



School of Graduate Studies

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October 15, 2013

To: Members of Graduate Council

From: Christina Bryce  
Assistant Secretary & SynApps System Administrator

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The next meeting of Graduate Council will be held on **Tuesday, October 22, 2013 at 2:00 pm.** in the **Council Room, Gilmour Hall 111.**

Listed below are the agenda items for discussion.

Please email [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca) if you are unable to attend the meeting.

#### A G E N D A

- I. Minutes of the meeting of September 18, 2013
- II. Business arising
- III. Report from the Associate Vice-President and Dean of Graduate
- IV. Report from the Graduate Associate Deans
- V. Report from the Assistant Dean, Graduate Student Life and Research Training
- VI. Report from the Associate Registrar and Graduate Secretary
- VII. OGS-CGS Update
- VIII. New Scholarships
- IX. 2013 Fall Graduands (*to be circulated*)
  - Faculty of Business
  - Faculty of Engineering
  - Faculty of Health Sciences
  - Faculty of Humanities
  - Faculty of Science
  - Faculty of Social Sciences
- X. Other business



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**Graduate Council**  
**September 18th 2013 – 2:00 pm**  
**Gilmour Hall 111**

**Present:** Dr. Allison Sekuler (Chair), Dr. Cathy Hayward, Ms. Andrea Thyret-Kidd, Dr. An-Chang Shi, Dr. Rick Hackett, Dr. Trevor Chamberlain, Dr. Lesley Warren, Dr. Tom Adams, Ms. D'Andra Parker, Ms. Yvonne Hunter, Mr. Jason Jasolka, Mr. Ali Shakir, Dr. Stephanie Baker-Collins, Dr. Julie Richardson, Dr. Heather Sheardown, Ms. Vivian Lewis, Dr. Tony Porter, Dr. Naresh Agarwal, Dr. Bruce Milliken, Mr. Peter Self, Mr. Andrew Carrothers, Ms. Brooke Gordon, Dr. Karen Bird

**Regrets:** Dr. Willi Wiesner, Dr. Joseph McDermid, Dr. Allison Holloway, Dr. Susan Fast, Dr. Violetta Ignieski, Dr. Stephen Streeter, Dr. Melanie Heath, Ms. Blessing Bassey

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**I. Minutes of the meeting of May 28, 2013**

After introductions the minutes of the meeting of May 28<sup>th</sup>, 2013 were approved with minor revisions on a motion by Dr. Hackett, seconded by Dr. Chamberlain.

The motion was **carried**.

**II. Business arising**

A council member had a query regarding NSERC. Dr. Sekuler said that it would be part of her update.

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

Dr. Sekuler report on the following activities:

- The government is still in growth mode for graduate programs. The latest unofficial enrollment numbers show that we have gone up slightly but may have decreased our BIU eligible enrollment. There is an ongoing discussion with the province regarding targets and strategic mandates. The province is becoming more aware that the timing of graduate allocations doesn't make sense with how and when graduate students are recruited.
- The next Best Practices will be on Recruitment.
- The Masters CGS competition has been downloaded to universities and there is an overall reduction in the number of individual awards. Each university has been given an allocation for NSERC, SHERC, CIHR. Students now write one application and check off the institutions where they would like to hold the award. Awards are not transferable between universities.
- Graduate Student Welcome Week.
- There are 10 IQAP reviews in this academic year, 4 of which are combined with the undergraduate program reviews.

- November Convocation is coming up and about 900 graduate student graduands are expected.
- Thanks to Jessica, the thesis coordinator, who managed over 80 Ph.D. defences at the end of August and September.

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

Dr. Milliken reported that there is ongoing discussion in his faculty about a new program in Financial Mathematics. Dr. Hayward reported that there are early discussions on a number of new graduate programs in her faculty, including a Ph.D. in Health Science Education. She also reported on some of the data her working group on graduate supervision has generated, noting that the average rating for supervisors at McMaster is quite high. In some cases, however, the ratings have been troubling and her group will do further analysis on the data to see what the issue may be. Dr. Agarwal reported on the launch of the Master of Finance program. The program had been hoping for 10 to 15 students and ended up attracting 23. He also noted that the M.B.A. program development committee met over the summer and will be putting forward some changes to the Business Graduate Curriculum and Policy Committee this year based on their IQAP review recommendations. Dr. Porter reported that the SGS 101 module has launched and that there are new Ph.D. program proposals being discussed from Labour Studies and Health, Aging, and Society. Dr. Sheardown reported that the Dean of Engineering has put money toward a new travel award and that the Faculty is currently discussing how best to allocate the funds.

