



DALHOUSIE
University

Annual Reports
2001-2002

*Faculty of
Graduate Studies*

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**Faculty Of Graduate Studies
Dean's Report
Annual General Meeting
May 15, 2002**

The 2001-2002 academic year has been one of considerable change and challenge for the Faculty of Graduate Studies. Among the challenges was certainly the perhaps surprising 10.3% increase in student numbers, resulting in an all-time high graduate enrolment, in addition to such continuing factors as the lack of sufficient scholarship funding, ever higher tuition and differential fees for graduate students, administrative pressures, and of course the disruptions caused late in the year by the latest labour dispute.

1. Enrolment

The December 2001 "headcount" shows an enrolment of 2,786 graduate students, an increase of 10.24% over the comparable number of 2,527 registrations in December 2000. The 2001 number includes 311 international students. Overall, graduate students in FGS programmes made up 20.4% of Dalhousie's total student population. Such global enrolment numbers hide many underlying trends. For instance, the increase of 259 students is proportionally distributed over FT students (increased by 169 or 10.0%) and PT students (increased by 90 or 10.7%). Enrolment in "premium fee" programmes in the Faculties of Management, Engineering and Computer Science increased by 18.4% from 506 to 599, undoubtedly due to an effective recruitment campaign for these relatively new programmes. "Non-premium fee" enrolments increased by 8.8% from 1,959 to 2,131 students. Trends between faculties and individual programmes are of course more likely to show yearly fluctuations. The largest absolute (as well as relative) increase, from 176 to 260 graduate enrolments was in the Faculty of Computer Science, followed by Management (from 752 to 810), Health Professions (from 337 to 401) and Science (from 356 to 383). However positive this increase in enrolment may seem, there also are a number of concerns, including the availability of scholarship funding, adequate supervision, laboratory and study space, library facilities, and administrative systems. The enrolment capacity exercise recently launched by the Vice-President Academic recognizes the need for an informed planning process in both undergraduate and graduate faculties and programmes, even though the issues involved are markedly different for these two constituencies.

2. Funding and scholarship support

Detailed reports from the FGS and Killam Scholarship Committees will follow separately, at this point I will highlight some of the issues involved in scholarship allocations. With the overall enrolment increasing by 28% since 1998-99, this has not been reflected in a similar increase in scholarship funding. The FGS scholarship allocation in 1998-99 totaled \$2,239,059. In 2001-02 it was 2,364,616, an increase of 5.6%. At the same time there have been substantial increases in tuition fees. In the same 1998-2001 period the minimum recommended full scholarship for Canadian graduate students was increased from \$11,500 to \$12,045 at the master's level and from \$13,800 to 14,350 at the Ph.D. level. Even without taking into account the tuition increase in the same period, these "full scholarship" increases do not reflect the level of inflation. Considering this 28% enrolment increase in three years combined with the large increase in tuition fees, it is clear that graduate students and graduate studies at Dalhousie are increasingly underfunded.

For 2002-2003 the minimum "full scholarship" levels were increased to \$12,250 (master's level) and \$14,500 (Ph.D. level). For Killam Scholarships, the awards were maintained at the 2001-2002 level, i.e., \$18,000 for master's students (two years support) and \$21,000 for Ph.D. students (three years support). The Eliza Ritchie Scholarship also was maintained at \$20,900, this scholarship is renewable for up to two

years. The Killam Postdoctoral Fellowship level also was maintained at \$37,000, with \$1,000 for conference travel and \$5,000 for research over two years.

In last year's annual report, Dean Rutherford expressed the hope that a 4.7% increase in funding (after correction for a one-time carry-forward) might be sustainable in the future. This has not been the case for the 2002-2003 academic year, in spite of a major enrolment increase and a high increase in tuition and differential fees for graduate students.

All known, combined funding sources for Dalhousie graduate students show an increase from \$11,654,701 in 2000-2001 to \$13,489,775.81 in 2001-2002, although some of this apparent increase of 16% may be due to more accurate reporting. A total of 1,177 graduate students received funding, for an average funding level of \$11,461. It should be recognized that this average in fact hides a very large range of funding levels. The funding sources were as follows.

Funding from Dalhousie University Sources

FGS scholarships	\$	2,480,821.23
Includes: departmental allocations		
Eliza Ritchie		
James Robinson Johnson		
Bursaries		13,413.77
Teaching Assistantships		1,215,019.55
Departmental funding		603,086.63
Killam Scholarships		1,005,876.66
Other internal		20,530.00
Engineering Rosetti Scholarships		
Total:	\$	5,338,747.84

Funding from Sources External to Dalhousie University

SSHRC	\$	405,500.00
NSERC		1,759,818.39
Faculty Research Grants		4,625,179.82
CIHR		232,557.42
NSHRF		477,615.66
Other external		650,356.68
Total:	\$	8,151,027.97

3. Programmes

Five new programmes were reviewed and approved by the Faculty.:

1. Non-thesis stream for the M.A. programme in Economics. This programme was approved by Senate and by MPHEC.
2. Combined Graduate Diploma in Prosthodontics and M.A.Sc. in Biomedical Engineering. This programme was approved by Senate and has been submitted to MPHEC.
3. M.Eng. and M.A.Sc. programmes in Environmental Engineering. Approved by Senate and submitted to MPHEC
4. Master of Health Informatics. Approved by Senate and submitted to MPHEC.
5. M.Sc. in Clinical Vision Science. Approved by Senate and submitted to MPHEC.

Reviews have been completed for the following programmes:

1. Oceanography: M.Sc. and Ph.D
2. Biological Engineering: M.Eng., M.A.Sc., and Ph.D.
3. Chemical Engineering: M.Eng., M.A.Sc. and Ph.D.
4. Electrical and Computer Engineering: M.Eng., M.A.Sc. and Ph.D.
5. French: M.A. and Ph.D., joint with FASS review

Reviews for the following programmes are in progress:

6. Social Work: MSW
7. Business Administration: MBA(FS)
8. Biology: M.Sc. and Ph.D., joint with Faculty of Science review
9. English: M.A. and Ph.D., joint with FASS review
10. Political Science: M.A. and Ph.D., joint with FASS review

Finally, reviews are in progress for the following departments in the Faculty of Medicine, combined with reviews/surveys for the Faculty of Medicine.

1. Anatomy and Neurobiology: M.Sc. and Ph.D.
2. Community Health and Epidemiology: M.Sc.
3. Pathology: M.Sc. and Ph.D.

Reviews are pending in Physiotherapy (M.Sc.) and Sociology and Social Anthropology (Ph.D.), while at least five other programmes are due for review in 2002-2003 based on the regular reviewing cycle.

Faculty Council approved the suspension of admissions to the Ph.D. programme in Economics, and the MBA(IT) programme, while suspension of admissions to the Master of Information Technology Education programme was continued. Faculty Council also approved a motion to suspend participation in the Inter-university M.A. Programme in Women's Studies for a period of two years.

4. Administration

In August 2001 an agreement was made with the Faculty of Engineering concerning the relation between the Office of Graduate Studies and Research in the Faculty of Engineering and the departments in the Faculty of Engineering, and the Faculty of Graduate Studies. This agreement has resulted in a productive cooperation between the two offices. As planned the system will be jointly reviewed before September 2002.

