

(Approved March 28, 2012)

BROCK UNIVERSITY GRADUATE COUNCIL

Minutes of the Meeting of February 29, 2012
2:00 - 3:30, Sankey Chamber

Present: K. Arnell, J. Atkinson, U. Brand, R. Dimand, L. Duhaime, M. Feldman, C. Fullerton (for D. Butz), M. Hennigar, N. Klentrou, I. Makus, H. McGarrell, C. Merriam, B. Minor, G Pepper, M. Plyley (Chair), C. Santos, S. Sekel, A. Smith, C. Tardif-Williams, S. Tilley, C. Ugulini (Admin Support), A. Van Der Est, M. Webber, M. Winter, J. Yuen

Regrets: J. Allard, M. Berman, D. Butz, R. Kuchapski, D. Samson, S. Vint

Programs not Represented: Biological Sciences, English, History, Philosophy, Physics, Interdisciplinary Humanities, Popular Culture

1. **Approval of Agenda - MOVED** (C. Santos/S. Sekel) that the Agenda of February 29, 2012 be approved, noting the addition of "Membership in the Faculty of Graduate Studies" as proposed by I. Makus under Item 8, Other Business. **CARRIED**
2. **Approval of Minutes of January 25, 2012 - MOVED** (R. Dimand/H. McGarrell) that the Minutes of the meeting of January 25, 2012 be approved. **CARRIED** (1 abstention)
3. **Business Arising from Minutes**
 - a) **Faculty Webpages** - The Dean asked whether any members had followed up with Meron Hrycusko of University Marketing and Communications with regard to updating their webpages. One member reported that he was scheduled for a private session with ITS.
 - b) **ARC** - With regard to the ongoing deliberation of the ARC process, the Dean believes that a review of the new process at the end of the year will suggest a more efficient process.
4. **Dean's Report – Questions on circulated material**
 - The Dean's and Director's Update, circulated prior to the meeting, provided a report on the February 8th Research Café, an update on the Mapping the New Knowledges conference scheduled for April 11, information on Spring Convocation, the Professional Development Committee, and upcoming events.
 - GPDs were urged to continue to encourage students to present at the April 11th Mapping the New Knowledges Oral and Poster Presentations. Students whose work is in progress can also be encouraged to present, if their research is at a stage where they have had the "go ahead" from their Supervisory Committee.
 - Dean Plyley reported that two research cafes will be scheduled again next year under the umbrella of Mapping the New Knowledges. If you have any ideas for topics, please let us know and we will begin to dialogue on next year's lineup.
 - The Graduate Student Professional Development workshop series has been successful this year, with 25 regulars attending each workshop. The next workshop in the series will be held on March 7, and the final workshop is scheduled on April 4. Marilyn Rose has agreed to lead the series again next year.
 - The Dean reported that 1525 grad program applications have been received to date.

5. Director's Report – Questions on circulated material

- The Director's Report (circulated prior to the meeting) included information on the Dean of Graduate Studies Spring Research Fellowship, an update on the electronic application project, applications and admissions, e-thesis submissions, registration/course authorization, Faculty Handbook changes, 2012/2013 graduate calendar, and the FGS integrated marketing and recruitment plan.
- With regard to the DGS Spring Research Fellowship, G. Pepper noted that the research proposal is to be focused on the portion of the research students will complete during the Spring term. GPDs are asked to share the information which was circulated by e-mail with their students.
- G. Pepper reported that a communique will be sent out shortly to address the issues/questions arising from the recent E-Thesis Submission training session.
- Concern was expressed with the electronic applications form with regard to references – can a referee's department and university be included on the form? Can a table be included as with the paper version where the referee checks off pertinent information? It was also indicated that some international references have been identified as spam.

ACTION: G. Pepper will survey GPDs for further comments/suggestions and investigate further with ITS.

6. GSA Report - no GSA report was presented

7. General Discussion Items, as Proposed by Members

- a) The Dean addressed the topic of Graduate Studies growth and is looking for guidance as to what direction we should take. Should we increase the number of programs or the number of students in programs? How many students would you expect a supervisor in any given program to supervise? What should the ratio be? A limiting factor is the number of graduate students a faculty member is willing to supervise. Another consideration is the case of programs that are effectively "thinned out" by faculty participation in new programs.

Jeffrey Atkinson, a member of the Workload Task Force, reported that every unit routinely files with their dean the description of workload particular to that unit, including non-scheduled courses (Normal Department Workload Standards - NDWS). If workload is not equitably distributed across the unit, there should be compensation. A tool for gathering this information will soon be available, and the Workload Task Force will report on the data forward the data to the Joint Committee on Workload. It was pointed out that BUFA made it clear that the aim of this exercise is not to set minimum value/number.

- b) The topic of application files will be placed on the next Agenda. The Dean would like to determine what programs look at in a file in the way of requisite and supplemental material when accepting a student.
- c) We are still seeking two Graduate Program Directors to sit on the SGSC Policy Sub-Committee to promote the two-way flow of ideas and issues between SGSC and Graduate Council.

8. Other Business

- a) **Membership in the Faculty of Graduate Studies** – Last April, SGSC forwarded to Senate a proposal for Faculty of Graduate Studies membership for inclusion in the Faculty Handbook. The proposal did not pass Senate, mainly due to the issues of consultation and appeals. The SGSC Policy Sub-Committee has developed a revised FHB entry which was presented at the February 28th meeting of SGSC:

14.1.1 Membership in the Faculty of Graduate Studies

To be eligible for Faculty of Graduate Studies membership, an individual must hold a faculty appointment at Brock University (tenured, tenure-stream, limited-term, adjunct, emeritus). Specific criteria for membership as well as the process for application, rest with the Academic Faculties. Faculty members are appointed as members of the Faculty of Graduate Studies for a period of 7 years by their Faculty Dean and the Dean of Graduate Studies.

Categories of Membership:

i) Core Graduate Faculty

Core members are expected to hold a PhD, or the equivalent degree in their particular area of expertise, with an appropriate level of scholarship and activity determined by their academic Faculty. Core members will be involved in all aspects of graduate education.

ii) Participating Graduate Faculty

Participating members may undertake all the duties of a core member except serving as a sole supervisor or acting as the chair of a thesis examination.

iii) Special Graduate Faculty

In exceptional circumstances, a faculty member who holds an appointment at another University and who satisfies the academic Faculty criteria for graduate teaching and supervision may be appointed by the Faculty Dean and the Dean of Graduate Studies. The appointment will be for a prescribed length. Special graduate faculty members may undertake all the duties of a core member except serving as a sole supervisor or acting as the chair of a thesis examination.

ACTION: Gail Pepper will forward to GPDs the draft entry as well as supplemental material (i.e., rationale, and summary of FGS format/regulations at other Ontario universities) for review/comment.

Following consultation with the Deans, BUFA Executive and GPDs/faculty, the revised proposal, along with any feedback received, will be sent back to the Senate Graduate Studies Committee for consideration.

9. **Adjournment** – The meeting adjourned at 3:40 p.m.