

# Department Council Meeting

## June 9, 2017



UNIVERSITY OF  
CALGARY

### Department Head Report

Dr. Brenda Hemmelgarn

Rowena J. Brown, President



# Special Presentation

## *Connecting with the Taylor Institute for Teaching and Learning*

Nancy Chick, PhD  
Academic Director  
Taylor Institute for Teaching and Learning



Taylor Institute  
for Teaching and Learning



# The Taylor Institute for Teaching and Learning



**Nancy Chick**

Academic Director, Taylor Institute for Teaching & Learning

University Chair in Teaching & Learning

Teaching Professor of English, Faculty of Arts

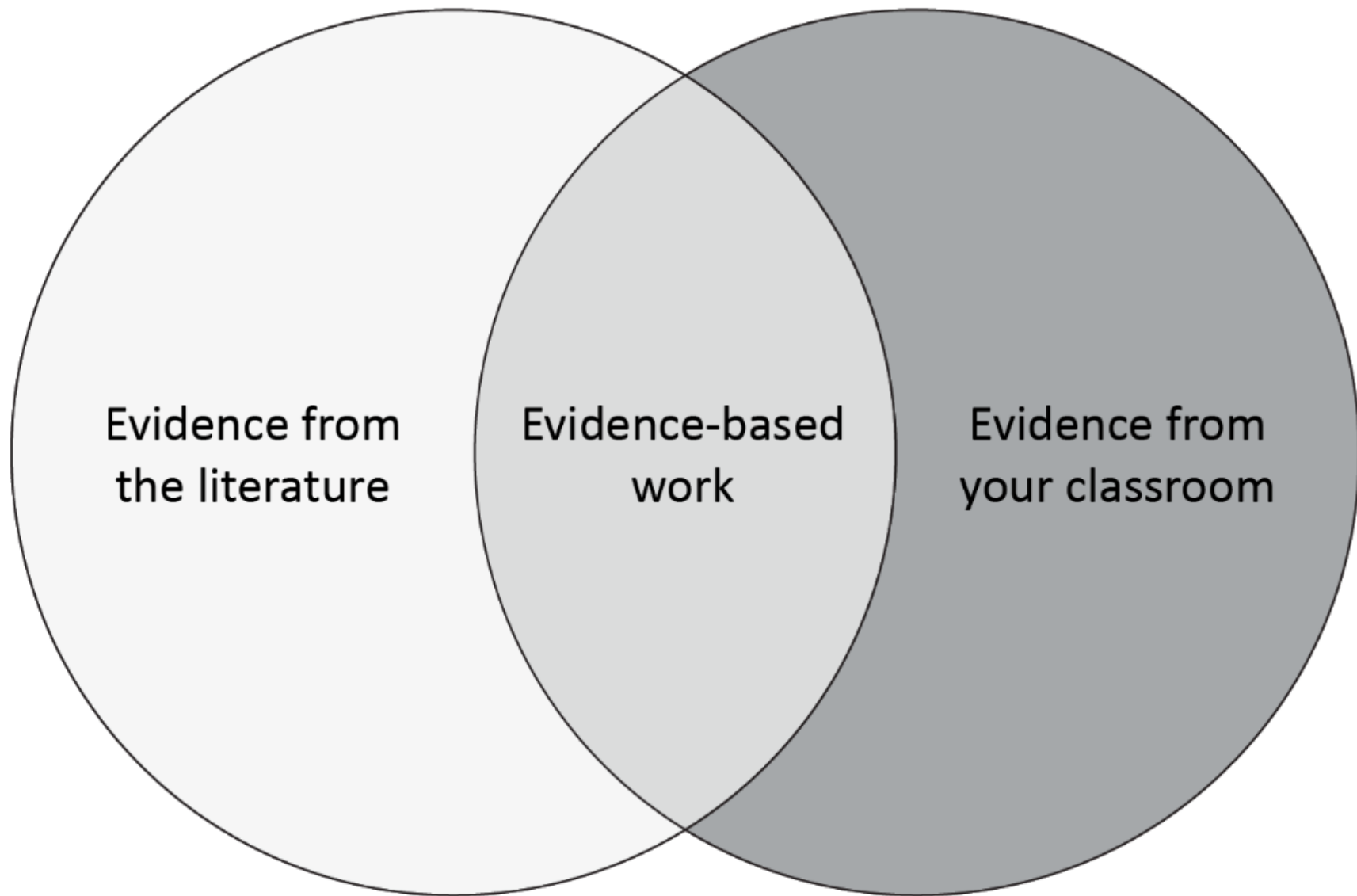
**OFFICE OF ACADEMIC DIRECTOR  
(AD) OF TAYLOR INSTITUTE**

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graph TD; A[OFFICE OF ACADEMIC DIRECTOR (AD) OF TAYLOR INSTITUTE] --- B[ ]; B --- C[EDUCATIONAL DEVELOPMENT UNIT (EDU)]; B --- D[COLLEGE OF DISCOVERY, CREATIVITY, & INNOVATION (CDCI)];
```

**EDUCATIONAL DEVELOPMENT  
UNIT (EDU)**

**COLLEGE OF DISCOVERY,  
CREATIVITY, & INNOVATION (CDCI)**

*who we are*