In the course of the year, the move towards web-based publication of the many forms for admission, various grant and scholarship applications, FGS scholarship funding forms, GSPIPs, etc. has largely been completed. In many cases forms are placed on the web in both FTP and MSWord form, the latter allowing for electronic submission. In addition, the FGS web page has been substantially improved and is updated regularly. The need for submission of GSPIP forms for each semester, as well as the need for students to register each semester has placed a considerable added burden on both units and the FGS office. With the introduction of this system in September 2001, a large number of problems appeared causing errors in the monthly payments to students. Although many of these problems were subsequently solved in a variety of ways, we are well aware of the major difficulties experienced by a large number of students. The units involved in student registration and payment, i.e., the Registrar's Office, Graduate Studies, Student Accounts and Personnel Payroll met regularly in the following months in a combined and major effort to improve this aspect of the university's service to graduate students and departments. In fact for the January paychecks the objective, as stated in the 2000 "Fraser Report", of less than 2% errors in payments was achieved for the 1177 students receiving payment through the Faculty of Graduate Studies. However, problems still arise mainly due to registration difficulties or errors in data entry at various points, and it will be necessary to continue reviewing procedures.

For the first time, registration of graduate students for 2001-2002 was completely "on-line". Overall this transition has been successful. This year, students could register for the fall and winter term together, but then had to register again for the summer term. In 2002-2003 it will be possible for students to register for all three terms at once. Problems with the so-called REG 9999 code are being addressed.

A new database for all registered graduate students developed and maintained in the FGS office has greatly improved our ability to check and display data on student funding and to keep track of scholarship allocation data.

5. FGS administered graduate programmes

MARINE AFFAIRS

CIDA's midterm review of the Marine Scholarship Program was completed last year, and resulted in a very favourable new agreement for CIDA support of international students. Under this agreement, CIDA will support 15 qualified graduate students for studies at Dalhousie University, including 12 in the Master of Marine Management (MMM) programme and three in other CIDA supported graduate programs involving marine affairs. Dr. Bruce Hatcher was appointed as Director of MAP for a three-year term effective July 1, 2001. Dr. Hatcher's appointment is for 80% of FT. With an earlier agreed upon budget addition over two years to support this high visibility graduate programme, the Marine Affairs Programme is now on a firmer footing and able to plan and expand its range of activities.

Interdisciplinary Ph.D.

Dr. Fay Cohen was reappointed as Assistant Dean responsible for the Interdisciplinary Ph.D. programme (IDPhD) effective July 1, 2001. Two new students were admitted for the 2001-2002 academic year, in total 13 students are registered in the programme while so far this year one student has completed the requirements for the Ph.D. degree. Two students have been admitted for the 2002-2003 academic year. Under the leadership of Dr. Cohen, the programme has continued to attract a substantial number of applications but requires very high standards in academic background and programme preparation.

6. DAGS

Throughout the year there has been a close cooperation between FGS and DAGS, especially through the efforts of the DAGS President, Shana McGuire (French) and the Vice-president External, Suzy Waldman (English). FGS participated in the Information Fair for new students held in September, 2001. The "All-Faculty Graduate Council" met a number of times during the year, allowing the Dean the opportunity to exchange views with graduate students from the different constituencies served by DAGS.

Three graduate students are members of Faculty Council, again representing the various constituencies. In 2001-2002 Shana McGuire (Arts and Social Sciences), Terry Lay (Engineering) and Kyle Owens (Sciences) were elected to Faculty Council. Shana McGuire also served on the Academic Planning Committee.

The DAGS Advocacy Committee administered a survey of graduate students' opinions on their experience at Dalhousie University. A total of 850 surveys were distributed, 218 were completed for a completion rate of 27% fairly evenly distributed over the faculties surveyed (FASS, Health Professions, Management, Medicine, Science). Results of the survey questions relating directly to FGS continue to point at the need to improve the administration of student payments, while many students also expressed their concern and frustration with the level of scholarship support available at Dalhousie. Students also noted concerns about the high cost of library charges for research materials, especially in relation to what is seen as a decreasing quality of the local collection.

Graduate students make up more than 20% of the Dalhousie student population, yet they are not represented on the major administrative bodies of the university. A motion recommending representation for

graduate students will be considered by Senate at its next meeting. In addition, there is a need to establish a university-wide role for DAGS, and to clarify its position relative to the DSU.

7. Closing remarks

One of the strongest recommendations in the Senate review of FGS completed in 2000 concerned the need for increased and renovated office space. After a long planning period this renovation is now under way, and will be completed before July of this year. As a result, FGS will be able to improve its service to students and faculty visiting the office, while the new office configuration will lead to increased efficiency.

It is worthwhile to point out the importance of Dalhousie University as a Killam University to the Faculty of Graduate Studies. As reported separately, the Killam pre-doctoral scholarships allow us to attract and support a large group of outstanding students. In 2001-2002, the Killam pre-doctoral scholarship awards (new and continuing) totaled over one million dollars. The postdoctoral fellowship awards (again new and continuing) amounted to about \$ 400,000. Both of these awards come from the Killam Advanced Studies endowment. The Killam Lecture series, also reported separately, serves both the university and the community at large, and gives considerable visibility to our many graduate programmes. In October of 2001, the Faculty of Graduate Studies hosted the traditional Killam Dinner, attended by approximately 200 recipients of Killam Scholarships and Fellowships, their guests, and other invitees. Special guests included the Killam Trustees, Mr. George Cooper, and Mr. John Matthews. Dr. Traves spoke on behalf of the university and introduced the Trustees. Mr. Cooper spoke on behalf of the Killam Trustees, while Dr. Jörg Richstein, a Killam Postdoctoral Fellow in the Department of Mathematics gave an account of his experiences in applying for the Fellowship, coming to Dalhousie, and his first year in Canada.

There have been a number of personnel changes in the FGS office. Barbara Maynard resigned her position as Programme Officer for the Faculty in July 2001, to take up a position in the Office of External Graduate Programs in the Faculty of Management. Her position had been filled pro tem by Marsha Scott. Rosemary Race joined the office as Programme Officer in September 2001. Jason Sweeney was appointed Information Coordinator in August, 2001, succeeding Jennifer Ferguson, who in turn had filled the position of Admissions and Convocation Officer for six months. Brad McRae was appointed Data Coordinator in October, succeeding Cheryl McIntosh. Finally, Danielle Walsh joined the office as Financial Coordinator in February, 2002.

Dr. John Rutherford completed a year as Acting Dean in June, 2001. I am extremely grateful to Dr. Rutherford not only for his service to the Faculty but also for his consistent and effective support and assistance in the transition period both before and after July 1, 2001.

Dr. Cynthia Neville resigned her position as Associate Dean effective December 31, 2001, to return to full-time teaching and research in the Department of History. I want to express my gratitude to Dr. Neville for her outstanding work on behalf of the Faculty, and for her willingness to support a new Dean with valued advice and assistance.

A Search Committee for the Associate Dean position was established by Faculty Council in November 2001. On recommendation of the Search Committee, Dr. David Egan (School of Physiotherapy, Faculty of Health Professions) was appointed as Acting Associate Dean for the period January 1 - June 30, 2002. More recently, the Search Committee concluded its work with the recommendation that Dr. Carolyn Watters (Faculty of Computer Science) be appointed Associate Dean of the Faculty effective July 1, 2002, for a period of five years.

A number of major tasks have not yet been completed in my first year as Dean. Dean Ricketts already had produced a draft policy document on Intellectual Property for graduate students. Such a policy is urgently needed at Dalhousie University, and I plan to bring forward a new draft proposal, based on work of Dr. Ricketts and Dr. Dr. Rutherford, and taking into account the extensive comments received on those

earlier drafts. Equally, the FGS Governance Manual needs major revision. Proposed revisions will be brought before Faculty Council early in the next academic year. Some minor revisions to the thesis submissions regulations were approved, making it easier for students to comply with the practice in their discipline. Faculty Council has approved the establishment of a task force to consider more general issues of thesis format and thesis submission. This task force will be asked to report in a year's time.

