



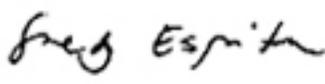
School of Graduate Studies

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4M2

Phone 905.525.9140  
Ext. 23679  
Fax 905.521.0689  
<http://graduate.mcmaster.ca/>

September 15, 2011

To : Members of Graduate Council

From :   
Medy Espiritu  
Assistant Secretary & SynApps System Administrator

---

The next meeting of Graduate Council will be held on **Tuesday, September 20, 2011** at **2:00 p.m.** in **Gilmour Hall 111**.

Listed below are the agenda items for discussion.

Please email [espiritu@mcmaster.ca](mailto:espiritu@mcmaster.ca) or call extension 24204 if you are unable to attend the meeting.

#### A G E N D A

- I. Minutes of following meetings:
  - June 22, 2011
  - May 25, 2011
  - April 27, 2011
  - March 23, 2011
- II. Report from the Associate Vice-President and Dean of Graduate Studies
- III. Report from the Associate Deans of Graduate Studies
- IV. Report from the Assistant Dean, Graduate Student Life and Research Training
- V. Scholarships Committee of Graduate Council – 2011-2012 Membership List
- VI. Faculty of Health Sciences – Professional Behaviour Guidelines for Students
- VII. Other business

**GRADUATE COUNCIL MEETING  
JUNE 22, 2011, 10:30 AM  
MUSC-311/313**

**PRESENT:** Dr. H. Sheardown (Chair), Ms. S. Baschiera, Dr. K. Dalnoki-Veress, Ms. M. Emami, Dr. L. Finsten, Ms. B. Gordon, Dr. P. Graefe, Dr. M. Hatton, Dr. K. Kanagaretnam, Dr. G. Kehler, Dr. N. Kevlahan, Mr. A.R. Khokhar, Mr. P. Self, Dr. E. Service, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

**BY INVITATION:** Dr. K. McCaughan

**REGRETS:** Dr. P. Baxter, Dr. P. Bennett, Dr. N. Charupat, Dr. S. Crosta, Dr. A. Guarne, Dr. A. Holloway, Dr. L. Magee, Dr. S. Porter, Dr. P. Zylla

---

Dr. Sheardown chaired the meeting in place of Dr. Sekuler who was away from campus. Dr. Sheardown welcomed everyone to the last meeting of Graduate Council for the academic year 2010-2011.

Mr. Self reported that the Welcome Event for Graduate Students will be held on September 7, 2011. With regards to the Phoenix relocation/renovation, he explained that contractors are currently bidding for the project.

**I. Report from the Associate Deans of Graduate Studies**

Dr. Welch reminded Council members that all graduate students are required to take and pass SGS #101. He added that students cannot graduate or register in subsequent year without completing the course.

Dr. Hatton thanked everyone as his term as Acting Associate Dean of Graduate Studies will end June 30, 2011.

**II. New program: Master of Science in Health Science Education**

Dr. Hayward explained that the Faculty of Health Science Graduate Policy and Curriculum Council and the Faculty of Health Science Executive Committee already approved the Master of Science in Health Science Education program. She then invited Dr. McCaughan to speak about the proposal.

Dr. McCaughan stated that currently there are no Master of Science in Health Science Education programs in Ontario and across Canada that focus on graduate level education for health science clinical educators (physicians, nurses, occupational therapists, physiotherapists, midwives, physician assistants, etc.), who teach in health sciences education, research, and academic clinical care, and who lead in health care settings. Dr. McCaughan said that the

program will be offered as a course- or thesis-based option and delivery is through a blended learning format (combination of face-to-face and online sessions). She said students in the course-based option are required to complete two quarter courses and four half courses, an elective course, and a scholarly paper. In the thesis-based option, students will be required to complete two quarter courses and three half courses. In response to a question, Dr. McCaughan said that the program is named Master of Science in Health Science Education because typical degree programs coming out of the Faculty of Health Sciences are Master of Science programs. She further explained that the science of teaching and learning in the health science education context permeates all courses in the program. In response to another question, Dr. McCaughan explained that the program begins with a face-to-face intensive fundamentals course that will include an orientation and overview of the program. The remaining courses will be online with the exception of the scholarly work presentation course.

Dr. Hayward moved, and Dr. Dalnoki-Veress seconded,

**“that Graduate Council approve the proposed Master of Science in Health Science Education, as described in the document.”**

The motion was carried.

### **III. Proposed changes for the 2011-2012 Graduate Calendar**

Dr. Welch reviewed the proposed changes for the 2011-2012 edition of the School of Graduate Studies Calendar.

Dr. Welch moved, and Dr. Hayward seconded,

**“that Graduate Council approve the proposed changes to Section 1.2.1 – The School of Graduate Studies, for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 1.3 – Responsibilities of Graduate Students to the University, for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 2.1 - Admission Requirements, for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Finsten seconded,

**“that Graduate Council approve the proposed changes to Section 2.1.1 – Admission Requirements for the Ph.D. Degree, for the 2011-2012 Graduate Calendar.”**

After a brief discussion, it was suggested to replace the statement *“Students still enrolled in a Master’s with thesis program beyond 22 months must complete thesis.”* with *“Students still enrolled in a Master’s with thesis program beyond 22 months must complete the degree requirements including the thesis prior to admission to the Ph.D. program.”*

The motion was carried, subject to the above amendment.

