



School of Graduate Studies

1280 Main Street West
Hamilton, Ontario, Canada
L8S 4L8

Phone 905.525.9140
Ext. 23679
<http://graduate.mcmaster.ca>

To : Members of Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday May 19th at 9:30 am in Council Chambers (GH-111)**

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 April 28th, 2015
- II. Business arising
- III. Report from the Associate Vice-President and Dean of Graduate Studies
- IV. Report from the Graduate Associate Deans
- V. Report from the Associate Registrar and Graduate Secretary
- VI. Report from the Assistant Dean, Graduate Student Life and Research Training
- VII. Spring 2015 Graduands (to be distributed)



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Graduate Council
April 28th, 2015 1:30 pm
GH 11

Present: Dr. W. Wiesner, Dr. I. Zeytinoglu, Dr. T. Adams, Dr. A. Deza, Dr. D. Novog, Dr. S. Hanna, Dr. J. Richardson, Dr. A. Dean, Dr. G. McClelland, Dr. A. Shi, Ms. S. Baschiera, Ms. B. Gordon, Mr. T. van Boxtel, Mr. R. Morton, Dr. T. Porter, Dr. C. Hayward, Dr. B. Ibhaowh, Dr. D. Welch,

Regrets: Dr. S. McCracken, Dr. A. Grenier, Dr. A. Holloway, Dr. M. Thompson

By invitation: Dr. M. Woolhouse, Dr. W. Renwick, Dr. C. Sinding

A G E N D A

I. Minutes of the meeting of March 24th, 2015

The minutes of the meeting of March 24th, 2015 were approved on a motion by Dr. Porter, seconded by Dr. Wiesner.

II. Business arising

There was no business arising.

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

Dr. Sekuler reported on a SHERC/CADS roundtable on indigenous engagement that McMaster had co-hosted. SHERC will be providing analysis on the results of the round-table across the country. The School of Graduate Studies, in collaboration with the library has provided Mills Library with 24 neuro headbands that can control a mindfulness application on their phones. The hope is that this will decrease stress for graduate students. Dr. Sekuler also noted that she and Dr. Peter Mascher had put together one page briefing note on Cotutelle degrees to encourage uptake.

IV. Report from the Graduate Associate Deans

Dr. Hayward reported that the Master of Public Health Program had received MTCU approval and have received many applicants for their inaugural year. She also noted that everyone was welcome to attend the FHS research plenary – the awards reception will be held on May 14th. Dr. Porter reported that the Labour Studies Ph.D. had been approved by Quality Council. Dr. Wiesner reported that the Business Ph.D. IQAP site visit was moving forward and that their self-study included a survey of their students which noted a high degree of satisfaction. He also noted that progress had been made on the

development of the M.Sc. in Business Administration – the program has now determined which fields will be participating.

V. Report from the Associate Registrar and Graduate Secretary

Stephanie Baschiera noted that in addition to new program development, her team is also heavily engaged in MOSAIC. She reported that part of the challenge that they face is that problems are identified and resolved and then new ones crop up. The hope is that the Admissions team will be able to issue offers in the new system in a week or so.

Dr. Welch asked Stephanie to clarify if there are any new reports of students being stopped part way through in the application. Stephanie reported that there were a number of student-facing and referee issues that now seem to be resolved. UTS has stated that there has been a number of previously unforeseen issues with system stability. Stephanie noted that there are no issues that her team was currently aware of on the student facing side. Dr. Welch noted that communicating to programs the importance of elevating issues to Stephanie and her team so they could be resolved was key.

A council member noted that they know of some students who have been experiencing issues with registration and asked who they should direct these queries to. Stephanie responded that there are two temporary personnel working in SGS who triage issues and then assign them accordingly to SGS staff.

A council member asked about paying stipends to students, wondering when the schedule will be finalized so people can do financial planning.

Brooke Gordon responded that there is one more scheduled payment in May, covering money to be paid until the end of August. They recognize that quite a few graduate students haven't had a pay since January so the date has been moved to May 15th. Starting in September, Brooke anticipates that there will be a change to the disbursement of research funds. The student system is not designed to handle the volume of account changes that are associated with research grants, but the HR system is. Starting in May, funding to students from Research Grants will be paid from the HR system. Starting in September they're looking at maintaining a bi-weekly pay, aligned with the HR staff schedule. This fixed and known schedule will make it easy to predict and easy to budget for Researchers. Scholarships and Tuition Bursaries from Departments, Graduate Scholarships & Awards will be paid through Student Accounts. The future schedule for these payments is not yet determined. The plan is to gather feedback after the first payment through the Mosaic system on May 15th and then communicate.

A council member asked if there will be an announcement to that effect. Brooke responded that there will be a communication at the beginning of June outlining all of the changes expected in September, including what is required from the department and students.

VI. Report from the Assistant Dean, Graduate Student Life and Research Training

There was no report.

