

Tuesday October 16th at 9:30 am in Council Chambers (GH-111)

Present: Dr. M. Thompson (Chair), Dr. P. Swett, Dr. A. Sills, Dr. S. Hranilovic, Mr. L. Greville, Dr. J. Shedden, Dr. N. McLaughlin, Dr. L. Wiebe, Dr. S. Bannerman, Dr. M-A. Letendre, Dr. D. Mountain, Dr. B. Doble, Mr. A. Ozbilge, Dr. M. Parlar, Ms. S. Oikawa Mr. S. Peter, Mr. P. DeMaio, Dr. L. Chan, Dr. K. Hassanein, Dr. B. Gupta, Dr. E. Grodek, Dr. J. Carette Ms. S. Ramsammy, Ms. C. Garneau, (University Secretary), Ms. S. Baschiera (Associate Registrar and Graduate Secretary), Ms. C. Bryce (Assistant Graduate Secretary)

Regrets: Ms. V. Lewis, Dr. I. Bruce, Dr. M. Gough, Dr. L. Thabane

By Invitation: Ms. A. Suckert, Ms. A. Masciantonio

Attendees: Mr. N. Brett, Mr. T. van Boxtel

I. Minutes of the meeting of September 18th, 2018

It was duly moved and seconded **‘that Graduate Council approve the minutes of the meeting of September 18th’.**

II. Business arising

There was no business arising.

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

Dr. Thompson reported on the following items:

- The shared online training resources called mygradskills.ca would be closing down effective November 8th. Over the summer, they had worked to migrate what they’re interested in and moved it over to Avenue to Learn;
- MacGlobal, noting that the inaugural event, a town hall meeting, would take place on October 26th at 2:30 pm and that MacGlobal will involve 2.5 weeks of events to show McMaster’s global engagement;
- The situation concerning Saudi Arabian students, noting that a week and a half ago, there were indications from the cultural bureau that they might be allowed to return soon;
- The 9.2 Mosaic Upgrade, involving a two-day Campus Solutions shut down and the potential for new functionality in the future;
- The retirement of Peter Self (Assistant Dean Graduate Student Life and Research Training) who had been in the position since 2009 and had touched a great number of students through his hard work.

In response to a question, Dr. Thompson reported that there had been 44 Saudi Arabian graduate students and about 100 in medical school.

IV. Report from the Graduate Associate Deans

Dr. Gupta (Faculty of Science) reported on the following items:

- Recruitment initiatives within the faculty, including new videos that were launching and efforts on social media to highlight their programs;
- The Graduate Excellence Initiative where he met with every program to brainstorm ideas that worked for them regarding how to bring in the best students and enhance training;
- The Graduate Experiential Learning Project draft that had been circulated among OCGS Deans with a plan to finalize the material in the next two weeks.

Dr. Hassanein (Faculty of Business) reported on the following item:

- The launch of the new thesis defence process.

Dr. Hayward (Faculty of Health Sciences) reported on the following items:

- Enrollment data, noting that the numbers had been good for FHS programs and that the new full-time option within the Master of Health Management had had good uptake;
- Course Evaluations for graduate courses - the programs who have been using this system have had a fairly good level of participation and the data obtained will be useful for quality improvement.

Dr. Swett (Faculty of Humanities) reported on the following items:

- Chairing the Cotutelle working group, noting that they would be setting up some meetings shortly;
- The Classics program is working on some joint exchange opportunities/degree opportunities with a university in Rome and would be only university in Ontario to have such an arrangement at grad level;
- The Humanities faculty review, happening the first week of November.

Dr. Hranilovic (Faculty of Engineering) reported on the following items:

- Participation in the Canadian Graduate Engineering Consortium Fall Tour;
- The receipt of approval from Quality Council for a new program in the Faculty; the new M.Eng. is still pending MTCU approval.

Dr. Thompson noted that next month there would be a list of the membership for the three different working groups and to contact Ms. Bryce if they were interested in joining a group.

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:

- SGS is working on getting ready for government count and for the largest convocation of the year in November;
- The review of offer letter templates ahead of the admissions cycle to ensure they're up-to-date and better formatted;
- Scholarship committee work is already underway.

Ms. Baschiera also put out a call for Thesis Chairs.

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

There was no report.

VII. Fall Graduands List (to be distributed)

A list of the Fall graduands was provided. In response to a question Ms. Baschiera noted that they are still processing cleared to graduates and that a list would be circulated to programs for review ahead of the final list. The proposed motion allows the Associate Graduate Registrar to add names following Graduate Council approval.

It was duly moved and seconded, **'that Graduate Council approve the list of the 2018 Fall Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'**

VIII. Quality Assurance Committee Membership

The Quality Assurance Committee reviews material generated through the IQAP.

It was duly moved and seconded, **'that Graduate Council approve the Quality Assurance Committee membership as set out in the document.'**

IX. Scholarship Report

Ms. Masciantonio, Scholarships Liaison Officer, summarized the report that had been circulated to committee members, noting that the report mirrored a version presented at Undergraduate Council.

Highlights include:

- 133 Merit based scholarships distributed
- 107 Travel Scholarships awarded
- Graduate Bursary – 649 students received money, based on financial need

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

Dr. Hayward presented the report for-information item, noting that Speech Language Pathology had adjusted the description and evaluation for one course.

XI. Minimum Remuneration

Dr. Thompson noted that through the discussion this month and the previous month he wanted to get a sense of what McMaster as an institution felt about this. He had also asked all associate deans to go and speak to their department chairs and Deans. If everyone agreed, that they would bring up a vote next month that Graduate Council is willing to change the minimum provided to Ph.D. students from it's current level to tuition plus 13,500.

Comments from the Council included:

- Observations that many departments already provided 21,500 in support
- The context at other institutions
- Concerns that government funding and Tri-Council funds have stayed flat for many years
- The importance of ensuring grants go directly to students

- The increase in the cost of living in Hamilton
- Opportunities to work with the Office of Advancement to raise funds in support of student aid

Dr. Thompson noted that the School of Graduate Studies is working to make offer letters clearer and to address concerns surrounding TA pay and Tri-Council funding. The goal is to determine what the University is comfortable advertising as the base minimum as within the U15, McMaster is ranked 8th position.

XII. Cotutelle Discussion

Dr. Thompson noted that a working group of Graduate Council would be addressing this item, but he wanted to open a discussion at Graduate Council to hear comments. He explained the structure of a cotutelle, as it is currently constituted, involves a single research project and there is one defence but all of the course requirements for the Ph.D.s at both institutions must be completed. The group will look at the following:

- Is there a way to change the course requirements?
- Are there other changes that need to be made?
- Does Graduate Council have the authority to make the changes?

Less than 10 students have participated in cotutelle to date. A member commented that they thought that visiting student arrangements are often used to avoid meeting two programs degree requirements and that it would likely be helpful to see data on both cotutelle and visiting student uptake.

Council members discussed other reasons for the low uptake, including the awareness of the cotutelle option and the limitations and restrictions in getting a cotutelle set up. Dr. Swett asked that council member send along any 'pain points' for the working group to consider.

Dr. Thompson thanked members for their comments.

There being no other business, the meeting was adjourned at 10:25 am.