

**Minutes of the
Graduate Program Committee
December 8, 2005
11:30 a.m. – 12:15 p.m.
Room ED509 – Dean’s Boardroom**

Attendees: A. Lavack (chair)
H. Eger (ex officio)
J. Ito
G. Miller
D. Senkow

Absent: Y. Kim

1. Grad Committee Terms of Reference

The Grad Committee reviewed the existing ‘Terms of Reference’ and made some minor changes:

- The Graduate Advisor is added as an *ex officio* member.
- The four faculty members of the committee shall be described as “voting” members.
- A sentence about quorum and voting was added to point #1:
 - “*Quorum shall be 3 voting members. In the case of a tie vote, the Chair of the committee will cast the deciding vote.*”
- The current ‘Terms of Reference’ states that a graduate student shall be part of the committee; however, this has not been the practice in recent memory. The committee deferred to the Faculty on a decision as to whether or not a student should be on the Grad Committee, and whether or not the student would have voting privileges.

2. Update on Activities

Anne Lavack updated the Grad Committee on several items:

- We are creating additional materials to add to the kits that we hand out at Information Sessions. Kits will include (first four items are new):
 - Application checklist (includes a list of admission requirements)
 - Application form (slightly customized for our Faculty)
 - 2 reference letter forms
 - GMAT information (what the GMAT is about & where to write it)
 - Calendar excerpt listing admission requirements, qualifying courses, program requirements, and course descriptions
 - Brochures for MBA & MHRM programs
 - Past issues of our MBA/MHRM newsletter
 - PowerPoint presentation



- Heidi is looking into some GMAT-related issues:
 - We are investigating whether the GMAT can be written in Regina in the future; if not, we may have to consider a policy that would grant high GPA students exemption from the GMAT.
 - We are setting up a work-station in the research room with GMAT practice software, so that MBA applicants can get a feeling for what the GMAT test is like. This may dispel some of the concerns potential students have about the test.
- Heidi is also looking into some issues involving student photos:
 - Don Hall will take photos of students in their classrooms in early January; these will be used to create a graduate student photo collage, and may also be used for publicity purposes. Photos from the Mexico trip in March 2006 will also be used to create a collage or display.
 - We will look into creating a graduate student profile booklet with photos and descriptions of each of our students.
 - Now that we have larger numbers of graduate students, it would be appropriate to organize grad photos for MBA / MHRM graduating students, so that we can create framed displays for each calendar year from now on.

3. ADMN 815 – Prerequisites

The committee agreed that ADMN 815 should be limited to MBA students (or to those with appropriate undergraduate background in business). Therefore, the following will be added to the course description:

*Course enrolment limited to M.B.A. students (or with permission of the Dean of the Faculty of Business Administration). **CARRIED***

4. Assessment Methods for MBA/MHRM courses

Some concern has been expressed that MBA / MHRM courses may not make enough use of final exams. Heidi Eger to collect course outlines for courses from Fall 2004 through to Winter 2006. Anne Lavack to put together a grid listing various assessment methods, so that we can review course outlines to see what types of assessment methods have been used in courses recently.

5. Adjournment

The meeting was adjourned at 12:15 p.m.

Next meeting: TBA – in January

