

**GRADUATE COUNCIL
MARCH 5, 2009, 10:00 A.M.
MUSC-311/313**

PRESENT: Dr. A. Sekuler (Chair), Dr. K. Bennett, Dr. M. Boda, Dr. R. Cain, Dr. S. Cassidy, Dr. N. Charupat, Dr. S. Crosta, Dr. K. Dalnoki-Veress, Dr. T. Fetner, Dr. D. Goellnicht, Dr. M. Hatton, Dr. G. Kehler, Dr. T. Kirubarajan, Dr. M. Kliffer, Dr. H. Kuiper, Dr. A. Montazemi, Dr. C. Richards, Dr. D. Welch, Dr. T. Yoshikawa, Mr. J. Trzeciak, Mr. J. Scime (Secretary), Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dr. P. Baxter, Dr. F. McNeill, Mr. K. Viers, Dr. M. Waddington, Dr. J. West-Mays, Dr. P. Widdicombe

Associate Vice-President and Dean's Report

Dr. Sekuler reported the status of the graduate programs that were submitted to OCGS for approval. She said the OCGS consultants' site visits for the new M. Eng. program in Mechatronics was held on March 2-3, 2009. Dr. Sekuler added that OCGS approved the M.Sc./Ph.D. in Cognitive Science of Language program on January 14, 2009. She said that two new graduate programs were recently submitted to OCGS: M.Sc. in Health Management, and M.Sc. in Global Health. Dr. Sekuler further said that the following graduate programs are also scheduled for consultant visits: Mechanical Engineering M.A.Sc./Ph.D. – March 26-27, 2009; Computer Science M. Eng. – April 15-16, 2009; Anthropology M.A./Ph.D. May 4-5, 2009; Geography M.A./M.Sc./Ph.D. – May 11-12, 2009; Chemical Engineering M.A.Sc./M.Eng./Ph.D. – June 1-2, 2009; and Mathematics M.Sc./Ph.D. – week of June 22, 2009.

Dr. Sekuler explained that the \$52 million government funding for graduate studies expansion will have a significant impact on the University. She said that current interest in graduate studies across McMaster has increased 30% in areas such as Engineering and the MBA programs. She added that graduate enrolment at McMaster is expected to grow to 530-550 students over the next three years. In response to a question, Dr. Sekuler said that the School of Graduate Studies will be scheduling workshops for graduate advisors, administrators and secretaries regarding graduate funding, etc. Dr. Bennett requested Dr. Sekuler to provide a written overview of graduate expansion to share with her department.

Dr. Sekuler also announced that McMaster will fund about 20 international excellence awards to be granted to visa students. She noted that these awards will be beneficial to visa students since they are not eligible to apply for most of the external scholarships. She explained that Faculty deans will be notified of the allocation for their respective faculty. The deans will then work with the appropriate graduate associate deans to figure out how the awards will be granted to students. Dr. Sekuler further said the criteria for the selection of the award recipients will be similar to NSERC and SSHRCC scholarships. She further said that these awards may be used by departments for recruiting excellent students.

Steps for the Creation of New Graduate Programs or New Fields in Existing Doctoral Programs

Dr. Sekuler explained that the proposed changes to the Policy on the Steps for the Creation of New Graduate Programs or New Fields in Existing Doctoral Programs were submitted for discussion to the Graduate Council Executive Committee on February 25, 2009. The revised document now seeks Graduate Council approval. Discussion was held and the Council members suggested the following revisions to the document:

- Number 2, bullet 3 should read “many new faculty”
- Number 2, paragraph 4, line 2 should read “and/or Faculties”
- Section B, the following paragraph was added: “The general consensus of the students should be summarized and included when describing the rationale for the program. A written statement outlining the methodology and results should also be included.”
- Section C, the following paragraph was added: “Students should be consulted in Step 2 and the Provost and Associate Vice-President and Dean of Graduate Studies should provide a written statement of the steps to be completed. If there are additional resources required, the appropriate involvement of the Dean and Provost should be included in the process.”

Dr. Hatton moved, and Dr. Kehler seconded,

“that Graduate Council approve the proposed changes to the Policy on the Steps for the Creation of New Graduate Programs or New Fields in Existing Doctoral Programs with the amendments suggested above.”

The motion was carried.

Graduate Calendar: Section 2.1.7 – Visiting Students

Dr. Sekuler said that Section 2.1.7 of the graduate calendar concerning visiting students was discussed at the Graduate Council Executive Committee on February 25, 2009. Dr. Sekuler explained that visa students who are not taking any courses and only working at research laboratories at McMaster are currently required to pay tuition and incidental fees. Dr. Sekuler said these visiting students are not using McMaster’s resources as typical graduate students. Dr. Sekuler said the revised document circulated to the Council members reflect the changes suggested by the Graduate Council Executive Committee. After reviewing the document, the Council suggested the following: line 11 should read “The student is expected to pay the application fee, incidental fees, and the appropriate Canadian equivalent per course fee for the time that they are registered here.”

Dr. Hatton moved, and Dr. Welch seconded,

“that Graduate Council approve the proposed changes to Section 2.1.7 (Visiting Students) of the Graduate Calendar with the amendments suggested above.”

The motion was carried.

The Course Instructor, School of Graduate Studies

Dr. Sekuler explained that the Policy on The Course Instructor document was discussed at the GC Executive Committee on February 25, 2009. Dr. Sekuler further said that some departments/programs are unaware that the policy exists. Dr. Sekuler emailed chairs and graduate advisors informing them of the existence of this policy. Dr. Sekuler explained that the title is confusing and should be changed since the policy concerns procedures for offering graduate courses, course outline information, types of assignments, as well as responsibilities of the course instructors. Dr. Sekuler said that at the meeting of the GC Executive, a sub-committee was created, with Drs. Roy Cain and Mark Hatton as members, to review the policy and make recommendations to Graduate Council.

The Council members reviewed the document and the following items were suggested: the academic dishonesty statement should be in the policy; provide a written evaluation of student's performance in the course and meet with student to discuss evaluation; multiple assessments of student should occur to determine the final grade; and add a statement specifying that the requirements in the policy are minimum and there may be additional requirements from the program. The sub-committee will submit a revised document at the next meeting of Graduate Council.

Report from the Faculty of Business Graduate Curriculum and Policy Committee

Calendar Copy: Marketing Field in the Ph.D. Program in Business Administration

Dr. Goellnicht presented the proposed calendar copy for the Marketing Field in the Ph.D. Program in Business Administration. He explained that the proposal was approved by the Faculty of Business Graduate Curriculum and Policy Committee by means of an email ballot conducted on February 11, 2009. Dr. Goellnicht further commented that the document circulated had some typographical errors that need to be corrected.

Dr. Goellnicht moved, and Dr. Welch seconded,

“that Graduate Council approve the calendar copy for the Marketing Field in the Ph.D. program in Business Administration.”

The motion was carried.

Dr. Goellnicht then briefly discussed the remaining items in the report for Graduate Council information.

Graduate Scholarships

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

- The Guerino and Anna Maria Marinucci Academic Grant (MBA)
- The MBA Class of 1988 Greg Brophy Memorial Scholarship in Principled Leadership

- The Norm Archer Endowed Prize

Dr. Richards moved, and Dr. Hatton seconded,

“that Graduate Council approve the three graduate scholarships listed above.”

The last sentence describing the Norm Archer Endowed Prize was revised to “The prize will be awarded at the discretion of the Faculty of Business awards committee.”

The motion was carried.

There was no other business and the meeting adjourned at 11:35 a.m.