

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 September 17<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. **Graduate Council Overview**
- III. **Minutes of the meeting of May 14<sup>th</sup>, 2024**  
*Approval*
- IV. **Business arising**
- V. **Report from the Associate Deans, Graduate Studies**
- VI. **Report from the Associate Registrar and Graduate Secretary**
- VII. **New Awards and Changes to Award Terms**  
*Approval (new awards only)*
- VIII. **Faculty of Health Sciences Graduate Policy and Curriculum Committee Report**  
*Information*
- IX. **Teaching and Learning Professional Development Opportunities for Graduate Students**  
*Information*

Tuesday May 14<sup>th</sup> at 9:00 am in Council Chambers (GH 111)

Present: S. Hranilovic (Chair), M. Heath, M. Thompson, S. Hanna, M. Horn, B. Newbold, M. Verma, B. Milliken, D. Trigatto, N. Carter, X. Li, T. Chamberlain, E. Grodek, M. Pham, J. Antwi-Boasiako, L. Kayassi, N. Wagner, M. Gough, Y. Berson, K. Bhatta, L. Side, K. Dej, L. Goff, C. Bryce (Assistant Graduate Secretary)

Regrets: S. Baschiera, D. Emslie, L. Parker, T. McDonald, C. Ching, A. Prasad, C. Biruk, K. McCallum

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### **I. Opening Remarks**

Dr. Hranilovic highlighted the following items:

- An extraordinary time on campus, noting the exercise in freedom of expression ongoing and highlighting Dr. Farrar's letter;
- The upcoming Convocation season.

### **II. Minutes of the meeting of April 16<sup>th</sup>, 2024**

It was duly moved and seconded, **'that Graduate Council approve the minutes of the April 16<sup>th</sup>, 2024 meeting, as circulated with two corrections.'**

The motion was **carried**.

### **III. Business arising**

There was no business arising.

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

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

- The award adjustment guidelines for the Faculty are now posted on the Faculty and program websites;

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

- A successful end of the year party for students;
- An upcoming town hall to discuss the adjustment policy and address questions about graduate funding;

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

- A successful research plenary event.

There was no report from Drs. Newbold, Verma and Thompson.

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

There was no report.

## **VI. Graduate Academic Certificate in Teaching and Learning in Higher Education**

Dr. Hranilovic highlighted the discussion from the previous meeting, and the addendum submitted as well as the different committees that approve a new program proposal. He also noted that while Graduate Council is not mandated with reviewing the financial aspects of a new proposal, in the interest of transparency Dr. Kim Dej had been invited to present and discuss the item as the budget envelope sits within her area.

Dr. Dej highlighted the following items relating to the proposed certificate:

- It's the first Graduate Academic Certificate to be offered at McMaster and includes one foundation course and a number of electives, it will be open to McMaster students, those who have graduated, and other learners at different stages of their careers;
- They have already made the decision to close the zero-unit courses, noting it was a budgetary discussion and that they regularly review programming to decide what they can keep;
- While the existing non-academic certificate sat on the transcript, with the new policy, non-academic credentials won't appear on transcript;
- A recognition of the benefit of the non-academic certificate being offered at no cost and noting that the modules would be reformulated into the learning catalog free format that provides more flexibility as it's not constrained by course structure;
- That with the new academic certificate there is a revenue generating opportunity to support additional programming.

Dr. Dej emphasized that while they're losing zero-unit non-academic credentials they will be keeping mandatory and optional TA training along with the free learning catalog that is available to everyone across campus.

In response to a question about non-academic credentials on the transcript Dr. Dej confirmed that nothing would change for students who had already taken it.

Members discussed the governance approval process, the admission requirements, the responsibility of the institution to train students to participate in an academic career, the fee for the certificate on top of existing tuition, and the potential for differential tuition between McMaster students and external students.

In response to a question about supporting teaching and learning for PhD students Dr. Dej noted what MacPherson will continue to offer and highlighted that the new certificate was for someone that wants to do something more in depth on curriculum development and to provide them with an additional credential.

Members and attendees discussed the option for collaborative streams within programs going forward.

Members discussed students currently enrolled in the non-academic certificate, affordability issues, a previous master's degree in education and novel ways to support Ph.D. students.

It was duly moved and seconded, **'that Graduate Council approve, for recommendation to UPC and Senate as appropriate, the Graduate Academic Certificate and related courses, as described in the documents.'**

The motion was **carried**.

#### **VII. Spring 2024 Graduands**

It was duly moved and seconded, **'that Graduate Council approve the list of the 2024 Spring Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'**

The motion was **carried**.