Finally, I want to express my gratitude to the office staff of FGS for their efforts in what has been quite a stressful year. Equally, I express my thanks to the members of Faculty Council, the elected members of the many FGS committees, and Faculty members serving on a variety of programme and proposal review committees for their dedicated service on behalf of the many graduate programmes of our university.

Submitted May 8, 2002

Jan C.T. Kwak
Dean
Faculty of Graduate Studies

**Faculty Of Graduate Studies
Associate Dean's Report
Annual General Meeting
May 15, 2002**

On behalf of the Faculty of Graduate Studies I am pleased to present the following reports.

1. The Killam Post-Doctoral Fellowship Committee**Committee Membership**

Michael Cada, (Electrical and Computer Engineering), Douglas Rasmusson (Physiology and Biophysics), Susan Howlett (Pharmacology), Jennifer Smith (Political Science), Farid Taheri (Civil Engineering), Peter Wentzell (Chemistry), Christian Marfels (Economics), David Scott (Earth Sciences), Chris Watts (Biological Engineering), David Egan (Acting Associate Dean, Graduate Studies, Chair)

Killam Trustees: George Cooper, M. Ann McCaig, John Matthews, Robert Wyman

The Killam Post-Doctoral Fellowship Committee met on Friday 1 February 2002 at 9.00 a.m. in Room 319, A&A Building. The following Committee members were in attendance:

Michael Cada	Electrical and Computer Engineering
Alan Fine	Physiology and Biophysics
Susan Howlett	Pharmacology
Jennifer Smith	Political Science
Farid Taheri	Civil Engineering
Bruce Grindley	Chemistry
Christian Marfels	Economics
David Scott	Earth Sciences
Chris Watts	Biological Engineering
David Egan	Acting Associate Dean, Graduate Studies, Chair
Margaret Wood	Administrative Officer, Graduate Studies
Jan Kwak	Dean, Graduate Studies

The Chair opened the meeting by thanking Drs Fine and Grindley for agreeing to represent Drs Rasmusson and Wentzell who were unable to attend the meeting. The Chair also thanked the Committee members for coming to the meeting on Munro Day. Dr Kwak was then invited to present background information on the Killam Advanced Studies Planning projections 2000 – 2008 and a summary of the new and renewal KPFDs for 2001-2002. Dr Kwak then left the meeting.

The Chair then asked the Committee members to recommend three candidates (down from the recommended six last year) who would be offered fellowships, and an additional eight to be placed on a rank-ordered reserve list. The Committee members considered the files of 28 candidates (11 female, 17 male) recommended by 20 departments or schools from a total of 57 applications. One male candidate withdrew early after accepting a university faculty position. A summary of the rankings prepared by Margaret Wood was used to facilitate the selection process.

The following three (1 female, two male) candidates were selected for Killam Postdoctoral Fellowships:

Shu-Chiuan Chang	Taiwanese	Physics and Atmospheric Science	Declined
Hugues Herve	Canadian	Psychology	Faculty position/Declined
Roxanne D. Marcotte	Canadian	Classics	Faculty position/Declined

The following eight candidates (3 female, 5 male) were placed in rank order on the reserve list:

Anupam Mazumbar	Indian	Mathematics and Statistics	Declined
Raymond Thomas Syvitski	Canadian	Pharmacy	Accepted
Claire Elizabeth Campbell	Canadian	History	Declined
Sean Kevin Lawrence	Canadian	English	Accepted
Petra Bywood	Australian	Pharmacology	Declined
Michelle Louise Hall	Australian	Biology	Declined
Petar Mitrasinovic	Canadian	Chemistry	Accepted
Kevin Strychar	Canadian	Earth Sciences	Accepted

The Committee then unanimously adopted the original Killam designate and reserve lists and recommended those named to the Dean and the Killam Trustees. As of April 22, 2002, seven offers of Fellowships have been declined, two of these to accept faculty positions elsewhere. Drs Syvitski, Lawrence, Strychar, and Mitrasinovic accepted their Fellowships. The offer of a fourth post-doctoral fellowship was made possible through earlier agreement at Faculty Council (minute FC01/02.19 November 2001) to transfer some funds from the pre-doctoral allocation.

Cumulative totals of the distribution by discipline of new Killam Post Doctoral Fellowships (1993-2001) are attached for information.

A brief discussion on the ranking system followed and it was agreed that, for next year, the Administrative Officer would prepare a ranking list as per this round together with a summary of the individual Committee members ranking. It was emphasized that the rankings must be received within the time-frame specified to allow for preparation of the summaries

The Chair then asked the Committee members to review the Guidelines for Reviewing Killam PDF Files that was appended to the notice of meeting and to e-mail any suggestions for change to the Chair. No further suggestions for change have been received.

KILLAM POST-DOC FELLOWSHIPS – Summary (1993 to present)

NEW

Year	Yearly Cumul tot	F/M	Cum F/M	#Sci	Cumul Sci	Discipline	#Hum	Cumul Human	Discipline	Not Specified (cum)
2001-02	6/60	1/5	17/43	4	37	Bioch, Chem, Phys (2)	2	19	Phil PolSc	(4)
2000-01	7/54	2/5	16/38	5	33	Chem, Earth Sc, Eng Math, Math/st, Neuro/ps	2	17	Phil, Soc/Soc/anthrop	(4)
1999-00	5/47	1/4	14/33	4	28	Chem, Math, Pharmacol, Biol	1	15	Eng	(4)
1998-99	5/42	2/3	13/29	2	24	Chem, Phys	3	14	Pol Sci(2), Econ	(4)
1997-98	7/37	4/3	11/26	1	22	Biochem	2	11	Fren, Phil	4
1996-97	6/30	2/4	7/23	4	21	Chem, Earth Sc, Pharmacol, Psychol	2	9	Eng, Pol Sc	
1995-96	8/24	1/7	5/19	5	17	Chem, Oceanog (2), Phys, Microbiol	3	7	Pol Sci, Music, Law	
1994-95	10/16	3/7	4/12	8	12	Anat/Neurobiol, Biol, Biochem, Chem, Math, Oceanog, Phys, Psych,	2	4	Fren, Soc/Soc/anthrop	
1993-94	6/6	1/5	1/5	4	4	Chem(2), Math, Phys	2	2	Hist, Soc/Soc/anthrop	

2. DALHOUSIE AND KILLAM SCHOLARSHIP COMMITTEE

Committee Membership

R. Brown (Psychology), P. Gerard (Law), B. Keddy (Nursing), C. Putnam (Health & Human Performance), N. Burford (Chemistry), K. Renton (Pharmacology), I. Ugursal (Associate Dean, Engineering), J. Hill (Mining and Metallurgical Engineering), D. Chen (Electrical and Computer Engineering), D. Egan (Acting Associate Dean, Faculty of Graduate Studies), B. McRae (Secretary, Data Coordinator Faculty of Graduate Studies)

Killam Trustees: George Cooper, M. Ann McCaig, John Matthews, Robert Wyman

The responsibilities of the committee are to make recommendations for departmental funding allocations to graduate programs based on the excellence of their new admissions ("Second Round Allocations"), and to make recommendations concerning pre-doctoral scholarships (The Izaak Walton Killam Memorial Scholarships, MacKenzie King Scholarship, Eliza Ritchie Doctoral Scholarship for Women and James Robinson Johnston Graduate Scholarship for Black Canadians) and where applicable, their renewals. The Second Round Allocation meetings occurred in the Fall Term and the Scholarship meetings occurred in the Winter Term (chaired by John Hill).

a) Report on Departmental Allocations

In the Fall semester of 2001, the committee recommended allocation of Faculty of Graduate Studies Scholarship Funds to departments and other units with graduate programs for the 2002-2003 academic year.

