

**GRADUATE COUNCIL**  
**JANUARY 31, 2012, 2:00 P.M.**  
**GH-111**

**PRESENT:** Dr. A. Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. T. Chamberlain, Dr. N. Charupat, Dr. A. Chen, Dr. S. Crosta, Dr. S. Fast, Dr. D. Goellnicht, Dr. P. Graefe, Dr. A. Guarne, Dr. C. Hayward, Dr. A. Holloway, Mr. J. Jaskolka, Dr. G. Kanagaretnam, Mr. R. Khokhar, Dr. T. Kirubarajan, Dr. L. Magee, Dr. J. McDermid, Ms. S. McGuire, Dr. L. Platt, Dr. E. Service, Dr. H. Sheardown, Dr. C. Sinding, Mr. J. Trzeciak, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

**REGRETS:** Dr. P. Baxter, Ms. B. Gordon, Mr. P. Self

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**I. Minutes of meeting**

On a motion by Dr. Hayward, seconded by Dr. Welch, Graduate Council approved the minutes of the meeting of December 5, 2011.

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

Dr. Sekuler reported on the following events/activities:

- The *Best Practices Lunch* held December 15, 2011 was a holiday lunch and discussion potpourri and there were 50 attendees.
- There were 75 attendees at the *Best Practices Lunch* held January 17, 2012. The topic was "Teaching Assistantships." Guest speakers were Courtney Livesey (Human Resources/Employee Labour Relations), Michelle Rose-LaButte (Human Resources/Employee Labour Relations), Erin Aspenlieder (post-doctoral fellow, Centre for Leadership in Learning), Jessica Merioli (President, Graduate Students Association), and Vanessa Hayward (Coordinator, Office of Postdoctoral Affairs and Research Training)
- The next *Best Practices Lunch* is February 15, 2012. The topic is "Evaluating Graduate Teaching and Research."

For the *Best Practices Lunch* on February 15, 2012, Dr. Sekuler explained that the topic will be "Evaluating Graduate Teaching and Research." She explained that McMaster's "Policy and Regulations in Respect to Academic Appointment, Tenure and Promotion" (also referred to as the "yellow document") has been recently revised to ensure that regulations are consistent. The tenure and policy document explains that the awarding of a tenure or promotion is based not only on successful research assessment but also on the teaching evaluation of the faculty member. Dr. Sekuler said she is in the process of forming a working group to develop guidelines on graduate teaching and research based on the tenure and promotion policy document as well as the Supplementary Policy Statements on

effective teaching. Dr. Sekuler asked the members to email Medy Espiritu if they are interested in helping out with the working group. Dr. Sekuler expects the working group to complete the task by September-October 2012.

- *Dine with the Dean* held on December 13, 2011 had Mr. Terry Cooke from the Hamilton Community Foundation as guest speaker. Discussion was focused on community engagement.
- *Dine with the Dean* held on January 26, 2012 had Erin Aspenlieder and Marie Vander Kloet as guest speakers. Discussion was focused on teaching and learning.
- President Deane's forum to discuss the "Forward with Integrity: A Letter to the McMaster Community" was held on December 16, 2011. Students in attendance engaged in discussion concerning graduate studies with the President, the AVP and Dean of Graduate Studies, and the President of the Graduate Students Association.
- MITACS workshops have been scheduled for January 23-25, 2012. Topics: Managing Project & Project Management, Communication Skills, and Networking.
- The Improv workshops at Theatre Aquarius are coming in April 2012.
- Update on eTheses: the process involved in withholding theses publication has been revised. 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 two years.

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

Dr. Welch explained that at the Graduate Council Sub-committee on Graduate Calendar meeting, it was discussed and agreed that the only faculty members who should be listed in the graduate calendar are those currently involved in graduate studies in the program, and that retired faculty members who are unavailable to supervise graduate students should be removed from the list. In response to a question concerning programs that are non-thesis based, Dr. Welch said that coursework supervisors will also be included in the list. Dr. Goellnicht reported that he is currently involved with the development of two new programs: Master of Finance in the Faculty of Business, and the Ph.D. in Communication and New Media program in the Faculty of Humanities. Dr. Sheardown reported that the proposed M. Eng. in Energy Systems is about to go through the IQAP process for approval. Dr. Hayward explained that the Master of Health Sciences Education obtained all levels of approvals except the request for MTCU funding. Dr. Hayward also announced the May 8-10, 2012 Research Plenary for graduate students and postdoctoral fellows in the Faculty of Health Sciences.

### **IV. New Graduate Scholarships**

Dr. Sekuler reviewed the following new graduate scholarships for Graduate Council approval:

- 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

Dr. Sheardown moved, and Dr. Holloway seconded,

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

The motion was carried.

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

Dr. Hayward presented the proposed Graduate Work Supervision Guidelines for Faculty and Students. She explained that the changes suggested by the members when it was initially presented to the Council are now incorporated in the document.

Dr. Hayward moved, and Dr. Welch seconded,

**“that Graduate Council approve the proposed Graduate Work Supervision Guidelines for Faculty Students.”**

The Council reviewed the document and some minor revisions were added.

The motion was carried.

#### **VI. Other business**

Dr. Sekuler referred to page 34 of the current Graduate Calendar, “Scheduling and Conducting the Oral Examination (Oral Defense).” Dr. Sekuler suggested replacing the third sentence, “*At the discretion of the Chair, the oral defence will be open to members of the university community and the public who wish to attend as observers,*” to “*At the discretion of the **student**....*” Dr. Sekuler explained that the change will give the student more control over how the defence will unfold.

Dr. MacDermid moved, and Dr. Chamberlain seconded,

**“that Graduate Council approve the proposed change to the section of the calendar on ‘Scheduling and Conducting Oral Examination (Oral Defense),’ as described in the document.”**

There was a general comment that the student should be given a choice as to whether or not the entire defence or just portions of the defence (presentation, questioning by committee members) will be open to the public. Another member commented that departments should not publicize the event if it is a closed defence.

The motion was carried.

There was no other business and the meeting adjourned at 3:00 p.m.