

GRADUATE COUNCIL
OCTOBER 26, 2010, 1:30 PM
MUSC-311/313

PRESENT: Dr. H. Sheardown (Chair), Ms. S. Baschiera, Dr. P. Bennett, Dr. D. Cassidy, Dr. N. Charupat, Dr. K. Dalnoki-Veress, Dr. L. Finsten, Dr. P. Graefe, Dr. C. Hayward, Dr. K. Kanagaretnam, Dr. N. Kevlahan, Dr. L. Magee, Dr. T. Maibaum, Dr. L. Platt, Dr. E. Service, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Dr. M. Ahmed, Dr. J. Fox, Dr. G. Moyal, Ms. L. Letts

REGRETS: Dr. P. Baxter, Mr. R. Collier, Dr. S. Crosta, Dr. P. Deane, Ms. M. Emami, Dr. A. Holloway, Dr. G. Kehler, Dr. A. Knights, Dr. S. Porter

Dr. Sheardown chaired the meeting in place of Dr. Sekuler who was away from campus. After the introductions, Dr. Sheardown informed the Council that the order of the agenda has been slightly changed to accommodate the early departure of one of the presenters.

I. Minutes of meeting

The minutes of the September 29, 2010 meeting were approved on a motion by Dr. Hayward, seconded by Dr. Dalnoki-Veress, with the following amendments: Page 1, paragraph 1, first sentence, was replaced with: *Dr. Sekuler welcomed the new members of Graduate Council: Dr. George Steiner (School of Business), Dr. Thomas Maibaum (Department of Computing and Software), Dr. Alison Holloway (Department of Obstetrics & Gynecology), Dr. Elisabet Service (Department of Linguistics & Languages), Dr. Liss Platt (Department of Communication Studies & Multimedia), Dr. Patrick Bennett (Department of Psychology), Dr. Laura Finsten (Department of Anthropology), and Dr. Peter Graefe (Department of Political Science).* Page 2, Section IV – Report from the Graduate Associate Deans, line 2, was replaced with: *Dr. Welch reported that the online version of the SGS #101 course will soon be in operation.*

II. Business Arising

There was no business arising from the minutes of the previous meeting.

III. Report from the Associate Vice-President and Dean of Graduate Studies

Dr. Sheardown reviewed the status of graduate programs submitted to the Ontario Council on Graduate Studies (OCGS) for appraisal:

Site visit (in Toronto) is scheduled for the M.Eng. Design and Manufacturing program for October 28-29, 2010.

The School of Graduate Studies received the OCGS consultants' reports for English (M.A., Ph.D.), Statistics (M.Sc.), Psychology (M.Sc., Ph.D.), Biology (M.Sc., Ph.D.), and Globalization Studies (M.A.). The new program, Master of Technology, Entrepreneurship and Innovation was submitted to OCGS for appraisal. The Gender Studies & Feminist Research (M.A., GDip2) is still waiting funding approval from the Ministry of Training Colleges and Universities.

Dr. Sheardown referred to the membership list of the sub-committees of Graduate Council, which was circulated to the members. She explained that the chairs of the sub-committees will soon be contacting the members to commence discussion of the topics for each committee.

IV. Report from the Associate Deans of Graduate Studies

Dr. Welch reported that there are roughly 800 students scheduled to graduate this fall who have already completed the SGS #101 online course. Dr. Hayward reported that the Faculty of Health Sciences Graduate Policy and Curriculum Council has appointed new members to represent the interdisciplinary programs within the Faculty of Health Sciences.

V. 2010 Fall Graduands

Dr. Sheardown reviewed the list of the 2010 Fall Graduands for the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences.

Dr. Welch moved, and Dr. Hayward seconded,

“that Graduate Council approve the list of the 2010 Fall Graduands for the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”

Dr. Sheardown reported for Council information the total number of 2010 Fall graduands for the different Faculties: Business - 19; Engineering – 160; Health Sciences – 243; Humanities – 89; Science – 120; Social Sciences – 163.

The motion was carried.

VI. Sociology: Changes to the M.A. and Ph.D. programs

Dr. Fox explained that the current calendar wording does not reflect the existing practices of the department concerning its M.A. and Ph.D. programs. The changes being proposed will reflect the long-standing practices of the Department of Sociology as outlined in their Graduate Handbook and the 2006 OCGS appraisal report. Dr. Fox referred to the documents and briefly reviewed the recommended changes for the M.A. and Ph.D programs.

M.A. program

-clear identification of methods courses (Sociology *740, *742, and *743);

- limitations on the number of courses that may be fulfilled by a Supervised Research Course (Sociology *730);
- limitations on the number of courses that may be taken at the 600-level;
- limitations on courses that may be taken outside of the department;
- set schedule for courses and proposal so that students can switch to the coursework option at the end of term 1 with no loss of time.

