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11-3-2009

Agenda: Graduate Council, November 3, 2009

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October 30, 2009

To : Graduate Council Members

From : Medy Espiritu
Assistant Secretary and SynApps System Administrator

Please note that the next meeting of Graduate Council will be held on **Tuesday, November 3, 2009** at **10:00 a.m.** in **MUSC-318**.

Listed below are the agenda items for discussion.

If you are unable to attend this meeting, please call extension 24204 or email *espiritu@mcmaster.ca*.

A G E N D A

I. Minutes of the meeting of October 1, 2009

II. Business Arising

III. Report from the Associate Vice-President and Dean of Graduate Studies

IV. Report from the Associate Deans of Graduate Studies

V. 2009 Fall Graduands *(to be circulated)*
- Faculty of Business
- Faculty of Engineering
- Faculty of Health Sciences
- Faculty of Humanities
- Faculty of Science
- Faculty of Social Sciences

VI. Graduate Scholarships (Mr. J. Scime)

VII. Department of Biology: Changes to research fields (Dr. Andre Bédard)

VIII. Other Business

GRADUATE COUNCIL
OCTOBER 1, 2009, 10:00 A.M.
MUSC-311/313

PRESENT: Dr. A. Sekuler (Chair), Dr. R. Cain, Dr. D. Cassidy, Dr. D. Goellnicht, Dr. G. Kehler, Dr. N. Kevlahan, Dr. M. Kliffer, Dr. A. Knights, Ms. H. Kuiper, Dr. L. Magee, Ms. J. Merolli, Mr. J. Scime (Secretary), Dr. H. Sheardown, Dr. M. Stroinska, Dr. M. Thompson, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dr. P. Baxter, Dr. C. Charupat, Dr. C. Hayward, Dr. K. Kanagaretnam, Dr. J. West-Mays, Dr. T. Yoshikawa

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After introductions, Dr. Sekuler announced the appointment of two new Associate Deans of Graduate Studies: Dr. Catherine Hayward (Professor in Pathology and Molecular Medicine), Associate Dean of Graduate Studies for the Faculty Health Sciences, and Dr. Heather Sheardown (Professor in Chemical Engineering), Associate Dean of Graduate Studies for the Faculty of Engineering.

I. Report from the Associate Vice-President and Dean of Graduate Studies

Dr. Sekuler reported that on September 8, 2009 McMaster welcomed new graduate students at an event hosted by the School of Graduate Studies in the David Braley Athletic Centre. Of the 1300 new graduate students admitted by McMaster this year, 800 students attended the event. Dr. Sekuler said the total graduate enrolment as of September 16, 2009 is 2989, compared to 2976 last year. This year the BIU eligible students were up by 150. A full report of the November 2009 enrolment will be available at the next meeting of Graduate Council. Dr. Sekuler added that graduate program applications have increased by about 10% this year and the University now has a total graduate population of 3500.

Dr. Sekuler said several new graduate programs have commenced this year: M.Sc./Ph.D. Cognitive Science of Language, M.A. Communication and New Media, M. Eng. Computer Science, M.Eng. Mechatronics, and M.A. International Relations in Political Science. She added that next year, she expects more new programs such as: M.Sc. Global Health, M.Sc. Health Management, a Master's program in Women's and Gender Studies, Master's/PhD in Water, Environment and Health with UNU-INWEH, Ph.D. in Globalization, and possibly a graduate program in Art and Technology.

Dr. Sekuler said the structural changes within the Ontario Council on Graduate Studies (OCGS) is scheduled to take effect in September 2010. She said OCGS created a task force to design the assessment procedures for both undergraduate and graduate programs.

Dr. Sekuler then briefly discussed the status of the graduate programs submitted to OCGS for appraisal:
- English (M.A., Ph.D) – report submitted to OCGS on August 21, 2009

- Globalization Studies (M.A.) – the report submitted to OCGS on August 27, 2009 will be on the October 5th agenda of Appraisal Committee III.
- Social Work (M.S.W.) – report submitted to OCGS on July 3, 2009
- Philosophy (M.A.) – report submitted to OCGS on August 19, 2009; no consultants needed; report resulted in a classification of "Good Quality"
- Global Health (M.Sc.) – consultants' site visit scheduled for November 4-5, 2009
- Management Studies Diploma – report submitted to OCGS on August 19, 2009

Dr. Sekuler reported that the School of Graduate Studies recently hired an Executive Director, Strategic Planning and Administration, who will supervise the Information Technology Manager, the Scholarships Officer, as well as the Payroll section of the School of Graduate Studies. Dr. Sekuler added that the Executive Director reports to the Graduate Registrar and the Associate Vice-President and Dean of Graduate Studies (for new initiatives/projects). Dr. Sekuler further explained that the School is also hiring an Information Assistant who will be attending to the front reception inquiries and a Web Developer, who will assist with redesigning the SGS website and in particular, the various online forms for graduate students and departments/programs.

