

GRADUATE COUNCIL
APRIL 16, 2009, 10:00 A.M.
MUSC-311/313

PRESENT: Dr. A. Sekuler (Chair), Dr. K. Bennett, Dr. R. Cain, Dr. D. Cassidy, Dr. T. Fetner, Dr. D. Goellnicht, Dr. M. Hatton, Dr. G. Kehler, Dr. T. Kirubarajan, Dr. M. Kliffer, Dr. A. Montazemi, Dr. C. Richards, Dr. M. Waddington, Dr. D. Welch, Dr. P. Widdicombe, Dr. T. Yoshikawa, Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dr. P. Baxter, Dr. N. Charupat, Dr. K. Dalnoki-Veress, Dr. B. Kaczynski, Dr. F. McNeill, Mr. J. Scime, Dr. J. West-Mays

I. Minutes

The minutes of the meeting of March 5, 2009 were approved on a motion by Dr. Richards, seconded by Dr. Hatton.

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 reported that McMaster has received over ten percent of the new spots in the recent Ontario graduate allocation. She said Ontario is investing \$51.6 M to create approximately 3300 new graduate spaces and only BIU eligible students can qualify for the funding. The breakdown of the new allocation is 188 Master's and 150 Ph.D. spaces. These newly allocated spaces will be combined with McMaster's unused previously allocated spaces of 145 Master's and 127 PhD, for a total of 333 Master's and 277 PhD. Combined with McMaster's previous unused allocation, the University has a total of about 530 new graduate spots that can be filled over the next few years. She added that all spaces should be used by 2013-2014. She stated that funding will take place over two years: one third of the funding in September 2010 and two-thirds in October 2011. In response to a question, Dr. Sekuler said funding allocation to departments/programs will be conducted in a similar manner to previous years. Dr. Sekuler circulated a written overview of graduate expansion information for the Council members to share with their departments/programs.

Dr. Sekuler requested the Associate Deans of Graduate Studies to provide an update on the International Excellence awards that will be awarded to graduate visa students. Dr. Goellnicht explained that the Faculty of Business chose to award the scholarship to a visa student enrolled in their Ph.D. program. Dr. Goellnicht said each department/program in the Faculty of Humanities nominated its top visa graduate student. The departments/programs in the Faculty of Social Sciences, in consultation with the Dean, decided amongst themselves which departments should nominate their students. Dr. Goellnicht, the SGS admissions officer, and the Faculty Deans then decided who should receive the awards. In the Faculty of Health Sciences, Dr. Richards said the procedure will take some time because a competition for the scholarships will

be held among the programs. Each program in the Faculty of Health Sciences will nominate two best students. Dr. Welch explained that a similar process is being conducted in the Faculty of Science. Dr. Hatton said the situation is the same in the Faculty of Engineering—each department/program will submit names and the Faculty of Engineering Graduate Admissions and Study Committee will decide who gets the awards. Dr. Sekuler said once all the Faculties have awarded the scholarships, the details will be published on the SGS website. If this undertaking is successful and funding is available, Dr. Sekuler said the University might continue this process next year.

Dr. Sekuler reported that Senate approved the revised *Policy on the Steps for the Creation of New Graduate Programs or New Fields in Existing Doctoral Programs* at its meeting on April 8, 2009. Dr. Sekuler also reported the status of the graduate programs submitted to OCGS for approval. The M.A. Communication and New Media and the M.Sc./Ph.D. Cognitive Science of Language programs have been approved by OCGS and these programs are now accepting students. Dr. Sekuler said the M.Sc. programs in Occupational Therapy and Physiotherapy received final approval from OCGS for their periodic appraisal, with a classification of “Good Quality.” Dr. Sekuler added that the site visit for the Chemistry M.Sc./Ph.D. programs is scheduled for May 11-12, 2009. In response to a question, Dr. Sekuler explained that there are no new developments concerning the OCGS review system. She said the issue is on the agenda of the upcoming OCGS retreat and the next OCAV meeting as well.

