

**GRADUATE COUNCIL  
MARCH 1, 2010, 2:00 P.M.  
COUNCIL CHAMBERS, GILMOUR HALL 111**

**PRESENT:** Dr. A. Sekuler (Chair), Dr. P. Baxter, Dr. R. Cain, Dr. N. Charupat, Dr. K. Dalnoki-Veress, Dr. T. Fetner, Dr. D. Goellnicht, Dr. C. Hayward, Dr. M. Head, Mr. S. Jones, Dr. G. Kehler, Dr. N. Kevlahan, Dr. A. Knights, Ms. H. Kuiper, Mr. R. Love, Dr. L. Magee, Mr. N. Phan, Mr. P. Self, Dr. M. Thompson, Dr. D. Welch, Dr. T. Yoshikawa, Mrs. M. Espiritu (Assistant Secretary)

**BY INVITATION:** Dr. M. Black, Dr. S. Elliott, Dr. J. Medcof, Dr. J. Nodwell

**REGRETS:** Dr. K. Kanagaretnam, Dr. M. Kliffer, Dr. F. McNeill, Dr. H. Sheardown, Dr. M. Stroinska, Dr. J. West-Mays

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**I. Minutes of Meeting**

On a motion by Dr. Cain, seconded by Dr. Welch, Graduate Council approved the minutes of the meeting of January 5, 2010.

**II. Business Arising**

There was no business arising from the minutes of the previous meeting.

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

Dr. Sekuler referred to the memorandum from the Provost concerning the postponement of all the 2010-2011 undergraduate and graduate program reviews pending implementation of the new Provincial review process. Dr. Sekuler explained that the new procedure will be more efficient and is expected to reduce the complexity of the process involved in reviewing programs. She said a quality assurance body, the Ontario Universities Council on Quality Assurance, will administer the review process and Ontario universities will be required to create their own Institutional Quality Assurance Process (IQAP). Dr. Sekuler added that implementation of the new process is anticipated to commence in January 2011.

Dr. Sekuler reviewed the status of the graduate programs submitted to OCGS for appraisal:

- Consultants' site visits were held for the following programs: M.A./Ph.D. programs in English, February 22-23, 2010; M.Sc. Statistics, February 25-26, 2010.

-Consultants' site visits have been scheduled for the following programs: M.Sc./Ph.D. Biology, March 25-26, 2010; M.A. Globalization Studies, April 22-23, 2010; M.A. Work and Society, April 19-20, 2010.

-The following programs are awaiting feedback from the Ontario Council on Graduate Studies regarding appraisal briefs that were submitted: M. Eng. ADMI, M.A./Ph.D. Diploma (Type 2) program in Gender Studies and Feminist Research, Management Studies Diploma (Type 4).

- The following programs are awaiting funding approval from the Ministry of Training, Colleges and Universities: Master of Health Management, M.Sc. in Global Health.

- Upcoming new programs: Ph.D. program in French, Master of Technology Entrepreneurship and Innovation program, McMaster-UNU Water, Environment and Health Diploma program.

Dr. Sekuler thanked Dr. Heather Sheardown and Ms. Janice Peltier, the Strategic Enrolment Officer, for their work in preparing the OCGS appraisal briefs for the ADMI M. Eng. program.

Dr. Sekuler explained that the Best Practices Lunch held on February 24, 2010 raised several important issues concerning labour relations. Ms. Lisa Newton, Associate Director of Employee/Labour Relations, led the presentation. The next Best Practices Lunch will be held on March 23, 2010.

Dr. Sekuler then invited Mr. Self to speak about several upcoming events. He explained that the School of Graduate Studies and the Postdoctoral Affairs and Research Training Office will be hosting several workshops in collaboration with the MITACS Skills Training and Entrepreneurship Program. Mr. Self said the first three sessions will be offered in March: Effective Networking, March 1<sup>st</sup>; Practice Your Presentation Skills, March 2<sup>nd</sup>; and Business Conduct Excellence, March 3<sup>rd</sup>. Mr. Self reported that McMaster has organized improvisation program sessions to be held at Theatre Aquarius on March 16, 17, and 23. Mr. Self said the program will pair graduate/post-doctoral students with actors working at Theatre Aquarius. He added that this activity is one of a series of programs that the University is organizing in order to prepare students for life outside of academia.

