

## **GRADUATE COUNCIL**

**Monday, September 27, 2004, 10:00 a.m.**

**Council Chambers, Gilmour Hall 111**

**PRESENT:** Dean F.L. Hall (Chair), Dr. N. Agarwal, Mr. L. Ariano, Dr. C. Blimkie, Dr. G. Bone, Dr. L. Chan, Ms. N. Chhinzer, Dr. D. Clark, Dr. J. Clark, Ms. V. D'Costa, Ms. K. Espiritu, Dean L. Finsten, Dr. A. Herring, Dr. G. Luke, Dr. S. Porter, Dean C. Richards, Dr. G. Steiner, Dr. C. Woodward, Dr. J. Xu, Mrs. M. Espiritu (Recording Secretary)

**BY INVITATION:** Mr. P. Self

**REGRETS:** Dean P. Bates, Ms. A. Chew, Mr. A. Dave, Dean S. Elliott, Dr. M. Gauvreau, Dr. C. Ingram, Dean N. Rahimieh, Mr. J. Scime, Dr. M. Stein, Dr. C. Swartz, Dean D. Welch, Dr. D. Wright

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Dean Hall welcomed the members and requested that everyone introduce themselves.

### **I. MINUTES**

The minutes of the meeting of April 13 were approved on a motion by Dean Richards, seconded by Dr. Xu, subject to the following revisions:

- (a) The addition of the names of Dean Richards and Dr. Xu to the list of those who were present at the meeting.
- (b) On page 3, the motion to approve the graduate programs in Bioengineering was revised to read: *“that Graduate Council approve the proposed graduate programs in Bioengineering contingent upon discussion and approval of the Faculty of Health Sciences Graduate Curriculum and Policy Committee and the Faculty of Health Sciences Executive.”*

The minutes of the meeting of May 21, 2004 were approved on a motion by Dean Richards, seconded by Dr. Herring, subject to the following revisions: On page 2, *Faculty of Business Curriculum Changes*, the course name should read: V703.

### **II. BUSINESS ARISING**

#### Strategic Business Valuation Stream

Dean Hall noted that the Strategic Business Valuation Stream was approved at the May 21 meeting of Graduate Council. He said the proposal should be submitted to OCGS as an addendum to the earlier report on the PhD and MBA programs. Dr. Chan explained that the proposed stream was already included in the report which was submitted to OCGS.

### Two degrees for the same work

Dean Hall noted that at the May 21<sup>st</sup> meeting of Graduate Council, the members decided to refer the issue back to the GC Executive for further discussion. No developments are expected until after the GC Executive meeting on October 7.

### **III. CHANGES TO THE GRADUATE STUDENTS' PAYROLL SYSTEM**

Dean Hall referred to the documents regarding the changes to the graduate students' payroll system. He explained that the University was forced to change the system for two reasons: (1) to comply with the federal granting councils and OGS requiring universities to pay the external scholarships to students on the basis of 1/12 of the award each month; (2) to address the proposal for the development of a new payroll system for McMaster.

The new graduate payroll system will change the manner in which the monthly income is paid to students who hold a TA and an external scholarship. Students who hold internal competitive, prestige scholarships will be treated similarly to those who receive external scholarships. For students receiving "departmental scholarships" (a combination of university scholarship money and the supervisor's research grant money), the departments will have control over the distribution of students' income during the year. Dr. Herring said her department is concerned about the manual inputting of the figures—a system which leaves plenty of room for errors. In response to Dr. Herring, Dean Hall said the future plan is to have an online payroll authorization screen. Mr. Self said the online system will hopefully reduce the risk of errors (e.g., transposition errors). He explained that the development of the online system will include designing a method by which "users" of the system are forewarned when figures are entered incorrectly. This procedure, however, will take some time to develop which is why the online system is not yet available. Dean Hall expects that when the new payroll system is in place, entering of the figures will be completed online.