The total amount of funding allocated for 2001-2002 was \$2,364,616 compared to \$2,344,713 for 2000-2001 (which included a \$100,000 carry forward). The recommended allocation for 2002-2003 is \$2,582,537 (which includes a carry forward of \$190,541).

For information, First Round Allocations to each department or unit are based on 80% of their total allocation (less carry forward) for the preceding year, regardless of what was actually spent in support of graduate students in that department or unit. Second Round Allocations to each department or unit are based on the number of first class students newly accepted into its Master's degree or Doctoral programs. Students considered first class would have a minimum grade average of A-, i.e., minimum GPA of 3.7/4.3 in all 4 years or last 2 years of program (an honours thesis is no longer required for consideration of Second Round Allocations). The committee members assess the transcripts and supporting documentation provided by the graduate coordinators of each department or unit, in order to determine the eligibility of each submission.

The Committee held an organizational meeting and two further meetings in the Fall term to determine the Departmental Allocations for 2002-2003. In the first meeting, it discussed the terms of reference of allocations and questions to be addressed in examining the files. The committee considered a total of 382 applications for the 2002-2003 year compared to 357 for the present academic year (2001-2002). The files were collated into five subsets (by department), and the committee, together with the Associate Dean, was divided into five teams. Members of the committee did not examine or adjudicate on files from their own departments or units. All members read all the files of their subset, making an independent decision in each case. The members of each of the pairs then met and compared their decisions, and attempted to resolve any differences and queries through further study and discussion. The unpaired member met independently with the Associate Dean for the same purpose. Subsequently, the full committee met to consider any unresolved queries or differences of opinions. At this meeting, careful consideration was given to all queries and concerns raised by members of the five teams. The Chair and Asso-

ciate Dean arranged to meet on a separate day to compute the departmental allocations. In the end, 270 applications were approved for 2002-2003, compared to 255 for 2001-2002, and 248 for 2000-2001.

Points were assigned to each file judged to be first class as follows: one point for Master's degree student, two points for a student who has newly transferred to a Doctoral program without completing the Master's degree, and three points for a new Doctoral student.

The total number of points awarded by the Committee for the 2002-2003 allocation was 385, compared to 348 in 2001-2002. Based on the amount available for Second Round Allocation (\$628,320), the amount of funds per point was calculated to be \$1632 (\$1600 in 2001-2002). The Departmental Allocations for 2002-2003 are presented in the attached Table.

b) 2002-2003 Departmental Allocations

Department	2001-2002 Departmental Allocation	2002-2003 1st Round Allocation (based on 2% increase of 2001-2002 Allocation multiplied by 80%)	2002-2003 Total Points	2002-2003 2nd Round Allocation (based on \$1632/point)	2002-2003 Departmental Allocation* (Total 1st & 2nd Round Allocation)
Anatomy & Neurobiology	\$51,873	\$42,328	9	\$14,688	\$57,016
Architecture	\$37,888	\$30,917	1	\$1,632	\$32,549
Biochemistry	\$60,605	\$49,454	6	\$9,792	\$59,246
Biological Engineering	\$15,360	\$12,534	4	\$6,528	\$19,062
Biology	\$176,279	\$143,844	27	\$44,064	\$187,908
Business Administration	\$56,432	\$46,049	13	\$21,216	\$67,265
Chemical Engineering	\$16,279	\$13,284	10	\$16,320	\$29,604
Chemistry	\$133,428	\$108,877	16	\$26,112	\$134,989
Civil Engineering	\$32,321	\$26,374	15	\$24,480	\$50,854
Classics	\$19,984	\$16,307	5	\$8,160	\$24,467
Community Health & Epidemiology	\$24,534	\$20,020	2	\$3,264	\$23,284
Computer Science	\$124,630	\$101,698	51	\$83,232	\$184,930
Earth Sciences	\$35,312	\$28,815	10	\$16,320	\$45,135
Economics	\$33,721	\$27,516	1	\$1,632	\$29,148
Electrical Engineering	\$32,044	\$26,148	9	\$14,688	\$40,836
Electronic Commerce	\$0	\$12,345	0	\$0	\$12,345
Engineering Mathematics	\$8,905	\$7,266	1	\$1,632	\$8,898
English	\$171,677	\$140,088	14	\$22,848	\$162,936
Environmental Studies	\$47,149	\$38,474	6	\$9,792	\$48,266
Food Science	\$16,227	\$13,241	2	\$3,264	\$16,505
French	\$41,136	\$33,567	4	\$6,528	\$40,095
German	\$29,000	\$23,664	6	\$9,792	\$33,456
Health & Human Performance	\$28,726	\$23,440	9	\$14,688	\$38,128
Health Services Administration	\$16,552	\$13,506	5	\$8,160	\$21,666
History	\$64,269	\$52,444	11	\$17,952	\$70,396
Human Communication Disorders	\$52,307	\$42,683	4	\$6,528	\$49,211
Industrial Engineering	\$16,671	\$13,604	3	\$4,896	\$18,500
Interdisciplinary Studies	\$0	\$12,345	0	\$0	\$12,345
International Development Studies	\$15,600	\$12,730	6	\$9,792	\$22,522
Law	\$47,224	\$38,535	8	\$13,056	\$51,591
Library & Information Studies	\$53,800	\$43,901	11	\$17,952	\$61,853
Marine Affairs	\$45,217	\$36,897	4	\$6,528	\$43,425
Mathematics	\$61,431	\$50,128	6	\$9,792	\$59,920
Mechanical Engineering	\$19,618	\$16,008	5	\$8,160	\$24,168
Microbiology & Immunology	\$56,285	\$45,929	11	\$17,952	\$63,881
Mining and Metallurgical Engineering	\$14,220	\$11,604	3	\$4,896	\$16,500
Nursing	\$11,382	\$9,288	0	\$0	\$9,288
Occupational Therapy	\$12,045	\$9,829	0	\$0	\$9,829
Oceanography	\$76,599	\$62,505	4	\$6,528	\$69,033
Pathology	\$10,695	\$8,727	3	\$4,896	\$13,623
Pharmacology	\$42,567	\$34,735	9	\$14,688	\$49,423
Philosophy	\$57,851	\$47,206	13	\$21,216	\$68,422
Physics	\$44,913	\$36,649	9	\$14,688	\$51,337
Physiology & Biophysics	\$22,935	\$18,715	4	\$6,528	\$25,243
Physiotherapy	\$9,055	\$7,389	0	\$0	\$7,389
Political Science	\$78,062	\$63,699	8	\$13,056	\$76,755
Psychology	\$175,264	\$143,015	20	\$32,640	\$175,655
Public Administration	\$28,197	\$23,009	4	\$6,528	\$29,537
Social Work	\$21,650	\$17,666	3	\$4,896	\$22,562
Sociology & Social Anthropology	\$49,831	\$40,662	7	\$11,424	\$52,086
Statistics	\$38,116	\$31,103	2	\$3,264	\$34,367
Urban Rural Planning	\$17,530	\$14,304	1	\$1,632	\$15,936
Women's Studies	\$11,220	\$9,156	0	\$0	\$9,156
Total	\$2,364,616	\$1,954,217	385	\$628,320	\$2,582,537

*Budget amount \$2,392,000 plus \$190,541 carry forward

c) Izaak Walton Killam Memorial Pre-Doctoral Scholarships*Renewals*

The Committee met on Monday February 4, 2002 to consider 33 candidates for renewal. Detailed discussion centred on the need for clear evidence showing that each candidate must have demonstrated substantive progress in the preceding year. The Committee recommended that 32 Killam Scholarships be renewed, and approved the remaining candidate subject to receipt of solid evidence of progress from the Department concerned. This information was received within a week and the candidate was added to the list of approvals and recommendations. Thus Scholarships for all 33 candidates were renewed with three at the Masters level and 30 Doctoral candidates.

