

(Approved April 14, 2010)

BROCK UNIVERSITY GRADUATE COUNCIL

Minutes of the Meeting of March 3, 2010 Sankey Chamber 2:00 pm

Present: K. Arnell, M. Berman, L. Boldt, D. Butz, C. Daigle, R. Dimand, L. Duhaime, A. Glazebrook, J. Helleiner (also representing M. Webber), M. Hennigar, H. Junke, R. Kerman, J. Koustas, B. Minor, G. Pepper, E. Robb, M. Rose (Chair), S. Rothstein, K. Samokhin, D. Samson, S. Sekel, H. Skott-Myhre, C. Ugulini (Recorder)

Regrets: F. Fueten, D. Hayes, M. Knuttila, B. Seeber, M. Webber, V. Woloshyn

Programs not Represented: Applied Disability Studies, Applied Linguistics, Biological Sciences, Biotechnology, Computer Science, Earth Sciences, English, Popular Culture

1. Dean Rose welcomed members and introductions took place.
2. Approval of Agenda - **MOVED** (L. Boldt/M. Berman) that the Agenda of March 3, 2010 be approved. **CARRIED**
3. Approval of Minutes of February 3, 2010 - **MOVED** (M. Berman/L. Boldt) that the Minutes of the meeting of February 3, 2010 be approved. **CARRIED**
4. Business Arising from the Minutes – None
5. Dean's Report
 - a) Dean Rose introduced Heather Junke, who is working on communications in Graduate Studies, including the Dean's Updates and the website. The Dean's Update is circulated to Graduate Council prior to the meetings, and also to Senate Graduate Studies Committee, Associate Deans for Graduate Studies and CAD.
 - b) OCGS Appraisals: The proposed PhD Humanities program will move to the consultancy stage with two consultants. It is hoped that this program can be mounted by September. We are awaiting acceptance of dates from the consultants for the appraisal of the MA Philosophy program. Appraisals are upcoming for the MA English, MSc/PhD Biology and MA Child & Youth Studies programs.

Jane Koustas is working on a proposal for a Joint International MA Program in Canadian-American Studies. The program would be housed in the Centre for Canadian Studies, which sits in the Faculty of Humanities, but would be directed by a faculty member from either the Humanities or Social Sciences. That Director would work with an Advisory Committee made up of faculty from both Faculties. Dean Rose will convene a meeting with the Provost and both Deans regarding resourcing, the program's correspondence with the strategic direction of the university, and market demand for the program. The University of Buffalo is the partner institution and is experienced in offering international

programs. This will be Brock's first international joint program. Dean Rose will be meeting with various GPDs/Department Chairs to discuss this initiative.

- c) Our Essential Requirements Workshop is being planned for Friday, March 19. The guest facilitator will be Barbara Roberts, Queen's University, who does research in this area. The program will be designed so that faculty can attend when free, if not available to participate the entire day.
- d) Mapping the New Knowledges: Research Café II, *Curing What Ails Us – from Discovery to Market* will take place tonight in Pond Inlet. This session features researchers and graduate students from the Faculties of Mathematics and Science, Applied Health Sciences and Business. March 8 is the deadline for submission for oral and poster presentations for the April 22 full-day event.
- e) CAGS/UMI Distinguished Dissertation Awards: Doctoral students whose theses were recommended by their examination committees as suitable for consideration for internal/external awards are eligible for these awards. Brock is permitted to submit one nomination for each of the two categories, one science and one non-science. The deadline for submission to Dean Rose is March 15, for the final deadline of March 31 for submission to CAGS.
- f) Development of New Quality Assurance Process at Brock: The Quality Assurance Planning Committee continues to work on Brock's IQAP (Internal Quality Assurance Process). Concern was expressed as to whether there is room in the process for feedback, for example, in reducing some paperwork that is required. Dean Rose noted that IQAP gives institutions some flexibility, but also specifies a substantial number of requirements. The IQAP is to be submitted to the Quality Council by July 1. Brock's Quality Assurance Planning Committee is comprised of Greg Finn, Pat Beard and Marilyn Rose. Any suggestions and input received are recorded in the minutes of the meetings of this Planning Committee. Dean Rose expects Update #6 to be circulated within two weeks and will consist of the proposed IQAP. Universities have to decide on various issues, e.g. whether to schedule both graduate and undergraduate reviews together, or sequentially, how to handle accreditation reviews, etc.