### **IV. SUPERVISORY PRIVILEGES FOR FACULTY MEMBERS AFTER RETIREMENT**

Dean Hall explained that McMaster's policy on post-retirement supervision requires a retired faculty member to apply if he/she wishes to continue graduate student supervision. The faculty member submits an application form together with a one page listing of recent major publications, conference presentations and honours. The Dean of Graduate Studies then informs the faculty member and the department chair of the decision as to whether or not the application is successful. Dean Hall said that some faculty members find the procedure offensive. Dean Hall then drew attention to the document he prepared proposing a different process. Dr. Woodward commented that the proposed procedure will result in more paperwork for the School of Graduate Studies. Dr. Herring said she does not find the current policy offensive or insulting, since most faculty members constantly submit numerous applications (e.g., for research leaves, research grants). Dr. Xu commented that the proposal should clearly state whether the procedure applies only to primary supervisors or to secondary supervisors and committee members as well. Dean Hall agreed that under the existing policy, the term "supervision" is quite vague and therefore requires clarification. In response to Dr. Xu's query regarding the number of

approved/denied applications, Dean Hall stated that so far as he was aware, no one who applied has been denied supervisory privileges. Replying to Dr. Porter's question regarding the appeal procedure in case an application is not approved, Dean Hall said he believes the case may be presented to the Faculty Grievance Committee. Dean Richards suggested sending a letter of invitation instead to remind the faculty members of the need to apply, should they wish to continue supervising graduate students. Dr. Luke said the department chair signs the research grant application of faculty members; this can be used as an opportunity to verify whether a retired faculty member has the resources (i.e., lab space) to supervise students. This procedure can then be incorporated into the proposal. Dean Hall thanked the members for their comments and suggestions. The item will be discussed again at a future Graduate Council meeting.

## V. NEW SCHOLARSHIPS

Dean Hall presented the following scholarships for Graduate Council approval:

- (1) The Krishna Sivaraman Memorial Scholarship
- (2) The Varian Canada Graduate Scholarship in Science and Technology (OGSST)
- (3) The School of Rehabilitation Science Graduate Bursary
- (4) The AIC Scholarships

Referring to the description for the Krishna Sivaraman Memorial Scholarship, Dean Finsten commented that the phrase "*to be awarded to a student in the Master's or Doctoral program in Hinduism and Indian Philosophy*" should be changed because there is no Master's or Doctoral program in Hinduism and Indian Philosophy at the university. Mr. Self will refer the scholarship back to the Trust Funds Committee for clarification and revision.

In the AIC Scholarships, a typographical error was corrected: last line should read "*Graduate Studies*".

Dr. Luke moved, and Dr. Woodward seconded,

**“that Graduate Council approve the following new scholarships: The Varian Canada Graduate Scholarship in Science and Technology (OGSST); The School of Rehabilitation Science Graduate Bursary; and the AIC Scholarships (as amended).”**

The motion was carried.

## VI. OTHER BUSINESS

Dean Richards reported that the graduate program in Bioengineering, which was approved by Graduate Council at its April 13<sup>th</sup> meeting, has since changed its name to graduate program in Biomedical Engineering. The program was approved by the Faculty of Health Sciences Graduate Curriculum and Policy Committee at its meeting on September 10, 2004 and is scheduled to be presented to the Faculty of Health Sciences Executive for approval.

Dr. Luke referred to the *Graduate Enrolment Targets* in the minutes of the meeting of April 13, 2004 and inquired whether there are recent developments regarding expansion of graduate enrolment. Dean Hall said there are no recent developments. As reported in the past GC meetings, McMaster has to provide the Ministry a forecast of how many graduate students will be admitted in the coming years. There is no funding information associated with the report—it is an attempt on the part of the Ministry to acquire information in order to bring together the plans of different universities. Dean Hall said OCGS held discussions concerning the type of information the Ministry requires for the report. Dean Hall added that graduate enrolment increased by 30% in the past four years. As well, he remarked that perhaps the Ministry feels there is no need to provide additional financial support since universities seem able to carry on with enrolment expansion with the current level of funding. Dean Hall asked the members to let him know if they are aware of any information which can be used as a justification that additional funding is necessary for graduate enrolment increases. Dean Hall hopes the Rae Report will have an impact on the next provincial budget, and that to some extent will help improve university funding. Mr. Ariano said the ETA continues to be the topic of discussion among university registrars.

Mr. Ariano inquired whether Graduate Council had any discussions regarding McMaster's perspective concerning admission of applied degree students into the graduate programs. Dean Hall said he was not aware of any Graduate Council discussions pertaining to this matter; however, OCGS has been discussing the issue. Dean Hall explained that under the OCGS by-laws, the first prerequisite for admission to a graduate program is a four-year undergraduate degree. Applicants from applied degree programs will be considered on an individual basis. Dean Hall will provide the members a copy of an OCGS document about the issue. Mr. Ariano stated that Queen's University has a comprehensive policy regarding admission of applied degree students, which is posted on its website. Mr. Ariano said he expects applied degree students to apply soon to the university and that McMaster should come up with a clear policy. The issue will be discussed at the next Graduate Council meeting.

There was no other business. The meeting adjourned at 10:55 a.m.