowships, which they may not attend, the student Associate members shall have full membership privileges.

The Fellowship Committee elects its own Chair annually. A senior officer of the SGS serves as Secretary to the committee. The Secretary does not have a vote on the committee.

SGS Academic Appeal Board

The fairness or consequences of academic assessments, decisions or regulations may be appealed. Course marks or examination committee decisions cannot be overturned but alternative actions (including the possibility of further examinations) may be mandated. Appeal procedures are published in the Calendar of the SGS.

The Academic Appeal Board decision is final with the only exception being the right of further appeal to the Senate Grievance Board when the appeal is based on grounds of unfair procedures or allegations of bias.

The SGS appoints the following to be members of an appeal board panel:

- Representatives from each Faculty Graduate Committee, and alternates from each Faculty Graduate Committee (from departments different than the principal members) nominated by the Dean of the Faculty/School.
- Student representatives from each Faculty Graduate Committee and alternates (from departments different than the principal members) nominated by the SGPS
- Representatives from each non-departmentalized Faculty Graduate Committee nominated by the Dean of the Faculty/School.

- One student representative for all non-departmentalized faculties, nominated by the SGPS

Members of the panel serve three-year terms and are then eligible for re-appointment. The SGS appoints, for a three-year term, one faculty member to act as Chair and another to act as an alternate Chair (in the event of a conflict-of-interest situation or a multiplicity of hearings).

For each appeal, the Academic Appeal Board consists of one member of faculty and one student selected from the appeal board panel and representing the Faculty Council or Committee of the appellant, and the Chair or alternate Chair. Each member of the Academic Appeal Board has a vote.

A senior officer of the SGS serves as Secretary to the Academic Appeal Board and does not have vote. The Secretary will notify members of the panel of the formation of an Academic Appeal Board; he or she shall notify an alternate member in cases where there is a conflict of interest or there is a multiplicity of hearings.

Scholarships and Awards

The School:

- Determines policy regarding financial support through scholarships, awards, fellowships, doctoral minimum guarantee, and other kinds of financial assistance, to graduate students
- Develops and administers financial support to graduate students/departments
- Administers applications to, payments of and documentation for, external awards competitions, including CIHR, NSERC, SSHRC, OGS and others.

Graduate students are also eligible for bursaries, awards and other financial assistance under the responsibility of the Office of the University Registrar.

New Graduate Programs and the Appraisal of Established Programs

The School:

- Lead internal and external quality assurance processes for all graduate programs
- Determine the viability and/or advisability of the establishment of new graduate programs at the university, in consultation with Vice-Principal (Academic), the Faculty Graduate Councils/Committees and GSEC;
- Determine the advisability of the discontinuation of graduate programs at the university in consultation with the Faculty Graduate Councils/Committees and GSEC; and makes recommendations to Senate as to same;

Degree Completion

The School:

- Establishes procedures for doctoral examinations.
- Establishes procedures for master's examinations with process managed by Faculty Graduate Councils/Committees.
- Notifies students of the successful completion of degree requirements
- Through GSEC, recommends to Senate the awarding of graduate degrees for those candidates who have completed the requirements for each graduate degree

Appendix One

Senate Committee on Academic Development
Report to Senate – Meeting of February 26, 2009

Final Report to Senate on the Recommendations for Governance of the School of Graduate Studies and Research

Introduction

The Senate Committee on Academic Development (SCAD) reviewed the recommendations of the SCAD Sub-Committee for the Review of the Governance Structure of the School of Graduate Studies and Research (SGSR) at its meetings of November 26, 2008 and January 21, 2009. J. Deakin, Associate Vice-Principal and Dean of SGSR, B. Brouwer, Associate Dean of SGSR, and M. Corbett, Director, Admissions and Student Services for SGSR, attended the meetings to speak to the recommendations and to answer any questions from the members of SCAD. The document entitled “Recommendations for Governance of the School of Graduate Studies and Research” is attached as Appendix A.

Background and Mandate

The Sub-Committee for the Review of the Governance Structure of the SGSR was established in early 2006 and the Terms of Reference of the Sub-Committee and its membership are attached as Appendix B.

