

Tuesday July 11<sup>th</sup> at 9:30 am in Council Chambers (GH-111)

Present: Dr. Dr. Welch (Chair), Ms. C. Mascotto, Dr. C. Hayward, Dr. J. Shedden, Dr. L. Wiebe, Mr. S. Peter, Ms. D. Jones, Dr. J. Carette, Ms. S. Ramsammy, Dr. A. Sills, Dr. L. Chan, Dr. M-A. Letendre, Dr. S. Raha, Dr. J. Gillet, Dr. B. Gupta, Dr. E. Grodek, Ms. C. Bryce (Assistant Graduate Secretary)

Regrets: Ms. S. Baschiera (Associate Registrar and Graduate Secretary), Dr. M. Parlar, Dr. I. Bruce, Dr. L. Thabane, Dr. S. Bannerman, Dr. I. Marwah

---

**I. Minutes of the meeting of May 14<sup>th</sup>, 2019**

It was duly moved and seconded, **'that Graduate Council approve the minutes of May 14<sup>th</sup>, 2019 with the minor correction noted'**.

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:**

- MTCU approval of four new programs;
- Additional meetings and word from the province regarding SMA 3, noting that performance-based metrics will constitute 60% of income to universities;
- The departure of two Associate Deans: Drs. Hayward and Swett.

Council members discussed new spots related to funding for the new program and how funded spots could be allocated between different degrees and the context of the recent tuition cut.

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

**Dr. Swett reported on the following item:**

- The successful search for a new graduate Associate Dean for Humanities.

**Dr. Hayward reported on the following item:**

- The 10<sup>th</sup> Faculty of Health Sciences Research Plenary.

Drs. Gupta and Gillet had no report.

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

There was no report.

## **VI. Report from the Coordinator Postdoctoral Affairs and Research Training**

**Ms. Mascotto reported on the following items:**

- Webinars for international students at the end of July;
- The use of the iCent app again, intended to help international students prepare for their arrival and get settled. The app also runs a booth at Pearson Airport to welcome students and give them the information they need to get to Hamilton;
- Welcome Week Planning, with events running from September 3<sup>rd</sup> to 12<sup>th</sup>.

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

Dr. Hayward explained the two changes. The first was that the Health Research Methodology had five fields and the program is proposing a reduction of two. Individuals interested in those areas can do HRM classic. The change does not reflect a reduction in program size, just an evolution of curriculum over the years. The Speech Language Pathology accrediting body required a change and the program adjusted their language requirements accordingly.

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 **carried**.

## **VIII. Working Group Reports**

### **a. Student-Supervisor Relationship**

Dr. Raha presented the report, noting that generally the take home message from this working group was that there are a lot of resources on campus and the priority was not to invent new things but to consolidate information to help ensure that the start of the relationship is as strong as possible. Strategies the working group recommended included the following:

- Development of a website;
- Strategies to utilize the SGS document about getting the relationship off to a good start more efficiently;
- Include information in SGS 101 about student-supervisor relationships;
- Peer mentoring;
- Faculty training;
- Survey for needs assessment
- Ongoing Graduate Council Working Group on this topic.

Council members discussed logistics for the survey, including previous work that had been undertaken in the Faculty of Health Sciences.

Dr. Welch noted that Dr. Thompson put in a request for strategic alignment fund money to support a rework of SGS 101, so this is a very good time for this initiative to be rolled into SGS 101.

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

The motion was **carried**.

#### **IX. Faculty of Health Sciences Police Check Policy**

Dr. Hayward explained that the policy required updates related to some legislation that was passed. The substantial changes include switching vulnerable sector screening to a condition of enrollment rather than admission, a clear definition of what a not-clear police check is, an additional section about visiting elective students, information about a notarized affidavit for international students unable to obtain police check and the development of a police record check advisory panel to how to deal with not-clears.

It was duly moved and seconded, **‘that Graduate Council approve the revised policy as outlined in the document, subject to the approval of the Faculty of Health Sciences.’**

The motion was **carried**.

#### **X. Major Modification Proposal**

Dr. Swett explained that Quality Assurance Committee recently approved a major modification proposal to define McMaster’s international collaborations in terms of a major modification (which are approved internally). After some research it was noted that other institutions have documentation about these sorts of arrangements clarifying that they are major modifications, fitting with the provisions of Quality Council. MOUs will still have to be signed and then programs will have to take the arrangements through the internal approval process for curriculum changes.

#### **XI. Radiation Sciences Administration Transfer**

Dr. Gupta explained that the Radiation Sciences graduate program was originally part of a department that has been restructured, it had been decided that the administration of the program be moved to the Physics and Astronomy department to make it easier to manage.

#### **XII. Change to Scholarship Terms of Reference**

Ms. Ramsammy explained that scholarship stemmed from a donation received back in 90s and the terms split endowment fund between science and history. Over time, the history part became very prescriptive and science was very broad. The donor’s original intention was to split between the two disciplines and they’re now adjusting the terms to align to this intention.

#### **XIII. Final Assessment Reports**

There being no other items the meeting was adjourned.