

**Minutes of a meeting of the Senate Graduate Studies Committee
held on Monday, June 11, 2007 at 2:30 p.m. in Maggie Benston Centre 2212**

Present:

Jonathan Driver, Chair
Barry Williamson
Tom Perry for Mary Ann Gillies
Fred Popowich
Vivian Blaker, Secretary

Trude Heift
Wade Parkhouse
George Agnes
Martin Hahn

Regrets:

Gwen Bird
Tom O'Shea
Colleen Collins-Dodd

Ed Bukszar
Michel Joffres
Joel Blok

1. Approval of agenda

The agenda was approved as presented.
(M. Hahn / W. Parkhouse)

Motion carried

2. Approval of minutes

The minutes of May 14th 2007 were approved as presented.
(M. Hahn / W. Parkhouse)

Motion carried

3. Business arising from the minutes

3.1. SGSC Appeals process [GS2007.21]

With comments from SGSC, the Chair reviewed the Senate Appeals Board (equivalent body for undergraduate student appeals) procedures, and revised the graduate student appeals procedures. There was a brief discussion on the clarity of the document.

It was moved and seconded to approve the new revised appeals process to take effect immediately, post on the Dean of Graduate Studies website, and to forward to Senate for information.

(G. Agnes / W. Parkhouse)

Motion carried

4. Chair's report

- Barry Williamson was welcomed as the new director of graduate admissions, records and registration.

- SGSC thanked Trude Heift for all her contributions, especially the huge workload with the Assessment Committee for New Graduate Programs, and the launching of on-line application for admission.
- June convocation was successful, with increased doctoral graduands' attendance with their senior supervisors.

5. Discussion of Supervision Task Force report [GS2007.22]

The Task Force on Graduate Student Supervision report was presented and discussion was focused on its recommendations for implementation.

Recommendation 1: Advice for students from the start of their program
Important; student and faculty orientation packages; workshops; mentoring program

Recommendation 2: Written plan for completion
Template for progress report accessible on-line – to review targets and plans

Recommendation 3: Understanding mutual expectations
Departmental variation; funding, intellectual property, publishing, authorship; communication issue

Recommendation 4: Assessment of student progress

Recommendation 5: Evaluate and reward supervision
Departmental variation; involving department chairs and faculty deans

Recommendation 6: Advisor/resource person for students and faculty
Peer-mentoring program; hire a professional with human resources skills; deal with conflict management; professor emeritus

Recommendation 7: Future survey

6. New business

Nil

Meeting was adjourned at 3:40 p.m.