



School of Graduate Studies

1280 Main Street West
Hamilton, Ontario, Canada
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Phone 905.525.9140
Ext. 23679
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September 10th

To : Graduate Council

From : Christina Bryce
Assistant Secretary and SynApps System Administrator

The next meeting of Graduate Council will be held on **Wednesday, September 18th 2013 at 2:00 pm in GH-111, Council Chambers**

Listed below are the agenda items for discussion.

Please email cbryce@mcmaster.ca if you are unable to attend the meeting.

A G E N D A

- I. Minutes of the meeting of May 28th, 2013**
- II. Business arising**
- III. Report from the Associate Vice-President and Dean of Graduate Studies**
- IV. Report from the Associate Deans of Graduate Studies**
- V. Report from the Assistant Dean, Graduate Student Life and Research Training**
- VI. Scholarships Committee of Graduate Council Membership Approval**
- VII. Quality Council Membership**
- VIII. Certificates and Diploma Committee**
- IX. Other Business**



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Graduate Council
May 28th 2013 – 2:00 pm
Gilmour Hall 111

Present: Dr. Allison Sekuler (Chair), Dr. Cathy Hayward, Dr. Doug Welch, Dr. Naresh Agarwal, Dr. Heather Sheardown, Dr. Tony Porter, Dr. Bonny Ibhawoh, Dr. Bruce Milliken, Dr. Pat Bennett, Ms. Erica Tatham, Mr. Jason Jaskolka, Ms. Yvonne Hunter, Dr. Violetta Ighneski, Ms. Janice Kim, Dr. Alison Holloway, Dr. Pamela Baxter, Dr. Christina Sinding, Dr. Martin Horn, Dr. Todd Hoare, Dr. Ana Campos, Dr. Peter Graefe, Dr. Trevor Chamberlain, Ms. Brooke Gordon, Ms. Andrea Thyret-Kidd (Secretary), Ms. Christina Bryce (Assistant Secretary)

By Invitation: Dr. Michelle MacDonald, Dr. Eric Brown, Dr. Brian Coombes

Regrets: Dr. Rick Hackett, Dr. Mark Lawford, Dr. Joseph McDermid, Dr. Abla Guarne, Mr. Ali Shakir

I. Minutes of the meeting of April 23rd, 2013

After introductions the minutes of the meeting of April 23rd, 2013 were approved on a motion by Dr. Sheardown, seconded by Dr. Baxter with one abstention.

II. Business arising

There was no business arising from the previous meeting

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

Dr. Sekuler report on the following activities:

- The April Best Practices Lunch focused on positive space training with guest speaker Deirdre Pike. The May meeting was a thank you lunch. The next lunch will be in September.
- An academic accommodation session was held with guest speaker Tim Nolan.
- The Graduate Student Life team's SPICES competition has received 21 proposals and 10 have been approved. Many are aligned with the Forward with Integrity initiative.
- The Graduate Student Life team has also been working with the Student Success Centre to set up Writing Circles for graduate students. The launch was very well attended and there will be 8 writing circles over the summer.
- A people's choice winner for the Three Minute Thesis McMaster Competition has been selected: Kate Einarson from PNB was the winner.
- Update on government allocation of graduate spots for 2013-2014. McMaster was 6 % under and was not given any new spots. Going forward the goal is to make sure McMaster can show

the government that the spots we currently have are in use so the next time more are released the university won't lose out. There may be some flexibility between Ph.D. and Masters spots.

- McMaster's Cotutelle policy has passed through Senate and there is already one Anthropology student taking advantage of it.
- Dr. Bruce Milliken was introduced as the Acting Associate Dean for Graduate Studies (Science).

IV. Report from the Associate Deans of Graduate Studies

Dr. Doug Welch reported on his work on the task force for research misconduct policy. He suggested it might be submitted to Senate executive at the end of May and said of brief of new policy and changes will be upcoming. Dr. Cathy Hayward reported that the new Masters of Public Health program was almost ready to move through the approval processes. She also report on the Fourth Research Plenary where 150 students presented. Dr. Naresh Agarwal reported that the Faculty of Business is very close to putting together a proposal for a graduate diploma program in professional accountancy. Dr. Heather Sheardown has been working with engineering graduate students to enrich their experience; an informal meeting was held at the Phoenix and very well attended. Dr. Bonny Ibhawoh reported on a workshop that was held in his Faculty. It was attended by faculty and students and afforded attendees an opportunity to talk about contentious issues – the vice-president of SHERC was in attendance.

