



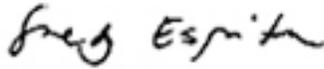
School of Graduate Studies

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April 20, 2012

To : Graduate Council

From : 
Medy Espiritu
Assistant Secretary and SynApps System Administrator

The next meeting of Graduate Council will be held on **Tuesday, April 24, 2012 at 2:00 p.m.** in **MUSC-311/313**.

Listed below are the agenda items for discussion.

Please email espiritu@mcmaster.ca if you are unable to attend the meeting.

A G E N D A

- I. Minutes of the meeting of March 27, 2012
- II. Business arising
- III. Report from the Associate Vice-President and Dean of Graduate Studies
- IV. Report from the Associate Deans of Graduate Studies
- V. Report from the Assistant Dean, Graduate Student Life and Research Training
- VI. Report from the Associate Registrar & Secretary of Graduate Studies
- VII. 2012 Spring Graduands *(to be circulated)*
- Faculty of Health Sciences (except Nursing)
- VIII. Parental/Pregnancy Leave policy – Dr. H. Sheardown *(to be circulated)*
- IX. Other business

GRADUATE COUNCIL

Monday, March 27, 2012, 2.00p.m.

MUSC-318

PRESENT: Allison Sekuler (Chair), Brooke Gordon, Jason Jaskokla, Elizabet Service, Allison Holloway, Rhaman Khokhar, Alan Chen, K. Kanagetnam, Thia Kirubarajan, Suzanne Crosta, Susan Fast, Don Goellnicht, Sara McGuire, Joe McDermid, John Medcof, Pamela Baxter, Doug Welch, Ana Campos, Patrick Bennett, Peter Self, Cathy Hayward, Christina Sinding

Minutes of meeting recorded by Mrs. Julie Birch

BY INVITATION: Jon Stone

REGRETS: Heather Sheardown

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

The last best Practice lunch took place on March 22 on the topic of community engagement. Members of the Forward with Integrity team attended, including Kate Whalen and Audrey Hicks. The next best Practices lunch will take place on April 17 on the subject of students in distress.

Upcoming events: Dine with the Dean March 28, and Improv workshop at Theatre Aquarius.

There are various searches under way for Provost, and new University Librarian. In Graduate Studies, there are searches for new Associate Deans in Business, Humanities, Social Sciences and Sciences.

Program Approvals are now taking longer with MCTU, so any proposed new programs should build a longer lead-time before the acceptance of the first cohort of students.

II. Report from the Associate Deans of Graduate Studies

No report given

III. Report from the Assistant Dean, Graduate Student Life and Research Training

No report given

IV. New scholarships:

CIBC Murray Hogarth Scholarships

Awarded for outstanding academic achievement and exhibited leadership within the MBA community. Two awards of \$1,000 each to be awarded to eligible MBA candidates, who have preferably worked, studied or lived in Burlington.

Dr. Baxter moved, and Dr. McDermid seconded,

“that Graduate Council approves the new scholarship as described above.”

The motion was carried.

The Vermeulen/Hind Architect Award (tabled at meeting an addition to the agenda)
Established in 2006 by Fred Vermeulen of Vermeulen/Hind Architects to contribute to the funding of the Ontario Graduate Scholarships (OGS) at McMaster University. To be awarded to a student enrolled in the School of Engineering Practice. Preference to be given to OGS recipients.

Additional Terms: ~~Alternatively~~ If there is no eligible candidate, the School of Graduate Studies, on the recommendation of the Director of School of Engineering Practice, will award the funds to support student expenses. The value of the award will continue to be \$5,000 but will not receive Provincial matching, as for an OGS.

Doug Welch tabled the friendly amendment to change the word “Alternatively” and replace it with “If there is no eligible candidate”. This was accepted.

Dr. Welch moved, and Dr. McDermid seconded,

“that Graduate Council approves the new scholarship as described above.”

The motion was carried.

V. Report from the Faculty of Business Graduate Curriculum and Policy Committee (Dr. J. Medcof).

I. MBA Grade Scale Conversion

The essence of the change is to move the scale for MBA grades to the same alpha scale as other graduate programs. There was some discussion, as although the new scale will have the same alpha values it will not have the same numerical values. This is a compromise at the School of Business and approved to remove inconsistency between the MBA program and other graduate programs. Under this proposal, all instructors will submit alpha grades.

