

(Approved October 28, 2009)

BROCK UNIVERSITY GRADUATE COUNCIL

Minutes of the Meeting of September 30, 2009

Sankey Chamber

2:00 pm

Present: J. Allard (for J. Leach), K. Arnell, L. Boldt, R. Brown (for M. Berman), D. Butz, R. Cheel, R. Dimand, L. Duhaime, H. Fukás, A. Glazebrook, J. Helleiner, M. Hennigar, S. Houghten, N. Klentrou, B. Minor, G. Pepper, E. Robb, M. Rose (Chair), S. Rothstein (also representing D. Bruce), K. Samokhin, D. Samson, B. Seeber, H. Skott-Myhre, C. Ugulini (Recorder), T. Vause, M. Webber, V. Woloshyn

Regrets: D. Cho, T. Dunk, F. Fueten, D. Hayes, J. Koustas, J. Leach, S. Sekel

Programs not Represented: Applied Linguistics, Biology, Earth Sciences, MAcc, MBA, Management

1. Dean Rose welcomed members to Graduate Council and introductions took place. Graduate Council is comprised of all Graduate Program Directors. The Associate Dean for Graduate Studies, or Dean, from each Faculty is invited to attend. Dean Rose noted that the Chair of the Senate Graduate Studies Committee is now invited to attend Graduate Council meetings, and welcomed Nota Klentrou, Chair of SGSC.
2. Approval of Agenda - **MOVED** (M. Webber/R. Brown) that the Agenda of September 30, 2009 be approved. **CARRIED**
3. Approval of Minutes of April 29, 2009 - **MOVED** (R. Brown/B. Seeber) that the Minutes of the meeting of April 29, 2009 be approved. **CARRIED**
4. Business Arising from the Minutes
 - a) Graduate Enrolments: Dean Rose reported that in terms of *offers accepted*, we have exceeded our original domestic eligible targets by 9% at this point, and our overall targets (domestic eligible, domestic ineligible and VISA students) by 22% at this point. *Actual registration numbers* are not yet finalized, nor are the *flow-through numbers* that need to be generated by the University Reporting Officer for the November 1st count date. Dean Rose expressed thanks to GPDs for their hard work in attempting to increase our original domestic eligible targeted intake by 23 students or more for purposes of the President's advocacy campaign. Factors influencing the November 1 report include:
 - G. Pepper provided the following current registration data:
 - as of today we have 1523 graduate students (had projected 1411). 61.5% are full time and 38.5% are part time (for the first time we have more full time than part time)
 - 1187 domestic, 336 VISA (includes ISP programs as well)
 - 103 PhD; 1420 Master's
 - In terms of the MTCU targets, if we were able to maintain as many of the continuing students as projected, we would be at 99% of our target. We are cautiously optimistic that we will exceed our allotment of domestic eligible graduate spaces.

b) BUFA/University Committee on Role on GPD:

Dean Rose reported that this joint committee filed a report last April and has had no response as yet. It seems that the report will go to the Joint Committee that negotiates agreed-upon issues between agreements.

5. Dean's Report

a) Appraisals

Appraisals Completed:

- MSc/PhD Chemistry: OCGS approval received June 19/09 – classified of Good Quality
- MAcc: OCGS approval received July 23/09 – classified Good Quality with Report due June 28, 2011
- MSc Management – new Field of Organization Studies – OCGS approval received July 23/09

Appraisals in Process: New Programs

- PhD Physics: Approved in Principle at Senate on September 23. We are now preparing the final submission for OCGS for placement on the October 28th Appraisals Committee Agenda.

- PhD Humanities – is in the final stages of consultation and editing/

Upcoming Periodic Appraisals for 2009-10

Briefs submitted to OCGS in July 2009:
Applied Disability Studies – Abbreviated
Biological Sciences MSc/PhD
Child & Youth Studies MA
English MA
Psychology MA/PhD

Brief to be submitted to OCGS in January 2010:
Philosophy MA (submission of brief to OCGS deferred to January 15/10)

b) Transition to New Review Process in Ontario

The Task Force on Quality Assurance met on September 22 and September 27 to finalize the Framework document to be sent to OCAV, then to the Executive Heads of Ontario Universities, reaching OCAV by early next week. Cyclical or periodic program appraisals, both Graduate and Undergraduate, are expected to move into the universities by September 2010. New programs, G and UG, are expected to require external approval from OUCQA (Ontario Universities Council on Quality Assurance). Most of the issues raised during the discussion of the Consultation Draft of the document in September have been addressed. Controversial issues that remain are the definitions of a “new” program, the definition of “Major Modifications to a Program,” the “expedited review” process, the retention of fields in graduate programs, and the requirement for external reviewers for new UG program proposals. Reviews are expected to take place on an 8-year rather than a 7-year cycle.

Of significance for the grad side is that consultants, now called “reviewers,” will be selected by the universities, even for new programs, before the proposals go through their internal systems (cyclical) to OUCQA (new). Also fields are likely to be optional at both the Masters and Doctoral levels.