New Applications

The Committee met in Room 319 of the A&A building at 4.30 pm on Feb 28, 2002 to consider 121 nominations for Killam scholarships in two categories; “new” nominations for students not yet at Dalhousie, and “new-continuing” for students currently enrolled in graduate programs at Dalhousie. Nominations from 33 academic units (Faculties, Departments, Schools and Interdisciplinary Studies) were read and ranked prior to the meeting by each committee member, except in those cases in which there was a conflict of interest. The ranking, averages and variances were compiled by the Data Coordinator.

At the outset, the committee agreed that any applications considered incomplete should be taken out of the competition. The committee also decided to hold any debate over the specific applications until after the award and waitlist cutoffs were decided. The Associate Dean informed the committee that there was approximately \$480,000 available in the budget for this years new Killam awards.

There was some discussion on the need to clarify whether applicants who already held external funding should receive priority on the ranking. It was pointed out that such a move would be construed that financial need should be taken into consideration. The committee unanimously reaffirmed that the Killam Scholarship is an award of merit and not of financial need and that ranking must be based on the merit of the nomination.

Given that undergraduate transcripts are a mandatory requirement for consideration, all applications without undergraduate transcripts were removed from the competition.

After careful consideration, the cut-off for a Scholarship was set at the candidate ranked number thirty-one. A waitlist cutoff was then set at candidate ranked number 47 so that all students on the waitlist had a mean ranked score of 7.5 or higher. Tie-breaking for candidates at the same mean rank score was achieved in two ways. First, the candidate who had the lowest variance was placed highest of that group. Second, PhD candidates were ranked higher than masters degree candidates. For this round, the third tiebreaker (highest last full years GPA) did not need to be applied.

Committee members then discussed concerns on ambiguity and lack of clarity they had with the present Nomination Form, and whether certain sections had to be completed. At issue was the section in which applicants declare the external awards they have applied for and hold (Section A page 2). There was a feeling that international students do not have to apply for anything because most committee members will not know the external awards for which they are eligible. As well, many simply left the section blank, although the wording of the section states they must apply for external awards, nominees only have to list those awards that they currently hold. It was agreed that the wording would be changed to remove ambiguity and ensure uniformity for succeeding years.

The second issue was the section on the research proposals (Section A page 3). Many students did not write a research proposal and some members felt that should make them ineligible. Upon review of the instructions the first sentence says the proposal is required but then second sentence is more ambiguous

as to whether it is required. It was agreed that students could not be penalized for ambiguous instructions for the current year. It was further agreed that the wording should be changed for succeeding years making a student report mandatory and allowing up to one page of double-spaced text for that purpose.

The third concern was the requirement for letters of reference. Some students had two letters of reference while others had one or none. The front page states that all applications require them but the "reference letters" page says that only students not at Dalhousie require them. The committee decided this too was ambivalent and therefore new-continuing students without letters would still qualify for this year. These instructions are to be reworded and clarified.

Some members expressed concern that many applicants in this year's list were not felt to be of Killam Scholarship calibre. Revision of the Nomination Form should alleviate this concern and ensure that the Graduate Coordinators should more clearly understand the requirements and standards of excellence that are required of all nominees.

Finally, it was agreed that two members of the Committee (N. Burford and R. Brown) would receive input from Committee members and prepare a revised draft of the Nomination Form. This is to be forwarded to the Associate Dean who would in turn collate all the input and provide a revised form with clearer instructions for consideration by the Committee at the May meeting. The aim is to have an improved Nomination Form ready for next year's competition.

The generosity of the Killam Trusts and the support of the Killam Trustees was acknowledged.

d) Mackenzie King Scholarships

The Mackenzie King Scholarships are for graduates of Canadian universities to undertake postgraduate study in any field, anywhere ("open" scholarship) or in the USA or UK in the field of international relations or industrial relations ("Travelling" scholarship). In this year's competition the Committee received four applications for the Mackenzie King Open Scholarship, and two applications for the Travelling Scholarship. By way of comparison, twelve applications for the Open Scholarship and five for the Travelling Scholarship were received in 2001. The files were reviewed individually by the Chair (John Hill) and the Acting Associate Dean (David Egan) on the authority of the Scholarship Committee and the two reviewers met on February 21 to collate the rankings and formulate the recommendations on behalf of the Committee. The result was a recommendation to the Mackenzie King Scholarship Committee Selection Committee that two applications be put forward to the national committee for the Open competition and two applications for the Travelling competition.

e) Eliza Ritchie Doctoral Scholarship for Women

The purpose of this award is to attract outstanding female students into PhD programmes at Dalhousie. The applicants must be Canadian citizens or permanent residents and preference is given to candidates from the Atlantic Provinces. One new award is made each year.

On the authority of the Scholarship Committee, J. Hill and D.A. Egan met to review the files of 10 candidates and to make recommendations the renewal and new Eliza Ritchie Scholarships. The meeting was held at 9.00am on April 11, 2002 in the Associate Dean's office. Each applicant's file (one for renewal and 9 new) was reviewed by JH and DE independently and the scores were collated.

It was recommended that the Scholarship for one student (Chemistry) be renewed, and that there be one new Scholarship (Pharmacology). The offer of a new Scholarship was subsequently declined and an offer was then made to the first person on the reserve list of two.

f) James Robinson Johnston Graduate Scholarship for Black Canadians

The purpose of the James Robinson Johnston Graduate Scholarship for Black Canadians is to provide a renewable graduate level scholarship to a promising Black Canadian student with the opportunity to pursue studies at the graduate level in the arts, sciences, health professions and management, as well as the professions of law, dentistry and medicine.

This year, candidates for both renewals and one new scholarship were recommended to the Dean.

3. Social Sciences and Humanities Research Council Doctoral Fellowships**Committee Membership**

S. MacLean (Political Science), P. O'Brien (Classics), M. Bishop (French), P. Zachernuk (History), P. Gardiner-Barber (Sociology and Social Anthropology), D. Egan (Acting Associate Dean), M.J. Wood (SSHRC Scholarship Liaison Officer).

A total of 35 files were reviewed by each member of the Committee prior to a meeting, and summaries were prepared by staff of FGS. This year's SSHRC quota had been decreased from 25 to 23. The committee, chaired by the D. Egan, met on January 10 at 9.00am to review and determine the final rankings. Two lists were submitted to SSHRC, list A comprised of the candidates ranked in the top 23, and a ranked list B for the remaining 12 candidates. Eight Scholarships were awarded by SSHRC.

