

September 2012

From the Dean's desk

Welcome to the new academic year. We in Graduate Studies look forward to the exciting year ahead and to working with each of you to make the year a rewarding one.

The annual **New Graduate Student Orientation Breakfast on Sept. 11** in Pond Inlet was an excellent kick-off to the year. I sincerely thank those who organized various activities as well as all the service providers across campus who set up tables and were present to discuss services available for graduate students.

GradPlus — graduate student professional development

Many thanks also to our partners in **GradPlus** who made a presentation during the orientation event about our plans this year to roll out the GradPlus program. GradPlus focuses on professional development for graduate students and involves coordinating activities and resources with the following units: Career Services, Centre for Pedagogical Innovation, Graduate Students' Association, Brock Libraries, Academic-Zone Learning Services, Office of Academic Integrity, Office of Research Services, and International Services and Programs Abroad. You can find out more about GradPlus and view the Powerpoint slides of the presentation at <http://brocku.ca/graduate-studies/current-students/professional-development/gradplus>

As part of GradPlus, the FGS is pleased that we will be offering again a **monthly series of professional development workshops** that will focus on carry-forward skills for our graduate students.

The workshops will begin in October and will continue to April. All six sessions will be held from 4:30 to 6:30 p.m. in Pond Inlet, and refreshments will be provided. Registration will be required. The dates and topics of the Graduate Studies series are listed below and more information is available at <http://brocku.ca/graduate-studies/current-students/professional-development>

- Tuesday, Oct. 2 — Career Track
- Tuesday, Nov. 13 — Strategic Communication
- Tuesday, Jan. 8 — Social Media
- Tuesday, Feb. 5 — Effective Leadership
- Tuesday, March 12 — Time and Project Management
- Tuesday, April 2 — Thinking Entrepreneurially

Changes to OGS

As most everyone has probably heard by now, MTCU decided in August that the MTCU would no longer run the OGS and that the OGS program was being sent to the universities to oversee on an individual basis. In early September, we learned the details by which MTCU would be involved (i.e., the rules of the game) and what was ours to develop. One surprise has been that each university was responsible for developing an application. Each university will select an

application deadline, and adjudication of applications at any university will be done by that university.

Brock was given 46 OGS to give out – 44 domestic and 2 international. It is up to each university to decide the split for Master's vs. PhD, or for new/entering students vs. returning students.

One very interesting issue that falls out from this change in how OGS applications are handled and adjudicated is that, in short, there is no transferability of an OGS any longer. A student will need to apply to each university that he/she intends to apply for graduate school! The 46 OGSs are Brock's and will go to Brock students. What this means is that if a student applies to Brock for an OGS and goes to another university, the OGS will revert to another student who is, and will be, attending Brock.

We have had two OCGS conference calls to date and another is scheduled for three weeks hence. The intent of the calls has been to discuss what each university is thinking and planning in order to smooth things out system-wide as best we can, yet respecting that each university will do what it sees as best for its students – current and future. FGS will be working hard over the next few weeks to develop our adjudication plan. We will need help at several times during the process and we hope that graduate program faculty and staff will help when called upon.

2012-13 Mapping the New Knowledges Research Series

Mark your calendar now for the 2012-13 Mapping the New Knowledges events:

- **Research Café I: "Mapping Your Future"** — A panel of speakers will discuss issues revolving around career path(s), handling and preparing for change, and dealing with life stress during times of change — Tuesday, Nov. 20, 2012, 4:30 to 6:45 p.m., Pond Inlet
- **Research Café II: "Environmental Sustainability in the 21st Century"** — Graduate faculty and graduate students from the Centre for Environmental Sustainability will discuss their work — Tuesday, Feb. 12, 2013, 4:30 to 6:45 p.m., Pond Inlet
- **Mapping New Knowledges Graduate Student Conference:** Wednesday, April 10, 2013, 8:30 a.m. to 4 p.m., Plaza Building (Call for Proposals will be posted in January 2012)
- **Graduate Mentorship Awards 2013:** Graduate students will be invited to submit nominations in the new year. Two Graduate Mentorship Awards will be presented as part of the program for the Mapping New Knowledges Graduate Student Conference

Look for more details about these events soon at: brocku.ca/graduate-studies/conferences-events

Thesis Defence Spaces

As of Oct. 15, FGS will have two thesis defence spaces for booking:

- **MC D207** now belongs to FGS. This room is located in close proximity to Graduate Studies and holds 12 to 15 for a defence or student advisory committee meeting. This room has been newly painted, has new furniture, and has been outfitted with a presentation unit that includes a 60-inch display, cameras, and a laptop with presentation and video-conferencing software. (Please note: thesis defences will take preference over advisory committee meetings).
- **MC D206** is being shared with the Registrar's Office. Graduate Studies is able to utilize the room for defences or advisor committee meetings on Monday, Tuesday, Thursday and Friday. This room is located in close proximity to Graduate Studies and holds 20 to 25 for a defence or student advisory committee meeting. This room also has been outfitted with a presentation unit that includes a 60-inch display, cameras, and a laptop with presentation and video-conferencing software. (Please note: thesis defences will take preference over advisory committee meetings).

Both spaces can be booked through FGS by contacting Cathy Ugolini by email (cugolini@brocku.ca) or phone (x5152).

Admissions

As of Oct. 1, 319 FT domestic (296 Masters, 23 PhD), 100 PT domestic (97 Masters, 3 PhD), and 331 international (326 Masters, 5 PhD) students have registered; this is +21, -21, and +39, respectively, in comparison to total graduate student program targets.

While we will need to wait until the official University count to determine the numbers of returning students (termed the “flow through”) to see how we have done in terms of our overall MTCU target numbers, our unofficial numbers would suggest that we have a total of 1,558 registered graduate students for 2012-13 of which there are 1,019 domestic students, and 539 international students (373 cohort/cost recovery program, 166 research programs). The 1,558 can also be expressed as 1,147 full-time students and 411 part-time students.

News on the program front

- Several new graduate programs have been submitted to the Academic Review Committee (ARC) as letters of intent – three new International Student Programs in Materials Science, Economic Geology, Applied Statistics have been submitted by units within the Faculty of Mathematics and Science, and a new graduate program in Sustainability: Science and Society has been submitted by the Centre for Environmental Sustainability.
- Several graduate programs have been reviewed now via the University’s IQAP through ARC. The process has been streamlined – there is a Self-Study Manual to guide units in the development of the required brief, and a set of tables that must accompany the brief — many of which will be pre-populated by Institutional Analysis for the program to examine and discuss as part of the brief. Please see the following url for details: <http://brocku.ca/vp-academic/academic-reviews> The Final Assessment Reports (FARs) for each and every review will be posted on the Provost’s website. The FAR lists the various recommendations resulting from a program review, who is responsible for overseeing the expected process/ outcome, and the expected time frame. There is also a four-year (mid-point) review to see what has been accomplished to date.

Copyright Update

As you know, Brock signed the Access Copyright licence in June this year using a cost-recovery model from student fees. The Provost has recently established a copyright working group with broad-based faculty, student and other representation to review copying practices at Brock and determine the best ways to manage the University’s copyright needs. If you have any questions, you can contact me or Brock’s Copyright Coordinator / Legal Advisor, Chabriel Colebatch, who will be chairing the group.

From the Director’s desk

Electronic Application and Admission Project and Admission 2013/2014 – Update #4

On Oct. 4, the Ontario University Application Centre (OUAC) application process opens for students to apply to graduate studies at Brock for 2013-14. As you are aware, students will now be submitting all required application documents (e.g. transcripts, proof of English Language Proficiency, plus program required documents) electronically by uploading the documents to their Brock portal.

Detailed instructions for the students will be available on the FGS website. This means that some documents will be unofficial documents. When students are offered admission to a graduate program and they accept the offer, they will be required to send a final/official transcript, degree/graduation certificate to the Faculty of Graduate Studies, showing that the degree has been conferred.

We would appreciate your cooperation in updating program websites regarding application information for students. Please remove any specific application instructions currently on your program's website and update your site to direct students to application information on the FGS website via this link: https://experience.brocku.ca/Graduate_Study/applynow.ezc This will ensure all students receive consistent information on our electronic application process.

Along with the uploading of student application documents, a major change will be how student application files are processed by the FGS and by the programs. You will no longer receive hard copy application files for applications received after Oct. 4. The applicant files for your program will be available online by accessing a series of new screens. In our program updates we informed you that several new screens will be available to you to view applicant information, sort according to various fields, and make your decision. The GradAppSelect (Grad Applications Selection) screen, under the menu item GradAdmission, will show the applicants who have applied to your specific program along with other important information, e.g. decision. You will then be able to review the individual student file application details by clicking on the program field.

We will be contacting you in the next week to find out who in your program needs to have access to the system in order to review electronic applications.

