June 6, 2008

To: Members of the Faculty of Health Sciences Graduate Policy and Curriculum Committee

From: Medy Espiritu
Assistant Secretary and SynApps System Administrator

The next meeting of the Faculty of Health Sciences Graduate Policy and Curriculum Committee will be held on **Tuesday, June 10, 2008 at 1:30 p.m.** in MUMC-3N5A.

Listed below are the agenda items for discussion.

If you are unable to attend this meeting, please notify me at extension 24204 or email espiritu@mcmaster.ca.

**AGENDA**

**CURRICULUM REVISIONS**

1) **Medical Sciences**
   - New course: *720 – Tobacco and Health: From Cells to Society
   - Course cancellation: *6I3 – Advanced Topics in Immunology

2) **Nursing**
   - Transfer from M.Sc. (thesis- or course-based) to Ph.D.
   - Change in course number from *6H03: *728 – Health Issues in International and Intercultural Health
   - Minor change: *770 – Mixed Methods Research Designs for Health Services and Policy Research *(same as HRM *770)*
SCHOOL OF GRADUATE STUDIES
RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for ALL course changes. All sections of this form must be completed.
2. An electronic version of this form must be emailed to the Assistant Secretary and SynApps System Administrator (Email: espiritum@mcmaster.ca).
3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<table>
<thead>
<tr>
<th>DEPARTMENT/PROGRAM</th>
<th>Faculty of Health Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE TITLE</td>
<td>Tobacco and Health: From Cells to Society</td>
</tr>
<tr>
<td>COURSE NUMBER</td>
<td>MS 720*</td>
</tr>
<tr>
<td>COURSE CREDIT</td>
<td>FULL COURSE ( )</td>
</tr>
<tr>
<td></td>
<td>HALF COURSE ( X )</td>
</tr>
<tr>
<td></td>
<td>QUARTER (MODULE) ( )</td>
</tr>
<tr>
<td>INSTRUCTOR(S)</td>
<td>Multiple instructors from various sites. Local coordinators: Warren Foster/Mike DeVillaer</td>
</tr>
<tr>
<td>PREREQUISITE(S)</td>
<td>None, other than registration in a graduate program.</td>
</tr>
</tbody>
</table>

NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

<table>
<thead>
<tr>
<th>NEW COURSE</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE TO BE OFFERED:</td>
<td>September 2008</td>
</tr>
<tr>
<td>WAS THE PROPOSED COURSE OFFERED ON DEAN’S APPROVAL?</td>
<td>N</td>
</tr>
<tr>
<td>IF YES, PROVIDE THE DATE:</td>
<td></td>
</tr>
</tbody>
</table>

WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT? N IF YES, ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED.

CHANGE IN COURSE TITLE

| PROVIDE THE CURRENT COURSE TITLE: |

CHANGE IN COURSE DESCRIPTION

600-LEVEL COURSE (Undergraduate course for graduate credit)

CHANGE TO FULL COURSE

CHANGE TO HALF COURSE ( X )

CHANGE TO QUARTER COURSE

COURSE CANCELLATION

| PROVIDE THE REASON FOR COURSE CANCELLATION: |

OTHER

| EXPLAIN: |

BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate Calendar.

This course will provide students with a comprehensive overview of tobacco and tobacco-related issues from a public health perspective. The course focuses on patterns, determinants and health effects of tobacco use, the causes, impacts and interventions regarding nicotine addiction, and the prevention of tobacco use. Topics will include epidemiology, nicotine addiction, genetic factors, health effects, treatment issues, prevention, and policy issues. Students will be exposed to experts in the field who bring hands-on experience in tobacco control in addition to academic expertise.

CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.

TOPICS: Anatomy of the Cigarette; Medical Interventions; Genetic Factors in Smoking Cessation; Epidemiology of Tobacco Use; Nicotine Addiction; Nicotine Addiction in Adolescents; Health Effects of Smoking and Second-Hand Smoke; Integrating Population and Clinical Approaches to Smoking Cessation; Co-morbidity; Qualitative Research: Informing Tobacco Control Programs and Policies; Marketing of Tobacco Products; Psychology of Smoking; Policy Evaluation; Evaluation of Comprehensive Tobacco Control Programs; Smoke-free Legislation; Historical Overview of Tobacco Use; Tobacco Control and the Law; Policy Development in a Government Context; Getting Governments on Board; Big Tobacco Litigation and Organized Crime

Readings provided by individual instructors.
1. **STATEMENT OF PURPOSE** (How does the course fit into the department’s program?)