From February 2006 to February 2007, the Sub-Committee engaged in a period of review, research and analysis, which included consultation with: Faculty Deans; Directors of the Schools of Policy Studies and Urban and Regional Planning; representatives of the Society of Graduate and Professional Students (SGPS); and, Queen’s University Post-Doctoral Fellows Association.

An Interim Report was presented to Senate at its meeting of September 20, 2007. In October 2007, SCAD undertook a process to seek broad consultation with members of the Queen’s community. The Chair of SCAD sought the services of a consultant who provided an evaluation of the comments and feedback for consideration by SCAD. There was extensive interviewing and consultation with all constituents affected by these recommendations.

Analysis and Discussion

SCAD endorses the process of reform for the governance structure of the SGSR, as generally described in Appendix A. While recommendation #3 of that Appendix requires no change to the existing arrangements, recommendations #4, #5, #6 are identified for attention outside the reform process.* Therefore, three recommendations remain which are fundamental to reform of the SGSR, and SCAD recommends that Senate approve the following:

A. That a Graduate Studies Executive Council (GSEC) be created that would be comprised of the following:

- Dean of SGSR;
- Associate Deans of SGSR (2);
- **A senior staff representative from the SGSR;**
- Associate Deans of the Faculties (6);
- Chairs of the Graduate Councils (4);
- SGPS President or delegate (1);
- **Graduate Student Senator (1).**

B. That the existing Divisional structure be replaced by Faculty-based Graduate Councils. For departmentalized Faculties, membership in these Councils should include at least the following:

- all graduate coordinators of graduate programs within the Faculty;
- an Associate Dean of the Faculty assigned by the Faculty office;
- an Associate Dean of the SGSR assigned to that Faculty;
- SGPS graduate student from the faculty;
- a senior staff representative from the SGSR.

C. That the SGSR be renamed the School of Graduate Studies (SGS).

*SCAD recommends that the Vice-Principal (Academic) attend separately to the following:

- responsibility, authority, accountability and resources for interdisciplinary graduate programs;
- location of the School of Urban and Regional Planning and the School of Policy Studies;
- an administrative solution that addresses the unique requirements and status of Post-doctoral Fellows during their tenure at Queen's.

APPENDIX A

Recommendations for Governance of the School of Graduate Studies and Research

August 29, 2007

Executive summary of recommendations:

Recommendation #1

The creation of a Graduate Studies Executive Council (GSEC) that would be comprised of the following:

- Dean of SGSR
- Associate Deans of SGSR (2)
- A senior staff representative from the SGSR
- Associate Deans of the Faculties (6)
- Chairs of the Graduate Councils (4)
- SGPS President or delegate (1)
- Graduate Student Senator (1)

Recommendation #2

The existing Divisional structure be replaced by Faculty-based Graduate Councils. For departmentalized Faculties, membership in these Councils would be comprised of the following:

- all graduate coordinators of graduate programs within the Faculty,
- an Associate Dean of the Faculty assigned by the Faculty office,
- an Associate Dean of the SGSR assigned to that Faculty
- Graduate student from the Faculty
- A senior staff representative from the SGSR

Recommendation #3

Maintain the general structure of Fellowship Committee and Appeals Board with modification to the membership of these to accommodate Recommendation #2 and ensure representation from non-departmentalized faculties.

Recommendation #4

Locate the responsibility, authority, accountability and resources for interdisciplinary graduate programs within the SGSR.

Recommendation #5

That the Schools of Urban and Regional Planning, and Policy Studies, are decoupled from the School of Graduate Studies and are housed in the Faculty of Arts & Science.

Recommendation #6

That senior administration find an administrative solution that addresses the unique requirements and status of Post-doctoral Fellows during their tenure at Queen's.

Recommendation #7

That the School of Graduate Studies and Research (SGSR), be renamed the School of Graduate Studies (SGS).

