



School of Graduate Studies

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To : Members of Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday October 22nd 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 September 17th, 2019**
- II. Business arising**
- III. Report from the Vice-Provost 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 Coordinator Postdoctoral Affairs and Research Training**
- VII. Fall 2019 Graduands (to be distributed)**
- VIII. Towards Inclusive Excellence – McMaster's EDI Strategy**
- IX. Working Groups**

Tuesday September 17th at 9:30 am in Council Chambers (GH-111)

Present: Dr. Dr. Welch (Chair), Ms. N. Taylor, Dr. S. Hanna, Dr. M. Horn, Dr. J. Gillett, Dr. M. Thompson, Dr. B. Gupta, Ms. V. Lewis, Dr. C. Kwan, Dr. J. Kish, Dr. I. Bruce, Dr. S. Raha, Dr. J. West-Mays, Dr. L. Thabane, Dr. S. Bannerman, Dr. M. Stroinska, Dr. J. Shedden, Dr. F. McNeill, Dr. J. Xu, Dr. N. Tan, Dr. N. McLaughlin, Dr. M. A. Letendre, Ms. C. Bryce (Assistant Graduate Secretary), Ms. S. Baschiera (Associate Registrar and Graduate Secretary)

Regrets: Dr. S. Pope, Dr. L. Chan, Dr. S. Dickson

I. Minutes of the meeting of June 11th, 2019

It was duly moved and seconded, **'that Graduate Council approve the minutes of June 11th, 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:

- Introduction to the Senate By-Laws which describe the mandate and responsibilities of Graduate Council;
- Work on the third Strategic Mandate Agreement and the impact of changes in funding metrics going forward and the constraints on spots for new programs;
- The harmonization of the tri-agency doctoral competitions;
- McMaster is now able to give out two Governor General Awards;
- The Strategic Alignment Fund grant for the purpose of jointly having researchers have access to plagiarism checking software and the upgrade of SGS 101 going forward;
- Upcoming Graduate Council Working Groups.

Council members discussed funding for domestic and international students and the context of course-based programs. In response to a question from a council member about whether head count matters if the government is shifting to funding-based metrics Dr. Welch noted the importance of caps and provided an overview of the spaces available.

IV. Report from the Graduate Associate Deans

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

- Changes to leadership in interdisciplinary programs;
- Work to enhance graduate websites.

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

- Targeted education opportunities for graduate students arising from the recent David Braley centre opening;
- Indigenous scholarships, noting that the Faculty had given out four last year and was providing four more for students arriving in September;
- New programs approved with a planned launch no later than September 2020 for the M.Sc. Psychotherapy, and Ph.D. in Global Health;
- Three cyclical IQAP reviews.

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

- An initiative from the Dean to add more professional development to curriculum and the plan to develop a new Ph.D. program that would build on discussions related to micro-credentials and blockchain.

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

- Exploration within the Faculty around micro credentials and looking at graduate curriculum in a slightly different way to divide it up into more flexible pieces;
- New program development from Political Sciences who were planning a professional Master of Public Policy and Governance;
- International collaborations that would allow students to participate in a joint experience.

Dr. Horn (Faculty of Humanities) had no report.

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:

- Ph.D. thesis defences, noting increased uptake on the accelerated thesis process, the use of the dedicated Chairs list and other enhancements to the process to make things smoother on the day of the defence;
- Enrollment stabilization ahead of the November 1st count, including improvements to the condition clearing process;
- The admissions project is moving forward and they are now accepting proposals from vendors;
- The School of Graduate Studies (SGS) is working close with University Technology Service to figure out how to better utilize the system to track progression and standing, including automatic updates.

VI. Report from the Coordinator Postdoctoral Affairs and Research Training

Ms. Taylor reported on the following items:

- The Resource Fair, including on and off campus services;
- The new graduate student welcome and club fest at The Phoenix;
- International student board game night;

- The graduate recognition awards nominating period;
- Valedictorian nominations are open now as well, noting that students are now able to nominate themselves which is a change from previous years.

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

Dr. Hanna presented the report, noting the only item for approval was the removal of the co-op option from the Health Research Methodology programs. The option has been on the books for some time but has not been utilized as it is not practical within the confines of the program.

