

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

October 6, 2016 at 10:00 am room EV 2.776

PRESENT

Ex-officio members: J. Beaudoin (Secretary), D. Michaud (J. Powlowski), P. Wood-Adams (Chair), J. Wiercinski.

Voting members: A. Aghdam, A.-M. Croteau, M. Debbabi, E. Diamantoudi, A. Dolatabadi, B. Freiwald, B. Jaumard, M. Mehmet Ali, E. Monson, B. Nelson, P. Pawelek, K. Sawchuk, K. Schmitt, G. Vaillancourt, A. Whitelaw.

Non-Voting members: C. Bolton, M. Jordan (Recording Secretary), D. Therrien.

REGRETS

Voting members: S. Bhagwati, P. Bianucci, S. Pilli, M. Watson, C. Wild.

Non-voting members: W. Cheaib.

1. Call to Order

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

2. Welcome and Introductions

Dr Wood-Adams welcomed Council members to the first meeting of the academic year and led a tour de table.

3. Approval of the Agenda

Moved and seconded (E. Diamantoudi, A. Aghdam). Carried.

4. Approval of the Minutes of the Open Meeting of May 12, 2016

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

5. Chair's Remarks

Dr Wood-Adams informed Council members that a Graduate Program Directors' luncheon was scheduled for October 7 on the topic of graduate recruitment. The second call for applications for the Horizon Postdoctoral Fellows program was to be sent out shortly.

The Chair explained to new members that while we use a consent agenda format for curriculum changes, members should feel free to remove items should they wish to discuss them at meetings.

Council members were also invited to attend a speaker's conference here at Concordia on the Impact of Interdisciplinary Research with Dr Stefanie Haustein from the Université de Montréal on Tuesday, October 25.

6. Question Period

There were no questions.

7. Election/Ratification

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| 7.1 | Steering Committee members | CSGS 1617 1 D1 |
| 7.2 | Faculty Tribunal Pool nominees | CSGS 1617 1 D2 |

Items 7.1 and 7.2 were removed from the consent agenda. Ms Joanne Beaudoin provided Council members with a brief overview of the roles of the Steering Committee and Faculty Tribunal Pool. Any interested parties may contact Ms Beaudoin for further details.

Consent Agenda

8. Proposed Graduate Calendar Changes

Faculty of Arts and Science

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| 8.1 | GCC report from the Chair of GCC | CSGS 1617 1 D3 |
| 8.2 | Department of Chemistry & Biochemistry (CHEM-55) | CSGS 1617 1 D4 |

Faculty of Engineering and Computer Science

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|-----|---|----------------|
| 8.3 | GCC report from the Chair of GCC | CSGS 1617 1 D5 |
| 8.4 | Centre for Engineering in Society (CES-12) | CSGS 1617 1 D6 |
| 8.5 | GCC report from the Chair of GCC | CSGS 1617 1 D7 |
| 8.6 | Department of Electrical & Computer Engineering (ELEC-86) | CSGS 1617 1 D8 |

General

- 8.7 Time Limits CSGS 1617 1 D9
8.8 Sociology & Anthropology language requirements CSGS 1617 1 D10

Moved and seconded (B. Nelson, E. Diamantoudi). Carried.

Business

9. Guidelines for the Supervision of Graduate Students
9.1 Master's CSGS 1617 1 D11

Moved and seconded (A. Aghdam, B. Nelson). Carried.

- 9.2 PhD CSGS 1617 1 D12

Moved and seconded (A. Aghdam, E. Diamantoudi). Carried.

Dr Aghdam outlined the significant revisions to the Master's and PhD Guidelines for the Supervision of Graduate Students for the benefit of Council members. The revisions were overseen by a Working Group comprised of representatives from all the faculties and students. The draft documents were then presented to the Council of the School of Graduate Studies and to the various Faculty Councils by Drs Wood-Adams and Nelson. Feedback from those bodies was incorporated into the current rendition before being reviewed a last time by the Working Group. After approval at CSGS, the Guidelines will be sent to Senate for information.

Moved and seconded (B. Nelson, P. Joyce). Carried.

10. Concordia University Award for Graduate Mentoring CSGS 1617 1 D13

Dr Aghdam provided a brief history of the creation of the Concordia University Award for Graduate Mentoring. He explained that the award application process was modelled on the Geoffrey Marshall Award offered by the North Eastern Association of Graduate Schools (NAGS). The dossier of the recipient of this award will be forwarded to NAGS as Concordia's candidate. A call for nominations will be sent out shortly.

Moved and seconded (A. Aghdam, B. Nelson). Carried.

Discussion

11. SGS' *News and Numbers 2015-16* CSGS 1617 1 D14

Dr Wood-Adams provided a survey of the activities undertaken by the School over the previous academic year highlighted in *News and Numbers* the purpose of which is to share the School's activities and accomplishments with the graduate community.

Key points that garnered particular attention were the changes to the status of Postdoctoral Fellows, Concordia's second place standing at the national 3MT competition, invited speaker Dr Alexandre Lehmann, the launch of Dr Lorrie Blair's book *Writing a Graduate Thesis or Dissertation*, the introduction of the PhD in Software Engineering and the PhD in Health and Exercise Science, the Entente Québec-Canada grant focusing on leadership secured by the Academic Programs unit in the School, as well as the approval of the Guidelines for the Supervision of Graduate Students.

The Statistical Review portion of the *News and Numbers* presented to Council was of great interest to members. Numbers showed that the incidence of violations of the Code of Academic Conduct had increased, a sign that faculty members are being more vigilant; only one half of the students who receive an offer of admission actually come to Concordia. The correlation between funding and the likelihood of students to choose Concordia was discussed. While there is evidence that the International Tuition Fee Remissions do have a significant impact on enrolment rates, the School intends to conduct an in-depth review of the data relating to other sources of funding offered to potential students. This was welcomed by Council members who would also like to see an increase in awareness regarding conference funding available to students. The Chair reiterated the importance of putting our very best foot forward in Tri-Council competitions as our success rate determines our quota for future years; she stressed the direct impact that supervisors have in this regard. Council members were reminded of the grant writing workshops and other support services available through the GradProSkills program. The School took in suggestions on ways to improve further upon these tools, i.e. having more previous award winners participate in workshops and creating a repository of successful applications.

Dr Wood-Adams noted that many of the recent efforts employed by the School come out of the Canadian Graduate and Professional Student Survey (CGPSS) survey results of 2013. The CGPSS is coordinated by the Canadian Association of Graduate Studies (CAGS) and was undertaken in 2007, 2010 and 2013. We are excited to see the results of this year's survey to study the impact of those activities.

Information

12. Council of the School of Graduate Studies

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| 12.1 | Council Membership 2016-17 | CSGS 1617 1 D15 |
| 12.2 | Powers of Council | CSGS 1617 1 D16 |

13. Call for Honorary Degree nominations CSGS 1617 1 D17

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

Other Next Meeting: November 28, 2016 from 10:00 am – 12:00 noon in EV 2.184

11. Adjournment of the Open Session moved and seconded (B. Nelson, A. Aghdam).

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