#### **VIII. Faculty of Business Graduate Curriculum and Policy Committee Report**

Dr. Verma reported on the following items:

- Changes proposed by the OBHRM area to the Business Ph.D. program, cancelling six existing courses and replacing it with six new courses that represent the redistribution of existing content and related changes affecting other streams in the program.
- The addition of another elective for the eHealth M.Sc. program;
- Updated admission language for the accelerated option in the MBA program regarding B.Tech students;
- An update to the language around TOEFL requirements in light of a new form of testing and increasing the overall required TOEFL score.

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

The motion was **carried**.

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

Dr. Hanna noted the only change for approval was to the calendar copy for MBI, a relatively new program, that just launched in the fall. They proposed a number of adjustments to provide additional context for the program and their calendar requirements.

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

The motion was **carried**.

#### **X. 2024-2025 Graduate Calendar Admin Sections**

Dr. Hranilovic noted that this was the annual review and update of the calendar administrative sections and highlighted some of the changes, including clarity on the modes of defences available, increased distinction between Full-Time Off Campus (FTOC) and vacation, and a change that had been put forward last cycle but turned back at Senate to 2.5.7.

Members discussed how students with disabilities would be affected by the proposed language in 2.5.7. In response to a question Dr. Hanna noted that the duty to accommodate is unaltered by the calendar language and highlighted the importance of Students Accessibility Services (SAS) in this context as well as the fact that having the policy listed provides a framework for them to work within as the student in question moves through their studies. He also highlighted the petition for special consideration as a second path to be utilized.

Members discussed the language as presenting a barrier and not signaling SAS' role, challenges with the SAS office, the importance of clarity in the process, and the context of a student requesting readmission after being withdrawn.

Members discussed the requirement around vacation time, who is required to sign off on it, how much time students are allotted, the relationship with FTOC, whether vacation approval is actually required at all, and potential time to completion issues.

A friendly amendment was proposed striking paragraphs 3 and 4 from section 2.5.8 and to note that it is the supervisor (or supervisory committee in their absence) that approves vacation request in other areas of the calendar where it is mentioned.

It was duly moved and seconded, **'that Graduate Council approve the changes to the administrative sections, for inclusion in the 2024-2025 Graduate Calendar.'**

The motion was **carried**.

#### **XI. New Awards and Change to Award Terms**

It was duly moved and seconded, **'that Graduate Council approve the new awards as described in the documents.'**

The motion was **carried**.

#### **XII. Terms of Reference for Sub-committee on Graduate Financial Support**

Dr. Hranilovic provided a brief overview of the sub-committee terms, noting that it's an outcome of the Taskforce on Graduate Funding. He asked members for their feedback and noted they terms would be coming back for approval at a future meeting of Graduate Council.

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

Dr. Hranilovic highlighted that the reports were the outcome of recent IQAP reviews from the Quality Assurance Committee.

# September 2024 Graduate Council

## New Awards – For Approval

### The Herman Bacchus Bursary in Biology

#### Terms:

Established in 2024, by Herman Bacchus (Class of '74). To be awarded by the School of Graduate Studies, to a student in the Department of Biology who demonstrates financial need. Preference will be given to students studying or researching plants and/or carbon sequestration.

### The Hodgson Family Scholarship for the Study of Languages in Religious Studies

#### Terms:

Established in 2024 by the Rev. Dr. Raymond Hodgson (Class of '66) and the Rev. C. Joyce Hodgson (Class of '67) with the support of their son, the Rev. Raymond A. Hodgson (Class of '05) to acknowledge the impact of the Religious Studies program in their lives, as well as the legacy of their family within the department. To be awarded, by the School of Graduate Studies, to graduate students enrolled in the Department of Religious Studies whose research requires specialized language training, and who demonstrate academic and/or research excellence. Preference will be given to students with research interests that require the study of premodern languages.

## Term Changes – For information only

**Current name:** The Yi MFM International Scholarship

#### Current terms:

Established in 2019 by Chuang Yi MSc (Class of '05) & PhD (Class of '08) to bridge the gap between domestic and international tuition. To be awarded by the School of Graduate Studies, to full-time international students in the Master of Financial Mathematics (**MFM**) program who, on the recommendation of the Department of Mathematics and Statistics, demonstrates excellence in academic achievement.

**Revised name:** The Tom Hurd MFM International Scholarship

#### Revised Terms:

Established in 2019 by Chuang Yi MSc (Class of '05) & PhD (Class of '08) in memory of Professor Tom Hurd in the Department of Mathematics and Statistics in recognition of his work in financial mathematics. To be awarded by the School of Graduate Studies, to full-time international students in the Master of Financial Mathematics (**MFM**) program who, on the recommendation of the Department of Mathematics and Statistics, demonstrates excellence in academic achievement.

#### Reason for Term Changes:

To recognize Professor Tom Hurd in the name and terms of the award.

