

**GRADUATE COUNCIL
NOVEMBER 8, 2007, 1:30 P.M.
GILMOUR HALL 111**

PRESENT: Dean D. Capson (Chair), Mr. L. Ariano, Ms. E. Bellhouse, Dr. M. Boda, Dr. N. Charupat, Dean D. Goellnicht, Dr. M. Hamed, Dr. M. Head, Dr. B. Kaczynski, Dr. F. McNeill, Dr. J. Medcof, Dr. D. Pawluch, Dean C. Richards, Mr. J. Scime (Secretary), Dr. P. Solomon, Dr. J. Tiessen, Dr. D. Wright, Dr. R. Viveros-Aguilera, Dr. M. Waddington, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Dr. M. von Mohrenschildt

REGRETS: Dr. P. Baxter, Dr. R. Cain, Ms. K. Espiritu, Dr. P. Guo, Dr. T. Marlin, Dr. P. Walmsley, Dean D. Welch

I. MINUTES

Graduate Council approved the minutes of the meetings of March 19, 2007 and May 28, 2007 on a motion by Dr. Pawluch, seconded by Dean Richards.

II. BUSINESS ARISING

Result of email ballot

Dean Capson reported the result of the email ballot conducted on October 3, 2007 for the following proposals:

- 1) Approved: Graduate Scholarships: Allan Jackson Ontario Graduate Scholarship, and Harish Jain Human Rights in Employment Academic Grant
- 2) Approved: 2007-2008 Scholarships Committee of Graduate Council Membership List

III. DEAN'S REPORT

Graduate Enrolment

Dean Capson circulated a revised copy of the graduate enrolment report, which showed a total of 2723 full time and 476 part time students in 2007-2008. There is an increase of 252 full time and 55 part time students from last year. Mr. Scime commented that these figures are head counts, not BIU eligible numbers. Dr. Waddington commented that 2007-2008 enrolment for Geography is smaller when compared to last year's figures because the 2006-2007 numbers were combined with earth and environmental science. Dr. Head commented that the data for the Ph.D. program should be combined under the title "Business Administration" rather than divided into Business Administration, Human Resources, and Management Science.

School of Graduate Studies Review

Dean Capson explained that the Provost had arranged for an external team to visit McMaster on November 5, 2007 to review the role of the School of Graduate Studies in the University's academic mission. The review team members were: (1) Dr. Sam Scully, former VP from University of Victoria and Dalhousie University; (2) Dr. Greg Moran, former VP from University of Western Ontario; and (3) Dr. Jonathan Driver, current Dean of Graduate Studies at Simon Fraser University. The review team met with the Acting Dean and the three Associate Deans of the School of Graduate Studies, faculty deans, department chairs, program directors, graduate advisors, staff members of the School of Graduate Studies, and graduate students from the six faculties. Drs. Elbestawi (VP, Research) and Sekuler (AVP Research) also met with the review team. Dean Capson said the review team's report is expected by the end of November, and will be presented to Graduate Council once it becomes available.

Update on Graduate Program Appraisals

Dean Capson referred to the document listing the graduate programs scheduled for the 2007-2008 OCGS periodic (re)appraisals, and the graduate programs which were recently approved by OCGS and the Ministry of Training, Colleges and Universities (MTCU). Dean Capson commented that MTCU's efficiency in approving funding for programs has improved significantly—the six-month delay in obtaining funding approval is now reduced to three months. Dean Capson also mentioned the three programs that were approved under the fast-track procedure: (1) M.Sc. in Environment and Health, (2) Ph.D. in Social Work, and (3) M.Eng. in Software Engineering and Virtual Systems Design.

IV. 2007 FALL GRADUANDS

Dean Capson referred to the list of the 2007 Fall Graduands for the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences. He pointed out that with the transfer of the Department of Biochemistry and Biomedical Sciences, the graduands for the department are now listed under the Faculty of Health Sciences. The members reviewed and made some minor corrections to the list. Mr. Scime agreed to incorporate the changes and submit a revised list to Senate for approval.

Dean Richards moved, and Dr. Viveros-Aguilera seconded,

“that Graduate Council approve the list of the 2007 Fall Graduands for the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences, with amendments/corrections to be made as necessary by the Graduate Registrar.”

The motion was carried.

V. GRADUATE SCHOLARSHIPS

Mr. Scime reviewed the following graduate scholarships for approval: Purchasing Management Association of Canada-Hamilton District Bursary, and the Mildred Barrett Armstrong History Fund.

Dr. Kaczynski moved, and Dr. Viveros-Aguilera seconded,

“that Graduate Council approve the Purchasing Management Association of Canada-Hamilton District Bursary and the Mildred Barrett Armstrong History Fund, as described in the document.”

The motion was carried.

