

GRADUATE COUNCIL
JANUARY 26, 2011, 1:30 P.M.
COUNCIL CHAMBERS, GILMOUR HALL 111

PRESENT: Dr. A. Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. P. Baxter, Dr. P. Bennett, Dr. N. Charupat, Dr. K. Dalnoki-Veress, Ms. M. Emami, Dr. L. Finsten, Ms. B. Gordon, Dr. P. Graefe, Dr. M. Hatton, Dr. A. Holloway, Dr. K. Kanagaretnam, Mr. A.R. Khokhar, Dr. L. Magee, Dr. T. Maibaum, Ms. A. Nissar, Dr. L. Platt, Mr. P. Self, Dr. E. Service, Dr. H. Sheardown, Dr. G. Steiner, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Dr. Giacomini, Dr. J. Medcof

REGRETS: Dr. C. Hayward, Dr. N. Kevlahan, Dr. A. Knights

I. Minutes of meeting

The minutes of the meeting of December 17, 2010 were approved on a motion by Dr. Hatton, seconded by Dr. Sheardown.

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 that the last *Best Practices Lunch* was held on January 20, 2011. The topic was “Infosilem Enterprise Classroom Scheduling System”—a new enterprise-wide version of the room booking software tool used by the Registrar’s office. The session discussed the tools and benefits of the system and encouraged the attendees to share information concerning scheduling of graduate studies classes. Dr. Sekuler said the next *Best Practices Lunch* will discuss leaves of absence, and will be held on February 26, 2011.

Dr. Sekuler stated that the OCGS consultants will conduct its site visits for the Master of Technology Entrepreneurship and Innovation Program on February 14-15, 2011. She added that the Ph.D. French program is now awaiting approval from OCGS.

Mr. Self reported that last week’s MITACS workshops on skills training were fully booked. Mr. Self provided the number of attendees of the MITACS workshops last year: 347 students in total (34% Masters, 49% PhDs, 17% Post-docs; 1/3 first time attendees, 2/3 Canadian students, 1/3 international students). Mr. Self said the next MITACS workshop series will be held on February 22-25, 2011 and March 14-18, 2011.

IV. Report from the Associate Deans of Graduate Studies

Dr. Sheardown reported that the Faculty of Engineering will be hosting a workshop for Master's students interested in continuing onto a Ph.D. program on February 17, 2011. The workshop will discuss job options, benefits of pursuing a Ph.D. degree, etc. Speakers for the workshop will come from the industry and government sectors. Dr. Sheardown said the proposed Master of Engineering in Energy Systems is currently obtaining internal approvals.

Dr. Welch said he will be meeting with Mrs. Baschiera and Mrs. Espiritu to discuss the revision of the graduate calendar based on the input from the members of the calendar and policy sub-committee. Dr. Sekuler said the Council members can still contact Dr. Welch, should they have suggestions regarding the revisions of the graduate calendar.

Dr. Hatton said the thesis sub-committee is currently reviewing the draft of the thesis guidelines. He added that Mrs. Baschiera will have more updates when she discusses the e-thesis towards the end of the meeting.

Dr. Sekuler reported that a draft document concerning the "*cotutelle* system," as well as examples of *cotutelle* agreements from different universities were sent to the international sub-committee for review. The next step is to submit the document to Graduate Council for approval. Dr. Sekuler mentioned that the University is still waiting for the government to announce the criteria and selection process for the Ontario Trillium Scholarships. Dr. Sekuler thanked the faculty members involved in ranking applicants for several external scholarships handled by the School of Graduate Studies. Dr. Sekuler commented that the open forum hosted by the President recently was very useful in making the community aware of McMaster's approach regarding the issue of internationalization of post-secondary education. In response to a question, Dr. Sekuler explained that the President's office is in the process of creating a committee to consolidate information concerning the China Scholarship Council fellowships.

V. New scholarships

Dr. Sekuler reviewed the following scholarships for Council approval:

- The Adam Felesky MBA Scholarship
- The UPS MBA Scholarship

Dr. Charupat moved, and Dr. Dalnoki-Veress seconded,

"that Graduate Council approve the Adam Felesky MBA Scholarship and the UPS MBA Scholarship, as described in the document."

The motion was carried.

VI. IQAP and Schedule of Reviews

Dr. Sekuler reviewed the Institutional Quality Assurance Process (IQAP) document, which outlines the new policy on academic program reviews of undergraduate and graduate programs at McMaster. Dr. Sekuler added that the Undergraduate Council approved the document on January 25, 2011. In response to a question, Dr. Sekuler explained that the new process provides flexibility, since departments can choose to review their undergraduate and graduate programs jointly or separately. She explained that program reviews can also be done jointly with accreditation reviews.

Dr. Welch moved, and Dr. Steiner seconded,

“that Graduate Council approve the proposed Institutional Quality Assurance Process (IQAP) document concerning the policy on academic program reviews of undergraduate and graduate programs at McMaster.”