V. New Program Proposal – Biomedical Discovery and Commercialization

Dr. Eric Brown presented the program proposal to Graduate Council: Biomedical Discovery and Commercialization (BDC) is a multidisciplinary training program concentrated on biomedical sciences and includes an important component from Business as well as community involvement. The format for the program is a 4 year undergraduate degree with 1 year for the Masters degree.

Student will enter the program in 3rd year as an undergraduate and do two years of study, taking at least 4 business courses. The program has a strong grounding in biomedical sciences and chemistry and the overriding goal is getting students on an alternate career path. The program will focus on pharma/biotech experiential learning.

The program will be led by biochemistry and biomedical science with a strong contribution from business and has strong support from the senior management of the Faculty of Health Science and Deans of Health Science, Business and Science.

BDC will span graduate and undergraduate education and much of the intake will be from biochemistry and life sciences stream of science. These students face a significant gap in alternative career options.

The program requirements will include a team project, community placement and scholarly paper – all of which will be done in strong mentor support environment. Community placement will involve the relatively uncommon integration of work experience with scholarship; the scholarly paper will provide students with an opportunity to integrate their community experience with scholarship. Students will contribute to a weekly journal as part of learning portfolio.

A Grad Council member asked what the minimum requirements for the scholarly paper referred to in the document. Dr. Brown responded that the idea is that the final paper is designed to be a chance to

reflect on all of their experience and knowledge gained. The bar will be set very high in terms of scholarship, analysis, and drawing on literature and experiences.

Dr. Sekuler and Dr. Hayward clarified that detailed course descriptions will move through the regular curriculum approval process when the program is implemented.

Another council member asked how many community partners would be required to implement the community internship portion of the program. Dr. Brown replied that the program held a workshop some time ago that was very well attended by community partners. The program has estimated that they would need at least 50 community partners. Dr. Brown noted that they have received strong support from the pharmaceutical council and that there is broad anecdotal interest from the business community.

A council member asked about admission requirements and how external applicants will work. As the program is 4+1, it seems that McMaster students will have distinct advantage. Dr. Brown responded that the program would love the cohort to be maxed out and include excellent external applicants. There have been discussions with Business about the important to assess equivalencies of students coming from other programs. They are not sure that there is a strong pool of external students who would come with the appropriate credentials but will, of course, try to make external applicants work. Dr. Coombes noted that they hope the attrition from McMaster undergraduate students to the graduate program will be low and equivalencies will be assessed on a case by case basis.

Dr. Cathy Hayward moved and Dr. Allison Holloway seconded: **“that Graduate council approves the new Biomedical Discovery and Commercialization program as described in the document.”**

The motion was **carried** with two abstentions.

VII. Additional GPCC Report from Faculty of Health Sciences (Dr. Cathy Hayward)

Dr. Hayward outlined the proposed changes to the Global Health program which included discontinuing the statistics requirement and adding a global health practicum.

A council member raised a concern about the community engagement component. Some community agencies have reported being overwhelmed by students and the council membered wondering the program is doing to address the issue.

Dr. Sekuler responded that the government is very concerned with ensuring that the community engagement portion of a program can be met without interfering with other students who have placements and will be approving programs with that in mind. Dr. Hayward noted that it is a concern of the program.

Dr. Cathy Hayward moved and Dr. Alison Holloway seconded **“that Graduate Council approve the proposed curriculum and policy changes as described in the documents.”**

The motion was **carried**.

VIII. Additional GCPC Report from the Faculty of Engineering (Dr. Heather Sheardown)

Dr. Sheardown described the changes for Grad Council. The School of Engineering Practice has added a mandatory seminar course. A lot of their students are off campus and this will get them on campus and interacting.

Dr. Heather Sheardown moved and Dr. Alison Holloway seconded **“that Graduate Council approve the proposed curriculum and policy changes as described in the documents.”**

The motion was **carried.**

IX. Graduate Calendar Changes

Andrea Thyret-Kidd outlined the changes to the Graduate Calendar. Admission requirements for Ph.D. students were clarified to show that there are three different entry points and separating out admission requirements for part-time Ph.D. degrees. Section 2.4.1 now notes it is the joint responsibility of students and program to map out the appropriate program of study. This change was made to be friendlier to course-based Masters students. MBA regulations are now going to be incorporated in the Graduate Calendar. The thesis section has been changed to make it extra clear that students need to complete all degree requirements before fees stop, including submitting thesis.

