



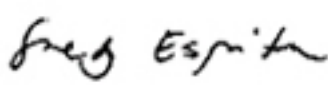
School of Graduate Studies

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January 23, 2012

To : Graduate Council Members

From :   
Medy Espiritu  
Assistant Secretary and SynApps System Administrator

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The next meeting of Graduate Council will be held on **Tuesday, January 31, 2012** at **2:00 p.m.** in **Gilmour Hall 111**.

Listed below are the agenda items for discussion.

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

#### A G E N D A

- I. Minutes of December 5, 2011 meeting
- 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. Report from the Associate Registrar and Graduate Secretary
- VI. New Graduate Scholarships
  - The Joseph and Joanne Lee Ontario Graduate Scholarship
  - Dr. Jane McCracken Ontario Graduate Scholarship
  - The Rotary Club of Burlington Lakeshore Ontario Graduate Scholarship
  - Dr. Alan Walker Ontario Graduate Scholarship
  - The Schmid Family Travel Fund
  - The Ruth and Wilson Tafts Prize for Immunology
- VII. Graduate Work Supervision Guidelines for Faculty and Students (*Dr. C. Hayward*)
- VIII. Other Business

**GRADUATE COUNCIL MEETING**  
**DECEMBER 5, 2011, 3:00 P.M.**  
**MUSC-318**

**PRESENT:** Dr. Allison Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. P. Baxter, Dr. A. Campos, Dr. T. Chamberlain, Dr. A. Chen, Dr. D. Goellnicht, Dr. C. Hayward, Dr. A. Holloway, Mr. J. Jaskolka, Mr. R. Khokhar, Dr. J. McDermid, Ms. S. McGuire, Dr. L. Platt, Mr. P. Self, Dr. E. Service, Dr. C. Sinding, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

**BY INVITATION:** Mr. W. Waycoff, Ms. J. Tunnicliffe

**REGRETS:** Dr. P. Bennett, Dr. N. Charupat, Dr. S. Fast, Ms. B. Gordon, Dr. P. Graefe, Dr. A. Guarne, Dr. K. Kanagaretnam, Dr. L. Magee, Dr. H. Sheardown, Mr. J. Trzeciak

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**Minutes of meeting**

On a motion by Dr. Welch, seconded by Dr. Chamberlain, Graduate Council approved the minutes of the meeting of October 25, 2011.

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

Dr. Sekuler reported on her November 2011 trip to China for the annual Ph.D. recruitment workshops. Her group interviewed 300 students who are potential recipients of China Scholarship Council (CSC) fellowships. Dr. Sekuler noted some changes in applying for a CSC fellowship: (a) Master's students wishing to pursue doctoral studies are now eligible to apply; and (b) post-doctoral students at international universities are now permitted by the Chinese government to stay for a longer period of time at their host university. Her group also visited Chinese universities. Dr. Sekuler noted that at Peking University, students who travel abroad on short-term visits to conduct research are also provided funding.

Dr. Sekuler also reported on the following events/activities:

- There were 50 attendees at the November 16<sup>th</sup> *Best Practices Lunch*. The topic was "Forward with Integrity: A Letter to the McMaster Community," which was President Deane's letter concerning the priorities and principles that will assist the development of the university; in particular, the role of the McMaster community in enhancing graduate studies at the University.
- The next forum to discuss the "Forward with Integrity: A Letter to the McMaster University" document will be held on December 16, 2011. The forum will provide graduate students the opportunity to respond to the document and engage in discussions with President Deane, Dr. Sekuler and the President of the Graduate Students Association.