Dr. Welch moved, and Dr. Maibaum seconded,

**“that Graduate Council approve the proposed addition of the new section, 2.1.8 – Exchange Students, to the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Maibaum seconded,

**“that Graduate Council approve the proposed changes to Section 2.1.9 – English Language Requirements, for the 2011-2012 Graduate Calendar.”**

After a brief discussion, the Council decided to delete the paragraph pertaining to the Michigan English Language Assessment Battery (MELAB), since in the past years, there were no MELAB results submitted by applicants.

The motion was carried, subject to the above amendment.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 2.4.2 – Provincial Definition of Full- and Part-time Status, for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Kevlahan seconded,

**“that Graduate Council approve the proposed changes to Section 2.4.3 – McMaster University’s Regulations for Full- and Part-Time Status, for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 2.5.1 – Averaging of Letter Grades, for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Dalnoki-Veress seconded,

**“that Graduate Council approve the proposed changes to Section 2.5.3 – Course Categories, for the 2011-2012 Graduate Calendar.”**

After a brief discussion, it was decided to remove the phrase *“in a graduate course or less than D- in an undergraduate course”* under the EC section, second sentence.

The motion was carried, subject to the above amendment.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 2.5.5 – Required Course and Training for All Graduate Studies, for the 2011-2012 Graduate Calendar.”**

After a brief discussion the following document was revised as follows: 1<sup>st</sup> paragraph, line 1, the phrase *“must complete the course SGS #101”* was replaced with *“must complete and pass the course SGS #101”*; third sentence, the phrase *“during their first academic year at McMaster”* was removed; and 2<sup>nd</sup> paragraph, second sentence, the phrase *“complete training on the Accessibility”* was replaced with *“complete and pass SGS #201 – Accessibility.”*

The motion was carried, subject to the above amendments.

Dr. Welch moved, and Dr. Hayward seconded,

**“that Graduate Council approve the proposed changes to Section 2.6 – Supervision, for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Dalnoki-Veress seconded,

**“that Graduate Council approve the proposed changes to Section 2.7.1 - General Regulations , for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 2.7.2 – Response Times for Theses, for the 2011-2012 Graduate Calendar.”**

The last paragraph, 2<sup>nd</sup> sentence “The supervisor should respond to the pre-defense copy of the Master’s thesis within 2 months.” was replaced with “Master’s students are entitled to defend within 2 months of providing the final draft of the thesis to the department/program.”

The motion was carried, subject to the above amendments.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 2.7.3 – Microfilming and Publication of Theses at McMaster University, for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 3.3 – Thesis (for the Master’s program), for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed changes to Section 4.4 – Thesis (for the Ph.D. program), for the 2011-2012 Graduate Calendar, as described in the document.”**

The motion was carried.

There was no other business and the meeting adjourned at 2:30 p.m.

**GRADUATE COUNCIL  
MAY 25, 2011, 10:30 AM  
GILMOUR HALL 111**

**PRESENT:** Dr. A. Sekuler (Chair), Ms. S. Baschiera, Dr. P. Bennett, Dr. N. Charupat, Dr. L. Finsten, Ms. B. Gordon, Dr. P. Graefe, Dr. M. Hatton, Dr. A. Holloway, Dr. N. Kevlahan, Mr. A.R. Khokhar, Dr. L. Magee, Dr. L. Platt, Mr. P. Self, Dr. E. Service, Dr. G. Steiner, Dr. J. Trzeciak, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

**REGRETS:** Dr. P. Baxter, Dr. S. Crosta, Dr. K. Dalnoki-Veress, Ms. M. Emami, Dr. T. Maibaum

---

**I. Report from the AVP and Dean of Graduate Studies**

Dr. Sekuler reported there were 70 attendees at the May 19<sup>th</sup> *Best Practices Lunch*, which discussed the registration process. Concerning the new programs, Ph.D. French and Master of Technology Entrepreneurship and Innovation, Dr. Sekuler said the School of Graduate Studies has received the report from the OCGS consultants and is now awaiting the final approval from OCGS. Dr. Sekuler explained that the University is dealing with the issue regarding students funded by external/international agencies in countries that are currently experiencing political unrest. She said McMaster wants to ensure that its policies are clear concerning funding responsibilities for international students. A member added that the letter from the government indicating that they are providing financial support will address any issues or concerns regarding the student's funding.

Mr. Self updated the Council regarding the future relocation of the Phoenix to the top floor of the Refectory. He added that the office of the Graduate Students Association will also move to this building. Mr. Self said the University committed \$500,000 for the project, and that renovation will commence in the summer through the fall. The Phoenix expects to open at the new building January-February 2012.

**II. Report from the Associate Deans of Graduate Studies**

There was no report from the Associate Deans. Dr. Hatton congratulated the students who received the Ontario Trillium Scholarships.

**III. 2011 Spring Graduands**

Dr. Sekuler reviewed the list of the 2011 Spring Graduands for the MBA program in the Faculty of Business.

Dr. Hatton moved, and Dr. Welch seconded,

**“that Graduate Council approve the list of the 2011 Spring Graduands for the MBA program with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”**

The motion was carried.