Doug Welch tabled a friendly amendment that the point conversion to the 12-point scale should be in the range of 12 to 7, rather than 6 to 1, which will give consistency with other graduate programs. Accepted as part of this proposal.

It was also noted that the reverse of the transcripts should be updated to reflect this change and section 2.5.1 of the graduate calendar on course work should be updated to remove the exception that will no longer exist for MBA grades.

Dr. Welch moved, and Dr. Hayward seconded,

“that Graduate Council approves the change to the MBA Grade Scale Conversion as described above.”

The motion was carried.

II. GRE as an alternative to GMAT

This change was proposed to remove the barrier presented by the cost to international applicants of taking an extra test. This will also be more consistent with other schools.

Dr. McDermid moved, and Dr. Goellnicht seconded,

“that Graduate Council approve the GRE as an alternative to GMAT as described above.”

The motion was carried.

III. Human Resources and Management Area – Ph.D. program

- Change in course requirements

This proposal concerned the Human Resources field due to the changing job market of graduates and faculties changes. The existing students would be grandfathered.

Dr. Goellnicht moved, and Dr. Welch seconded,

“that Graduate Council approves the changes in course requirements for Ph.D. program as described above.”

The motion was carried.

IV. Change in comprehensive examination procedure.

This proposal will add an oral component to the comprehensive exams for the MOBHR field. The results will be released to the students as a pass or fail once both the written and the oral exams are completed.

Raman Khokhar moved, and Dr. Crosta seconded,

“that Graduate Council approve the changes in comprehensive requirements as described above.”

The motion was carried.

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

V. Report from the Faculty of Engineering Graduate Curriculum and Policy Committee (Dr. J. McDermid)

Biomedical Engineering- Change in admission requirements: Ph.D. and M.A.Sc. programs

There was only one point for approval concerning the admission requirements to this program

For students from engineering and physical science backgrounds:

Currently the admissions requirements are: 4-year degree or equivalent: BSc, BEng, BASc, BHSc with B+ minimum average in their final 2 years of study

This is actually a mixture of biology and engineering based degrees from students applying. Engineers have BEng or BASc. Biologists have BSc or BHSc hence it is confusing.

It is proposed the wording be changed to:

For students from engineering and physical science backgrounds:

- 4-year degree or equivalent: BSc, BEng, BASc with B+ minimum average in their final 2 years of study

For students from biological science backgrounds:

- 4-year degree or equivalent: BSc, BHSc, DDS, MD with B+ minimum average in their final 2 years.

Dr. Welch tabled a friendly amendment that the admission criteria should look at all upper year courses that can be taken at any time during the degree studies. This amendment was accepted.

Dr. Campos moved, and Dr. Welch seconded,
“that Graduate Council approves the changes in admission requirements for the Biomedical Engineering program as described above.”

The motion was **carried**.

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

VI. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Council (Dr. C. Hayward)

It was noted that these approvals are also subject to approval at the Faculty of Health Sciences meeting scheduled for March 28, 2012.

Ph.D. Health Policy

- Change in course requirements

Propose changing the last sentence in the above description to:

"A minimum of 5 half-courses (including the 3 doctoral seminar courses) may not be waived and must be completed while the student is enrolled in the Health Policy Ph.D. program."

That is, we are allowing students to waive specialty field courses if they have already taken relevant coursework in their Master's programs and these courses would be redundant.

We are preserving the requirement that Health Policy Ph.D. students take no fewer than 5 of their required half-courses while enrolled at McMaster in the Health Policy Ph.D. program.

Dr. Hayward moved, and Dr. Baxter seconded,
“that Graduate Council approves the changes in course requirements for the Health Policy Program as described above.”

The motion was **carried**.

Health Research Methodology

- Change in course requirements – M.Sc. and Ph.D. programs

At the master's level, HRM students specializing in Health Technology Assessment are now required to complete the following course requirements:

courses required for HRM MSc (thesis-based), specialization in HTA:

Common courses: *721, *702

Field-specific courses: *737, *741

Electives: 1 (usually *787)

courses required for HRM MSc (course-based), specialization in HTA:

Common courses: *721, *702

Field-specific courses: *743, *737, *741

Electives: 2 (usually *787)

#2 CHANGE: Ph.D. Degree

Students who have not taken courses that represent an introduction to health research methods (HRM *730 or HRM *751 [or their equivalents]) and basic biostatistics (HRM *702 [or equivalent]), and theory and practice of measurement (HRM *727 [or its equivalent]) may be required to take these courses in addition to the regular course load. Students should consult program documentation for the specific requirements for the fields of specialization.