Several investigators within the Faculty of Health Sciences have productive tobacco related research programs. The purpose of this new course is to provide students with a comprehensive overview of tobacco and tobacco-related issues from a public health perspective. Students will be exposed to experts in the field from different institutions in Canada using video conferencing. Topics covered will include but are not limited to the following: epidemiology, nicotine addiction, genetic factors, health effects from the tissue level to the cell, treatment issues, and public health policy.

2. **EXPECTED ENROLMENT:**

2-5 students from Health Sciences; more from other faculties likely

3. **DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL** (i.e., lectures, seminars):

The course consists of 12 3-hour sessions. The classes are held in a classroom at U of T, and sent ‘live’ by audio-video feed to several other Canadian sites, including UBC, University of Manitoba, University of Waterloo, University of Alberta, Lakehead University, University of Montreal, and McMaster. Most of the instructors have their academic appointments with one of the participating sites.

4. **DESCRIBE IN DETAIL THE METHOD OF EVALUATION:** (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc.)

I. Letter to the Editor (10%)
II. Abstract (20%)
III. Poster Presentation (25%)
IV. Oral Presentation (25%)
V. Reading Assignments (10%)
VI. Class Participation (10%)

Given that students participate from a variety of sites, the evaluation of assignments is done centrally by a course coordinator to ensure precision (reliability) in grading.

5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?**

If yes, please attach to this form any relevant correspondence with the other department(s).

No.

6. **IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

N/A

**PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. W. Foster  
Email: fosterw@mcmaster.ca  
Extension: 22753  
Date: May 12 2008

If you have any questions regarding this form, please contact the Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.

SGS/December 2006
### DEPARTMENT/PROGRAM
Medical Sciences

### COURSE TITLE
Advanced Immunology, The Immune System in Disease

### COURSE NUMBER
MS 6II3

### COURSE CREDIT
- FULL COURSE ( )
- HALF COURSE (X)
- QUARTER (MODULE) ( )

### INSTRUCTOR(S)
Dr. Denis Snider

### PREREQUISITE(S)
HSC 3X03 or equivalent

### NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

<table>
<thead>
<tr>
<th>NEW COURSE</th>
<th>DATE TO BE OFFERED:</th>
<th>WAS THE PROPOSED COURSE OFFERED ON DEAN’S APPROVAL?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>IF YES, PROVIDE THE DATE:</td>
</tr>
</tbody>
</table>

**WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT?**

- IF YES, ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). **NOTE:** CROSS-LISTING OF COURSES REQUIRES APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED.

### CHANGE IN COURSE TITLE
- PROVIDE THE CURRENT COURSE TITLE:

### CHANGE IN COURSE DESCRIPTION
- 600-LEVEL COURSE (Undergraduate course for graduate credit)
  - Please see #4 on page 2 of this form

### CHANGE TO FULL COURSE
- CHANGE TO HALF COURSE
- CHANGE TO QUARTER COURSE

### COURSE CANCELLATION
- X
  - PROVIDE THE REASON FOR COURSE CANCELLATION:
    - Now longer of adequate benefit to graduate students, since 600 level courses are not useful for MSc students

### OTHER
- EXPLAIN:

**BRIEF DESCRIPTION FOR CALENDAR** - Provide a brief description (maximum 6 lines) to be included in the Graduate Calendar.

**CONTENT/RATIONALE** - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.
1. STATEMENT OF PURPOSE (How does the course fit into the department’s program?)

2. EXPECTED ENROLMENT:

3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):

4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION: (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc.)

5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).

6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Denis Snider Email: sniderd@mcmaster.ca Extension: 22813 Date: June 5, 2008

If you have any questions regarding this form, please contact the Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.