```
graph TD; A[understand & improve student learning, & teaching approaches & practices that improve student learning] --> B[by working with teaching & learning communities/networks]; B --> C[supporting their exploration, innovation, reflection, & research on teaching & learning]; C --> D[create intentional, evidence-based, transformative experiences for students & instructors]; D --> A;
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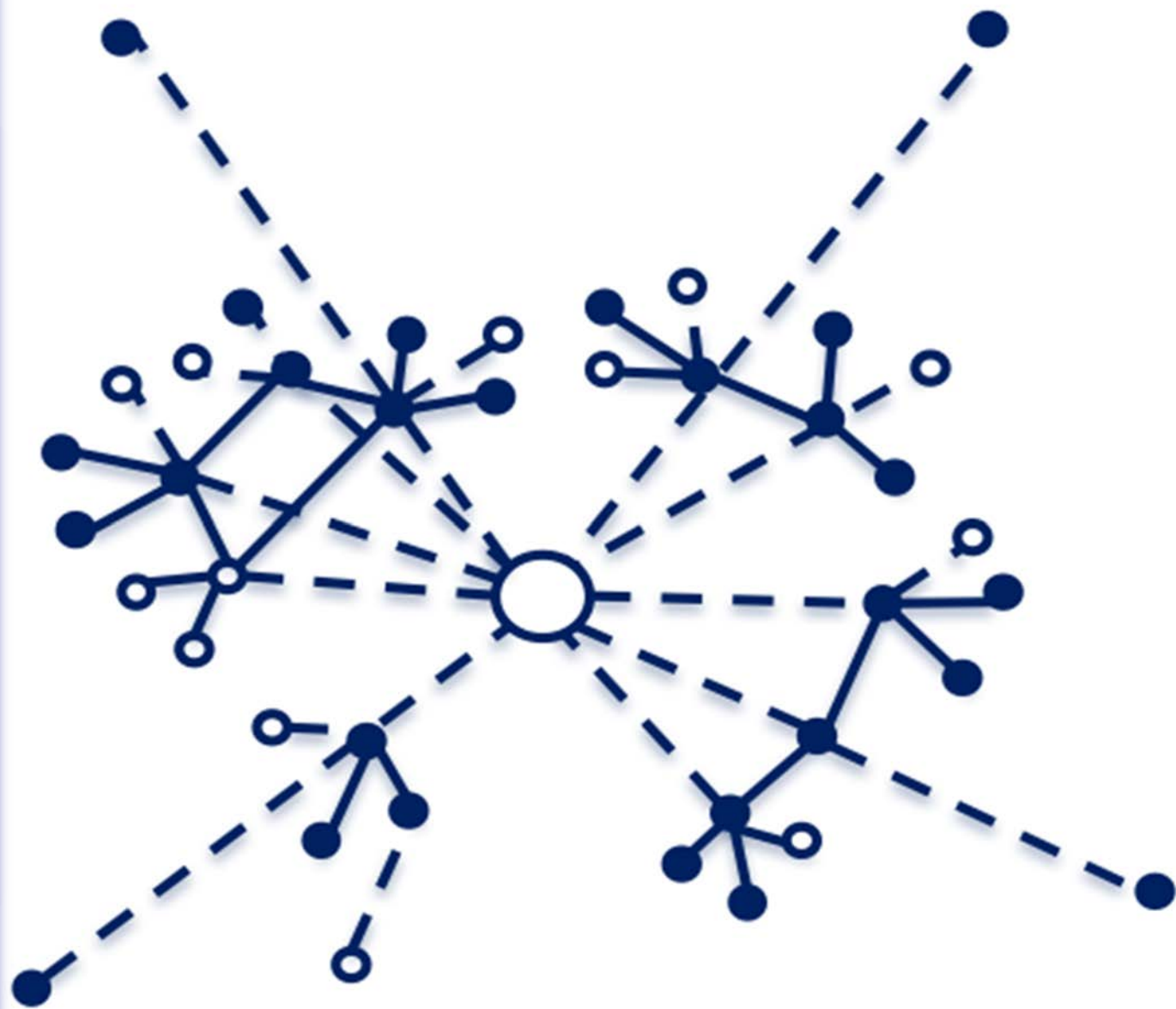
understand & improve student learning, &  
teaching approaches & practices that improve  
student learning

*mission  
&  
methods*

create intentional,  
evidence-based,  
transformative experiences  
for students & instructors

by working with  
teaching & learning  
communities/networks

supporting their exploration,  
innovation, reflection, &  
research on teaching & learning





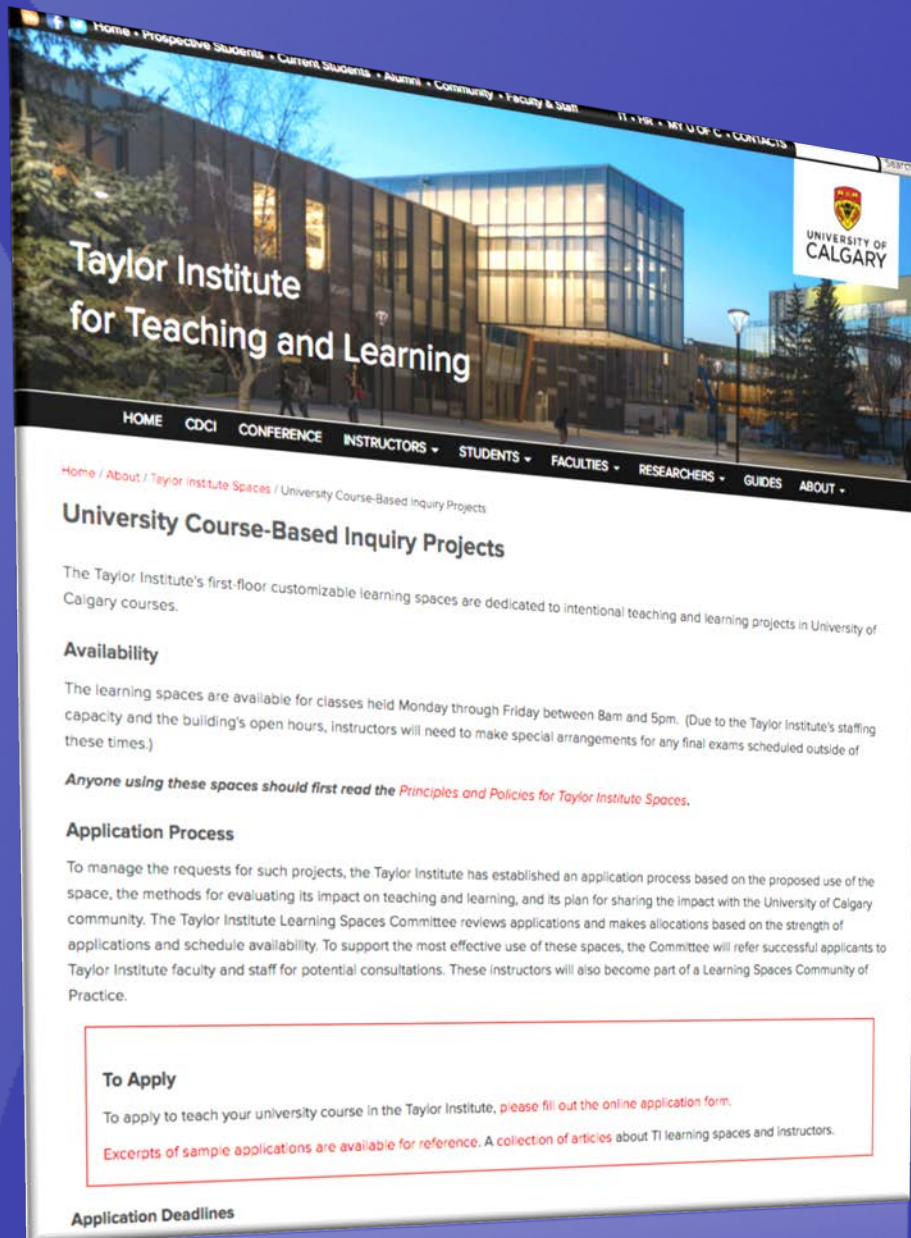
The logo for the Scholarship of Teaching & Learning (SOTL) is centered on a light blue background. It features a dark blue square containing the acronym 'SOTL' in large, white, serif capital letters. Below the acronym, the full name 'the scholarship of teaching & learning' is written in a smaller, white, sans-serif font, arranged in two lines. The dark blue square has a subtle, abstract pattern of overlapping curved lines in varying shades of blue.

