MINUTES OF THE FIRST MEETING OF THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES
OPEN SESSION

Monday, September 13, 2010 at 2:00 pm room H-769

PRESENT


Non-Voting members: J. Beaudoin (Secretary), C. Brabant (for L. Dandurand), G. Carr (Chair), S. Fontaine.

Guests: V. Bruce.

REGRETS


1. Call to Order and Chair’s welcome

The Chair welcomed all new and returning members and asked for round-table introductions.

2. Approval of the Agenda

Moved and seconded (P. Wood-Adams, H. Muchall) and passed unopposed.

3. Approval of the Minutes of the Open Meeting of May 19, 2010

Moved and seconded (A.-M. Croteau, H. Muchall) and passed unopposed.

4. Chair’s Remarks

Dr. Carr opened his remarks by introducing the two new Associate Deans of the School of Graduate Studies (SGS), Dr. Cameron Skinner and Dr. Paula Wood-Adams. Dr. Skinner (Department of Chemistry and Biochemistry) is responsible for all aspects of student
affairs, including admissions, the academic code of conduct, awards, thesis and postdoctoral studies. Dr. Wood-Adams (Department of Mechanical and Industrial Engineering) is responsible for academic programs (including curriculum and the Special Individualized Program), recruitment and communications. Dr. Carr further expressed his confidence in the professional team at SGS.

Dr. Carr went on to provide an update of some of the activities carried out over the summer for which there will be follow-up in the fall:

- The e-thesis pilot was a success and will expand this coming year to include the voluntary electronic deposit of all final theses submissions for the November convocation, and the eventual mandatory final deposits of all theses in spring 2011;
- The postdoctoral guidelines that accompany the policy that was approved in 2009 have been completed, and will be discussed at this meeting, then deposited at Senate for information;
- The student progress reports will be enhanced to encourage more widespread submission.

Dr. Carr expressed his desire to have the School and Council fulfill its leadership role in discussing graduate issues. He encouraged Faculties to use the School’s expertise in an advisory capacity and emphasized the potential to use the Special Individualized Programs to help Faculties test and launch new programs.

Dr. Carr emphasized that the success of the School of Graduate Studies is wholly dependent on collaborative relationships with other sectors, including the Faculties, graduate programs, Graduate Students Association (GSA) and Vice-President Research and Graduate Studies sector, Office of the Provost, Registrar, Enrolment and Student Services, and Institutional Planning. Dr. Carr concluded his remarks by adding this is a particularly rewarding time to be engaged in graduate studies at Concordia.

5. Associate Deans’ Reports

The Associate Deans each provided an overview of their new portfolios and the activities they have undertaken since joining the School in June; both Reports are appended to these Minutes.

6. Question Period

Professor Hamalian asked to have the centralized recruitment perspective explained. Dr. Carr replied that currently graduate recruitment is dispersed and that SGS will work to develop, in collaboration with Enrolment Services, the Faculties, and University Communications Services, an overall recruitment plan for graduate studies at Concordia.
Dr. Muchall asked that the new TRAC agreement and fee billing structure be added to an upcoming Council agenda.

**Distribution**

7. Distribution of Powers of Council, Council Membership and list of Council sub-committees and membership

- 7.1 Powers of Council CSGS 1011 1 D1
- 7.2 Council Membership CSGS 1011 1 D2
- 7.3 Sub Committees:
  - 6.3.1 Graduate Awards Committee CSGS 1011 1 D3
    - Mandate and Members
  - 6.3.2 Graduate Curriculum Committee CSGS 1011 1 D4
    - Mandate and Members

As per custom, documents explaining the roles and responsibilities of the Council and its sub-committees were distributed to all members for information. Dr. Carr added that he plans to meet with the Secretary General to discuss updating Council membership composition and structure.

7.4 Ratification of membership of Faculty Tribunal Pool CSGS 1011 1 D5

It was moved and seconded (C. Skinner, G. Brown) to ratify the list of proposed members to the Faculty Tribunal Pool, and the vote passed unopposed. The names will be forwarded to Senate for final approval.

