

**GRADUATE COUNCIL  
MAY 30, 2005, 10:00 a.m.  
Council Chambers, Gilmour Hall 111**

**PRESENT:** Dean L. Finsten (Chair), Dr. C. Blimkie, Dr. L. Chan, Dr. J. Clark, Dr. M. Gauvreau, Dr. A. Herring, Dean B. Kaczynski, Ms. C-Y Lin, Dr. S. Porter, Dean C. Richards, Mr. J. Scime (Secretary), Dr. G. Steiner, Dr. C. Swartz, Dean D. Welch, Dr. D. Wright, Mrs. M. Espiritu (Recording Secretary)

**REGRETS:** Mr. L. Ariano, Dr. K. Bennett, Dr. G. Bone, Dr. D. Clark, Ms. K. Espiritu, Mr. T. Hoare, Dr. C. Ingram, Dean N. Rahimieh, Dr. J. Valliant

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**I. MINUTES**

The minutes of the meeting of April 25, 2005 were approved on a motion by Dr. Blimkie, seconded by Dr. Chan.

The Council revised the order of the agenda for discussion because the materials for one of the items were not available at the start of the meeting.

**II. BUSINESS ARISING**

Mr. Scime discussed the overlap issues of the Health Research Methodology courses with the MBA Health Services Management: CHS 730 – Determinants of the Health of Population; HRM 738 – Health Policy; and HRM 789 – Health Economics for Health Care Manager. Although Course CHS 730 was cancelled this year, it will be offered again in 2006. Course HRM 738, currently listed in the MBA and HRM sections of the graduate calendar, will not be offered in 2005. HRM decided to revamp courses 738 and 739 to be offered exclusively to HRM students in 2006. The corresponding courses proposed by the MBA Health Services Management are: C711 – Health Economics and Evaluation (HRM 789); C721 – Health Policy Analysis (HRM 738); and C722 – Management of Population Health (CHS 730).

**III. CURRICULUM REVISIONS – FACULTY OF BUSINESS**

Dr. Chan discussed the proposal to discontinue the MBA Human Resources and Management Specialization area effective September 2006. Rationale for the closure is low program enrolment—only three students registered in the past few years. The proposed change will result in the cancellation of six courses: B711, B714, H722, H724, H725, and H734.

Dr. Chan moved, and Dr. Herring seconded,

**“that Graduate Council approve the closure of the MBA Human Resources and Management Specialization.”**

The motion was carried.

Dr. Chan then briefly discussed the other curriculum changes proposed by the Faculty of Business for Graduate Council information as outlined in the document.

#### **IV. CHANGE TO THE MATHEMATICS Ph.D. COMPREHENSIVE EXAMINATION**

At the April 25<sup>th</sup> meeting of Graduate Council the recommendation to revise the Ph.D. comprehensive examination process for Mathematics was not approved. The Council commented that the proposed change was ambiguous; the statement did not specify if the components of the two examinations are oral and written, or both oral. The department has now recommended the following to address Council's concern: *All candidates are required to pass the comprehensive exam consisting of two exams testing breadth of knowledge (the first written and the second written or oral, at the department's discretion), and one additional oral exam testing depth of knowledge in the proposed field of study.*

Dean Welch moved, and Dr. Steiner seconded,

**“that Graduate Council approve the proposed change to the Ph.D. comprehensive examination for Mathematics.”**

The motion was carried.

#### **V. PROPOSED CHANGE TO TOEFL REQUIREMENTS FOR ADMISSION**

Dean Finsten discussed the change to the graduate calendar statement for the TOEFL requirements. In September 2005, the Education Testing Service will introduce a new, internet-based (iTB) TOEFL exam replacing the paper- and computer-based formats. The test, consisting of four mandatory parts (written, oral, reading and listening comprehension) will be scored and reported separately. In response to Dr. Herring's inquiry concerning the low TOEFL score requirement for Engineering, Mr. Scime said he is uncertain of the rationale for the low score requirement. Dr. Chan then circulated a document, *TOEFL Total Score Comparisons* and commented that the iTB scores on the document are different from the figures in the proposal. The School of Graduate Studies will verify the correct iTB scores.

Dean Welch moved, and Dean Richards seconded,

**“that Graduate Council approve the proposed calendar statement for the TOEFL requirements, subject to clarification of the iTB scores.”**

The motion was carried.

## **VI. CHANGE TO REGULATIONS GOVERNING THESIS DEFENCE**

Dean Finsten explained that Graduate Council created an ad hoc committee in March 2005 to review the composition of the examining committee for the Ph.D. thesis defence. The Council conducted straw votes on four recommendations presented by the ad hoc committee. One of the recommendations approved by the Council was to reduce the number of “internal external” examiners from two to one, if the external examiner attends the thesis defence. The procedure will guarantee that the minimum number of examiners will be the same, whether or not the external examiner attends the thesis defence.