SOTL

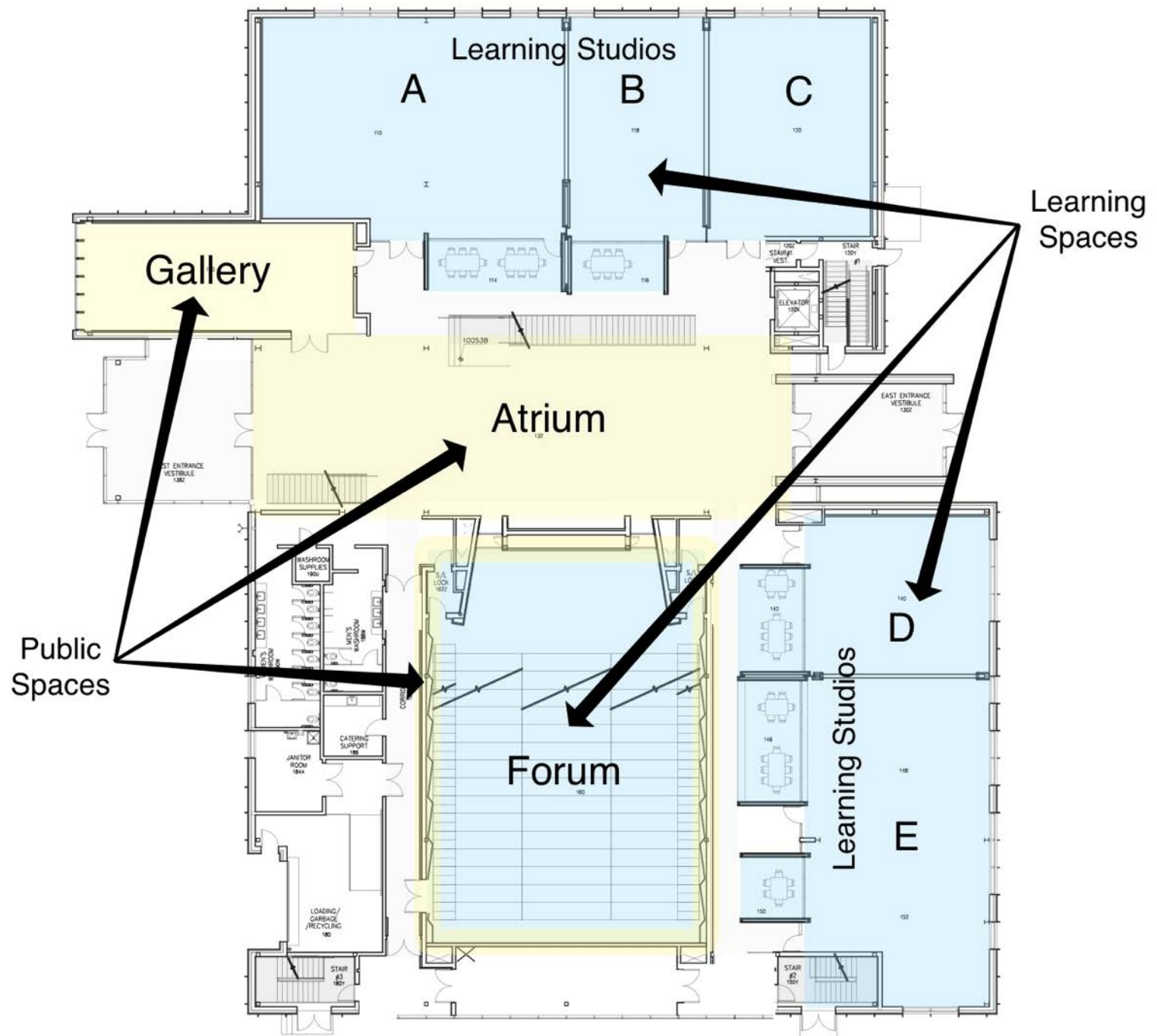
the scholarship of  
teaching & learning



- **inquiry** to understand or improve student learning in higher education and the teaching approaches & practices that affect student learning
- **informed** by relevant research on teaching and learning
- conducted by members of educational community *from across campus* drawing from their **disciplinary expertise**
- by gathering & analyzing relevant **evidence** from the learners in their own specific **contexts**
- **shared broadly** to contribute to knowledge & practices in teaching and learning



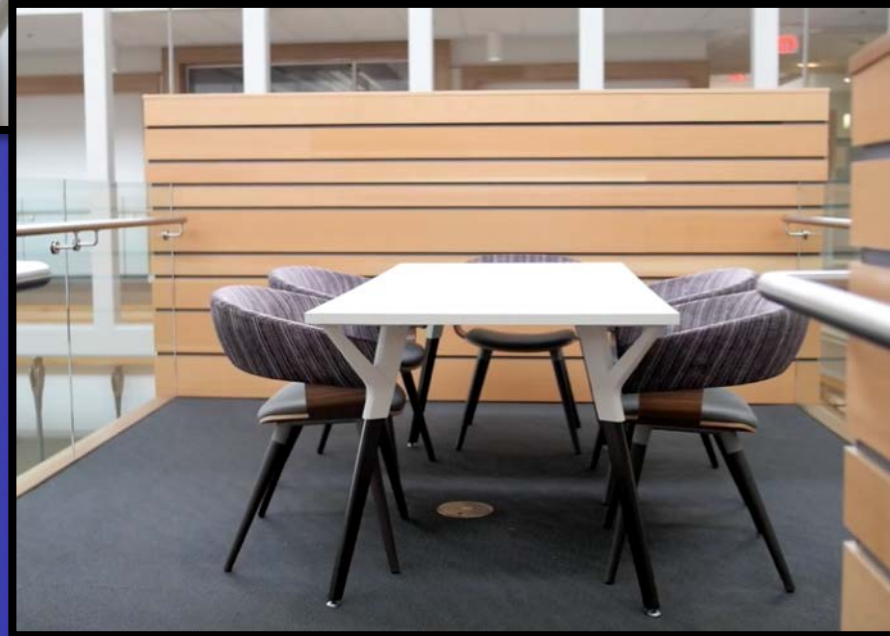
# Teaching in the Taylor Institute











## Workshops & Consultations

- course & instructional design
- teaching online
- specific topics (e.g., teaching controversial subjects)
- learning technologies & spaces
- learning technologies coaches
- technologies in Design Studio
- teaching philosophies & dossiers
- curriculum mapping & review

## Communities & Groups

- learning spaces community of practice (& others)
- SoTL journal club

## Multi-Session Programming

- Instructional Skills Workshop
- Course Design Studio
- Emerging Teachers Teaching Certificate

## TA Orientation

## Teaching & Learning Grants

## Postsecondary Learning & Teaching Conference

## Seeding SoTL Initiative



# Fall Programming at the Taylor Institute



[ucalgary.ca/taylorinstitute](https://ucalgary.ca/taylorinstitute)



# Welcome!

Dana is a Registered Dietitian with expertise in population and public health, particularly with respect to nutrition. She completed a PhD in nutrition and public health at the University of Alberta, and a Postdoctoral Fellowship at Deakin University in Australia.