IV. 2009 Faculty of Health Sciences Spring Graduands

Dr. Sekuler referred the Council to the list of the 2009 Spring Graduands for the Faculty of Health Sciences.

Dr. Richards moved, and Dr. Hatton seconded,

“that Graduate Council approve the list of the 2009 Spring Graduands for the Faculty of Health Sciences, with amendments/corrections to be made as necessary by the Graduate Registrar.”

The motion was carried.

V. Graduate Scholarship: The Dr. Ronald J. Gillespie Prize in Inorganic Chemistry

Dr. Sekuler reviewed the details concerning the Dr. Ronald J. Gillespie Prize in Inorganic Chemistry.

Dr. Fetner moved, and Dr. Kehler seconded,

“that Graduate Council approve the Dr. Ronald J. Gillespie Prize in Inorganic Chemistry scholarship, as described in the document.”

The motion was carried.

VI. 2009-2010 Graduate Curriculum Revisions

a) Report from the Faculty of Engineering Graduate Curriculum and Policy Committee

Dr. Hatton reviewed the proposed curriculum revisions for the Faculty of Engineering for Graduate Council approval. Dr. Hatton said approval of Graduate Council is contingent upon approval of the recommendations by the Faculty of Engineering at its meeting on May 25, 2009.

Dr. Hatton explained that the Department of Chemical Engineering recommended closure of its graduate diploma programs: Advanced Automation in the Process Industries; Colloid, Polymer and Surface Science and Engineering; and Polymer Processing Technology. Rationale for the closure is lack of student interest in the programs.

Dr. Hatton moved, and Dr. Welch seconded,

“that Graduate Council approve the closure of the graduate diploma programs in the Department of Chemical Engineering: *Advanced Automation in the Process Industries; Colloid, Polymer and Surface Science and Engineering; and Polymer Processing Technology, as described in the documents.*”

The motion was carried.

Dr. Hatton said the Department of Civil Engineering has requested changes in course requirements for its M.A.Sc., M. Eng., and Ph.D. programs. Currently, students enrolled in the Master’s programs are required to take Civil Engineering 761 – Graduate Seminar (Master’s), and Ph.D. students need to enroll in Civil Engineering 762 – Graduate Seminar (Ph.D.) for the entire period of study. The department is proposing to change these requirements by allowing Master’s students to take Civil Engineering 761 – Graduate Seminar (Master’s) only for the first 6 terms (24 months) of study. For the Ph.D. program, the department will require the students to take Civil Engineering 762 – Graduate Seminar (Ph.D.) only for the first 12 terms (48 months) of study. Dr. Hatton explained that the rationale for the change is to allow students in the programs to qualify for discounted tuition fees. Students are eligible for discounted tuition fees if they have completed all their course work and research.

Dr. Hatton explained that the department is also requesting closure of its two graduate diploma programs, namely: Masonry: Material and Design and Rehabilitation of Civil Engineering Structures. Rationale for the closure is lack of interest from students.

Dr. Hatton moved, and Dr. Welch seconded,

“that Graduate Council approve the changes in the course requirements for the M.A.Sc., M.Eng., and Ph.D. programs in the Department of Civil Engineering as well as the closure of the two graduate diplomas in Masonry: Material and Design, and Rehabilitation of Civil Engineering Structures, as described in the documents.”

The motion was carried.

Dr. Hatton explained that the Department of Electrical and Computer Engineering has recommended the following changes:

Change in course requirements for the M.Eng. program. Currently, students in the M. Eng. program are required to complete six half courses, of which at least four must be 700-level and up to two 600-level courses. The proposed change will require students to take seven half courses of which at least five must be a 700-level and two 600-level courses. The change will allow students to complete the degree (without doing a project) by completing another course.

