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Minutes of Meeting: Graduate Council, May 3, 2010

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GRADUATE COUNCIL
MAY 3, 2010, 2:00 P.M.
COUNCIL CHAMBERS, GILMOUR HALL 111

PRESENT: Dr. A. Sekuler (Chair), Dr. T. Fetner, Dr. D. Goellnicht, Dr. C. Hayward, Dr. M. Head, Mr. S. Jones, Dr. G. Kehler, Dr. N. Kevlahan, Dr. M. Kliffer, Mr. R. Love, Dr. M. Stroinska, Mr. P. Self, Dr. M. Thompson, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Dr. S. Chidiac, Dr. T. Flynn

REGRETS: Dr. P. Baxter, Dr. R. Cain, Dr. K. Dalnoki-Veress, Dr. A. Knights, Dr. L. Magee, Dr. H. Sheardown, Dr. J. West-Mays, Dr. T. Yoshikawa, Dr. P. Zylla

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I. Minutes of Meeting

On a motion by Mr. Jones, seconded by Dr. Thompson, Graduate Council approved the minutes of the meeting of March 1, 2010.

II. Business Arising

Dr. Sekuler informed the Council that the School of Graduate Studies and the Human Resources department are currently working on the wording of the e-mail notification to graduate students concerning the required AODA (Accessibility for Ontarians with Disabilities Act) training. She expects students to receive the e-mail message concerning the training soon.

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

<u>OCGS Update</u>

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

OCGS Consultants conducted site visits for the following programs:
- Health Management, October 20-21, 2009
- Economics and Economics Policy, October 22-23, 2009
- Global Health, November 5-6, 2009
- Social Work, January 26-27, 2010
- English, February 22-23, 2010
- Statistics, February 25-26, 2010
- Biology, March 25-26, 2010

Upcoming OCGS consultant site visits for the following programs:
- Work and Society, April 19-20, 2010

- Globalization, April 22-23, 2010
- Gender Studies and Feminist Research, April 22-23, 2010

The School of Graduate Studies is currently organizing the consultants' site visit for the Psychology graduate programs.

The programs awaiting OCGS feedback regarding submitted appraisal briefs are: ADMI (M. Eng.), Management Studies (Diploma). The following programs are awaiting funding approval from the Ministry of Training, Colleges and Universities: Health Management, Global Health.

The upcoming new graduate programs are French (Ph.D.); Technology, Entrepreneurship and Innovation (MTEI); and Water, Environment and Health (M.Sc.).

Events

Dr. Sekuler said the topic discussed at the recently concluded *Best Practices Lunch* on April 14, 2010 was "new student orientation." She mentioned that the last *Best Practices Lunch* for this academic year will be held on May 19, 2010. According to Mr. Self, McMaster will continue to organize events for graduate students and post-doctoral fellows, such as workshops concerning patents and trademarks, business etiquettes, etc.

IV. Report from the Associate Deans of Graduate Studies

Dr. Hayward announced that the Faculty of Health Sciences will hold its inaugural Research Plenary Day on May 14, 2010. The event will feature the achievements in research training by graduate students and postdoctoral fellows in programs affiliated with the Faculty of Health Sciences.

V. 2010 Spring Graduands

Dr. Sekuler reviewed the list of the 2010 Spring graduands for the faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences.

Dr. Welch moved, and Dr. Goellnicht seconded,

"that Graduate Council approve the list of the 2010 Spring graduands with amendments/corrections to be made as necessary by the Graduate Registrar."

Dr. Sekuler reported for Council information the total number of 2010 Spring graduands for the different Faculties: Business - 177; Engineering – 98; Health Sciences – 62; Humanities – 5; Science – 55; Social Sciences – 13.

The motion was **carried**.

VI. New Graduate Scholarships

Dr. Sekuler presented the new graduate scholarships for Council approval:

- The Chandra Kudsia Ontario Graduate Scholarship
- The Kudsia Family Scholarship
- The Mary Tremblay Academic Grant

Dr. Fetner moved, and Dr. Kehler seconded,

"that Graduate Council approve the Chandra Kudsia Ontario Scholarship, Kudsia Family Scholarship, and Mary Tremblay Academic Grant, as described in the document."

