

**GRADUATE COUNCIL
MAY 25, 2011, 10:30 AM
GILMOUR HALL 111**

PRESENT: Dr. A. Sekuler (Chair), Ms. S. Baschiera, Dr. P. Bennett, Dr. N. Charupat, Dr. L. Finsten, Ms. B. Gordon, Dr. P. Graefe, Dr. M. Hatton, Dr. A. Holloway, Dr. N. Kevlahan, Mr. A.R. Khokhar, Dr. L. Magee, Dr. L. Platt, Mr. P. Self, Dr. E. Service, Dr. G. Steiner, Dr. J. Trzeciak, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dr. P. Baxter, Dr. S. Crosta, Dr. K. Dalnoki-Veress, Ms. M. Emami, Dr. T. Maibaum

I. Report from the AVP and Dean of Graduate Studies

Dr. Sekuler reported there were 70 attendees at the May 19th *Best Practices Lunch*, which discussed the registration process. Concerning the new programs, Ph.D. French and Master of Technology Entrepreneurship and Innovation, Dr. Sekuler said the School of Graduate Studies has received the report from the OCGS consultants and is now awaiting the final approval from OCGS. Dr. Sekuler explained that the University is dealing with the issue regarding students funded by external/international agencies in countries that are currently experiencing political unrest. She said McMaster wants to ensure that its policies are clear concerning funding responsibilities for international students. A member added that the letter from the government indicating that they are providing financial support will address any issues or concerns regarding the student's funding.

Mr. Self updated the Council regarding the future relocation of the Phoenix to the top floor of the Refectory. He added that the office of the Graduate Students Association will also move to this building. Mr. Self said the University committed \$500,000 for the project, and that renovation will commence in the summer through the fall. The Phoenix expects to open at the new building January-February 2012.

II. Report from the Associate Deans of Graduate Studies

There was no report from the Associate Deans. Dr. Hatton congratulated the students who received the Ontario Trillium Scholarships.

III. 2011 Spring Graduands

Dr. Sekuler reviewed the list of the 2011 Spring Graduands for the MBA program in the Faculty of Business.

Dr. Hatton moved, and Dr. Welch seconded,

“that Graduate Council approve the list of the 2011 Spring Graduands for the MBA program with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”

The motion was carried.

IV. Leaves of Absence – Section 2.4.5 of the Graduate Calendar

Dr. Welch stated that the Leaves of Absence policy in the Graduate Calendar was revised to provide students clear explanation regarding when leaves of absence are taken (i.e., typically at the beginning of term), how term count will be determined, and available services for students during the leave. Dr. Welch added that the maternity leave policy is also under revision and will be submitted at future meetings of Graduate Council.

Dr. Welch moved, and Dr. Kevlahan seconded,

“that Graduate Council approve the revised Section 2.4.5 – Leaves of Absence in the Graduate Calendar, as described in the document.”

The motion was carried.

V. Policy on the Steps for the Creation of New Graduate programs or New Fields in Existing Doctoral Programs

In view of the new Institutional Quality Assurance Process (IQAP) for reviewing programs at McMaster, it is now recommended that Graduate Council approve the proposal to repeal the *Policy on the Steps for the Creation of New Graduate Programs or New Fields in Existing Doctoral Programs*.

Dr. Kevlahan moved, and Dr. Holloway seconded,

“that Graduate Council approve the proposal to repeal the *Policy on the Steps for the Creation of New Graduate Programs or New Fields in Existing Doctoral Programs* effective July 1, 2011.”

The motion was carried.

VI. Protocol for the Closure of Graduate Programs or Fields

With the new Institutional Quality Assurance Process (IQAP), it is necessary to revise *Protocol for the Closure of Graduate Programs or Fields*. Dr. Sekuler referred to the document circulated to the members and outlined the proposed changes. Dr. Sekuler stated that a significant change to the document is that written responses provided by departments to the Associate Vice-President and Dean of Graduate Studies will be forwarded to Graduate Council along with the recommendation for closure of the program.

Dr. Welch moved, and Dr. Charupat seconded,

“that Graduate Council approve the proposed revisions to the Protocol for the Closure of Graduate Programs or Fields, as set out in the document.”

The motion was carried.

VII. Thesis Guidelines

Dr. Hatton presented the final version of the Thesis Guidelines, and he explained that the comments/suggestions from Graduate Council members at the April 27th meeting were incorporated in the document.

Dr. Hatton moved, and Dr. Graefe seconded,

“that Graduate Council approve the proposed revision to the Thesis Guidelines, as described in the document.

After a brief discussion, Graduate Council made the following changes to the document:

- page 6, Section 5.0, first paragraph, the sentence “A minimum of three published or submitted but not yet published journal articles...” was replaced with “A minimum of three published or submitted but not yet published scholarly works...”

- page 8, Section 6.3, last paragraph, the sentence “The printed version of the thesis must be the same as the submitted electronic copy.” was replaced with “The text of the printed version of the thesis must be the same as that of the submitted electronic copy. “

The motion was carried, subject to inclusion of the changes mentioned above.

VIII. Other business

Dr. Trezeciak updated the Council concerning the University Library. He said that since 2005 the University Library has gone up in almost every category by comparison to its peers in the Association of Research Libraries. Dr. Trezeciak circulated a document outlining the following statistics placement of the University Library:

Investment index: from 108th (2005) to 91st (2009)

Membership index: from 109th (2005) to 74th (2009)

Total expenditures: from 109th (2005) to 88th (2010)

Materials expenditures: 109th (2005) to 85th (2010)

Total serials: 86th (2005) to 75th (2010) - 96% of journals are now electronic

Volumes added: 104th (2005) to 47th (2010)

Volumes withdrawn: for every one volume withdrawn, three were added
Professional staff: 112th (2005) 95th (2010)
Support Staff: 72nd (2005) 76th (2010)

Dr. Trezciak said that donations have gone up from \$375,000 in 2005 to \$1 million in 2010. Gifts-in-kind were also up from \$125,000 in 2005 to \$300,000 in 2010. He added that in 2010 the University Library received the largest single cash donation of \$2.5 million and largest single gift-in-kind of \$2.8 million for the Pirate Group Archives. He further said that the number of annual donations has risen from 383 in 2005 to 457 in 2010. Dr. Trezciak also mentioned the plan to create spaces for graduate students and post-docs at Mills Library.

There was no other business and the meeting adjourned at 11:45 a.m.