



To : Members of Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday December 6th 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 November 15th, 2022
- 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. Faculty of Engineering Graduate Curriculum and Policy Committee report
- VII. New Awards

Tuesday November 15th at 9:30 am in GH-111 and via Zoom

Present: S. Hranilovic (Chair), M. Thompson, S. Hanna, M. Heath, M. Horn, B. Gupta, T. Chamberlain, N. Kuhathasan, S. Raha, C. Ching, E. Grodek, L. Romane, J. Kish, B. Trigatti, D. Emslie, V. Kuperman, T. McDonald, N. Malik, M. Parlar, P. Guo, G. Randhawa, M. Young, S. Baschiera (Associate Registrar and Graduate Secretary), C. Bryce, (Assistant Graduate Secretary)

Regrets: D. Gillespie, M. Verma, L. Side, H. Abdulhussain, Z. Samaan, P. Nyers, M. Ragany

I. Minutes of the meeting of October 18th, 2022

It was duly moved and seconded, **‘that Graduate Council approve the minutes of the meeting of October 18th, 2022 as set out in the document with a correction to the expected occupancy date for the graduate residence.’**

The motion was **carried**.

II. Business arising

There was no business arising

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

Dr. Hranilovic reported on the following items:

- Policy revision work being spearheaded by the associate deans;
- The Dual Degree Stream framework which will be brought to Quality Assurance Committee for comment and then up to Graduate Council, noting that it’s intended to streamline the process for partnerships between programs here at McMaster and other institutions;
- Progress has been made on identifying another vendor for the plagiarism checking software;
- The Graduate Residence, noting that work is occurring now on how offers of residence will be issued;
- Terms of reference are being drafted for the upcoming review of the School of Graduate Studies;
- The Annual Report preparation is in the final stages and will be released shortly;
- The CAGS conference a couple of weeks ago;
- CUPE is in a strike position as of 12:01 on November 21st, noting that while bargaining continues, contingency planning is underway. In the event of a possible labour disruption, academic requirements/progress are expected to continue and they want to ensure they have support for graduate students. A message will be released to students.

IV. Report from the Graduate Associate Deans

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

- Continued work on the development of the Indigenous graduate studies program;
- Work on specifications around funding and admissions;
- Attendance at CAGS.

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

- Attendance at CAGS;
- MBI new program developments, noting the external review had been held last week;
- The upcoming FHS Student Ambassadors night;
- FHS graduate studies website revamp.

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

- Faculty of Science graduate student symposium on December 6th;
- Follow up from CAGS, noting that the Faculty is looking at developing best practices for EDI for admissions.

In response to a question Dr. Gupta agreed to share what they develop.

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

- Attendance at CAGS, noting he'd largely attended the professional skills development area and that McMaster was well positioned in its focus on increasing skills development for graduate students;
- The success of the annual EGS Metric conference;
- Work on two policy revision committees: revisions to Ph.D. supervisory policy and post-doc policy with representatives from SGS and each of the six faculties.

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

- The upcoming book publishing workshop with two senior editors from UBC press on Wednesday November 23rd.

In his absence Dr. Verma (Faculty of Business) submitted a report on the following items:

- IQAP reviews were conducted for the PhD Program and Master of Finance Program.
- Quality Assurance review was completed for the Graduate Diploma in Professional Accountancy Program.
- DeGroote is undergoing a Strategic Planning exercise.
- Several consultations with stakeholders have taken place over the past 10 months.
- 2 town hall events took place on November 7th and November 9th to share the Mission and Vision Statements, and the 5 priority areas with internal stakeholders (faculty; staff; and students). High participation was noticed, and excellent feedback was provided.
- The leadership team will synthesize the feedback and develop key action items in support of the identified initiatives.

- The MBA Program celebrated the 60th Anniversary on November 2nd at Liuna Station attended by alumni from the early 70's. The event was a huge success, and showcased the prominence of the MBA Program.
- PhD Awards night is scheduled for December 15th. Students will be recognized for their academic success, publications, leadership and community engagements

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:

- Work on enhanced financial reporting on offers from Slate;
- Early work on an equity census at the point of application, noting a similar exercise is underway for undergraduate applications;
- Two major projects: the financial database and Records system improvements, noting they're exploring the context at other Peoplesoft institutions.
- Preliminary government count numbers expected first week of December.

VI. Faculty of Social Sciences Graduate Curriculum and Policy Committee report

Dr. Health presented the following changes for approval:

- Public Policy proposed a small change to calendar copy to add language to clarify course requirements;
- Religious Studies – proposed the following:
 - An MRP option which would be one year in length, in line with other departments in Social Sciences, allow students the same option in that area
 - A minor modification to requirements for MA program to remove the breadth requirement, wasn't doing what it was intended to do for MA thesis and also doesn't make sense with the new MRP;
 - A change to field and area name to better reflect the work done in those disciplines;
 - And the addition of new area to highlight work done in the program already.

A member noted some of the course evaluations in the for-information were short on detail.

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

The motion was **carried**.