**Business**

8. **New Programs**

**Faculty of Engineering and Computer Science**

- 8.1 GCC report from the Chair of GCC CSGS 1011 1 D6
- 8.2 Department of Mechanical and Industrial Engineering CSGS 1011 1 D7
  - *New Program in Industrial Engineering*

*It was moved and seconded (P. Wood-Adams, L. Nayanaran), that the major graduate curriculum changes in the Faculty of Engineering and Computer Science, set out in Document CSGS 1011 1 D7, be approved as recommended by the Graduate Curriculum Committee in Document CSGS 1011 1 D6.*

Dr. Wood-Adams (who drafted the proposal prior to her appointment as Associate Dean of SGS), explained that the Department of Mechanical and Industrial Engineering currently offers a Masters in Mechanical Engineering (since 2006) but not a PhD, while many students in the PhD Mechanical Engineering program are actually involved in industrial engineering research topics. Dr. Wood-Adams added that it is important for
students to graduate with a degree that accurately reflects their specialization, noting that Mechanical and Industrial Engineering are different disciplines.

Vote: carried unopposed

9. Proposed Graduate Curriculum Changes

Faculty of Engineering and Computer Science

9.1 GCC report from the Chair of GCC  
9.2 Department of Electrical and Computer Engineering

It was moved and seconded (P. Wood-Adams, L. Nayanaran), that the major graduate curriculum changes in the Faculty of Engineering and Computer Science, set out in Document CSGS 1011 1 D9, be approved as recommended by the Graduate Curriculum Committee in Document CSGS 1011 1 D8.

Dr. Muchall raised the question of why it is that in ENCS course descriptions the text often ends with “a project” in the course requirements, where the two words are presented as a sentence. Dr. Wood-Adams replied that this is standard practice in Engineering course descriptions across Canada, and although clearly it is not grammatically correct as a sentence, this is how the requirement is usually listed.

Vote: carried unopposed

9.3 GCC report from the Chair of GCC  
9.4 Department of Building, Civil and Environmental Engineering  

Construction Management Specialization

It was moved and seconded (P. Wood-Adams, L. Nayanaran), that the major graduate curriculum changes in the Faculty of Engineering and Computer Science, set out in Document CSGS 1011 1 D11, be approved as recommended by the Graduate Curriculum Committee in Document CSGS 1011 1 D10.

Dr. Wood-Adams explained that this new option is in response to student interests.

Vote: carried unopposed

9.5 GCC report from the Chair of GCC  
9.6 Department of Mechanical and Industrial Engineering

It was moved and seconded (P. Wood-Adams, L. Nayanaran), that the major graduate curriculum changes in the Faculty of Engineering and Computer Science, set out in Document CSGS 1011 1 D13, be approved as recommended by the Graduate Curriculum Committee in Document CSGS 1011 1 D12

Vote: carried unopposed.
10. Adoption of Consent Agenda Procedure

Whereas the procedures outlined in the Sturgis Standard Code of Parliamentary Procedures will be respected with regards to the principles of a consent agenda;

Whereas consent agenda procedures have already been adopted by the Council of the Faculty of Arts and Science and University Senate;

It was moved and seconded (P. Wood-Adams, G. Brown) that the Council of the School of Graduate Studies adopt a consent agenda procedure, aligned with the procedures already implemented on other Concordia University legislative bodies, and that the Steering Committee of the Council of the School of Graduate Studies determine the items to be moved to the consent agenda for all meetings.

Dr. Carr explained that the consent agenda procedure was currently in use at Senate and at the Council of the Faculty of Arts and Science. The purpose of the consent agenda is to group items that generally spark less discussion and debate (usually considered routine) into one motion. In addition, items that are part of the consent agenda are usually those that have been discussed at other committees, often sub-committees of the Council itself. Steering Committee decides what items will fall under the consent agenda, but at the request of any two members, any item can be removed from the consent agenda for wider discussion. When asked why removal of an item required two members, Dr. Carr replied that it was to ensure that a single individual could not unreasonably create delays. Dr. Carr added that new programs would not be part of the consent agenda and would instead be brought forward separately for discussion.