6. Director's Report

- a) G. Pepper noted that an email was sent to GPDs to clarify processes, procedures and timelines regarding registration and the submission of grades each term. Please review the information and contact Gail Pepper or Charlotte Sheridan with any questions or concerns.

Late submission of grades is problematic for the FGS with regard to processing student records. Graduate programs are requested to submit grades two weeks after the end of each 16 week term duration. If grades are not submitted by the due dates, the students will receive an NR (not reported).

We have also added information to clarify IN (Incomplete) grades.

- b) Dean of Graduate Studies Spring Research Fellowship

G. Pepper reported that an email had been sent to GPDs with details of this fellowship. Students have been advised to submit a completed application to their program by March 15. Students who received the Dean of Graduate Studies Spring Research Fellowship

Award last year are not eligible to apply for a second award within the program's defined funding period. Once the applications have been ranked and signed, they should be forwarded to the Faculty of Graduate Studies by March 19. Dean Rose noted that it is very important for the student to outline the research work that will be undertaken and how the money will be used.

- c) Graduate Career Workshops - Information will be circulated regarding free MITACS workshops on March 29, 30 & 31.
- d) Fees: we are still waiting for the MTCU tuition policy for 2010/11. The 09/10 fees are quoted and flagged "subject to change" until the 10/11 fees have been established. The updated information will be noted in the Calendar as soon as it is received.
- e) Admissions: we are heavy into admissions and are dealing with challenges with regard to deadlines. The Office of Graduate Studies has experienced huge staffing absences in February due to illness. G. Pepper has been assured that we will be caught up by the end of the week.
- f) It was mentioned by a member of Graduate Council that McGill's website has a mechanism which provides information on the conversion of an International applicant's averages. G. Pepper noted that she is familiar with such sites, and can perhaps check whether any Ontario institutions use this type of resource.
- g) Information on a new funding item, International Entrance Bursary, will be finalized shortly.
- h) Graduate Assistantships: The new version of the Admission Decision form asks graduate programs to identify the type and amount of the Graduate Assistantship being offered.
- i) G. Pepper reported that new admits who fall below 75% in a funded program will receive a \$1000 grad fellowship as opposed to \$6000 for an overall average of 75% and above. If the overall average increases to 75% at the end of year 1, the student will be eligible for \$6000 in funding in year 2.
- j) The SGSC Policy Subcommittee is working on PhD direct admission.

7. GSA Report

- a) E. Robb reported that GSA is now using the same broker as undergrad for health and dental insurance, and that the plans will be cheaper for students beginning September.

8. Discussion Items

- a) Dean's Honour List and Alternatives: Dean Rose polled the Ontario Graduate Deans and none who responded have Dean's Honour Lists. However, graduate students are acknowledged in other ways. Now that we have eliminated the category "with distinction," are there other forms of recognition that we should consider?
 - High output in publication excellence award , 3 times per year - competition among all grad students who publish
 - Recognition for receiving a Tri-Council Award (we host annual reception)
 - International Excellence Award

- Distinguished Graduate student Award (top student per program, based on highest average)
 - Excellence in Research Award, typically 1 for Master's and 2 for PhD – nominated by program
 - Medals awarded to outstanding graduate students
 - A defence category that allows student to be recommended for academic excellence
 - Dean's scholarship for students who complete in a timely way
- b) Governor General's Awards – Discussion on this Item deferred because M. Plyley was not present.
- c) Electronic Reference Forms: this is on the FGS agenda as we work on additional IT screens and protocols. However, there is still a great deal of basic work to be done.
- d) First Draft Status: Dean Rose circulated information prepared by Heather Gordon of the Chemistry Department. In signing off on First Draft Status, the thesis or major research paper needs to be substantially complete. The reduced fees are granted because the student is firmly expected to be able to complete the remaining work (and defend it, in the case of theses) within the ensuing term. The reduced fees are an indication that the student is so close to finishing that there will be little demand on faculty resources for this final term. Discussion ensued. Due to lack of time, this will be discussed at the next meeting.
9. Other Business – None
10. Adjournment
- The meeting adjourned at 3:40 pm.