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. Research Plagiarism Checking Policy

Dr. Thompson presented the item, noting that the Provost had approved a Strategic Alignment Fund proposal to provide three years of funding to look at ways to improve academic integrity. He provided some general context, noting the different systems that journal use to review work submitted. The policy is intended to provide guidelines from the University about how any research plagiarism checking tool should be used. He noted that there needed to be a balance between genuine intellectual integrity misunderstandings and purposeful academic integrity violations.

Council members discussed this policy in the context of the existing research integrity policy as well as issues related to sandwich theses, which include different papers previously published together. Dr. Thompson noted that a previous iteration of the policy had discussion of consequences around particular scores, but the new language now leaves it with the student and supervisor to determine whether it’s an issue.

Council members also discussed the use of the checking software in the context of work that may have been published in another language originally and discussed the pros and cons of using translating software to assist. Dr. Welch suggested that should be more discussion on the topic with Kim Mason from the Academic Integrity Office.

Council members discussed the context of publishing in journals (particularly related to the issue of potential of overlap with previous work for those with a long history of publishing) and how to navigate publishing relationships with other institutions where there might be different academic integrity environments. Dr. Thompson noted that the policy is intended is to help to inform someone that there is a potential issue.

Council members discussed the merits of calling the document guiding principles rather than a policy.

IX. Working Groups

This item was postponed to a future meeting.

X. **New Scholarship**

It was duly moved and seconded, **'that graduate council approve the terms for the proposed new as described in the document.'**

The motion was carried.

Working Group	Working Group Recommendation	Recommended Action	Person/Party Most Responsible	Timeline
Graduate Program Structure	That McMaster create two categories of graduate programs, with the primary differences being the type of research being conducted and the way fees are charged.	SGS Creates and Maintains list of the two types or programs and how the fees are charged.	C. Bryce	Complete, maintenance ongoing
	Re-write the definition for Course and Milestone in the Graduate Calendar.			Complete
	Add a general section in the graduate calendar that discusses progression			Complete
	The School of Graduate Studies, with graduate programs, will lead a review of current courses (and their units) and milestones to ensure compliance with the new definitions.	Introduce plan to associate deans and ask them to help facilitate review through program head meetings in early fall with a view to having all programs reviewed within the 2019/2020 academic year.	S. Baschiera/C. Bryce	2019/2020 Academic year
	Explore the creation of a single course fee for Category #1 programs, to be implemented in 2020-2021.	Steph and Christina to meet with IRA and SAC to discuss and to develop a proposal. The proposal will be sent to associate deans and Doug for review, for discussion at fall exec meeting, associate deans to discuss within faculties. Final decision must be sent to fees by December 1st 2019 in order to hit next academic year. At the same time, supplementary fees for this group will be reviewed.	S. Baschiera/C. Bryce	December 1st 2019

	Review and change the refund policy for course-based fees in Category #2 programs.	Taken to Fees Committee in the fall, before December 1st. SGS to consult with SAC to determine capacity for coding these changes. Fees memo from last academic year re-sent to fees committee before December 1st 2019	S. Baschiera/C. Bryce/Student Accounts	December 1st 2019
	Create a 'no course offered' leave of absence.			Complete
	Strike a committee to consider the implications of changing the graduate part-time definition to 0.3 of the full-time program.	Discussion at September/October Exec meeting about path forward	S. Baschiera	September/October 2019
	Include the 'Definitions of Experiential Work as defined by OSAP' table in the New Program Proposal Guidebook and circulate the table to programs considering changes through the curriculum process.	Christina touching base with IQAP office to facilitate	C. Bryce	Complete
	Update Paperwork related to changes		Academic Services Team	Complete
Cotutelle	Change to University policy			Complete
	Change to Calendar Copy			Complete
	Official recognition of the SGS International Student Life staff member as the coordinator of cotutelle arrangements.			Complete
	Adoption of the cotutelle check-list as a user-friendly tool for arranging these plans of study.		F. Hernandez Weinerth/Office of International Affairs	2019/2020 Academic year

The development of an inviting and informative web presence for cotutelle and other international research/study options for graduate students at McMaster.	SGS to consult with Internatioanal Office	F. Hernandez Weinerth/Office of International Affairs	2019/2020 Academic year
Further thought on tuition and fee arrangements, options for funds to support students, promotional efforts beyond website		F. Hernandez Weinerth/Office of International Affairs	2019/2020 Academic year

Student Supervisory Working Group	Recommendation for Working Group to Continue			