



School of Graduate Studies

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Tuesday June 12<sup>th</sup> at 9:30 am in Council Chambers (GH-111)

Present: Dr. D. Welch (Chair), Ms. C. Bryce, Dr. S. Corner, Dr. M. Thompson, Dr. J. Gillett, Dr. E. Badone, Dr. S. Raha, Mr. P. Self, Ms. S. Ramsammy, Ms. L. Yousefi, Mr. R. Narro Perez, Dr. J. Qiu, Dr. A. Kitai, Dr. S. O'Brien, Dr. L. Kapiriri, Dr. E. Grodek, Ms. V. Lewis, Dr. W. Farmer, Dr. A. Sills, Dr. P. Mhaskar, Dr. M. Parlar

Regrets: Dr. K. Hassanein, Dr. C. Hayward, Dr. B. Gupta, Dr. B. Doble, Dr. S. Feng, Dr. F. McNeill, Dr. I. Marwah

Attendees: Mr. N. Brett, Mr. S. Peter

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**I. Minutes of the meeting of April 17<sup>th</sup> and May 15<sup>th</sup>, 2018**

The minutes of the meeting of April 17<sup>th</sup> and May 15<sup>th</sup> were approved on a motion by Dr. Thompson, seconded by Dr. Raha.

**II. Business arising**

There was no business arising.

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

Dr. Welch thanked everyone for their participation on Graduate Council. He noted it was a busy week with convocation and that there were absences because of it. He reported that the recommendation from Graduate Council regarding the governance of the MDIV and MTS degrees had proceeded through to a decision. The recommended governance change went to the Senate committee on by-laws and then at the last senate meeting all was approved. He also reported that there was a search on for the Acting Associate Dean of Graduate Studies for Engineering and that there was supposed to be someone in place for July 1<sup>st</sup>.

He also informed Graduate Council that Nancy Doubleday will be the acting director for the Water Without Borders program effective July 1<sup>st</sup>.

**IV. Report from the Graduate Associate Deans**

Dr. Corner reported that in the Faculty of Humanities they'd had discussion at the Deans Advisory Council and at a meeting with graduate chairs regarding the SGS claw back of students who win external awards. The

discussion was intended to get a sense of what the practice had been and then to open a conversation about whether the Faculty should establish general rules or standards. He planned to share the feedback from the programs with the School of Graduate Studies. Dr. Welch provided some context explaining that when a student receives an offer, they're informed that should they win one of these major scholarships their current support package is likely to be modified. Some funds get redistributed to other students. This is common practice in universities but that they're always looking at way to make things clear and look at process to see if it still made sense.

Drs. Thompson and Gillett had no report.

#### **V. Report from the Associate Registrar and Graduate Secretary**

There was no report.

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

Mr. Self reported on three new initiatives. The first was a professional development training pilot project supported by the Provost. The pilot included seven different sessions for post docs and upper year Ph.D.s. The partner organization helps these students and post-docs design a realistic career plan and assists with international mobility among other things. The workshops will be delivered in July and August. The second initiative was a new app being developed for international students which was intended to help these students from July to mid-September with arriving in Hamilton and orientation once they arrived. The third initiative was a new partnership with the residence system at McMaster. When students arrive in Hamilton, they may not have anywhere to stay. With this new partnership, for a short period in August, prior to undergraduates moving in, graduate students will be able to get a cheap rate to stay on campus. The window for the residence is only August 15<sup>th</sup> to 22<sup>nd</sup>. He noted that ideally, they'd have it run until the beginning of September, but the residences need to be cleared earlier so that undergraduate students can move in for welcome week.

#### **VII. Recommendation to Senate Regarding Parenting Leave Policy**

Dr. Welch said that at an earlier meeting of Graduate Council changes to the parenting leave section of the Graduate Calendar had been brought forward and approved. Since that time, it was discovered that there was a separate duplicate policy that hadn't been refined. He noted that it didn't make a lot of sense to have the information in two places and so the proposal was to rescind the standalone policy and leave the remaining policy in the Graduate Calendar.

Dr. Thompson noted that under section 2.5.7 there was a sub-section called Combination with Other Leaves and thought that section should be deleted as it was repeated in 2.5.8. He said there was an important

sentence stating that ‘normally parenting leaves need to be completed within 18 months...’ that needed to be retained in 2.5.8. Dr. Welch suggested he make a separate motion for that.

Dr. Thompson moved and Dr. Raha seconded, ‘that Graduate Council approve rescinding the existing standalone policy so that the sole remaining policy governing this matter would be that in the Graduate Calendar.’

The motion was carried.

The separate motion for the additional change was discussed. Dr. Welch said it was fine to wait until September to address it.

### **VIII. Changes to the Guide for the Preparation of Masters and Doctoral Theses**

Dr. Welch explained that the document hadn’t been looked at in some time and there were a number of housekeeping items related to theses. There were changes to titles and process changes related to the thesis changes approved at the last meeting.

Dr. Gillett moved and Dr. Raha seconded, ‘that Graduate Council approve the changes as laid out in the document.’

The motion was carried.

### **IX. New Awards**

Dr. Welch noted that the second award listed was no longer being put forward for consideration.

Dr. Gillett moved and Dr. Corner seconded, ‘that Graduate council approve the new awards as laid out in the document, except for the second award listed.’

### **X. Faculty of Business Graduate Curriculum and Policy Committee Report**

Dr. Corner described the for-information item, noting that Business 0711 was changing its name and course description. The course is being revised to bring it up to date and being amended accordingly.

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

Dr. Raha introduced the for-information items noting that the Child Life program had changed evaluation components of two courses and that the physiotherapy program was cancelling a number of courses listed.

### **XII. Report from Petitions Working Group**

Dr. Thompson explained that the report outlined what the petitions group had been doing since the fall. The petition for special consideration has been used as the default form for everything that there wasn't another form for. The committee has been working to try and separate out the various uses and decide how it should be used correctly and create the appropriate sets of form. The hope is to help streamline processes. The memo provided outlined what those new form would be and recommendations of how to ultimately clean up the petition.

**XIII. Changes to the Certificates and Diploma Policy**

Dr. Welch explained that this is a shared policy between Graduate Council and Undergraduate Council. All of the changes to the policy relate to CCE but because it's a shared policy has to be brought to Graduate Council for information.