

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

October 20, 2014 at 10:00 am room H-767

PRESENT

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

Voting members: A. Arvanitogiannis, K. Boies, L. Caminati, S. Chauhan, E. Diamantoudi, P. Joyce, M. Mehmet Ali, C. Mulligan, B. Nelson, K. Riad, K. Schmitt, A. Sebak, S. Snow, V. Venkatesh.

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

Guests: M. Sullivan.

REGRETS

Voting members: S. Brutus, J.-C. Bustros, A. Dolatabadi, B. Farnesi, T. Gould, M. Kanji, M. Khan, W. Khreich, E. Peltier-Wagner, A. Piekny, R. Raut, A. Whitelaw.

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

1. Call to Order

The meeting was called to order at 10:00 am.

2. Approval of the Agenda

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

3. Approval of the Minutes of the Open Meeting of September 29, 2014.

Moved and seconded (K. Schmitt, L. Caminati). Carried.

4. Chair's Remarks

The Chair welcomed Council members and noted that the School was currently fully engaged in the recruitment season for next year's admission cycle, a presentation on our activities was to follow later in the meeting. She reminded members that Convocation was to take place the following week and that the October ceremony was particularly important

to graduate studies at Concordia as we will recognize three PhD valedictorians and a Governor General's Gold Medal winner. Based upon the results of the Canadian Graduate and Professional Student Survey (CGPSS), the Office of the Provost and the Office of the Vice-President, Research and Graduate Studies have requested that the School establish a working group on the graduate student experience to identify key areas for improvement. There will be a luncheon on the subject where GPDs will be asked to brainstorm and develop ideas to improve graduate student satisfaction. There will also be two focus group luncheons for graduate students who will be randomly selected based on enrolments in different departments and Faculties. The desire is to develop a feasible plan of action taking into consideration the current budget environment by the end of December and to begin its implementation in the Winter term.

5. Question Period

There were no questions.

Consent Agenda

6. Proposed Graduate Curriculum Changes

Faculty of Arts & Science

6.1	GCC report from the Chair of GCC	CSGS 1415 2 D1
6.2	Department of Education (EDUC-58)	CSGS 1415 2 D2
6.3	GCC report from the Chair of GCC	CSGS 1415 2 D3
6.4	Department of Geography, Planning and Environment (GEOG-31)	CSGS 1415 2 D4
6.5	GCC report from the Chair of GCC	CSGS 1415 2 D5
6.6	Department of Theological Studies (THEO-17)	CSGS 1415 2 D6

Faculty of Fine Arts

6.7	GCC report from the Chair of GCC	CSGS 1415 2 D7
6.8	Department of Art History (ARTH-7)	CSGS 1415 2 D8

Faculty of Engineering and Computer Science

6.9	GCC report from the Chair of GCC	CSGS 1415 2 D9
6.10	Concordia Institute for Information Systems Engineering (CIISE-55)	CSGS 1415 2 D10
6.11	GCC report from the Chair of GCC	CSGS 1415 2 D11
6.12	Department of Computer Science and Software Engineering (COMP-67)	CSGS 1415 2 D12

Items CSGS 1415 2 D13 and CSGS 1415 2 D14 were removed from the Consent Agenda as per the Graduate Curriculum Committee's request. Moved and seconded (B. Nelson, V. Venkatesh). Carried as modified.

Business

7, Proposed Graduate Curriculum Changes

School of Graduate Studies

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| 7.1 | GCC report from the Chair of GCC | CSGS 1415 2 D13 |
| 7.2 | Graduate Certificate in University Teaching (SCSG-3) | CSGS 1415 2 D14 |

The Calendar entry for the Graduate Certificate in University Teaching was modified to include more regulations thus bringing it in line with other existing text in the Graduate Calendar; the program is also expanding to permit the acceptance of other terminal degree students such as the MFA, as well as postdoctoral fellows. The Graduate Curriculum Committee requested the opinion of Council with regard to the admission of postdoctoral fellows to this program previously reserved for PhD students at Concordia. It is the program's belief that postdocs will bolster the certificate's quality and expand its reputation. It was clarified that postdocs would pay tuition fees the same as any other student and that employment at the university would not preclude them from admission to the program. All applicants will continue to require the approval of their department chair and the allocation of a reserve course (10 reserve courses have been allotted to SGS for use in cases where one is not available from a department to a student who would otherwise be admissible). In addition, the regulations of the CUPFA collective agreement surrounding teaching by graduate students would apply to postdocs in the certificate. It was also noted that the modules previously offered by the CTLS had been incorporated into the course seminars.

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

Presentations

8. *Recruitment Activities in 2014-2015* Luca Caminati, Associate Dean, Recruitment and Awards

8.1 Graduate recruitment activities

Dr Caminati provided Council members with a breakdown of the activities including recruitment fairs attended and countries visited by personnel from the School. The importance of person-to-person contact despite the internet age was discussed as well as the necessity to nurture relationships with potential graduate students.

9. *Academic Code of Conduct* M. Catherine Bolton, Vice-Provost, Teaching and Learning

The Chair introduced Dr Bolton who requested and was granted speaking privileges for Me Melodie Sullivan, Legal Counsel. Dr Bolton explained that university policies such as the Academic Code of Conduct are to be revised every five years, more or less. The revision of the Academic Code was begun in January 2012 and in August 2014 a working group with representation from across the university was struck. The working group pored over each article and concluded that the code was solid and consistent with others; nonetheless a few key modifications were made. Most notably for clarity, the code has been reordered to follow the

steps of the process. The working group felt that the language was difficult and decided to develop a layperson's guide using more colloquial terms. Certain sections, including articles 18 and 25, were expanded and clarified. Council was also reminded that academic misconduct is handled by the Office of the Provost whereas research misconduct is handled by the Office of the Vice-President, Research and Graduate Studies; there was some discussion about future streamlining of these two processes. Dr Bolton requested that the draft document be circulated to Council members and welcomed their comments and suggestions.

Other Next Meeting: December 15, 2014 from 10:00 am – 12:00 noon in H-767

Adjournment

Moved and seconded (V. Venkatesh, L. Caminati). Carried.

Respectfully submitted,

Michael Jordan
Recording Secretary
Council of the School of Graduate Studies