

(Approved October 20, 2010)

## **BROCK UNIVERSITY GRADUATE COUNCIL**

### **Minutes of the Meeting of May 5, 2010 Sankey Chamber 2:00 pm**

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**Present:** D. Antwi-Amoabeng (GSA), K. Arnell, J. Barfoot (for S. Sekel), L. Boldt, D. Butz, M. Connolly, A. Glazebrook, D. Hayes, J. Helleiner, N. Klentrou (SGSC), J. Koustas, L. Kwong (for R. Dimand), J. Leach, B. Minor, J. Novak (for V. Woloshyn), G. Pepper, L. Pidduck, M. Plyley, M. Rose (Chair), S. Rothstein, D. Samson, B. Seeber., H. Skott-Myhre, C. Ugulini (Admin Support), M. Webber, T. Woodhouse-Gilby (FGS), Wai Kong Yuen (for H. Fukś)

**Regrets:** R. Dimand, T. Dunk, S. Houghten, M. Knuttila, K. Samokhin, S. Sekel, V. Woloshyn

**Programs not Represented:** Biological Sciences, Biotechnology, Computer Science, Earth Sciences, Philosophy, Political Science

Note: Meeting chaired by M. Plyley until Dean Rose's arrival (late due to meeting with OCGS consultants for the PhD Humanities program).

1. Approval of Agenda - **MOVED** (J. Koustas/D. Butz) that the Agenda of May 5, 2010 be approved with the reordering of Items 3, 4, 5 to accommodate Dean Rose's late arrival. **CARRIED**
2. Approval of Minutes of April 14, 2010 - **MOVED** (M. Webber/D. Butz) that the Minutes of the meeting of April 14, 2010 be approved. **CARRIED**
3. Director's Report
  - a) G. Pepper reported that a number of SGSC Faculty Handbook motions have gone to Senate and she will provide details with a follow-up email to GPDs. These include: the proposed wording re: direct admission from BA to PhD; the requested changes regarding evaluation (new Credit/Non-Credit and A+ designation for 90% and above), which will not be implemented until 2011/12. The definition of exceptional admissions was passed with immediate implementation; we can now look at applied degrees from colleges as special admits.  
  
English Language Proficiency - For those going into PhD programs, the requirements have been changed from 3 years of post secondary study in an English speaking institution to 2 years of post secondary study.
  - b) International Entrance Bursary – The application for this new bursary is on the faculty and staff section of the Grad Studies website. Thirty \$3,000 awards (\$1000/term) will be allocated. Each faculty has been given a quota, and applications will be reviewed by a faculty adjudication committee. This bursary is limited at this time to funded students.

- c) G. Pepper introduced Tammy Woodhouse-Gilby, FGS Recruitment Officer, who provided an update on Fall Preview Day and Spring Open House.

Fall Preview Day, November 7, 2010 - Itinerary for Faculty of Graduate Studies

12:00-1:00 pm – Pond Inlet (mingling with GPD's, Dean of Graduate Studies welcome, food/beverages)

1:15 pm – Academic South - presentation by Charlotte Sheridan

1:00-4:00 pm – The Marketplace – FGS and the GSA booth (GPDs have the option to participate by sharing a table with UG counterpart)

Spring Open House is scheduled for March 6, 2011. Details to be confirmed

#### 4. GSA Report

Dean Rose introduced the new President of the GSA, PhD Biology student Daniel Antwi-Amoabeng. Daniel reported that eight students had requested the \$25.00 food vouchers within the first five days of the emergency grocery voucher program which has been introduced by the GSA for the period May 1 – August 31. Daniel also reported that for a small fee, graduate students will be entitled to use of recreation facilities and have access to the Zone.

#### 5. Business Arising from the Minutes

- a) Mapping the New Knowledges Conference – Dean Rose reported the full day oral sessions and poster presentations (April 22) went very well this year. There was very good student turnout and good audiences for both presentations and posters. Cheryl McCormick did an excellent brief plenary address. Very positive buzz and positive feedback was received. All credit goes to the conference organizing committee, and particularly Mike Plyley and John McNamara who did the lion's share of the work. Also: Ellen Robb, GSA; Carolyn Mullin, Research Services; Heather Junke, Communications FGS; Amy Blake, Research Services; Cathy Ugolini, FGS; Gail Pepper, FGS.
- b) Dean Rose provided a reminder of the Graduate Student and Donor Recognition event next week on May 11, 10 to noon in Pond Inlet. We would like to see as many GPDs there, or other representatives of each program, as possible. Unfortunately the program will not be able to include the names of SSHRC Master's or OGS award winners because they haven't yet been announced. Our print program indicates that these will be posted on our website as soon as we receive news about them. Next year's event will be scheduled later in May. [Note: the OGS awards announcement came through and the names were added to the program at the last minute, before it was printed.]
- c) Dean Rose has had no word on extra GAships that may be available to support admissions where programs can take in more graduate students but have no TAships to offer them. She has met with the Provost and he is to take her request to the budget committee meeting next week.

