McMaster University
DigitalCommons@McMaster

SGS Graduate Committees: Agenda & Minutes | School of Graduate Studies

4-13-2004

Minutes of Meeting: Graduate Council, April 13, 2004

Medy Espiritu Mrs.
McMaster University School of Graduate Studies, espiritu@mcmaster.ca

Follow this and additional works at: http://digitalcommons.mcmaster.ca/sgs_min

Recommended Citation
Espiritu, Medy Mrs., "Minutes of Meeting: Graduate Council, April 13, 2004" (2004). *SGS Graduate Committees: Agenda & Minutes.* Paper 47.
http://digitalcommons.mcmaster.ca/sgs_min/47

This Report is brought to you for free and open access by the School of Graduate Studies at DigitalCommons@McMaster. It has been accepted for inclusion in SGS Graduate Committees: Agenda & Minutes by an authorized administrator of DigitalCommons@McMaster. For more information, please contact scom@mcmaster.ca.

GRADUATE COUNCIL
Tuesday, April 13, 2004, 1:00 p.m.
Council Chambers, Gilmour Hall 111

PRESENT: Dean F.L. Hall (Chair), Mr. L. Ariano, Dean V. Baba, Mr. M. Bliemel, Dean D. Capson, Ms. A. Chew, Dr. D. Clark, Dr. J. Clark, Dr. C. Cuneo, Dean L. Finsten, Dr. M. Gauvreau, Dr. M. George, Mr. B. Li, Dr. S. Porter, Dean C. Richards, Mr. J. Scime (Secretary), Dr. M. Stein, Dr. D. Taylor, Mr. P. Waldron, Dr. C. Wilson, Dr. J. Wilson, Dr. J. Xu, Mrs. M. Espiritu (Recording Secretary)

BY INVITATION: Dr. J. Brash

REGRETS: Mr. R. Bashir, Dean S. Elliott, Dr. A. Herring, Dean N. Rahimieh, Dr. G. Steiner, Dr. C. Swartz, Dr. W. Sword, Dr. D. Thompson, Dr. E. Werstiuk, Dr. C. Woodward

---

I. MINUTES

The minutes of the meeting of March 15 were approved on a motion by Dean Finsten, seconded by Dean Richards.

Dean Hall announced that the proposed M.A. in Digital Society program was withdrawn for discussion shortly before the meeting of Graduate Council. It was decided to submit the proposal first to the Faculty of Social Sciences for its May 20th meeting, then to Graduate Council for approval afterwards.

In response to Dr. Cuneo's inquiry as to whether there is a guideline for proposing new graduate programs, Dean Hall replied that there is an existing document which outlines the procedure in creating new graduate programs. However, the document is currently under review as some instructions were not specific and need further clarification. Once the revisions are made, the document will be submitted to Graduate Council for approval.

II. BUSINESS ARISING

Auditing of Courses

Mr. Scime circulated a proposed "audit add" form. The form is expected to address the course audit issues that were raised at the last Graduate Council meeting. Mr. Scime noted some of the highlights of the form: (a) the approval of the instructor is required before attending a course; (b) the deadline date for adding a course is similar to a regular course; (c) 80% attendance is required to receive a grade of "audit"; (d) to receive an "audit" notation on the transcript, the signatures of the supervisor and the chair of the department offering the course are required. Dr. Cuneo suggested inserting a footnote on the form stating that the instructor of the course might require additional work on top of the 80% attendance requirement. Mr. Ariano said that students auditing a course should not be required to do anything but attend the lectures since they are

considered "listeners", and that the only requirement should be the 80% class attendance. The form will be reviewed and revised based on the members' comments and suggestions.

Graduate Enrolment Targets

Referring to the minutes of 15 March 2004, Dean Hall circulated the revised table entitled, *Graduate Enrolment Growth*, which was also distributed to the faculty deans. Dean Hall noted the increased enrolment in the Faculties of Science and Engineering and the small increases in the Faculties of Humanities and Social Sciences. He stated that the Ph.D. enrolment in Science will continue to grow as a result of the increase in the Master's enrolment. The report that the University will submit to the MTCU will be based on the revised table.

Dean Hall then referred to a second document entitled, *Refining Direction Goals*. Page 1 of the document--prepared by Dr. Hrymak--outlines the goals of "refining directions", the planning areas and the priority objectives. Pages 2 and 3--prepared by Dean Hall--reflect the top three objectives and priorities of the graduate education plan. Dean Hall explained that Objective 1 will be reworded to include the focus on interdisciplinarity. Objective 2 focuses on the growth of graduate programs and the development of new interdisciplinary programs. Objective 3 addresses the 20% target increase in graduate enrolment and the important factors (i.e., external funding) that are needed to increase graduate enrolment.

