

Meeting minutes of the Senate Graduate Studies Committee (SGSC)
held on Monday September 8, 2014 in the Thesis Defence Room, SFU Library

Present:

Ex-Officio:

Wade Parkhouse, Chair
Mary-Ellen Kelm (Associate Dean)
Peter Liljedahl (Associate Dean)
Mary Ann Pope (Director, Records)
Nicole White (Library)
Shelley Gair (Programs, Policy, Curriculum)
Krista Gerlich-Fitzgerald (Secretary)
Lyn Bartram (SIAT, Grad Chair)

Faculty Chairs:

Ian McCarthy (BUS)
Uwe Glasser (FAS)
Jane Pulkingham (FASS)
Malcolm Steinberg (FHS)
Peter Ruben (FSCI)
Phil Winne (EDUC)
Zoë Druick (FCAT)
Sean Markey (FENV)

Graduate Students:

Jasneet Singh Sabharwal (Regular)
Jayme Lewthwaite (Alternate)

Regrets:

Ehsan Jozahi (Graduate Student)
Ting Liu (GSS)

1. Approval of revised agenda **Approved**
2. Approval of the meeting minutes on July 7, 2014 **Approved**
3. Business arising from the minutes
4. Chair's Report
 - The chair reported on enrollment and admission numbers. Enrollment down 50 FTE as per the target, 5300 admission applications received.
 - Several questions requesting clarification were asked and addressed.
5. For Discussion

5.1 Curriculum Management Website (GS2014.25)

<http://www.sfu.ca/dean-gradstudies/administration/curriculum-planning.html>

The website was reviewed with the SGSC members. Feedback was received and will be implemented. The website will be promoted at the curriculum workshops which are held each semester.

5.2 Revised Course Forms (GS2014.26)

A question was raised on whether the course forms could be moved to an electronic approval process. SGSC was informed that this is a possibility in the future, however, not at the current time. SGSC was asked to consider whether the signatures on the course forms are necessary since

the accompanying memo provides the approval signature. No decision was made at the time on this matter.

5.3 Template for a Notice of Intent (GS2014.27)

It was identified that information on the website regarding the NOI process is not consistent with practice. NOIs should be sent from the department to their own Faculty, not all faculties. This will be updated on the website.

5.4 Template for Full Program Proposal (GS2014.28)

Feedback on the template was received and will be implemented.

The NOI and FPP templates will be sent to SCUP and SCUS for information and feedback.

6. For Approval

6.1 Faculty of Applied Sciences (GS2014.29)

- a) New course: MSE 884-3 Advanced Dynamics

Motion moved by U. Glasser, seconded by J. Singh Sabharwal

Approved

6.2 Faculty of Education (GS2014.30)

- a) Program change: MA and MEd in Educational Leadership

The fieldwork course currently in use is graded as satisfactory/unsatisfactory. According to policy, none of a student's minimum course requirements may be graded as S/U. The program change is to align the grading scheme with the policy.

Motion moved by P. Winne, seconded by S. Markey

Approved

6.3 Faculty of Science (GS2014.31)

- a) New course: PHYS 822 Advanced Electromagnetism II

Course was previously offered as a special topics course and is now being proposed as a regular course.

Motion moved by P. Reuben, seconded by P. Winne

Approved

7. For Information (approved under delegated authority)

7.1 Beedie School of Business (GS2014.32)

- a) Course change (title): BUS 719

7.2 Faculty of Health Sciences (GS2014.33)

- a) Course change (title & description): HSCI 902
- b) Course change (units, title, description, grading, prerequisite): HSCI 903

c) Course deletion: HSCI 904, HSCI 905

d) Program change: MSc and PhD in Health Sciences

8. Other Business

9. Next scheduled meeting **October 6, 2014** (*Material deadline September 18, 2014*)