

To : Members of Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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The next meeting of Graduate Council will be held on **Tuesday February 13<sup>th</sup> at 9:00 am in Council Chambers (GH 111)**

Listed below are the agenda items for discussion.

Please email [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca) if you are unable to attend the meeting.

### A G E N D A

- I. **Opening Remarks**
- II. **Minutes of the meeting of January 16<sup>th</sup>, 2024**  
*Approval*
- III. **Business arising**
- IV. **Report from the Associate Deans, Graduate Studies**
- V. **Report from the Associate Registrar and Graduate Secretary**
- VI. **2024-2025 Sessional Dates**  
*Approval*
- VII. **Faculty of Humanities Graduate Curriculum and Policy Committee Report**  
*Approval*

Tuesday January 16<sup>th</sup> at 9:00 am in Council Chambers (MUSC 311/313)

Present: S. Hranilovic (Chair), S. Hanna, M. Verma, M. Horn, M. Heath, M. Thompson, L. Dondi, X. Li, A. Prasad, J. Kish, M. Gough, D. Trigatti, N. Carter, K. Beatty, J. Antwi-Boasiako, L. Parker, N. Wagner, T. McDonald, L. Side, C. Ching, W. Liao, C. Bryce (Assistant Graduate Secretary), S. Baschiera (Associate Registrar and Graduate Secretary)

Regrets: B. Newbold, T. Chamberlain, C. Di Maria, A. Ammar

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### **I. Opening Remarks**

Dr. Hranilovic reported on the following items:

- The status of the task force report, noting it was coming soon;
- A report from the Government of Canada's standing committee on Science and Research, including 6 key recommendations.

Members discussed the new IRCC requirements and conflicting information available.

### **II. Minutes of the meeting of December 5<sup>th</sup>, 2023**

It was duly moved and seconded, **'that Graduate Council approve the minutes of the December 5<sup>th</sup>, 2023 meeting, as circulated with the correction to the attendance noted.'**

The motion was **carried**.

### **III. Business arising**

Ms. Side provided an update per the discussion at the last meeting on how the tri-agencies allocate quotas for doctoral competitions. For SSHRC the formula to calculate an institution's quota is based on the institution's average performance during the past three competition years, multiplied by a factor of 1.94. The minimum quota is 3 applications. For CIHR the formula to calculate an institution's quota is based on the institution's average performance. The number of candidates receiving awards in these three competitions (2020-2021, 2021-2022, 2022-2023) is multiplied by a factor of 3.649. The minimum quota is three applications. She noted the final NSERC details were to be confirmed.

### **IV. Housing and Conference Services – Discussion**

Mr. Kevin Beatty provided an updated on the status of the graduate residence, including the state of amenities, water issues and rent reductions.

Members discussed the need for transparency and communication for current and new tenants, issues with service staff entering units and health and safety issues, including construction noise. Mr. Beatty highlighted some initiatives for communication and quiet study space and work with the construction partner to smooth out issues with scheduling.

Members also discussed the general timeline for completion and the new undergraduate residence and future plans in light of lessons learned.

### **V. Report from the Associate Deans, Graduate Studies**

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

- Concern within the Faculty regarding the new Federal government requirements;

Members discussed resources for international students regarding renewing study permits and other immigration questions as well as the context for Ph.D. students running out of funding.

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

- An update on student membership to Graduate Council from the Faculty, noting a new member would be in place shortly.

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

- The development of a graduate student association within the Faculty.

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

- Discussions around the development of a graduate student association in the Faculty;
- The strategic alignment fund initiative to review shortening the Ph.D. noting they're on track for recommendations to Graduate Council next fall.

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

- The Faculty is monitoring application numbers.

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

Ms. Baschiera reported on the following items:

- Work on policy renewal;
- An iThenticate reminder.

Members discussed iThenticate, including the options for hard delete and communication to stakeholders.

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

Dr. Thompson reported on the items for approval, noting regular course requirement changes and highlighting the eHealth change particularly. He noted the program includes three participating Faculties and that the curriculum proposal is to replace a scholarly paper with a capstone course.

He also highlighted a change to course mode of delivery for UNENE, noting they're piloting this and working on security issues with the program ahead of bigger change for the program.

Members discussed the removal of the requirement for SEP 771. In response to a question about program learning outcomes Dr. Thompson noted that workshops will still be held and there are now courses embedded in each program on professional skills development.

It was duly moved and seconded, **'that Graduate Council approve, for recommendation to Senate as appropriate, the changes proposed by the Faculty of Engineering, as described in the documents.'**

The motion was **carried**.

**VIII. New Awards and Award Term Changes**

Ms. Side noted that one of the new awards (The Don Morrison Scholarship) had previously been submitted for Graduate Council review in March 2023. The terms were not approved at that time, pending a review and endorsement of the language from the Equity and Inclusion Office. The revised and endorsed terms were submitted for approval.