Introduction

The SCAD committee has been meeting since early 2006 to consider various proposals to restructure the governance of the School of Graduate Studies at Queen's University. The proposed model here combines many of the features deemed desirable in the models that we have reviewed; it maintains a strong centralized Graduate School while engaging to a far greater degree the Faculty offices. It is also recognized that implementation of these recommendations will require updating of the SGSR Constitution.

The overall intent of the following recommendations:

- to enhance the role of the SGSR in the decisions of the University
- to streamline the work of the SGSR
- to align the structures of the SGSR more closely with the structures of Faculty offices
- to engage the Faculty offices more closely with the work of graduate studies and to
- develop closer connections with the Faculty offices
- to locate interdisciplinary program growth & support within the SGSR
- to find an appropriate home for the schools (SPS and SURP) outside of the SGSR

- to consider locating the responsibility for post-doctoral fellows within the SGSR

Recommendation #1

The creation of a Graduate Studies Executive Council (GSEC)

- Membership:
- Dean of SGSR
- Associate Deans of SGSR (2)
- A senior staff representative from the SGSR
- Associate Deans of the Faculties (6)
- Chairs of the Graduate Councils (4)
- SGPS president or delegate (1)
- Graduate Student Senator (1)

Role of the Graduate Studies Executive Council

- Responsible for reviewing and revising the regulations of the School of Graduate Studies and Research
- makes recommendations to Graduate Councils regarding new programs
- appoints sub-committees to deal with issues related to graduate studies as needed
- advises the Dean or Associate Dean on matters affecting graduate studies
- consider matters referred to it by the Dean or Graduate Councils -Review and approve decisions made at Faculty Councils

Decisions made by the Graduate Studies Executive Council are forwarded to Senate as required by SGSR or university regulations.

Rationale:

The purpose of the Executive Council would be to replace the existing Council and Steering Committees of the SGSR with a more streamlined, effective body, which also embraces the participation of the Faculties in its decision making and discussions.

The GSEC would have representation from all Faculty offices (through their Associate Deans) and from all Graduate Councils (through their Chairpersons). This combination of expertise and representation would make the body highly effective and well-informed in its decision-making.

This structure keeps the administrative work of graduate studies within the SGSR but with significant Faculty representation. A streamlined centralized decision-making body is necessary to the effectiveness of any strategic planning of graduate studies at Queen's.

Recommendation #2

The existing Divisional structure be replaced by Faculty-based Graduate Councils.

For departmentalized Faculties, membership in these Councils would be comprised of the following:

- all graduate coordinators of graduate programs within the Faculty,
- an Associate Dean of the Faculty assigned by the Faculty office,
- an Associate Dean of the SGSR assigned to that Faculty
- SGPS graduate student from the Faculty
- A senior staff representative from the SGSR

Role of the Faculty-based Councils

The business of the Faculty Graduate Councils would roughly parallel the current work of Division, and would probably include tasks such as the following:

- Shall formulate council specific regulations for approval by Graduate Studies Executive Council (GSEC)
- shall present calendar submissions to GSEC
- shall recommend to the GSEC, for degrees, those who have fulfilled the requirements
- shall make recommendations to the GSEC on any matters referred to them by the Council
- shall have the authority to recommend to the GSEC that a student be required to withdraw from the School on academic grounds
- shall make recommendations to GSEC on the introduction or termination of graduate courses proposed by Departments
- shall elect representatives to Senate, the Fellowship Committee and the Academic Appeal Board
- may make recommendations to the Council concerning matters of policy and degree programs
- may make recommendations to Departments concerning members of supervisory committees

In the case of the Faculty of Arts & Science, two Graduate Councils are recommended: one for Humanities and Social Science programs, one for Natural and Physical Sciences. As is the case for current Divisions, where appropriate (for example Geography, or Kinesiology and Health Studies) a program may have representatives on two Graduate Councils. The same Associate Dean from the Faculty would attend both the Faculty of Arts and Science Humanities and Social Sciences Graduate Council and the FAS Physical Sciences Graduate Council.

Each Faculty Graduate Council shall elect a Chair, an Associate Chair and shall appoint two members to Fellowship Committee and two members to the Appeals Board.