#### **IV. Leaves of Absence – Section 2.4.5 of the Graduate Calendar**

Dr. Welch stated that the Leaves of Absence policy in the Graduate Calendar was revised to provide students clear explanation regarding when leaves of absence are taken (i.e., typically at the beginning of term), how term count will be determined, and available services for students during the leave. Dr. Welch added that the maternity leave policy is also under revision and will be submitted at future meetings of Graduate Council.

Dr. Welch moved, and Dr. Kevlahan seconded,

**“that Graduate Council approve the revised Section 2.4.5 – Leaves of Absence in the Graduate Calendar, as described in the document.”**

The motion was carried.

#### **V. Policy on the Steps for the Creation of New Graduate programs or New Fields in Existing Doctoral Programs**

In view of the new Institutional Quality Assurance Process (IQAP) for reviewing programs at McMaster, it is now recommended that Graduate Council approve the proposal to repeal the *Policy on the Steps for the Creation of New Graduate Programs or New Fields in Existing Doctoral Programs*.

Dr. Kevlahan moved, and Dr. Holloway seconded,

**“that Graduate Council approve the proposal to repeal the *Policy on the Steps for the Creation of New Graduate Programs or New Fields in Existing Doctoral Programs* effective July 1, 2011.”**

The motion was carried.

#### **VI. Protocol for the Closure of Graduate Programs or Fields**

With the new Institutional Quality Assurance Process (IQAP), it is necessary to revise *Protocol for the Closure of Graduate Programs or Fields*. Dr. Sekuler referred to the document circulated to the members and outlined the proposed changes. Dr. Sekuler stated that a significant change to the document is that written responses provided by departments to the Associate Vice-President and Dean of Graduate Studies will be forwarded to Graduate Council along with the recommendation for closure of the program.

Dr. Welch moved, and Dr. Charupat seconded,

**“that Graduate Council approve the proposed revisions to the Protocol for the Closure of Graduate Programs or Fields, as set out in the document.”**

The motion was carried.

## **VII. Thesis Guidelines**

Dr. Hatton presented the final version of the Thesis Guidelines, and he explained that the comments/suggestions from Graduate Council members at the April 27<sup>th</sup> meeting were incorporated in the document.

Dr. Hatton moved, and Dr. Graefe seconded,

**“that Graduate Council approve the proposed revision to the Thesis Guidelines, as described in the document.**

After a brief discussion, Graduate Council made the following changes to the document:

- page 6, Section 5.0, first paragraph, the sentence “A minimum of three published or submitted but not yet published journal articles...” was replaced with “A minimum of three published or submitted but not yet published scholarly works...”

- page 8, Section 6.3, last paragraph, the sentence “The printed version of the thesis must be the same as the submitted electronic copy.” was replaced with “The text of the printed version of the thesis must be the same as that of the submitted electronic copy. “

The motion was carried, subject to inclusion of the changes mentioned above.

## **VIII. Other business**

Dr. Trezeciak updated the Council concerning the University Library. He said that since 2005 the University Library has gone up in almost every category by comparison to its peers in the Association of Research Libraries. Dr. Trezeciak circulated a document outlining the following statistics placement of the University Library:

Investment index: from 108<sup>th</sup> (2005) to 91<sup>st</sup> (2009)

Membership index: from 109<sup>th</sup> (2005) to 74<sup>th</sup> (2009)

Total expenditures: from 109<sup>th</sup> (2005) to 88<sup>th</sup> (2010)

Materials expenditures: 109<sup>th</sup> (2005) to 85<sup>th</sup> (2010)

Total serials: 86<sup>th</sup> (2005) to 75<sup>th</sup> (2010) - 96% of journals are now electronic

Volumes added: 104<sup>th</sup> (2005) to 47<sup>th</sup> (2010)

Volumes withdrawn: for every one volume withdrawn, three were added  
Professional staff: 112<sup>th</sup> (2005) 95<sup>th</sup> (2010)  
Support Staff: 72<sup>nd</sup> (2005) 76<sup>th</sup> (2010)

Dr. Trezciak said that donations have gone up from \$375,000 in 2005 to \$1 million in 2010. Gifts-in-kind were also up from \$125,000 in 2005 to \$300,000 in 2010. He added that in 2010 the University Library received the largest single cash donation of \$2.5 million and largest single gift-in-kind of \$2.8 million for the Pirate Group Archives. He further said that the number of annual donations has risen from 383 in 2005 to 457 in 2010. Dr. Trezciak also mentioned the plan to create spaces for graduate students and post-docs at Mills Library.

There was no other business and the meeting adjourned at 11:45 a.m.