- The “Dine with the Dean” event on December 13, 2011 will have Mr. Terry Cooke from the Hamilton Community Foundation as guest speaker. The discussion will focus on community engagement.
- The next *Best Practices Lunch* on December 15, 2011 will be a holiday lunch and discussion potpourri.
- The Master of Science in Health Sciences Education is the first new graduate program reviewed through McMaster’s Institutional Quality Assurance Process (IQAP). The review went well for the program. Dr. Sekuler invites e-mail inquiries concerning IQAP.
- A task force comprising of Dr. Sekuler, Dr. J. Capone, and Ms. K. Menard as members was created to assess the development of a document concerning graduate expansion. This document will be sent to the Council of Ontario Universities.
- A briefing session was held concerning changes to the OGS structure (i.e., issues concerning the process and timing of awarding scholarships).

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

- Dr. Welch reported that the ranking process for the NSERC scholarships has been completed—108 out of 274 applications will be submitted to NSERC. He added that this is a transition year for the internal ranking committee in terms of the procedure used in evaluating the applicants.
- Dr. Hayward explained that she was involved in the preparation of the “Graduate Work Supervision Guidelines for Faculty and Students” document, which will be presented at the Graduate Council meeting today. Dr. Hayward was also involved in the IQAP review of the proposed Master of Science in Health Sciences Education program. Dr. Hayward said her Faculty is planning to develop a database for compiling information, which will be useful to departments/ programs, in terms of tracking students.
- Dr. Goellnicht said the University will hold a conference focusing on indigenous students access to graduate studies in the Spring. He also noted that the Harvey E. Longboat Graduate Scholarships will grant three awards this year. Dr. Goellnicht added that he has been interviewing tenure-track faculty members for endowed chairs.

#### **Report from the Assistant Dean, Graduate Student Life and Research Training**

Mr. Self reported that the University is currently in the process of posting the graduate valedictorian speeches on its website. In regards to the relocation of the Phoenix, he said completion time has changed from end December 2011 to end January 2012. The current location will be open for business until the completion of the new site.

#### **Report from the Associate Graduate Registrar**

Ms. Baschiera reported that email notifications will be sent to departments/programs informing them that the online grades system will go live beginning today. The email notifications will include instructions/guidelines on the use of the system. Ms. Baschiera said there will be more training sessions

in future for program users. Ms. Baschiera explained that the majority of departments/programs are now using the electronic reference system on SynApps. She described the one important feature of the system, which is the ability to customize the form according to the needs of the department.

### **New Graduate Scholarships**

Mr. Self briefly discussed the following new graduate scholarships:

- The Appleton Family Graduate Bursary
- The Richard Nino MBA Scholarship
- The Margaret Zavitz Academic Grant
- The William Coleman Fund

Dr. Chen moved, and Dr. Welch seconded,

**“that Graduate Council approve the new graduate scholarships mentioned above, as described in the document.”**

In the terms of reference for the Appleton Family Graduate Bursary, a member inquired about the phrase, “demonstrates financial need”; more specifically, whether or not students are eligible for the bursary when they are beyond funding level. Mr. Self explained that time limit is a qualifier—students who are in term 14 are eligible because they are no longer receiving funding from their program.

One member commented that the terms of reference for the William Coleman Fund are quite vague and may cause some potential issues. Dr. Sekuler explained that the Department of Political Science decides who gets the award and the result will be forwarded to the School of Graduate Studies. She commented that perhaps the terms of reference of this scholarship should be clearly worded in the offer of admission letter that is sent to the recipient of this award.

The motion was carried.

### **Graduate Work Supervision Guidelines for Faculty and Students**

Dr. Hayward reviewed the proposed “Graduate Work Supervision Guidelines for Faculty and Students.” According to Dr. Hayward, the objective of the document is to provide suggestions for developing appropriate student-supervisor relations. Dr. Hayward explained that she is not asking approval of the document at this time, but rather seeking comments/suggestions from the Council. The Council members reviewed the document and made comments and suggestions. There was a comment that in the proposed document, students should be made aware of the academic accommodation policy at McMaster. Should the Council members have further suggestions or revisions to the document, they should email them to Dr. Hayward. In response to a question regarding the dissemination of the document, Dr. Sekuler suggested incorporating the document in the Graduate Calendar. A member

commented that the document can be included in the package for new students. There was a suggestion that it can be part of the orientation program for incoming students. In addition, Dr. Sekuler suggested sending the document electronically to department chairs, graduate advisors and administrators to further ensure its circulation to students. A member suggested including the document in the offer of admission letter. Dr. Hayward thanked the Council members for their suggestions. Dr. Hayward will present a revised document at the January 2012 meeting of Graduate Council.

