



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

**September 16, 2013 at 10:00 am room H-767**

**PRESENT**

Ex-officio members: B.-A. Bacon, J. Beaudoin (Secretary), P. Wood-Adams (Chair).

Voting members: S. Brutus, L. Caminati, S. Chauhan, F. Crooks, E. Diamantoudi, G. Dionne, B. Farnesi, M. Fritsch, P. Joyce (replacing G. Brown), C. Mulligan, B. Nelson, E. Peltier-Wagner, N. Rantisi, K. Schmitt, V. Venkatesh, S. Vignesh, H. Wasson, S. White, R. Wuthrich.

Non-Voting members: M. C. Bolton, M. Jordan (Recording Secretary), M.-C. Newman, J. Powlowski.

**REGRETS**

Voting members: A. Awasthi, K. Boies, N. Changzi, T. Gould, R. Raut, S. Snow.

Non-voting members: W. Cheaib.

1. Call to Order

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

2. Welcome and Introductions

After a tour de table, Dr Wood-Adams introduced herself and members of the decanal team, and briefly provided an overview of the mission and objectives of the Council.

3. Approval of the Agenda

Item 8.2 was removed from the agenda.

Moved and seconded (K. Schmitt, H. Wasson). Carried.

4. Approval of the Minutes of the Open Meeting of May 13, 2013

Moved and seconded (B. Nelson, H. Wasson). Carried.

## Chair's Remarks

Dr Wood-Adams provided commentary on the 2012-2013 Highlights document that was handed out to Council members. The Chair thanked Anne-Marie Croteau (in absentia) for her service to the School of Graduate Studies and welcomed Luca Caminati to the position of Associate Dean, Graduate Recruitment and Awards. An increased graduate studies presence on the portal and a new Twitter account were also announced. Looking forward to 2013-2014, the School of Graduate Studies website will be overhauled, GradProSkills will continue to develop and establish itself in Concordia's graduate landscape, and attendance at recruitment fairs will be increased 20 percent on top of the previous 40 percent increase in 2012-2013. This year's Canadian Association of Graduate Schools annual conference will be held in Montreal (3-6 Nov.) while, the American-based Council of Graduate Schools will hold its meeting in San Diego (4-7 Dec.) – both of which will see participation from the School of Graduate Studies. The Academic Programs and Development portfolio team will continue to offer support to departments seeking to cultivate new programs or conduct curriculum revisions.

## 5. Question Period

In response to a question about the status of possible decreased endowment payouts for 2014-2015, the administrative director was hopeful that there would not be significant decreases but that confirmation of the impact for 2014-2015 and future years would be confirmed later in the Fall, and communicated as soon as known. The Chair reminded Council members that the School allocates funding to the faculties who, in turn and without SGS intervention, redistribute those funds to individual departments.

## Consent Agenda

### 7. Proposed Graduate Curriculum Changes

#### **Faculty of Arts & Science**

7.1	GCC report from the Chair of GCC	CSGS 1314 1 D1
7.2	Department of Education (EDUC-55)	CSGS 1314 1 D2
7.3	GCC report from the Chair of GCC	CSGS 1314 1 D3
7.4	Department of Communication Studies (COMS-21)	CSGS 1314 1 D4
7.5	GCC report from the Chair of GCC	CSGS 1314 1 D5
7.6	Département d'études françaises (FRAN-20)	CSGS 1314 1 D6

#### **John Molson School of Business**

7.7	GCC report from the Chair of GCC	CSGS 1314 1 D7
7.8	PhD in Administration Program (ADMI-7)	CSGS 1314 1 D8

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| 7.9  | GCC report from the Chair of GCC           | CSGS 1314 1 D9  |
| 7.10 | MSc in Administration Program<br>(MSCA-13) | CSGS 1314 1 D10 |

Moved and seconded (E. Diamantoudi, C. Mulligan). Carried.

## 8. Election/Ratification

### 8.1 Steering Committee members

J. Beaudoin informed Council members that, subsequent to her communication requesting any potential teaching conflicts, available members were listed on a Steering Committee ballot along with a short biographical sketch. The results of the vote were as follows: N. Rantisi (Arts and Science); S. Chauhan (JMSB); S. Snow (Fine Arts); R. Wuthrich (ENCS).

### 8.2 Ratification – Faculty Tribunal Pool nominees CSGS 1314 1 D11

This item was removed from the agenda.

## Presentation

### 9. *Graduate Certificate in University Teaching and Graduate Education Centre:* Dr Vivek Venkatesh, Associate Dean, Academic Programs and Development

Dr Venkatesh provided an overview of the Graduate Certificate in University Teaching and the eventual Graduate Education Centre to Council members. Council members raised questions about the program length (15 credits) and the uniqueness of the program in Canada. Ours is the only ‘for credit’ program in English, in Québec. A similar program does exist at the University of Victoria but it lacks the internship component.

## Business

## 10. Regulation Changes

### 10.1 In Progress Notation CSGS 1314 1 D12

Aligning the IP deadline with the DNE deadline and the IPE deadline with the end of the term will avoid the necessity of formally changing the date provided in the Graduate Calendar every year.

Moved and seconded (B. Nelson, V. Venkatesh). Carried.

### 10.2 DNE/DISC dates for /3 courses CSGS 1314 1 D13

Currently, there is no refund for full-year courses, i.e., /3 courses, if students do not de-register by the Fall DNE deadline. The change in the Graduate Calendar establishes the Fall DISC deadline as the financial credit deadline for the WINTER portion of the /3 courses. This will allow receipt of partial financial credit for academic withdrawals initiated by the above-mentioned deadline.

Moved and seconded (B. Nelson, V. Venkatesh). Carried.

### 10.3 Academic Standing

CSGS 1314 1 D14

Students who fail to submit their progress reports by the May 15 deadline will be blocked from registering for the following academic term. The addition of a registration block will ensure that students complete their progress reports; its addition in the Graduate Calendar will formalize current procedures. In addition, students whose progress reports are marked as 'Unsatisfactory' are encouraged to contact their graduate program director, although the 'Unsatisfactory' designation will not affect their academic standing. The registration block is removed once the Progress Report is submitted.

Some Council members who had previously held the position of GPD noted that they had not regularly received notice of progress reports requiring their attention. It was suggested that a systematic method of a notification be instituted for the future, and that a more detailed explanation of GPD roles in the progress report process be added to the GPD Online Guide.

Moved and seconded (B. Nelson, V. Venkatesh). Carried.

### 10.4 Qualifying Program

CSGS 1314 1 D15

After some discussion, it was agreed that a vote on this item be postponed to a future meeting of Council to allow for a more comprehensive study of the impact of the changes contained therein.

## Information

### 11. Council of the School of Graduate Studies

#### 11.1 Council Membership 2013-2014

CSGS 1314 1 D16

#### 11.2 Powers of Council

CSGS 1314 1 D17

#### 11.3 Call for nominations for Honorary Doctorates

CSGS 1314 1 D18

The above documents were distributed to Council members for their information.

## Other

Next Meeting: October 28, 2013 from 10:00 am – 12:00 noon EV 2.184