

**SENATE GRADUATE STUDIES COMMITTEE**  
**Minutes of April 2, 2007 meeting**

In Attendance: S. Sadava, M. Richards, M. Rose, B. Jeynes, M. Kropf, C. McCormick, A. M. Domanski, V. Woloshyn, C. Burton, F. Razavi.

Regrets: T. Boak, K. Jaipal-Jamani, A. Shome.

Guest: M. Spencer.

**1. Approval of the Minutes of March 5, 2007**

- It was **MOVED** (Domanski/McCormick) that the minutes of March 5, 2007 be approved.

**CARRIED**

**2. Business Arising from the Minutes/Chair's Report**

- M. Richards congratulated all members on the successful formation of the Faculty of Graduate Studies via unanimous vote at Senate. Special thanks were extended to A. Shome and C. Burton, the creators of the fabulous power-point presentation.
- The President offered his congratulations to M. Richards and A. Shome following the Senate meeting.
- M. Richards reported that the motion in support of animal research at Brock had also been passed at the last Senate meeting and the wording of the motion didn't require an amendment from our committee.

**3. Dean of Graduate Studies Report**

- No appraisals are currently in the works or in the immediate future.
- David Leyton-Brown will be stepping down as Executive Director of OCGS as of June 30<sup>th</sup>, an interim Executive Director will be appointed, and a new permanent Director following the review of OCGS.
- COU has requested that the by-laws that govern OCGS be reviewed and simplified.
- The Ministry has announced a year-end grant to Universities. Brock's share is typically 3% which would be approximately \$650,000 in new, one time money. The Ministry has not specified the use of the money. M. Rose will be requesting that the funds be added to the current graduate endowment fund and that the funds be used to assist with the support of graduate entrance scholarships.
- M. Rose reported to the committee the results of a recent graduate appeal to the Student Appeals Board and asked the committee to consider whether graduate

- student appeals should be reviewed by a separate Graduate Student Appeals Board and if the rules/regulations should be different for graduate appeals.
- The Senate Appeals Board, as a result of their deliberations, had the following questions:
    - o Should mid-term reports in term 1 of graduate study be mandated?
    - o Are graduate programs adequately geared up to assist graduate students who are struggling?
    - o Should graduate programs be engaged in a discussion of best graduate student supervision practices?
  - Dean Rose reported that she will be offering a number of workshops for graduate faculty in the Spring term that may assist with some of these issues. Possible workshop focuses include: Graduate courses and course outlines, Managing graduate students' first term, Dealing with the struggling student.
  - C. Burton commented that a struggling graduate student can have a significant negative impact on the other graduate students enrolled in a graduate seminar course. It is fairer to all concerned to recognize early a graduate student who is struggling and unable to cope with graduate level study.
  - Committee members commented that graduate study is significantly different than undergraduate study and thus regulations need to reflect this difference.
  - Dean Rose commented that the University will soon have more experience with graduate students; exposure to graduate studies will increase and expectations will thus adjust. She suspects that these concerns will resolve themselves and that it is therefore premature to consider separate undergraduate and graduate Student Appeals Boards. She did however request that this committee keep an eye on this issue.

#### **4. 2007-08 Graduate Calendar Submissions**

- It was **MOVED** (Domanski/Woloshyn) that the History 07/08 Graduate Calendar submission be approved.

**CARRIED**

- It was **MOVED** (Richards/Kropf) that the Philosophy 07/08 Graduate Calendar submission be approved.

**CARRIED**

#### **5. Definition of Full-time and Part-time Graduate Students**

- The committee reviewed and discussed the current Faculty Handbook and Graduate Calendar definitions of part-time and full-time graduate students.
- The OCGS ten hour per week rule re: on-campus employment was also clarified.
- Concern was expressed re: lack of regulations regarding off-campus employment by full-time graduate students.

- The committee noted that the issue appears to boil down to adequate graduate supervision, advisement of graduate students, and communication with graduate students re: adequate performance.
- No changes to current policy were suggested.

## **6. Graduate Council Working Group Report on Graduate Theses, Projects and Major Papers**

- Dean Rose introduced the report from Graduate Council and summarized its format and the appendix of comments from Graduate Council members.
- Dean Rose also submitted a summary of suggested policy issues that arise from the document.
- The Policy Sub-Committee will review these suggestions and current policy and make recommendations for new and revised policy to the full committee at its next meeting.

## **7. Proof of English Language Proficiency – Faculty Handbook**

- G. Pepper reviewed some of the concerns with the current FHB Proof of English Language Proficiency policy and changes/additions that need to be contemplated.
- ITELP benchmarking information has been received. It was suggested that J. Sivell be invited to the next SGSC to explain this work and the ITELP test.
- The committee is also asked to consider whether separate ELP policy should be developed for cohort graduate student programs that include an English language bridging program.

The meeting was adjourned.