VII. New Award

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

The motion was **carried**.

VIII. Certificates, Diplomas & Microcredentials Policy Draft (For Discussion)

Dr. Thompson presented the policy, acknowledging the hard work of everyone involved in visualizing what microcredentials would be for McMaster University. The revisions to the existing Certificate and Diploma policy adds a policy framework to the concept of microcredentials. They are primarily looking at something that's short in duration but which involves an evaluation that would be considered credible and impactful. A key element is that it's recognizable to public as a self-contained entity.

He highlighted that there would be two types of microcredentials:

- Academic, noting these will show up on transcript and are expected to flow through same process as courses and programs, including committees already in place to evaluate. These microcredentials can be stackable.
- Non-academic, noting the need to ensure there is a review process to ensure brand and reputation is in place. They will be forwarded to a new office under Kim Dej, where the offers will be administered. There will be a new committee which will be responsible for oversight and approval.

Members discussed changes to the policy from where the ad hoc committee left off, with Dr. Thompson noting that the main change from the recommendations from that group was to revamp the Certificates and Diplomas Committee. Members discussed where that committee would sit and sharing the draft policy outside of Graduate Council.

In response to a question about OSAP eligibility Dr. Thompson noted that they'd been careful to make sure that microcredential definition they're using would be OSAP eligible. He agreed to double-check the wording.

Ms. Baschiera highlighted some of the work that's happening in parallel to the policy development including tuition arrangements and stacking.

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on October 20th the Faculty of Engineering Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved by the Faculty of Engineering.

For Approval of Graduate Council:

- i. **Chemical Engineering**
 - 1. **Addition of Part-time Option**

- ii. **Electrical and Computer Engineering**
 - 1. **Addition of Optional Scheduled Break**

For Information of Graduate Council:

- i. **Engineering Physics**
 - 2. **Change to Course Title**
 - a. 726 Optoelectronic Device Physics
 - 3. **Change to Course Description**
 - a. 6D04 Nuclear Reactor Physics
 - b. 6S04 Lasers and Electro-Optics
 - c. 6Z04 Semiconductor Manufacturing Technology

- iii. **Computing and Software**
 - 1. **Course Cancellation**
 - a. 757 Modern Software Technology for eHealth

- iv. **Mechanical Engineering**
 - 1. **New Course**
 - a. 777 Cognitive Systems Theory

Recommendation for Change in Program Requirements/Procedures

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department: Chemical Engineering

Name of Program and Plan: Chemical Engineering Research Program M.A.Sc

Degree: M.A.Sc

Nature of Recommendation (Please complete appropriate field(s))

Is this change the result of an IQAP Review: Yes ☐ No ☒

Creation of New Milestone ☐

Change in Admission Requirements ☒

Change in Comprehensive Examination Procedure ☐

Change in Course Requirements ☐

Change in the Description of a Section of the Graduate Calendar ☒

Please explain: Detailed changes are shown below

Other Changes ☐

Please explain:

Describe the existing requirement/procedure:

A candidate is required to complete successfully at least three one-term courses, at least two of which should be at the 700-level. One non-technical course at the 600- or 700-level may be selected (upon written approval from the Supervisor) among the three required one-term courses. Students are required to present a thesis, which constitutes an original contribution to chemical engineering. The thesis must be defended in an oral examination. Completion of the M.A.Sc. thesis typically requires six terms of full-time study.

Provide a detailed description of the recommended change:

The new part-time M.A.Sc program will allow the student enroll in our M.A.Sc program on a part-time basis. To receive the M.A.Sc degree, the student will still need to meet all the existing requirements listed below:

1. Three one-term courses, at least two of which should be at the 700-level.
2. Out of the three required one-term courses, at most one non-technical course at the 600- or 700-level may be selected (upon written approval from the Supervisor).
3. Students are required to present a thesis, which constitutes an original contribution to chemical engineering. The thesis must be defended in an oral examination.
4. Part-time students are not required to register and to attend the CHEMENG700 department seminar courses.

Duration of the program:

Completion of the M.A.Sc thesis typically requires six terms of full time study or nine terms of part time study.

Rationale for the recommended change (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

There are many outstanding students who are based at local companies and are interested in getting a M.A.Sc degree. To them giving up on their current industry position to pursue a M.A.Sc full time would present a significant opportunity cost. We would like to offer them an opportunity to learn about graduate research without having to make this trade off. This will take a high level of commitment on the part of the students but the students who are interested in this program are all highly motivated. In addition, connecting with students working in industry will also provide our department with a stronger industrial connections which could lead to many different opportunities. We believe this is a win-win situation that will provide an opportunity for the students as well as bolstering our research.

Provide Implementation Date: (Implementation date should be at the beginning of the academic year)

September 1st 2023

Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, please explain:

None

Provide a description of the recommended change to be included in the calendar (please include a tracked-changes version of the calendar section affected):

A candidate is required to complete successfully at least three one-term courses, at least two of which should be at the 700-level. At most one non-technical course at the 600- or 700-level may be selected (upon written approval from the Supervisor) among the three required one-term courses. **Students are also required to register and to attend the CHEMENG700 department seminar courses.** Students are required to present a thesis, which constitutes an original contribution to chemical engineering. The thesis must be defended in an oral examination. Completion of the M.A.Sc. thesis typically requires six terms of full-time study.