Dana's research program investigates the impact of public policy on health, with a focus on how policy can be used to reduce socioeconomic inequities in obesity and dietary behaviours. She uses qualitative, quantitative, and mixed methods to accomplish her aims.



Dr. Dana Olstad  
Start date: May 1, 2017

## Associate Professor

Healthcare Quality & Safety

Dept CHS – primary

Dept of Medicine – joint

OIPH

## Search and Selection Committee

Brenda Hemmelgarn (Chair), Paul Rogers (external), Eloise Carr, Ward Flemons, Hude Quan, Jayna Holroyd-Leduc, Elizabeth Oddone-Paolucci, Kelsey Lucyk (student), Reg Sauve



Dr. Deirdre McCaughey  
Start date: July 1, 2017

Assistant Professor  
Dept of Pediatrics - primary  
Dept CHS – joint



Dr. Maria Santana  
Start date: Sept 1, 2017

# Ongoing Recruitment

## Assistant Professor

**Healthcare Policy (CSM Precision Medicine Strategy), second posting**

## Timelines

April 30      Advertisement closed

May-June      Candidate visits

## Search and Selection Committee members

Brenda Hemmelgarn (Chair), Fiona Clement, William Ghali, Jennifer Hatfield, Aidan Hollis, Jenine Leal, Braden Manns, Tom Noseworthy.



# Ongoing Recruitment

## Assistant Professor

**Big Data (CSM Precision Medicine Strategy), third posting**

## Timelines

Sept-Oct	Advertisement
Nov-Dec	Candidate visits

## Search and Selection Committee members

Brenda Hemmelgarn (Chair), Hude Quan, William Ghali, Alex Bierman (external), Todd Anderson, Anne Gillis, Matt James, Kyle Kemp (student), Scott Patten, Tyler Williamson

# Clinical / Adjunct Promotions (effective July 1, 2017)



Dr. Peter Faris  
Adjunct Professor



Dr. Maria Talavera  
Adjunct Associate Professor

# Professor Emeritus



Dr. Christopher Eagle



Dr. Lynn Meadows



Dr. Bonnie Kaplan



Dr. Reginald Sauve



# Catch the News: Faculty!

## Congratulations Dr. Jocelyn Lockyer



Dr. Jocelyn Lockyer named honorary fellow of the Royal College.

[Read More](#)

## Congratulations Dr. Gregor Wolbring



Recipient of the CDSA-ACEI Tanis Doe Award for Canadian Disability Study and Culture from the Canadian Disabilities Studies Association.

[Read more](#)

## Congratulations Dr. Hemmelgarn and Dr. Manns



Dr. Brenda Hemmelgarn and Dr. Braden Manns were jointly awarded the Kidney Foundation of Canada Medal for Research Excellence.

This is the top national award for kidney researchers.

## Congratulations Dr. Richard Musto



Dr. Musto is the recipient of the Cumming School of Medicine's Long Term Education Award for clinical, adjunct and research faculty.

[Read More](#)

## Congratulations Dr. Tanis Fenton



Dr. Fenton is the recipient of the Cumming School of Medicine's Graduate Science Education Award for clinical, adjunct and research faculty.

[Read More](#)



# Catch the News: Trainees!

## Congratulations Chelsia Gillis!



Chelsia is the proud recipient of a 2017 CIHR Vanier Scholarship.

[Read More](#)

## Congratulations Dr. David Campbell



Dr. David Campbell is the recipient of one of three 2016-2017 IHSPR CIHR Rising Star Award.

[Read more](#)

## Congratulations Hena Qureshi



Cumming School master's student Hena Qureshi and her Hult Prize team offer creative solution to refugee housing issue

[Read More](#)

## Congratulations Dr. Khara Sauro!



Dr. Khara Sauro is the recipient of a CIHR Post-doctoral Fellowship Award.

[Read more](#)

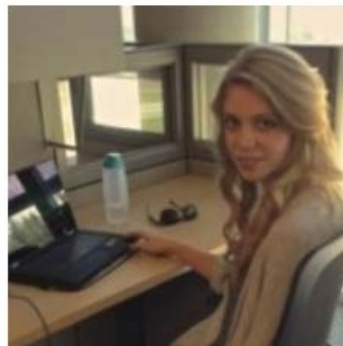
## Congratulations Kamala Adhikari Dahal!



Kamala is the proud recipient of the 2017 CIHR Vanier Scholarship.

[Read More](#)

## Congratulations Aryn Lisitza



For receiving the Markin Undergraduate Student Research Program (USRP) in Health & Wellness Summer 2017 Scholars.

[Read More](#)

# Graduate Student Recruitment Night

- **Save the date – Thurs. Oct 19, 5:00 – 7:00 pm**
- Recruitment night - CSM campus
- Learn about opportunities for graduate program
- Highlight research facilities / research opportunities / supervisors available
- If interested contact (by June 30):
  - [M.mildenberger@ucalgary.ca](mailto:M.mildenberger@ucalgary.ca)

# The Canadian Health Services and Policy Research Alliance (CHSPRA):



## Training modernization is a top priority

**Mission:** Build and sustain an integrated pan-Canadian health services and policy research community that adds value to the health of Canadians and health services for Canadians.

Pan-Canadian Vision  
and Strategy for Health  
Services and Policy  
Research 2014–2019

