

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

May 14, 2015 at 10:00 am room H 767

PRESENT

Ex-officio members: B.-A. Bacon, E. MacFadden (for J. Beaudoin (Secretary)), L. Ostiguy, P. Wood-Adams (Chair).

Voting members: A. Arvanitogiannis, J.-C. Bustros, E. Diamantoudi, B. Farnesi, T. Gould, M. Mehmet Ali, C. Mulligan, B. Nelson, A. Piekny, J. Powlowski (for L. Caminati), R. Raut, C. Reiss, K. Sawchuk, S. Snow, V. Venkatesh, A. Whitelaw.

Non-Voting members: M. Jordan (Recording Secretary), B. Tucker.

REGRETS

Voting members: K. Boies, S. Brutus, S. Chauhan, A. Dolatabadi, M. Kanji, M. Khan, W. Khreich, E. Peltier-Wagner, K. Riad, A. Sebak.

Non-voting members: M. C. Bolton, W. Cheaib.

1. Call to Order

The meeting was called to order immediately following the Closed Session.

2. Approval of the Agenda

Item 9 was moved to follow item 7, under Business. Moved and seconded (B. Nelson, V. Venkatesh). Carried.

3. Approval of the Minutes of the Open Meeting of February 9, 2015.

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

4. Chair's Remarks

Dr Wood-Adams began by noting the end of Associate Dean Vivek Venkatesh's term, stating that his three years at the School were characterized by immeasurable contributions to graduate education at Concordia, particularly with regard to curriculum development. She expressed her gratitude to Dr Venkatesh for accepting the position and her indebtedness to him for his hard work.

In light of Dr Venkatesh's term ending, Dr Brad Nelson will be leaving his current portfolio (Student Affairs and Postdoctoral Studies) to take on Academic Programs and Development for a three-year term to begin on June 1, 2015. The Chair highlighted Dr Nelson's background in education as a tremendous asset to the portfolio. Dr Amir Aghdam of the Department of Electrical and Computer Engineering will be joining the ranks of the School starting on January 1, 2016 as Associate Dean, Student Affairs and Postdoctoral Studies. Dr Wood-Adams sought out Dr Aghdam in part because of his reputation as an excellent supervisor, having three former students win the Doctoral Dissertation Prize. His term will start after he completes a one-year visiting professorship at Harvard University. In the interim, Graduate Studies is calling upon one of its former decanal team members, Dr Nina Howes from the Department of Education, to act as Code Administrator during the Fall term, an especially challenging part of the Student Affairs portfolio. The remainder of the Student Affairs and Postdoctoral Studies' duties will be spread amongst the decanal team members during this transitional period. Dr Charles Reiss will also continue his valuable service as Acting INDI director during the Fall term.

The School will be hosting its second annual Summer Research Institute from May 31 to June 5. The Institute's purpose is to increase the profile of graduate research being done at Concordia. This year's theme is 'Space' and will bring together great researchers from ENCS, Fine Arts and Applied Human Sciences, and students from all over.

Dr Wood-Adams reminded Council members that our tradition of offering GPD lunch discussion meetings would continue and that the Graduate Supervision Guidelines document would be a topic at the next lunch scheduled for May 21. The Chair asked Council members to communicate ideas and suggestions for GPD lunch topics to the School for the next academic year. Dr Wood-Adams concluded her remarks by thanking Council members for their exemplary work in graduate studies and for their contributions to the School and the Concordia community at large.

5. Question Period

There were no questions.

Consent Agenda

6. Proposed Graduate Curriculum Changes

John Molson School of Business

- 6.1 GCC report from the Chair of GCC CSGS 1415 6 D1
- 6.2 Master of Business Administration – Executive Option (EMBA-9) CSGS 1415 6 D2

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

Business

7. Calendar change: Transfer Credits CSGS 1415 6 D3

Dr Nelson provided an overview of the document which would see transfer credits limited to courses taken during the five years prior to a student's admission to Concordia. In cases where a department feels that a course taken outside of this period should be transferred, a student request may be submitted. Dr Nelson noted that a survey of sister institutions was undertaken and while there was no clear standard, this proposal does fall within the norms of other universities.

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

9. Award for Graduate Mentoring CSGS 1415 6 D7

Dr Wood-Adams provided Council members with a brief history of the proposed award whose purpose is to recognize faculty members who have provided outstanding support to a graduate student or students from course completion through research and placement. The School will consult with the Associate Deans in the faculties; this document will then return to CSGS for final approval.

Moved and seconded (B. Nelson, K. Sawchuk). Carried.

Discussion

8. Supervisors' Guidelines
Brad Nelson, Associate Dean, Student Affairs and Postdoctoral Studies

8a. Summary Document CSGS 1415 6 D4

8b. Guidelines for the Supervision of Master's Students CSGS 1415 6 D5

8c. Guidelines for the Supervision of PhD Students CSGS 1415 6 D6

Dr Nelson provided an overview of the changes made to the Guidelines. He stressed that the purpose of these documents is to provide departments with a framework that may assist them in developing departmental guidelines and procedures that suit their individual disciplines. Dr Nelson asked Council members to send feedback to Ms Cynthia Raso, Postdoctoral and Graduate Enrolment Officer, and to attend the GPD lunch on May 21. This document will be brought to faculty councils in the Fall before returning to CSGS for final approval; it will then be submitted to Senate for information.

Presentation

10. *Strategic Directions* CSGS 1415 6 D8
Benoît-Antoine Bacon, Provost and Vice-President, Academic Affairs
Lisa Ostiguy, Deputy Provost

Dr Wood-Adams welcomed Drs Bacon and Ostiguy to Council. Dr Bacon began by thanking Council members for their dedication this year despite Concordia having suffered a significant budget cut, the loss of over 90 employees through the Voluntary Departure Plan, and the implementation hurdles of the Web Content Management System and the new Student Information System. He further thanked the Dean and Associate Deans, whose important contributions to the university often receive little recognition. He continued by acknowledging the hard work and commitment of staff.

Dr Bacon reminded Council members that all is not bleak; we have received more applications for admission than ever before, we can boast the highest amount of research funding in our history and Advancement and Alumni Relations has almost doubled their fundraising this year. Our reputation continues to climb; we broke the list of the top 100 universities under 50 years old. Dr Bacon concluded his remarks by stating that it is in this context that we look forward to Phase II of the Strategic Directions plan and 'working, better, smarter and more together' as the plan moves towards implementation.

Other

11. Adjournment

Next Meeting: to be determined

Adjournment of the Open Session moved and seconded (B. Nelson, V. Venkatesh).

Respectfully submitted,

Michael Jordan
Recording Secretary
Council of the School of Graduate Studies