

**Minutes of a meeting of the Senate Graduate Studies Committee  
held on Monday, October 18, 2004 at 2:30 p.m. in Maggie Benston Centre 3107**

**Present:**

Jonathan Driver, Chair	Trude Heift
Diane Whiteley	Wade Parkhouse
Mary Ann Gillies	Carolyne Smart
Tom O'Shea	Charmaine Dean
Peter Mustard	John Dickinson
Larry Dill	Ruth Anne Keenan
Julia MacKenzie	Camilla Sears
Vivian Blaker, Recording secretary	

**Guests:**

Rick Iverson	Ernie Love
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**Absent:**

Judy Zaichkowsky	Valerie Ackroyd
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**1. Approval of agenda**

The Chair added an item to 4 under chair's report and 9 under new business; the agenda was approved as amended. (J. MacKenzie/C. Smart)

**Motion carried**

**2. Approval of minutes**

It was moved and seconded that the meeting minutes of September 13, 2004, be approved as presented. (W. Parkhouse/J. MacKenzie)

**Motion carried**

**3. Business arising from the minutes**

The Chair informed the committee that all the course changes were sent to Senate. The graduate certificate in development studies had been resubmitted with revised calendar entry.

**4. Report of the Chair**

- a) The Chair asked for a volunteer to replace Kelleen Toohey on ACNGP as SGSC rep for the remainder of the term. Since none was forthcoming, the chair would approach someone.
- b) The Chair introduced Charmaine Dean, representative of the Faculty of Health Sciences. She would also be a representative to sit on the subcommittee for student appeals.
- c) The Chair would like to define administrative procedures and establish deadlines for submission of materials to SGSC, in order to improve operation. A document would soon be circulated.

**5. Program Proposal – Ph.D. in Business Administration**

The Chair described the evaluation and approval process for new program proposal, and the task of SGSC at this stage. It was noted that new course proposal forms were not included in the distributed material. Funding issue was raised. Dr. Rick Iverson was invited to meet with the committee at 2:45 p.m.

The following issues were addressed satisfactorily by the guest:

- a) Teaching and research elements – main focus of the Ph.D. would be academic.
- b) The cohort should address the market demands for consultants and academics, at 50/50 ratio.
- c) The research project in the third semester would be monitored through reviews.
- d) TOEFL score to meet university minimum should be clarified for calendar entry.
- e) Guaranteed funding and the Faculty's commitment were discussed.
- f) Computing facility and costs were discussed.

The guest departed at 3:00 p.m. It was moved and seconded that the Ph.D. in Business Administration program proposal be recommended to SCUP for approval, subject to minor changes and signed course proposal forms inserted.  
(C. Sears/T. O'Shea)

**Motion carried**

**6. Proposed Cohort Special Arrangements – MBA in Risk Management**

The Chair described the mechanism for short-term programs under cohort special arrangements, and a history of such programs. These were utilized as testing and fine-tuning program development prior to full commitment and proposal; these also served as efficient way of testing the market. Such proposals would not require evaluation by ACNGP.

The committee raised the concern of a M.Sc. degree in Business and broadness of the name "risk management". Dr. Ernie Love was invited to meet with the committee at 3:11 p.m. After a brief introduction, the committee raised the issues of:

- a) Vagueness or broadness of "risk management"
- b) M.A. or M.B.A. rather than M.Sc. degree – Science course requirements of comparable M.Sc. degree programs
- c) Whether faculty are NSERC funded
- d) Course load and transferability of course credits to other programs
- e) Funding by business councils
- f) Details of program
- g) Tuition fees

The guest departed at 3:45 p.m. The committee further discussed the cohort program proposal, and wished to see a revised proposal with the issues addressed.

**7. Membership of SGSC**

The chair described the change of administrative process from the Registrar's office to the Dean of Graduate Studies office, and his rationale for the recommendation for adding the director of graduate admission, records and deleting the registrar's representative as voting member.

The committee agreed and it was moved and seconded that the change in the composition of membership be recommended to Senate for approval.  
(L. Dill/M. Gillies)

**Motion carried**

**8. Faculty of Applied Sciences, School of Kinesiology – Curriculum changes**

A revised document (Revised GS 2004.28) was distributed. These changes were made in

response to problematic areas raised by the school's external review. These proposed changes included:

- a) Two required courses and a Statistics course to the M.Sc. program
- b) A course-work option, and a research project
- c) Minor housekeeping changes

The committee raised the issues of project evaluation and course overlap, and asked for clarification of course numbers and descriptions. The Chair asked the school to resubmit with changes.

**9. New business**

The graduate issues committee of the student society has discussed the practice of piggy-backing undergraduate courses due to lack of graduate course offerings. It was suggested that a survey to find out how many departments have similar practice. The graduate issues officer would present a written document in the November meeting.

The meeting was adjourned at 4:25 p.m.