VII. New Program Proposals: School of Social Work

-Graduate Diploma in Critical Leadership in Social Services and Communities

-Graduate Diploma in Community-Engaged Research and Evaluation

Dr. Chris Sinding presented the two diplomas. The diplomas outlined in the proposal came out of conversations with students and community partners of the School of Social Work. These stakeholders expressed interest in community engaged research and leadership. The program is planning to build on the leadership focus to create a new stream in their Masters program. Part of the impetus for the development of these graduate diplomas is the fact that the delivery of social services has changed radically in the past 15 years. The leadership diploma will assist students in thinking more deeply in theoretically informed ways about the issues they are encountering in the workforce around efficiency, accountability and competition. The four course bundle in the diploma is designed for those who already have a degree and they expect it to be attractive to many of their own graduates who are hungry for theory.

The Community-Engaged Research and Evaluation diploma is designed for BA or BSW graduates. The School of Social Work has long thought about starting a MSW program in the area of community engaged research. Core components include the community-based research class owned by the Faculty of Social Sciences as well as a seminar course that will focus on knowledge mobilization.

Dr. Porter moved and Dr. Zeytinoglu seconded, 'that Graduate Council approve the proposed Graduate Diplomas proposed by the School of Social Work as described in the document.'

The motion was **carried**.

VIII. New Program Proposal – M.A. in Music and Cognition

Drs. Renwick and Woolhouse presented the proposed program. The M.A. in Music and Cognition is intended to build on the expertise of the faculty in the areas of neuroscience, cognitive science and music research. Their recent IQAP highlighted their formative ideas about a Masters program as one of the priorities that the program should be looking at. The proposed Masters program will occupy three terms, Fall, Winter and the following Fall and will target several groups: people coming out of the undergraduate Music Cognition stream, music educators in the community for several years who want to connect with the philosophy around teaching and cognition and community leaders who want to connect with current research and apply it in their various fields. Dr. Renwick noted that the proposal has been widely distributed and has received support from leaders across campus, including Deans from various faculties as well as faculty members.

A council member asked about the mix of students they expect to enter the program and to what extent the program has thought about the background of these students and their ability to achieve academically with the variety of topics covered: music, neuroscience, performance, education and theory.

Dr. Woolhouse responded that when students come into the program, there will be a series of core courses, one of which is an introduction to the fundamentals and principles of music and cognition. The plan is that students from a 'science-light' background will be able to understand the principles once this course has been completed. He also noted that there are many electives, which will allow students to play to their strengths in areas appropriate to the program. There is no hard-core science in terms of the courses, unless a student wishes to take an independent research course that may involve relatively rigorous scientific methodology and this would be negotiated between student and supervisor. He also noted that there is the potential to attract students with a strong scientific background.

A council member asked why it was being proposed as an M.A. rather than an M.Sc.

Dr. Woolhouse responded that an M.Sc. would likely require more rigorous methodological courses, which they don't have, therefore an M.A. designation is more appropriate.

Dr. Ibhawoh moved and Dr. Porter seconded, 'that Graduate Council approve the proposed M.A. in Music and Cognition as described in the document.'

The motion was **carried**.

IX. Graduate Calendar Revisions

Stephanie Baschiera outlined the changes. She noted that for the most part there are a lot of administrative changes, reflecting the system transition from legacy to Mosaic. One notable change is to section 2.1.2, which was intended to provide clarity around requirements for transferring from a Masters to a Ph.D. The next notable change was to section 2.5.7 around appeals and petitions for special consideration the section now refers students to different offices as appropriate and was vetted by HRES. 2.6.6 Milestones is a new section intended to highlight the ability in Mosaic to track degree requirements not related to courses but that had to be fulfilled before a degree could be considered complete. In section 2.8.1 some clarity has been added around the final thesis submission to MacSphere and revised documentation is handled. Students will not be allowed to remove and re-upload after submitting and will be required to ensure they have submitted the appropriate copy, approved by their committee after the defence. In section 4.4 the number of examiners allowed for a Ph.D. thesis defence have been clarified. Section 5.1 Fees for Graduate Students will be removed from the Graduate Calendar entirely, and students will be directed to accounts and cashiers.

A council member proposed a friendly amendment to the word 'termly' in section 5.1, asking it to be flipped to 'term by term'.

Stephanie noted that 5.1.5. has been revised to reflect the new policy that has been created around the refund of graduate fees. The new process will align with McMaster practice and there will be a refund schedule where there are different points in the term where you can be refunded a percentage of what you've paid.

Council members discussed the issue of the change to section 2.1.2 regarding a transfer from Masters to Ph.D. A council member asked for clarification on how the course requirements completion would work. Dr. Welch responded that if there were two required courses during the Masters and one after the Masters, they would have to complete one course in the Masters and one for their Ph.D. Stephanie noted that the revised section says in the absence of program-specific requirements. A council member noted that they'd expect some programs would want to have a discussion about course requirements arising from this change. Another council member asked if this is a bare minimum and the program has a lesser requirement, would this force them to raise it. Stephanie noted that the program requirement prevails in this case; the calendar section was only intended to speak to programs without a requirement.

