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Minutes of Meeting: Graduate Council, October 30, 2012

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GRADUATE COUNCIL
OCTOBER 30, 2012, 9:30 A.M.
COUNCIL ROOM, GILMOUR HALL 111

PRESENT: Dr. A. Sekuler (Chair), Dr. N. Agarwal, Mrs. S. Baschiera (Secretary), Dr. T. Chamberlain, Dr. S. Fast, Dr. D. Goellnicht, Mrs. B. Gordon, Dr. P. Graefe, Dr. R. Hackett, Dr. C. Hayward, Dr. M. Heath, Dr. A. Holloway, Dr. M. Horn, Ms. Y. Hunter, Dr. B. Ibhawoh, Dr. V. Igneski, Mr. J. Jaskolka, Ms. F. Lasowski, Dr. M. Lawford, Dr. T. Porter, Dr. H. Sheardown, Dr. D. Welch, Dr. W. Wiesner, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Ms. Susan Rankin

REGRETS: Dr. P. Baxter, Dr. A. Guarné, Dr. T. Hoare, Ms. V. Lewis, Mr. P. Self, Dr. C. Sinding, Dr. P. Zylla

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I. Minutes of meeting

On a motion by Dr. Chamberlain, seconded by Dr. Agarwal, Graduate Council approved the minutes of the meeting of September 25, 2012.

II. Business arising

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

III. Scholarship awards

Ms. Susan Rankin, Stewardship and Donor Relations Director in the University Advancement Office, was invited to discuss scholarship award processing at McMaster. Ms. Rankin explained that decisions concerning fundraising priority setting for the University are the responsibility of the President and the Provost, and approval is obtained from the Board of Governors. She commented that donors to McMaster are quite generous when it comes to funding undergraduate/graduate awards. In establishing a graduate award, the University Advancement Office works closely with the School of Graduate Studies to discuss the needs of students, identify potential donors with good relationships with McMaster who are willing to support its students, and determine the terms and conditions of the award. Once the award is approved at Graduate Council, a gift agreement is signed by the donor and the President or the Associate Vice-President and Dean of Graduate Studies. The Associate Vice-President and Dean of Graduate Studies sends thank you letters to donors and encourages students to thank the donors as well. In response to a question, Ms. Rankin explained that if there is a need to revise the terms of reference of an award and the University is unable to contact the donor, McMaster has a policy in place to address this issue. She added that McMaster has policies and

procedures specific to the management of trust and endowed funds. Ms. Rankin invited the members to contact her should they have questions concerning scholarship award processing.

Graduate Scholarships

Mrs. Gordon reviewed the revisions to existing graduate scholarship awards and the proposed new scholarships.

Awards requiring revisions to reflect the change in specialization name:
- The John Deere Foundation Graduate Scholarship in eCommerce
- The GE Fund Graduate Bursaries in Electronic Business
- The Canadian Tire Scholarships in eBusiness
- The DeGroote School of Business eBusiness Scholarships

Awards requiring revisions requested by the donors:
- The Adam Felesky MBA Scholarships
- The H.G. Bertram Foundation Ontario Graduate Scholarships

New graduate scholarships:
- The Jim and Annette Ray Ontario Graduate Scholarship
- Robert Alan Kennedy Ontario Graduate Scholarship
- Robert Alan Kennedy MBA Scholarship
- Robert Alan Kennedy MBA Community Service Award

Dr. Sheardown moved, and Dr. Agarwal seconded,

"that Graduate Council approve the revisions to the existing graduate scholarships and the proposed new scholarships as outlined in the documents."

In the course of discussing the four awards (John Deere Foundation Graduate Scholarship in eCommerce, GE Fund Graduate Bursaries in Electronic Business, Canadian Tire Scholarships in eBusiness, DeGroote School of Business eBusiness Scholarships), the wording concerning the MBA management information system specialization was changed *to "a student enrolled in the MBA program, specializing in Management Information Systems.*" This revision is intended to correct the terminology for the specialization.

The motion was **carried,** subject to the amendment mentioned above.

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

Dr. Sekuler reported that there were 100 attendees at the School of Graduate Studies Open House concerning the changes to the Ontario Graduate Scholarship (OGS) program. The open house was conducted to discuss and solicit suggestions from departments regarding the changes. Dr. Sekuler explained that the School of Graduate Studies is currently working on the

procedures for administering the award, which includes designing the application forms. At the open house, departments suggested that they should be allowed to use part of the scholarship money for student recruitment. Dr. Sekuler commented that 20% of the allocation can probably be used for this purpose. She noted that the Faculties of Humanities and Social Sciences have an early date for processing their applications and can use the money for recruitment; however, other Faculties (Business, Engineering, Health Sciences and Science) process their applications at a later date. Dr. Sekuler's advice is to monitor the School of Graduate Studies website regularly for information concerning the OGS awards. Questions concerning OGS should be emailed to the School of Graduate Studies (*ogs@mcmaster.ca)*.

