

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

**Present:**

Jonathan Driver, Chair  
Valerie Ackroyd  
Mary Ann Gillies  
Tom O'Shea  
Peter Mustard  
John Dickinson  
Judy Zaichkowsky  
Julia MacKenzie  
Vivian Blaker, Secretary

Trude Heift  
Gwen Bird  
Carolyne Smart  
Charmaine Dean  
  
Ken Kasa  
Allan MacKinnon  
Camilla Sears

**Guest:**

Ernie Love

**Regrets :**

Wade Parkhouse  
Ruth Anne Keenan

Larry Dill

**1. Approval of agenda**

A couple of items were added; the agenda was approved as amended.  
(C. Sears/J. Dickinson)

**Motion carried**

**2. Approval of minutes**

A member suggested that "absent" members be noted as "regrets". It was moved and seconded that the meeting minutes of January 17, 2005, be approved as presented.  
(C. Smart/P. Mustard)

**Motion carried**

**3. Business arising from the minutes**

The Chair informed the committee that:

- a) Data were being collected from the questionnaire on "piggy back" courses, called "integrated courses";
- b) Curriculum changes (GS 2005.01 and GS 2005.02) were forwarded to Senate for information;
- c) The cohort special arrangements in Arts & Social Sciences – International Leadership (GS 2005.03) was forwarded to SCUP;
- d) Two items – cohort special arrangements and laddering credentials, would be brought forward for discussion next meeting;
- e) TOEFL – new test – would be discussed under new business;
- f) The library issue was addressed on the full program proposal in Business Administration: MBA in Global Assets & Wealth Management (GS 2004.40) - G. Bird wrote a memo to SCUP.

**4. Chair's report**

The chair announced that his position of dean of graduate studies was renewed for a 3-year term. During the next term, he would spend more time on faculty supervision, graduate funding, ability to produce data, and liaison with department graduate program chairs for exchange of information.

**5. Faculty of Applied Sciences: Curriculum changes**

**a) REM 609 (GS 2005.07)**

It was moved and seconded that the new course proposal be approved, subject to editorial revision – adding a vector number and a course outline.

(J. Dickinson/C. Dean)

**Motion carried**

**b) CMPT and ENSC (GS 2005.08)**

**i) CMPT 721 – new course proposal**

It was moved and seconded that a new course proposal be resubmitted in a typed format with better description and how it was related to CMPT 411.

(J. Dickinson/C. Dean)

**Motion carried**

**ii) ENSC 806 – new course proposal**

It was moved and seconded that the new course proposal be approved, subject to a typed format with shorter course description.

(J. Dickinson/P. Mustard)

**Motion carried**

**iii) CMPT 725 – course change proposal**

It was moved and seconded that the course change proposal be approved.

(J. Dickinson/P. Mustard)

**Motion carried**

The committee noted that faculty c.v. and previous course proposals were not needed as supporting documents. The chair agreed to provide additional guidelines on submission of curriculum changes.

**6. Faculty of Education: Curriculum changes (GS 2005.09)**

**M.Ed. - Teaching ESL**

The proposal was a new stream of the M.Ed. program. It was noted that EDUC 711, 714 and 720 – special topics courses - were provided for information only. Clarification was sought for EDUC 720 on attendance and minutes under course requirements. The committee gave friendly advice on higher admission requirement of English competence and design of an elective graduate course on English grammar.

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

(T. O'Shea/A. MacKinnon)

**Motion carried**

**7. Proposed cohort special arrangements: Business Administration**

**M. A. in Financial Risk Management (GS 2005.10)**

Dr. E. Love was invited to meet with the committee at 3:00 p.m. He expressed appreciation on how the process has helped to shape the proposal in clarifying issues. Fees, enrollment expectation and business council funding were discussed. It was noted that the maximum time for a cohort program was three years. Admission requirement – GRE and GMAT were discussed, and both were acceptable.

It was moved and seconded that the proposed cohort special arrangements program be approved and forwarded to SCUP.

(C. Smart/M. A. Gillies)

**Motion carried**

**8. WD and WE notations (GS 2005.11)**

The chair brought forward a proposed change to the graduate regulation 1.5.1 in order to remedy a practice of “erasing” student records, arising from extenuating circumstances, e.g., medical reasons. WD and WE grade notations on incomplete or dropped courses would clarify what actually happen, and were parallel to undergraduate grading notations.

It was moved and seconded that the proposed changes be approved and forwarded to Senate.

(A. MacKinnon/ C. Sears)

**Motion carried**

**9. Library course assessments – for information (GS 2005.12)**

The Library informed the committee of a revised procedure for course assessments. If no cost was involved with new course proposals, a full library report would not be submitted, the courses would simply be added to the list. If additional costs were involved, a full report would be provided.

**10. Supervisor – terminology (GS 2005.13)**

Jim Delgrande suggested changing the use of “senior supervisor” to “supervisor”, and “supervisor” to “thesis committee member”. This presented an issue in grant applications. A member objected to a proposed change, as second “supervisors” serve an integral part of a students’ work. J. Driver will investigate further.

**11. New business**

- a) C. Dean was asked by SCUP to inform SGSC that graduate student representatives on department committees should be globally “removed” from the review process of applications for admission, as this was “inappropriate” due to issues of “conflict of interest” and “confidentiality”.
- b) The chair presented draft terms of reference for membership of an ad hoc committee on English language requirement. It was agreed that an ad hoc committee should be struck and brought forward at the next meeting for approval.

Meeting was adjourned at 3:52 p.m. The next meeting will be held on March 14, 2005.