SENATE COMMITTEE ON GRADUATE STUDIES

Minutes of the January 17, 2012 meeting

In attendance: N. Klentrou (Chair), M. Grove, C. Lackner, M. Plyley, T. O'Connell, D. Antwi-Amoabeng, N. McCartney, C. Mitchell, J. Mandigo, R. Kuchapski, G. Pepper.

Regrets: C. Daigle, D. Cyr, J. Menzies.

1. **Approval of the Minutes of the December 20, 2011 meeting**
   - It was MOVED (.Antwi-Amoabeng /Lackner) that the minutes of the December 20, 2011 meeting be approved. **CARRIED (1 abstention)**
2. **Business Arising from the Minutes/Chair's Report**
   - N. Klentrou reported that the FHB items approved at last month's meeting will be reviewed by Senate tomorrow.
   - Faculty member sabbaticals and responsibilities for graduate supervision during sabbatical were briefly discussed and the matter referred back to the SGSC Policy Sub-Committee. The SGSC suggests that the Policy Sub-Committee consider all kinds of leaves as a whole (e.g., sabbatical, medical leaves, etc.) when drafting FHB policy.
3. **Dean of Graduate Studies Report**
   - The FGS has recently completed Enrolment Planning meetings with each program's Graduate Program Director and Associate Dean (25 individual meetings). The purpose of the meetings was to gather information regarding 12/13 admission targets, issues the graduate program is facing, what is going well, etc. The 12/13 admission targets will inform the 12/13 budget and the overall information gathered at the meetings will assist in the development of the FGS Strategic Plan.
   - The FGS is currently working on the FGS Strategic Plan following information provided at the recent CAA retreat. The plan once drafted will be reviewed with the Associate Deans and will be brought to the SGSC for comment.
4. **2011-12 Graduate Course Bank Addition**
   - It was **MOVED** (Antwi-Amoabeng /Kuchapski) that HUMA 7P90 be approved and added to the 11/12 graduate course bank. **CARRIED**
5. **2012-13 Graduate Calendar Submissions**
   - It was **MOVED** (Kuchapski/Makus) that the History, Interdisciplinary Humanities, Applied Linguistics, Popular Culture, Political Science, Psychology, Studies in Comparative Literatures and Arts, Educational Studies, Earth Sciences and Geography 2012-13 Graduate Calendar submissions be approved. C**ARRIED**
6. **Graduate Issues – Student Health/Life**
   - The committee discussed a range of health/life issues graduate students may face, the need to understand what students struggle with and to evaluate if services/assistance is in place to assist graduate students, graduate faculty and graduate programs to identify and assist students in need.
   - The DGS is now a member of a Student Services Committee looking a student mental health issues so he will be able to provide graduate student information and to identify areas of need the FGS and graduate programs may assist with.
7. **ARC and SGSC Processes/Areas of Responsibility**
   - It has been clarified that the approval of any new graduate programs and major changes to graduate programs must be reviewed and approved by ARC and then Senate. Minor program changes may be reviewed by the SGSC in the context of yearly Graduate Calendar submissions. Definitions of minor vs. major program changes will need to be clarified/determined over time. The provincial document will help guide the determination.
   - Changes to a graduate program's defined length is reviewed and approved by the Dean of Graduate Studies.
   - The SGSC will continue to approve yearly Graduate Program Calendar submissions.

The meeting was adjourned.