Dr. Sekuler reported the graduate enrolment numbers as of October 29, 2012: 3396 (2468 BIU eligible) full-time students compared to last year's 3335 (2492 BIU eligible) full-time students. Dr. Sekuler reminded Council members that the OGS allocation for McMaster will suffer if the enrolment of domestic graduate students decreases. She commented that part of the decline in domestic enrolment, especially in Engineering and Computer Science, may be attributed to the improving economic condition. She further said that Premier McGuinty's resignation resulted in MTCU's (Ministry of Training Colleges and Universities) deferring its current plans and focusing on orientation of incoming new leaders. She said the government might establish a moratorium on reviewing new programs, which is why new programs should be submitted as soon as possible because a delay in processing is possible. Dr. Sekuler said there is also some discussion about the government's plan to transfer administration of tri-agency Master's level awards to universities.

The *Best Practices Lunch* held on October 23, 2012 had 65 attendees. The discussion involved recruitment and admission. The School of Graduate Studies will review the comments/concerns of the attendees in order to improve the School's procedures in terms of admission and recruitment.

V. Report from the Graduate Associate Deans

Dr. Sheardown reported that she is involved in the Institutional Quality Assurance Process (IQAP) review of the proposed Master of Energy Systems program. Dr. Agarwal reported that he is currently involved in the development of two new programs: a graduate diploma and a Master's in Professional Accounting. In addition, he is also working on a proposed program in Biomedical Discovery and Commercialization in collaboration with the Faculty of Health Sciences. Dr. Ibhawoh is working on the OGS process management, IQAP reviews, and the new French Ph.D. program in the Faculty of Humanities. Dr. Welch is involved in the valedictorian selection process, and he reminded the Council of the deadline to submit nominations. Dr. Hayward is working on the proposed program in Biomedical Discovery and Commercialization in collaboration with the Faculty of Business, as well as a new Master's program in Public Health. Dr. Goellnicht is working on a comprehensive approach to indigenous education at McMaster. Dr. Goellnicht recently attended a national conference on indigenous education issues. He is also involved in a proposal for a graduate program in Indigenous Studies.

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

In the absence of Mr. Self, Dr. Sekuler reported the following:

- Two *Dine with the Dean* events in October: (1) a family-related event at Dyment's Pumpkin Patch with 75 attendees; and (2) Lunch with guest speaker, Jay Ingram. Topic: careers in the media for scientists.

- *Graduate Students Recognition Day Awards* ceremony held on October 19, 2012 – 120 attendees

- Coordinated the valedictorian selection process for morning and afternoon ceremonies

- Coordinated the final HEQCO focus groups of MITACS - 10 participants

- The School of Graduate Studies sponsored several events and conferences, such as Council of Undergraduate Research, ISSOTL Conference, the 24-Hr Film Festival, WISE Meet n' Mingle, and the international GSA "Friendly Dinner."

VII. Report from the Associate Registrar and Graduate Secretary

There was no report from the Associate Registrar and Graduate Secretary.

VIII. 2012 Fall Graduands

Dr. Sekuler reviewed the list of the 2012 Fall Graduands for the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences.

Dr. Goellnicht moved, and Dr. Hayward seconded,

"that Graduate Council approve the list of the 2012 Fall Graduands with amendments/corrections to be made as necessary by the Associate Graduate Registrar."

The motion was **carried**.

IX. Quality Assurance Committee Report

Dr. Sekuler referred to the 2011 IQAP Cyclical Program Reviews report from the Quality Assurance Committee for the MBA, Biochemistry and Neuroscience programs. Dr. Horn explained that the reviewers for the MBA program acknowledged the strengths of the program. He added that the team also recommended a number of changes, such as reducing the number of specializations and updating its program content and delivery. With the proposed changes, the Quality Assurance Committee recommended an additional review of the MBA program within four years.

Dr. Holloway explained that the reviewers' report regarding the assessment of the Biochemistry M.Sc. and Ph.D. programs was extremely positive. The Quality Assurance Committee recommended no further action until the next regular cycle review of the Biochemistry graduate programs.

Dr. Sekuler explained that the review team for the Neuroscience M.Sc. and Ph.D. programs praised the quality of the students, faculty, and research associated with the programs. The review team also recommended two areas that need improvement: content and delivery of the core course, Neuroscience 700; and clear definitions regarding governance of the program. The Quality Assurance Committee recommended a full external review of the Neuroscience programs in 24 months to determine the progress of the recommendations from the review team.

Dr. Welch moved, and Dr. Sheardown seconded,

"that Graduate Council approve the Quality Assurance Committee report for the MBA, Biochemistry (M.Sc. and Ph.D.), and Neuroscience (M.Sc. and Ph.D.) programs, as described in the document."

Dr. Sekuler explained that the Quality Assurance Report document will undergo several approval processes that initially start with Graduate Council. Once all University approvals are obtained, the document will be presented by the Associate Vice-President (Academic) to the Quality Council. One member suggested that in future, Graduate Council should receive the report much earlier in order for the members to have ample time to review the document. Dr. Sekuler explained that the late submission was due to the delay in receiving some documents as well as the scheduling of the Quality Assurance Committee meeting.

The motion was **carried**.

There was no other business and the meeting adjourned at 11:10 a.m.