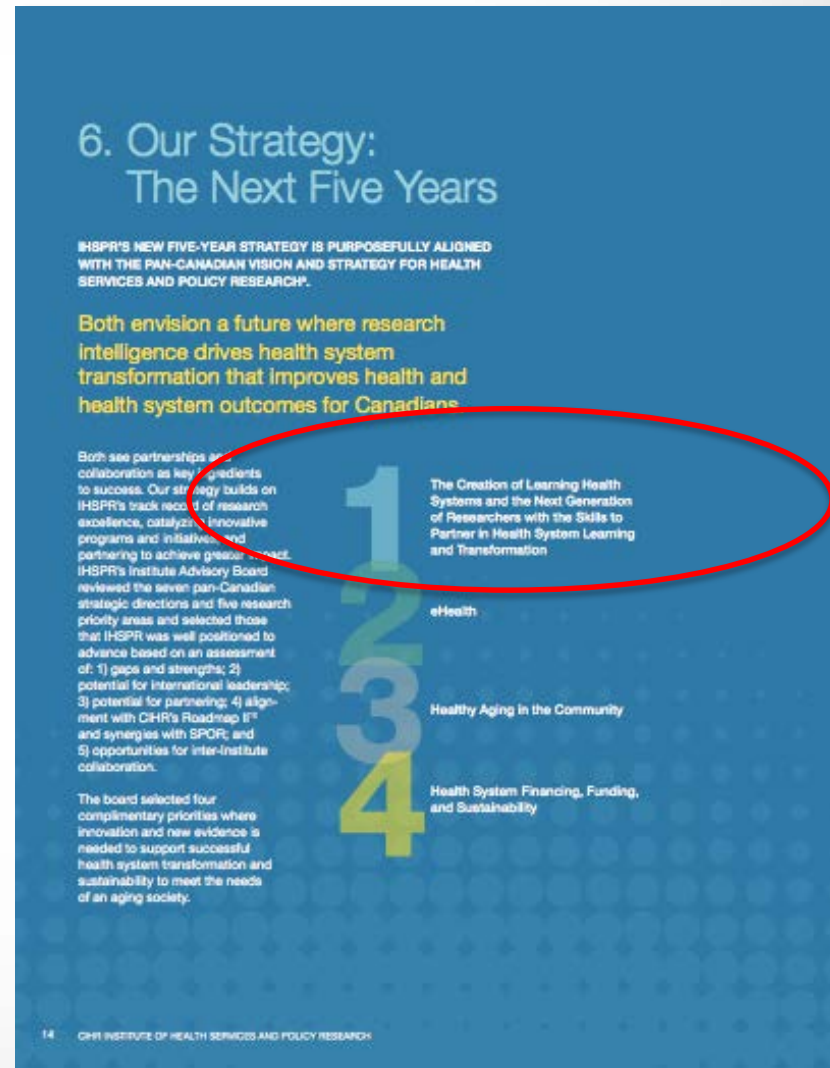


RESEARCH INTELLIGENCE DRIVING HEALTH SYSTEM  
TRANSFORMATION IN CANADA





# The CIHR-IHSPR identified building the next generation of leaders for Learning Health Systems as a top priority





# Implementing the Strategy



Training Modernization  
Start-Up Grants

Health System Impact  
Fellowship Awards

Health System Impact  
Doctoral Awards

Pan-Canadian  
Curriculum  
with enriched  
core  
competencies

Student-Led Data Platform: Tracking Career Trajectories

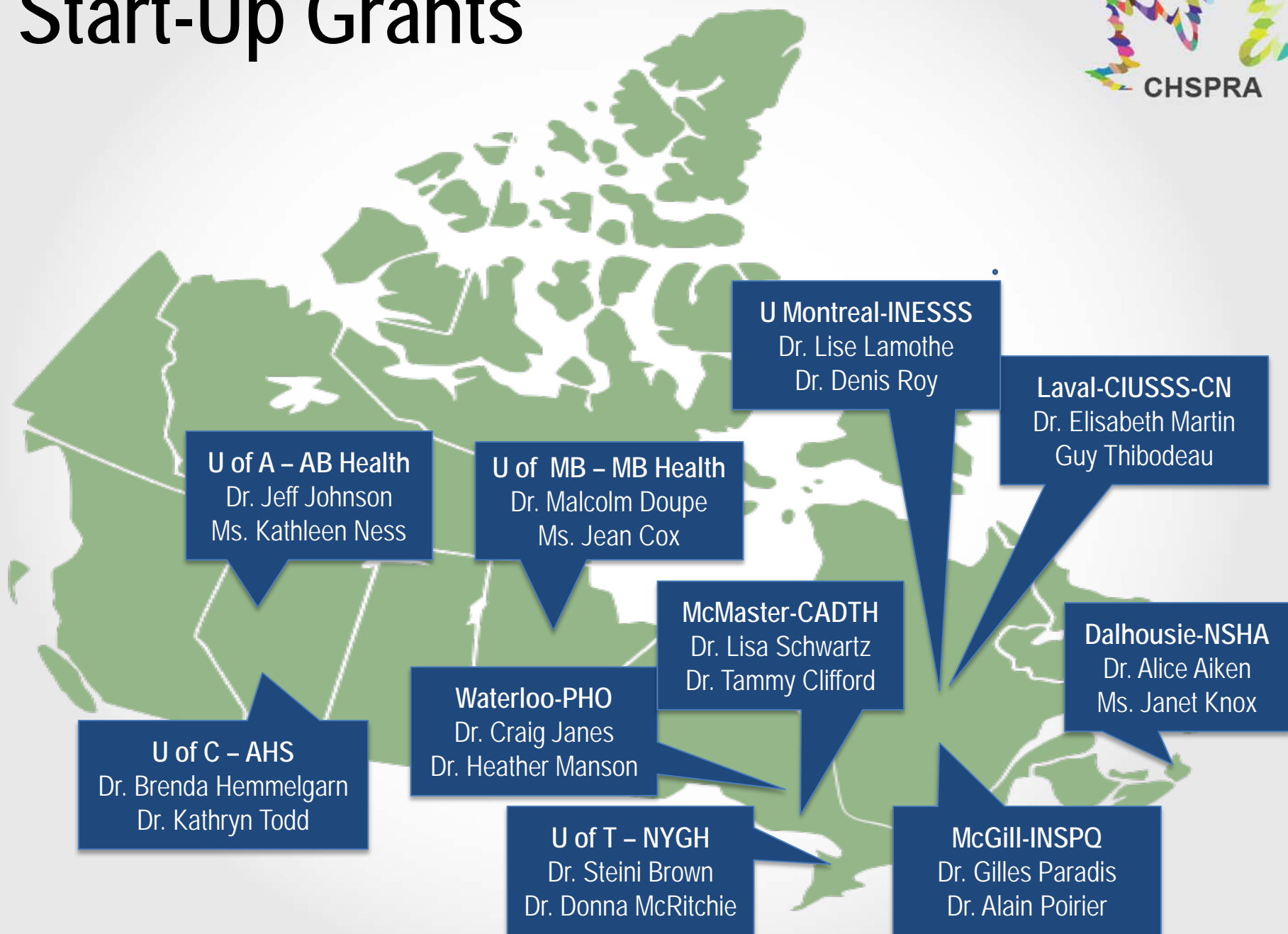
# Component 1: Start-Up Grants



## Key objectives:

- Co-led by health system or related organizations and HSPR university PhD training programs to:
- 10 grants across the country; \$1 million IHSPR investment with support from CIHR-IPPH & \$500,000 partner investment

# Start-Up Grants





# Component 2:

## Health System Impact Fellowships



### Key objectives:

- Expand and enrich the traditional post-doctoral training environment by engaging health system and related organizations in preparing a cadre of promising PhD graduates for successful careers.
- Provide health system and related organizations with direct opportunities to realize and harness the benefits that PhD-trained individuals can bring to such organizations.