**GRADUATE COUNCIL  
APRIL 27, 2011, 1:30 PM  
GILMOUR HALL 111**

**PRESENT:** Dr. A. Sekuler (Chair), Ms. S. Baschiera, Dr. P. Baxter, Dr. P. Bennett, Dr. N. Charupat, Dr. K. Dalnoki-Veress, Ms. M. Emami, Dr. L. Finsten, Ms. B. Gordon, Dr. P. Graefe, Dr. A. Guarne, Dr. M. Hatton, Dr. C. Hayward, Dr. N. Kevlahan, Dr. T. Maibaum, Mr. P. Self, Dr. E. Service, Dr. J. Trzeciak, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

**BY INVITATION:** Dr. J. Mahony

**REGRETS:** Mr. R. Collier, Dr. A. Holloway, Dr. G. Kehler, Dr. L. Magee, Dr. L. Platt, Dr. H. Sheardown, Dr. G. Steiner

---

**I. French Consulate Delegation**

The French Consulate Delegation (Mr. Nicolas Duhaut, Higher Education Attaché, Ms. Peggy Harvey, Campus France Representative, Ms. Claire Lesma, Cultural Attaché, and Mr. Christian Turquat, Science and Technology Attaché) presented the *cotutelle* system to Graduate Council. Mr. Duhaut explained that the *cotutelle* system is a collaboration between a Canadian university and French university/institution that will lead to awarding a Ph.D. degree from both universities/institutions. Mr. Duhaut explained that currently there are more than 1,000 *cotutelle* agreements between France and Quebec. The University of British Columbia and Simon Fraser University have already adopted the system. He explained that students benefit from the program by way of enriching their research, as well as gaining access to new faculty members, biogeographical resources, and new research equipment. The program will also help students establish research networks and experience new cultural environments. In response to a question, Mr. Duhaut explained that the program offers several forms of financial assistance, such as monthly allowances for Canadian students; scholarships from the French Foreign Affairs Ministry; French Research Institutions, and other local government agencies.

In regards to tuition fees, Mr. Duhaut explained that a student is not required to pay tuition fees in both institutions simultaneously. The student will either pay fees at the “home institution” or the institution where he/she is physically located. Concerning the thesis defence, Mr. Duhaut explained that there is only one thesis defence and the examining committee is composed of members from both institutions plus one external examiner. Mr. Duhaut explained that the Ph.D. dissertation can be written and defended in English at a French University to address the issue of students who are interested in the program but are not fluent in French. Towards the end of the presentation, Mr. Duhaut circulated handouts explaining the details of the program.

## II. Report from the AVP and Dean of Graduate Studies

Dr. Sekuler said the *Best Practices Lunch* held on April 20<sup>th</sup> was a success. The last *Best Practices Lunch* for 2010-2011 will be held May 19, 2011, and the topic is registration process. She also reported that the consultants' site visit for the proposed French Ph.D. program was held April 14-15, 2011.

## III. Report from the Associate Deans of Graduate Studies

Dr. Hatton reported that the review and selection process for the Ontario Trillium Scholarships will be completed next week.

## IV. 2011 Spring Graduands

Dr. Sekuler reviewed the list of the 2011 Spring Graduands for the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences.

Dr. Hatton moved, and Dr. Welch seconded,

**“that Graduate Council approve the list of the 2011 Spring graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”**

The motion was carried.

## V. McMaster's Institutional Quality Assurance Process (IQAP)

Dr. Sekuler presented the final version of McMaster's Institutional Quality Assurance Process (IQAP) document. Dr. Sekuler explained that there were minor changes to the document based on the recommendation from the COU on Quality Assurance. She explained that the document will go to Senate for approval, and the new program review process will take effect July 1, 2011.

Dr. Hatton moved, and Dr. Welch seconded,

**“that Graduate Council approve the final version of McMaster's Quality Assurance Process (IQAP) document.”**

The motion was carried.

## **VI. Thesis Guidelines**

Dr. Hatton presented the proposed revisions to the *Thesis Guidelines*. He explained that at this meeting he is only soliciting comments from Graduate Council members. Dr. Hatton expects to submit the final version of the guidelines at the next Graduate Council meeting. He commented that *Section 5 – Sandwich Thesis*, was reworded to clarify the process involved. Dr. Hatton explained that effective May 1, 2011, the eThesis process will be operational, and hard copy submissions of theses will no longer be required. Students will upload their theses through Digital Commons. Binding of theses will also be abolished; however, students can still request hard copies for a fee. Dr. Hatton explained that the effect of the new system will be a significant cost reduction to students, and through Digital Commons the student's thesis will be widely accessible. Dr. Hatton further explained that the eThesis will also improve the University's resources (i.e., no more bound copies) and will free up storage spaces in SGS and departments.

Dr. Trzeciak commented that Digital Commons is a software that supports a variety of digital materials in the University Library. The software resides on multiple servers and is supported by Berkley Press.

In response to a query, Ms. Baschiera explained that the McMaster Library will ensure that a copy of the thesis is forwarded to the National Library. Responding to a question concerning the sandwich thesis, Dr. Hatton explained that a minimum of three published or submitted but not yet published journal articles can be included in the sandwich thesis. A member commented that on the Sandwich Thesis section, reviewed articles and conference proceedings should also be added. There was also a comment that the guidelines should include a clear explanation of what classifies a student work, and students should also have a statement in the thesis outlining their specific contributions to the articles.

Dr. Hatton thanked the members for their comments/suggestions.

## **VII. English for Academic Purposes**

Ms. Baschiera explained that McMaster University collaborated with Mohawk College to develop a course, SGS #301 – English as a Second Language Training, for students who have gained admission to graduate programs but have not yet satisfied the English proficiency requirement. SGS #301 consists of a series of courses that allows students to progressively master English language concepts including listening, speaking, reading and writing. Initially, the course will only be required for students in the School of Engineering Practice, but in future, the course will be mandatory for students in other graduate programs. Mohawk College will handle the registration, and the course will be held at its campus. Ms. Baschiera explained that the course duration is from 4-16 months, dependent on the capabilities of the individual student. Responding to a question, Ms. Baschiera explained that students in the course will take exams to move through the various ESL levels. A Pass will be awarded to a student who reaches level 500 and obtains a minimum of 550 TOEFL score.