For the non-departmentalized Faculties, the work of the former applicable Division should become part of the normal work of the Faculty, ideally by a Graduate Committee. As these Faculties would no longer consult with Divisions (as is current practice), there would be a new proviso that all changes (to curriculum, to program, to student requests for additional time-to completion, etc.) must be approved by the assigned Associate Dean of the SGSR and the Registrar or Assistant Registrar of the Graduate School.

Appendix Two

Membership and Associate Membership, SGS

Members

DEFINITION: members of faculty of the University of professorial rank, who are tenured, tenure track or on a continuing adjunct appointment appropriately appointed to a graduate department/graduate program, including retired faculty from graduate departments or graduate programs who have received the title of Professor Emeritus from the University.

ROLES AND RESPONSIBILITIES: Members shall, where required, act as the sole or major supervisor of doctoral and master's theses and as a member of thesis committees; serve as chair or voting member of final oral examination committees, where such examinations are required by SGS, and perform all duties associated therewith; assume responsibility for the setting and marking of comprehensive (general) examinations; teach, set and mark examinations for graduate courses and give such other direction to graduate students as may be required. The Head or Director may place further requirements or limitations on the activities of a member

If the Head of the graduate department/program agree, members emeriti shall be permitted to serve as a chair of final oral examinations and to carry out one or more of the following: serve as a member of thesis committees and as a voting member of final oral examinations; teach, set and mark examinations for graduate courses; assume responsibility for setting and marking of comprehensive (general) examinations; continue to serve as a sole or major supervisor of doctoral or master's theses; take on new master's or doctoral co-supervision with the approval of the Graduate Chair or Director/Head of Department. The Head or Director may place further requirements or limitations on the activities of a member emeritus.

Associate Members

DEFINITION: Associate Members are members of the University who engage in advanced level research but do not hold an appointment that qualifies for membership of the SGS. They are nominated by the Head or Director of any graduate department or graduate program of the School. Associate membership must be approved by the Associate Vice-Principal and Dean of the SGS.

ROLES AND RESPONSIBILITIES: Associate members may undertake all the duties of a full member but do not serve as a sole or major supervisor, whether formally or otherwise, of doctoral students and do not act as the chair of final doctoral oral examinations. The Head or Director may place further requirements or limitations on the activities of an Associate Member.

Appendix Three

Areas of Responsibility for Executive Officers of the SGS

The Associate Vice-Principal and Dean, School of Graduate Studies

The Associate Vice-Principal and Dean, School of Graduate Studies is the chief executive officer of the School and is responsible to the Vice Principal (Academic). The AVP and Dean is responsible for the following:

- Direct, in co-operation with the appropriate Graduate Faculties Councils/Committees, Faculties, Schools, Institutes and Departments, the general policy of the SGS so as to maintain and improve the quality of graduate scholarship and research in the University
- Advise concerning the interests of the SGS in academic appointments to the University by consultation with the Faculty Deans, more especially in the case of appointments of Heads of Departments and Directors of Centres, Institutions, and Schools
- Advise the Vice Principal (Academic) regarding matters relating to the operation and welfare of the SGS
- The operation of the administrative office of the SGS
- Report to the Vice Principal (Academic), to Senate and to GSEC on the state of all matters relating to graduate studies
- Act as a member and Chair of GSEC
- Act as the University representative on CAGS and OCGS
- Recommend to the Vice-Principal (Academic) faculty members for the positions of Associate Deans, SGS
- Assign responsibilities/duties to the Associate Deans, SGS and shall see that all members of the SGS are notified of these responsibilities
- Assign responsibilities/duties to the senior officers of the SGS and shall see that all members of the SGS are notified of these responsibilities
- Upon a recommendation from the Head or Director of a graduate department or program, or the Chair of a Faculty Graduate Council/Committee, shall have the authority to recommend to Senate that a graduate student withdraw on academic grounds

Associate Deans, SGS

- Responsible for the duties assigned by the AVP & Dean
- Act for and on behalf of the Dean during the absence of the AVP& Dean
- Members of GSEC
- Members of the Faculty Graduate Councils/Committees

Appendix Four

Graduate Departments: Roles and Responsibilities

A Department of the SGS is a Department, Program, Centre, School, Institute or Faculty that has been authorized by the SGS and Queen's University Senate to offer programs of study leading to graduate degrees.

