

**Minutes of a meeting of the Senate Graduate Studies Committee
held on Monday, November 14, 2005 at 2:30 p.m. in Maggie Benston Centre 2212**

Present:

Jonathan Driver, Chair
Trude Heift
Mary Ann Gillies
Richard Lockhart
Ted Milner
Michel Joffres for Charmaine Dean
Michael Caulkins

Wade Parkhouse
Tom O'Shea
Peter Mustard
Ken Kasa
Larry Dill
Mona Vajihollahi

Regrets:

Valerie Ackroyd
Carolyne Smart
Allan MacKinnon
Vivian Blaker

Gwen Bird
Chris Veld
Ariel Hornstein

Guests:

Paul Hebbard
Allan Davison

Arun Chockalingam

1. Approval of agenda

The agenda was approved.

2. Approval of minutes

The minutes of October 17th 2005 were approved.
(P. Mustard / T. O'Shea)

Motion carried

3. Business arising from the minutes

J. Driver reported that all items that required forwarding to another committee or to Senate had been forwarded.

4. Proposal for rolling conferral of degrees (GS2005.40)

In the absence of V. Ackroyd, J. Driver introduced this topic. There was general agreement that the proposal was useful, but a number of questions were raised. J. Driver will convey these to V. Ackroyd, and the proposal will be brought back to the committee at a meeting that V. Ackroyd can attend.

5. Graduate student files (GS2005.41)

P. Hebbard, guest from Archives, introduced the topic, and explained the importance of having a single policy for the retention and destruction of graduate student files. He noted that there are various liabilities if we don't do this (e.g. space; legal). He proposed to create a Records Retention Schedule and Disposal Authority (RRSDA) for graduate files. Some concerns were expressed about the process, and P. Hebbard assured the committee that the first stage of such a process would be extensive consultation. In addition, there would be a chance to comment on the draft RRSDA. However, he cautioned that the purpose of the

RRSDA is to create a single policy for a category of records, and once established all departments would be expected to follow it.

It was suggested that it might be useful to create different categories of files, depending on the history of the student, i.e. there would be different rules for the files of students who completed their degrees and those that did not.

Following discussion, there was general agreement that an RRSDA would be useful, and the committee encouraged P. Hebbard to begin the consultation process.

6. Faculty of Health Sciences: Cohort special arrangements program in Global Health (GS2005.43)

Allan Davison and Arun Chockalingam, guests from Health Sciences, introduced the program. It is a pilot for the regular program in Global Health that will be developed and evaluated over the next few months. It is expected that the first intake of students (January 2007) will remain in the program until the permanent program receives final approval, and all will then transfer to that. The program focuses on the impact of globalization on health.

There was an extensive discussion of the program and its funding. The following points emerged from the discussion:

- The program is targeted at international students, many of whom will be sponsored in order to improve the education of health care specialists in the developing world.
- The students will not be eligible for graduate fellowships, but the Faculty has already raised significant endowments.
- The formula for fee sharing is currently being negotiated between the Faculty and the University; the Faculty expects to break even by the third year with a cohort of 50 students.
- Fees are likely to be on a “per-semester” basis.
- The Faculty does not currently have a health economist, but intends to hire one, and expects to be able to find an instructor to teach the economy of health course.
- This is a professional degree.

It was moved that the cohort special arrangements masters program in global health be recommended for approval.

(R. Lockhart / K. Kasa)

Motion carried

[Note: Following the meeting, the chair raised two issues with the proponents of the program that had been brought to his attention before the meeting but omitted in the discussion. First, the Library report had been sent to the Faculty, and the chair required assurance from the Faculty that any costs will be covered. A memo to this effect will be required before the proposal is forwarded. Second, the chair noted that a cohort special arrangements program must use an existing degree designation – such as MA or MSc – and asked the proponents to make a minor modification to the title of the program.]

7. Faculty of Education: minor changes (GS2005.42)

a) EDUC 876 - removal of prerequisite

Approved, with the provision that the course description receive a minor modification

(O’Shea/Parkhouse)

Motion carried

- b) minor change in Calendar language concerning composition of EdD supervisory committee

(O'Shea/Lockhart)

Motion carried

8. New business

The chair noted that an appeals subcommittee would likely be needed, as a graduate student had informed the chair that he intends to appeal a ruling of the Graduate Program Committee in his department. He will circulate an e-mail concerning this.

Meeting was adjourned at 4:10 p.m.