

(Approved December 14, 2011)

## BROCK UNIVERSITY GRADUATE COUNCIL

Minutes of the Meeting of November 9, 2011  
2:00 - 3:30, Sankey Chamber

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**Present:** K. Arnell, M. Berman, U. Brand, D. Butz, R. Dimand, L. Duhaime, C. Federici (also representing C. Santos), M. Hennigar, D. Hayes (for H. McGarrell), H. Junke, R. Kuchapski, I. Makus, J. Mercier, C. Merriam, B. Minor, G Pepper, M. Plyley (Chair), M. Richards, S. Rothstein, D. Samson, S. Sekel, A. Smith, S. Tilley, C. Ugulini (Admin Support), S. Vint (also representing J. Allard), M. Webber, M. Winter, J. Yuen

**Guest:** Sheila Young, Brock International

**Regrets:** J. Allard, D. Antwi-Amoabeng, M. Feldman, N. Klentrou, H. McGarrell, C. Santos, C. Tardif-Williams

**Programs not Represented:** Applied Disability Studies, Biotechnology, Child & Youth Studies, Physics

Dean Plyley welcomed members, noting that name cards have been prepared to encourage active involvement as the year goes on.

1. **Approval of Agenda** - **MOVED** (M. Webber/D. Butz) that the Agenda of November 9, 2011 be approved.

**CARRIED**

2. **Approval of Minutes of October 5, 2011** - **MOVED** (J. Mercier/R. Dimand) that the Minutes of the meeting of October 5, 2011 be approved as amended, noting under Item 3(d) the correction of “wither” to “whither.”

**CARRIED** (1 abstention)

3. **Business Arising from Minutes**

The Dean indicated that Grad Council discuss the four discussion items presented at the last meeting.

a) ***Required inclusions in course outlines*** – To the question - should there be a requirement that graduate course outlines include information on Academic Integrity? It was noted that in the case of appeals, the absence of course outlines could be problematic. Another area of concern involves the evaluatory part of the outline in terms of what was expected, what was allowed in terms of team projects, and expected feedback. Council Members during the ensuing discussion indicated that students should be well aware of the rules and regulations surrounding academic misconduct, and that we should hold workshops on this area to make sure that all students understand the rules, their responsibility, and potential academic penalties. The Dean acknowledged that we need to do a better job of informing students where they need to go to find rules and regulations. ***ACTION: make a specific link to the Academic Integrity Policy.*** It was recommended that students be required to complete an academic misconduct tutorial, perhaps when at orientation or registration. Students in Earth Sciences are required to indicate in writing that they have read all rules and regulations. Faculty of Business requires that students attend a presentation by Troy Brooks, and later they are forwarded a link to the presentation to reinforce how important and serious this issue is. It was noted that in the Academic Integrity Policy, there appears to a gaping hole in information provided on research and scholarship, and related academic misconduct. The Dean noted that Ian Brindle had been working on an updated statement during his term as VP Research, and that this material is being updated by the Office of Research Services.

***ACTION: bring updated material to Grad Council before going live with the new version.***

***ACTION: Feedback on this topic will be taken to the SGSC.***

b) ***Student progress reporting*** - The Dean noted that we now have a selection of various styles and types of forms for monitoring student progression on the FGS website which GPDs can access. It was suggested that the progress by students toward completing the various elements of a program is important, and

that programs should adopt/develop a progress monitoring form and that the data be collected regularly. Discussion ensued on the issue of compliancy, with various levels of compliancy being reported. One program indicated 100%, noting that students are placed on probation if they do not submit the report. It was also noted that for short duration programs, student progress may be difficult to track. One GPD reported that in his program, it is the responsibility of the GPD to ensure that students meet with their committee on a regular basis. It was further suggested that enforcing this regulation could involve the Associate Deans.

**c) Graduate Student dedicated space** – The Dean will continue to collect information on space inventory and if necessary will hire a graduate student to do a physical survey of the space. For the time being, GPD's are asked to send to the Dean – a) a list of rooms that are dedicated to graduate students, and any information concerning what is in the spaces in terms of computers, printers, scanners, software available, etc.; (b) how graduate courses for each program are booked into rooms – especially do you have spaces under the program's control to schedule? c) how spaces for a thesis defence are scheduled – especially do you have a dedicated thesis defence space under the program's control to schedule? All each GPD needs to send are the room numbers.