SGS/December 2006
PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form must be emailed to the Assistant Secretary and SynApps System Administrator (Email: espiritu@mcmaster.ca).
3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

**DEPARTMENT**
Nursing

**NAME OF PROGRAM**
Transfer from MSc (thesis or course based) to PhD program

**PROGRAM DEGREE**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Ph.D.</th>
<th>M.A.</th>
<th>M.A.Sc.</th>
<th>M.B.A.</th>
<th>M. Eng.</th>
<th>M.Sc.</th>
<th>Diploma Program</th>
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**NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)**

<table>
<thead>
<tr>
<th>Change in Admission Requirements</th>
<th>Change in Comprehensive Examination Procedure</th>
<th>Change in Course Requirements</th>
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</table>

**CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR**

<table>
<thead>
<tr>
<th>EXPLAIN:</th>
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<tbody>
<tr>
<td>Page 176 in current calendar and procedure in program handbook needs to be revised</td>
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**OTHER**

<table>
<thead>
<tr>
<th>EXPLAIN:</th>
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<tr>
<td>Our existing procedure to transfer from the MSc to the PhD is challenging and rarely do students request this option. Our consultants for the recent Periodic Appraisal encouraged us to simplify the procedure.</td>
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</table>

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Currently MSc (thesis) students must have completed the minimum course requirements (five half courses) and have obtained a minimum of an A- average in the five courses, with not more than one course less than A-, and follow the procedure outlined in the program handbook (page 13-14). The process is normally initiated after 18 months and before 24 months of study. The student submits a Transfer Report to the Transfer Committee within 24 months from entry to the MSc program. The student writes a MSc thesis proposal, obtains Ethics approval, collects and analyses preliminary data, submits a 15-25 page synopsis of the research conducted to date, and a letter outlining the reasons for the request to transfer. The student's supervisor writes a letter of support.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.)**

The new procedure requires that the student completes four courses not five as currently exists; namely the three courses in common with thesis and course based MSc students (NUR 701, HRM 721, HRM/NUR 745 plus NUR 709 in the case of the thesis and an elective in the case of the course based student. However, NUR 709 is strongly recommended for the course based student as the elective. The transfer process can be initiated earlier in the program (after 12 months) and before 18 months of study. This would permit the student to commence the PhD program in second year, term two. No MSc proposal and no small feasibility study would be required. Instead, the student would submit a letter explaining the reasons for transfer, write a 3 page statement describing the proposal PhD research project, produce evidence of scholarly productivity, and obtain two letters of reference from faculty familiar with the student's work. The student's supervisor also writes a letter supporting the student's application. If the supervisor does not have PhD supervisory responsibilities, a replacement will be identified, preferably someone with previous PhD supervisory experience. Although we have simplified the process, the transfer would be reserved for outstanding students only.
**RATIONALE FOR THE RECOMMENDED CHANGE:**

Consultants for recent Periodic Appraisal supports simplifying procedure. A scan of other graduate nursing programs across Canada supports this. Our Graduate Curriculum Committee also supports this. Outstanding MSc students need to have this option to fast track to the PhD program and currently few opt for this opportunity.

**PROVIDE IMPLEMENTATION DATE:** *(Implementation date should be at the beginning of the academic year)*

September 2008

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

See detailed explanation written for Graduate Nursing Program (with explanation for change in italics)

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Students wishing to be transferred to the Ph.D. program prior to the completion of a master’s degree (see section 2.1.2 of the General Regulations of this Calendar and the statement entitled “Policy and Procedure for Transfer from M.Sc. to Ph.D. - Nursing”) must have completed the three courses in the M.Sc. curriculum in common with thesis and course based options plus NUR 709 or an elective (as detailed above in item 1), and strictly adhere to the Policy and Procedure for Transfer from M.Sc. to Ph.D. - Nursing document. The Transfer Report must be submitted to the Transfer Committee within 18 months from entry at the M.Sc. level as a full-time student. Approval to transfer will be determined at a meeting of the Transfer Committee.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Margaret Black  
Email: blackm@mcmaster.ca  
Extension: 22259  
Date: June 2, 2008

If you have any questions regarding this form, please contact the Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.

SGS/December 2006
Transfer from MSc (thesis or course based) to PhD program.

1. The process is initiated by the supervisory committee for an outstanding student, after the student has successfully completed the three courses in common with the thesis based and course based MSc program (NUR 701, HRM 721, HRM/NUR 745) and taken NUR 709 in the case of the thesis based student and one additional half course selected by the student and the supervisory committee in the case of the course based student. It is strongly suggested that the course based student take NUR 709 as their elective (fourth course).