The motion was **carried**.

Dr. Sekuler then referred the Council members to the proposed revised description for the Harry Lyman Hooker Senior Fellowships. Dr. Sekuler explained that revision is necessary in order to include the Vanier scholarship awards in the description.

Dr. Goellnicht moved, and Dr. Stroinska seconded,

"that Graduate Council approve the proposed revision to the description for the Harry Lyman Hooker Senior Fellowships, as described in the document."

The motion was **carried**.

VII. Report from the Faculty of Business Graduate Curriculum and Policy Committee

Dr. Head explained that the Master of Communications Management (MCM) has proposed removing the completion of the GMAT or GRE as a requirement for applicants with University degrees who meet the minimum admission requirements of the MCM program. Dr. Head said the Faculty of Business Graduate Curriculum and Policy Committee approved the proposal on March 4, 2010.

Dr. Goellnicht moved, and Dr. Welch seconded,

"that Graduate Council approve the proposal of the Master of Communications Management program to remove the completion of the GMAT or GRE as a requirement for applicants with University degrees, as explained above."

The motion was **carried**.

Dr. Head mentioned that she will also present the proposal to the next meeting of the Faculty of Business on May 27, 2010 for approval.

VIII. Report from the Faculty of Engineering Graduate Curriculum and Policy Committee

In the absence of Dr. Sheardown, Dr. Welch reviewed the report from the Faculty of Engineering Graduate Curriculum and Policy Committee.

Dr. Welch explained that the Biomedical Engineering program has proposed revising its Ph.D. comprehensive examination procedure. The proposal involves adjusting the examination time from 6-18 months to 6-15 months after the student's initial registration in the Ph.D. program.

Dr. Welch moved, and Dr. Kevlahan seconded,

"that Graduate Council approve the proposed change to the comprehensive examination of the Biomedical Ph.D. program, as described in the document."

The motion was **carried**.

Dr. Welch explained that the Department of Civil Engineering has proposed adding a course-based option to its Master of Engineering program. Dr. Welch explained that the proposed course-based option will require students to complete eight half-courses; and register in Civil Engineering 761 - Graduate Seminar (Master's) course for the first six terms of study. After the discussion, the Council made a general comment that a requirement to submit a major research paper, or some form of significant research component should be added in the proposal. There was also a comment that the department has proposed a significant change to its M. Eng. program, and will therefore need approval from OCGS.

Dr. Goellnicht moved, and Dr. Kehler seconded,

"to table discussion of the proposed Civil Engineering M. Eng. course-based option and convey to the Department of Civil Engineering the concern raised by Graduate Council."

The motion was **carried**.

Dr. Welch then discussed the remaining items in the report for Graduate Council information.

IX. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Council

Dr. Hayward briefly discussed the proposed calendar copy for the Master's program in Health Management. She mentioned that the Faculty of Business Graduate Curriculum and Policy Committee approved the document on April 26, 2010. She explained that the Faculty of Health Sciences Graduate Policy and Curriculum Council will have to approve the details of the courses described in the document.

Dr. Hayward moved, and Dr. Welch seconded,

"that Graduate Council approve the proposed calendar copy for the Master's program in Health Management, as described in the document."

The motion was **carried**.

Dr. Hayward then briefly discussed the remaining items in the report for Graduate Council information.

X. Report from the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee

Dr. Goellnicht explained the following curriculum submissions from the Cognitive Science of Language program:

(a) Change to the description of the Cognitive Sociolinguistics field in the Ph.D. program to highlight the areas of expertise in the program. The proposed change will also provide prospective students a distinct idea of potential research topics; and
(b) Add a second language requirement to the Ph.D. program to ensure language diversity.

Discussion ensued, and the Council made a minor revision to the calendar description of the language requirement. In the second sentence that starts with "Candidates should…" the phrase *"defined as having passed the equivalent of two full courses"* was added, after "other than English." The Council felt the change is necessary to describe in detail how the department evaluates the language requirement.

