# FACULTY OF BUSINESS GRADUATE CURRICULUM AND POLICY COMMITTEE SEPTEMBER 17, 2012, 10:30 A.M. MUSC-318

**PRESENT:** Dr. N. Agarwal (Chair), Dr. V. Baba, Dr. K. Hassanein, Dr. M. Head, Dr. K. Huang, Ms. I. Piatek, Dr. G. Randall, Prof. M. Ryder, Dr. H. Zhu, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Ms. M. Burley, Mr. P. Self

REGRETS: Mrs. S. Baschiera, Dr. E. Mohammad, Dr. S. Sarkar

#### I. Minutes of meeting

After the introduction, the minutes of the February 16, 2012 meeting were approved on a motion by Dr. Head, seconded by Dr. Hassanein.

### II. Business arising

In response to a question concerning the new Master of Finance program, which was approved by Graduate Council on February 16, 2012, Dr. Agarwal said the program will accept students in September 2013.

#### III. MBA Student Academic Assessment

With the move of the MBA program from a 9-point to a 6-point grade scale, the program has now proposed to make changes to its student academic assessment process to further align the procedure with other graduate programs at the University. Dr. Head explained that the change will also facilitate enrolment of MBA graduate students in courses offered by other programs at McMaster. Dr. Agarwal commented that in the current procedure, student's grades in the MBA program have to be converted to ensure eligibility to enrol in joint programs (i.e., Health Services Management, etc.) at McMaster. The new system will eliminate any grading issues with programs that are joint with other departments. Dr. Head added that the current assessment process is also time consuming.

Dr. Head further explained that in the new process, the academic assessment is initiated only if a student receives a failing grade (below B-) in a course. If the student receives a calculated average grade of at least 8.5 (between B and B+) in courses taken to date (excluding the failing grade), the student will be allowed to continue in the program. If the average grade is below 8.5, the student may submit a formal petition to the Graduate Admissions and Study Committee requesting that he/she be allowed to continue in the program. The student is allowed three failing grades in the current system, while the proposed procedure allows only one failing grade—the student is not eligible to remain in the program if a second failing grade is received. Dr. Head said that there is no grandfathering of the old grade scale for in-course students. All students will be assessed based on the 6-point grading scale as of September 2012. However, for those students who are already in the program when the assessment process was revised, they will be allowed up to three failures until their degree is completed, and the review will apply only to courses that were taken under the 6-point grading scale.

According to Dr. Head, there are currently three students (two from the winter 2012 term and one from the spring 2012 term) who are not eligible (under the old system) to continue in the program as of September 2012. These students will need to submit a petition to the Graduate Admissions and Study Committee for readmission.

Dr. Head moved, and Prof. Ryder seconded,

# "that the Faculty of Business Graduate Curriculum and Policy Committee approve the proposed changes in the MBA student academic assessment process."

After the discussion, the committee decided that students with an average grade below B- from courses taken to date will be assessed automatically by the Graduate Admissions and Study Committee to determine readmission. This procedure will remove the onus on the student by eliminating the need to submit a formal petition. There was a suggestion to add a statement to clarify that the committee will take into account various factors in the review, including any additional submission from the student explaining the issues for the failure.

As a result of the decision/suggestion above, the following sections of the document were revised:

<u>Page 1, last bullet, second sentence</u>: replaced with *"If the average of the courses taken to this point (excluding the failing grade) is less than 8.5, the student will be assessed by the Graduate Admissions and Study Committee to determine if that student may continue in the program."* The addition of the statement *"In arriving at this decision, the Committee will consider a variety of factors, including an optional written submission by the student."* 

<u>Page 2, fourth bullet, fifth sentence</u>: replaced with *"If the average of the courses taken to this point (excluding the failing grade) is less than 8.5, the student will be assessed by the Graduate Admissions and Study Committee to determine if that student may continue in the program."* The last sentence was deleted: *"There is no minimum number of terms that the student must sit out before submitting this formal petition."* 

<u>Page 2, last bullet, second sentence</u>: replaced with "These students will be reviewed for possible readmission by the Graduate Admissions and Study Committee at the end of the fall 2012 term." Last sentence was deleted: "The previous stipulation of sitting out two academic terms would not apply to the one ITC student from the spring 2012 term.

The motion was **<u>carried</u>**, subject to the amendments mentioned above.

### IV. Other business

Dr. Agarwal briefly discussed the function of the Faculty of Business Graduate Curriculum and Policy Committee, membership composition, and scheduling of meetings. It was then suggested for an email to be sent to the members which includes the website link to the by-laws of the Faculty of Business document to learn more about the mandate of the curriculum committee.

There was no other business and the meeting adjourned at 11:15 a.m.