Members discussed the process for reviewing award terms.

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

The motion was **carried**.

# Sessional Dates ~~2023~~2024-~~2024~~2025

DEADLINE DATES FOR GRADUATE PROGRAMS	FALL TERM	WINTER TERM	SUMMER TERM
	September - December <del>2023</del> <u>2024</u> September - October, <del>2023</del> <u>2024</u> (1HF) November - December <del>2023</del> <u>2024</u> (2HF)	January - April, <del>2024</del> <u>2025</u> January - February, <del>2024</del> <u>2025</u> (1HF) March - April, <del>2024</del> <u>2025</u> (2HF)	May - August, <del>2024</del> <u>2025</u> May - June <del>2024</del> <u>2025</u> (1HF) July - August <del>2024</del> <u>2025</u> (2HF)
On-Time Registration	Tuesday, <del>June 25</del> <u>July 4</u> to <del>Tuesday</del> <u>Thursday</u> , August 1	Thursday, November <del>23</del> <u>21</u> to Thursday, December <del>7</del> <u>5</u>	Thursday, March <del>28</del> <u>27</u> to Thursday, April <del>14</del> <u>10</u>
Class Start Dates *	Classes begin on or after September 1, <del>2023</del> <u>2024</u> - check with program for details	Classes begin on or after January 2, <del>2024</del> <u>2025</u> - check with program for details	Class start dates vary - check with program for details
Late Registration (late fees apply)	August 2 to September 6	December <del>8</del> <u>6</u> to January 2	April <del>12</del> <u>11</u> to April <del>27</del> <u>25</u>
Final Dates to Add Courses:			
Multi-term Courses	September <del>22</del> <u>20</u>		
Single-term or 1HF Courses	September <del>22</del> <u>20</u>	January <del>19</del> <u>24</u>	May <del>19</del> <u>9</u>
2HF Course	October <del>20</del> <u>18</u>	February <del>23</del> <u>28</u>	June <del>24</del> <u>20</u>
Final Dates to Drop Courses: **			
Multi-term Courses	February <del>23</del> <u>21</u>	July <del>26</del> <u>25</u>	
Single-term Courses	November <del>10</del> <u>8</u>	March <del>15</del> <u>21</u>	July <del>12</del> <u>11</u>
1HF Courses	October <del>6</del> <u>4</u>	February <del>9</del> <u>7</u>	June <del>6</del> <u>7</u>
2HF Courses	December <del>8</del> <u>6</u>	April <del>5</del> <u>4</u>	August <del>21</del> <u>21</u>
Final Dates to Submit Grades:			
Multi-term Courses		May 1	September 1
Single-term Courses	January <del>5</del> <u>3</u>	May 1	September 1
1HF Courses	October <del>20</del> <u>18</u>	February <del>23</del> <u>21</u>	September 1
2HF Courses	January <del>5</del> <u>3</u>	May 1	September 1

Final Date to Submit Results of Incomplete (INC) Grades for Previous Term with Permission of Associate Dean	March <del>13</del>	July <del>54</del>	November <del>13</del>
Deadline for Term Work to Be Submitted	December 22	April 26	August 30

## Thesis

	FALL <del>2023</del> 2024 Convocation	SPRING <del>2024</del> 2025 Convocation	FALL <del>2024</del> 2025 Convocation
Final Date to Initiate Thesis Defence in Mosaic***	June <del>23</del> 21	January <del>19</del> 17 (Health Sci.) February <del>27</del> (All others)	June <del>24</del> 27
Final Date to Submit Master's Theses to Departments (Prior to Defense)	August <del>42</del>	March <del>13</del>	August <del>21</del>
Final Date to File Theses with Graduate Studies and Complete Degree Requirements****			
- Faculty of Health Sciences	September <del>29</del> 27	April <del>54</del>	September <del>27</del> 26
- All Other Faculties	September <del>29</del> 27	April <del>26</del> 25	September <del>27</del> 26

The University welcomes and includes students, staff, and faculty from a wide range of cultural, traditional, and spiritual beliefs. As per the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances, the University will arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays. For more information, please refer to <https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-Observances.pdf>

Graduate students may only enroll in undergraduate courses with the approval of their supervisor or graduate program. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate calendar. Graduate students will be graded under the graduate grading scale.

Programs may establish earlier deadlines to add/drop courses but these dates must clearly be communicated to students. Students taking courses outside of their home program of study, must follow the rules of the program in which the course is offered. Please note that the last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.

