

**Minutes of a meeting of the Senate Graduate Studies Committee
held on Monday, November 8, 2004 at 2:30 p.m. in Maggie Benston Centre 2212**

Present:

Jonathan Driver, Chair
Valerie Ackroyd
Wade Parkhouse
Carolyne Smart
Charmaine Dean
John Dickinson
Ruth Anne Keenan
Camilla Sears

Trude Heift
Gwen Bird
Tom Perry
Tom O'Shea
Peter Mustard
Ken Kasa
Julia MacKenzie
Vivian Blaker, Recording secretary

Guests:

Allan Davison

David MacLean

Absent:

Judy Zaichkowsky
Diane Whiteley

Larry Dill

1. Approval of agenda

After a brief introduction of a new member and a substitute member from Arts & Social Sciences, the agenda was approved as presented.

(C. Sears/R. Keenan)

Motion carried

2. Approval of minutes

It was moved and seconded that the meeting minutes of October 18, 2004, be approved as presented.

(J. MacKenzie/P. Mustard)

Motion carried

3. Business arising from the minutes

The Chair informed the committee that:

- a) Tom O'Shea agreed to serve the remaining term as a SGSC rep on ACNGP;
- b) A document for SGSC material submission was circulated;
- c) The program proposal for Ph.D. in Business Administration has been submitted to SCUP;
- d) The proposed cohort Special Arrangements –Risk Management was still pending revision and justification of a M.Sc.

4. Report of the Chair

- a) A new website of the Dean of Graduate Studies Office was up, where events related to graduate studies and campus would be posted. The associate dean of graduate studies has the responsibility of overseeing and keeping the website current.
- b) The Chair held a productive meeting regarding graduate on-line application.

- c) The Chair attended a Canadian Association of Graduate Schools annual conference in Newfoundland, which had quality speakers with ideas on how to become better administrators and graduate students. Next year the conference would be held in Toronto, subsequent year in Quebec, and 2008 the conference would be hosted by University of Alberta.

5. Proposed survey of graduate courses (GS 2004.29)

The Graduate Issues Officer of the Student Society presented recommendations on the issue of lack of graduate courses. After a lengthy discussion, committee members concluded that a survey would be useful to identify problems for piggy-back courses, rather than assuming that the reasons were related to workload, resources, or driven by undergraduate courses. The Chair agreed to work with student reps in putting together a survey for the committee's consideration.

6. Proposed Cohort Special Arrangements – M.Sc. in Health Sciences (GS 2004.30)

Guests, Drs. A. Davison and D. MacLean, were invited to meet with the committee at 3:00 p.m. It was noted that the cohort program might differ from the program which was undergoing evaluation process. Various issues were brought up and discussed:

- a) Number of faculty being hired and yet to be hired: 7 and 2 CRC chairs
- b) Associate faculty appointments
- c) Number of courses being proposed prior to faculty hiring
- d) Thesis and practicum options
- e) Number of students expected for the 1st cohort: 10-20 between the thesis and practicum streams
- f) Demands – few universities in the world offer such programs: applicants waiting
- g) Cohort special arrangements - time limit for running the program
- h) Expectation of students' completion time
- i) Funding – teaching assistantships, research assistantships, and fellowships
- j) Space and facilities
- k) University's commitment of resources

It was moved and seconded that the cohort program be approved, pending acceptable course proposals, and forwarded to Senate for information.
(C. Dean/W. Parkhouse)

Motion carried

7. Faculty of Applied Sciences, School of Kinesiology: M.Sc. program (GS 2004.31)

J. Dickinson described the changes made in response to issues raised in the last meeting. Committee members were satisfied with the revised curriculum changes, and it was moved and seconded that the program and curriculum changes be approved and recommended to SCUP for approval.
(J. Dickinson/C. Sears)

Motion carried

8. Faculty of Education: Curriculum changes (GS 2004.32, GS 2004.33, GS 2004.34)

It was moved and seconded that the proposed curriculum changes be approved:

- a) EDUC 816 - title and description changes
EDUC 846, 847 – change credit hours from -4 to -5
(T. O’Shea/C. Sears)

Motion carried

- b) EDUC 972-5 – course to be reinstated and credit hours reduced from -5 to -4
(T. O’Shea/C. Smart)

Motion carried

- c) EDUC – series of new courses, change of description and credit hours
(T. O’Shea/R. Keenan)

Motion carried

9. Submission of materials to SGSC (GS 2004.35)

The Chair reviewed the document describing SGSC’s function, based on university regulations and procedures. This document would be posted on the website. The Chair agreed to send the document to all graduate program chairs for information.

10. New business

The next meeting will be held on December 6, 2004.

Meeting was adjourned at 4:15 p.m.