# Partnered Funding Model



- Partnered funding model → 70:30
- 70% comes from CIHR (IHSPR, IA, IAPH, ICRH, III, IPPH, CIHR KT), FRQS & Mitacs
- 30% (min\*) comes from the applicant's host partner organization

# Updates from the CSM

1. *"Giving Day"* Alumni Drive - raised \$150K
  - Part used to establish scholarships for the BCR program in CRDS
  - 3 scholarships (\$2K each)
2. Diversity in Action – working group to address:
  - Accreditation review – evidence of recruitment and retention of targeted minorities at faculty & leadership levels
  - Gender differences in research metrics



# **\*NEW\* Wellness Committee**



**Campus Mental Health Strategy Grant submitted  
on April 30, 2017**

*Supporting Wellbeing in the Department of Community Health Sciences: The  
NeuroTriton Rx for Mental Wellness Project - \$10,000  
(Results to be announced this week)*

# Occupational Health and Safety

## Unofficial Results:

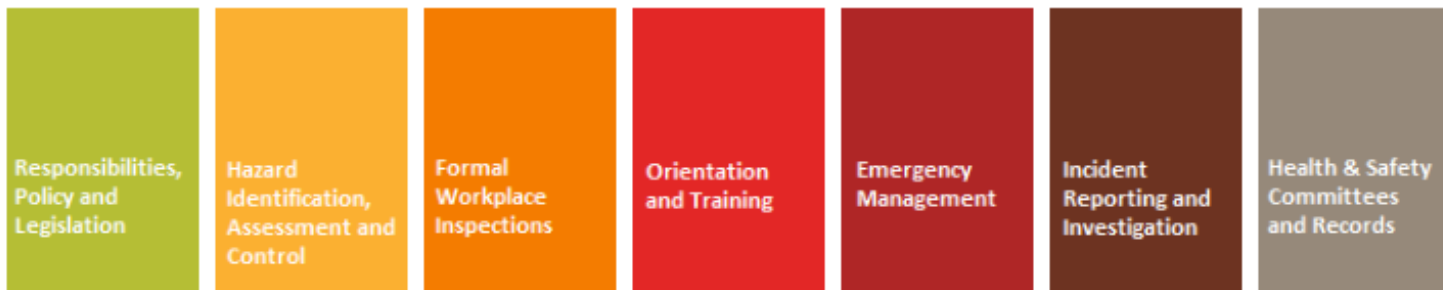
The Cumming School **PASSED** the Certificate of Recognition (COR) Audit!  
Confirming that we are in compliance with Alberta Ministry of Labour standards.

CSM overall score: 80%

CHS score : **90%**

The auditors were “very impressed, particularly with the interviews” and noted that “progress from the 2014 audit was very evident”.

### Occupational Health and Safety Management System (OHSMS)



## BARBEQUE SAFETY

- **Throw out wire-bristled BBQ brushes!**
- Use the correct type of gas
- Never barbeque indoors
- Inspect and clean your barbeque
- Make sure you use legal cylinders
- Light the barbeque with the lid open
- Make sure cylinder is closed after use
- Keep children and pets away





## CHSSE



**April 7, 2016**

**Games Afternoon**

# Community Engagement

**April 18, 2017  
Coffee Hour**



**Dr. Bonnie Lashewicz**

*Disrupting Rubrics of  
Abnormality*





# Community Engagement

**May 15, 2017**  
**Coffee Hour**

**Dr. Aliya Kassam**

***From Student to Faculty  
Member: Why Mentorship and  
Leadership are Important at  
Every Stage of Your Career***



# Community Engagement



**May 19, 2017**

**TGIF and Live Chef**





# Engagement Committee 2017-2018 Work Plan

Activity	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1. Lead by Engagement Cmte</b>												
Website/Comms Review												
* Departmental Coffee Hour												
* Departmental Summer BBQ												
* Departmental Retreat												
* Council Meetings												
Xmas Celebration												
Recognition Cards												
Xmas Cards												
Retirement Celebration												
Invite a Colleague to Coffee												
<i>Day at Blackfoot Crossing (TBA Fall)</i>												
<i>Follow up activity (TBA Winter)</i>												
<b>2. In Collaboration with Others</b>												
OIPH CHS Research Showcase												
* CHSSE TIGF (TBA Fall/Winter))												
CHSSE Block Week BBQ												
CHSSE Games Afternoon												
CHSSE Social Media Workshop												
CHSSE Food Bank Bake Sale												

\* **Signature** Events



## ■ Research Support / Portfolio activities

Portfolio	Activity	Date
<b>Funding Ops → Internal Peer Review</b>	CIHR – Project Scheme	CIHR Reg'n: Aug 15; Application: Sept 15?
	CIHR – Foundation Scheme	CIHR Reg'n: Aug 8; Application: Sept 8
	SSHRC – Insight	Oct 15
	SSHRC – Insight Development	Feb 2
	SSHRC – Connection	Aug 1, Nov 1, Feb 1, May 1, etc
<b>Trainee Funding</b>	O'Brien / Cumming School of Medicine Postdoctoral Scholar Program	Annual June 1 and Nov 1 intake

## ■ Upcoming Events

Events	Date / Location
Meetings of the World Health Organization, Technical Advisory Group for Quality & Safety	July 17, 18 / Rose Rm
Western Deans Conference: Data Science for Precision Medicine	Sept 28, 29 / Banff
Brenda Strafford Centre on Aging launch	October 2, 3 / UofC TBA

## ■ Administration

- Outcomes from Institute's International Scientific Advisory Group – June 2 and 3
- See <https://obrieniph.ucalgary.ca/ISAG-2017> for 2017 Research Impact Assessment

# NEW DEADLINE: CALL FOR ABSTRACTS

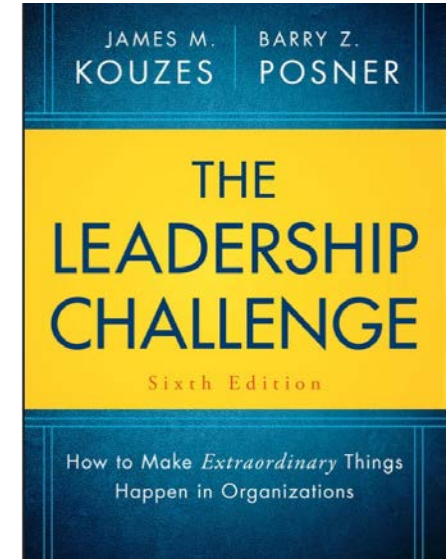
**Campus Alberta Student Conference on Health**  
Edmonton, AB, September 15-16<sup>th</sup>, 2017

**Abstract Submission Deadline:**  
**MONDAY JUNE 26, 2017**

To submit visit: [www.casch.ca](http://www.casch.ca)

# OIPH Faculty Mentorship Update

- **6** Faculty members have signed up for our book club (9 spots remaining)
- **5** Doctoral students have signed up for our book club (There is a waitlist)
- There are **12 mentorship matches** to date since the re-launch
- Planning for the 2017/2018 academic year:
  - Creating an Evidence Base for Effective Mentorship
  - Marty Heeg: **Enneagram of Personality**
    - A model of the human psyche which is principally understood and taught as a typology of nine interconnected personality types.
  - Speed Mentoring – Part 2
  - .....and more!!!!





# New EnviroShred



This console is not to be used as a "Recycle Bin" - it is only for records requiring confidential shredding.

**Records must not be destroyed unless an applicable retention rule exists.**

Retention rules can be found at:

<http://asc.ucalgary.ca/marrs>

**Records covered by the following General Retention Rules can be placed in the shredding console:**

[Circulars](#)

[Draft Documents and Working Materials](#)

[Externally Published Materials](#)

[Rejected or unsuccessful applications or submissions](#)

[Temporary Information](#)

**NOTE:** FOIP does not require the University to document this destruction for material placed in the console under General Retention Rules.

