



**MINUTES OF THE THIRD MEETING OF  
THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES  
OPEN SESSION**

**January 14, 2013 at 10:00 am room H-767**

**PRESENT**

Ex-officio members: J. Beaudoin (Secretary), G. Beaudry, G. Carr, L. Ostiguy, P. Wood-Adams (Chair).

Voting members: A. Awasthi, G. Brown, A.-M. Croteau, B. Ibrahim, M. Mehmet Ali, C. Mulligan, B. Nelson, C. Skinner, S. Snow, S. Ullah, V. Venkatesh. B. Vorn, H. Wasson.

Non-Voting members: S. Fontaine, M. Jordan (Recording Secretary).

Guests: H. Adams-Robinette, V. Bruce, P. Kelley, C. Tocco.

**REGRETS**

Voting members: F. Al-Saqqar, A. Atia, F. Crooks, E. Diamantoudi, M. Fritsch, E. Manning, D. Matthews, B. Pervez, R. Wuthrich.

Non-voting members: W. Cheaib, O. Dyens, J. Powlowski.

1. Call to Order

The meeting of the Open Session was called to order at 10:00am.

2. Approval of the Agenda

Moved and seconded (A.-M. Croteau, H. Wasson). Carried.

3. Approval of the Minutes of the Open Meeting of October 29, 2012

Moved and seconded (B. Nelson, A.-M. Croteau). Carried.

4. Chair's Remarks

The Chair announced that Dr Lisa Ostiguy and Mr Patrick Kelley would be addressing Council on the current financial situation with regard to the province-wide budget cuts and informed

members that the University is committed to the continued support of the academic sector, in particular, the areas of research and graduate studies. Dr Paula Wood-Adams stated that the graduate awards pre-allocations were to be sent out shortly and noted that the delay was due to efforts to simplify the process by allowing departments to determine the academic qualifications of award candidates. The Chair informed Council that the 3<sup>rd</sup> World Conference on Research Integrity will be held in Montreal from May 5 to 8, 2013, and encouraged faculty members and graduate students to attend. Dr Wood-Adams also reminded members of the upcoming 3MT competition and the St. Gallen Symposium competition whose theme this year is 'Rewarding Courage'. The St. Gallen Symposium brings together graduate students and leaders. Students may apply on their own or may be nominated by their institution. Faculty members who are aware of students who have already worked in an area pertinent to the theme were invited to submit nomination to Dr Wood-Adams directly. The nomination deadline is January 31, 2013.

5. Special Presentation: Dr Lisa Ostiguy, Provost and Vice-President, Academic Affairs and Mr Patrick Kelley, Chief Financial Officer

Dr Wood-Adams welcomed Dr Ostiguy and Mr Kelley and invited them to speak. Dr Ostiguy and Mr Kelley provided Council members with an overview of the current financial situation facing the university community of Quebec, in particular, the effects of the recently announced budget cuts on Concordia University. While many of the details have not been clarified by the Ministère pending the outcome of the Sommet sur l'éducation supérieure, it was made clear that the lowest percent of reduction will befall the research and graduate studies sector at Concordia. Dr Ostiguy and Mr Kelley fielded questions from Council members. Dr Wood-Adams thanked them for taking the time to address Council and reminded members to send any other comments or suggestions that may arise to the Provost.

6. Question Period

A Council member asked, in light of the varying percentage of reduction expected in different sectors, if there was any inclination of a negative impact. Dr Wood-Adams replied that while the reduction amounts will vary, all sectors will be affected. Some members expressed concern that, given the cost saving measures to come, recruitment of excellent graduate students could be compromised. Dr Wood-Adams agreed that funding is primordial and SGS plans to conduct a review of all impediments to recruitment with a view to removing as many obstacles as possible including a focus on times to completion. The Chair stated that our masters programs, across nearly all faculties and departments, are significantly longer than the national average. Dr Vivek Venkatesh also remarked on the importance of curriculum reform to improving program completion times.

7. **Consent Agenda**

Proposed Graduate Curriculum Changes

**Faculty of Engineering and Computer Science**

- |     |   |                |
|-----|---|----------------|
| 7.1 | GCC report from the Chair of GCC                            | CSGS 1213 3 D1 |
| 7.2 | Department of Electrical and Computer Engineering (ELEC-53) | CSGS 1213 3 D2 |
| 7.3 | GCC report from the Chair of GCC                            | CSGS 1213 3 D3 |

7.4 Department of Mechanical and Industrial Engineering  
(MECH-69)

CSGS 1213 3 D4

Moved and seconded (G. Brown, A.-M. Croteau). Carried.

8. **Business**

8.1 Calendar change – deletion of Quebec Residency text

CSGS 1213 3 D5

Dr Cameron Skinner explained to Council members that the information regarding Canadian Citizenship and Quebec Residency is being deleted from the Graduate Calendar as this information falls under the purview of the Office of the Registrar; a link to the Office of the Registrar's website will replace the text.

Moved and seconded (C. Skinner, A.-M. Croteau). Carried.

**Presentation**

9. *Graduate Recruitment Perspectives*; Dr. Anne-Marie Croteau, Associate Dean, Recruitment and Awards

Dr Anne-Marie Croteau, accompanied by Ms Lorena Marzitelli, provided Council with an informational presentation on the School of Graduate Studies' recruitment activities for the 2013-2014 academic year. The current best practices and approaches to recruitment including fairs and events attended by Ms Marzitelli in 2012 were covered. Dr Croteau presented statistical data demonstrating the number of applications typically required to guarantee a certain number of registrations, and illustrated these findings in several charts. She then encouraged departments to review their ratios of applied, accepted and registered students to assist them in reaching their targets. A copy of the presentation was to be forwarded to Council members.

**Other** - Next Meeting: February 11, 2013 from 10:00 am – 12:00 noon, H 767

10. **Adjournment**

It was moved and seconded (H. Wasson, S. Snow) to adjourn the meeting. Carried.

Respectfully submitted,

Michael Jordan  
Recording Secretary, Council of the School of Graduate Studies

**RATIFICATION OF CSGS MOTIONS**

Meeting Date: Monday, January 14, 2013

Meeting Business

Agenda item:

**7. Consent Agenda**

Proposed Graduate Curriculum Changes

**Faculty of Engineering and Computer Science**

- |     |  |                |
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| 7.1 | GCC report from the Chair of GCC                                 | CSGS 1213 3 D1 |
| 7.2 | Department of Electrical and Computer Engineering<br>(ELEC-53)   | CSGS 1213 3 D2 |
| 7.3 | GCC report from the Chair of GCC                                 | CSGS 1213 3 D3 |
| 7.4 | Department of Mechanical and Industrial Engineering<br>(MECH-69) | CSGS 1213 3 D4 |

Moved and seconded (G. Brown, A.-M. Croteau). Carried.

**8. Business**

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Dr Cameron Skinner explained to Council members the information regarding Canadian Citizenship and Quebec Residency is being deleted from the Graduate Calendar as this information falls under the purview of the Office of the Registrar; a link to the Office of the Registrar's website will replace the text.

Moved and seconded (C. Skinner, A.-M. Croteau). Carried.