Dr. Sekuler also mentioned the creation of the Task Force on Interdisciplinary Programs (TIPs) last year. The objective of TIPs (chaired by Dr. Sekuler) is to determine effective ways to evaluate and govern undergraduate and graduate interdisciplinary programs at McMaster. Dr. Sekuler said the task force conducted a survey among students, faculty members, and staff in order to gather information and suggestions concerning the current state and future of interdisciplinary programs at the University. The task force is also looking at what U.S. and other Canadian universities are doing regarding interdisciplinary programs. Dr. Sekuler invited the Council members to email the task force at *tips@mcmaster.ca*, should they have any suggestions on efficient ways to administer interdisciplinary programs.

II. Report from the Associate Deans of Graduate Studies

Dr. Welch explained that close to 1000 students attended the three SGS #101 sessions this year. He said the attendees were a combination of incoming and current graduate students. Turning to graduate scholarship applications, Dr. Welch said that faculty members should be vigilant and specific when writing reference letters for scholarship applications in order to provide applicants with a better chance at obtaining awards.

Dr. Goellnicht agreed with Dr. Welch, and he commented that reference letters should describe in detail the assessments of the applicants, especially for the OGS applications. Dr. Goellnicht reported as well that Social Sciences achieved a 35% growth in graduate enrolment this year. Dr. Goellnicht recalled that Graduate Council created an *ad hoc* committee last year to discuss the role of SGS concerning inclusivity and diversity issues. The *ad hoc* committee (chaired by Dr. Goellnicht) met only once last year. This year, Dr. Goellnicht will try to get the committee to be more involved in activities concerning diversity issues at the University. Dr. Goellnicht also mentioned McMaster's plan to create a scholarship award specifically for indigenous students.

III. Graduate Scholarships

Mr. Scime presented the following graduate scholarships for Council approval:

- The Bev Bayus Ontario Graduate Scholarship
- The Jan W. deGrijs Ontario Graduate Scholarship
- Mildred Gulliver Graduate Scholarship in Infectious Diseases
- Mildred Gulliver Postdoctoral Scholarship in Infectious Diseases
- The John and Doris Puddington MBA Scholarship

Dr. Welch moved, and Dr. Kehler seconded,

"that Graduate Council approve The Bev Bayus Ontario Graduate Scholarship, The Jan W. deGrijs Ontario Graduate Scholarship, Mildred Gulliver Graduate Scholarship in Infectious Diseases, Mildred Gulliver Postdoctoral Scholarship in Infectious Diseases, and The John and Doris Puddington MBA Scholarship, as set out in the document."

The motion was **carried**.

IV. Minutes of meeting

On a motion by Dr. Goellnicht, seconded by Dr. Cain, Graduate Council approved the minutes of the meeting of May 21, 2009.

V. Policy for Keeping Records of Graduate Student Oral Examination

Dr. Sekuler recalled that Graduate Council approved this document at its meeting on May 21, 2009. This item was on the agenda of the Senate meeting on June 3, 2009. However, Dr. Sekuler withdrew the document from the agenda due to some issues with FIPPA regulations. The issues have now been addressed and Dr. Sekuler presented the revised document to the Council.

Dr. Kliffer moved, and Dr. Welch seconded,

"that Graduate Council approve the proposed changes to the Policy for Keeping Records of Graduate Student Oral Examination, as described in the document."

The motion was **carried**.

VI. Guidelines for Graduate Course Instructors

Dr. Sekuler explained that the Executive Committee of Graduate Council has reviewed the *Guidelines for Graduate Course Instructors* and revised the document at its September 24, 2009 meeting. Dr. Sekuler said the guidelines are intended to highlight best practices to help instructors plan and run successful graduate courses.

Dr. Welch moved, and Dr. Kevlahan seconded,

"that Graduate Council approve the *Guidelines for Graduate Course Instructors*, as described in the document."

The motion was **carried**.

Dr. Sekuler will present the *Guidelines* document at the next Senate meeting for information.

It was noted that because it is a guideline, the document will be updated as issues pertaining to graduate courses arise. The document will also be posted on the SGS website.

There was no other business and the meeting adjourned at 11:00 a.m.

GRADUATE SCHOLARSHIPS – FOR APPROVAL

The Rodger G. Davis Ontario Graduate Scholarship
Established in 2009 in loving memory of Rodger G. Davis, B.Sc. (Class of ’43), M.Sc. (Class of ’44) by his daughter Ann Davis (B.A. ’88) to be awarded to a graduate student in the Faculty of Science with a preference for a student in the Department of Chemistry.

The Susan Morag McNeill Cameron Memorial Ontario Graduate Scholarship
Established in 2009 by Dr. Fiona McNeill in memory of her sister, Susan Morag McNeill Cameron, to contribute to the funding of an Ontario Graduate Scholarship at McMaster University. To be awarded by the School of Graduate Studies to a student registered in a Psychology, Neuroscience, Biomedical Engineering or Medical Physics program engaged in brain imaging research. Preference will be given to students conducting brain imaging research related to epilepsy.