Referring to Objective 1, which focuses on the promotion of high quality graduate programs at McMaster, Dr. D. Clark inquired about the degree of discussion concerning this issue between OCGS and other graduate schools across the province. He believes this matter should be discussed extensively between OCGS and the university deans. Dean Hall said OCGS holds annual meetings to discuss issues such as length of time of projects that are on hold, and list of submission of programs, but there is no discussion on the issue of limiting the approval of new programs. There are times when the deans have to put pressure on OCGS in order to speed up the approval process of some programs. Dr. D. Clark commented that most universities are proposing more new programs, but the current OCGS structure is not resourced enough for the approval of these new programs. Dr. D. Clark added that he foresees other potential problems in addition to the length of time new programs take to obtain OCGS approval.

Dr. C. Wilson inquired about the realistic number of increased graduate enrolment that each faculty should expect with regards to the 20% target. She commented that the undergraduate growth rate can increase rapidly and depending on its growth, the target increase in graduate enrolment might not be feasible. Dean Hall responded that the goal can be achieved by reducing undergraduate enrolment while pushing the graduate enrolment upwards. Dean Baba questioned why Graduate Council is discussing this issue when nothing (as far as he knows) has been presented yet by the Faculty deans to their area. Dean Hall replied that initial discussion of this issue originated from the President's office and that he (Dean Hall) is presenting it to Graduate Council because Graduate Council is the only committee that provides him with the opportunity to solicit comments or feedback regarding this issue.

III. CURRICULUM REVISIONS FOR 2004-2005

Faculty of Engineering

Graduate Programs in Bioengineering

Dr. Brash presented the proposed graduate programs in bioengineering which will be administered by the School of Bioengineering. The School of Bioengineering--a partnership between the Faculty of Engineering and the Faculty of Health Sciences–focuses on research and graduate education in areas that require faculty expertise and infrastructure in life sciences and engineering. Students who will be admitted to the bioengineering graduate programs will have varied backgrounds in engineering, health sciences, and life sciences. The school will hire new faculty members from health sciences with biomedical science backgrounds and from engineering with physical science and engineering backgrounds.

Mr. Li inquired whether current graduate students from different programs can transfer to the bioengineering program. Dr. Brash replied that although he expects some departments to object, students can transfer to the program if they meet the entrance requirements. Dean Finsten referred to the list of courses and instructors and inquired whether there are concerns about the expected number of bioengineering students who will attend the courses. Dr. Brash replied that the School had discussions with the involved departments and they have expressed willingness to accept Bioengineering students in their courses. Dean Richards does not foresee any problems since students have a wide variety of courses from which to choose. In response to Dean Hall, Dr. Brash said the comprehensive exam for the proposed program is similar to the one used in Chemical Engineering. Dean Richards commented that it would be appropriate to present the proposed bioengineering graduate programs to the members of the Health Sciences Graduate Curriculum and Policy Committee as well as the Faculty of Health Sciences.

Dean Capson raised the issue of teaching resources–an issue that was raised at the last Engineering Graduate Curriculum and Policy Committee meeting. Dr. Brash explained that about half of the new faculty members will be appointed to an existing department in the Faculty of Engineering and these faculty members will also have a joint appointment with the School of Bioengineering (their research home). The newly hired faculty members will be assigned undergraduate teaching in their departments but their graduate teaching will be done in the School of Bioengineering. The new faculty members with life sciences backgrounds will also have similar arrangements where they will be appointed to a unit/department in the Faculty of Health Sciences and will have a joint appointment with the School of Bioengineering.

Dean Richards moved, and Mr. Bliemel seconded,

"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 motion was **carried**.

Dean Capson then briefly discussed the remaining report of the Faculty of Engineering Graduate Curriculum and Policy Committee for Graduate Council information.

Faculty of Business

Dean Hall briefly discussed the report of the Faculty of Business Graduate Curriculum and Policy Committee as outlined in the attached document for Graduate Council information.

Faculty of Humanities

Dean Finsten drew attention to the proposed change to the M.A. program in the Department of French. The department wishes to put a limit of one year to complete its Master's program to preclude students from funding entitlement in the second year. The proposal will benefit the department as there will be funds available to incoming graduate students.

Dean Finsten moved, and Dean Capson seconded,

"that Graduate Council approve the proposed change to the M.A. program in the Department of French, as outlined in the attached document."

The motion was **carried**.

Dean Hall then briefly discussed the remaining report of the Faculty of Humanities Graduate Curriculum and Policy Committee for Graduate Council information.

Faculty of Social Sciences

Dean Finsten presented the proposed change to the Ph.D. comprehensive examination requirements for the Department of Kinesiology's Human Biodynamics program. The department requests that the third comprehensive exam (the written research proposal) be considered as a separate Ph.D. program requirement and that the grant writing experience be integrated into the required course, HB-714. The reason for the change is that the topic for the written research grant application in the current third comprehensive exam is not related to the student's field of study.

Dean Finsten moved, and Dr. Cuneo seconded,

"that Graduate Council approve the proposed change to the Ph.D. comprehensive examination requirements for the Department of Kinesiology's Human Biodynamics program, as outlined in the attached document."

The motion was **carried**.

Dean Finsten discussed the proposed changes from the Department of Political Science as follows: (a) a change in the admission requirement to admit students with honours degree in a related discipline other than political science in the M.A. program; (b) a change in the M.A.

program course requirement for the *Public Policy and Administration* area; and (c) a change in the *Courses* calendar description.

