

**Minutes of a meeting of the Senate Graduate Studies Committee (SGSC)
held on Monday, September 18, 2011 at 2:30 p.m. in Maggie Benston Centre 2212**

Present:

Wade Parkhouse, Chair

Margo Moore

Mary-Ellen Kelm

Peter Ruben

Peter Liljedahl

Mike Soron, GSS

Mary Ann Pope, Director, Records

Sheilagh MacDonald, Secretary

Megan Crouch for Gwen Bird

Rob Cameron

Regrets:

Paul Budra

George Agnes

Colleen Collins

David Pereira

Marek Hatala

John Nesbit

Duncan Knowler

1. Approval of agenda - approved
2. Approval of the minutes of July 18, 2011- approved
3. Business arising from the minutes:
 - July's SGSC changes were sent to the September Senate.
 - Budget modeling- the Dean has been invited to a budget presentation. An update will be provided.
4. Chair's report
New streams – streams do not require Notice of Intent (NOI) for the Senate Committee on University Priorities (SCUP) but must be vetted by SGSC. Calendar language needs to be written to clearly identify a stream within an existing program.

New Associate Deans:

Mary-Ellen Kelm is responsible for student issues

Peter Liljedahl is responsible for academic matters and Special Arrangements (SAR)

Continuing Associate Dean

George Agnes will continue on until January 1, 2012. He will be providing continued support and training around student and academic issues to the two new Associate Deans.

Assistance for Graduate Program Chairs (gps) who are new to the portfolio - new gps are to contact the Dean and Associate Deans if they need support or advice.

Faculty Graduate Studies Committees (FGSCs) and the need for effective communication with gps. The Dean noted that FGSCs play an important role as a liaison between the SGSC and the gps. The Dean urged them to arrange meetings frequently in order to ensure that SGSC

information is communicated more effectively and items are discussed that have policy or program implications.

Admissions- 5600 applications are expected versus the 5500 that were received last year. 92-93% accept admission offers.

Communications project – Retired DGS Administrator Thea Hinds completed her reports. The Dean is reviewing the material and will share the information at a future date.

Supervision survey –the last survey was held 5 years ago and has been modified to take into account students who are not working towards a thesis. Institutional Research Planning (IRP) will generate a report with the findings disseminated through VPs and Deans /SGSC /gps.

DGS website has been completely revamped by DGS Communications Officer, Gladys We. It is now the third most visited site at SFU. 70% of visitors are new students; interest is high amongst international students. SGSC members are asked to visit the website and to provide feedback to the Dean.

Exit survey-SFU graduates 1100-1200 students while 200 students drop out. Why? DGS has developed a survey that will be sent to completers and non-completers this fall. The survey will transition to IRP after the pilot is completed.

IT projects-- 2 major projects:

1. Online admissions using CMPT model

It was suggested that the system pre-filter to weed out students who do not meet ENGL standards. A demonstration will be held for gps at the September 27th meeting. DGS is setting up a committee. Reports on progress will go to gps each month.

2. Annual progress reports-

System to capture output of students' scholarly activities-DGS will produce reports-It will be accessible as a database for associate deans and gps. It can be used for external reviews, 5 year plans etc. Anticipated time of availability is September 2012.

Potential-on line internal award adjudication. Systems will be improved.

Tracking dollar value of various scholarships and awards – the Student Information Management System (SIMS) and Human Resources (HR) database is difficult to access. We need an improved system.

Document Management System needed – An Electronic Document Management System (EDMS) is being investigated. Significant IT improvements are anticipated in the next few years.

Improved Service for departments -Edge Consulting is an outside consultant who will assess three major areas for improvement within DGS. A business plan will be prepared by the end of October.

The Dean noted that there have been a number of staffing changes within DGS and asked SGSC members to encourage their gps to be patient until matters are settled.

Vanier and Banting – orientations have gone fairly well.

5. For Discussion:

5.1 Proposal for Concurrent (Combined or Accelerated) Bachelors-Masters degree proposal *attached*

The plan is to take accept the top undergraduate students who apply. This would follow a model of a “4 + 1” or a Bachelors in 4 and a Masters in 1. SGSC members are asked to get feedback from the gpcs.

5.2 Non-joint degree concurrent programs *attached*

This is a way of formalizing a practice currently in place. SGSC members are to contact gpcs and provide the Dean with feedback.