#### 6. Dean's Report

- a) Dean's Update for May will not be ready until after the May 11 Awards and Donor Recognition event, so there is no written report today.

- b) Appraisals: the three remaining appraisals for this year are wrapping up. English consultants were here last Thursday and Friday; Philosophy reviewers Monday and Tuesday; Humanities PhD consultants yesterday, Tuesday, overlapping with Philosophy, and today. Next year, under new OUCQA review process, two “cyclical” (new term for periodic) appraisals are scheduled: Classics MA and PhD Educational Studies, joint program with Lakehead and Windsor. Dean Rose is to meet with each in May/June for an “orientation” and to begin planning. [Note: a correction – the PhD Educational Studies review is scheduled for ’11-’12, according to P. Beard and G. Finn.]
- c) Website: Now that it is Spring term, we are returning to the work of upgrading our website and Heather Junke will be helping us with this over the spring/summer period. Of great importance is getting the Grad Admin section updated and ensuring that it is highly usable for GPDs and grad faculty. We’ve discussed asking some focus groups to test drive the entire FGS site once the grad admin section is fleshed out and new material added (yourselves, students, admin staff), so that we can ask for suggestions for improvements re: information that is there, information that is not, and whether things can be found quickly enough when information is needed.
- d) Work is ongoing on Direct Admission to PhD programs from Bachelor’s degree where programs find this appropriate and can make the case for this kind of exceptional admission. The language reflecting such admissions (two sentences) was sent back to the SGSC by Senate at its last meeting, and the following revised language will be taken to Senate next week: **In exceptional circumstances, a student may be admitted directly to Doctoral studies with a four-year honours Bachelor’s degree, or the equivalent; his or her academic standing and research potential must be demonstrably commensurate with readiness for doctoral study.**

So far as procedures are concerned, we need to think further about what happens when a student is admitted to the PhD track without a Master’s degree and then is assessed a year or two into the program as unable to complete this degree. The Dean’s own recommendation is to follow Queen’s practice in this: the student must apply to a Master’s program and be admitted by the program’s admissions committee with a clear indication of what counts towards the Master’s and what must still be completed; as well the remaining terms of funding (which will be at the master’s level) must be spelled out. There are issues which will need to be discussed by SGSC such as at what point the program will decide the student cannot continue.

- e) Fulbright Information: brochures circulated for GPDs information.

## 7. Discussion Items

- a) Draft IQAP Document has been circulated. The final version is being prepared and will go forward to Governance for approval at Senate. A new Senate Committee, the Academic Review Committee will oversee academic reviews beginning next year. Dean Rose would like to see new program reviews remain with the Dean of Graduate Studies. Various concerns were raised with regard to the draft IQAP document, and Dean Rose asked that these be emailed to her to forward to the Associate VP Academic.
- b) Provost’s Ad Hoc Advisory Committee on Graduate Studies:

Being fairly new to Brock University, Provost and VP Academic Knuttila has decided to convene a review of Graduate Studies to determine such issues as how Graduate Studies has developed over the years, the funding model, the governance model (does Graduate Council work?), the role of SGSC, the role of GPD.

The following Committee has been struck with one representative from each academic Faculty, GSA, Dean of Graduate Studies and the Provost: Murray Knuttila, Marilyn Rose, Nota Klentrou, Danny Cho, Coral Mitchell, John Sivell, Kirill Samokhin, John McNamara, Ellen Robb. The Committee will prepare a report which will assist the Provost in profiling the position of the Dean of Graduate Studies, since Dean Rose's term ends on June 30, 2011.

As a member of that committee representing the grad sector, Dean Rose is setting up three meetings for consultations with GPDs who would like to meet with her to share their ideas so that she carry them forward to the committee. Meetings have been scheduled for Tuesday May 25 9-10 a.m.; Wednesday May 26 9-10 a.m.; Wednesday May 26, 10-11 a.m. Further meetings will be arranged if needed.

- c) First Draft Status: The draft document noting comments received was circulated. Dean Rose extended special thanks to the grad program in Chemistry for their comments and assistance with this item. Further comments should be forwarded to the Dean prior to the next meeting of SGSC. Dean Rose will forward the document to SGSC for comment and we will place the information on the grad website under the Grad Admin/Faculty and Staff tab.

8. Other Business – none

9. Adjournment

The meeting adjourned at 3:30 pm.