#### **IV. Report from the Associate Deans of Graduate Studies**

Dr. Welch reported that the SGS 101 class was recently held on January 22, 2010, and the next session will be offered on May 20, 2010. Dr. Hayward explained that she is currently involved in a quality assurance project on graduate student mentorship, as well as the *Research Plenary Day* event to celebrate research achievements of graduate students and postdoctoral fellows in the Faculty of Health Sciences, to be held on May 14, 2010.

#### **V. Accessibility for Ontarians with Disabilities Act (AODA)**

Dr. Sekuler recalled that at the January 5, 2010 meeting of Graduate Council she discussed McMaster's plan to provide *Customer Service* training to all its employees in response to AODA's objective to make Ontario fully accessible to people with disabilities by 2025. Dr. Sekuler said the AODA training for full-time employees is now available on the McMaster website. Dr. Sekuler then referred to the document outlining her proposal to require all graduate students to complete the AODA training. Dr. Sekuler explained that the proposal will involve revising Section 2.5.5 of the Graduate Calendar to include this requirement.

After the discussion, it was decided to include in the motion a statement that the requirement should take effect on July 1, 2010. However, it was noted that students graduating before July 1, 2010 may be exempted from the requirement if they cannot complete the requirement before the graduation date. There was a suggestion to include in the document a statement outlining the consequence of not completing the training, i.e., students will not be allowed further registration in the program. One member suggested adding this requirement in the supervisory committee form and advising students to do the training during the first semester of the program.

Dr. Welch moved, and Dr. Kehler seconded,

**“that Graduate Council approve the proposal to require all graduate students to complete the AODA training effective July 1, 2010, and the wording changes to Section 2.5.5 of the Graduate Calendar to include the AODA requirement.”**

The motion was carried.

Dr. Sekuler said she will inform the Council of Ontario Universities of this new requirement.

**VI. New Program: McMaster University-United Nations University Institute on Water, Environment and Health – *Water without Borders***

Dr. Elliott presented the proposed diploma program between McMaster University and the United Nations University Institute on Water, Environment and Health (UNU-INWEH) – *Water without Borders*. Dr. Elliott said the objective of the proposed program is to develop qualified personnel in the area of water-health to fill a growing global societal need for science and service, policy and practice, around the fundamental human issue of safe water provisioning. Dr. Elliott explained that students will be admitted to their home program using standard procedures. All programs linked to the proposed diploma program will have a link on their web site (for information) and their application (for submission) to the proposed program. She added that applications will require a supplementary essay describing why the student feels s/he would be a strong candidate for the diploma program, any experience they might have had in the area of international water policy, and their career goals/aspirations. Dr. Elliott said that all students in the program will be guided by the program regulations in their home department. In order to obtain the collaborative status with UNU-INWEH, Dr. Elliott said students will be co-supervised by faculty members from McMaster and UNU-INWEH and undertake three additional courses. Only when all requirements for the home program as well as the collaborative program are met will the student obtain both components of the diploma degree. Dr. Elliott said the curriculum committees of all the faculties have approved the new diploma program.

Dr. Hayward remarked that when the Faculty of Health Sciences Executive Committee approved the program on March 24, 2010, the committee made a comment that it would be easier to evaluate the viability of the proposed program if a more detailed budgetary report is included in the document. Dr. Sekuler said the University Planning Committee unanimously approved the proposed diploma program on February 17, 2010. Dr. Sekuler added that since the Faculty of

Science has not approved the program, Graduate Council's approval is contingent upon approval of this Faculty.

Dr. Goellnicht moved, and Dr. Dalnoki-Veress seconded,

**“that Graduate Council approve the proposed Water without Borders Graduate Diploma program (contingent upon approval by the Faculty of Science), as outlined in the document.”**

The motion was carried.

## **VII. Report from the Faculty of Business Graduate Curriculum and Policy Committee**

Dr. Head reviewed the proposal of the Human Resources and Management Area to change the name of its research field, from *Human Resources* to *Management of Organizational Behaviour and Human Resources*. Dr. Medcof explained that the *Human Resources* field is becoming much more integrated with other related fields such as organizational behaviour, organizational theory, and organization strategy. He commented that the *Human Resources* field name does not fully represent the current research interests of the faculty members in the Area as well as the recent and future thesis dissertations of students in the program.

Dr. Goellnicht moved, and Dr. Fetner seconded,

**“that Graduate Council approve the proposal of the Faculty of Business to change its Ph.D. research field to *Management of Organizational Behaviour and Human Resources*, as outlined in the document.”**

The motion was carried.

Dr. Sekuler said she will check if this change requires approval from OCGS.