There is likely to be much more autonomy in the system. Universities will need to develop their own Institutional Quality Assessment Processes (IQAPs) in terms of the committee structure to be used and the ways that they will define things (new program, major modification, bundling of programs/options for reviews. IQAPs must be approved by the Quality Council (to be submitted by March 15/10), and once approved universities are to be audited on the basis of their adherence to their own processes and requirements.

At Brock, the VP Academic has charged Greg Finn, Pat Beard and Marilyn Rose to begin to build Brock’s IQAP document, including the proposed cycle for reviews, with a requirement for much consultation throughout the 6-month design process.

c) Research and Graduate Studies Conference

Bookmarks noting Mapping the New Knowledges 2009-10 dates were circulated to GPDs for distribution to grad students.

Wednesday, November 25 Research Café 1

Wednesday March 3 Research Café 2

Thursday, April 22 Oral and Poster Presentations Event

The topic for the first research café (FOE, FOH, FSS) has not been defined yet. The topic for the second research café will be “Curing What Ails Us: from Discovery to Market” (FMS, FAHS, FOB). Presenters will include a team (researcher and graduate student) from each Faculty, plus a fourth presenter from the community.

G. Pepper will forward information on last year’s submissions process.

d) Teaching Council

CTLET is looking for additional members for its Teaching Council, an outreach and advisory committee that provides educational leadership in teaching and learning. A representative from among graduate faculty is urgently requested. Dean Rose will circulate the position description by e-mail. For additional information, please contact Jill Grose at ext 4392.

6. Director’s Report

a) IT Developments:

G. Pepper reported that Graduate Studies has been working with IT on the launch of the new look audience-based website. She noted that once the FGS Faculty and Staff section is password protected, more information will be contained in that section. GPDs will be informed and their feedback requested when that section is ready.

Graduate Studies is working with IT on the development of Grad Record screens, with a targeted launch dated of October 5. This will eventually replace some of the forms which are now used. Concern was expressed as to whether there could be centralized monitoring on the website of how TA positions are filled – for example, whether TAs have a contract, and if so, where. G. Pepper will investigate this possibility with James Duff.

Faculty Handbook – regulations specific to Graduate Studies will be accessible via a linked Table of Contents.

C. Sheridan is working on the development of a funding information screen so that GPDs, Administrative Assistants and the Chair in some cases can access students' funding information (with the exception of bursary information). There will also be a screen for students to access their own funding details.

b) Recruitment:

G. Pepper sent an email to GPDs yesterday with regard to 2009/10 graduate recruitment. Graduate Studies has developed a Domestic Viewbook which will be placed on the Faculty and Staff section of our new website and on the Future Students section of the website. T. Woodhouse-Gilby is attending as many Ontario graduate fairs as we can afford; Ontario is our primary market for Graduate Fair activity for 09/10. We have placed an advertisement in *Grad School Planning Guide* magazine, which is distributed to all Canadian universities and colleges, and will advertise in as many Canadian University student newspapers as possible. Due to the 7% cut in funding to Graduate Studies, it has been necessary to diversify our recruitment strategies.

Another recruitment strategy we will be using is advertising the opportunity for prospective students to visit campus. The FGS cannot reimburse students for travel expenses, but will link them up with the program, and may be able to take them for lunch.

As a pilot program this year, we have decided to focus on programs which are facing challenges, indentifying a representative mix of six programs for this year. Other programs will be invited to participate next year. Modest financial assistance may be available to the pilot cohort. Other programs are welcome to consult with Graduate Studies about recruitment issues as needed.

Graduate programs will be participating in Brock's Fall Preview Day on November 8, and program representatives will be needed at this event.

c) G. Pepper noted that at times information sent to GPSs is not being forwarded to graduate faculty. Such messages will now be headed with a request for forwarding to all graduate faculty members.

7. GSA Report

E. Robb reported that GSA office hours are weekdays at 8:30 a.m. – 4:30 p.m. Students may wish to obtain information on the Health and Dental Plan.

22 programs were represented at the GSA Council meeting last Monday. Those wishing to serve for programs not yet represented are invited to contact Ellen Robb.

8. Discussion Items

- a) “First Draft”: A Common Understanding and Working Definition.

ACTION: Discussion on this agenda item deferred to the next meeting.

- b) Academic Integrity:

Dean Rose noted that she has dealt with 15 cases of academic integrity this term, mostly regarding referencing citations and quotations. Dorothy Griffiths has prepared a PowerPoint presentation about Academic Integrity that is used in the Faculty of Social Sciences, and has generously offered to make it available to anyone who might be interested in using or adapting it for their own program’s use. **ACTION:** The Dean will forward the PowerPoint presentation to Graduate Program Directors and place this discussion item on the next meeting agenda.

- c) Accommodation for Graduate Students with Disabilities:

The Dean is preparing a discussion discussion paper for COU on Accommodation for Graduate Students with Disabilities and invited the input of Graduate Council on this topic.

- d) The Impact of 09/10 Budget Cuts on Graduate Education:

Raised by J. Helleiner. **ACTION:** to be placed on next agenda

- e) Library User Fees: U of T

Concern was expressed with regard to the \$200 library user fee imposed by the University of Toronto and the implications for graduate students needing to use that service. **ACTION:** Dean Rose will report on this at the next meeting.

9. Adjournment

The meeting adjourned at 3:30 pm.