

(Approved November 24, 2010)

BROCK UNIVERSITY GRADUATE COUNCIL

Minutes of the Meeting of October 20, 2010 Sankey Chamber 2:00 pm

- Present:** D. Antwi-Amoabeng (GSA), K. Arnell, J. Atkinson, R. Beatty (for R. Kuchapski), M. Berman, B. Butryn (for S. Sekel), D. Butz, L. Duhaime, C. Federici (for C. Santos), M. Feldman, M. Hennigar, S. Houghten, I. Makus, J. Mercier, C. Merriam, B. Minor, T. Ogwang (for R. Dimand), R. Parker, G. Pepper, M. Plyley, M. Richards, M. Rose (Chair), S. Rothstein, K. Samokhin, D. Samson, S. Tilley, C. Ugulini (Admin Support), M. Webber, John Yuen
- Guests:** P. Beard, Katerina Gonzalez
- Regrets:** J. Allard, F. Fueten, D. Hayes, R. Kuchapski, C. Santos, S. Vint
- Programs not Represented:** Applied Linguistics, Child & Youth Studies, Earth Sciences, Popular Culture

Dean Rose welcomed members to Graduate Council and introductions took place.

1. Approval of Agenda - **MOVED** (J. Mercier/M. Berman) that the Agenda of October 20, 2010 be approved noting the following under Item 9 – Other Business - (a) Streamlining Thesis Defences as requested by Andy Reynolds. **CARRIED**
2. Approval of Minutes of May 5, 2010 - **MOVED** (M. Plyley/M. Webber) that the Minutes of the meeting of May 5, 2010 be approved. **CARRIED**
3. Business Arising from Minutes

With reference to Item 7(c), First Draft Status, from the Minutes of May 5, 2010, Dean Rose acknowledged that the Graduate Program in Chemistry was particularly helpful in putting together this piece, which will be brought forward to the Senate Graduate Studies Committee. G. Pepper noted that the information will eventually be posted on the Faculty and Staff Section of the FGS website and in the Graduate Calendar for use by students.

Dean Rose noted that under current practices students are expected to finish within one term at the reduced fee. IN gives students 56 days into the next term to complete if need be, but Dean Rose emphasized that this is not automatic, and should be considered an extraordinary exception.

Discussion ensued on the topic of first draft status/continuous fees, including comments such as: it is expected that normally students should be required to finish within their final term, not counting the extra 56 days, which should be extraordinary rather than routine; there should be greater clarity with students regarding the level of completion that is necessary before committees can sign off on first draft status; there is a question of fairness to other students when first draft status is assigned routinely or prematurely; “first draft status” should be renamed for

more effectiveness and clarity; after first draft status is completed, students might pay a reduced fee per term (perhaps greater than the current first draft fee?) until they're done.

ACTION: The Dean will re-circulate guidelines on first draft to members of Graduate Council and forward the document to SGSC for discussion there.

4. Report on CGPSS Survey (Canadian Graduate and Professional Student Survey)

Dean Rose welcomed guests Patrick Beard, Academic Reviews and Planning Coordinator and Katerina Gonzalez of Institutional Analysis. P. Beard provided an overview of the 2010 summary report which was distributed at the meeting and expressed thanks to GPDs for their assistance in ensuring that students participated in this important survey.

Generally speaking, the results were positive. Comparative data has been provided for both the Ontario and Canadian groups. The survey was conducted from January 22 to March 5, 2010 and 718 of 1,572 students participated. Brock's response rate was 46%, over double the rate of 21% in the 2007 survey, also comparing very favourably with the national and provincial rates. P. Beard noted that the undergraduate survey NSSE is more costly and a detailed report is provided, whereas CGPSS receives data which needs to be analyzed. It was also noted that in making comparisons with the Ontario and all-Canada groups, there is a significant difference in the proportions of programs represented, e.g. Brock does not have an Engineering program. SGSC will direct further analysis and publication of the results.

5. Dean's Report

a) Update on Appraisals and Reviews:

Institutional responses for periodic (cyclical) appraisals of the MA in English and MA/PhD in Psychology programs have been submitted and will be placed on the November 1 agenda of the OCGS Appraisal Committee after which we will receive their final decision. Future appraisals will go through the Senate Academic Review Committee (ARC) under our new IQAP (Institutional Quality Assurance Process).

