

GRADUATE COUNCIL
APRIL 24, 2012, 2:00 P.M.
MUSC-311/313

PRESENT: Dr. A. Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. P. Bennett, Dr. A. Campos, Dr. T. Chamberlain, Dr. N. Charupat, Dr. A. Chen, Dr. S. Fast, Dr. A. Guarne, Dr. D. Goellnicht, Dr. P. Graefe, Dr. C. Hayward, Dr. A. Holloway, Mr. J. Jaskolka, Dr. L. Magee, Dr. T. Maibaum, Ms. S. McGuire, Dr. H. Sheardown, Mr. J. Trzeciak, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dr. P. Baxter, Dr. S. Crosta, Dr. K. Kanagaretnam, Dr. L. Platt, Mr. P. Self, Dr. E. Service, Dr. C. Sinding

I. Minutes of meeting

The minutes of the meeting of March 27, 2012 were approved on a motion by Dr. Campos, seconded by Dr. Hayward with minor corrections: the word “tabled,” which was inadvertently used throughout the document was replaced with “introduced,” and some typographical errors were corrected.

II. Business arising

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

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

Dr. Sekuler reported on the following events/activities:

- The topic for the April 17, 2012 *Best Practices Lunch* was “Dealing with Students in Distress.” Drs. Phil Wood and Debbie Nifakis were the guest speakers; and there were 57 attendees.
- Offers of graduate admission at the University went up to approximately 10% (6% domestic and 4% international students).
- McMaster is waiting for the plans of the Ministry of Training Colleges and Universities (MTCU) in terms of graduate enrollment.
- McMaster’s Institutional Quality Assurance Process (IQAP) review for the MBA program has just been completed. The following programs were submitted for approval to the Ministry of Training Colleges and Universities: Master of Health Science Education (approved to commence); Ph.D. French and the Master of Technology Entrepreneurship and Innovation programs (pending approvals).

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

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

- April 5, 2012: Workshop in collaboration with Theatre Aquarius – IMPROV-ing Your Presentation Skills Workshop – 47 attendees
- April 11, 2012 – Dine with the Dean – Creativity with Lawrence Hill – session with 14 students
- April 21, 2012 – Dig with the Dean – Tree Planting – all Faculties except Business were represented
- April 26, 2012 – Royal Canadian Institute for the Advancement of Science Gala – attendees: three graduate students and two post-doctoral fellows
- April 30, 2012 – Visiting Scholar luncheon in partnership with the Centre for Leadership and Learning. Guest speaker: Dr. Marcia Johnson. Topic: Toward the Building of a Collaborative Doctoral Writing Culture.
- MITACS workshops on team building excellence will be held May 8-10, 2012.

V. Report from the Associate Deans of Graduate Studies

The associate deans are currently working with their respective Faculties in terms of the International Excellence Awards nominations. Dr. Hayward extended an invitation to attend the Faculty of Health Sciences Research Plenary on May 10-12, 2012. Dr. Hayward said the study on graduate programs and faculty evaluations is still ongoing. One member expressed concerns regarding the use of data collected for this study for some other purpose. Dr. Hayward assured the Council that the information/data is solely for the study and will not be used for any other reason (e.g., tenure and promotion, etc.).

VI. Report from the Associate Registrar and Secretary of Graduate Studies

Ms. Baschiera reported that the consultants' site visit for the proposed Master of Finance program and the cyclical review for the Biochemistry programs will be scheduled soon. She added that the proposed Astrobiology program will be presented at the next meetings of University Planning Committee and Senate for approval.

VII. 2012 Spring Graduands

Dr. Sekuler reviewed the list of the 2012 Spring Graduands for the graduate programs in the Faculty of Health Sciences, with the exception of the Nursing program.

Dr. Hayward moved, and Dr. Goellnicht seconded,

“that Graduate Council approve the list of the 2012 Spring graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”

The motion was carried.

VIII. Parental/Pregnancy Leave Policy

Dr. Sheardown said the final document for the parental/pregnancy leave policy will be presented for approval at the May 2012 meeting of Graduate Council. The University’s employee labour relations group is currently reviewing the document to ensure that the wording is clear and accurate. She added that in the process of preparing the policy, the *Employment Standards Act* guidelines were used as a benchmark. The policy has to be in place by September 2012.

IX. Other business

Quality Assurance Committee

Dr. Sekuler referred to the document circulated to the Council and explained that Section 7.3 of McMaster’s *Policy on Academic Program Review* requires that reports from the external reviewers arising from the undergraduate and graduate program cyclical reviews be submitted to a Quality Assurance Committee. This Committee will review and submit a Final Assessment Report to Undergraduate Council or Graduate Council. As a result of this requirement, a joint Quality Assurance Committee with the Undergraduate Council and Graduate Council must be established at McMaster.

Dr. Welch moved, and Dr. Goellnicht seconded,

“that Graduate Council recommend to Senate the establishment of a Quality Assurance Committee jointly with Undergraduate Council, whose membership will include a total of eight members: the Chair of Undergraduate Council and the Chair of Graduate Council (Co-Chairs), three faculty members to be appointed by Undergraduate Council for one year terms, and three faculty members to be appointed by Graduate Council for one year terms.”

The motion was carried.

Dr. Welch moved, and Dr. Goellnicht seconded,

“that Graduate Council appoint the following three faculty members to the Quality Assurance Committee: Allison Holloway (Health Sciences); Elisabet Service (Humanities); and Christina Sinding (Social Sciences).”

The motion was carried.

There was no other business and the meeting adjourned at 2:25 p.m.