

**GRADUATE COUNCIL
NOVEMBER 7, 2006, 2:00 P.M.
GH-111**

PRESENT: Dean F.L. Hall (Chair), Ms. S. Abughannam, Dr. G. Bone, Dean D. Capson, Dr. L. Chan, Dean S. Crosta, Ms. K. Espiritu, Dean L. Finsten, Dr. P. Guo, Dr. M. Head, Dr. C. Ingram, Dr. B. Kaczynski, Mr. A. Kholaf, Dr. W. Lewchuk, Dr. G. Luke, Ms. B. McNally, Dr. D. Pawluch, Dean C. Richards, Mr. J. Scime (Secretary), Dr. P. Solomon, Dr. R. Viveros-Aguilera, Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dean P. Bates, Dr. J. Tiessen, Dr. M. Waddington, Dr. D. Wright

Dean Hall began the meeting by asking all present to introduce themselves, since this was the first meeting of the year.

I. MINUTES

The minutes of the meeting of June 1, 2006 were approved on a motion by Dr. Chan, seconded by Dr. Pawluch.

II. BUSINESS ARISING

- (a) Dean Hall reported the results of the e-mail ballot conducted among the Graduate Council members.

E-mail ballot – September 28, 2006

New Graduate Scholarships – Approved unanimously
- The Burlington Economic Development Corporation Scholarship
- The Fred Vermeulen Ontario Graduate Scholarship
- Myra Baillie Academic Grant
- Ontario Graduate Fellowships
- Zonta Club of Hamilton 1, Muriel Stewart Mem. MBA Bursary

E-mail ballot – October 4, 2006

- 2006-07 Scholarships Committee of Graduate Council Membership – Approved unanimously

(b) At the June 1, 2006 meeting of Graduate Council, the proposed changes to the Rehabilitation Science Ph.D. Comprehensive Examination were not approved. The Council commented that the “pass/fail” grading procedure was unclear and confusing. Dean Richards presented the revised document addressing Graduate Council’s concerns.

Dean Richards moved, and Dr. Solomon seconded,

“that Graduate Council approve the proposed changes to the Rehabilitation Science Ph.D. Comprehensive Examination procedure, as described in the document.”

The motion was carried.

III. DEAN’S REPORT

Dean Hall reported that the following graduate programs submitted by McMaster received approval at the OCGS meeting on November 3, 2006:

Periodic Appraisal: Approved to continue; classified as good quality:

MBA/Ph.D., Business Administration

MBA, Business Administration – Sub-Specialization in Management Accounting

M.Sc./M.Eng./Ph.D., Electrical and Computer Engineering

M.Sc., Health and Radiation Physics

Graduate Diploma, Management of Innovation and Technology

M.Sc./Ph.D., Physics and Astronomy

M.Sc./Ph.D., Radiation Sciences

M.Sc., Statistics

Standard Appraisal:

M.A., Digital Society – approved to commence in September 2008

IV. CHANGES TO THE ‘GENERAL’ MBA

Dr. Head explained that the Faculty of Business Graduate Curriculum and Policy Committee approved the proposal at its meeting on December 1, 2005. She explained that the current requirement for the ‘General’ MBA is completion of twelve core courses and a specialization consisting of five prescribed elective courses. It is recommended that the ‘General’ MBA program be revised to comprise twelve required courses and any eight 700-level elective courses.

Dean Finsten moved, and Dr. Bone seconded,

“that Graduate Council approve the proposed changes to the ‘General’ MBA program as described in the document.”

The motion was carried.

V. FACULTY OF HEALTH SCIENCES CURRICULUM REVISIONS

(a) Restructuring of areas in Medical Sciences

Referring to the document, Dean Richards reviewed the proposed restructuring of the Medical Sciences research areas. OCGS recommended a review and revamping of these areas. Dean Richards said the current research area names do not represent the interests of the faculty

members in Medical Sciences. Dean Richards said the new area names will be more attractive to applicants, and will also better parallel with the areas recognized by the CIHR institutes.

Dean Richards moved, and Dr. Solomon seconded,

“that Graduate Council approve the proposed restructuring of the Medical Sciences research areas.”

The motion was **carried**.

(b) Transfer procedure from thesis-based M.Sc. to Ph.D. in Rehabilitation Science

Dean Richards referred to the document and discussed in detail the transfer procedure from thesis-based M.Sc. to the Ph.D. program in Rehabilitation Science. Dean Richards explained that due to the recent approval of the Ph.D. program in Rehabilitation Science, it has become necessary to identify the transfer procedure.