Dr. Welch moved, and Dr. Kevlahan seconded,

**“that Graduate Council approve the proposed SGS #301 – English as a Second Language Training, as described in the document.”**

The motion was carried.

#### **VIII. New Graduate Scholarship**

Dr. Sekuler reviewed the Dr. Erwin Regoeczi Prize in Pathology and Molecular Medicine. The prize will be awarded on the recommendation of the Chair of Pathology and Molecular Medicine to a Master’s or Ph.D. student who demonstrates outstanding scholastic achievements and innovative research.

Dr. Hatton moved, and Dr. Kevlahan seconded,

**“that Graduate Council approve the Dr. Erwin Regoeczi Prize in Pathology and Molecular Medicine, as described in the document.”**

The motion was carried.

#### **IX. Report from the Faculty of Business Graduate Curriculum and Policy Committee**

Dr. Hatton reviewed the report from the Faculty of Business Graduate Curriculum and Policy Committee for information of Graduate Council. The report consisted of changes in prerequisites to courses in Health Management, and a request to cross-list a course with the School of Engineering Practice.

#### **X. Report from the Faculty of Engineering Graduate Curriculum and Policy Committee**

Dr. Sekuler explained that the Electrical and Computer Engineering Department has proposed revising its “Courses” calendar description to include a statement that certain courses offered by the department cannot be counted towards the minimum course requirements for the Ph.D. program.

Dr. Hatton moved, and Dr. Welch seconded,

**“that Graduate Council approve the proposed change to the ‘Courses’ calendar description for the Department of Electrical and Computer Engineering, as described in the document.”**

The motion was carried.

Dr. Sekuler then reviewed the proposed calendar copy for the Master of Technology Entrepreneurship and Innovation program.

Dr. Kevlahan moved, and Dr. Dalnoki-Veress seconded,

**“that Graduate Council approve the proposed calendar copy for the Master of Technology Entrepreneurship and Innovation program, as described in the document.”**

The motion was carried.

Dr. Sekuler briefly discussed the remaining report from the Faculty of Engineering Graduate Curriculum and Policy Committee for Graduate Council information.

#### **XI. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Council**

Dr. Mahony explained that the Faculty of Health Sciences has recommended the closure of the Neuroscience & Behavioural Sciences field in Medical Sciences due to low enrolment. He commented that enrolment in the Neuroscience Program in the Faculty of Science has grown, while enrolment in the Neuroscience and Behavioural Sciences field in Medical Sciences has declined. He added that department chairs and faculty members who are supervisors in the field have been consulted to address any issues with the closure that will take effect September 1, 2011. In response to a question, Dr. Hayward explained that currently there are five students in the field and these students have agreed to transfer to the Physiology and Pharmacology field to complete their Medical Sciences degree.

Dr. Hayward moved, and Dr. Welch seconded,

**“that Graduate Council approve the closure of the Neuroscience & Behavioural Sciences field in Medical Sciences, as described in the document.”**

The motion was carried.

Dr. Hayward briefly discussed the following proposed changes from the School of Rehabilitation Science, which were all approved by the Faculty of Health Sciences Executive:

- changes to the calendar description of the admissions requirements for the M.Sc. Thesis and M.Sc. online
- changes to the calendar description of the “Courses” section
- changes to the Ph.D. degree calendar description
- changes to the introduction section in the graduate calendar
- changes to calendar description pertaining to other courses

Dr. Hayward moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed graduate curriculum changes from the School of Rehabilitation Science, as described in the documents.”**

The motion was carried.

Dr. Hayward briefly discussed the rest of the report from the Faculty of Health Sciences Graduate Policy and Curriculum Council for information of Graduate Council.

Dr. Hayward then referred to the document circulated to the Council members regarding the expansion of the MD/Ph.D. program to include Ph.D. programs in Neuroscience, Health Research Methodology, and Biomedical Engineering. The expanded program will provide students a broader selection of doctoral research degrees they can pursue. Dr. Hayward explained that the proposal has been approved by the Faculty of Health Sciences Executive; however, the document still needs approval from the curriculum committee. A member expressed concern over the fact that Graduate Council is being asked to approve a proposal that has not been seen by the Health Sciences curriculum committee. Dr. Hayward responded that the Faculty of Health Sciences felt it necessary to expedite approval because there are already students who expressed interest in registering for the program.

Dr. Hayward moved, and Dr. Welch seconded,

**“that Graduate Council approve the proposed expansion of the MD/Ph.D. program (as described in the document), contingent upon approval by the Faculty of Health Sciences Graduate Policy and Curriculum Council.”**

The motion was carried, with one abstention.

*(Note: The Faculty of Health Sciences Graduate Policy and Curriculum Council subsequently approved the proposal.)*

## **XII. Report from the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee**

Dr. Hatton reviewed the following graduate curriculum proposals that were approved by the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee.