5.3 Change of SGSC meeting dates *attached*

The Dean revised the schedule in order to coordinate with Senate and SCUP deadlines. SGSC members are reminded that the March SGSC is the last meeting for the fall calendar and are asked to emphasize this when communicating with their gpcs.

5.4 Beedie School of Business [GS2011.17]

a. Master Program, Business Administration (EMBA Program)

- i) New course proposals:
 - BUS 650-3 Business Ethics and Social Responsibility
 - BUS 664-4 New Ventures

Motion: Move to approve

(C. Collins/P. Liljedahl)

Unanimous

Motion Carried

Special topics have been running for years. Reminders to SGSC that if a Special Topics course runs more than twice the course should become part of the regular program.

b. Master Program, Business Administration (MBA Program)

- i) Changes to program requirements:
 - Eliminate BUS 713-4 Essays option
 - Replace with BUS 718-4 Strategic Management/Comprehensive Examination
- New Special Topics in Business Administration courses:
 - BUS 720-2
 - BUS 721-3
 - BUS 722-4

Motion: Move to approve

BUS indicated the change was for the sake of consistency. Records Director, M.A. Pope, questioned the difference in credit units and warned of the problems of dealing with repeated courses in SIMS. C. Collins indicated that this was not a concern and added that the credit units differ because the contact hours differ.

(C. Collins/M. Soron)

Unanimous

Motion Carried

c. Master Program, Business Administration (MFRM)

- i) Changes to program requirements:
 - Clarification of electives for streams:
 - Investment Management Stream: BUS 816-3 and BUS 823-3
 - Risk Management Stream: BUS 866-3 and 867-3

Motion: Move to approve

(C. Collins/R. Cameron)

Unanimous

Motion Carried

d. Master Program, Business Administration (MOT MBA)

- i) Changes to program requirements:
Addition of language permitting the substitution of courses
Deletion of course waiver for BUS 762-4 Project Management

Motion: Move to approve

(C. Collins/P. Ruben)

Unanimous

Motion Carried

e. Graduate Diploma in Business Administration (GDBA)

- i) Changes to program requirements:
Addition of language permitting the substitution of courses

Motion: Move to approve

(C. Collins/P. Budra)

Unanimous

Motion Carried

5.5 Faculty of Science

[GS2011.18]

a. Department of Biomedical Physiology and Kinesiology

- i) Change of grading scheme from S/US to graded: KIN 801-3 Seminar on Research in Biomedical Physiology and Kinesiology

P. Ruben indicated that this is not strictly a seminar course. It focuses on research plagiarism and ethics and there are additional requirements such as added papers and presentations.

Motion: Move to approve with the understanding that a grading scheme be provided.

(P. Ruben/M. Moore)

Unanimous

Motion Carried

b. Department of Mathematics

- i) M.Sc Program and/ or PhD program:
Addition of Operations Research stream (O.R.)
Calendar changes to identify core courses
Addition of new courses:
MATH 804-4 Operations Research: Selected Topics
MATH 808-4 Advanced Linear Programming
MATH 888-0 PhD Comprehensive Exam: Operations Research

The Dean indicated that Math has two streams and is introducing a third. The requirements for the degree are the same. Mathematics is changing rapidly; this is a new specialization. M. Moore pointed out that there should be one number for comprehensives, not a number of comprehensive courses.

Motion: Move to approve MATH 804-4 and 808-4

(P. Ruben/D. Knowler)

Unanimous

Motion Carried

Defer approval of MATH 888-0

The Dean will go to the department and recommend amalgamating all comprehensive courses into one.

Deferred

Motion Carried

- 6. Items for information- minor course changes previously approved:

6.1 Beedie School of Business

[GS2011.17]

a. Master Program, Business Administration (EMBA Program)

- i) Change of title: BUS 670-4: Accounting for Decision Making

b. Master Program, Business Administration (MBA Program)

- i) Change of title:
BUS 704-3 Leadership and Teamwork
BUS 708-3 Financial Management

7. Other Business:

Criminal Check for graduate students – Director of Records and Admissions, Mary Ann Pope, reported that new legislation means that criminal checks will be required for all students who work with children under 19 or those in vulnerable populations. The deadline for compliance is January 1, 2012. There are on-line forms and fees that affect students. SGSC members are asked to contact their gpcs and to forward any questions to M-A Pope; she will take them to the committee involved.

8. Next scheduled meeting **October 3, 2011** (*material deadline –September 19, 2011*)