The Raymond Darke MBA Bursary in Management Accounting
Established in 2009 by Raymond Darke (MBA ’79). To be granted to a student enrolled in the DeGroote School of Business who demonstrates financial need. Preference will be given to a student in the CMA Canada MBA Management Accounting specialization program.

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October 26, 2009

To : Members of Graduate Council

From : Medy Espiritu
Assistant Secretary and SynApps Administrator

By means of an email ballot conducted on October 6, 2009, the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee approved the proposal from the Department of Biology to reduce the number of its research fields from four to three, as described in the enclosed document.

This item is now forwarded to Graduate Council for approval. In addition, the document will be presented at the next meeting of the Faculty of Science for approval.

Encl.

McMaster University

SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES

PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form must be emailed to the Assistant Secretary and SynApps System Administrator (Email: *espiritu@mcmaster.ca*).
3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT	Biology
NAME OF PROGRAM	MSc and PhD

PROGRAM DEGREE	**Ph.D. ( )**	**M.A. ( )**	**M.A.Sc. ( )**	**M.B.A. ( )**	**M. Eng. ( )**	**M.Sc. ( )**	**Diploma Program ( )**	**Other *(Specify)*** OCGS

NATURE OF RECOMMENDATION *(PLEASE CHECK APPROPRIATE BOX)*

CHANGE IN ADMISSION REQUIREMENTS		**CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE**		**CHANGE IN COURSE REQUIREMENTS**	
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		**EXPLAIN:**			
OTHER	X	**EXPLAIN:** This is a recommendation for a change of the "Fields of Research", as defined by the OCGS, in the graduate programme in Biology			

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Introduction: One of the recommendations of the OCGS external consultants (Dr. Peter Boag and Dr. Hugh Brock) for the 2003 review of the graduate programme in Biology was to reorganize the research groups into fewer groups. In their report, the consultants wrote:

”We suggest that the department consider reorganizing research groups to make fewer groups that better reinforce the overlaps and connections between biologists, rather than emphasizing diversity, as a way to improve recruitment of graduate students. As part of this process, we suggest that a departmental plan be developed”.

The question was discussed at two separate Biology retreats in the past few years and more recently at the Biology Graduate Studies Committee and departmental meeting. This was followed by an e-mail vote where the new proposal was approved by the Biology faculty. Graduate students have been active in these discussions and support the proposed change. Currently, four Fields of Research are recognized by the OCGS, namely "Cellular and Developmental Biology", "Ecology and Environmental Biology", Genetics and Evolution" and "Molecular Biology". It was decided that the number of Fields of Research be reduced from four to three. It was proposed to combine two of the existing Fields (Cellular and Developmental Biology; Molecular Biology) into one designated "Cellular, Molecular and Developmental Biology" and to rename one of the Fields (Genetics and Evolution) into "Genetics, Evolution and Bioinformatics".

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE ***(Attach additional pages if space is not sufficient.)***

We propose to have three Fields of Research in Biology namely "Cellular, Molecular and Developmental Biology", "Ecology and Environmental Biology", and "Genetics, Evolution and Bioinformatics". This change reflects the composition and interactions within our Department. Significantly, there are currently three separate journal club series in Biology, one for each of the three proposed Fields of Research. Faculty members within these three fields of research have collaborative research projects, are members of the same graduate student supervisory committees and often teach in the same graduate courses. We believe that the designation of these three fields is an accurate representation of the organization and functioning of our department. Renaming the field of "Genetics and Evolution" into "Genetics, Evolution and Bioinformatics" reflects the hiring of two new faculty members working in the area of computational biology since 2002, namely Dr. Jonathan Stone and Jonathan Dushoff, and expansion of the department in this area of research. These two investigators have close links to members of the Genetics and Evolution field, thus providing new avenues of research for this group. The addition of the term "Bioinformatics" is a reflection of the research activities of this group and thus is a necessary update. The consolidation of the original four Fields of Research into three follows the original recommendation of the OCGS external reviewers. In summary, the three Fields of Research proposed are:

1- Cellular, Molecular and Developmental Biology

2- Ecology and Environmental Biology

3- Genetics, Evolution and Bioinformatics

RATIONALE FOR THE RECOMMENDED CHANGE:

The change provides a more accurate description of the organization of the research groups in Biology and follows the recommendation of the OCGS external reviewers.

PROVIDE IMPLEMENTATION DATE: ***(Implementation date should be at the beginning of the academic year)***

September 2009 or as early as possible in the 2009-2010 academic yea

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

The graduate programme in Biology is being reviewed by the OCGS in 2009 and this modification addresses one of the recommendations of the previous appraisal.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:

There is no mention of our Fields of Research in the calendar at the present time and therefore no change is required.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: André Bédard Email: abedard@mcmaster.ca Extension: 23149 Date: June 12, 2009

If you have any questions regarding this form, please contact the Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.

SGS/December 2006