4. Walter C. Sumner Memorial Fellowships for Doctoral Study in Chemistry, Physics or Electronics**Committee Membership**

N. Burford (Chemistry), M. Cada (Electrical and Computer Engineering), E. Milios (Computer Science) and D. Egan (Acting Associate Dean), M.J. Wood (Administrator, FGS).

The guidelines require that female or male applicants must be engaged in or committed to commence doctoral studies in the fields of either chemistry, physics or electronics. Candidates must hold a degree (undergraduate or graduate) from a Canadian university other than the one at which doctoral studies will be carried on during the tenure of a Fellowship. If they only hold a degree at the bachelor's level, they must have at least two years' experience in either teaching or industry in the chosen field of study. In addition they must be a Canadian Citizen (or naturalized), be domiciled in one of the provinces of Canada, although he or she may be studying elsewhere at the date of application. Preference is given to qualified applicants who are firstly, natives of the Province of Nova Scotia second, natives of one of the other three Atlantic Provinces and third, natives of any other province of Canada.

Twenty-two files were reviewed and ranked by each member prior to the meeting, and the rankings were collated in FGS. The Committee, chaired by E. Milios, met on Friday April 12 at noon to review and determine the final rankings. These were then forwarded to the Foundation.

On May 2, FGS was notified that 17 applications were approved for the award of Fellowships (15 at \$4,000 and 2 at \$5,000). Ten Fellowships were Awarded in Chemistry, 3 in Biochemistry and 4 in Physics. Four of the unsuccessful candidates were originally ranked in the top 8 by the Committee (the highest being third).

5. Natural Sciences and Engineering Research Council of Canada Post-Graduate Scholarships

Following an initial meeting of the Committee on October 18, 2001, attended by all members, M.J. Wood (NSERC Scholarship Liaison Officer), and chaired by D. Labrie, the members agreed to work in two groups to review the files of 89 candidates (PGSA 56, PGSB 33).

Committee membership

PGSA: G. Fenton (Engineering Mathematics) Chair, R. Latta (Biology), D. Chen (Electrical and Computer Engineering), D. Goble (Physics).

PGSB: D. Labrie (Physics) Chair, P. Torkkeli (Physiology and Biophysics), P. Kusalik (Chemistry), A. Kalamkorov (Mechanical Engineering).

A total of 72 candidates (PGSA 45, PGSB 27) were recommended for Scholarships and 48 (PGSA 30, PGSB 18) were awarded.

Unfinished business

There are some outstanding items still to be considered by the Committee including the election of Chairs for next year, and the review of policies and application processes for all Scholarship competitions. The Scholarship Committee meeting to deal with these items is scheduled for May 13.

Acknowledgements

The generosity of the Killam Trusts, the Mackenzie King Scholarship Board of Trustees and the Walter C. Sumner Foundation is recognized and greatly appreciated.

The various committees also wish to thank the staff of Graduate Studies, particularly Margaret Wood, Brad McRae and Danielle Walsh for their assistance.

A special word of thanks is due to all committee members and chairs for the considerable time and tremendous effort that they have given over the past year. Their contributions to these vital activities are deeply appreciated.

Submitted May 8, 2002

David A. Egan
Acting Associate Dean
Faculty of Graduate Studies

Research Development Fund for the Humanities and Social Sciences 2001-2002 Report

The guidelines for the RDF state that the purpose of the Research Development Fund is to support activities that promote research development in the Humanities and Social Sciences at Dalhousie University. A large percentage of the RDF budget is used to provide "seed money" for the initiation of small-scale research projects in the hope that subsequently large external research grants will be sought and obtained by Dalhousie University faculty. The RDF budget is funded through the General Research Grant provided to the University by SSHRC and is based on the number of eligible faculty and a percentage of the larger grants that the faculty received from SSHRC. There are three competitions each year.

The membership of the committee in 2001-2002 was as follows:

C. Neville (co-chair; to December 31, 2001), D. Egan (co-chair; since January 1, 2002), C. Luckyj (co-chair; English), co-chair, Wanda Bernard (Social Work), Patricia De Meo (French), Leonard MacLean (Business Administration), Tom Vinci (Philosophy), Faye Woodman (Law), Philip Zachernuk (History), M.J. Wood (FGS).

The available funds and expenditures for the 2001-2002 year are presented below.

AVAILABLE FUNDS

Balance April 1, 2001	47,906.88	
SSHRC Transfer	78,719.00	
Account Adjustments (Closure of Time Expired Grants)	<u>10,621.29</u>	<u>137,247.08</u>
TOTAL FUNDS AVAILABLE		137,247.08

EXPENDITURES

	No. of Requests	Amount Requested	Amount Awarded	Actual	
Research	25	59,796.70	47,090.28	47,930.95	
Intl. Conference Travel	19	26,687.97	14,680.00	20,110.27	
Visiting Speakers	9	<u>6,236.26</u>	<u>3,566.00</u>	<u>1,983.00</u>	<u>70,024.22</u>
		92,720.93	65,336.28		

TOTAL EXPENDITURES **70,024.22**

BALANCE **67,222.86**

Submitted May 8, 2002

David A. Egan
Co-Chair
RDF Committee

Research Development Fund for the Sciences and Engineering
2001-2002 Report

Funds available for disbursement by this committee are derived only from positive balances in closed out NSERC grants. As in previous years, the funds available have been allocated to faculties and departments for their seminar programme, based on the number of NSERC grants held. \$40,375 was awarded to departments on this basis in March, 2002, retroactively for the 2001-2002 academic year. Based on the substantial balance left this year, it may be possible to move the disbursement of funding to the start of the academic year. Of course the total amount available for disbursement can fluctuate substantially from year to year, therefore for continuity of the supported seminar programmes it is prudent to maintain a substantial balance.

In order to reflect the fact that NSERC grants are held in at least seven faculties the name of the committee has been changed, and a proposal updating the composition of the committee will be brought before Faculty Council. In the current year Ben Rusak (Psychology) and Chris Barnes (Microbiology and Immunology) served as elected members.

AVAILABLE FUNDS

Balance April 1, 2001	27,370.94	
Time Expired NSERC Grants	<u>70,530.00</u>	97,900.94

TOTAL FUNDS AVAILABLE		97,900.94
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EXPENDITURES

2000-2001 Visiting Speaker Awards @ 5	1,156.07	
2001-2002 Visiting Speaker Awards @ 27*	<u>39,219.50</u>	40,375.57

TOTAL EXPENDITURES		40,375.57
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BALANCE		57,525.37
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*Total of 32 visiting speaker awards granted = 40,682.91 (5 grant transfers pending = \$1,463.40)

Submitted May 8, 2002

David A. Egan
Co-Chair
RDF Committee

FGS Student Research Grant & Conference Travel Funding

FGS provides funding from the general operating budget to assist graduate thesis students with research and conference travel. Detailed guidelines and application forms are available on the FGS website. Students are required to submit a signed application to FGS for consideration.

Conference Travel Grant Eligibility:

- ☐ Presenting a paper at a conference based upon thesis research.
- ☐ One time maximum of \$500.

Research Grant Eligibility:

- ☐ Conducting thesis research in a SSHRC fundable area.
- ☐ One time maximum of \$600 (master's), \$1,300 maximum or \$1,500 maximum if overseas research is required (doctoral).