The outstanding report for MAcc, which requires a curriculum review, is due in July 2011. This is expected to be the last review which will go through OCGS. The MA Philosophy report, which is due June 2012, will go through the new ARC review system since OCGS will no longer conduct appraisals; instead they will go to the Quality Council of Ontario (OUQCA). The MA program in Classics will be up for review in 2011 and is currently requesting defined fields, to be in place in time for the upcoming recruitment cycle. This will be discussed at the ARC meeting tomorrow. A letter of intention for a proposal for a new program in the Faculty of Humanities, MA in Drama in Education/Applied Theatre, has been filed with ARC (chaired by the Provost) which will decide whether the proposal can be approved for development and assessment through ARC.

Under development are the Can-Am Studies Joint MA program with University of Buffalo and a PhD program in the Faculty of Business.

Major modifications: Quality Council consists of 8 representatives who have been chosen to work on new program approvals and cyclical appraisals, both undergraduate

and graduate. The Council is looking at IQAPs in enormous detail. One problem is that institutions are not defining particularly well what they would consider to be a new program, nor are major modifications well defined. The internal process at each university must be clear in the definition of new programs, major modifications and fields.

- b) Enrolments: Dean Rose reported that we will provide a detailed report once details are available subsequent to the submission of the Ministry on November 1. On a preliminary basis towards the end of September, it looks as though our overall graduate enrolment will be up slightly. Enrolment planning meetings with individual GPDs and Deans/Associate Deans will be scheduled by the Dean's office for November/December.
- c) Informal lunch meetings geared for new GPDs (though all GPDs are welcome) will be scheduled in early November for those who wish to attend.

6. Director's Report

- a) Website: Over the summer we concentrated on populating the Graduate Administration page of the Faculty & Staff Section of the website. Please review and let G. Pepper know of any information still needed. Graduate Studies ran a focus group for current students and only one student showed up. Please forward any comments on the Current Students site to us. For the Future Students site, changes will continue to be made over the next month or so. We are trying to make the site more user friendly and concise. A compilation video will go up advertising Graduate Studies at Brock.
- b) Recruitment: Tammy Woodhouse-Gilby, our Recruitment Officer, is recruiting across Ontario with Charlotte Sheridan and Trish Finn covering the overlap. Hard copy contact and information cards will be loaded into the EXBU (prospective student) system and shared with GPDs. Please look at your program website and if we can find additional funds, we may be able to provide assistance for enhancing program websites.

We will again be working on program recruitment initiatives with six programs which have been identified for this year. T. Woodhouse-Gilby will be contacting the following programs in November: new PhD in Interdisciplinary Humanities, Biological Sciences, Child & Youth Studies, Social Justice & Equity Studies, Philosophy, and English. Other programs are still welcome to let us know if they need assistance at any time.

- c) International Recruitment: The International Marketing Office will be following up with Vietnam and other areas we have been working with in 10/11.
- d) Admissions review: A thorough Admissions Process review has been occurring with the goal of improving the process. Completed additional information will be provided.
- e) E-Thesis Pilot Project: Graduate Studies, the Library and the Faculty of Applied Health Sciences are collaborating on a pilot project to submit the final copies of their theses electronically. Background material can be found on the Current Students section of the FGS website. Phase 2 of the project will be determined by Senate Graduate Studies Committee, and by 2014 all theses will have to be submitted electronically.

7. GSA Report

- a) Daniel Antwi-Amoabeng reported that GSA has struck a Committee on Bylaws with the purpose of providing clarity around issues. They are trying to model their procedures after other institutions.
- b) Complaints have been received from part-time students with regard to the \$20.00 fee imposed for gym memberships. Many part-time students want to opt out since they cannot use the service, but it is not possible since the fee assigned is based on the entire group of graduate students. Statistics on off-campus students in the MEd program were provided to the GSA President.
- c) Recruitment: A meeting was held with President Lightstone to discuss ways in which the GSA can advertise our programs. The President was very receptive to GSA's idea of promoting Graduate Studies at Brock and the excellent research students are doing at academic conferences all over the world. The President agreed to provide financial assistance to students to travel to conferences where they would promote Graduate Studies with the promotional template which being developed.
- d) GSA Officers and Directors meetings are held monthly.

8. Discussion Items

- a) CGPSS
ACTION: The Dean will request feedback from GPDs with respect to the CGPSS survey summary to forward to SGSC.
- b) I. Makus expressed concern on behalf of the Faculty of Social Sciences over the protection of graduate students' hiring priority during the ongoing contract negotiations.
- c) Priority Items for 2010: GPDs are invited to send their suggestions to Dean Rose as soon as possible.
- d) Streamlining Thesis Defences: GPDs interested in forming a small committee to discuss exit procedures having to do with students' theses, with a view to identifying best practices, are asked to contact Dean Rose as soon as possible.

10. Adjournment

The meeting adjourned at 3:30 pm.