An Accelerated Option is available to students currently enrolled at McMaster as undergraduate engineering students in the Departments of Chemical Engineering whereby the M.A.Sc. degree may be completed in 16-20 months of full-time study. In exceptional circumstances, students from other Engineering departments in McMaster may apply for entry into the accelerated option by contacting the department's Associate Chair (Graduate). Application for entry into the Accelerated Option occurs in the penultimate year of undergraduate studies. Applicants must have maintained a minimum CGPA of 9.5 for their undergraduate course work with a sessional average of 10 at the time they are applying for the option. The Accelerated Option requires students to complete at least one term of their research project with a supervisor from the department prior to completion of their undergraduate degree. A one-term 600 level course is required under the Accelerated Option in the final undergraduate year for graduate credit provided it is listed within the department. Entry into the M.A.Sc. program under the Accelerated Option must occur less than one year upon completing one's undergraduate degree and must meet the same requirements for admissions as other candidates.

A Part-time Option is available to students who would like to pursue graduate study on a part-time basis. To receive the M.A.Sc degree, students will still need to meet all the standard requirements of the M.A.Sc degree. Completion of the M.A.Sc thesis typically requires six terms of full time study or nine terms of part time study. Part-time students are not required to register and to attend the CHEMENG700 department seminar courses.

Contact Information for the recommended change:

Name: Boyang Zhang

Email: zhangb97@mcmaster.ca

Date Submitted: September 30, 2022

Recommendation for Change in Program Requirements/Procedures

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department: Electrical & Computer Engineering

Name of Program and Plan: Electrical & Computer Engineering

Degree: Masters of Engineering

Nature of Recommendation (Please complete appropriate field(s))

Is this change the result of an IQAP Review: Yes ☐ No ☒

Creation of New Milestone ☐

Change in Admission Requirements ☐

Change in Comprehensive Examination Procedure ☐

Change in Course Requirements ☐

Change in the Description of a Section of the Graduate Calendar ☒

Please explain:

The proposed change is to permit an optional scheduled break in the Spring/Summer term

A repeated-word typo in the Required Courses section also needs to be corrected.

Other Changes ☐

Please explain:

Describe the existing requirement/procedure:

Currently the program description in the Graduate Calendar does not allow for a scheduled break.

Provide a detailed description of the recommended change: We wish to allow an optional scheduled break.

Rationale for the recommended change (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

ECE typically does not offer many (or any) regular lecture-based courses during the Spring/Summer Term, but a subset of MEng students take the ECE 701 MEng project course + the ECE 790 Communication Skills course during the summer, and students sometimes take courses outside of ECE over the summer. Therefore, we would like to offer an optional scheduled break in the Spring/Summer term only.

Provide Implementation Date: (Implementation date should be at the beginning of the academic year)

May 2023

Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, please explain:

Provide a description of the recommended change to be included in the calendar (please include a tracked-changes version of the calendar section affected):

M. Eng. Degree

Required Courses

A candidate is required to successfully complete a program of seven graduate half courses (or equivalent), of which at least four must be 700-level courses within ECE. The three remaining courses may be taken as 700-level courses outside of ECE and/or up to two 600-level courses within ECE with prior approval ~~approval~~ by the department. Up to two 600-level ECE courses can be taken in the final undergraduate year at McMaster for graduate credit. All courses toward the M.Eng. degree in ECE may be taken on a part-time basis.

Optional Scheduled Break

Students in the M.Eng. Program in ECE may apply for a scheduled break of one term per academic year in the Spring/Summer term only.

Contact Information for the recommended change:

Name: Ian C. Bruce

Email: brucei@mcmaster.ca

Date Submitted: October 12, 2022

December 2022 Graduate Council

New Awards for Approval

Name of Fund: The CHEPA Doctoral Research Scholarship

Terms of Reference for Fund:

Established in 2022 by David Feeny and George Torrance, founding members of the Centre for Health Economics and Policy Analysis (CHEPA). To be awarded by the School of Graduate Studies to doctoral students enrolled in any program, who are conducting research under the supervision of faculty members belonging to CHEPA and who demonstrate academic and research excellence. The scholarship will support PhD students who have successfully completed their comprehensive examinations. Preference will be given to students with research interests that include health-related quality of life, health technology assessment, health economics, health services research, or health policy.

Name of Fund: The Kim and Tim Nolan SAS Graduate Student Award

Terms of Reference for Fund:

Established in 2022 by Kim (Class of 2004 and 2009) and Tim Nolan (Class of 1986 and 2004). To be awarded by the School of Graduate Studies to graduate students who demonstrate academic excellence, are enrolled in a Social Sciences program, and who are registered with Student Accessibility Services. Preference will be given to students in the Social Work program.