

**Minutes of a meeting of the Senate Graduate Studies Committee
held on Monday, September 11, 2006 at 2:30 p.m. in Maggie Benston Centre 2212**

Present:

Jonathan Driver, Chair
Valerie Ackroyd
Wade Parkhouse
Tom O'Shea
Martin Hahn
Larry Dill
Joel Blok

Trude Heift
Gwen Bird
Alison Gill for Mary Ann Gillies
Michel Joffres
Colleen Collins-Dodd
Bhuvinder Vaid
Vivian Blaker, Secretary

Regrets:

Ed Bukszar
Peter Mustard

Allan MacKinnon

Guest:

Paul Hebbard, Archives & Records
Management

1. Approval of agenda

After introduction of members, an item on Quest University was added, Item 9 – new course proposal from Applied Sciences (GS2006.36) was withdrawn due to further changes, and the agenda was approved as amended.

(B. Vaid/M. Hahn)

Motion carried

2. Approval of minutes

The minutes of July 10th 2006 were approved.

(L. Dill / M. Joffres)

Motion carried

3. Business arising from the minutes

3.1. SGSC student member – conditions

A modification recommended by SCAR to the election process to fill vacancies was approved by Senate on July 10.

Items 6-9 – new course proposals and curriculum changes were forwarded to Senate for information.

4. Chair's report

4.1. Supervision Task Force

A survey designed by the Task Force received over 800 responses. Trude Heift, Armita Namiranian, and Heather Latimer completed the analysis. The Task Force would meet and provide a report probably by December, 2006.

4.2. **Student representatives**

Nominations to fill the vacant seats on SGSC went forth to Senate for election on the next meeting on September 18.

5. **SGSC terms of reference (GS2006.32)**

All senate committees were asked to review (a) whether the terms of reference are up to date, and (b) whether the composition is appropriate for the committee's responsibilities.

5.1. **Senate Graduate Studies Committee**

A question of whether curriculum changes could bypass SGSC was raised. It was noted that the terms of reference were previously reviewed and revised - 4 years and 7 years ago. After a brief discussion, it was concluded that no changes were necessary.

5.2. **Assessment Committee for New Graduate Programs**

After a brief discussion on continuity issue, noting no procedural problems, it was concluded that no changes were necessary.

The chair was to report to Senate the result of this review.

6. **SGSC appeals subcommittee (GS2006.33)**

The chair received an appeal from a student who was asked to withdraw from a graduate program following an unsatisfactory progress review. SGSC must form an ad hoc committee to hear this appeal and conclude in the Fall semester. All members must be from SGSC – Chair, one representative from each faculty, and one student representative. The chair would establish an appeals subcommittee by e-mailing SGSC.

7. **Visiting research students (GS2006.34)**

CAGS – Canadian Association for Graduate Students – developed a Canadian Graduate Student Research Mobility Agreement (CGSRMA). This document was primarily written by J. Driver; SFU is not yet participating. This agreement would permit students to conduct interdisciplinary research at multi-institutions, at minimal cost. Students, registered at the home institutions, would have their presence recognized and be under faculty supervision at the host institutions.

The perception of diminishing resources for students at home institutions was raised by a student representative. Issues of insurance liability, potential government funding and access to resources, e.g., library, computing, gym, were discussed. It was noted that the CGSRMA was similar to the Western Deans' Agreement (WDA).

It was moved to approve SFU's participation in the CGSRMA, including a minor change to the general graduate regulation – addition of 1.3.9a Admission as a visiting researcher, and a new course proposal with S/U grading – GRAD 800-0 Visiting Research Student, and recommend to Senate for approval.

(B. Vaid / T. O'Shea)

Motion carried

The committee briefly discussed the possible need to propose a new course number for international students.

8. Management of graduate student academic files (GS2006.35)

Paul Hebbard, Archives & Records Management, was invited to present the proposed guidelines for retention and disposal of graduate student academic files maintained by academic departments. These guidelines were a result of his guest presentation to SGSC in November 2005, academic departments' input, his subsequent analyses, and consequently in conformity to the University Act, and the Freedom of Information and Protection of Privacy Act.

Primary discussion was on the length of retention rule – 3 years versus 5 years or longer, and the different classifications of records – personal files (e.g., reference letters, supervisor-student relationship) versus department files (core academic records such as progress, grades, and comps). P. Hebbard stated that students should keep personal copies of academic records such as progress reports, and that in general, personal and business contents of correspondence, including e-mail, should be kept separate.

It was moved to support implementation of the proposed guidelines for records management of graduate student files.

(W. Parkhouse / M. Joffres)

Motion carried

9. Quest University

Michael Stevenson, President, asked for confirmation of recognition of a bachelor's degree from Quest University – a non-profit, private university in Squamish, British Columbia, would satisfy admission requirement to individual graduate programs at SFU. The Chair stated that SGSC standard admission requirement would apply: a bachelor's degree program approved by provincial legislation – Degree Quality Assessment Board. This would be consistent with current practice at SFU. The Chair agreed to report to the President.

10. New business

10.1. 2007 schedule of meetings (GS2006.37)

A meeting schedule with material deadline dates was available

http://www.sfu.ca/dean-gradstudies/senate_gsc.htm

The chair reminded the committee that submitting e-version of materials would be helpful.

10.2. Next meeting

Scheduled on October 16, 2006

Meeting was adjourned at 4:12 p.m.