The comprehensive examination section for Ph.D. students was clarified to show what a second failure means. Dr. Cathy Hayward noted that an interdisciplinary program has three parts – and asked what happens if they fail different components of the exam. Dr. Doug Welch clarified that the student was entitled to re-do each component until they pass or fail one component twice. It was agreed that the language should be changed to clarify that the second failure must be in the same component that the student failed the first time.

Dr. Pamela Baxter moved and Dr. Trevor Chamberlain seconded **“that Graduate Council approved the changes to the Graduate Calendar.”**

The motion was **carried.**

An additional revision to the Graduate Calendar was proposed. IELTS will now be included as an approved test for the basis of admission. Dr. Welch noted that Andrea had done a survey of other universities and found a number of them accepted more versions of the English language test.

A council member asked about the English language requirement for Business; he was surprised that it was higher than other faculties and noted that the Master of Finance program has been using a minimum Of 92. Dr. Naresh Agarwal clarified that the Business requirement was for Ph.D. and M.B.A. The council member requested that Master of Finance be mentioned explicitly.

Dr. Sekuler noted that there is an ESL program pilot happening at the moment.

Dr. Doug Welch moved and Dr. Cathy Hayward seconded: **“that Graduate Council approve the changes to the Graduate Calendar.”**

The motion was **carried**.

X. 2013 Spring Graduands

Dr. Hayward moved and Dr. Sinding seconded **“that Graduate Council approve the list of the of the 2013 Spring graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”**

The motion was **carried**.

XI. Other Business

The revised version of Sessional Dates for the Graduate Calendar was discussed. M.B.A. dates and Convocation Deadlines were separated out to make the dates more readable. Changes to the language have been made to note dates that classes start and to note that there is no official term break for graduate students.

Dr. Doug Welch moved and Dr. Heather Sheardown seconded: **“that Graduate Council approve the Sessional Dates for the 2013/2014 Calendar Year.”**

The motion was **carried**.

Brooke Gordon provided an update on equalization payments in the new system. Currently SGS couples scholarships and work payments. In Mosaic they are two modules. Brooke has met with grad council members and the GSA to discuss. Outcome of the discussion was to keep them in two separate portals; students said that would like more clarity on what pay comes from their teaching assistantships and what comes from scholarship.

**Scholarships Committee of Graduate Council
Membership List 2013 - 2014**

Ex Officio

Dr. Naresh Agarwal	Associate Dean of Graduate Studies and Research (Business)
Dr. Bonnie Ibhawoh	Associate Dean of Graduate Studies and Research (Humanities)
Dr. Catherine Hayward	Associate Dean of Graduate Studies (Health Sciences)
Dr. Tony Porter	Associate Dean of Graduate Studies and Research (Social Sciences)
Dr. Heather Sheardown	Associate Dean of Graduate Studies (Engineering)
Dr. Bruce Milliken	Acting Associate Dean of Graduate Studies (Science)

Business

Dr. Catherine Connelly (June 30, 2014)	School of Business, HRM
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Engineering

Dr. Todd Hoare (June 30, 2014)	Chemical Engineering
David Latulippe (June 30, 2015)	Chemical Engineering

Health Sciences

Dr. Karen Beattie (June 30, 2016)	Medicine
Dr. Jonathan Schertzer (June 30, 2015)	Biochemistry & Biomedical Sciences

Humanities

Dr. David Clark (June 30, 2014)	English & Cultural Studies
Dr. Steve Streeter (June 30, 2015)	History

Science

Dr. Jim Dowling (June 30, 2016)	Kinesiology
Dr. Reuven Dukas (June 30, 2016)	Psychology, Neuroscience and Behaviour

Social Sciences

Dr. Wayne Lewchuk (June 30, 2014)	Economics; Labour Studies
Dr. Celia Rothenberg (June 30, 2014)	Religious Studies

Additional members for the SSHRC Subcommittee (one-year term)

Dr. Jiaping Qiu	Finance & Business Economics
Dr. Sandra LaPointe	Philosophy
Dr. Stephanie Baker Collins	Social Work

Additional members for the NSERC CGS/PGS Master's/Doctoral Subcommittee (one-year term)

Dr. Kathryn Grandfield	Materials Science and Engineering
Dr. Maikel Rheinstadter	Physics and Astronomy
Dr. Yingfu Li	Biochemistry & Biomedical Sciences