Vote: carried

Information/Discussion

11. Postdoctoral Guidelines (for use by postdoctoral fellows, mentors/supervisors and administrators) – School of Graduate Studies, August 2010

Dr. Carr outlined that the Guidelines are a compendium document to the previously approved Postdoctoral Policy. The Guidelines are intended as a tool for the postdoctoral fellows and for administrators, and they include references to taxation regulations, responsibilities of the supervisors, departments and Faculties, as well as a dispute resolution mechanism, among others. The Guidelines will be submitted to Senate for information.
Other

Next Meeting: Friday October 1, 2010 (Graduation list approval) at 3:00 pm. room TBD

Dr. Carr reminded Council members of the need for quorum in order to approve the graduation lists.

12. Adjournment of Open Session

It was moved and seconded (C. Skinner, L. Blair) to adjourn the open session and move to closed session.

Respectfully submitted,

Joanne Beaudoin
Secretary, Council of the School of Graduate Studies
Student Affairs, Postdoctoral Studies and Awards
Cameron Skinner
Student Affairs

• Graduate transcripts
  – Transcript Committee now looking at Grad
  – First draft, needs work more work but
    • Brief program summary + title(s)
    • Detailed information below, chronological order
    • Some awards data

• FYI co-curricular transcripts (Dean of Students)
Student Affairs

- Online (web) registrations (really!)
  - Long standing SGS interest in online registrations
  - IITS & Registrar both committed (this year!)
  - Piloted in MBA & Accountancy (course based)
  - More complicated for thesis based programs
  - Committee to be struck (Faculties, IITS, Registrar, SGS)
Postdoctoral Affairs

- Policy is already approved and posted on SGS website
- Guideline text done and at CSGS (FYI)
- To be posted soon!
Awards

• Currently:
  – Uncompetitive values
  – Decisions too late to use for recruitment
  – Centralized decision, heavy committee load
Awards

- Major initiative to reallocate
  - J.W. McConnell & Concordia Fellowships (c. $700K/yr)
  - Tuition fee remissions (c. 180/yr)
- Promote excellence
- Facilitate recruitment
- Boost program success
- Early & Direct to programs
  - some awards still centralized & individual: Advancement, Azrielli, Power Corp, etc
Support to programs

- Improving current support
  - C, F rules + r-props
  - QP: first three terms + GPA + satisfactory performance
  - IP grades
  - TTC reports
  - APR
    - Template to the departments/programs
    - Simple mandatory portion attach dept/program freeform
    - Striking working group. Any volunteers?
Academic Integrity

• Integrity:
  – Academic and research honesty
  – Fair treatment of students, subjects, colleagues
  – Compliance with Concordia research guidelines and policies
• Joining a new University with a new set of rules and expectations.
• The expectations are higher for graduate students.
Academic Integrity

• Provost is centralizing all web information on Integrity
• Presented to SEL & ENCS (PowerPoint available)

• Develop course/seminar for all new students
  – Looking for volunteers & input
Further Opportunities for Discussion/Exchanges

- GPD forums
- GPD lunches
- Winter 2010 Orientation
- Open Houses
Plans for 2010/2011

Paula Wood-Adams
Associate Dean of Programs, Recruitment and Communications
Recruitment

• Revamped the Graduate Viewbook (publicity tool)
• SGS will attend recruitment fairs across Canada and selected international venues
• Implementing a system for tracking the impact of central recruitment activities
• Bringing alumni and current students to recruitment fairs
• GPD focus group (define recruitment goals and needs and identify opportunities)
• Define a graduate recruitment strategy (Enrolment Services, VPRGS, University Communications)
Programs

- Work with Vice-Provost Teaching and Learning on university procedures for creating new programs
- Work with Associate Deans of faculties to see if we can speed up the process for minor curriculum changes
- Work with Institutional Planning/Enrolment Mgmt to analyze program performance in recruitment, capture, retention, times to completion; cross compare with national data and work with programs to remediate as required
- Identify potential niches for new research based graduate programs + interdisciplinary certificate programs complementary to research strengths; incubate thru SIP
Graduate studies within the university framework

- develop and implement professional development for graduate students and postdoctoral fellows
- academic planning working group
- core skills working group
- GradStudies@Concordia web presence (VPRGS and Communications)
- regular “coffee break” meetings with GSA

Any ideas?