



Tuesday May 14th at 9:30 am in Council Chambers (GH-111)

Present: Dr. D. Welch (Chair), Dr. C. Hayward, Ms. C. Mascotto, Dr. J. Shedden, Ms. D. Jones, Mr. S. Peter, Ms. S. Oikawa, Ms. S. Ramsammy, Dr. I. Marwah, Dr. L. Chan, Dr. S. Bannerman, Dr. M-A. Letendre, Dr. D. Mountain, Mr. L. Greville, Dr. I. Bruce, Dr. J. Gillett, Dr. M. Thompson, Dr. B. Gupta, Dr. P. Swett, Dr. J. Carette, Ms. S. Baschiera (Associate Registrar and Graduate Secretary), Ms. C. Bryce (Assistant Graduate Secretary)

Regrets: Dr. L. Wiebe, Dr. S. Raha, Dr. M. Gough, Dr. E. Grodek, Dr. A. Sills, Ms. S. Erebeos, Ms. V. Antonipillai, Mr. P. DeMaio

By Invitation: Dr. G. Randall

I. Minutes of the meeting of April 23rd, 2019

It was duly moved and seconded **‘that Graduate Council approve the minutes of the meeting of March 19th, 2019.’**

The motion was **carried**.

II. Business arising

There was no business arising.

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

Dr Welch reported on the following items:

- The OGS allotment had been released, at the same amount as last year;
- Strategic Mandate Agreement metrics and their future interaction with funding from the MTCU;
- Two new Associate Deans starting their terms on July 1st.

IV. Report from the Graduate Associate Deans

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

- The Faculty is looking at ways to enhance professional skill development and discussing what’s available on campus through SGS and through the Faculty.

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

- An upcoming meeting with Dr. Gillett to explore the idea of new joint M.A. in Cultural Heritage Studies.

Dr. Gillett (Faculty of Social Sciences) reported on the following item:

- Interest from programs in exploring the idea of micro credentials at graduate level.

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

- The FHS research plenary;
- Work within the Faculty to increasing Indigenous student enrollment, noting the importance of providing sufficient time for the Band council to prepare the required letter of support for Indigenous student applications.

Dr. Thompson had no report.

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:

- Projects logged with UTS:
 - Admissions project
 - Automated supervisory committee report
 - The translation of regulations in the Graduate Calendar into Mosaic.
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VI. Report from the Coordinator Postdoctoral Affairs and Research Training

Ms. Mascotto reported on the following items:

- The Thesis Writing Bootcamp with 62 students in attendance;
- Postdoc Orientation Week, noting that it was running currently, and that the next orientation would run in September;
- SPICES with 8 projects funded;
- Welcome events for May students;
- A mental health focus group in partnership with the Student Wellness Centre;
- The International Coordinator has been working on webinars for new international students coming in September.

VII. Working Group Reports

a. Cotutelle

Dr. Swett presented the recommendations from the group. The recommendations included the following:

- Minor changes to Graduate Calendar copy;
- Changes to the Cotutelle Policy, intended to make the policy more user friendly and clear;
- The International Coordinator in the School of Graduate Studies become the point person for Cotutelle arrangements;
- Adoption of a Cotutelle checklist;
- Creation an invite web presence for international experiences;
- Additional exploration on financial arrangements and incentives.

Council members discussed the checklist and letter of intent. A correction was noted to Dr. Welch’s title in the checklist and the need for additional consideration around the intellectual property section and the financial section (to note that waving tuition for the student is not waving it to the university).

A council member asked if there should be some wording in the policy about when the process should be started as well as the timing it should be completed by. Dr. Swett suggested the wording in the policy be adjusted to note that students must initiate arrangements within the first twelve months.

It was duly moved and seconded **‘that Graduate Council approve the report as set out in the document, with the minor change noted.’**

The motion was **carried**.

b. Graduate Program Structure

Dr. Gupta provided a summary of the report. He noted that the basis for the group was that there are many course-based programs at McMaster and there is increased pressure on existing policies and procedures and a need to define better processes/policies. The group proposed the creation of two broad categories the first includes most traditional research and the second is mostly course-based. The recommendations include clarification around what a course is and what a Milestone is. There were also a couple of recommendations related to category two programs, including the proposal of a new no course available leave of absence type. The group also recommended the revision of the refund policy and further consideration around a single-course fee and revisions to what is considered part-time status.

A council member asked about the names of the different categories. Dr. Gupta explained that the names were considered carefully, noting that OCGS recommends that all programs have a research component, so the name is intended to highlight the difference in the way research is conducted.

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

The motion was **carried**.

c. Student-Supervisor Relationship

Dr. Bruce presented an update, noting that the mandate of the group was to identify the broad spectrum of strains and resources that could build a healthy relationship from the start. The group worked to consolidate resources available on campus and had discussions with different stakeholders. They have a plan to deploy survey to students and faculty to get a more university wide understanding and want to develop effective website to lay out resources more clearly. The group also explored additional resources like workshops that students and/or supervisors could take. From the student side they discussed several peer mentorship strategies. They also identified that even if there is a centralized website there will need to be a strategy directing students to it. The final recommendation from the group will be to continue work on rolling this out.

VIII. Graduate Calendar Administrative Section Changes

Ms. Baschiera highlighted the changes proposed, including the following:

- Changes to the sessional dates including minor changes to black out periods;
- Changes to some program names with respect to changes made in the curriculum cycle;
- Section 2.5.7 the addition of a new type of leave and reorganization of the section;
- Some changes to the grading section, including adding percentages to the grading scale and clarification on other grading scales;
- Additional information about how courses and Milestones are defined and how they interact which is intended to tease out the impact of Milestones with an academic component.

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

The motion was **carried**.

IX. Faculty of Business Graduate Curriculum and Policy Committee Report

Dr. Randall presented the items noting the following proposed changes:

- Business Ph.D. proposed changes to their calendar copy to improve consistency between fields and removing duplication;
- Master of Finance proposed the addition of two new electives and the removal of requirement to maintain a B average in the program;
- Health Management proposed a change related to their admission language as a result of their IQAP review, clarifying regulated versus non-regulated professionals;
- MBA program proposed removing a couple of electives in Accounting, adding one in the Health area, creating an elective list for the new Blended Learning program, and cleaning up and correcting the calendar copy in a few areas, including a change to the admission grade for B Comm grade for consistence, noting that this is not a change to requirements but that it had not been captured in the calendar previously.

It was duly moved and seconded **‘that Graduate Council approve the changes as described in the documents, subject to approval from the Faculty of Business.’**

The motion was **carried**.

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

Dr. Hayward presented the items, noting that Medical Sciences proposed to simplify the transfer process from Master’s to Ph.D. and Nursing proposed a change to the calendar copy as a result of changing their scholarly paper from a Milestone to a course.

It was duly moved and seconded, **‘that Graduate Council approve the changes proposed by the Faculty of Health Sciences as described in the documents.’**

The motion was **approved**.

XI. Spring 2019 Graduands (to be distributed)

It was duly moved and seconded, **‘that Graduate Council approve the list of the 2019 Spring Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.’**

The motion was **approved**.

XII. Final Assessment Report

This item was received for information.