### **Graduate Scholarship Allocations**

Dr. Sekuler explained that she is currently working with the Faculty Deans to develop a new system for allocating graduate scholarships to departments/programs. She stated that the current system has its merits, as it is helpful in promoting growth to some areas. However, the current system has some restrictions as well, such as: difficulty determining the allocation due to funds coming from several sources; lack of awareness from individual Faculties concerning the initial allocation; inability to disseminate scholarship allocation information to departments in a timely manner; and the existence of vast differences in the process that results in some departments being short-funded. Dr. Sekuler said the new system that will be developed should be simple, transparent and clear in addressing the mission and goals of the University. She stated there should be accountability in the use of the resources; and that Faculty Deans should have input in the allocation of the funds. She added that Faculty Deans should have complete flexibility when they assess the needs and priorities of their departments/programs. Dr. Sekuler will update the Council as the project develops.

### **Withholding Publication of Theses**

Dr. Sekuler explained that a proposal to revise the process involved in withholding theses publication has been submitted to Graduate Council. The proposed change is part of Section 2.7.3 (Microfilming and Publication of Theses at McMaster University) of the Graduate Calendar. Dr. Sekuler summarized the proposed changes: the section title will be changed to “Electronic Publication of Theses”; the language will be simplified; the need to publish theses in other formats will be added as a legitimate reason to postpone publication; the initial postponement request will be automatic and at the discretion of the student rather than initially requiring approval from the AVP and Dean of Graduate Studies, and the maximum publication postponement time will be increased to 2 years. Ms. Baschiera assured the Council that the proposal aligns with the procedures of other universities in terms of theses publication.

Dr. Welch moved, and Dr. McDermid seconded,

**“that Graduate Council approve the proposed revision to Section 2.7.3 of the Graduate Calendar, as described in the document.”**

A member expressed concern that the 2-year postponement may be an issue should the student fail to be in contact with the supervisor. The member suggested involving the supervisor in the second postponement request. Ms. Baschiera responded that the School of Graduate Studies will keep track of all postponement requests and will inform the supervisor when the postponement request is nearing its deadline. Dr. Sekuler said this matter would be dealt with on a case-by-case basis (e.g., if there is a patent issue involved).

The motion was carried.

### **Other Business**

A member raised the issue concerning data collected by a student for his/her thesis. Should the student be unable to continue with the thesis, a question arose as to who may access the collected data. Dr. Welch commented that Section 6.4 – Ownership of Student Work in the Graduate Calendar addresses this issue.

There was no other business and the meeting adjourned at 4:55 p.m.

## **NEW GRADUATE SCHOLARSHIPS - FOR GRADUATE COUNCIL APPROVAL**

### **The Joseph and Joanne Lee Ontario Graduate Scholarship**

Established in 2011 by Joanne and Joseph Lee, to contribute to the funding of Ontario Graduate Scholarship programs at McMaster University. To be awarded by the School of Graduate Studies to a full-time master's or doctoral student. Preference given to those studying in the Faculty of Science within the Origins Institute.

### **Dr. Jane McCracken Ontario Graduate Scholarship**

Established in 2011 by Dr. Jane McCracken (M.D. Class of '79) to contribute to the funding of Ontario Graduate Scholarship programs at McMaster University. To be awarded by the School of Graduate Studies to master's or doctoral students enrolled full time at McMaster in the Faculty of Science. Preference will be given to students studying in the Department of Psychology, Neuroscience and Behaviour.

