

**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 20th 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.