

GRADUATE COUNCIL MEETING
JUNE 22, 2011, 10:30 AM
MUSC-311/313

PRESENT: Dr. H. Sheardown (Chair), Ms. S. Baschiera, Dr. K. Dalnoki-Veress, Ms. M. Emami, Dr. L. Finsten, Ms. B. Gordon, Dr. P. Graefe, Dr. M. Hatton, Dr. K. Kanagaretnam, Dr. G. Kehler, Dr. N. Kevlahan, Mr. A.R. Khokhar, Mr. P. Self, Dr. E. Service, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Dr. K. McCaughan

REGRETS: Dr. P. Baxter, Dr. P. Bennett, Dr. N. Charupat, Dr. S. Crosta, Dr. A. Guarne, Dr. A. Holloway, Dr. L. Magee, Dr. S. Porter, Dr. P. Zylla

Dr. Sheardown chaired the meeting in place of Dr. Sekuler who was away from campus. Dr. Sheardown welcomed everyone to the last meeting of Graduate Council for the academic year 2010-2011.

Mr. Self reported that the Welcome Event for Graduate Students will be held on September 7, 2011. With regards to the Phoenix relocation/renovation, he explained that contractors are currently bidding for the project.

I. Report from the Associate Deans of Graduate Studies

Dr. Welch reminded Council members that all graduate students are required to take and pass SGS #101. He added that students cannot graduate or register in subsequent year without completing the course.

Dr. Hatton thanked everyone as his term as Acting Associate Dean of Graduate Studies will end June 30, 2011.

II. New program: Master of Science in Health Science Education

Dr. Hayward explained that the Faculty of Health Science Graduate Policy and Curriculum Council and the Faculty of Health Science Executive Committee already approved the Master of Science in Health Science Education program. She then invited Dr. McCaughan to speak about the proposal.

Dr. McCaughan stated that currently there are no Master of Science in Health Science Education programs in Ontario and across Canada that focus on graduate level education for health science clinical educators (physicians, nurses, occupational therapists, physiotherapists, midwives, physician assistants, etc.), who teach in health sciences education, research, and academic clinical care, and who lead in health care settings. Dr. McCaughan said that the

program will be offered as a course- or thesis-based option and delivery is through a blended learning format (combination of face-to-face and online sessions). She said students in the course-based option are required to complete two quarter courses and four half courses, an elective course, and a scholarly paper. In the thesis-based option, students will be required to complete two quarter courses and three half courses. In response to a question, Dr. McCaughan said that the program is named Master of Science in Health Science Education because typical degree programs coming out of the Faculty of Health Sciences are Master of Science programs. She further explained that the science of teaching and learning in the health science education context permeates all courses in the program. In response to another question, Dr. McCaughan explained that the program begins with a face-to-face intensive fundamentals course that will include an orientation and overview of the program. The remaining courses will be online with the exception of the scholarly work presentation course.

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

“that Graduate Council approve the proposed Master of Science in Health Science Education, as described in the document.”

The motion was carried.

III. Proposed changes for the 2011-2012 Graduate Calendar

Dr. Welch reviewed the proposed changes for the 2011-2012 edition of the School of Graduate Studies Calendar.

Dr. Welch moved, and Dr. Hayward seconded,

“that Graduate Council approve the proposed changes to Section 1.2.1 – The School of Graduate Studies, for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 1.3 – Responsibilities of Graduate Students to the University, for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 2.1 - Admission Requirements, for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Finsten seconded,

“that Graduate Council approve the proposed changes to Section 2.1.1 – Admission Requirements for the Ph.D. Degree, for the 2011-2012 Graduate Calendar.”

After a brief discussion, it was suggested to replace the statement *“Students still enrolled in a Master’s with thesis program beyond 22 months must complete thesis.”* with *“Students still enrolled in a Master’s with thesis program beyond 22 months must complete the degree requirements including the thesis prior to admission to the Ph.D. program.”*

The motion was carried, subject to the above amendment.

Dr. Welch moved, and Dr. Maibaum seconded,

“that Graduate Council approve the proposed addition of the new section, 2.1.8 – Exchange Students, to the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Maibaum seconded,

“that Graduate Council approve the proposed changes to Section 2.1.9 – English Language Requirements, for the 2011-2012 Graduate Calendar.”

After a brief discussion, the Council decided to delete the paragraph pertaining to the Michigan English Language Assessment Battery (MELAB), since in the past years, there were no MELAB results submitted by applicants.

The motion was carried, subject to the above amendment.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 2.4.2 – Provincial Definition of Full- and Part-time Status, for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Kevlahan seconded,

“that Graduate Council approve the proposed changes to Section 2.4.3 – McMaster University’s Regulations for Full- and Part-Time Status, for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 2.5.1 – Averaging of Letter Grades, for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

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

“that Graduate Council approve the proposed changes to Section 2.5.3 – Course Categories, for the 2011-2012 Graduate Calendar.”

After a brief discussion, it was decided to remove the phrase *“in a graduate course or less than D- in an undergraduate course”* under the EC section, second sentence.

The motion was carried, subject to the above amendment.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 2.5.5 – Required Course and Training for All Graduate Studies, for the 2011-2012 Graduate Calendar.”

After a brief discussion the following document was revised as follows: 1st paragraph, line 1, the phrase *“must complete the course SGS #101”* was replaced with *“must complete and pass the course SGS #101”*; third sentence, the phrase *“during their first academic year at McMaster”* was removed; and 2nd paragraph, second sentence, the phrase *“complete training on the Accessibility”* was replaced with *“complete and pass SGS #201 – Accessibility.”*

The motion was carried, subject to the above amendments.

Dr. Welch moved, and Dr. Hayward seconded,

“that Graduate Council approve the proposed changes to Section 2.6 – Supervision, for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

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

“that Graduate Council approve the proposed changes to Section 2.7.1 - General Regulations , for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 2.7.2 – Response Times for Theses, for the 2011-2012 Graduate Calendar.”

The last paragraph, 2nd sentence “The supervisor should respond to the pre-defense copy of the Master’s thesis within 2 months.” was replaced with “Master’s students are entitled to defend within 2 months of providing the final draft of the thesis to the department/program.”

The motion was carried, subject to the above amendments.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 2.7.3 – Microfilming and Publication of Theses at McMaster University, for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 3.3 – Thesis (for the Master’s program), for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

Dr. Welch moved, and Dr. Hatton seconded,

“that Graduate Council approve the proposed changes to Section 4.4 – Thesis (for the Ph.D. program), for the 2011-2012 Graduate Calendar, as described in the document.”

The motion was carried.

There was no other business and the meeting adjourned at 12:30 p.m.