In response to a question, Dr. Sekuler said the membership of the Institutional Quality Assurance Process Committee is yet to be determined. A member commented that it would be useful to develop a template for the submission of programs. Dr. Sekuler agreed, but also added that it will be awhile before this could happen, since the new process is still at the early stages of approval. Dr. Sekuler encouraged the member to contact her for suggestions/ideas on developing the template for the new review process. On page 14, section 7.2 – External evaluation: External perspectives, the second to the last bullet, *“details of any previous or current affiliation with the University, and any association with individual members of the Program under review (e.g. co-author, previous student/supervisor, friend),”* it was suggested to replace “friend” with “close relationship.”

The motion was carried (subject to the amendment mentioned above).

VII. School of Business: Ph.D. Accounting Field

Dr. Medcof presented the calendar copy for the Ph.D. Accounting Field. He also discussed the three new courses: *A771 – Seminar in Research Methods and Design; *A772 – Seminar in Financial Accounting Research; and *A773 – Seminar in Managerial Accounting Research.

Dr. Charupat moved, and Dr. Hatton seconded,

“that Graduate Council approve the calendar copy for the Ph.D. Accounting Field, and courses *A771, *A772, and *A773.”

A member suggested removing the grading scheme described in the course outline for *A772, as it pertains to undergraduate studies. Dr. Hatton responded that the Faculty of Business curriculum committee also raised this issue. He also wondered why this section was still in the document.

The motion was carried, subject to removal of the grading scheme from the *A722 course outline.

VIII. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Council

Dr. Sekuler briefly discussed the report from the Faculty of Health Sciences Graduate Policy and Curriculum Council.

Health Policy Program

Dr. Sekuler invited Dr. Giacomini to talk about the proposed change to the timing of the comprehensive examination for the Health Policy program. Dr. Giacomini referred to the revised document circulated at the meeting, and explained that the Faculty of Health Sciences Graduate Policy and Curriculum Council approved the proposal on December 17, 2011 with revisions.

She discussed two specific issues raised by the Health Sciences curriculum council:

1) The timing of the breadth fields' comprehensive examination from June of year 1 to December of year 2 is in line with the School of Graduate Studies policy, however, if a student fails twice, the terms of appeal can be problematic. Dr. Giacomini explained that the document was revised to indicate that in the case of a failed examination, a second comprehensive examination would be conducted within 1-2 months after the failed examination. The program will schedule the examination as required and will not coincide with other examinations. Dr. Giacomini added that a student will be able to file an appeal within the 24-month deadline of the School of Graduate Studies.

2) The reading list should not be posted in 14 months with respect to dates and timing because doing so would be unfair. Preparation times outlined in the document should be double-checked for consistency with the proposed changes to examination times. To address the concern of the curriculum council, the document was revised to indicate that the reading list will be posted approximately 7-8 months prior to each examination.

Dr. Hatton moved, and Dr. Dalnoki-Veress seconded,

“that Graduate Council approve the proposed change to the timing of the comprehensive examination for the Ph.D. Health Policy program, as described in the revised document that was circulated to the Council members.”

The motion was carried.

Nursing Program – Transfer from Course-based M.Sc./PHCNP program

Dr. Baxter referred to the document and reviewed the recommendation of the Nursing program concerning the transfer procedure from the course-based M.Sc. Nursing to the PHCNP Certificate program. She further explained the process: the student submits a letter of request to transfer and completes the PHCNP Admission's 3-question essay, which is submitted to the Transfer Committee. A letter of support from the advisor and proof of employment hours (two years of full time nursing practice within the past five years) are also required. Dr. Baxter explained that the request for transfer must be submitted before the January 5 admission deadline, since these students will be considered along with all the new applicants to the M.Sc./NP program.

Dr. Baxter moved, and Dr. Welch seconded,

“that Graduate Council approve the proposed transfer procedure from the course-based M.Sc. Nursing program to the PHCNP Certificate program, as described in the document.”

The motion was carried.

Nursing Program – Police Records Check Policy

Dr. Baxter explained that the proposed Nursing Program Police Records Check policy is quite similar to the recently approved Occupational Therapy/Physiotherapy Police Records Check policy, with the exception of the annual declaration of the student's status.

Dr. Hatton moved, and Dr. Sheardown seconded,

“that Graduate Council approve the proposed policy records check policy for the Nursing program.”

After the discussion, the Council suggested that a statement requiring students to complete an annual declaration form to confirm the absence of a criminal record should be included in the policy. The Council also suggested that on page 8, item 25, bullet b should be revised to read, *“report known incidents of criminal behavior to the Associate Dean (Nursing), police and the College of Nurses (if applicable).”*

The motion was carried, subject to the inclusion of the amendments suggested by Graduate Council.

Dr. Sekuler then briefly discussed the remaining items in the Faculty of Health Sciences Graduate Curriculum and Policy Council report for information of Graduate Council.

eThesis Update

Mrs. Baschiera reported that the electronic submission of theses is expected to commence on May 1, 2011. She added that the eThesis document is still in draft form, and she is currently working with Dr. Hatton's thesis subcommittee to ensure that the document is incorporated in the thesis guidelines.

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