\*The precise dates of commencement of courses are determined by the program; students are urged to contact their program for details. SGS maintains the 13-week graduate instruction period; however, if a course does not fall into the traditional 13-week period, the graduate program will inform students of important dates and deadlines in the course syllabus. There is no official fall break or reading week for graduate students (except MBA). Students should check with their program and their course instructor(s) as to whether classes will be held during these periods. Please see

sections 1.3 (Responsibilities of Graduate Students to the University) and 2.5.8 (Vacations) of the calendar for more information.

\*\*All courses on a student's record after these dates will require a grade. Exceptions require submission of a [Late Add Form](#) ~~a In-Program Request Form~~. Graduate programs may establish earlier deadlines for completion of course work and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes known to the class the methods by which student performance shall be evaluated.

\*\*\*Please note the following black-out periods in which standard Ph.D. defences cannot be scheduled: December ~~16<sup>th</sup>~~ to January ~~10<sup>th</sup>~~ inclusive and August ~~18<sup>th</sup>~~ to ~~22<sup>nd</sup>~~ inclusive. Please refer to the SGS website for information about the timeline for scheduling your defence with these dates in mind.

\*\*\*\*A final thesis is the corrected, approved version of the thesis which is uploaded to MacSphere following the Final Oral Examination. Note there is no grace period at the end of December or April for final thesis submission and completion of degree requirements.

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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Via e-ballot on December 11<sup>th</sup> the Faculty of Humanities Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were submitted for approval by the Faculty of Humanities.

**For Approval of Graduate Council:**

- **Communication Management**
  - **Change to Participating Institutions**



**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**Please read the following notes before completing this form:**

1. This form must be completed for all changes involving degree program requirements/procedures. All sections of this form must be completed.
2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>		Communication Studies and Media Arts	
<b>NAME OF PROGRAM and PLAN</b>		Master of Communications Management	
<b>DEGREE</b>	<b>MCM</b>		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input checked="" type="checkbox"/>			
<b>Change in Admission Requirements</b>	<input type="checkbox"/>	<b>Change in Comprehensive Examination Procedure</b>	<input type="checkbox"/>
<b>Change in the Description of a section of the Graduate Calendar</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> In early 2023, our long-time academic partner, Syracuse University informed us that they were no longer interested in continuing our nearly 20-year academic partnership. This decision was shared with our department, faculty and SGS leadership. We informed the Quality Council in the spring of this proposed change and believed that it would only require a major modification. The decision by	

		<p>Syracuse to end the partnership would have no impact on our delivery of the program.</p> <p>In June 2023 we were informed by Quality Council that they reviewed our submission and agreed that this was only a major modification to be approved through McMaster's internal governance process to the end of the previous sentence.</p>
<b>Other Changes:</b>	x	<p><b>Explain:</b></p> <p>Removing “In partnership with Syracuse University” from the MCM diploma parchment. Providing the major modification is approved through the curriculum governance processes, this change to parchment will be submitted for review by McMaster’s ceremonials committee.</p>
<p><b>Describe the existing requirement/procedure:</b></p> <p>Since our first graduating class (2010) all MCM graduates have a notation on their diploma that their McMaster degree was in partnership with Syracuse University. All remaining students, including those that entered the program in October 2022, will have continue to have this notation on their diploma. Students who were admitted in 2023 and entered into the program in October 2023 will not have this notation on their diploma.</p>		

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

Current SGS [website copy](#) for Communications Management:

The Master of Communications Management is a partnership degree offered by McMaster University and Syracuse University for professionals in the areas of public relations, public affairs, government communications, government relations, health communications, community management, community engagement, public participation, advocacy, stakeholder relations, consulting and communications management. The degree combines the academic and professional expertise of three academic units (CSMM, DeGroote School of Business and the S.I. Newhouse School of Public Communications) to offer Canada’s only communications management graduate program.

Recommended revised copy:

The Master of Communications Management is a part-time degree offered by Department of Communication Studies & Media Arts for working professionals in the areas of public relations, public affairs, government communications, government relations, health communications, community

management, community engagement, public participation, advocacy, stakeholder relations, consulting and communications management. The degree combines the academic and professional expertise of communications, business, leadership, ethics and digital analytics to offer Canada's only communications management graduate program.

**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?):**

While it is disappointing with the end of this nearly 20-year relationship, there is no impact to the PLOs or the programs positionality within the Department.

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

Given that Syracuse set the deadline for the termination of the partnership at 30 June 2023, we proposed to the Quality Council that the changes be effective for Fall 2023.

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

There are no changes to the program or the curriculum as a result of this change.

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

One recommended change to the calendar copy under the electives section:

(During the ~~second~~ **winter** term, students will vote for a total of three electives, which will be offered in the ~~third~~ **summer** term subject to the availability of instructors; ~~taught by faculty from either Syracuse or McMaster faculty~~).

**Contact information for the recommended change:**

Name: Dr. Terry Flynn Email: tflynn@mcmaster.ca

Date submitted: 1 November 2023

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)