**d) Program use of social media** – Heather Junke can work with programs to post information.

#### 4. Dean's Report

**a) Research Café I** – Reminder that our first Research Café I for this year takes place on November 15 at 4:30 pm in Pond Inlet. We would like to have as many graduate students as possible attend the event. Please forward ideas for next year's line-up of research cafés and potential themes - we offer two per year, each featuring 4 faculty members and 8 graduate students.

#### **b) Program Reviews through ARC**

**i) Cyclical Reviews:** the following programs are scheduled for review in 2011-12:

Classics (Graduate)  
 Biotechnology (Undergraduate/Graduate)  
 Linguistics (Undergraduate/Graduate)  
 Earth Sciences (Undergraduate/Graduate)  
 Social Justice & Equity Studies (Graduate)  
 Studies in Comparative Literatures & Arts (Graduate)  
 Education (Graduate – Joint Program with Lakehead and Windsor, being reviewed by Windsor IQAP)

For External Reviewers - programs nominate and forward to ARC a list of potential external/internal reviewers. The Provost, in consultation with the relevant Faculty Dean and the Dean of Graduate Studies, ranks the list. The Reviews Office contacts selected reviewers in ranked order and begins to organize site visits.

**ii) New Program Reviews:** ARC has given approval to proceed with two new program reviews:

History – adding a co-op option to their current 1-year program  
 Business – new MA in Information Systems, Assurance and Business Analytics

#### 5. Presentation by Brock International

Sheila Young, Director and International Liaison Officer of Brock International, presented an overview of the many services offered and the programs in existence through Brock International - ESL Services, International Services & Programs Abroad, International Market Development and the Confucius Institute, are all housed

in the International Building. Brock has more than 115 institutional linkages with universities around the world. The International Course Support Fund is available to introduce new international courses or courses abroad.

The Visiting Scholar Programs include Visiting International Professor, Visiting International Scholar and University Mentorship programs. Benefits provided to visitors include ground transportation from Buffalo or Toronto to St. Catharines, internet and computer access, University ID, library borrowing privileges, shared office space, and health insurance.

Special Events sponsored by Brock International include the We Welcome the World Reception, Brock International Speaker Series and International Education Week 2011.

In response to an inquiry regarding housing for visiting scholars, Sheila responded that they do not have designated space, but that they keep a small database of local hosts and do what they can to assist with accommodation arrangements.

## 6. Director's Report (presented jointly with the Dean)

**Enrolment** – Dean Plyley reported that this year we did not meet our overall institutional intake target and we had less than predicted flowthrough from last year to this year; as a result, we ended up 49 Master's students short of target, which means that MTCU will convert these Master's student spaces to Doctoral Program spaces (at the rate of 2.5 Master's = 1 Doctoral) to cover our "overage" in doctoral students. The change will be permanent and may limit our opportunities in terms of arguing for additional spaces in the new year. As yet, we have no communication from MTCU regarding the "bidding process" for the next round of new funded spaces to be provided by MTCU. In our plans, we will need to make an argument based on our last three years of intake to counter the current year.

The Dean provided the following enrolment statistics:

Total Headcount	1,518 (1015 FT + 503 PT)
Total Master's	1,374 (906 FT + 468 PT)
Total Doctoral	144 (109 FT + 35 PT)

In response to a question, the Dean indicated that our financial package may have been one issue in programs being unable to reach target, but this is not the whole story; however, to counter this potential issue, and to regain our competitiveness in the market, the Dean has asked for an increase in the scholarships budget for next year.

## 7. GSA Report - no GSA report was presented

## 8. General Discussion Items, as Proposed by Members

- a) **Thesis Defence Rooms** – The Dean reported that a room will be forthcoming post Cairns. He is pricing the setting up of current space to accommodate PowerPoint presentations, i.e. MC D350 L, Plaza 312 and C206.
- b) **Whither Grad Council?** – Due to lack of time, this discussion item will be addressed at the next meeting.
- c) **Agenda items** - The Dean invited members to forward agenda items for the next meeting.

## 9. Adjournment – The meeting adjourned at 3:35 pm.