Dean Richards moved, and Dr. Solomon seconded,

“that Graduate Council approve the proposed transfer procedure from the thesis-based M.Sc. to the Ph.D. in Rehabilitation Science, as described in the document.”

In response to a question, Dean Richards explained that students who will be using the transfer procedure are existing Master’s students who are upgrading to the Ph.D. program. Students from other universities must first complete their Master’s degree before they can enter the Ph.D. in Rehabilitation Science.

Dean Hall commented that transferring Master’s students to the Ph.D. program is a way of promoting graduate expansion at the doctoral level. Dean Capson said some departments in the Faculties of Engineering and Science (e.g., Biochemistry) have already adopted this practice.

The motion was **carried**.

(c) Request for change to regulations regarding requirements for the M.Sc. degree in Rehabilitation Science

Dean Richards explained the proposal to increase the number of elective courses for the M.Sc. on-line course-based program. Courses *703 and *704 will be added to the list of elective courses that will be offered.

Dean Richards moved, and Dean Finsten seconded,

“that Graduate Council approve the recommended change to the regulations regarding the course requirements for the M.Sc. in Rehabilitation Science, as described in the document.”

The motion was **carried**.

(d) Change to the OT/PT Admission Requirements

Dean Richards explained the current requirements for admission to the OT/PT program. He then turned to the document outlining the proposed changes, and said that the recommended change would streamline the admission process.

Dean Richards moved, and Dr. Solomon seconded,

“that Graduate Council approve the change to the OT/PT admission requirements as set out in the document.”

The motion was **carried**.

Dean Richards then briefly discussed for Graduate Council’s information the other graduate curriculum recommendations from the Faculty of Health Sciences. The proposal to cancel course HRM *703 was withdrawn from the agenda.

VI. QUEST UNIVERSITY

Dean Hall explained Quest University’s inquiry regarding McMaster’s willingness to write a letter indicating that it will accept Quest graduates into its own graduate programs. To address the inquiry from Quest, Dean Hall solicited comments from department chairs. He then prepared a letter to Quest incorporating the responses from departments. Dean Hall presented the letter to the GC Executive and discussed the committee’s suggestions. There was a general comment from the Council that due to the nature of Quest’s programs, McMaster may require further documentation (e.g., course descriptions) from students in addition to the student’s transcript. Dean Hall indicated that he will include this comment in the letter.

VII. PROGRESS ON Ph.D. DISSERTATION AND COMPLETION TIME

In the agenda package, Dean Hall had referred the members to two websites designed to track the progress of dissertation work at the University of Melbourne and the University of Minnesota. Each website has a different system. The University of Melbourne charts a course for the timely completion of the dissertation for graduate students and supervisors. The University of Minnesota website, on the other hand, requires the student to enter a target completion date. After entering a date, the system functions as a kind of calculator that breaks down the dissertation process into deadlines. Dean Hall suggested that McMaster should create a similar procedure for its graduate students. After a brief discussion, the Council decided to form an ad hoc committee to look into the possibility of creating—for doctoral students—a procedure for completing the dissertation. The members of the committee are Dean L. Finsten, Dr. G. Bone, Dr. G. Moyal, Ms. K. Espiritu, Mr. A. Kholaf, and Ms. B. McNally. The ad hoc committee will report its findings to Graduate Council.

VIII. GRADUATE EXPANSION

Dean Hall referred to the document, *Predicted Enrolment of Full Time Students for November 2006 – as of October 18, 2006*. Dean Hall reported that there are 696 Ph.D. students eligible for Ministry funding as of November 1, 2006, compared to 622 last year—an increase of 74 doctoral students. Dean Hall added that there is an increase of 132 Master’s students eligible for funding this year. Referring to the document, Dean Hall said the “target” represents an allocation of the total amount the Ministry is willing to fund. Mr. Scime said the Ministry is putting up more money next year. Dean Hall reiterated that to encourage graduate expansion at the Ph.D. level, he supports the idea of promoting Master’s students to the Ph.D. program before the Master’s degree is completed. He added that McMaster also allows admission of Bachelor’s degree students directly to the Ph.D. program, but there are currently few if any such case at the University. One member commented that if more students are promoted to Ph.D programs, McMaster should be more cautious in determining the number of students who are eligible for TA funding. Dean Hall asked the Council members to discuss with their departments the possibility of promoting Master’s students to Ph.D. programs.

There was no other business and the meeting adjourned at 3:10 p.m.