	Number of Awards	Budget	Actual
Humanities & Social Sciences			
Travel	15	39,000.00	7,360.00
Research	37		24,737.05
Account Adjustments*			-802.05
Total			31,295.00
Sciences & Engineering			
Travel	67	40,000.00	32,510.43
Total			32,510.43
TOTAL			63,805.43
*net of time expired research grant closures and reopening/extension of existing accounts			

Submitted May 8, 2002

Jan C.T. Kwak
 Dean
 Faculty of Graduate Studies

Report on the 2001 Dorothy J. Killam Lectures

Members of the 2001 Killam Lecture Series Organizing Committee:

Representing the Killam Lectures Committee, the 2001 Series "Images of the Mind" was organized by Drs. Ian Meinertzhagen (Psychology) and Steven Barnes (Physiology & Biophysics), on behalf of the Neuroscience Institute.

Theme of the 2001 Killam Lectures:

IMAGES OF THE MIND. Imagine the ultimate conundrum of human discovery: the brain trying to understand its own workings. "Images of the Mind" assessed progress in research on the brain from three current perspectives. Addressing one each of these three, world-renowned experts from Oxford, Harvard and Columbia Universities delivered free public lectures at the Dalhousie Arts Centre. Neuroscience - research on the brain and nervous system - is a large, rapidly progressing area of biomedical research by which we have come to understand the mechanisms of the brain. These mechanisms were the theme of the first Lecture. Neuroscience draws together modern approaches in the life sciences, such as cell and molecular biology, and harnesses these to physical methods, such as modern brain imaging and computational studies. Our perception of the world through the senses, especially through our sense of vision, provides some of our most vivid subjective experiences. These have been captured over the centuries by artists, whose work thus mirrors our perception of the world, and provided the theme of the second Lecture. Neurological diseases, and the mental disorders which are their frequent outcome, are the largest cause of hospitalization in the Western world. These difficulties of human existence now show signs of yielding to increased research in the basic biology of the brain. This softening of problems previously thought intractable is creating a genuine sense of progress, giving hope that the future will witness answers to some of our most urgent clinical problems. This sense of growing optimism provided the theme of the third Lecture.

The Lectures:

October 11, 2001. "Minds, Brains and Computers" Dr. Colin Blakemore, Waynflete Professor of Physiology at the University of Oxford, where he is also Director of the Oxford Centre for Cognitive Neuroscience, delivered the first lecture. His research has been concerned with many aspects of vision and the early development of the brain. In particular, he has studied the mechanisms of stereoscopic vision, visual illusions and the perception of shape, contrast, size and form. He is best known for his work on the influence of visual experience on the brain during a "sensitive period" after birth, on the causes of the common forms of childhood blindness and on the prenatal development of the brain. He is described as one of Britain's most influential communicators of science. His books include "Mechanics of the Mind," "Images and Understanding," "Mindwaves," "The Mind Machine," and "Gender and Society."

October 25, 2001. "What Art Tells Us About the Brain" Dr. Patrick Cavanagh, Professor of Psychology and a member of the Vision Sciences Laboratory, at Harvard University, was the Series' second lecturer. Born in Ontario, Dr. Cavanagh studied electrical engineering at McGill and earned a Ph.D. in cognitive psychology from Carnegie-Mellon University. Before moving to Harvard in 1989, he taught Psychology at the Université de Montréal. He was the 1992 Helmholtz Lecturer (Irvine); the 1996 Hebb Lecturer (McGill) and the 1998 Attneave Lecturer (Oregon). Dr. Cavanagh examines how attributes in the visual scene such as colour, movement, and depth, contribute to our experience of visual form. He also examines the brain's internal codes for these attributes, how these are stored, their underlying neurophysiological mechanisms, and how such codes help construct the brain's models of the three-dimensional world. He explores how artists cleverly exploit such cues to render the world realistically on a two-dimensional canvas.

November 1, 2001. "Brain Disorders: New Hope at the New Millennium" Dr. Gerald Fischbach, currently the Vice President for Health and Biomedical Sciences at Columbia University, delivered the third

and final lecture. He recently served as Director of the National Institute of Neurological Disorders and Stroke. From 1990 to 1998, he was the Nathan Marsh Pusey Professor of Neurobiology and Chairman of the Neurobiology Department at Harvard Medical School and the Massachusetts General Hospital. Throughout his career, Dr. Fischbach has studied the formation and maintenance of synapses, the junctions between nerve cells and their targets, through which information is transmitted in the brain. A research pioneer, Dr. Fischbach has provided distinguished leadership for numerous medical and scientific advisory boards and also for many professional associations.

All three Killam Lectures were held in the Rebecca Cohn Auditorium and were followed by receptions, catered by Scanway, in the Sculpture Court of the Dalhousie Arts Centre. All the speakers not only agreed generously to answer questions from the audience, but also continued to engage in conversation with audience members at the receptions that followed. The estimated attendances were 600, 800 and 350 for the three lectures, respectively.

Organization and keys to success:

The choice of speakers is central to a successful series. It is necessary to choose speakers who can be trusted to deliver a lecture to an audience from the general public. This has to be started early on, about one year in advance, and finalized around the end of the year prior to the Lectures. It is important to group the dates, to gain momentum in the Series, and to disengage from a speaker who does not give a clear commitment to a particular date. Once everything is booked, it is essential to begin work on the brochure, which needs to be ready for distribution in September. The brochure requires a photograph and biographical information from the speakers. At least three weeks before the lectures it is necessary to organize, and two weeks before to begin, an intense publicity campaign to advertise the lectures among prospective audience members. Undergraduate students are the largest audience body, and the most likely to benefit from a Killam Lecture, but are also least likely to consider attending. Other senior undergraduates, or graduate students, appropriately motivated, are good catalysts to recruit attendance. So, too, are instructors of first-year undergraduate classes. On the other hand, students are first to the catering table and need to be rewarded more fully than older members of the public. For the lectures themselves, remember a back-up laser pointer. There are two major residual uncertainties in the process: the weather and the audience. It is important to consider how to minimize the impact of adverse weather (usually rain). The uncertainty over the size of the audience remains until the last minute of the actual evening, when the last audience members arrive at the Auditorium.

Publicity:

The following steps were taken to publicize the Killam Lectures:

- In consultation with Amanda Pelham, Dalhousie Public Relations Office, a colour brochure/poster advertising the lecture series was produced and 1500 copies were ordered.
- The neuroscience graduate student society (SINS) and the undergraduate neuroscience student society (UNS) were enlisted to distribute posters to various Dalhousie faculties and units, on several neighbouring university and college campuses, bookstores, public libraries, coffee shops, newsagents, art galleries and museums throughout the city. Various faculty and undergraduate students in the Faculty of Science announced the lectures to their classes, especially the large introductory classes in Biology and Psychology, and encouraged students to attend.
- With the assistance of Stacey Lewis, Dalhousie's Media Relations Manager, a media advisory about the lectures was issued to the local media. Stacey also arranged an interview between Dr. Patrick Cavanagh and CBC's Maritime Magazine (this can be heard at novascotia.cbc.ca/radio/maritimemagazine/). Ms Evelina Zarembo, student reporter for *The Gazette* interviewed Dr. Cavanagh (her article is appended).
- Announcements were made in *The Dalhousie News*, Dalhousie's Notice Digest, Neuro-List and the email distribution lists of individual units within Dalhousie and the QEII Health Sciences Centre. In particular, two email messages in the week prior to each lecture were routed to all Dalhousie Departments in Science, FASS and the Sexton Campus having related interests to the lecture. The Sep-

tember 19, 2001 issue of *The Dalhousie News* ran an article regarding the 2001 Killam Lectures (appended).