The change is that we have included course based students whereas before, only thesis based students could transfer. In addition, we would not be requiring five courses, only four, to be completed before transfer – the downside would be that if the transfer was not approved, the student would be missing one course to complete the courses for thesis prior to their research, and the course based student would still need three more courses. At other universities, the number of courses required before transfer varies (UOttawa=4, Calgary=6, Alberta=6)

Normally these courses should be completed in the first year of the MSc curriculum and the transfer discussion can be initiated after 12 months (year 2, term 1) and before 18 months of study. This would permit the student to commence the PhD program in the second year, term two. For the course based student, given the timing of course availability and the unlikelihood a decision to transfer would be made at the beginning of their program, this student would not take NUR 709 until the fall of the second year and then initiate the request for transfer. If the thesis based student had completed all four courses in the first year, it would be possible to take NUR 700 in the fall of year two as a fifth course (elective) before the official transfer to the PhD in January (or May). The student could then request NUR 700 be credited toward their PhD and then would only need to take two more courses once they commenced their PhD. The course based student could take both NUR 700 and NUR 709 in the fall of year two as MSc courses and transfer to the PhD in January, requesting that NUR 700 be credited towards the PhD.

The change here is that the timing of transfer has been moved forward – before, it took place AFTER 18 months (February of year 2) and before 24 months (September of year 3). The ability to use NUR 700 at the MSc level and then count it towards the PhD is not new. This would depend on faculty resources whether these students could be included in the PhD course.

The process begins with a Letter of Intent from the student and supervisor to the Office of Associate Dean (Health Sciences), stating that the student wishes to transfer from the MSc to the PhD program. This notification normally takes place 3 months prior to the date of the expected transfer. Normally the student and supervisor will also meet with the Assistant Dean at this time to discuss the transfer process. If the current supervisor/advisor does not have approval to supervise at the PhD level, then together with the student, the supervisor/advisor should identify an appropriate replacement. It is also preferable that the supervisor have PhD supervisory experience.
2. A signed letter from the thesis supervisor/advisor, supporting the student’s application and suitability for PhD level study. The letter must be forwarded to the Transfer Committee with the Transfer application package.

3. The student must have a minimum of an A- average in the four courses of the MSc curriculum, with not more than one course less than A-.

4. To be considered for transfer, the student must complete the following:
   a. A two page (maximum) letter explaining the reasons for the request to transfer, including how a PhD in nursing at McMaster will further the student’s career goals. An additional two pages describing plans for PhD study.
   b. Demonstrated research potential by writing a statement (maximum 3 pages) describing the proposed PhD research project, including a statement of the research problem, its relevance for nursing, and an overview of the design selected.
   c. Demonstrated evidence of scholarly productivity, such as peer reviewed presentations, publications, or active involvement in research activities. The student must include a CV in the package and other relevant material, such as published manuscripts.

5. Two letters of reference from faculty familiar with the student’s graduate work, who can speak to the student’s suitability for PhD study.

The change is that no MSc proposal and no small feasibility study and written synopsis would be required. Instead a proposed approach to the design of the PhD would be required, although a high level of detail could not be expected.

Criteria for consideration of outstanding Master’s students include:
1. High achievement in MSc courses
2. Strong evidence of research and scholarly productivity
3. Clearly stated reasons for requesting transfer, in keeping with the resources required by faculty to support the student’s change in status.
4. Thoughtful and articulate plan for study in PhD, considering the chosen topic and proposed approach.

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Course Based</th>
<th>Thesis based</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc 1</td>
<td>Fall</td>
<td>HRM 721</td>
<td>HRM 721</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>NUR 709</td>
</tr>
<tr>
<td></td>
<td>Winter</td>
<td>HRM/NUR 745</td>
<td>HRM/NUR 745</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 701</td>
<td>NUR 701</td>
</tr>
<tr>
<td></td>
<td>Initiate discussion re transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSc 2</td>
<td>Fall</td>
<td>NUR 709* or elective</td>
<td>NUR 700 (5th course)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 700 (5th course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submission to transfer committee and seek approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>Commence January</td>
<td>Course X</td>
<td>Course X</td>
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<tr>
<td></td>
<td></td>
<td>Course Y</td>
<td>Course Y</td>
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<tr>
<td></td>
<td></td>
<td>Apply advanced credit NUR 700</td>
<td>Apply advanced credit NUR 700</td>
</tr>
</tbody>
</table>