The FGS will assess applications once we have received all documents that are "Required for Admission Consideration."

The assessment (currently the gold Graduate Pre-Admission Checklist form) will be completed online and available by accessing the Assessment tab. If you wish to have applications assessed before all documents are received, please notify our office five to 10 business days in advance. Please send an email to Charlotte Sheridan at csheridan@brocku.ca with the student name, ID and program.

For the foreseeable future, the admission decisions will continue to be processed using the green admission decision form. The completed and signed green admission decision forms must be forwarded to this office in order for us to process the admission or rejection. To automate the decision forms, the online approval/signature process requires complex ITS programming. We will provide further updates regarding the progress of this phase of the Electronic Application and Admission Project as we proceed towards January.

We have scheduled training workshops (dates and times to be sent via email) to assist you and your Administrative Assistants/Coordinators with the new electronic application and admission process. Please register for a workshop that best suits your schedule.

Electronic-Thesis Submission

As of Oct. 1, 2012 the FGS website and the Brock Digital Repository will be ready to receive E-Thesis submissions from all graduate students. Therefore, Oct. 1 is the soft launch date for mandatory E-Thesis submission for all of our graduate programs. The hard launch date is Oct. 22 during the Library's Open Access Week when we will advertise and celebrate the move to E-Thesis submission for all graduate theses and will no longer accept hard copy thesis submission. A Pilot Program for optional E-MRP submission will continue to be discussed and will most likely be available in early 2013.

FGS e-Bulletin

The FGS will continue in 2012/13 to publish the e-Bulletin. The e-Bulletin is typically distributed every two to three weeks to Graduate Program Directors/Administrative Assistants for distribution to their graduate students. The information contained in the e-Bulletin is student focused. Please forward the e-Bulletin to your graduate students and consider highlighting for them the items you'd like them to pay particular attention to. Please forward any e-Bulletin information to hjunke@brocku.ca

Scholarship information Sessions

We had very strong attendance at all of our Scholarship Information Sessions that were held in September. We also have a series of **drop-in workshops** under way to assist students with any questions they may have in completing their application package for the Tri-Council External Scholarships (NSERC, SSHRC, CIHR) and Ontario Graduate Scholarship (OGS). Two sessions remain in the drop-in series:

- October 11, 2 to 4 p.m.
- October 12, 10 a.m. to 12 noon

The workshops will be held in Mackenzie Chown D Block, Room D350L.

Please encourage your students to attend these workshops and advise them to bring along their laptop so that we can assist them better.

Also, see the FGS website for:

- the deadline dates for competitions (http://www.brocku.ca/webfm_send/18204)
- information regarding application instructions (<http://brocku.ca/graduate-studies/current-students/internal-financial-support-2/financial-information>)

External Scholarships: Please refer to recent email correspondence sent from the FGS regarding the 2013/14 Ontario Graduate Scholarship application process. Please also continue to refer your students to our FGS website Current Students – Financial Support & Fees – External Financial Support for information about NSERC, SSHRC, CIHR and other external scholarship competitions facilitated by the FGS. Contact Joanne Kremble or Charlotte Sheridan with any questions/concerns.

Internal Scholarships: A reminder that our internal donor scholarship/award applications are due Oct. 1 or Feb. 1. Students should be reminded to review the list of donor scholarship/awards at http://brocku.ca/webfm_send/21693 to ensure they don't miss the deadlines.

2013/14 Graduate Calendar Submissions

The deadline for submissions to the FGS for 2013/14 is Friday, Nov. 4. An email will be sent this week with additional information.

Graduate Record Forms

The FGS has again accepted and processed a number of Graduate Record Forms after the posted deadline. In future, all Graduate Records must be approved by the program before the deadline date (as per the Schedule of Important Dates) in order for the FGS to process the students' application to graduate.

FGS New Student Recruitment

The FGS has commenced its Graduate Fair Schedule across Ontario, Eastern and Western Canada. In addition, our Associate Deans, Mathematics and Science, and Humanities are undertaking an Eastern and Western Canada recruitment trip. Their trips involve visiting smaller universities and connecting with faculty and prospective students. In 2012-13 our FGS internal and external recruitment initiatives will expand via our new FGS Strategic Integrated Marketing and Recruitment Plan. We have been working closely with University Marketing and Communications to develop and implement new advertising and communication strategies. You may have seen the recent advertisement in University Affairs — did you like the ad? Further information regarding our new initiatives will be provided over the next few months.

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