

SENATE COMMITTEE ON GRADUATE STUDIES
Minutes of the September 25, 2006 meeting

In attendance: M. Richards (Chair), M. Rose, S. Sadava, B. Jeynes, T. Boak, A. Shome, F. Razavi, M. Kropf, C. Burton, A. Domanski, K. Jaipal-Jamini, G. Pepper.

Regrets: S. Graham.

1. Report of the Chair

- M. Richards welcomed past and new members to the committee.
- The committee met twice over the summer to review calendar copy for two programs approved by OCGS in the spring/summer (Applied Disability Studies and Chemistry). See the minutes of June and August.
- The final report of the committee's work for 2005-06 was reviewed and some of the ongoing issues that the committee expects to deal with in 06/07 were outlined (e.g. cultivating/facilitating a graduate culture, governance structure of graduate studies, Concordia Lutheran Seminary, Proof of English Language Proficiency, etc.)
- Possible other items of interest were identified: graduate space, resourcing of graduate programs, graduate faculty workload, faculty strategic plans.

2. Dean of Graduate Studies Report

- Dean Rose reported that President Lightstone had met with the Graduate Council in August and outlined that he sees as his main task regarding Graduate Studies to ensure that Brock has a quality graduate studies operation. The consolidation of graduate programs is critical. He believes that we will need to grow beyond the number of graduate spaces we have been allotted by the Ministry but that the growth will have to be managed carefully, and the growth should be selective and strategic. Faculty based budget models will be explored.
- Dean Rose also reported that Fall registration has been a combination of web and manual registration this year and we will continue to work to move more of our graduate programs to web registration
- The MSc in Management has been approved by OCGS and this program will commence in the Fall of 2007. The proposals for an MA in Geography and a MA in History have been received by OCGS and consultant visits to Brock are being arranged for November. No additional new program proposals have been received.
- Graduate Studies has worked with a communications consultant over the past six months and new recruitment/communication materials have been developed and will be used in our increased recruitment efforts. We will next review our website for needed improvements and will develop a common top page for all of our graduate programs' websites.
- Ontario universities via an OURA working group are developing procedures and strategies to undertake combined recruiting efforts to

increase the applicant pool to Ontario graduate programs. We will participate in these efforts.

- Dean Rose is a member of the Executive Committee of OCGS for 06/07 and will regularly report on her activities re: this committee.
- Graduate Council's two working groups: 1) Theses & Dissertations and 2) Governance will be wrapping up their work in the next month or so and will submit their reports to Graduate Council and any resulting policy recommendations to the SGSC.
- The Office of the Dean of Graduate Studies is offering workshops for Graduate Program Directors this year and has thus far organized and delivered 1) an orientation workshop for GPD's – A Year in Graduate Studies and 2) Supervising and Monitoring Graduate Students.
- S. Sadava inquired if any work had been done regarding graduate scheduling and the Dean reported that a committee has been struck to examine graduate scheduling issues and will begin meeting mid-October.
- Firstname.lastname@brocku.ca graduate student email addresses will be rolled out approximately mid-October to graduate students.

3. 2006-07 Graduate Calendar Submissions

Studies in Comparative Literature and Arts

- Two course deletions and a course addition due to faculty departures were reviewed.
- It was **MOVED** (Shome/Jeynes) that the changes to the 2006/07 Studies in Comparative Literatures and Arts calendar copy be approved.

CARRIED

4. Senate Graduate Studies Sub-Committees

- M. Rose, M. Richards, P. Jacobs and G. Pepper will meet as the 06/07 Library Resource Sub-Committee.
- M. Kropf, K. Jaipal-Jamini, M. Richards, A. Domanski and G. Pepper will meet as the 06/07 Graduate Calendar Review Sub-Committee. S. Graham the second student SGSC representative will also be asked to participate.
- M. Rose, A. Shome, C. Sheridan and G. Pepper will continue to meet as the 06/07 Awards Sub-Committee.
- All sub-committees will report on a regular basis to the Senate Graduate Studies Committee.

5. Faculty Handbook

- One of the major pieces of work that the Senate Graduate Studies Committee will undertake this year is a revision and update of the Graduate Studies section of the Faculty Handbook.
- G. Pepper will prepare the sections for the consideration and review of the committee. We expect this work to commence in October or November.

The meeting was adjourned.