



**GRADUATE STUDENT ADVISORY COUNCIL
MINUTES**

**Wednesday, February 24, 2021
2:00 pm – 4:00 pm / ZOOM**

Meeting commenced at 2:02 pm

1. Chair's Remarks

Paul reported that the comprehensive exam policy regarding assistance with comprehensive exams has been updated. No individual assistance with writing exams will be provided by the CSC unless specifically allowed in the program's guidelines. Accommodations for students registered with the DRC will be respected.

"In February 2021, Graduate Council passed a motion to make changes to accommodations for comprehensive exams. Assistance from the Centre for Scholarly Communications is permitted if specifically allowed in the program's comprehensive examination guidelines. This applies to comprehensives and conditional pass revisions. The comprehensive examination process for students registered with the Disability Resource Centre will respect their specific accommodations."

Haley reported that submissions for 3MT are now being reviewed by the judges for the final event on March 30. Eight competitors from across all Faculties will be participating.

GSAC members inquired about differences between comprehensive exams among students. Paul confirmed that each individual program has its own specific comprehensive guidelines, which they are required to provide to the student prior to the comprehensive exam process. Supervisory committees can define the limits of each individual exam within the program guidelines.

If comprehensive exams are not within the program guidelines, it is appropriate to bring this to the attention of the Graduate Program Coordinator and/or CoGS.

2. New Annual Progress Report forms – Haley Allen

Haley introduced the new annual progress report form, which will retain the same format and questions, but will be moved entirely online. Students will submit the form through the website and receive an email confirmation. The form will then automatically be sent to the next person in the workflow to complete their section, until all faculty members steps are completed. Once the form is finalized by the Graduate Program Coordinator, students will receive the final version to review and approve before it is sent to CoGS. The old PDF format will still be available for those who prefer that method.

Students will receive email updates at each stage of the APR, and auto-reminders have been set up to send every 5 days until the step is completed.



APRs are required of all graduate students (except Master of Management and Data Science) once per year, and are usually started in April or May for the July 1 deadline. There are forms A and B for thesis and course-based students respectively.

Haley reported that unfortunately, the new format does not allow students to save their progress and re-visit the form. Communications will be distributed including best practices such as first completing the APR in a Word document to then populate the form.

Grades will be submitted separately and each program will have a different process for this, which will be communicated out to students.

Resources will be developed to accompany the launch.

Information on Annual Progress Reports: <https://gradstudies.ok.ubc.ca/policies-procedures/program-requirements/#item1>

3. Graduate Council Course-based Student Representative

GSAC voted in Clayton March for the Course-based Student Representative position on Graduate Council. CoGS will reach out to Clayton to confirm.

Members are encouraged to let their colleagues know that the Thesis-based Masters Student Representative position is available to be filled.

4. Other Business

Karin provided an update on starting a graduate community platform for Education. They will now be using Canvas and Facebook to reach out to their graduate community. Lauren added that Social Work has had success in using WhatsApp, which is accessible for international students and those not already on social media.

Meeting adjourned at 2:28 pm.