**Current name:** The Marion Northcott Schweitzer Travel Bursaries

**Current terms:**

Established in 1994 by Marion N. Schweitzer, who is an alumna of the Class of 1933--the first class to have all the courses at McMaster University in Hamilton--in gratitude for the opportunity given her to provide travel bursaries to students enrolled in the Department of English Doctoral program. The travel bursaries will enable students either to engage in research requiring travel or to permit students to deliver papers at academic conferences. The candidates will be selected, and the bursary awarded on the basis of academic performance in the Doctoral program to date. The bursaries will be awarded by the School of Graduate Studies on the recommendation of the Department of English.

**Revised name:** The Marion Northcott Schweitzer Academic Grant

**Revised Terms:**

Established in 1994 by Marion N. Schweitzer, who is an alumna of the Class of 1933, the first class to have all the courses at McMaster University in Hamilton, in gratitude for the opportunity given her to provide academic grants to doctoral students enrolled in the Department of English and Cultural Studies. The academic grants will be awarded by the School of Graduate Studies to students on the basis of academic performance in the doctoral program and who demonstrate financial need.

**Reason for Term Changes:**

Unable to award annually as students are not meeting the combined travel requirements and financial needs of the award as originally established. Also, the name of the department has been updated.

**Current name:** The Fergal P. Mills Graduate Bursary in Health Economics

**Current terms:**

Established in 2023 by Dr. Edward Mills, in loving memory of his brother Dr. Fergal P. Mills. To be awarded by the School of Graduate Studies to graduate students enrolled in the Department of Health Research Methods, Evidence and Impact who demonstrate financial need and are conducting research in Health Economics.

**Revised Terms:**

Established in 2023 by Dr. Edward Mills, in loving memory of his brother Dr. Fergal P. Mills. To be awarded by the School of Graduate Studies to graduate students enrolled in the Department of Health Research Methods, Evidence and Impact who demonstrate financial need. Preference to be given to students with a research background related to health economics.

**Reason for Term Changes:**

To broaden the applicant pool. Research in Health economics was removed from the terms and added as a preference statement.



## **Current name: The Richard J. Haslam Memorial Scholarship**

### **Current terms:**

Established in 2009 by the Haslam family, friends and colleagues on the 40th anniversary of the Medical Sciences Graduate program, to honour the commitment to scientific excellence and to teaching of Dr. Richard J. Haslam during his time at McMaster as a faculty member of the Departments of Pathology & Molecular Medicine and Biochemistry & Biomedical Sciences, and particularly as Chair of the Health Sciences Graduate Programs from 1994-98. To be awarded annually by the School of Graduate Studies to the full-time student **entering year 3** of the Ph.D. Program in Medical Sciences who, in the judgment of the Associate Dean of Graduate Studies (Health Sciences), has demonstrated outstanding scholarly achievement and innovative laboratory-based work in the field of cardiovascular and stroke research.

### **Revised Terms:**

Established in 2009 by the Haslam family, friends and colleagues on the 40th anniversary of the Medical Sciences Graduate program, to honour the commitment to scientific excellence and to teaching of Dr. Richard J. Haslam during his time at McMaster as a faculty member of the Departments of Pathology & Molecular Medicine and Biochemistry & Biomedical Sciences, and particularly as Chair of the Health Sciences Graduate Programs from 1994-98. To be awarded annually by the School of Graduate Studies to the full-time student **who has completed their comprehensive exams in** the Ph.D. Program in Medical Sciences who, in the judgment of the Associate Dean of Graduate Studies (Health Sciences), has demonstrated outstanding scholarly achievement and innovative laboratory-based work in the field of cardiovascular and stroke research.

### **Reason for Term Changes:**

To expand the pool of applicants while maintaining the donor's wishes to honour Richard Haslam by ensuring that the award goes to someone of proven competence and commitment.

## **Raynsford-Eatock Graduate Travel Bursary in Greek Studies**

### **Current terms:**

Established in 2006 in memory of Marilyn Raynsford-Eatock through funds bequeathed by her father, Frederick Raynsford. It is awarded to students enrolled in **a graduate program in Classics** to help support travel costs for research on ancient Greek world, including: participation in archaeological excavations, study programs at foreign schools, intensive summer programs in papyrology or epigraphy, and museum or archival work in specialist libraries. To be awarded by the School of Graduate Studies on the recommendation of the Chair of the Greek and Roman Studies Department.

### **Revised:**

Established in 2006 in memory of Marilyn Raynsford-Eatock through funds bequeathed by her father, Frederick Raynsford. It is awarded to students enrolled in **a graduate program in Greek and Roman Studies** to help support travel costs for research on ancient Greek world, including: participation in archaeological excavations, study programs at foreign schools, intensive summer programs in papyrology or epigraphy, and museum or archival work in specialist libraries. To be awarded by the School of Graduate Studies on the recommendation of the Chair of the Greek and Roman Studies Department.