Dr. Goellnicht moved, and Dr. Welch seconded,

"that Graduate Council approve the proposals submitted by the Cognitive Science of Language program, as described in the document and subject to the amendment mentioned above."

The motion was **carried**.

Dr. Goellnicht then presented the calendar copy for the Gender Studies and Feminist Research M.A. and Ph.D. diploma programs.

Dr. Goellnicht moved, and Dr. Hayward seconded,

"that Graduate Council approve the calendar copy for the Gender Studies and Feminist Research M.A. and Ph.D. diploma programs, as described in the document."

The motion was **carried**.

Dr. Goellnicht explained that the History department has proposed removing its foreign language requirement for the M.A. program but keeping the requirement for its Ph.D. program. The department believes the requirement deters the recruitment of eligible M.A. candidates who do not require another language for completion of courses or research.

Dr. Goellnicht moved, and Mr. Love seconded,

"that Graduate Council approve the removal of the foreign language requirement for the M.A. program in the Department of History, as described in the document."

The motion was **carried**.

Dr. Goellnicht discussed the proposal of Anthropology department to remove the language requirement from its Ph.D. program. In addition, the department is proposing to provide the Supervisory Committee the authority of deciding whether or not a second language requirement is needed by the student for courses and research.

Dr. Goellnicht moved, and Dr. Welch seconded,

"that Graduate Council approve the proposal from the Anthropology department to remove the language requirement from its Ph.D. program, as described in the document."

The motion was **carried**.

Dr. Goellnicht explained that the Department of Economics has recommended changing the calendar description of its Ph.D. program by adding that the comprehensive examination course requirement will be at the discretion of the field examination committee.

Dr. Goellnicht moved, and Mr. Jones seconded,

"that Graduate Council approve the recommended change to the Ph.D. calendar description for the Department of Economics, as described in the document."

The motion was **carried**.

Dr. Goellnicht discussed the proposal from the Department of Political Science to require its Ph.D. students to complete three units of course work (out of the required 18 units) beyond the Master's level in the Major Field 2 before completing the written comprehensive examination. The proposed change will address the issue of students' difficulties in successfully completing the comprehensive examination due to a lack of courses taken that are relevant to the field.

Dr. Goellnicht moved, and Mr. Love seconded,

"that Graduate Council approve the proposed change in the Ph.D. course requirements for the Department of Political Science, as described in the document."

The motion was **carried**.

Dr. Goellnicht explained that Social Work has recommended removing the "half course in introductory statistics" admission requirement for both MSW (Policy) and MSW (Practice) programs. The department believes a statistics course is no longer necessary since most students use qualitative methods to complete the research component of the programs. In addition, the statistics requirement hampers the departmental recruitment of prospective graduate students.

Dr. Goellnicht moved, and Dr. Hayward seconded,

"**that Graduate Council approve the proposal of Social Work to remove the statistics course requirement in its MSW (Policy) and MSW (Practice) programs, as described in the document."**

The motion was **carried**.

Dr. Goellnicht discussed the recommendation from the Department of Sociology to change the course requirements for its Ph.D. program by replacing a single seminar course with two full courses, Doctoral Research and Professional Development - Part 1 (Sociology 724) and Doctoral Research and Professional Development - Part 2 (Sociology 725). Dr. Goellnicht further explained that introduction of the two courses, which will be offered on a *Pass/Fail* basis, will help students progress successfully in the program, thereby reducing completion time.

The department also recommended adding a Major Research Paper option (in combination with six half courses) to its M.A. program. The proposal will bring the program in line with other programs in the Faculty of Social Sciences at McMaster.

Dr. Goellnicht moved, and Dr. Fetner seconded,

"that Graduate Council approve the recommended curriculum changes from the Department of Sociology, as mentioned above and described in the documents."

The motion was **carried**.

Dr. Goellnicht then reviewed the other items in the report for Graduate Council information.