### **The Rotary Club of Burlington Lakeshore Ontario Graduate Scholarship**

Established in 2012 by The Rotary Club of Burlington Lakeshore to contribute to the funding of Ontario Graduate Scholarship programs. To be awarded by the School of Graduate Studies to master's or doctoral students enrolled at McMaster University. Preference will be given to a student in the Faculty of Health Sciences from Burlington, Ontario.

### **Dr. Alan Walker Ontario Graduate Scholarship**

Established in 2011 by Nancy Handrigan, M.A. Music (Class of '95) in honour of Dr. Alan Walker's contributions to academic excellence at McMaster University (1971 to 1995) to contribute to the funding of Ontario Graduate Scholarship programs at McMaster University. To be awarded by the School of Graduate Studies to master's or doctoral students enrolled full time at McMaster University in the Faculty of Humanities.

### **The Schmid Family Travel Fund**

Established in 2011 by Roger Schmid (Class of '76). To be awarded by the School of Graduate Studies, on the recommendation of the Department of Anthropology, to master's or doctoral students enrolled full time at McMaster. The funds are to be used to support travel to present at conferences or undertake field research relevant to anthropology.

### **The Ruth and Wilson Tafts Prize for Immunology**

Established in 2011 by Dr. Mark and Marilyn McDermott in support of The McMaster Immunology Research Centre. To be awarded annually, upon recommendation by the Associate Dean of Graduate Studies (Health Sciences), to an outstanding full time M.Sc. or Ph.D. candidate enrolled in the Medical Sciences Graduate Program, in the Faculty of Health Sciences at McMaster University. The award will be given to a student studying within the Infection and Immunity field. The prize is to support travel to a scientific meeting.

## Graduate Work Supervision Guidelines for Faculty and Students

### PREAMBLE

To conclude, the relationship between the graduate student and supervisor/advisor is unique, and provides a remarkable opportunity to guide and mentor the student engaged in advanced academic learning.

What is considered 'good' supervision will vary from discipline to discipline, and it naturally evolves as the student advances through a graduate program. This document provides suggestions to initiate, promote, and sustain successful student-supervisor/advisor relationships. ~~What is considered 'good' supervision will vary from discipline to discipline, and it naturally evolves as the student advances through a graduate program.~~

### GUIDELINES FOR THE GRADUATE STUDENT

1) Commitment to scholarly activity is a pre-requisite for graduate success. ~~Academic expectations will not be modified because the student is applying for jobs or postdoctoral fellowships, studying for professional program entrance exams, or working outside of his/her graduate studies.~~

2) ~~The~~ To support mentorship and guidance, the student must engage in effective, timely and on-going communication with the supervisor/advisor regarding the status of their project ~~to obtain effective mentorship and guidance.~~

3) The student should discuss expectations with the supervisor/advisor to ensure that there is a mutual understanding of research goals and related activities, coursework, timelines and deadlines.

4) The student must manage their time, meet deadlines, and prepare for ~~attend~~ regularly scheduled meetings (e.g. with the supervisor/advisor and supervisory committee). The student should recognize that graduate program academic expectations will not be modified if they chose to engage in other activities, such as working outside of his/her graduate studies, studying for professional program entrance exams or applying for jobs or postdoctoral fellowships. Student-supervisor meetings for thesis work typically occur at least monthly, although meeting regularity will vary amongst disciplines and at various stages. Students are encouraged to discuss concerns about the type and amount of supervision needed for their work with their supervisor. The student must inform the academic head of the graduate program ~~(Associate Chair, Graduate Advisor or Assistant Dean)~~ if he/she is ~~they are~~ concerned about inadequate or inappropriate supervision.

5) The student is expected to develop effective communication and collaborative skills and to demonstrate respect for others. The student should carefully and earnestly consider advice, suggestions, comments and criticisms received from the graduate supervisor/advisor. ~~He/she should consult with the supervisor to establish reasonable timelines, and.~~ The student should expect timely, but not immediate, responses (regarding meetings, feedback on written work, etc.) from the supervisor/advisor and supervisory committee.