#3 CHANGE: clarification of electives for HTA field of specialization:
Health Technology Assessment, electives "2 (usually 787, 743).

Dr. Hayward moved, and Dr. McDermid seconded,
“that Graduate Council approves the changes in course requirements for the Health Research Methodology Program as described above.”

The motion was carried.

Occupational Therapy

- M.Sc. program – change to the calendar description of the “Program Requirements” – adding sentences regarding possible termination of clinical practicum.

Safety issues in clinical practicum have occurred in which students have not demonstrated needed knowledge, skills or professional behaviours and this has resulted in some situations in which clients/patients, staff, or the student have been put at risk for injury. If this has persisted after feedback and support to the student, there have been some incidents in which a practicum has had to be terminated because of safety concerns. Adding information about the possibility of terminating placement and consequent course failure will provide students information at application and beyond, and can be referred to in case of appeal.

The new content is below, and is inserted into the program requirements in the section below:
The University reserves the right to cancel the academic privileges of a student at any time should the student's scholastic record or conduct warrant so doing. Serious deficits in matters pertaining to work in clinical settings, research ethics, or professionalism when interacting with human or other subjects may result in termination of the work in a clinical practicum or research project. Serious deficits include, but are not limited to: patient safety, professionalism, ethical behavior and technical skills, as articulated in the Essential Competencies of Practice for Occupational Therapists in Canada and Occupational Therapy Standards of Practice (available at www.coto.org). Such termination of work in a clinical rotation or on research project will result in the student receiving a grade of F in the course, or an unsatisfactory rating for research work, and may result in dismissal from the program. For Health Sciences Graduate programs with clinical courses, all clinical activities associated with such courses must be successfully achieved.

There was some discussion on remediation issues need for students at the practicum level and the need for all professional programs to complete both academic and professional elements of the degree. There is also possible relevance to other professional programs such as Nursing and Social Work. Dr. Sinding from Social Work may be considering a similar change for her program.

Dr. Hayward moved, and Dr. Welch seconded,
“that Graduate Council approves the changes in Calendar description for the Occupational Therapy Program as described above.”

The motion was **carried**.

Physiotherapy

- Changes to the calendar description of the “Program Requirements” and “Admission Requirements”

The Master of Science (Physiotherapy) program is an entry-level professional master’s program that prepares students for clinical practice as physiotherapists. The program is accredited by the Physiotherapy Education Accreditation Canada and accreditation standards must be maintained. Accreditation standards criteria include making information to potential and current students (and public) available and ensuring that the information is transparent.

Providing additional information regarding the possibility of placement or research project termination and subsequent course failure and possible program dismissal will provide students with clear and transparent information at time of application and beyond.

Dr. Hayward moved, and Dr. McDermid seconded,

“that Graduate Council approves the changes in Calendar description for the Physiotherapy Program as described above.”

The motion was **carried**.

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

VIII. Section 2.5 (Graduate Course Work) and Section 2.6 (Supervision) of the current graduate calendar (Dr. C. Hayward)

Proposed changes to Section 2 of the SGS Calendar

2.5 Graduate Course Work

As a condition of enrolling in a graduate program or course, students must maintain current contact information with the University, including their address, phone numbers and emergency contact information), use the University provided e-mail address or a valid forwarding e-mail address and regularly check the official University communication channels. Messages from University are considered received by the student if sent by postal mail or fax to the student’s current contact information on file, or by e-mail to the student’s designated primary e-mail account via their @mcmaster.ca alias.

Some discussion took place that the graduate course work to comply with this rule is already covered in McMaster’s student code of conduct. Therefore, it could be thought that this wording could be redundant.

Overall, it was moved that as it is such an important point it should be part of the calendar for SGS. However as such it would be more appropriate to place this section earlier in section 2, to cover not just course work, but all elements of the student’s studies. This friendly amendment was tabled by Dr. Welch and accepted.