- In view of its content on the history of fine art, an email circular was transmitted to all faculty and students at NSCAD announcing the second lecture.
- Block advertisements were placed in *The Chronicle Herald/Mail Star* on Wednesday, October 10, 2001 and on Thursday, October 18, 2001.
- The organizers wish to thank Amanda Pelham, Public Relations and Dr. Andrew French, Physiology and Biophysics, for working to publish the Killam Lectures on Dalhousie University's and the Neuroscience Institute's websites.

Budget:

A detailed budget is given in the Financial Statement, below. The overall budget was about \$22,000, of which the Neuroscience Institute assumed responsibility for a balance of about \$3,000. Of the total, roughly 50% was committed to the three Lecturers themselves, whose individual budgets were from roughly 15 to 20% of the total. Airfares in the case of the two US speakers were moderate. An earlier fare quotation for the UK speaker was increased in the wake of the events of September 11. The post-lecture receptions cost a total of a further 18% of the budget, while auditorium, lecturing AV and other general expenses were the largest cost, about 32% of the total.

Recommendations:

- One of the largest expenses incurred was the rental fee for the Rebecca Cohn Auditorium, and in view of this fee and of uncertainties over the booking of the Cohn by the Nova Scotia Symphony, alternatives were sought. The new lecture theatre of the Marion McCain Arts and Social Sciences Building was initially selected as an alternative venue for the 2001 Killam Lectures, but room bookings could not be confirmed until the timetable for the academic years was confirmed. At that time, it became clear that both auditoria were in fact booked for classes on Thursday evenings. If, in view of its cost, future organizing committees wish to reconsider the use of the Cohn, they would need to check the timetable and, if necessary, to consider choosing an alternative time, such as Wednesday evening, to allow the venue to move to the FASS building.
- A potentially more serious issue with the Rebecca Cohn Auditorium was the timetable of bookings for the Nova Scotia Symphony, both for rehearsals and performances on Friday evenings. The amount of time required to set up and dismantle the instruments for the Symphony would have meant that the Killam Lecture had limited space on the stage area, and limited projection facilities. Depending on these needs in the future, the organizers recommend either negotiating a reduced rental, or finding an alternative venue. The Cohn is not cheap, and there are additional costs to the rental fee for personnel (ushers and projection technicians) which are also considerable. Time spent with the projection technicians during set-up with the speaker, and preparation of the stage prior to the lecture, are all billed expenses which the organizers need to bear in mind. Despite these considerations, the organizers recommend, in fact, to continue use of the Cohn if possible. It is a distinguished venue for the University's flagship lecture series, and the organizers recommend that future efforts should concentrate on how to find the audience to fill, and how to develop the budget required to rent, the Cohn.
- Another item requiring planning, is that the Cohn does not have a full suite of audiovisual equipment. Arrangements had to be made to bring in both a digital data projector and a second projector to provide double projection. PowerPoint is now widely used by speakers, and a projector for PowerPoint should be standard equipment in the Cohn. In its absence, the organizers had to arrange for collection and delivery of a projector to the Cohn from the Life Sciences Audiovisual unit. The second slide projector for double-projection was a special request of two of the speakers and provided an added expense that could not have been budgeted. The slide projector required is not standard, and was shipped in from out of province, providing an instrument which could match the brightness of the one already available in the Cohn.
- Arrangements for catering were made through Scanway, who were asked to cater for 250 people, increased to 300 and then 400 for the third lecture. Given the popularity of the lectures, these num-

bers turned out to be too low for the first two lectures. The supply of punch, in particular, disappeared very quickly. The organizers recommend catering for additional back-up drinks, in the form of non-perishable bottled water on a pay-for-use basis, in addition to prepared punch. Scanway has indicated that, if it were used again, supplementary supplies could be ordered in by telephone on the actual evening, as required, as soon as the auditorium fills and the size of the audience is known. The organizers also recommend that drinks be poured in advance of the end of the lecture, so that people joining the reception do not need to form a queue.

- The Killam Lectures were booked approximately a year in advance and the dates were advertised as soon as they became finalized via Notice Digest and Neuro-List email distribution lists. Even though the Killam Lectures were extremely well attended, and despite some variation in the popularity of individual lectures, it proved hard to avoid competing events on campus. In particular, one of the Presidential Symposia was held in the late afternoon of one of the Lectures. It seems hard to avoid all such conflicts but clearly all efforts should be made to do so. The chief means is to advertise the dates early and clearly.

Conclusion:

By general acclaim, the 2001 Series on "Images of the Mind" was the most successful in recent memory. This success was due in part to the small subvention from the Neuroscience Institute, but mostly through the efforts of its secretary, Ms Linda MacNutt. The organizers had only a few minor regrets: that no video recording was made of the lectures; that despite increases for each successive lecture the numbers for whom food and drinks were catered seemed to be too small; and that some audience members found the introductions to the lectures too long. It was also unfortunate that with the exception of one, local broadcasters did not take the opportunity to interview such distinguished speakers.

Respectfully submitted:

Ian Meinertzhagen, on behalf of the 2001 Dorothy J. Killam Lecture Series Organizing Committee

2001 DOROTHY J. KILLAM LECTURES**Financial Statement****Speaker Expenses**

Honoraria x 3	\$6,000.00
Airfares x 3	\$3,805.58
Accommodations x 3	\$770.63
Entertainment x 3	\$367.36

General Expenses

Rebecca Cohn Auditorium	\$3,639.50
A/V Equipment	\$1,148.15
Posters/Brochures	\$1,250.71
Newspaper Ads	\$946.75
Receptions	\$4,075.37

TOTAL	\$22,004.05
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**Faculty of Graduate Studies
Academic Appeals Committee
Annual Report 2001-2002**

The Academic Appeals Committee considered two new appeals, while one case from 2000-2001 was resolved after last year's report. In addition a number of cases were resolved informally between FGS and the unit or programme involved. Appeal Review Committees were set up for three of the cases mentioned below, drawing on members of the Appeals Committee and the Reserve Panel.

Late in the 2000-2001 academic year the Appeals Committee considered an appeal by a student against a departmental decision recommending academic dismissal from a programme. The Appeals Committee ruled in the student's favour. Because the student had not yet been dismissed, the department agreed to continue the student in the programme.

Another appeal held over from the 2000-2001 academic year involved a ruling by the Senate Academic Appeals Committee instructing FGS to hold a new hearing on a case involving academic dismissal from a programme. The DSU Student Advocacy Service informally requested such a hearing, but no request was received from the student and the case is considered closed.

One appeal was launched by a student against a decision by the Dean of FGS not to allow a retroactive class withdrawal. The withdrawal had been recommended by the department and the Faculty, and was supported by the DSU Student Advocacy Service. The Appeals Committee concluded that no procedural unfairness was involved and upheld the decision of the Dean.

The Appeals Committee considered a student's appeal of a failing grade, based on perceived bias and irregularity in the assessment procedure. The Appeals Committee did not detect any bias in the assessment procedure but concluded that there had been procedural irregularities in the assessment. The appeal was upheld and as requested by the student the class and failing grade were removed from the student's transcript.

Membership of the Appeals Committee for 2001-2002 is as follows: Stephen Butt (Mining and Metallurgical Engineering), Ian Folkins (Oceanography), Brian Hall (Biology), Christopher Murphy (Sociology and Social Anthropology), Sherry Stewart (Psychology). The Reserve Panel consisted of Michael Deturbide (Law), Michael Hymers (Philosophy) and Shirley Tillotson (History). All Committee and Reserve Panel members served on at least one of the special committees set up to hear the cases described above, in addition Suzy Waldman (DAGS) served as student representative on one review.

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