6)

~~7)~~ The student is obliged to act ethically in conducting graduate work. This includes, but is not limited to, following McMaster University policies on the ethical conduct of research and academic integrity. The student is required to document and honestly report research data, to conscientiously cite information and data sources, and to seek guidance on any data exclusions. He/she must acknowledge contributions of the supervisor/advisor, committee members and others, in accordance with the norms of their academic discipline.

~~7)~~ It is the student's responsibility to learn about safe practices, ask questions, seek appropriate help and guidance on safety matters, and to carry out all work safely, ~~and~~ in accordance with standard operating procedures. Potentially dangerous tasks should not be done while impaired ~~and should not be done or~~ until properly trained. ~~It is the student's duty to learn about safe practices, ask questions, and seek appropriate help and guidance on safety matters.~~

8) It is the student's responsibility to be aware of all the requirements, regulations, and guidelines outlined in the Graduate Calendar as well as all University policies pertaining to graduate work (see Appendix).

### **Guidelines for Supervisors and Advisors of Graduate Students**

1) The supervisor/advisor must be aware of the inherent power imbalance in the relationship with students, behave professionally, and communicate appropriately. He/she must provide a safe, healthy environment that fosters productive scholarly work, curiosity, and freedom of expression. The environment must be free from harassment, discrimination, and intimidation.

2) The supervisor/advisor is expected to have sufficient time and resources (as appropriate for the field) to support the student's work effectively. It is the supervisor's responsibility to ensure that students have appropriate safety training, and that they carry out all work safely, and in accordance with standard operating procedures, once properly trained.

3) The supervisor/advisor should help the student develop a realistic thesis/research plan with reasonable plans, that balancing exploration with achievable, ~~goals that are~~ manageable and focused goals, and allow completion of scholarly work "in time."

4) The supervisory committee must approve thesis project plans, including those that are part of a larger collaborative project led by others (e.g., research team members or collaborators).

~~5)~~ The supervisor/advisor may encourage the student to undertake some research that is not formally part of their scholarly paper project or thesis project, provided that it will not negatively impact the student's academic progress. If appropriate, the additional work can be supported by a research assistant stipend.

56) The supervisor/advisor should be aware that a student might experience changes in motivation and productivity. The supervisor/advisor should be prepared to adapt his/her mentorship approach to promote success in a range of different situations.

67) The supervisor/advisor is expected to be aware of accommodation policies, procedures and support services, and to support students with disabilities in designing and organizing accommodations. They are expected to be respectful of graduate students who are dealing with stressful situations and personal difficulties. When appropriate, the supervisor/advisor should direct the student to campus resources and other supports. The supervisor/advisor is responsible for promoting a culture of respect and collaboration and encouraging timely conflict resolution when disputes arise, which may require consultation with the supervisory committee or others (e.g., head of the graduate program).

78) The supervisor must regularly communicate and have face-to-face meetings with the student to provide feedback on the student's progress, strengths, weaknesses, gaps in knowledge, and how well the student is addressing deficiencies. Written summaries of feedback should be prepared when there are significant deficiencies. When a student is struggling with meeting graduate program/thesis work expectations, a supervisory committee meeting should be scheduled early to assess progress and plans, and to provide a clear statement of requirements to meet expectations.

89) The supervisor/advisor and supervisory committee are required to provide students with timely, but not instantaneous, feedback. As an example, corrections to a thesis chapter, major research project, or a manuscript optimally should occur within a few weeks. Faculty should be aware that they must respond to a draft of the thesis within the timelines outlined in the graduate calendar.

910) Supervisors/advisors who undertake a research leave or other leaves must communicate to their graduate students, and graduate student applicants, the plans to provide supervision during the leave. Supervisors/advisors who will be away from campus for extended periods of time must name an alternate faculty member, with graduate supervisory privileges, who will have day-to-day responsibility and signing-authority for students.

1011) The supervisor/advisor is expected to encourage increasing independence as the student progresses through graduate work. Although the supervisor/advisor is not expected to be a copy editor for the student's written work, he/she should review and provide feedback on materials that the student produces prior to external review or defence.