Dr. Hayward moved, and Dr. Goellnicht seconded,

“that Graduate Council approves the changes in Calendar Section 2 as described above.”

The motion was carried.

2.6 Supervision

Graduate students and supervisors are encouraged to familiarize themselves with the McMaster University Graduate Work Supervision Guidelines for Faculty and Students, which follow below and to list of policies, policies on accommodations available on the School of Graduate Studies website (insert weblink).

A friendly amendment was tabled by Dr. Sekuler, and accepted to a change the wording as underlined above.

Dr. Hayward moved, and Dr. Baxter seconded,

“that Graduate Council approves the changes in Calendar Section 2 as described above.”

The motion was carried.

IX. Report from the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee (Dr. D. Goellnicht)

It was noted that these approvals are also subject to approval at the Faculty of Humanities meeting scheduled for March 29, 2012.

Master of Communications Management

- Change in admission requirements

Honours Bachelor's degree or equivalent professional degree from an accredited university with at least a B+ average and three years of fulltime professional experience in public relations or a related field, excluding time spent in internships. [NB This statement clearly specifies an Honours degree or equivalent. They are reducing the necessary work experience from five to three years, which is in line with many professional degrees.

The GRE or GMAT is no longer necessary as an Hons. degree is required.]

Prospective applicants who do not meet the normal admission requirements should consult the program Director to discuss how their work experience might be assessed to make up for insufficient standing in their undergraduate degree. Please refer to section 2.1.3 of the Calendar on this matter. [NB This wording allows for somewhat more flexible admissions, on the approval of the Associate Dean, SGS, for exceptional students.]

Dr. Goellnicht moved, and Dr. Hayward seconded,

“that Graduate Council approves the changes in admission requirements for the Master of Communications Management as described above.”

The motion was carried.

M.A. Communication and New Media

The changes include the following: an increase in the number of term II courses from two to three, a shift in deadlines for the submission of the MRP draft to supervisor from 15 July to 1 July, and the addition of a deadline of 1 August for submitting the final MRP draft to the second reader.

This will lead to the increase in number of required courses and tightening of course requirements.

Dr. Goellnicht moved, and Dr. Fast seconded,

“that Graduate Council approves the changes in course requirements for the Communication and New Media program as described above.”

The motion was carried.

History Proposal

In place of the major field courses we are substituting a 6 unit major specialized reading course, the formal parameters of which will remain consistent with the old field structure (the course will cover approx. 25,000 to 30,000 pages of reading, will include historiographical assignments and a participation mark), but which will be tailored to the individual research focus of each Ph.D. candidate by their prospective supervisor, under the supervision of the department's graduate committee. The comprehensive exam will remain in its current format and, although a stand-alone requirement, will cover the material covered in the specialized reading course. The syllabi and bibliography for each reading course will be submitted to the graduate committee prior to the commencement of the course in order that they can be assessed for appropriate breadth and extent of material. A second instructor will be assigned to the course by the committee or the graduate chair once the course bibliography is approved. We are recommending a single course title, 'Ph.D. Specialized Reading Course' be used as the replacement for the deleted courses.

This will reflect the changes in fields of study in history and development of the study of world history and other centres of study.

Dr. Goellnicht moved, and Dr. Crosta seconded,

“that Graduate Council approves the changes in History Ph.D. program as described above.”

The motion was carried.

M.A Health and Aging

- Change in course requirements.

Previously students were permitted to select between three courses (703, 704, 705) to fulfill the requirements for a third required course. Given that we are currently able to offer 5 courses, we were unable to offer any of the other graduate courses in the calendar. The Department decided to continue to offer 704 (now 703) on an annual basis and to offer 703 and 705 (now 708 and 709 respectively) on an occasional basis, thereby allowing us the opportunity to offer alternative courses. Social Systems, Services and Policy (704 now 703) is a course that several of our faculty are able to teach, whereas 703 and 705 (now 708 and 709) can be covered by only one or two faculty members, who may not be available to teach these courses on an annual basis.

Dr. Goellnicht moved, and Dr. Crosta seconded,
“that Graduate Council approves the changes in course requirements for the Health and Aging as described above.”

The motion was carried.

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

X. Report from the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee (Dr. D. Welch)

It was noted that these approvals are also subject to approval at the Faculty of Science meeting scheduled for March 29, 2012.