Ph.D. program

- minimum grades for theory and method courses to meet the theory, quantitative, and qualitative or historical methods requirement;
- no courses at 600-level except Sociology *6Z03;
- limitations on courses that may be taken outside of the department;
- schedule clarifications.

In response to a query, Dr. Fox explained that students in the Ph.D. program can pass the methods and research course with a mark lower than B+; however, in order to meet the program's theory and methods requirement, students must receive a mark of a B+ or better in the course. Dr. Fox added that students can re-take the course if they do not obtain a mark of B+ or better the first time. He added that, in the past, only 5% of students fail the course.

Dr. Welch moved, and Dr. Charupat seconded,

“that Graduate Council approve the proposed changes to the M.A. and Ph.D. programs in the Sociology department, as described in the documents.”

The motion was carried.

VII. Occupational Therapy/Physiotherapy: Leaves of Absence Policy for M.Sc. (OT) and M.Sc. (PT); Parental Leave of Absence Policy for M.Sc. (OT) and M.Sc. (PT)

Dr. Hayward recalled that at the last Graduate Council meeting, the M.Sc. (OT) and M.Sc. (PT) policies on leaves of absence and parental leave of absence were not approved due to some issues raised by the members. Dr. Hayward then briefly discussed the revised documents submitted by the OT/PT programs concerning these leaves. After a brief discussion, the members agreed that the issues previously raised have been addressed.

Dr. Hayward moved, and Dr. Welch seconded,

“that Graduate Council approve the proposed Policy for Leaves of Absence for Students in the M.Sc. (OT) and M.Sc. (PT) Programs, and the Policy for Leave of Absence for a Graduate Student who is a new parent in the M.Sc. (OT) and M.Sc. (PT) Programs, as described in the documents.”

The motion was carried.

VIII. Policy for handling approvals for non-supervisory and supervisory faculty participation in the Faculty of Health Sciences affiliated graduate programs

For information of Graduate Council, Dr. Hayward explained that the Faculty of Health Sciences has developed a policy for handling applications for faculty member participation in the affiliated graduate programs in Health Sciences. The Faculty of Health Sciences Graduate Policy and Curriculum Council approved the proposal by email ballot conducted on October 14, 2010. Dr. Hayward further explained that faculty members wishing to apply for graduate program participation in the Health Sciences affiliated graduate programs are required to submit an application for supervisory or non-supervisory privileges. Dr. Hayward referred to the document and explained to the Council the application procedure and approval process. She added that the policy is not applicable to emeritus faculty members applying for graduate student supervision since McMaster has a separate procedure for this purpose.

IX. New Program: Ph.D. French

Dr. Maroussia Ahmed presented the proposed Ph.D. program in French. The proposed program already obtained approvals from the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee, and the Faculty of Humanities. Dr. Ahmed explained that the program's objective is to prepare candidates in teaching and research, as well as a career that requires knowledge of Francophone languages, cultures, and literatures. She further said students in the program will acquire skills that are necessary for careers in international relations, diplomatic service, and NGO administration. Dr. Ahmed stated that the new Ph.D. program has three fields: Francophone Theories, Languages and Literatures of the 20th and 21st Century; Colonial and Post-colonial Contexts in the Francophone World; and Discourse and Representation of the *Ancien Régime* and 19th Century. In addition, Dr. Ahmed briefly reviewed the admission and course requirements of the program.

Discussion ensued, and the committee suggested removing *Appendix 3.4 – Anticipated Developments/Department's Request for Space* as this should not be submitted as part of the OCGS Volume 1 document. A member referred to the objectives of the proposed program on page 3, and commented that the fourth objective—*“possibility of spending a period of time (in a francophone setting) abroad (up to one academic year) doing research and/or practical field work—* seems ambiguous. The member suggested revising this statement to clarify if the program will enable all students to spend time abroad, and the process involved (e.g., whether it will be in a francophone setting, funding, contacts, placements, etc.).

There was a query regarding the difference between the fields in the program and the areas of concentration. Dr. Moyal explained that the areas of concentration were defined according to the expertise of the faculty members. He said the department then identified these areas as fields of the program. Another member inquired about the evaluation of articles submitted to peer-reviewed journals in lieu of comprehensive exams—in particular, how the program would establish the quality of such journals. Dr. Moyal explained that there are guidelines that are

recognized universally, such as the MLA periodicals list. He said colleagues in specialized fields can normally be expected to recognize leading journals in their areas by experience.

Dr. Welch moved, and Dr. Maibaum seconded,

“that Graduate Council approve the proposed Ph.D. program in French, subject to removing Appendix 3.4 and addressing the concerns and suggestions of the members, as discussed above.”

The motion was carried.

There was no other business, and the meeting adjourned at 2:20 p.m.