Each Department

- Makes recommendations for admission to the graduate programs in the Department to the SGS, in accordance with departmental, SGS, and Faculty/School policies and procedures;
- Develops and delivers graduate courses of instruction, appoints supervisory committees, and where appropriate, appoints individual supervisors;
- Conducts departmental examinations of students, determines the results of such examinations, and report the results of such examinations as required by the university;
- Informs students of possible means of financial support and nominates students, with ranking if need be, for University and external fellowships and awards;
- Is responsible for regulating the progress of the graduate students in the department and for reporting as required the passing (or failure) of all departmental graduate degree requirements by their students;
- With the support of the SGS, prepare documents for internal and external quality assurance review
- Is aware of, conforms to, and ensures compliance with regulations of the School.

Departments make recommendations to their appropriate Faculty Graduate Council, or Faculty Graduate Committee, as required by all relevant governing regulations, concerning:

- Regulations and requirements relating to the graduate degree programs in the Department and any changes to same;
- Admission standards and policies of graduate degree programs of the Department and any changes to same;
- Course revisions including creating new courses, and changes to the Programs of Study for the graduate degrees in the department;
- Requests for students to proceed from a master's program directly into a doctoral program;
- Requests that a student be required to withdraw based on certain circumstances outlined in the General Regulations of SGS.

Departments make recommendations to their appropriate Associate Dean of SGS or other senior officer of SGS as required, concerning:

- Any proposed exemptions from regulations, as applying to current individual graduate students (e.g. residency requirements, extension of time limits, course substitutions, and performance requirements)

- Requests that a student be required to withdraw, based on certain circumstances outlined in the General Regulations of SGS, distinct from those cases reviewed by the Faculty Graduate Councils/Committees.

Appendix Five

Faculty Graduate Councils/Committees: Composition, Roles and Responsibilities

Faculty Graduate Councils for departmentalized Faculties, shall comprise at a minimum:

- all graduate coordinators of graduate programs within the Faculty,
- an Associate Dean of the Faculty assigned by the Faculty office,
- an Associate Dean of the SGS assigned to that Faculty
- SGPS graduate student from the Faculty
- A Senior Officer of the SGS

Non -departmentalized Faculties/Schools, namely, the Faculty of Education, Faculty of Law and School of Business, shall appoint a Graduate Committee, which will comprise at a minimum:

- The graduate coordinator(s) of graduate programs within the faculty
- An Associate Dean of the Faculty assigned by the faculty office, who shall serve as Chair of the Graduate Committee
- An Associate Dean of the SGS assigned to that Faculty
- SGPS graduate student from the faculty
- A senior officer of the SGS, normally the Director, Admissions and Student Services

Graduate councils/committees have the same responsibilities. Each council/committee must oversee administrative matters such as those outlined below, and shall make recommendations to the assigned Associate Dean of the SGS or other senior officer of the SGS, as required, on matters such as those outlined below and other matters outlined in the General Regulations of the SGS and any other procedural document. Graduate councils/committees are subject to oversight by GSEC.

Roles and Responsibilities of the Faculty Graduate Councils or Committees

- Formulate regulations governing the graduate programs in the faculty, for approval by the Graduate Studies Executive Council (GSEC)
- Present approved calendar submissions to SGS
- Make recommendations to the GSEC on any matters referred to them by GSEC, or by the Council/Committee
- Have the authority to recommend to the SGS that a student be required to withdraw from the School on academic grounds
- Make recommendations to the GSEC on the introduction or termination of graduate degree programs proposed by Departments
- Elect or appoint representatives to Senate, the Fellowship Committee and the Academic Appeal Board, subject to the approval of the Dean of the Faculty/School
- May make recommendations to the GSEC concerning matters of policy and degree programs
- May make recommendations to Departments concerning members of supervisory committees

Appendix Six

Governance Chart, School of Graduate Studies