Dean Finsten moved, and Dr. Stein seconded,

"that Graduate Council approve the proposed changes from the Department of Political Science, as outlined in the attached document."

The motion was **carried**.

The proposal to remove the *Transatlantic Masters Program: Public Policy and the Global Economy* was deferred to the next Graduate Council meeting.

Ph.D. program in Social Work

Dean Finsten discussed the proposed Ph.D. program in Social Work as outlined in the attached document. The proposal will also be submitted for approval to the Faculty of Social Sciences at its May 20th meeting. Dean Finsten explained that the department is not seeking immediate approval since students will not be admitted into the program until 2006. In addition, the department has to hire new faculty members first before they can submit the proposed program to OCGS. Upon reviewing the document, it was decided to approve the program in principle—the proposal is expected to be presented again to Graduate Council in September 2005. Dean Hall expects the proposal to go to OCGS in late 2005.

Dr. Cuneo moved, and Dr. Stein seconded,

"**that Graduate Council approve the proposed Ph.D. program in Social Work in principle, as outlined in the attached document."**

The motion was **carried**.

Dean Finsten then drew attention to the proposed change to the MSW degree course requirements in the Department of Social Work where two new required courses, *737 and *738, are requested.

Dean Finsten moved, and Dr. Cuneo seconded,

"that Graduate Council approve the proposed course requirement change in the MSW program, as outlined in the attached document."

The motion was **carried**.

Dean Finsten then turned to the proposed changes from the Department of Sociology. The department proposes to remove Sociology *755 and *760 from the list of courses satisfying its theory requirement. The department also requests the removal of the theory waiver by deleting

the clause *"or an approved equivalent course elsewhere"* from the Ph.D. degree calendar description.

Dean Finsten moved, and Dr. Cuneo seconded,

"that Graduate Council approve the proposed changes from the Department of Sociology, as outlined in the attached document."

The motion was **carried**.

Faculty of Science

Dean Capson presented the proposed changes to the M.Sc. degree calendar description in the Department of Chemistry. The department requests to delete the last two sentences in the first paragraph of the M.Sc. degree description: *"Students graduating with an M.Sc. degree must also present their research work to the department before defending their thesis. This will usually be done as part of the Graduate Colloquium course requirements (Chem 707, see below)."* The department also wishes to change the *Department Colloquia and Seminars* calendar description by splitting the current Graduate Colloquium course, Chemistry 707 into two parts, Chemistry 707A and 707B. Currently, some students in the department are forgetting to register in Chemistry 707. The department expects to resolve the issue by requiring students to register twice--Chemistry 707A in year 1 and Chemistry 707B in year 2. The colloquium course will be graded on a pass/fail basis.

Dean Capson moved, and Dr. C. Wilson seconded,

"that Graduate Council approve the proposed changes to the *M.Sc. degree* and the *Departmental Colloquia and Seminars* calendar descriptions for the Department of Chemistry, as outlined in the attached document."

The motion was **carried**.

Dean Capson then drew attention to the change in the *Courses* calendar description for the School of Geography and Geology. The school wishes to add a statement requiring all incoming graduate students to take either Geo 723 or Geo 708. Students will receive a pass/fail grade and these will not count toward the required number of courses for completion of the graduate program.

Dean Capson moved, and Dean Finsten seconded,

"that Graduate Council approve the proposed change in the *Courses* calendar description for the School of Geography and Geology, as outlined in the attached document."

The motion was **carried**.

Dean Capson explained that the Department of Mathematics and Statistics requests a change in the calendar description of its M.Sc. program in Statistics to achieve an accurate explanation of the admission requirement. The current description states that students from another area can get into the program but will be required to take additional undergraduate courses. The proposed change will clearly state that the program's admission requirement is a minimum background of six courses in undergraduate mathematics (four calculus and two linear algebra) and six courses in probability and statistics, of which at least two must be in mathematical statistics. Dean Capson then drew attention to the change in the course and project requirements. The department currently requires students to complete five half courses with a thesis or seven half courses with a project. The department wishes to have a single requirement which requires students to complete seven half courses plus either a project or a thesis.

Dean Capson moved, and Dr. C. Wilson seconded,

"that Graduate Council approve the changes to the M.Sc. Statistics program, as outlined in the attached document."

The motion was **carried**.

IV. NEW SCHOLARSHIPS

Mr. Scime presented the following new scholarships for Graduate Council approval:

- The Ann C. Beckingham Graduate Scholarship
- The Ontario Power Generation Graduate Scholarship
- The Cecil and Yvette Yip Graduate Bursaries
- The Patterson-Wilson Ontario Graduate Scholarships
- The Edwin A. Taylor Ontario Graduate Scholarship
- Thomson-Gordon Group Ontario Graduate Scholarship

Dean Finsten moved, and Dr. J. Wilson seconded,

"that Graduate Council approve the new scholarships as outlined in the attached document."

The motion was **carried**.

There was no other business. The meeting adjourned at 3:00 p.m.