# Lab Space Renovation

Figure 3 | TRW | Third Floor | Room 3D44 | New



June – Construction



# Annual Performance Review

Annual Performance Review and Merit (ARO)  
- merit year, meetings May and June



**Academic Report Online**

# Important 2017-2018 Dates

**Aug 4** Departmental Annual BBQ

**Aug 23** United Way BBQ

## 2017-2018 Departmental Council Meetings:

September 22, 2017

November 10, 2017

January 19, 2018

March 9, 2018

May 18, 2018



**November (TBA) – Strategic Planning Retreat**



We have wrapped up another successful academic year and are preparing for Convocation. We are proud to announce that Anika Winn has earned the Silver Medallion for her academic achievement as a Health & Society student.

We extend our gratitude to all CHS faculty who have opened up opportunities for HSOC students within their research teams this summer. Many of our students were successful in securing funding for their summer research from a variety of sources, including PURE, Markin and O'Brien studentships. Thank you all for your continued support and research engagement with our students.

We are now in the midst of planning for the upcoming academic year. Our newest course, HSOC 403 –Advanced Topics in Social Determinants will be offered for the first time in the Winter 2018 semester.

Senior students are currently actively seeking thesis research opportunities. Faculty who are willing to supervise an honours thesis project or a third-year practicum student, please contact Fabiola Aparicio-Ting ([feaparic@ucalgary.ca](mailto:feaparic@ucalgary.ca)) for further details.

## Undergraduate (BCR) update:

- Admission information Fall 2017
  - \* Number of offers:  
123 – final numbers admitted, confirmed by August 1, 2017
  - \* New Admits:  
30 High School; 50 Transfer/online/campus/change of program students  
= 80 total registered in courses

Enrollment Target: 79 admits into BCR

Typical enrollment may reach up to 95 students based on BCR course capacity and UofC Office of the Registrar policy.

- Spring Convocation 2017 Congratulations!  
39 students convoked June 5, 2017
  - 16 are graduands 'With Distinction' (GPA 3.6 or higher on last 10 courses).

We are very pleased to receive recent news from Dr. Kurz that the Strategic Education Council discussed how they wished to distribute scholarship funds raised during the recent Giving Day and have chosen to establish scholarships for the BCR program to fund three scholarships valued at \$2000 each. Additional information regarding selection, etc. will be forthcoming.

## CRDS Graduate Specialization update:

Thanks to Katrina Milaney who has coordinated a 'final version' of the CRDS Graduate Program Curriculum Review Report – once further administrative steps have been completed it will be forwarded to the Provost Office.

## CRDS Program and Faculty News

Congratulations to Gregor Wolbring recipient of the 2017 Tanis Doe Award honoring him: "for the years of innovative research, student supervisory support and your engagement with communities over the years".

This award is a measure of your tremendous contribution to disability scholarship and inclusivity in the community!!

The CDSA-ACEI **Tanis Doe Award for Canadian Disability Study and Culture** was first awarded in 2009, and is named for the activist and professor, Tanis Doe, who passed away in 2004. This award honours an individual who dares to “speak the unspeakable” in advancing the study and culture of disability, and who has enriched through **research, teaching, or activism**, the lives of Canadians with disabilities.

- Five residents will be leaving the program in June 2017.  
There are four graduating residents: Drs. Jong Kim, Karla Gustafson, Lucas Gursky, and Mohammed Mosli. They have completed their written and oral RCPSC exams and are awaiting results. All are applying for or have accepted jobs in western Canada.
- Dr. Bobby Homayoon will be transferring to Family Medicine at the University of Ottawa.
- PHPM wishes all exiting residents well in the next phase of their careers.
- With 3 incoming PGY-1 residents, there will be 14 residents in the program for the 2017-18 year.





## 1. Important Dates to Remember

- **July 12<sup>th</sup>** – Last day to submit required forms to FGS and Thesis to the Vault to cancel Summer 2017 registration
- **September 5<sup>th</sup> to 10<sup>th</sup>** – Fall Block Week begins (MDCH 600)
- **September 11<sup>th</sup>** – Start of Fall Term Classes
- **September 15<sup>th</sup>** – Deadline to Apply for Fall Convocation
- **September 29<sup>th</sup>** – Tuition and Fee Payment Deadline
  - Last day to submit required forms to FGS and Thesis to the Vault to be eligible for Fall Convocation and cancel Fall 2017 Registration

## 2. ADMISSIONS May Applications 2017

The Admissions Review Committee is currently reviewing the applications that went forward from the second intake. Applicants who will be offered admission will start in September 2017.

## 3. Scholarships & Awards

Around 1,200 applications were received for the Graduate Award Competition and 300 students receive awards. Of the 9 winners for the Vanier Canada Graduate Scholarships, 5 were won by UC students. For the most recent competition, 171 invites went out to CSM students; 17 applied to CIHR and 11 applied to NSERC. Of these, 2 received the CIHR Doctoral Scholarship; we are still waiting on the NSERC results. Due to the low rate of success with CIHR, strategies to encourage the number of GSE students to apply for this scholarship and to be successful in it are being discussed by Drs. Lisa Young and Tara Beattie.

## 4. DUE! Student Annual Progress Reports

On May 1, all MDCH students received an email from FGS with instructions on how to access their Annual Progress Report. This report was due by May 31, 2017. Annual completion of this report is a requirement of FGS and all students registered in the Winter term must complete this report. Failure to complete it by the deadline may result in delays to students' program and funding. We thank all supervisors for ensuring their students complete their APRs on time.

## 5. IN 2018 ... Guaranteed Funding for MDCH Doctoral Students

On May 15<sup>th</sup>, a forum was held at FMC with FGS Dean, Dr. Lisa Young, to discuss plans to implement a guaranteed funding model for MDCH - PhD students beginning in September 2018. There was discussion around comparator funding policies and what a funding package for MDCH doctoral students could look like (e.g., supervisor stipends, research assistantships, teaching assistantships, external awards). Dr. Young emphasized that ***programs, not supervisors, guarantee funding and thus assume the risk for taking on students***. MDCH will aim to develop a funding policy that is: (i) **equitable** (i.e., a minimum funding amount should apply across the program); (ii) **stable and predictable** (i.e., 4 to 5 years for PhD); (iii) **transparent** (i.e., students must be aware of the implications of external scholarship, teaching assistantships on total funding package); and (iv) **contingent** on students applying for external funding, where eligible. Thank you to those who were in attendance and provided their input.

## 6. MDCH Curriculum Review

Meetings with all MDCH specializations have taken place (April to June 2017) to review all course outlines, map course objectives to program-level outcomes, and determine if current specialization course requirements should be updated (e.g., remove or add courses). Thank you to all faculty who participated in this course mapping process. Analysis of the mapping WITHIN specializations will be conducted, with a subsequent larger forum for discussion ACROSS specializations to be scheduled for Fall 2017. Special thanks to all Specialization Chairs who assisted in coordinating the mapping sessions.