VI. FAST-TRACK PROCEDURES: STEPS FOR THE CREATION OF NEW GRADUATE PROGRAMS OR NEW FIELDS IN EXISTING DOCTORAL PROGRAMS

Dean Capson explained that the former Dean of Graduate Studies recommended the fast-track approval process to take advantage of the graduate expansion and to facilitate the large volume of new programs departments were proposing at that time. The fast-track procedure helped in expediting internal approvals of new programs while ensuring a timely submission to the Ontario Council on Graduate Studies and the Ministry. Since the fast-track procedure was in effect until September 2007, Dean Capson informed Graduate Council that a decision must be made whether to continue the use of the fast track or revert to the original procedure. Although Dr. Pawluch supports the efficient approval of programs, she expressed her concerns regarding the fact that the programs are not submitted to Graduate Council for approval. She believes there should be one more level of approval that will serve as an extra check and balance beyond the curriculum committees. Unless Graduate Council is involved, Dr. Pawluch said there is no mechanism to address issues (e.g., faculty component, etc.) that may arise in terms of how interdisciplinary programs will be offered. She then suggested modifying the system to include Graduate Council in the approval process.

Dr. Bennett said it would be beneficial if a summary of the distinctions between the original and the fast-track procedures were available to the Council. Dean Richards said the approvals of the Health Sciences programs, which used the fast-track procedure, were quite efficient, as compared to the ‘old’ method. Dr. Medcof commented that McMaster should explore ways to facilitate approval and timely submission of new programs, and unless there are problems, the fast-track procedure should continue. He also suggested consulting with departments that have gone through the process to ensure that any problems they have encountered are addressed. Mr. Scime commented that the meeting schedules of the Faculties, which do not occur frequently, also contribute to delays in the approval process. After the discussion, the Council members decided to bring the matter to the next meeting of the Executive Committee of Graduate Council. The outcome of the Executive Committee’s discussion will be presented to Graduate Council.

VII. COURSE-BASED M. ENG. IN MECHATRONICS AND COURSE-BASED M. ENG. IN COMPUTER-SCIENCE

Dean Capson invited Dr. von Mohrenschildt to discuss the two course-based M. Eng. programs in Mechatronics and Computer Science. Referring to the documents, Dr. von Mohrenschildt reviewed the objectives, admission and course requirements, and list of faculty members who will be involved in the programs. Dr. von Mohrenschildt added that the department is not introducing new courses for the programs. He also said that the programs have strong support from faculty members in both Computing & Software and Mechanical Engineering.

Dr. Waddington moved, and Dr. Medcof seconded,

“that Graduate Council approve the Course-based M. Eng. in Mechatronics and the Course-based M. Eng. in Computer Science, as described in the documents.”

Dr. von Mohrenschildt explained that students are admitted to the programs either through the “regular admission” or the “advanced credit option.” In the regular admission for the M. Eng. in Mechatronics, students are admitted in the M.Eng. program if they have the equivalent of a bachelor’s degree in Engineering from McMaster with a minimum of B- average. The student’s background/program of study is reviewed to ensure that he/she has the appropriate breadth of knowledge in the discipline. In the “advanced credit option,” students enrolled in the B.Eng. in Mechatronics Engineering at McMaster are able to acquire a Master’s degree in Mechatronics with only one additional year of study after obtaining their four-year undergraduate degree. In response to a question, Dean Capson explained that the advanced option involves double counting of course credits; however, only undergraduate students enrolled in this type of program at McMaster are permitted to enroll in 600-level courses. Dean Capson further said that the M. Eng. in Electrical and Biomedical Engineering was the first program at McMaster to offer the advanced credit option. He added that there was considerable debate over the double counting of courses when the M. Eng. in Electrical and Biomedical Engineering was submitted to various committees for approval.

In response to a question, Dr. von Mohrenschildt explained that while students apply to the M. Eng. Mechatronics program during the fourth year, an initial review is held in their third year of study. Students with a B average (or higher) are then notified whether they qualify for the Advanced Credit Option and that they can take two of their 400-level as 600-level course; students in this category are required to do additional work. Dr. von Mohrenschildt added that this qualification does not guarantee admission to the M. Eng. program because students must also maintain their B- average throughout their third and fourth year of undergraduate studies.

The motion was carried.

VIII. INFORMATION TO BE INCLUDED ON DIPLOMA PARCHMENT

Dean Capson explained that Dr. Bennett from the Health Research Methodology (HRM) program asked to present to Graduate Council the possibility of adding the specialty and sub-specialty of a student’s degree on the parchment diploma. Dr. Bennett said the students in the

HRM program have recommended the proposal. According to the students, adding the specialty in the actual diploma ensures that the skills they acquired from the Health Research Methodology program are visible front and centre. Dr. Bennett said the proposal will also provide good publicity for the program. In response to a question about what other universities are doing to address this issue, Dean Capson said Queen's University students have the degree and program but not the specialty (field) written in their diplomas. Dean Capson explained that the proposal has to be submitted to the University Ceremonials and Insignia Committee through Graduate Council. Some members commented that it may take awhile before a meeting can be scheduled with this committee. Dr. Bennett did not find this a problem since the proposal does not need approval until 2009. It was agreed to bring the issue to the next meeting of the Executive Committee of Graduate Council.

There was no other business and the meeting adjourned at 2:45 p.m.