Change in the *General Requirements* calendar description, eliminating the requirement for all M. Eng. students to register for course ECE 790. Currently, all graduate students in the department are required to take ECE 790 – Graduate Poster Seminars in Electrical and Computer Engineering. The department is proposing that only M. Eng. students enrolled in the new course, ECE *701 – M. Eng. Project, are required to take ECE 790. Dr. Hatton further said that students who are not taking ECE *701 are not required to present research papers.

Dr. Hatton moved, and Dr. Welch seconded,

“that Graduate Council approve the proposed changes for the Department of Electrical and Computer Engineering: change in course requirements for its M. Eng. program; and change in the *General Requirements* concerning course ECE 790, as described in the documents.”

The motion was carried.

Dr. Hatton presented the proposed calendar copy for the Walter G. Booth School of Engineering Practice. Dr. Hatton explained that the School would like to restructure its graduate calendar listing so that there is one specific section for the Walter G. Booth School of Engineering Practice as an academic unit, which would list the faculty, the program units (Engineering Entrepreneurship and Innovation, Engineering and Public Policy, Engineering Design, and Manufacturing Engineering) and all the SEP courses. Students are finding it difficult to search for courses listed by program in the current format—they need to know the program first to be able to find corresponding courses.

Dr. Hatton moved, and Dr. Goellnicht seconded,

“that Graduate Council approve the proposed calendar copy for the Walter G. Booth School of Engineering Practice, as described in the document.”

The motion was carried.

Dr. Hatton then briefly discussed the remaining report of the curriculum committee for Council information.

b) Report from the Faculty of Health Sciences Graduate Policy and Curriculum Committee

Dr. Richards reviewed the proposed curriculum revisions for the Faculty of Health Sciences for Graduate Council approval. Dr. Richards reminded the members that Graduate Council approval is contingent upon approval of the recommendations by the Faculty of Health Sciences Executive, which will meet on May 27, 2009.

Dr. Richards explained that the School of Nursing recommended changing the admission requirements for its M.Sc. and Ph.D. programs. The current procedure requires applicants to submit two academic and two clinical references. The new requirement will allow applicants to submit two academic and one clinical reference. Dr. Richards said the School believes that one clinical reference is sufficient to assess the candidate's clinical competence and the process will be less burdensome for the applicants. Dr. Richards said the School of Nursing is also seeking a change in the procedure of the comprehensive examination for its Ph.D. program. The proposed change requires students to complete two outlines, one for each of the two topic areas, and the time to write the papers is reduced to six weeks, and ten weeks for special circumstances.

Dr. Richards moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes in the School of Nursing: change in admission requirements for the Ph.D./M.Sc. programs, and change in the comprehensive examination procedure, as set out in the documents.”

The motion was carried.

Dr. Richards explained that the School of Rehabilitation Science has submitted for approval a revised calendar copy of the Physiotherapy program. Dr. Richards said the revised document now includes a “personal interview” with applicants.

Dr. Richards moved, and Dr. Kehler seconded,

“that Graduate Council approve the revised calendar copy for the Physiotherapy program, as described in the document.”

The motion was carried.

Dr. Richards then briefly discussed the remaining report of the curriculum committee for Graduate Council information.

c) Report from the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee

Dr. Welch reviewed the proposed curriculum revisions for the Faculty of Science for Graduate Council approval. Dr. Welch said approval of Graduate Council is contingent upon approval of the recommendations by the Faculty of Science, which will meet on May 25, 2009.

According to Dr. Welch, the Department of Chemistry recommended the following changes to its *M.Sc. Degree* and *Departmental Colloquia and Seminars* sections in the graduate calendar: adding a statement regarding (a) the required maximum number of module courses for students in the program; and (b) the mandatory attendance at colloquia for M.Sc. and Ph.D. students during the first two years of the program.

Dr. Welch moved, and Dr. Widdicombe seconded,

“that Graduate Council approve the proposed changes by the Department of Chemistry as stated above, and described in the documents.”

The motion was carried.