Dr. Head discussed the recommendation to change the calendar description of the admission requirements for the M.Sc. in eHealth program in order to clarify the wording regarding the computer science background requirements for students entering the program.

Dr. Kehler moved, and Dr. Charupat seconded,

**“that Graduate Council approve the proposed change to the calendar description of the admission requirements for the M.Sc. in eHealth program, as outlined in the document.”**

The motion was carried.

Dr. Head then summarized the remaining report of the Faculty of Business Graduate Curriculum and Policy Committee for Graduate Council information.

### **VIII. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Council**

Dr. Hayward reported that the Department of Biochemistry and Biomedical Sciences has recommended a change to its Ph.D. comprehensive examination procedure. She then invited Dr. Justin Nodwell to discuss the proposal. Dr. Nodwell explained that their proposal is to merge the Comprehensive exam with the Transfer exam. For those students who enter the Ph.D. program with an M.Sc. the department will institute a “Qualifying exam,” which will be identical to the Transfer exam except that it will be administered 12 months after the student’s initial enrolment in the Ph.D. program. Dr. Nodwell said the Ph.D. program in the Department of Biology has a similar process. The only difference between the two is that Biology retained the comprehensive examination for students admitted directly to the Ph.D. program, while Biochemistry’s proposal is to merge the comprehensive examination with its existing Qualifying Exam. Dr. Nodwell said his department believes their current Comprehensive Exam does not ensure that students have substantial knowledge early in the program. He said the current timing of the Comprehensive Exam also does not benefit students who enter the Ph.D. program with a Master’s degree since these students will take the Qualifying Exam after 8-12 months in the program, and then 6 months later they will be required to take the Comprehensive Exam, which is composed of similar material. He added that the current process leads to longer times to completion and lower productivity.

One member was concerned about students with inadequate background, since the proposal does not seem to allow students to make modifications to their research proposal. Dr. Nodwell explained that at the first supervisory committee meeting, students are given 3-5 readings topics and their progress is reviewed at subsequent meetings. By the time they take the transfer exam within 18 months they already have sufficient knowledge to qualify for the exam. A member commented that the document lacks a clear description of the process involved if the student fails the transfer exam on their first attempt. Since Biochemistry has indicated that its proposal is comparable to Biology’s comprehensive examination procedure, one member commented that the wording of Biochemistry’s proposal is quite different from Biology’s Transfer Exam description in the current graduate calendar. It was then suggested revising the proposal to ensure that the procedure outlined in the document is similar to the process used by the Department of Biology.

Dr. Welch moved, and Dr. Kehler seconded,

**“to table discussion of the proposed changes to Biochemistry’s comprehensive exam procedure to the next meeting of Graduate Council when the department will submit a revised version of the proposal.”**

The motion was carried.

Dr. Hayward invited Dr. Margaret Black to discuss the proposed change in the course requirements for the M.Sc. Nursing program. Dr. Black explained that M.Sc. students whose program is integrated with the Primary Health Care Nurse Practitioner (PHCNP) Certificate currently take three core courses (705, 708, and 710) through the M.Sc. Rehabilitation Sciences

online program and write a scholarly paper. The School of Nursing has recommended replacing these courses with Nursing 701- Theoretical Basis of Nursing Practice, 712 – Evidence Based Health Care, and 768 – Building a Repertoire of Decision Making Skills. Dr. Black said Nursing 701 involves a seminar and a practicum component. M.Sc. students whose program is integrated with the Primary Health Care Nurse Practitioner Certificate program would enrol in the seminar component, forgo the practicum component, and would receive credit for the practicum component of the course through Nursing 767. Dr. Black said the School believes this change will provide an excellent foundation for the PHCNP courses that follow these courses, and students who are pursuing graduate education will be in closer alignment with other course-based M.Sc. students in Health Sciences.

Dr. Hayward moved, and Dr. Charupat seconded,

**“that Graduate Council approve the proposed changes to the course requirements for the M.Sc. Nursing program, as outlined in the document.”**

The motion was **carried**.

Dr. Hayward then summarized the remaining report of the Faculty of Health Sciences Graduate Policy and Curriculum Council for Graduate Council information.

#### **IX. Other business**

Dr. Sekuler announced that there will be an *International Excellence Award* competition again this year and the award prize is \$10,000. As in the previous year, Dr. Sekuler explained that the Faculty deans will be notified of the allocation for their respective Faculty, and departments will be receiving information concerning this competition from their respective Faculty.

There was no other business and the meeting adjourned at 3:50 p.m.