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

Mr. Peter Self reported on the Valedictorian selection process for the November convocation ceremony. At the Fall ceremony, both graduate and undergraduate students are eligible to be valedictorian and all of the relevant information, including deadlines and eligibility has been communicated to the programs. He also reported on Post-Doc Appreciation week: activities included a post-academic job search strategies workshop and a reception for post-docs in the Great Hall. Peter further reported on Graduate Student Week; there were 9 events including a discussion with author Lawrence Hill, Graduate Student Association Barbecue, a concert for graduate students and the Graduate Student Awards. He noted that his team is now evaluating the week to discern what the most effective event was and are talking to students about what they need from Graduate Student Week.

#### **VI. Scholarships Committee of Graduate Council Membership Approval**

Dr. Sekuler reviewed the membership list of the 2013-2014 Scholarships Committee of Graduate Council.

Dr. An-Chang Shi moved and Ms. D'Andra Parker seconded,

**“that Graduate Council approve the 2013-2014 Scholarships Committee of Graduate Council membership list, as described in the document.”**

The motion was **carried**.

#### **VII. Quality Council Membership**

Dr. Sekuler briefly explained that members of this committee review IQAP outcomes and make recommendations as appropriate. Three members of the committee will come from Graduate Council and three will come from Undergraduate Council. She reported that two names had been put forward, Dr. Allison Holloway and Dr. Trevor Chamberlain, and that one final name will be put forward via electronic ballot.

Dr. Cathy Hayward moved and Dr. Agarwal seconded,

**“that Graduate Council approve Dr. Allison Holloway and Dr. Trevor Chamberlain as nominees to the Quality Council.”**

The motion was **carried**.

### **VIII. Certificates and Diploma Committee**

Dr. Sekuler reported that in the course of trying to get a certificate in order for a new ESL program and after a discussion with the University Secretariat Office they found a certificates and diploma committee was required for Graduate Council. The committee would likely meet only once or twice a year. Dr. Sekuler directed anyone interested in participating to get in touch with Christina.

### **IX. Other Business**

Dr. Sekuler reported that the Graduate Council working groups were being updated to take into account new membership. She read out the membership for each committee (Graduate Teaching, Community Engagement/Professional Development, Supervision and Mentorship, Thesis and Student Financial Support) and said that Christina would send an email to all graduate council members to see who was interested in participating.

With specific reference to the Financial Support working group, Dr. Sekuler added that the amount of guaranteed funding for Ph.D. students needed to be reviewed and updated as the amount currently guaranteed to students was approved almost a decade ago. Dr. Sekuler also said that the funding provided to Masters students needed to be addressed. She noted that it would be important to take into account the different types of Masters degrees offered when considering appropriate funding amounts.

A council member asked if the minimum amount applied to full-time students only. Dr. Sekuler responded that it did and that most Ph.D. students were full-time, particularly in their first four years.

Dr. Cathy Hayward noted that a lot of programs have budgets that were approved not taking into account a minimum Masters funding amount. There is a concern that these budgets might not be financially viable with a minimum stipend for masters in place and that this might drive programs to encourage more part-time students.

Dr. Sekuler responded that there will definitely be consultation with programs and that an exemption for particular programs is an option.

The meeting was adjourned at 3:06 p.m.

## **New Scholarships:**

### **THE BUSINESS PHD PROGRAM SCHOLARSHIP**

Established in 2013 for Business Administration PhD Program students in the field of Management of Organizational Behaviour and Human Resources. To be awarded by the School of Graduate Studies based on the recommendation of the Associate Dean, (Graduate Studies and Research), in consultation with the Human Resources and Management Area Chair, in the Faculty of Business, to a student who has achieved high academic standing. Eligible students are required to have completed their course work and passed their comprehensive examination. Value: \$8,000 - one to be awarded annually for 10 consecutive years starting in the 2013/14 academic year.

### **THE KILLAM AMERICAN FUND**

Established in 2013 in memory of Izaak Walton Killam of Nova Scotia by his Massachusetts sisters through their testamentary trusts to contribute to the funding of graduate scholarships at McMaster University. To be awarded by the School of Graduate Studies where preference will be given to Master's or PhD students holding Provincially funded scholarships (such as the OGS, QEII and OTS) and for students engaged in study, travel or exchange in the US.