Dr. Welch then briefly discussed the remaining report of the curriculum committee for Graduate Council information.

d) Report from the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee

Dr. Goellnicht reviewed the proposed curriculum revisions for the Faculty of Humanities for Council approval. He stated that Graduate Council approval is contingent upon approval of the Faculty of Humanities, which will meet on May 25, 2009.

Dr. Goellnicht presented the calendar copy for the M.Sc./Ph.D. in Cognitive Science of Language. In response to a question, he said that the program is still waiting for the approvals of new faculty members who will be added to the list. Dr. Kehler commented that the calendar copy did not include the information concerning the required thesis length for the Master’s program. Dr. Goellnicht will ask the department to include this information in the submission.

Dr. Goellnicht moved, and Dr. Welch seconded,

“that Graduate Council approve the calendar copy for the M.Sc./Ph.D. in Cognitive Science of Language, subject to the above-mentioned amendments.”

The motion was carried.

Dr. Goellnicht then discussed the proposed calendar copy for the M.A. Communication and New Media.

Dr. Goellnicht moved, and Dr. Widdicombe seconded,

“that Graduate Council approve the calendar copy for the M.A. in Communication and New Media, as described in the document.”

The motion was carried.

Dr. Goellnicht explained that the History Department has requested a course requirement change to its M.A. with Thesis program. The current regulations require students to complete five half courses (four course seminars and History 741), a comprehension test in another language, and a thesis. The proposed change will require students to take three half-course seminars offered by the department and one half-course from another department (subject to approval by the History department), History 741, a comprehension test in another language, and a thesis. The department has proposed the change as a result of the last OCGS review in which the consultants expressed concern that the course requirement is quite heavy for a one-year Master's program.

Dr. Goellnicht moved, and Dr. Kehler seconded,

“that Graduate Council approve the proposed changes from the Department of History as stated above, and outlined in the documents.”

The motion was carried.

Dr. Goellnicht reviewed the calendar copy for the M.A. in International Relations. He briefly discussed the admission requirements and the list of courses that will be offered by the program.

Dr. Goellnicht moved, and Dr. Fetner seconded,

“that Graduate Council approve the proposed calendar copy for the M.A. in International Relations program, as described in the document.”

The motion was carried.

Dr. Goellnicht then discussed the remaining report of the curriculum committee for Graduate Council information.

VII. Policy: Course Instructor, School of Graduate Studies

The Course Instructor Policy, revised by the sub-committee composed of Drs. Hatton and Cain, was presented to Graduate Council for approval. The members reviewed the document and there was a general comment that the contents of the material are a combination of guidelines and policy requirements for offering courses and course outline information. It was decided that the document should be divided to create two documents, a “policy document” for course outlines and “guidelines” for instructors offering graduate courses. It was suggested that the policy document on course outlines should include the overview/format of the course, explanation of assignments, list of required reading materials, method of evaluation, and the statement concerning academic dishonesty. Another member suggested including the length of time a course outline should be kept on file by the department. There was a comment that most of the items described in the document that was circulated to the Council members can be considered as guidelines for graduate course instructors. The sub-committee, with the addition of Drs. Kehler and Widdicombe, will revise the document based on the comments and suggestions from the members and will be submitted to the next meeting of Graduate Council.

VIII. Policy for Keeping Records of Graduate Student Oral Examination

This agenda item was tabled to the next meeting of Graduate Council.

IX. Policy Concerning Retention of Examination Papers and Other Graded Materials

This agenda item was tabled to the next meeting of Graduate Council.

Dr. Sekuler explained that the above two policy documents need to be consistent with the student appeal policy. She added that Dr. Welch is currently involved with the revision of the student appeal policy and the University Secretary wants to ensure that revisions of the policies are also consistent with the FIPPA guidelines. Dr. Sekuler said she will discuss the documents further with the AVP Academic, Dr. Welch and the University Secretary before they are presented to Graduate Council.

X. Other Business

1) Discussion: Minimum required qualification of a supervisor

This agenda item was tabled to the next meeting of Graduate Council.

There was no other business and the meeting adjourned at 12:00 noon.