

**COUNCIL OF GRADUATE AND POSTDOCTORAL STUDIES (CGPS)**

James Administration Building, Room 301

Date: Monday, September 11, 2017

Time: 2:30 p.m. to 4:30 p.m.

\*For meeting attendance list, please see last page.\*

Guest(s):

Prof. Lisa Bornstein from School of Urban Planning

\* Cookies were passed around.

**Order was called at 2:35 p.m.**

Dean Nalbantoglu confirmed quorum.

**1.0 Adoption of the Agenda**

Motion was made by Marta Kobiela, and seconded by Aimee Ryan, to adopt the agenda. Motion carried.

**2.0 Approval of previous Minutes of Meeting**

**CGPS-MoM\_2017.05.01**

Motion was made by Thomas Soehl, and seconded by Aimee Ryan, to approve the minutes of the meeting held on Monday, May 01, 2017. Motion carried.

**Business Arising**

**3.0 Welcoming remarks and CGPS Mandate (2017-2018)**

**CGPS-MM\_2017.09.11**

Dean Nalbantoglu welcomed new and returning Council members to the new academic year. She provided an overview of the role of CGPS, which includes approving regulations and policies for graduate and postdoctoral studies (e.g., supervision, progress tracking) before they are approved at Senate. These are all listed on McGill's e-calendar. Council is also the first step of the approval pathway outside of Faculties for new programs and program revisions. Dean Nalbantoglu asserted that attendance at Council meetings is essential to ensure we have quorum and can proceed with timely approval of new programs. CGPS is also an opportunity for GPS to give updates and solicit opinions on upcoming projects and initiatives.

After the Dean's welcoming remarks, all members introduced themselves.

**For Approval**

**4.0 New Graduate Programs:**

**4.1 M.Sc. in Pharmacology (Thesis): Environmental Health Science (45 credits)**

**CGPS-NP-M.Sc.Pharma-T\_Env.Hlth.Sci\_R00**

No guest was invited to present this program. Dean Nalbantoglu explained that while the Pharmacology PhD – Environmental Health Science option was passed last year, the Master's was not passed because of a technicality in the program description, which listed a 6-credit comprehensive exam. As Master's programs cannot have a comprehensive exam, the program description has been revised so that the former comprehensive exam has been replaced with a research seminar.

Dean Nalbantoglu invited questions or discussion. With nothing raised, motion was made by Lena Weman, and seconded by Marta Kobiela, to approve the program.

The M.Sc. in Pharmacology (Thesis): Environmental Health Science was unanimously approved.

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**4.2 Ph.D. in Urban Planning, Policy and Design  
(0 credit)****CGPS-NP-Ph.D.UrbPlan.Pol.Dgn-T\_R00**

Prof. Bornstein provided an overview of the new PhD program. The overall goal is to formalize the former Ad Hoc PhD program, which has been running informally since the 1990s. In 2010, the School of Urban Planning started to increase enrolments, so they are now moving through the approval pathway for the official PhD program. The goal is to offer a high quality interdisciplinary program that will prepare graduates for diverse careers. Because urban planning is an applied program, graduates will find jobs in academia, government, consulting, non-profit sector, and senior policy positions in foundations or research institutes.

There are no additional resources required for the new program; however there are plans for growth over the long term (5 to 10 years).

The new PhD program is designed to be a 4 to 5 year program that includes coursework, research, and the oral defence. The program has 18 to 24 months of coursework, which is average compared to other programs in North America. Students will need to do a minimum of 18 credits of coursework - 3 required courses, 2 complementary courses, 3 credits of electives. The supervisory committee can recommend a maximum of 15 credits of electives, depending on the student's research topic and their background.

Students will take their qualifying exam (URBP 701) in the 4<sup>th</sup> semester in the program. After successfully passing 701, the students will spend the next two years doing their thesis research, analysis, and writing. Students may submit either a manuscript-based or traditional thesis.

Prof. Bornstein highlighted a demonstrated demand for the PhD program. They choose 2 to 4 students from a pool of 40 to 60 applicants. In addition, the faculty members in the School of Urban Planning have extensive research resources in terms of research grants (average 55K per faculty member per year), and they have the money to support PhD students in the program. Each faculty member supervise an average of three students. A final point about the need for the program is that there are no English doctoral programs in Urban Planning east of Toronto so this program will serve a geographic gap for the eastern provinces.

Consultation has been done with Architecture, Civil Engineering, Environment, Geography, and Social Work. The program has already received strong support from Université de Montréal and l'Institut national de la recherche scientifique (INRS) and will be able to obtain strong letters of support from US colleagues as well.

There were several questions from Council members during and after Prof. Bornstein's presentation. First, a Council member brought attention to the wording for admission requirements, which states that admission is done by consensus. There was concern that this could be interpreted as a need for unanimous agreement regarding the admission of an applicant. Prof. Bornstein explained the School's internal process, which is that each faculty member (there are only 6 FTEs) will champion an applicant and at least one or two others have to be willing to step in if issues arise in the supervisory relationship. The committee discusses any concerns (e.g., gaps in the student's academic background). This consensus process has never been an issue. Associate Dean France Bouthillier clarified that the wording on the program proposal form

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is only a matter of internal departmental procedure, but is not part of published practice about the program. Each department has its own internal procedures for admissions.

There was another question regarding whether students who come in to the PhD program with a 1-year Master's enter as PhD1 or PhD2. Dean Nalbantoglu clarified that this is a decision made by the admissions officers based on the academic background of the applicant.

A Council member suggested that the proposal be modified to specify that the GPD, not the supervisor, would have purview to decide which complementary course could fulfill the advanced theory and methods course. This would help ensure consistency in program requirements from student to student.