Council members discussed the relationship between program handbooks and the Graduate Calendar. Dr. Hayward noted that they supplement the information that is included in the calendar. Dr. Hayward asked whether programs who want to change their requirements with respect to the policy outlined in 2.1.2 will need to revise their requirements before the calendar is published.

Stephanie noted that this would be difficult in light of the calendar publication timeline.

A council member noted that if departments can't make a change to their own requirements in time then the change shouldn't be included or there should be a start date of 2016.

Dr. Welch proposed a friendly amendment to withhold the change to 2.1.2 as there are no pressing issues.

A council member asked about the rationale for limitation on the voting members in a thesis examining committee, noting that it's quite common that there are four voting members on an examination committee. Dr. Welch noted that the School of Graduate Studies had received request for people to have 5 or more voting members on a committee. The limitation around numbers was an attempt to ensure students could reasonably complete a defence in two hours.

Dr. Sekuler proposed a friendly amendment to section 4.4 to allow three voting members in addition to the supervisor, raising the total to five voting members in addition to the external.

A council member noted a spelling error on page 99 of the document.

Dr. Hayward moved and Dr. Shi, Motion: 'that Graduate Council approve the Graduate Calendar revisions as described in the document with the friendly amendments to section 5.1, 2.1.2 and 4.4.'

The motion was **carried**.

X. Faculty of Engineering Graduate Curriculum and Policy Committee Report

Dr. Ibhawoh presented the changes from the Faculty of Engineering on behalf of Dr. Thompson. The first change was proposed by Civil Engineering to their comprehensive exam procedure; the change does not affect the structure of the comprehensive exam and is intended to clarify the current

procedure. The second change proposed was from Electrical and Computer Engineering, to revise the list of available courses in the Graduate Calendar for their accelerated option in Biomedical Engineering. The third change concerned the ADMI program. The four participating institutions have agreed that the program is going to be terminated over a two year period; to provide students with the ability to complete their course requirements they have proposed cross-listing a selection of School of Engineering Practice courses with the ADMI program. The fourth change is to the course requirements and calendar description of all SEP degrees to reflect the redesign of School of Engineering Practice curriculum. The School of Engineering practice also proposed a change to their course requirements with respect to advanced standing. The final change proposed by the School of Engineering Practice was to change the admission requirements for B.Tech. students to align with what is required of B.Eng applicants. The calendar copy for the new graduate diploma from UNENE diploma was also submitted.

A council noted a minor change required to one of the course changes brought to Graduate Council for information.

Dr. Novog moved and Dr. Deza seconded, 'that Graduate Council approve the Graduate Curriculum changes proposed by the Faculty of Engineering as described in the documents.'

The motion was **carried**.

XI. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report

Dr. Hayward reported on a number of curriculum changes. The Global Health program is updating their course requirements as some courses previously listed had been cancelled. The Health Research Methodology program created calendar copy for the new Graduate Diploma in Clinical Epidemiology and revised their existing calendar copy to remove the leader names from the information regarding fields in the program and added information around the Ph.D. and M.Sc. programs they offer. The new Master of Public Health program submitted their first calendar copy. The nursing program has adjusted the total number of courses students have to take for their course-based students stream and in the Nurse Practitioner stream, have adjusted the course requirements to give students more exposure to methodology.

Dr. Hayward noted that the other items in the report were included for information, highlighting the Clinical Behavioural Sciences courses which had been revised to ensure they met graduate course requirements.

Dr. Hayward moved and Mr. Egan seconded, 'that Graduate Council approve the Graduate Curriculum changes proposed by the Faculty of Health Sciences as described in the documents.'

The motion was **carried**.

XII. Faculty of Science Graduate Policy and Curriculum Committee Report

Dr. Welch noted that two very small changes had been put forward, one for information. The MPhimac program proposed changing their course requirement from a major research project course to an industrial project and are replacing a 600 level course with a 700 level course.

Dr. Welch moved and Mr. Egan seconded, 'that Graduate Council approve the Graduate Curriculum changes proposed by the Faculty of Science as described in the documents.'

The motion was **carried**.

XIII. Spring 2015 Graduands

Dr. Sekuler noted that only Faculty of Health Sciences graduands were being considered, as they have an early convocation. The remainder of spring graduands will be reviewed at the next meeting of Graduate Council.

Dr. Hayward moved and Dr. Hanna seconded, 'that Graduate Council approve the list of the 2015 Spring Graduands, for the Faculty of Health Sciences with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'

The motion was **carried**.

IX. Other Business

-New Scholarship Approval

Dr. Hanna moved and Dr. Shi seconded, 'that Graduate Council approve the Brian McCarry Graduate Chemistry Scholarship as described in the document.'

The motion was **carried**.