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School of Graduate Studies

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Minutes of Meeting: Graduate Council, September 29, 2005

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GRADUATE COUNCIL SEPTEMBER 29, 2005, 10:00 A.M. Council Chambers, Gilmour Hall 111

PRESENT: Dean D. Capson (Chair), Dr. N. Agarwal, Dr. B. Allen, Dr. K. Bennett, Dr. M. Boda, Dr. G. Bone, Dr. L. Chan, Ms. K. Espiritu, Ms. J. Greenberg, Dr. M. Head, Dr. P. Guo, Dean B. Kaczynski, Mr. S. Kleinknecht, Ms. K. Kowalska, Ms. T. Kuzmenko, Dr. G. Luke, Mr. S. Luyk, Dr. D. Pawluch, Dean C. Richards, Dr. P. Solomon, Dr. S. Porter, Dr. Viveros-Aguilera, Dean D. Welch, Dr. J-P Xu, Mrs. M. Espiritu (Recording Secretary)

BY INVITATION: Mr. P. Self, Dr. M. Wong

REGRETS: Dr. C. Ingram, Dean N. Rahimieh, Mr. J. Scime, Dr. C. Swartz

Dean Capson welcomed the members and asked everyone to introduce themselves.

I. MINUTES

The minutes of the meeting of May 30, 2005 were approved on a motion by Dean Welch, seconded by Dr. Bone.

II. DEAN'S REPORT

Dean Capson reported that summer has been a busy time for the School of Graduate Studies. With the exception of the Faculty of Business, all departments offering graduate programs are now accepting applications online through SynApps. In addition, payment of application fees by credit card is now possible through the online application system. The *Admission Recommendation for Graduate Studies* form, which in the past was filled out manually by departments, can now be completed electronically via the School of Graduate Studies' website. With regards to OCGS activities, the School was involved with the usual appraisal process for both periodic and standard appraisals. Dean Capson said OCGS has created a new appraisal committee that will handle new graduate programs submitted by universities. This committee is expected to convene in the summer months depending on the workload. To avoid any delays in submission to OCGS, Dean Capson said departments need to be vigilant when preparing the appraisal documents and selecting consultants. Dean Capson then turned to the September 28th graduate enrolment report which showed a total of 2,383 full-time and 431 part-time registered students. There is an increase of 107 full-time and 44 part-time students from last year.

Dean Capson then presented the pop-up display (6' wide x 8' high) about graduate studies at McMaster, which was developed by the School of Graduate Studies. Dean Welch explained that departments can borrow the display as a tool for promoting graduate programs. Dean Capson thanked Dean Welch for his involvement in the School of Graduate Studies display and in conducting the SGS 101 course.

III. CURRICULUM REVISIONS – FACULTY OF HEALTH SCIENCES

1) <u>Changes to the Ph.D. comprehensive examination procedure for the Health Research Methodology (HRM) Program</u>

Dr. Bennett discussed the proposal and commented that the proposed document for the comprehensive examination procedure is more detailed than the current one. The relevant revisions in the document are: the itemization of steps in the abstract preparation; the change in the timing of the examination for full-time students; and a change of the procedures related to the oral examination to simplify the process. Dr. Bone thought the report was quite clear and thorough.

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

"that Graduate Council approve the proposed changed to the Ph.D. comprehensive examination procedure for the Health Research Methodology program, as outlined in the document."

The motion was **carried**.

2) Change to the M.Sc. course requirement for the Medical Sciences Program

Dean Richards explained that the change is necessary in order to adhere to the OCGS regulation of requiring no more than 1/3 of the prescribed courses at the 600-level for students presenting a thesis as part of the program.

Dean Richards moved, and Dr. Xu seconded,

"that Graduate Council approve the proposed change to the M.Sc. course requirement for the Medical Sciences program."

The motion was **carried**.

Dean Richards then briefly discussed the remaining report of the Faculty of Health Sciences Graduate Curriculum and Policy Committee for Graduate Council information.

IV. DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING - PROPOSED FIELDS IN GRADUATE PROGRAM

With the hiring of new faculty members with various research specializations, Dr. Wong said the Department of Electrical and Computer Engineering felt it necessary to revise its graduate program fields. The department recommended the following fields: Biomedical Information Technology, Communication Networks, Computer Aided Design and Engineering, Embedded Systems Design, Electromagnetics, Electronics and Photonics, Multimedia, Machine Vision and Robotics, and Signal Processing and Communications.

Dr. Bone moved, and Dr. Xu seconded,

"that Graduate Council approve the graduate program fields recommended by the Department of Electrical and Computer Engineering, as outlined in the document."

Dean Richards questioned the number of faculty members that will be assigned to the fields. Dr. Wong responded by summarizing faculty members' involvement as follows: *Biomedical Information Technology* - five full-time and five part-time faculty members. The department is also looking for a full-time faculty member for the Tier I Canada Research Chair in this area. In addition, there are four associate faculty members from Health Sciences who are involved. *Communication Networks* - three faculty members plus one new faculty member; *Computer Aided Design and Engineering* - four faculty members; *Embedded Systems Design* - three faculty members; *Electronics and Photonics* - five faculty members plus one new faculty member; *Multimedia, Machine Vision and Robotics* - four faculty members; and *Signal Processing and Communication* - seven faculty members.

Dean Richards inquired if the new field has an overlap issue (e.g., student's thesis, research, etc.) with the Biomedical Engineering graduate program. Dr. Wong explained that the Biomedical Engineering program is different—two faculties (Engineering and Health Sciences) are involved and the program has four research areas: Biomaterials and Tissue Engineering, Biomedical Imaging, Biomedical Technology, and Bioprocessing. On the other hand, the proposed Biomedical Information Technology field is just one of the eight research strengths/specializations within the Department of Electrical and Computer Engineering. The fields represent the areas in which faculty members concentrate their research. Dr. Wong said he had already discussed this issue with Dr. John Brash from Biomedical Engineering.

The motion was **carried**.

V. SGS #101 COURSE UPDATE

Dean Welch updated the Council on the SGS #101 course – *Academic Research and Ethics*. The course was conducted on September 9, 2005 by Dean Welch and the Academic Integrity Officer, Ms. Andrea Thyret-Kidd. The course covered McMaster's policy on academic integrity; analyzed examples of citation styles; and provided handouts that were distributed to students. The students were asked to sign up before the class commenced to ensure that those on the list were in attendance. However, Dean Welch commented that the sign-up time for the course was not as efficient as expected. Dean Richards commented that perhaps in the future the timing of offering the course should be planned well in advance to allow departments to include it in their schedule. Most departments had already planned various activities for incoming students as far as six months before the start of the term. SGS #101 will be offered again for incoming students in January 2006, and will be conducted by Dean Richards.

VI. GRADUATE SCHOLARSHIPS

Dean Capson referred to the list of graduate scholarships for Council approval and announced that the Radisav Stevanovic Memorial Book Award has been retracted.

Dean Welch moved, and Dean Kaczynski seconded,

"that Graduate Council approve the graduate scholarships outlined in the document with the exception of the Radisav Stevanovic Memorial Book Award."

The motion was **carried**.

There was no other business. The meeting adjourned at 11:00 a.m.