**Reason for Term Changes:**

The name of the programs have changed from Classics to Greek and Roman Studies

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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At its meeting on June 13<sup>th</sup> the Faculty of Health Sciences Graduate Policy and Curriculum Committee approved the following graduate curriculum recommendations.

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

**For Information of Graduate Council:**

- a. **Medical Sciences**
  - i. **Change to Course Title and Description**
    - 1. **767 Physiology and Pathophysiology of Interstitial Cells of Cajal**
  
- b. **Health Research Methodology**
  - i. **Change to Requisite**
    - 1. **760 Applied epidemiological methods in secondary data analysis**

## Teaching and Learning Professional Development Opportunities for Graduate Students – Update Communication for Graduate Council

In response to the feedback and recommendations from Graduate Council and graduate students, the MacPherson Institute has prepared an update for Graduate Council about the continuation of its teaching and learning offerings for the 2024-2025 academic year including the Teaching and Learning Certificate of Completion.

This communication outlines the courses that will be offered as part of the Teaching & Learning Certificate of Completion, summarizes enrollment data, and includes an overview of the many additional, professional development opportunities designed to support the growth and development of graduate students. The MacPherson Institute remains committed to enhancing teaching and learning at McMaster University by offering a range of courses and resources tailored to meet the needs of our graduate students.

### The Teaching & Learning Certificate of Completion will continue to be offered in 2024-2025

The Teaching & Learning Certificate of Completion requires the completion of two courses as described in [McMaster's Graduate Calendar](#).

Graduate students will be able to register and enrol in 0-unit EDUCATION courses, and upon successful completion of two courses, will be able to earn the Teaching and Learning Certificate of Completion. While there may be less capacity to offer all courses, for the coming year we are committed to offering:

- EDUCATION 640: Essential Theory in Teaching and Learning (0-units) in fall 2024 and winter 2025
- EDUCATIONN 740: Peer-Evaluated Teaching Experience (0 units) in fall 2024
- EDUCATION 751: Principles and Practices of University Teaching (0 units) in winter 2025

There are a few graduate programs that accept EDUCATION 750 (3-units) as part of their course list in the Graduate Calendar. Please see: [Biochemistry Courses](#); [Biology Courses](#); [French Courses](#); [Labour Studies Courses](#). [Communication, New Media and Cultural Studies, Ph.D.](#) lists EDUCATION 750 as a possible inclusion in the student PhD dossier. Students need to request permission of their home department to include the 3-unit EDUCATION 750 in their program of studies.

### How many graduate students have completed the Teaching and Learning Certificate of Completion in recent years?

Approximately 70 graduate students enroll in one or more EDUCATION courses each year with EDUCATION 640 being the most popular course. An average of ABOUT 70 graduate students earn a Teaching and Learning Certificate of Completion each year.

Time period	640	740	750	751	760	770	780
2022-2023	62	26	17	29	17	2	13
2023-2024	71	18	7	19	13	6	8

**Table 2: Number of Graduate Students Awarded a Teaching and Learning Certificate of Completion by Faculty and Totals**

Time period	Bus	Hum	Soc	Sci	HS	Eng	Other	Total
2020-2021	6	7	11	25	14	7	5	75
2021-2022	6	5	11	12	6	16	6	62
2022-2023	10	4	16	19	9	11	9	73
2023-2024	12	7	9	19	10	10	8	75

## What other professional development opportunities does the MacPherson Institute offer for graduate students?

The MacPherson Institute also provides teaching development opportunities for graduate students' who teach or TA a course at McMaster. These opportunities include:

- The TA training program for graduate students who are TAs (part of the mandatory paid TA training agreement with CUPE, Local 3906, Unit 1)
- The MacPherson Institute's Professional Development [Learning Catalogue](#) of over 20 (and more to come!) self-paced professional development modules on a wide variety of teaching topics
- Several focused and intensive workshops including the internationally-recognized [Instructional Skills Workshop](#), the [Course \(re\)Design Workshop](#), and the [Assessment Development Workshop](#).
- Support in [collecting feedback on their teaching](#) via a teaching refinement or teaching observation
- Support in designing and developing Avenue to Learn course shells
- Access to the One Button Video Studio, the Audio Studio, and EdTech Spaces for video production and content creation at the MacPherson Institute
- One-on-one teaching consultations with an Educational Developer
- Teaching guides and resources (e.g., the [McMaster Teaching Assistant Guide](#), [New Instructor Handbook](#), [Learning to Teach Online Course](#))
- Access to the [Educational Developer Fellows Program](#) and the [Students as Partners Program](#) and opportunities to get involved in the [International Journal for Students as Partners](#)