~~1112) The supervisor/advisor is responsible for promoting a culture of respect and collaboration and encouraging timely conflict resolution when disputes arise, which may require consultation with the supervisory committee or others (e.g., head of the graduate program).~~ Students' contributions to research must be acknowledged in accordance with the University policies and the norms of the academic discipline.

123) When feasible and appropriate, supervisors/advisors are expected to encourage students to submit their graduate work for presentation at conferences and workshops, and for publication.

1314) The supervisor/advisor should recognize that there are multiple career paths available to different students, and should be respectful of the student's choice of career path, providing advice, where appropriate, on the best way for the student to reach his/her career goals. The supervisor also should be aware of professional development opportunities for the student offered through the Department/Program, Faculty, or University, and should encourage the student to take advantage of such opportunities, ~~providing they do not impede the student's academic and research progress.~~

1415) It is the supervisor/advisor's responsibility to be aware of all the requirements, regulations, and guidelines outlined in the Graduate Calendar and University policies (see Appendix).

~~To conclude, the relationship between the graduate student and supervisor/advisor is unique, and provides a remarkable opportunity to guide and mentor the student engaged in advanced academic learning.~~

## **APPENDIX: RELATED POLICIES**

### **a) Academic Integrity**

This Policy governs academic behaviour of graduate students and faculty and the handling of matters pertaining to academic dishonesty.

<http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>

### **b) Accessibility**

This document outlines McMaster University policies on accessibility.

<http://www.mcmaster.ca/policy/General/HR/Accessibility.pdf>

### **c) Anti-discrimination**

This document outlines McMaster University policies on maintaining and promoting an atmosphere free of harassment and discrimination.

<http://www.mcmaster.ca/policy/General/HR/Anti-Discrimination%20policy.pdf>

### **d) Conflict of Interest**

This policy describes McMaster University expectations regarding conflict of interest in research.

<http://www.mcmaster.ca/policy/faculty/Research/StatementOnConflictOfInterestInResearch.pdf>

### **e) Conflict of Interest Guidelines: Undergraduate and Graduate Studies**

This policy describes the responsibility of McMaster University faculty pertaining to conflict of interest in graduate student evaluations and relationships with graduate students.

<http://www.mcmaster.ca/policy/faculty/Conduct/ConflictofInterest-UndergraduateandGraduateStudies.pdf>

### **f) Faculty Code of Conduct**

This policy governs the conduct, duties and responsibilities of faculty members.

<http://www.mcmaster.ca/policy/faculty/Conduct/CodeofConduct-ProceduresforDisciplinaryAction.pdf>

### **g) Intellectual Property: Ownership of Student Work**

This document outlines McMaster University policies pertaining to the ownership of graduate student work.

<http://www.mcmaster.ca/policy/faculty/Research/OwnershipOfStudentWork.pdf>

### **h) Misconduct in Research for Faculty, Staff and Post-Doctoral Fellows, Procedures for Inquiries and Hearings Regarding Allegations**

The McMaster University policies on research conduct that apply to both faculty and learners are described in this policy.

<http://www.mcmaster.ca/policy/faculty/Conduct/ResearchMisconductProcedures.pdf>

**i) PhD Supervision**

This policy outlines the attributes of faculty required for PhD supervision.

<http://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/PhDSupervision.pdf>

**j) Research Ethics**

This policy governs the practice and promotion of ethical research for McMaster University.

<http://www.mcmaster.ca/policy/faculty/Conduct/ResearchEthicsPolicy.pdf>

**k) Sexual Harassment**

This document outlines the McMaster University policies on maintaining and promoting an atmosphere free of sexual harassment.

<http://www.mcmaster.ca/policy/General/HR/sexharassment.pdf>

**l) Student Code of Conduct**

This document outlines McMaster University policies pertaining to general student conduct, including limits of acceptable behaviors and actions.

<http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentCode.pdf>