

(Approved January 26, 2011)

BROCK UNIVERSITY GRADUATE COUNCIL

Minutes of the Meeting of November 24, 2010

Sankey Chamber

2:00 pm

Present: K. Arnell, J. Atkinson, D. Butz, R. Dimand, L. Duhaime, C. Federici (also representing C. Santos), M. Feldman, F. Fueten, D. Hayes, M. Hennigar, S. Houghten, R. Kuchapski, I. Makus, J. McNamara, J. Mercier, C. Merriam, B. Minor, R. Parker, G. Pepper, M. Plyley, M. Richards, M. Rose (Chair), S. Rothstein, D. Samson, S. Sekel, S. Tilley, C. Ugulini (Admin Support), M. Webber, John Yuen

Guests: Amy Elder, Kara Hammond

Regrets: J. Allard, D. Antwi-Amoabeng, M. Berman, M. Knuttila, C. Santos, S. Vint

Programs not Represented: English, Philosophy, Physics, Popular Culture

1. Approval of Agenda - **MOVED** (J. Mercier/R. Dimand) that the Agenda of November 24, 2010 be approved. **CARRIED**
2. Approval of Minutes of October 20, 2010 - **MOVED** (C. Merriam/M. Webber) that the Minutes of the meeting of October 20, 2010 be approved. **CARRIED**
3. Business Arising from Minutes
 - a) Dean Rose re-circulated guidelines on first draft status to Graduate Council.
 - b) Appraisals: OCGS final approval was received on November 5 for the periodic appraisals of the MA program in English and the MA/PhD program in Psychology, both receiving classification "of Good Quality," which is the highest rating.

Because the IQAPs have not yet been approved, OCGS will operate until June 2011. Therefore the Classics addition of fields request will go through OCGS and we will hopefully receive approval in early December. The proposal for a new Joint MA in Canadian-American Studies (Brock-University of Buffalo) has been passed through SGSC and will be reviewed by ARC this week, then on to Senate and to OCGS by December 31.
 - c) Informal lunches for GPDs were held on November 12 and November 15. Dean Rose reported that they were sparsely attended, but generated good discussion.
 - d) The Dean had asked for input/feedback on the following:

- CGPSS Survey: Responses received by D. Butz and C. Vint will be forwarded to SGSC who will direct further analysis of the results.

ACTION: In response to a request for a list of participation rates, The Dean will contact Pat Beard, who had indicated that detailed information would be available.

- Exit Procedures: The following GPDs agreed to sit on a Committee to address streamlining of exit procedures: M. Berman, S. Sekel, R. Kuchapski, S. Rothstein, D. Butz, M. Plyley, C. Santos.
- Priorities for FGS this year: The following issues were identified, which the Dean will address:
 - Admissions and funding
 - Graduate Students with Disabilities and Accommodation Policy (this is being addressed by another body)
 - Cross-listing of graduate courses
 - Continue to discuss supporting international students from impoverished backgrounds
 - Scholarship applications for students – streamlining the process

4. Dean's Report

- a) The Dean's Update was circulated with today's meeting materials. Dean Rose acknowledged Heather Junke for her invaluable assistance in producing the monthly updates.
- b) Enrolment planning meetings have been scheduled with each of the graduate programs where we attempt to set achievable targets. Data reflecting past years' patterns will be distributed to programs in advance of their meetings. The Dean and Gail Pepper will be meeting with the President and Vice President Academic next week regarding overall graduate enrolment targets.

5. Guest Presentation by Career Services

Dean Rose welcomed Amy Elder and Kara Hammond of Career Services, who circulated an information package outlining their programs and services. Amy provided an overview of the services offered, which until recently have been undergrad focused. Their services can now be applied to graduate students as well, and Amy has been working with Dean Rose and Gail Pepper to identify the gaps. Many graduate students are looking for careers outside of academia. Career Services has hired an MA student to put together a graduate career resource guide, the draft of which is almost complete. Feedback on the document may be solicited before it is finalized.

Kara Hammond noted that services are completely drop-in; no appointment is necessary. Career Services is located in the Matheson Learning Commons and their services are available to all Brock students and alumni. Services offered include resume and cover letter review, and there are numerous assessment tools available online as well as print versions. Next semester the "order a workshop" option will be available for groups of students who wish to have a specific

workshop developed. Career Services staff is prepared to visit a class to talk about non-academic careers. It was also pointed out that students' research activity can be recorded through Experience Plus.

Dean Rose commended Career Services for their enthusiasm, hard work and resourcefulness.

6. Director's Report

- a) G. Pepper reported that the review of the 2011/12 calendar is going smoothly, with mainly editorial changes to be made. Changes will be taken to SGSC and GPDs will not need to attend meetings this year if the changes are very minor or merely editorial.
- b) Statistics on scholarships will be available soon.
- c) With regard to admissions, we are working on improving the efficiency of the process in our office. An email summarizing the 11/12 process and requested program information will be forwarded in early December.
- d) Tammy Woodhouse-Gilby is starting the recruitment planning meetings with the six identified programs. Again, other programs can request assistance if need be.

7. GSA Report – no GSA representation at today's meeting

8. Discussion Items

- a) Differentiation and Strategic Planning (requested by S. Rothstein)

With regard to a proposal to differentiate among Ontario Universities, information was circulated on behalf of S. Rothstein (www.brocku.ca/webfm_send/14293). Funding will be provided to universities consistent with their strategic plan, and Brock was used as an example of an institution that focuses on undergraduate teaching. S. Rothstein expressed concern that we will have to justify growth in our graduate programs if this report succeeds, and that it is imperative for us to promote and develop our graduate programs. The Dean concurred that S. Rothstein is raising an important set of questions. In ensuing discussion, the general feeling was that graduate studies is being sidelined. We have to demonstrate that we are ready to invest in ourselves.

9. Adjournment

The meeting adjourned at 3:20 pm due to a special meeting of Senate in Sankey Chamber.