XI. Report from the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee

Dr. Welch said the Department of Chemistry has recommended reducing the course requirement to zero for its PhD program for Analytical, Organic and Physical Chemistry sub-disciplines, while retaining the two-course (module) requirement for the Inorganic Chemistry sub-discipline. The change is consistent with the zero course requirements for the Ph.D. programs in Chemical Biology, Biochemistry and Biology. Dr. Welch added that the change addresses the department's concern about having two students who belong to the same research group, having different course requirements for their program.

Dr. Welch moved, and Dr. Kevlahan seconded,

"that Graduate Council approve the proposal from the Department of Chemistry to reduce the course requirement to zero for its Ph.D. program, as described in the document."

The motion was **carried**.

Dr. Welch discussed the proposal from the Kinesiology department to change the M.Sc. and Ph.D. course requirements by removing KIN *703 as a course requirement and adding 75% departmental seminar attendance as a requirement for both programs. Dr. Welch said the change will not only enable part time students to attend the seminars, but also help the department gauge the level of student interest in seminars on an ongoing basis. The proposal will also be a requirement for applying to department travel funds.

Dr. Goellnicht moved, and Mr. Love seconded,

"that Graduate Council approve the proposed change to the M.Sc. and Ph.D. course requirements for the Department of Kinesiology, as described in the document."

The motion was **carried**.

Dr. Welch reviewed the proposal from the Department of Mathematics and Statistics to merge the course work and project options for the M.Sc., and adding a Major Research Project to the new Project option. In response to a question, Dr. Kevlahan from the Department of Mathematics and Statistics explained that the course requirement for the new Project option is seven half courses and one of the required courses is Math *790 – Major Research Project. Dr. Kevlahan further explained that by taking Math *790, all students in the Project option will now have a faculty advisor. This requirement will also address the issue of academic supervision for students who are unable to finish by the end of April. He added that students in the Project option can finish the program in eight months; however, the department expects all students to complete the M.Sc. project in 12 months. Dr. Kevlahan said the proposed change addresses the recommendation of the OCGS consultants at their recent OCGS review.

Dr. Goellnicht moved, and Dr. Kevlahan seconded,

"that Graduate Council approve the recommendation from the Department of Mathematics and Statistics to merge course work and project options for the Mathematics M.Sc. program, as described in the document."

The motion was **carried**.

Dr. Welch then reviewed the remaining items in the report for Graduate Council information.

XII. New program: Master of Technology Entrepreneurship and Innovation

Dr. Sekuler invited Dr. Samir Chidiac from the Walter G. Booth School of Engineering Practice to speak about the proposed Master of Technology Entrepreneurship and Innovation (MTEI) program. Dr. Chidiac explained that the new program is quite similar to the Master of Engineering Entrepreneurship and Innovation (MEEI) program currently offered at McMaster. However, he said, the proposed MTEI program is specifically focused on prospective students who do not possess undergraduate degrees in engineering or science. Dr. Chidiac further explained that the MTEI students (together with MEEI students) will work on technology-based entrepreneurship projects which require multi-disciplinary approaches.

In response to a query, Dr. Chidiac said the program provides theoretical and practical skills required to develop a comprehensive business plan; and will be attractive not only to potential entrepreneurs, but also to professionals and managers in established organizations. In response to a question concerning peer evaluation, Dr. Chidiac explained that students will be assessed by their advisor based on inputs from their peers in the project team and from the observations of the advisor. Dr. Chidiac said the advisor will collect the team member evaluations and the student will have a one-on-one performance review with the advisor every six months. After the discussion, the Council suggested the following minor revisions to the document: (1) page 28, third paragraph from the top, line 4: "if there is availability" was replaced with "with permission of the instructor;" and (2) page 30, section 4.2.1, first paragraph, line 3 "Engineering" was added after "McMaster."

Dr. Welch moved, and Dr.Goellnicht seconded,

"that Graduate Council approve the proposed Master of Technology Entrepreneurship Innovation program, as described in the document and subject to amendments mentioned above."

The motion was **carried**.

There was no other business, and the meeting adjourned at 3:30 p.m.