

SENATE COMMITTEE ON GRADUATE STUDIES

Minutes of the November 9, 2009 Meeting

In Attendance: N. Klentrou (Chair), C. Daigle, C. Skorobohacz, M. Rose, T. Dunk, A. Reynolds, M. Knuttila, D. Zinni, R. Kuchapski, C. Mitchell, N. DeCourville, C. Sheridan, T. Akseer

Regrets: G. Pepper, M. Grove, J. Sivell

Guest: G. Finn

1. Approval of the Minutes of the October 1, 2009 meeting

- It was MOVED (DeCourville/Zinni) that the minutes of the October 1, 2009 meeting be approved.

CARRIED

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

- N. Klentrou recommended that a working group will be established to work on forms connected to the proposed Trip Risk and Emergency Management Plan (TREMP), with special attention to matters pertaining to graduate students. She also proposed that the committee members consist of the graduate students on SGSC.

3. Dean of Graduate Studies Report

- Dean Rose reported that the enrolment numbers (November 1st count) will be reported at the ACID meeting scheduled on November 10, 2009.
- Dean Rose reported that the MADS abbreviated appraisal is back with the recommendation of "Of Good Quality." The Child Studies brief has been accepted with the request for a few revisions to the brief. Consultants have been named and will be coming to Brock in March 2010. The consultants for the proposed PhD, Physics program have been named and will be coming to Brock in February 2010.
- Dean Rose reported on the Quality Assurance framework and that OCAV and COU accepted the Task Force Framework and the OCAV Executive will undertake the final revisions. Dean Rose reported that OCGS will be dismantled on August 31, 2010, with the change-over date to OUCQA (Ontario Universities Council on Quality Assurance) being September 1, 2010. Dean Rose reported on the progress of the Brock working group (P. Beard, M. Rose, G. Finn). Dean Rose will provide the committee members with a list of the acronyms and the definitions used in the Quality Assurance documents.
- Dean Rose discussed the financial challenges of the international graduate students, and the strain on the FGS bursary budget. Dean Rose is writing a report detailing the facts. The comment was made that planning for the 2010 intake should include funding information before offers are made. Dean Rose informed

the committee that it is her hope that by next year structural solutions should be in place to support international students identified with having extraordinary need.

4. Trip Risk and Emergency Management Plan (TREMPP)

- G. Finn discussed the two draft forms, Brock University Travel and Field Safety Detailed SAFETY PLANNING RECORD and the Brock University Travel and Field Safety BASIC RISK AGREEMENT. The one page Basic Risk Agreement form is completed for low risk short term travel, and the multi page Detailed Safety Planning Record is completed for elevated risk for longer trips. G. Finn discussed the various sections of Detailed Safety Planning Record. Discussion ensued regarding the responsibility and liability of the signatures on the forms. G. Finn reported that orientation and training will be available to faculty and staff before the trip is planned. D. Zinni offered to present on the topic of liability and due diligence. G. Finn asked for recommended changes for the two draft forms within the next two weeks.
- G. Finn reported on Quality Assurance and the next steps. The timeline includes a deadline of March 15, 2010 by which each university must submit its IQAP (i.e. a description of the Internal Quality Appraisal Process) to OUCQA for approval. The new quality assurance process is to commence September 1, 2010. The internal New Programs Review System committee (Finn/Beard/Rose) is working on building Brock's IQAP and is employing a communications plan whereby each stakeholder committee (including SGSC) will receive information updates with the invitation to respond, as different elements of the IQAP are developed. The next update will have to do with the formation of Brock's Academic Review Committee and its location within the University (e.g as part of Governance, as a sub-committee of Governance, as an entirely new Senate committee or as a separate non-Senate committee reporting to Senate and Governance).
- At the request of C. Mitchell, Dean Rose will provide an executive summary or overview of the Quality Assurance process to date.

5. Other Business

- The request for ADST 5P10 to be added to the coursebank for 2009-2010 is to be reviewed by the committee and added to the agenda for the next meeting.

6. Meeting was adjourned at 3:35 (C. Daigle/T. Dunk).