### Faculty of Humanities

- Communication Studies and New Media – change to the calendar description of the Major Research project
- Cognitive Science of Language – change to the Ph.D. comprehensive examination
- French – calendar copy: Ph.D. in French program
- History – change to the Foreign Language Requirement for the Ph.D. program
- Philosophy – change to the calendar description of the Ph.D. program

## Social Sciences

- Health and Aging – change to the calendar description of the M.A. degree – informing students that they must apply to complete the two-year option
- Work and Society – change in course requirements for the M.A. degree
- Political Science – change in the calendar description of the language requirement for the Ph.D. program
- Social Work – calendar copy: Critical Analysis of Social Work field
- Water Without Borders Graduate Diploma calendar copy

Dr. Hatton moved, and Dr. Hayward seconded,

**“that Graduate Council approve the graduate curriculum proposals recommended by the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee, as described in the documents.”**

The motion was carried.

Dr. Hatton then briefly discussed the rest of the report from the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee for Graduate Council information.

### **XIII. Report from the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee**

Dr. Welch reviewed the following proposals from the Department of Mathematics and Statistics: (1) reduce the course requirements for the Ph.D. in Mathematics from four half-courses to two half-courses; (2) add Financial Mathematics Option (M-Phimac) to its M.Sc. program; (3) change the course requirements for the M.Sc. Statistics—Statistics \*770 – Statistics Seminar will now be a required course for the program.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the graduate curriculum changes recommended by the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee, as mentioned above, and described in the documents.”**

The motion was carried.

Dr. Welch then briefly discussed the rest of the report from the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee for Graduate Council information.

**XIV. Proposed change to Section 11 of the Graduate Calendar re: SGS #101**

Dr. Welch explained that the description of Section 11 in the Graduate Calendar concerning SGS #101 needed revision to indicate that students should take the course during their first year of the program. Since SGS #101 is now an online course, getting a large number of students to take it earlier in the program is now feasible.

Dr. Welch moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposed change to Section 11 of the Graduate Calendar pertaining to the SGS #101 course, as described in the document.”**

The motion was carried.

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

**GRADUATE COUNCIL  
MARCH 23, 2011, 1:30 PM  
GILMOUR HALL 111**

**PRESENT:** Dr. A. Sekuler (Chair), Ms. S. Baschiera, Dr. P. Baxter, Dr. P. Bennett, Dr. C. Crosta, Ms. M. Emami, Ms. B. Gordon, Dr. P. Graefe, Dr. A. Guarne, Dr. M. Hatton, Dr. C. Hayward, Dr. G. Kehler, Dr. N. Kevlahan, Mr. A.R. Khokhar, Dr. E. Service, Mrs. M. Espiritu (Assistant Secretary)

**BY INVITATION:** Dr. B. Detlor

**REGRETS:** Dr. N. Charupat, Dr. K. Dalnoki-Veress, Dr. A. Holloway, Dr. L. Magee, Dr. H. Sheardown, Dr. D. Welch

---

**I. Minutes of meeting**

The minutes of the January 26, 2011 meeting were approved on a motion by Dr. Hatton, seconded by Dr. Hayward.

**II. Business arising**

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

**III. Report from the AVP and Dean of Graduate Studies**

Dr. Sekuler reported that the March 15<sup>th</sup> Best Practices Lunch, which discussed the introduction of the eThesis, was well attended. She added that the next Best Practices Lunch will be held on April 28, 2011 and will discuss internationalization of post-secondary education. In addition, there will be a discussion regarding the Ontario Trillium Scholarships. Dr. Sekuler reported that a reception was held on March 11, 2011 to thank faculty members who volunteered as Chairs and Examiners for thesis defences. In regards to the new program review process, Dr. Sekuler stated that the final Institutional Quality Assurance Process (IQAP) document is not yet available. Dr. Sekuler reported that the School of Graduate Studies just received the OCGS consultants' report concerning the Master of Technology Entrepreneurship and Innovation Program. The consultants' site visit for the proposed Ph.D. French program will be on April 14-15, 2011. Dr. Sekuler reported that the French Consulate delegation will visit McMaster to do a presentation concerning the "cotutelle system" at the next meeting of Graduate Council.

Dr. Sekuler explained that the delayed timing of the Ontario Graduate Scholarship awards this year is a concern, as it will affect the processing of the Prestige Awards. She expects to have more details concerning the timing of the OGS awards in May 2011. Ms. Gordon explained that the School of Graduate Studies is currently working on ways to improve the processing of scholarship awards (i.e., availability of the scholarships committee in the summer; balancing workload and timing; and streamlining the ranking process of awards).

#### **IV. Report from the Associate Deans of Graduate Studies**

Dr. Hatton reported that the final version of the Thesis Guidelines document is almost complete and will be presented at the next Graduate Council Meeting. Dr. Hayward reminded Graduate Council of the upcoming 2011 Faculty of Health Sciences Research Plenary on May 10-12, 2011. The event will honour the research achievements of faculty members and post-doctoral fellows in the Faculty of Health Sciences. Dr. Hayward said a reception for the award winners will be held on May 18, 2011. Dr. Hayward is also working on a research project on evaluation of faculty members involved in graduate student supervision.

#### **V. Report from the Faculty of Business Graduate Curriculum and Policy Committee**

Dr. Hatton explained that the Faculty of Business has proposed a change to the calendar description of its Ph.D. program requirements to clarify that the required grade point average for students to remain in the program applies to all the fields in the Ph.D. program.