Dean Welch moved, and Dr. Steiner seconded,

**“that Graduate Council approve the proposed change to the composition of the examining committee for the Ph.D. thesis defence as outlined in the document.”**

The motion was carried.

## **VII. REVISION TO FORM: “SUBMISSION OF A DOCTORAL THESIS FOR EXAMINATION AND IDENTIFICATION OF DATE FOR ORAL DEFENCE”**

Dean Finsten discussed the proposed changes to the form, “*Submission of a Doctoral Thesis for Examination and Identification of Date for Oral Defence.*” Dr. Gauvreau commented that the phrase “*the thesis is less than 100,000 words*” seems to imply that the thesis length requirement is 400 instead of 300 pages. He suggested replacing the phrase with “*80,000 words.*” Referring to the “*Statement by the Supervisory Committee*” section, Dean Finsten explained that the proposed change ensures that the supervisory committee members have initially read the thesis before signing the form and agreeing on a defence date.

Dr. Gauvreau moved, and Dr. Blimkie seconded,

**“that Graduate Council approve the proposed revision to the form, ‘*Submission of a Doctoral Thesis for Examination and Identification of Date for Oral Defence*’, incorporating the comments made by the Council.**

The motion was carried.

## **VIII. PARENTAL LEAVE SCHOLARSHIP CONTINUANCE**

Referring to the document, Dean Welch discussed the proposal to provide continuous funding to full-time graduate students who receive McMaster graduate scholarships and expect to take parental leaves.

Dean Welch moved, and Dean Richards seconded,

**“that Graduate Council approve the proposal to continue to provide scholarship funding to full-time graduate students who receive McMaster graduate scholarships during parental leave, as outlined in the document.”**

In response to a query, Dean Finsten explained that the monies for this purpose will come from the scholarship funds allocated to the School of Graduate Studies. In response to Dean Richards, Dean Finsten said the information on how many students are in this category is currently not available. Dr. Steiner wondered if the proposal will affect recipients of OGS and OGSST scholarships. Dean Finsten explained that the government makes numerous changes to these scholarships occasionally; it is still uncertain at this time how OGS/OGSST recipients will be dealt with, should they decide to take parental leaves. Since the proposal will not commence until September 2005, this issue will be explored further when the proposal is approved.

The motion was carried.

#### **IX. PROPOSAL REGARDING DOUBLE COUNTING COURSES IN DEGREE AND DIPLOMA PROGRAMS**

The agenda item was not discussed at the meeting because the document was not available.

#### **X. NEW SCHOLARSHIP**

Mr. Scime discussed the proposed Dr. Vivian Wood Graduate Scholarship for Council approval. The scholarship, which is tenable for up to two years, will support the education of a graduate student enrolled in the Nursing Program at McMaster.

Dean Richards moved, and Dr. Herring seconded,

**“that Graduate Council approve the Dr. Vivian Wood Graduate Scholarship.”**

The motion was carried.

#### **XI. SPRING 2005 GRADUANDS**

##### Faculty of Business

Dr. Chan moved, and Dr. Steiner seconded,

**“that Graduate Council approve the list of the 2005 Spring Graduands for the Faculty of Business, with amendments/corrections to be made as necessary by the Graduate Registrar.”**

The motion was carried.

Faculty of Engineering

Dr. Swartz moved, and Dr. Gauvreau seconded,

**“that Graduate Council approve the list of the 2005 Spring Graduands for the Faculty of Engineering, with amendments/corrections to be made as necessary by the Graduate Registrar.”**

The motion was **carried**.

Faculty of Health Sciences – Nursing Program

Dean Richards moved, and Dr. Blimkie seconded,

**“that Graduate Council approve the list of the 2005 Spring Graduands for the Faculty of Health Sciences Nursing Program, with amendments/corrections to be made as necessary by the Graduate Registrar.”**

The motion was **carried**.

Faculty of Humanities

Dean Kaczynski moved, and Dean Welch seconded,

**“that Graduate Council approve the list of the 2005 Spring Graduands for the Faculty of Humanities, with amendments/corrections to be made as necessary by the Graduate Registrar.”**

The motion was **carried**.

Faculty of Science

Dean Welch moved, and Dean Richards seconded,

**“that Graduate Council approve the list of the 2005 Spring Graduands for the Faculty of Science, with amendments/corrections to be made as necessary by the Graduate Registrar.”**

The motion was **carried**.

Faculty of Social Sciences

Dr. Herring moved, and Dean Kaczynski seconded,

**“that Graduate Council approve the list of the 2005 Spring Graduands for the Faculty of Social Sciences, with amendments/corrections to be made as necessary by the Graduate Registrar.”**

The motion was carried.

There was no other business. The meeting adjourned at 11:10 a.m.