## 7. 2017 – 2018 Student Specialization Representatives

We welcome and look forward to working with the following MSc and PhD student representatives who committed to serve on our specialization committees:

Biostatistics – **Colin Weaver** (MSc) and **Anita Brobbey** (PhD)

Community Rehabilitation & Disability Studies – **Tamara McCarron** (PhD)

Epidemiology – **Manal Sheikh** (MSc) and **Devon Boyne** (PhD)

Health Economics – **Daniel Wagner** (PhD)

Health Services Research – **Kyla Brown** (MSc) and **Sumedh Bele** (PhD)

Medical Education – **Nathan Zondervan** (MSc)

Population Public Health – **Tona Pitt** (MSc) and **Keri Williams** (PhD)

Public Health and Preventive Medicine – **Jing Hu** and **Nuha Filfilan** (July-Dec); **Grace Salvo** and **Allison Gonsalves** (Jan-June)

## 8. Graduate Supervisor Profiles for “Future Student” Website

If you haven't already done so, please login to complete your supervisor profile which is a part of the new graduate studies Future Student website. This profile will allow potential new students to search for supervisors according to expertise and research interests, and contact supervisors through a form that provides standardized information about the applicant. Please refer to the FGS email that went out to all faculty on May 31<sup>st</sup> for more details and instructions.

## 9. Renewal of Supervisory Privileges

Supervisors with last names beginning with “C” to “G” will be reviewed next. Please ensure you complete the *Application for Renewal of Supervisory Privileges* Form and send it to me prior to **August 15<sup>th</sup>**. If there are important issues or concerns that arise or are indicated on the form, or if it is thought to be beneficial, a meeting will be arranged to discuss further with me and our GSE Associate Dean.

## 10. NEW in 2018 - Fall Term Reading Week

As of the Fall 2018-Winter 2019 academic year, UofC students will be given a fall term reading week (around November), in addition to the winter term reading week. In order to accommodate this reading break while also maintaining the 61 teaching days, block week will occur in the last week of August 2018 (MDCH, MBT, and MPath programs will be affected), and fall term classes will start the first week of September 2018. This proposal has been passed by the General Faculties Council, but will require several more levels of approval (like the Board of Governors). When passed, the fall reading week will be included in GSE course outlines.

## 11. New Video Conference System in GSE Boardroom for Thesis Defenses

A new web conference system has been installed in the GSE boardroom (HSC G344) for thesis defenses. All Graduate Program Administrators have been trained to use the system. Adobe Connect is the recommended web conference platform to use if there is an external examiner joining in the defense. It is free, confidential and reliable. If the system happens to malfunction, the UofC audiovisual team can help fix the issue and provide support.



## **12. Alberta Health Services Immunization Policy**

Students starting in all GSE programs in Fall 2017 are required to have their immunization records up to date. This requirement is indicated in the university calendar and the admissions letter the students receive.

## **13. Student Success Centre (SCC)**

There are a number of programs and services available to assist graduate students in increasing productivity and overcoming certain difficulties they may encounter. Please encourage students to take advantage of these helpful resources ([ucalgary.ca/ssc/graduatestudent](http://ucalgary.ca/ssc/graduatestudent)):

- Graduate Writing Community
- Graduate Peer Coaching Program
- Writing Tutors
- Academic Development Specialists
- International Student Academic Development Specialist
- Grad Success Week

## **14. REMINDERS – MDCH Policies and Processes**

- **Supervision of Students During Research and Scholarship Leaves**

When supervisors go on sabbatical, they complete a set of forms to notify the university. However, there are times when this notification falls through the cracks (involved parties are not alerted). To ensure notification is provided to the right parties, Dr. Beattie has asked Kristy Potter (Manager, Academic Appointments) to flag GSE supervisors going on research/scholarship leave. GPDs will be alerted to connect with the supervisors to sign the forms for leave. If these supervisors have a number of students who are in their first year, going for candidacy, and/or defending, more attention and support will be requested.

## 14. REMINDERS – MDCH Policies and Processes

- **Directed Studies Courses**

Similar to other course offerings, directed studies courses are required to have a course outline that provides the overall structure and requirements of a course so as to inform students about the kinds of learning experiences they can expect. In advance of the course start date, outlines are to be submitted to the GPD and Associate Dean, who are required to approve course outlines and confirm that the required elements are included. The **start and end dates** for directed studies courses follow the dates prescribed for the session in which the course is scheduled (e.g., Fall, Winter, Spring, or Summer). If it is not possible to conclude the course within that time frame, it is necessary for the student to request a *Deferral of Term Work* by completing the Registrar's Office approval form. The form is available on Enrollment Services webpage.

- **Supervisory Committee Set-Up**

It is a FGS and GSE requirement for students in MDCH to have a supervisory committee in place for their program (Section J.5 in the Graduate Calendar). In MDCH, supervisory committees are required to meet at least **twice in the first year** of program and **at least once** every year after that. Supervisory Committees are important to students as they help determine course requirements, provide insight and feedback on thesis development, and provide ongoing input into the student's progress. Students are required to submit meeting minutes, committee approval of minutes, and a [progress report](#) for every committee meeting held. In order to ensure students have a feasible plan in place to meet program requirements and can receive the appropriate support, supervisory committees should be set up within the **first 3 months of program**. If you have students who do not yet have supervisory committees established, please contact Darlene at [chsgrad@ucalgary.ca](mailto:chsgrad@ucalgary.ca) for immediate support. Failure to meet milestones by the recommended/required date, may result in the program withholding support for funding applications, a delay in proceeding to Candidacy, or a delay in setting up defense dates.

## 14. REMINDERS – MDCH Policies and Processes

- **Thesis Defense Notice of Exam Set-Up**

The *Request to Set Up Thesis Defense* form must be submitted a **minimum of six weeks** prior to the proposed defense date for MSc students, and a **minimum of eight weeks** prior to the proposed defense date for PhD students. It is the **supervisor's responsibility** to confirm the date and time of the exam, secure all examiners and ensure they will be in attendance, and book the examination room. Late requests for exam set-up may result in the exam NOT proceeding on schedule and a new exam date being requested. All scheduling forms are available on the Graduate Science Education website. Please contact Darlene at [chsgrad@ucalgary.ca](mailto:chsgrad@ucalgary.ca) with any questions about this process.

- **Cellular Phone Use in Examinations**

Some neutral chairs in other programs have reported that examiners have been using their phones (checking emails, texting, etc.) during examinations. As a reminder, the use of phones is **not** permitted during exams (by examiners or students), and the Neutral Chair **does** have the discretion to ask examiners to refrain from using them.

## 15. Looking Ahead

Thank you to all faculty, students, and staff for your invaluable contributions, commitment, and enthusiasm during our 2016-2017 academic year. I wish you all a restful and happy summer! I hope you are able to join me in welcoming our new cohort of graduate students during Block Week on **September 5<sup>th</sup>** and I look forward to continuing to work with you in strengthening the delivery of our graduate education program in Community Health Sciences!