

**Minutes of a meeting of the Senate Graduate Studies Committee (SGSC)  
held on Monday, December 5, 2011 at 2:30 p.m. in Maggie Benston Centre 2212**

Present:

Wade Parkhouse, Chair

Peter Liljedahl

Mary Ann Pope, Director, Records

Paul Budra

Colleen Collins

Marek Hatala

John Nesbit

Duncan Knowler

Margo Moore

Peter Ruben

Darius Burbidge

Kamran Reayat

Mike Soron, GSS

Sheilagh MacDonald, Secretary

Regrets:

George Agnes

Mary-Ellen Kelm

Library representative

Rob Cameron

1. Approval of agenda - approved
2. Approval of the minutes of November 7, 2011 *attached*
3. Chair's report:
  - SGSC materials to Senate cleared
  - Ethics tutorial to help students with approval process was demonstrated to graduate program chairs meeting in November
  - Mounting new graduate programs –expect approval to be slower as graduate enrollments are capped and students are underfunded by the provincial government at present.
  - Annual progress reviews are being processed and will be returned to the departments-feedback identifies students without annual reports, low GPAs, unsatisfactory progress, and if a senior supervisor is required.
  - International applicants – DGS is currently working on ways of assessing credentials and compiling lists of schools whose students have made the transition to SFU with some success.
  - Exit survey-a research assistant is currently processing data supplied by students who have recently convocated. The response rate has been good
  - Non-completers survey has had a more limited response.
  - Suspension of admissions, in this case for BUS/GAWM and KIN/MSc course work.- the units must comply with SCUP regulations. DGS sent Program Dissolution documents from SCUP.

4. For Discussion:

**4.1 Revision of 1.3.2 Admission to a graduate diploma program** [GS2011.19]  
**Motion: Move to approve** Unanimous Approved  
P. Ruben/M. Hatala

**4.2 Addition of GGR 1.3.2.a Admission to a graduate certificate program**  
[GS2011.20]  
**Motion: Move to approve** Unanimous Approved  
C. Collins/J. Nesbit

**4.3 GGR 1.3.3 Criteria for admission to a master's program** [GS2011.21]  
Grammatical corrections to be addressed in the final version. Done.  
**Motion: Move to approve** Unanimous Approved  
P. Budra/M. Moore

**4.4 GGR 1.3.4 Criteria for admission to a doctoral program** [GS2011.22]  
**Motion: Move to approve** Unanimous Approved  
P. Rueben/M. Soron

**4.5 Addendum to GGR 1.3.8.a - Admission to a concurrent bachelor's-master's program**  
[GS2011.23]  
**Motion: Move to approve once change made: "a) following the removal of "no more than 105 UG credits".Done.** Unanimous Approved  
D.Knowler/J. Nesbit

**4.6 Proposal for the clarification of conditional and qualifying admissions**  
[GS2011.24]  
**Motion: Move to approve second version of provisional and with change that reads "This permission will be granted....meeting the requirement by the end of the 2<sup>nd</sup> week (versus the 6<sup>th</sup> week)" Done.** Unanimous Approved  
J. Nesbit/P. Budra

**4.7 Addition of GGR 1.3.11.a - Applications to complete a non-joint concurrent graduate degree** [GS2011.25]  
**Motion: Move to approve** Unanimous Approved  
P. Liljedah/C. Collins

**4.8 GGR.1.7.6 Revised Proposal to ladder a diploma to a masters** [GS2011.26]  
**Change to include certificate. c) to read "Advance credit or graduate certificate. Minimum of B in lang – friendly amendment by D. Knowler.**  
**Motion: Move to approve addendum. Done.** Unanimous Approved  
C.Collins/J. Nesbit

**4.9 Faculty of Communication, Art and Technology** [GS2011.29]  
Master of Digital Media (MDM)  
i) Changes to program requirements  
ii) Changes to units and description: DMED 530-6  
**Motion: Move to approve once specific, detailed changes to DMED 530 curriculum are received.**

M. Hatala/J.Nesbit

Unanimous

Approved

**4.10 Faculty of Education**

[GS2011.30]

Languages, Cultures and Literacies (Doctor of Philosophy) Program

i) Changes to program requirements:

Eliminate EDUC 866-5 Advanced Qualitative Research in Education

Replace with EDUC 867-5 Qualitative Methods in Educational Research

**Motion: Move to approve**

Unanimous

Approved

J. Nesbit/P. Budra

**4.11 SFU Exchange Program: Outbound Graduate Students criteria** [GS2011.31]

*Attached*

SGSC to change language to read “normally have achieved a minimum of 3.5\* culmulative grade point average. Once language is approved by SGSC, criteria is to go to Senate. Done.

**Motion: Move to approve once revised to delete \* after 3.5**

C. Collins/M. Soron

Unanimous

Approved

**4.12 Proposed pilot – English Language and Graduate Studies Prep Program**

*Previously English Bridge Program dgs11-1*

[GS2011.32]

**Motion: Move to approve subject to SGSC’s final approval of the criteria for the successful completion of the program.**

P. Ruben/C. Collins

Unanimous

Approved

5. Items for information - previously approved:

**5.1 Faculty of Education**

[G2011.30]

i) Change of description and grading: EDUC 809-5

**6. Other Business**

- Appeals of re-admission after three-year window - SGSC needs to set guidelines. This discussion will take place in the new year.
- Mothballing courses – as per university policy, all Associate Deans will receive a list of courses not offered in SIMS for last 6 semesters and for the last 12 semesters. Rationale for those courses to be retained in SIMS will need to be supplied to SGSC by the materials deadline (January 23<sup>rd</sup>) for the February 2012 SGSC meeting.
- Thank you to SGSC for all the hard work, in particular in revising the GGRs.

7. Next scheduled meeting **January 16, 2012** (*material deadline –January 2, 2012*)