Dr. Hatton moved, and Dr. Hayward seconded,

**“that Graduate Council approve the change to the calendar description of the Ph.D. program requirements in the Faculty of Business, as described in the document.”**

The motion was carried.

Dr. Hatton then briefly discussed the rest of the report for Graduate Council information.

#### **VI. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Committee**

Dr. Hayward explained that the School of Nursing has proposed to offer its M.Sc. and Ph.D. programs on a part-time basis. The School believes that providing a part-time option for its programs will attract students who are unable to register full time. Dr. Hayward added that since students currently in the program did not have the part-time option when they were initially admitted, the School is also proposing to allow these students to switch to part-time if they wish to do so.

Dr. Hayward moved, and Dr. Hatton seconded,

**“that Graduate Council approve the proposals from the School of Nursing as discussed above, and described in the document.”**

The motion was carried.

There was no other business and the meeting adjourned at 1:55 p.m.

**Scholarships Committee of Graduate Council  
Membership List 2011 - 2012**

Ex Officio

Dr. Donald Goellnicht	Associate Dean (Business, Humanities, Social Sciences)
Dr. Catherine Hayward	Associate Dean (Health Sciences)
Dr. Heather Sheardown	Associate Dean (Engineering)
Dr. Doug Welch	Associate Dean (Science)

Business

Dr. Catherine Connelly (2014)	School of Business, HRM (Primary)
-------------------------------	-----------------------------------

Engineering

Dr. Todd Hoare (2014)	Chemical Engineering (Primary)
Dr. Chang-Qing Xu (2012)	Engineering Physics (Alternate)

Health Sciences

Dr. Dawn Bowdish (2013)	Pathology & Molecular Medicine (Primary)
Dr. Joaquin Ortega (2012)	Biochemistry & Biomedical Sciences (Alternate)

Humanities

Dr. David Clark (2014)	English & Cultural Studies (Primary)
Dr. Bonny Ibhawoh (2014)	History (Alternate)

Science

<i>To be announced at the GC meeting</i>	(Primary)
Dr. David Earn (2012)	Mathematics & Statistics (Alternate)

Social Sciences

Dr. Wayne Lewchuk (2014)	Economics; Labour Studies (Primary)
Dr. Celia Rothenberg (2014)	Religious Studies (Alternative)

Additional members for the SSHRC Subcommittee (one-year term)

Brigitte Sassen	Religious Studies
Donna Baines	Social Work
Shafique Huque	Political Science

Additional members for the NSERC CGS/PGS Master's/Doctoral Subcommittee (one-year term)

Dr. Joseph McDermid	Mechanical Engineering
<i>To be announced at the GC meeting</i>	
Dr. Brian Timmons	Pediatrics

September 2011

# McMaster University, Faculty of Health Sciences Professional Behaviour Guidelines for Students

## Preamble

The Faculty of Health Sciences at McMaster University has identified as its mission statement "*Together, Advancing Health Through Learning and Discovery*". Within a culture of innovation, courage and collaboration, the Faculty of Health Sciences at McMaster will lead by challenging what is and embracing what could be.

In 2005, the Faculty of Health Sciences adopted a guiding statement of purpose for the Faculty of Health Science, namely, "*In Health Sciences Education Research and Practice we are here to question, to learn, to discover and to communicate*".

As current and future members of the caring professions, health science learners at McMaster shall demonstrate their commitment to the professional behaviours that are outlined in this document. These professional behaviours exemplify the six tenets of the Faculty of Health Sciences guiding vision, namely: inter-professional collaboration, commitment to our communities, accountability/responsibility, excellence, integrity and respect, and optimism. As such, health science students at McMaster are held to a standard beyond the basic conduct expected of other students at McMaster University.

All learners at McMaster are required to adhere to the McMaster University "Student Code of Conduct" for non-academic offences, as revised May 1, 2009. Procedures for handling allegations, complaints or charges are set out in that document. Additionally, breaches of academic integrity including academic dishonesty, cheating and plagiarism are defined in the McMaster University "Academic Integrity Policy", most recent approval September 1, 2008. As with non-academic offences, procedures for handling allegations, complaints or charges are set out in that document.

## Scope of the Code

All Faculty of Health Science's learners shall demonstrate these professional behaviours in all academic and clinical settings at all times. For the purposes of this Code, Faculty of Health Sciences students shall be governed by this policy whether they are engaged in purely academic or academic/clinical activities, whether they are engaged in administrative functions associated with their learning, whether they are conducting or assisting in research, and whether the activities be on or off site, in real time or in a virtual reality online. Furthermore, the Faculty of Health Sciences Code of Conduct for Students and learners shall be applicable to all contexts and circumstances in which learners were, or could reasonably be, considered to be representing their educational program in either a real-world or on-line setting.

The 'tenets' articulated in this Code do not replace nor limit the legal or ethical standards established by the professional and regulatory bodies, or by any other applicable University standard, policy or procedure.

Should a student engage in a behaviour or set of behaviours that constitutes a simultaneous violation of both the Master University Student Code of Conduct and the Faculty of Health Sciences Code of Conduct For Students and Learners, the breach shall properly be addressed under the former in the first instance; however, the Faculty of Health Sciences reserves the right to proceed secondarily in applying the procedures of the Faculty of Health Sciences Code of Conduct For Students and Learners should it reasonably decide it appropriate to do so in the circumstances.

