

**Minutes of a meeting of the Senate Graduate Studies Committee (SGSC)
held on Monday, January 16, 2012 at 2:30 p.m. in Maggie Benston Centre 2212**

Present:

Wade Parkhouse, Chair

Margo Moore

Mary-Ellen Kelm

Mike Soron, GSS

Peter Liljedahl

Kamran Reayat

Mary Ann Pope, Director, Records

Sheilagh MacDonald, Secretary

Shawn Stapleton for Rob Cameron

Todd Mundle

Regrets:

Paul Budra

Duncan Knowler

Colleen Collins

Peter Ruben

Marek Hatala

John Nesbit

1. Approval of agenda-approved
2. Approval of the minutes of December 5, 2011- approved *attachment*
3. SGSC materials to the January 9, 2012 Senate were approved:
 - GGR 1.3.2 Revision: Admission to a graduate diploma program
 - GGR 1.3.2.a Addition: Admission to a graduate certificate program
 - GGR 1.3.3 Criteria for admission to a master's program
 - GGR 1.3.4 Criteria for admission to a doctoral program
 - GGR 1.3.8.a Addendum: Admission to a concurrent bachelor's-master's program
 - GGR 1.3.11.a Addition: Applications to complete a non-joint concurrent graduate degree
 - GGR 1.7.6 Revision: Proposal to ladder a diploma to a master's
 - Faculty of Education-program and course change
 - SFU Exchange Program: Outbound Graduate Students Criteria
4. Chair's report
 - Proposed pilot-English Language and Graduate Studies Prep Program - BUS and ECON have agreed to pilot the program. A decision will be made as whether the program goes ahead on February 15. If approved, students will start May 28th and enter SFU in September.
 - Ethics Tutorial-review for next year if any modifications are required.
 - Exit survey-good response rate for those who completed their degree; non-completers response rate was low.
 - Deactivating and deleting courses in SIMS – faculties are to provide a rationale for keeping courses active in SIMS by January 23rd, the deadline for the SGSC in March.

5. For Discussion:

5.1 Changes to Ethics Approval Verification

[dgs 12-1]

Associate Dean, Peter Liljedahl, outlined the current problems students have if a thesis title is revised following Ethics approval. Solution: revise the Approval of Examining Committee form to include a section where the senior supervisor signs that protocol is followed as per the initial proposal.

DGS will revise the paper trail to ensure instructions are the same for both Masters and PhD.

5.2 Minimum Attendance at a PhD Defense

[dgs 12-2]

In order to address the changes in technology, Associate Dean, Peter Liljedahl, presented a proposal to define who must be in attendance at a PhD defense. P. Liljedahl will send a revised proposal to the SGSC members and Graduate Program Chairs for feedback at the February SGSC.

5.3 Theses Withholds and Postponements

[dgs 12-3]

P. Liljedahl indicated that technical changes have made Withholds problematic. This proposal will get rid of the Withhold category and use Postponement for one year. SGSC agreed. All relevant documents will be revised and P. Liljedahl will present the changes to graduate program chairs at the next gpc meeting.

5.4 Open Defenses

[dgs 12-4]

no attachment

The question was raised as to whether any defense, or a portion of the defense, could be held “in camera” due to commercial interests. SGSC members indicated that faculty should address any patent issues 6-8 weeks prior to defense. (e.g. provisional patent)
The Dean of Graduate Studies will draft changes that strengthen the policy.

The Dean is requesting feedback on the following GGR changes. The final language will be addressed at the March SGSC:

5.5 GGR 1.3.6 Admission as a Qualifying Student

[GS2012.01]

5.6 GGR 1.3.8 Conditional Admission

[GS2012.02]

5.7 GGR 1.13.12 English Language Competence

[GS2012.03]

5.8 GGR 1.13.13 Certificate Programs

[GS2012.04]

5.9 GGR 1.5.1 Normal Grading System

[GS2012.05]

Motion: Move to approve

Unanimous

Approved

M-E Kelm/M. Soron

This motion was deemed unnecessary and therefore removed. SGSC approved changes to bring the dates of the graduate and undergraduate grading practices into alignment and to correct a discrepancy in two areas of the general graduate regulations (GGRs). The item was deemed to be editorial and will go to Senate for information.

5.10 Faculty of Applied Sciences

[GS2012.06]

Engineering Science Doctor of Philosophy Program

- i) Changes to program requirements
- ii) Changes to description: ENSC 820-3 Engineering Management for Development Projects
Remove not count to PhD. Course change with program

Motion: Move to approve

Unanimous

Approved

M. Hatala/J. Nesbit

- iii) Changes to title, description and addition of pre-requisite: ENSC 853-3 Digital CMOS
Integrated Circuits

Approved by the Dean under delegated authority.

Approved

6. Items for information - previously approved:

6.1 Beedie School of Business

[GS2012.07]

a. Master Program Business Administration (MBA)

- i) Change to title: BUS 704-3 Leadership and Groups
- ii) Change to title: BUS 710-3 Managing Global Enterprises
- iv) Change to title: BUS 714-3 Entrepreneurship
- v) Change to title: BUS 718-4 Business Strategy

b. Master Program Business Administration (MOT MBA)

- i) Change to number: BUS 757-2 Negotiations

7. Other Business

PhD Defense process – proposal that an electronic copy of the thesis must be submitted to DGS along with all examining committee approval documents 7 weeks prior to the defense.

The proposal will be sent out to SGSC members who will have graduate chairs review it. This is a discussion item for the SGSC agenda in February.

8. Next scheduled meeting **February 6, 2012** (*material deadline –January 23, 2012*)