Chemistry

- Ph.D. program – change in calendar description of the comprehensive examination procedure as follows:

All Ph.D. candidates must pass a Comprehensive Examination, taken within the first 20 months after beginning Ph.D. work, that tests breadth of knowledge within the student’s major field of study. The Comprehensive Examination will require the submission of a document that provides a review of a relevant, current field of research, along with an original proposal for research. The defence will consist of a brief presentation, followed by an oral examination.

Dr. Welch moved, and Dr. Chen seconded,
“that Graduate Council approves the changes in comprehensive examination as described above.”

The motion was carried.

Computational Engineering and Science

- Ph.D. and M.Sc. – changes to the program requirements – due to the change in Faculty for this program (moving from Engineering to Science)
- Thesis-based Master's: 4 courses (2 core + 2 elective) [unchanged]
- Course-and-project Master's: 6 courses (3 core with no further constraints + 3 elective) [number of courses is unchanged, but fewer constraints on their choice]
- Coursework-only Master's: 8 courses (4 core with no further constraints + 4 elective) [number of courses is unchanged, but fewer constraints on their choice]
- Ph.D. (students with CES-equivalent Master's degree): 2 courses, both at 700 level [down from 4 courses];
- Ph.D. (students with only a Bachelor's degree): 6 courses, with 5 at the 700 level
- Ph.D. (students with a previous Master’s degree who are transferring from the Master’s program): 4 courses, all at the 700 level.

Dr. Welch moved, and Dr. McDermid seconded,
“that Graduate Council approves the changes in program requirements for the Computational Engineering and Science program as described above.”

The motion was carried.

Medical Physics and Applied Radiation Sciences

- Change in course requirements

- M.Sc. Radiation Sciences (Medical Physics)
- M.Sc. Radiation Sciences (Radiation Biology)
- M.Sc. Health and Radiation Physics

Students will be required to take Medical Physics 773 to satisfy the Radiation Biology content of the program rather than Medical Physics *6U03. The program change will consist of replacing Medical Physics 6U03 with Medical Physics *773. For the next one or two years there will still be students who have taken Medical Physics 4U03, and they will not be required to take Medical Physics 773*.

Dr. Welch moved, and Dr. McDermid seconded,

“that Graduate Council approves the changes in course requirements for the Master’s program as described above.”

The motion was carried.

Psychology

- Ph.D. program – change in admission requirements

Eliminate the requirement that applicants to our graduate program are required to submit the results of the Graduate Record Examination (verbal and quantitative).

Dr. Welch moved, and Dr. Hayward seconded,

“that Graduate Council approves the changes in admission requirements as described above.”

The motion was carried.

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

XI. New program: M.Sc./Ph.D. Collaborative Program in Astrobiology (Dr. J. Stone).

It was noted that this approval is also subject to approval at the Faculty of Science meeting scheduled for March 29, 2012.

This is a proposal for the introduction of a new collaborative program in Astrobiology.

Students in this program will register in an existing degree program but will receive their degree and a notation on their transcripts to show that they have been in the specialisation of Astrobiology.

If approved this new program will move forward for an expedited review at IQAP for the potential first intake of students in September 2012.

Dr. Welch moved, and Dr. Campos seconded,

“that Graduate Council approves the new Astrobiology program as described above.”

The motion was carried.

XII. Name change for the School of Computational Engineering and Science (Dr. D. Welch)

It was noted that this approval is also subject to approval at the Faculty of Science meeting scheduled for March 29, 2012.

This name change is being requested as the program is moving from the Faculty of Engineering to the Faculty of Science. The new program name will be:

School of Computational Science and Engineering

Dr. Welch moved, and Dr. Hayward seconded,

“that Graduate Council approves the name change as described above.”

The motion was carried.

XIII. New degree designation: Master of Technology Entrepreneurship and Innovation (Dr. A. Sekuler)

Program approval has been granted but in order to proceed to Senate/Ceremonials and Insignia approvals, the new degree will be designated as: Master of Technology and Innovation.

Dr. McDermid moved, and Dr. Fast seconded,

“that Graduate Council approves the new degree designation as described above.”

The motion was carried.

XIV. Other business – There was no other business the meeting was adjourned at 3.45 p.m.