## **Domains of Professional Behaviour**

Guided by the tenets of the Faculty of Health Sciences and a review of the published literature assessing professional behaviour, an Inter-professional Task Force of the Faculty of Health Sciences has identified three priority domains of Professional Behaviour. For each of these domains, explanatory examples are provided; these examples may not be interpreted as defining, describing or limiting the domains themselves, but are held out merely as instructive aids. For further explanation of these domains, learners and faculty are referred to more detailed lists of expected professional behavior published by each of the Health Science Educational Programs.

### Domain 1: Professional Responsibility, Integrity and Accountability

Professional responsibility, integrity and accountability will be demonstrated by the learner who fulfills responsibilities reliably and promptly; engages in ethical practice; represents information accurately and accepts responsibility for one's actions; respects confidentiality and student privileges and advocates for the patient/client and profession rather than promoting self-interest.

### Domain 2: Self-improvement and Pursuit of Excellence

Self-improvement and the pursuit of excellence will be demonstrated by the learner who recognizes and acknowledges one's own limitations or difficulties; who responds reasonably and responsibly to feedback, is motivated to self-improvement; seeks the means to correct deficiencies or weaknesses; and whom adapts to changing circumstances with the goal of achieving excellence.

### Domain 3: Respectful Professional Relationships and Communication

Respectful, professional relationships and communication will be demonstrated by the learner who uses respectful language; recognizes appropriate professional boundaries, is sensitive to the values, attitudes and assumptions of other cultures and how these effect practice; remains open to exploring the personal impact of self on others; listens attentively to the concerns of others; and demonstrates empathy and compassion.

## **If a Breach Occurs and it is Reported**

Academic and Clinical Setting. The Health Science Professional Education Programs currently evaluate professional behaviour of learners in the academic and clinical setting. Breaches of the Faculty of Health Sciences Code of Conduct for Students and Learners will be deemed to occur when the student has not met the expected professional behaviours within the three domains as defined by their respective professional programs. Learners are expected to have acquired a strong understanding of the expectations of their respective program.

Outside of the Academic and Clinical Setting. The Faculty of Health Science regards breaches of professional behaviour outside of the academic and clinical environment as a serious academic matter. Such breaches of conduct include behaviours that violate these standards, whether or not a learner knew or ought to have known that a breach would occur as a result of their actions, and those behaviours that were breached through the negligence of a learner.

Breaches should be reported in writing to the administrative heads of the relevant program (either the Assistant Dean or the Program Administrator). It is expected that faculty will apply their own professional discretion in determining a whether a breach has occurred and importantly, whether the seriousness of the breach requires that it be dealt with by the application of this policy. That is to say, that it is accepted that some minor breaches may be better dealt with informally, outside of this policy and at the discretion of the involved Faculty. It is further acknowledged however, that while a single ‘minor breach’ may be dealt with outside of this policy, it is also acknowledged that a series of minor breaches similar in character, time, or context may be considered as a “single” breach and thus must necessarily fall under the jurisdiction of this policy.

In the case of a breach having been reported, the Program Assistant Dean or Program Administrator shall contact both the complainant and the respondent to a complaint separately and confidentially, investigate the allegation, including providing each party with the fair and equitable opportunity of sharing their perspective of the event or events that had transpired.

Where the Program Assistant Dean or Program Administrator determines, based on the evidence provided, that a breach has occurred, the Health Science Program-specific committees for evaluation and/or discipline of the offending party shall be convened within thirty (30) calendar days to determine what remedy or remediation shall be required of the offending party.

### **Sanctions**

A sanction, where appropriate, shall be administered under this Code to ensure a student’s future compliance or conformity with the Faculty of Health Sciences Code of Conduct For Students and Learners. It is acknowledged that all sanctions shall reflect the faculty’s primary commitment to remediation in the first instance.

Consequences for breaching the Faculty of Health Sciences Code of Conduct For Students and Learners are at the discretion of each of the Health Science Professional Programs

and may include but not be limited to the sanctions described in the McMaster University “Student Code of Conduct” (approved March 11, 2009, effective May 2, 2009).

## **Appeals**

Any student who receives a sanction, academic or otherwise in relation to the decision made around a determined breach of the Faculty of Health Sciences Code of Conduct for Students and Learners is entitled to fair and equitable process. Learners who have been found to be in violation of this code may seek remedy by written application within 30 business days from the date of their receipt of the written notification outlining that they have been held to have been in breach of this policy. With written permission from the Program Assistant Dean, and at his or her sole discretion, mediation with the Advisor on Professionalism may be provided to the learner as an option for alternative resolution. Such mediation would only be with respect to determining remediation for the breach, not with respect to whether a breach has occurred.

Should mediation not be offered or not sought by the learner prior to a formal Appeal being initiated, then for all learners (aside from postgraduate medical learners), a formal appeal is to be made in accordance with the McMaster Student Appeal Procedures (approved by Senate, March 11, 2009, effective September 1, 2009) and will be governed in accordance with such policy. Postgraduate medical learners shall avail themselves of the appeal process outlined in the document “Postgraduate Medical Education Policy and Procedures for the Evaluation of Postgraduate Student Performance”.

HSEC February 23, 2011