There was a question about whether there was a minimum stipend for students. Prof. Bornstein said that at the moment, there was not, however, supervisors do offer at least 16K to incoming students. Dean Nalbantoglu advised that sustainability of this funding and more details about how students will be funded (that is, how the funding package is made up) should be addressed in the dossier.

After Prof. Bornstein left the room, there was strong support for the program offered by several Council members.

Dean Nalbantoglu reminded Council members of the next steps in the approval pathway: SCTP; APC, Senate (aiming for the December meeting). She explained that the dossier is already complete and will just need to be translated. It will be submitted to the BCI (Bureau de coopération interuniversitaire) as soon as it receives Senate approval.

The Ph.D. in Urban Planning, Policy and Design was unanimously approved.

**For Information**

- 5.0 **For Information:**
- 5.1 **Report for Minor/Moderate Revisions and Programs Retirement [including low-enrolment/obsolete]** **CGPS-RPTP\_2017.09.11**
- 5.2 **CGPS Annual Report: Graduate Programs and Policies approved at Council in 2016-2017** **CGPS-RPT\_2016-2017**

There was no further discussion. Dean Nalbantoglu explained that program proposals for these reports are available upon request.

**Councilors' forum**

**None**

Dean Nalbantoglu invited council members to submit items for discussion at subsequent meetings.

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**Other Business****7.0 Update on Status of Graduate Programs**

Dean Nalbantoglu provided an update on the status of new graduate programs. Last year, two new graduate programs were approved and submitted to the Ministry.

1. Quantitative Life Sciences: This is a brand new interfaculty program. It received CGPS approval in December and was submitted to BCI (Bureau de coopération interuniversitaire) – the first step of the Ministry approval pathway – in March. In August, McGill received questions and submitted responses within three weeks. A site visit is being planned for fall. The program has admitted their first cohort of students this term.
2. Kinesiology Science: This PhD program was the first of the four Ad Hoc PhDs that were closed down in January to go through the McGill approval pathway and submit a dossier to the Ministry. The program was approved by CGPS in February and approved at Senate in May. The dossier was submitted to BCI in June and McGill received questions in August and submitted responses within three weeks. The site visit will likely be this fall or early spring.

Dean Nalbantoglu also gave an update on the other three Ad Hoc PhD programs that had admissions shut down in January:

1. Urban Planning – The dossier is done, but not translated.
2. Psychiatry will come to CGPS in December.
3. Dentistry went through CGPS but they are having some issues internally with the dossier, which is causing delays.

Finally, Dean Nalbantoglu told Council members about Open House, which will be on Sunday, October 29. The organizers this year want graduate studies to be present so there will be a graduate hub. The social media campaign is targeting Quebec, Northeastern US, and Ontario to encourage strong attendance at the Open House. GPS is creating a handout that will be made available for each graduate program that wishes to use this opportunity to promote their program to prospective students.

**There being no further business, all were in favor to adjourn the meeting at 3:25 p.m.**

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**\*Delegate**

Q*	Name	Faculty/Departement	Present	Regrets	Absent
1	Prashant Keshavmurthy	Arts	x		
2	Thomas G. Soehl	Arts	x		
3	<b>TBA</b>	Arts			
4	Jennifer Fishman	Medicine	x		
5	Aimee K. Ryan	Medicine	x		
6	Sonia Semenic	Medicine	x		
7	Eyal Goren	Science	x		
8	Russell Steele	Science	x		
9	Debra Titone	Science	x		
10	Jean-Benoit Charron	Agricultural, Environmental & Science	x		
11	Timothy Johns	Agricultural, Environmental & Science			x
12	Lindsay Duncan	Education	x		
13	Marta Kobiela	Education	x		
14	Aysenur Ipek Tureli	Engineering	x		
15	Daniel Varro	Engineering	x		
16	Monzur Murshed	Dentistry			x
17	Nancy Czermel	Law	x		
18	Samer Faraj	Management			x
19	Lena Weman Ericsson	Music	x		
20	(Shufeng Zhou) for Jacob Lavigne	Secretary-General - PGSS (delegate)	x		
21	<b>TBA</b>	Postdoctoral fellow			
22	Thomas Colbourne	Graduate Student - Arts			x
23	Eugene Kang	Graduate Student - Medicine	x		
24	Julia Gjebic	Graduate Student - Music			x
25	<b>TBA - Graduate Student</b>	<b>For: Agri &amp; Env Sci, Engineering or Science</b>			
-	Jill Boruff	Libraries (ex-officio)	x		
-	(Anne McKinney) for Martha Crago	Vice-Principal (Research and Innovation) (ex-officio) (delegate)	x		
-	(David Syncox) for Laura Winer	Director - TLS (ex-officio) (delegate)	x		
<b>Members with voice but no vote</b>					
-	Josephine Nalbantoglu	Dean of GPS - Chair	x		
-	Robin Beech	Associate Dean - GPS			x
-	France Bouthillier	Associate Dean - GPS	x		
-	Jean-Jacques Lebrun	Associate Dean - GPS	x		
-	Elisa Pylkkanen	Director - GPS	x		
-	Maggie Do Couto	Academic Affairs Officer - GPS	x		
-	Alison Crump	Academic Projects Manager - GPS	x		
-	Eun-Ji Amy kim	Academic Project Administrator - GPS	x		
-	Cindy Smith	SCTP Secretary		x	
-	<b>TBA</b>	Committee Secretary			

\*Q = quorum (40%) = 10 on 25 members - Article 6.3.1 from Statutes of McGill University.

An ex-officio member is not counted in calculating the quorum, but he/she has the right to vote. - Robert's Rules of Order