

**GRADUATE COUNCIL  
NOVEMBER 20, 2012, 2:00 P.M.  
COUNCIL ROOM, GILMOUR HALL 111**

**PRESENT:** Dr. A. Sekuler (Chair), Dr. N. Agarwal, Mrs. S. Baschiera (Secretary), Ms. B. Bassey, Dr. A. Campos, Dr. T. Chamberlain, Dr. S. Fast, Dr. A. Guarné, Dr. R. Hackett, Dr. C. Hayward, Dr. M. Heath, Dr. B. Ibhawoh, Ms. J. Kohaar, Dr. M. Lawford, Dr. J. McDermid, Dr. B. Milliken, Dr. T. Porter, Dr. C. Sinding, Ms. E. Tatham, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

**BY INVITATION:** Mr. J. Dubé

**REGRETS:** Dr. P. Bennett, Dr. D. Goellnicht, Mrs. B. Gordon, Dr. P. Graefe, Dr. A. Holloway, Dr. M. Horn, Mr. J. Jaskolka, Ms. V. Lewis, Dr. W. Wiesner

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**I. Minutes of meeting**

The minutes of the meeting of November 20, 2012 were approved with minor corrections on a motion by Dr. McDermid, seconded by Dr. Lawford.

**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 activities:

- The topic for the November 15, 2012 *Best Practices Lunch* was diversity. Facilitators were from Human Rights and Equity Services: Vilma Rossi (Program Coordinator) and Raihanna Hirji-Khalfan (Accessibility Specialist). There were 40 attendees. The next *Best Practices Lunch* will be on December 11, 2012 and the topic is Institutional Quality Assurance Process (IQAP).
- *Dine with the Dean*, November 20, 2012. Topic: Storytelling (importance in research and life). Guest speaker: Elise Hertzog. 19 attendees
- The final graduate enrolment numbers for Fall 2012 were received from the Office of Institutional Research and Analysis. Over the last year, total graduate enrolment has increased by 2.7%, Ph.D. enrolment was up by 2.2%, while Master's and Graduate Diploma/Certificate enrolment increased by 3.1%. Since 2007-2008, the total graduate enrolment has increased by 26.3%.

#### **IV. Presentation: BIU Eligibility, Values and Distribution**

Mr. Dubé from the Office of Institutional Research Analysis gave a presentation to the Council members concerning Basic Income Units (BIU) funding. Mr. Dubé's presentation document will be distributed to the Graduate Council members.

#### **V. New Graduate Scholarships**

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

- The Elder Family Graduate Award
- The Brian Robertson Memorial Ontario Graduate Scholarship

Dr. Hayward moved, and Dr. Agarwal seconded,

**“that Graduate Council approve the Elder Family Graduate Award and the Brian Robertson Memorial Ontario Graduate Scholarship, as outlined in the document.”**

The motion was carried.

#### **VI. Report from the Graduate Associate Deans**

Dr. Welch reported that the NSERC scholarship ranking has been completed and there are 103 applications that will be submitted to the NSERC office in Ottawa. Dr. Welch noted that the ranking committee had to closely examine the applications because students do not seem to recognize their area of work when they completed the application form. Dr. Porter reported that he will be involved in organizing regular meetings with graduate administrators in the Faculty of Social Sciences to share ideas and information concerning graduate studies. Dr. Ibhawoh is working on the School of Graduate Studies' e-thesis process and is in discussion with students concerning issues and preferences in thesis dissertations. Dr. Agarwal reported that the Master of Finance will be implemented in September 2013. Dr. Hayward is working on the Biomedical Discovery and Commercialization program in collaboration with the Faculty of Business. She will also be speaking about graduate student supervision and student-supervisor relationship at the next meeting of the Health Sciences Graduate Student Federation. Dr. Hayward invited the Council to the Faculty of Health Sciences Graduate Programs Open House to be held on November 22, 2012.

#### **VII. Report from the Associate Registrar and Secretary of Graduate Studies**

Ms. Baschiera reminded the Council that departments proposing new programs should work on the proposal and submit as soon as possible so it will be within the scope of the 2012-2013 graduate expansion. Ms. Baschiera briefly discussed the University's Enterprise Resource Platform (ERP) project. The project will replace McMaster's current information systems with a new web-based integrated platform which will link student services with student records,

human resources, etc. Ms. Baschiera informed the Council to email her should they have any ideas and suggestions regarding the ERP project.

## **VIII. Other Business**

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

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

- Graduate Student Life Initiative Focus Group, November 2, 2012. Topic: Graduate Student Wellness, Recreation, Social and Local Activities. Debbie Marinoff-Shupe (Athletics & Recreation) and Pearl Mendonca/Melissa Fernandez (Student Wellness) were present. There were 12 attendees.
- Nature Hike in Dundas Valley, November 4, 2012. Led by Wayne Terryberry from Athletics & Recreation. 60 attendees
- USRA Poster Session, November 12, 2012. There were 44 students who presented their posters.
- McMaster Indigenous Graduate Students (MIGS) Action Circle, November 12, 2012. The School of Graduate Studies will sponsor the MIGS Fall conference on November 23, 2012.
- Seminar co-sponsored by the Graduate Students Association and the School of Graduate Studies, November 19, 2012. Topic: Use of LaTeX software in preparing reports and presentations. 30 attendees

### Ontario Graduate Scholarships (OGS) Update

- 20% of the awards will be allocated to the Faculties for recruitment purposes and each Faculty will determine how to use the monies because of differences in timing of the processing of applications. Distribution will be based on a combination of historic awards and enrolment.
- There will be six awards allocated for international students and these will be distributed to the six Faculties and each Faculty will decide the most suitable candidate.
- The central competition will be held in March 2013 for the 2013-2014 internal graduate scholarships, which will include Ontario Graduate Scholarships (OGS), Prestige, and the Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII-GSST). This joint competition will be open to new and returning students.

- There will be a departmental allocation for the number of applications that can be put forward to limit the number of selection committees. Distribution will be based on a combination of historic awards and enrolment.
- Returning students will need to complete a plan of study, reference letters and academic accomplishments.

Dr. Sekuler explained that the plan is to create three selection committees that are aligned with the existing Tri-Council committees. The School of Graduate Studies is asking for volunteers to assist with the planning process for these committees. In addition, Dr. Sekuler stated that the School of Graduate Studies is looking for two more volunteers (one each from the CIHR and NSERC fields) to assist in reviewing the relevant materials with the Scholarship Liaison Officers before distributing them to departments/programs. Dr. Sekuler reminded the Council that all OGS updates are available on the School of Graduate Studies website.

#### 2011-2012 Council Quality Report

Dr. Sekuler referred to the Council on Quality Assurance Annual Report (July 2011-June 2012) for Graduate Council information.

There was no other business and the meeting adjourned at 3:25 p.m.