*recommended
## Recommendation for Change in Graduate Curriculum - For Changes Involving Courses

**PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for ALL course changes. All sections of this form must be completed.
2. An electronic version of this form must be emailed to the Assistant Secretary and SynApps System Administrator (Email: espiritum@mcmaster.ca).
3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

### Department/Program
Nursing

### Course Title
Health Issues in International and Intercultural Health

<table>
<thead>
<tr>
<th>Course Number</th>
<th>NUR728</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Credit</strong></td>
<td></td>
</tr>
<tr>
<td>Full Course ( )</td>
<td>Half Course (x)</td>
</tr>
</tbody>
</table>

### Instructor(s)
Dr. Basanti Majumdar

### Prerequisite(s)
Permission of instructor. Undergrad courses - pop health &/or social anthro recommended

### Nature of Recommendation (Please check appropriate box)

- NEW COURSE
- DATE TO BE OFFERED: ____________
- WAS THE PROPOSED COURSE OFFERED ON DEAN’S APPROVAL? IF YES, PROVIDE THE DATE: ____________
- WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT? IF YES, ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED.

### Change in Course Title
Provide the current course title: ____________

### Change in Course Description

- 600-LEVEL COURSE (Undergraduate course for graduate credit)
- Please see #4 on page 2 of this form

### Change to Full Course
Change to Half Course | Change to Quarter Course

### Course Cancellation
Provide the reason for course cancellation: ____________

**Other**

- Explain: Change in course number from 6H03. Course has been given in conjunction with the undergraduate course NUR 4H03. It will now be offered separately and requires a 700 number. Minor change in the course requirements

### Brief Description for Calendar
- Provide a brief description (maximum 6 lines) to be included in the Graduate Calendar.
- No change

### Content/Rationale
- Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.
- No change in course description, overview and objectives
1. **STATEMENT OF PURPOSE** (How does the course fit into the department’s program?)

   Course is an elective in the graduate nursing program and is open to other graduate students e.g. globalization, with permission of instructor

2. **EXPECTED ENROLMENT:**

   6-10

3. **DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL** (i.e., lectures, seminars):

   no change

4. **DESCRIBE IN DETAIL THE METHOD OF EVALUATION:** (For 600-level course, indicate the *Extra Work* to be required of graduate students, i.e., exams, essays, etc.)

   no change except with the portfolio - previously, students prepared an annotated bibliography of 10 articles and this has been reduced to six articles. All the remaining evidences are identical to NUR 6H03.

5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?**

   IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).

   no overlap

6. **IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

   NA

**PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Basanti Majumdar    Email: majumdar Extension: 22456

If you have any questions regarding this form, please contact the Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.
PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for **ALL** course changes. All sections of this form **must** be completed.
2. An electronic version of this form must be emailed to the Assistant Secretary and SynApps System Administrator (Email: espiritu@mcmaster.ca).
3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

### DEPARTMENT/PROGRAM
Clinical Epidemiology & Biostatistics/ Health Research Methodology Program

### COURSE TITLE
Mixed Methods Research Designs for Health Services and Policy Research

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>770</th>
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<tbody>
<tr>
<td>FULL COURSE</td>
<td>(   )</td>
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<tr>
<td>HALF COURSE</td>
<td>(X)</td>
</tr>
<tr>
<td>QUARTER (MODULE)</td>
<td>( )</td>
</tr>
</tbody>
</table>

### INSTRUCTOR(S)
Susan Jack

### PREREQUISITE(S)
HRM 721, HRM 745 (or equivalents) and permission of instructor

### NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

- NEW COURSE
- DATE TO BE OFFERED: 
- WAS THE PROPOSED COURSE OFFERED ON DEAN’S APPROVAL?
  - IF YES, PROVIDE THE DATE:
- WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT? 
  - Y
  - IF YES, ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). **NOTE:** CROSS-LISTING OF COURSES REQUIRES APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED.
- CHANGE IN COURSE TITLE
  - PROVIDE THE CURRENT COURSE TITLE:
- CHANGE IN COURSE DESCRIPTION
  - 600-LEVEL COURSE (Undergraduate course for graduate credit)
  - Please see #4 on page 2 of this form
- CHANGE TO FULL COURSE
- CHANGE TO HALF COURSE
- CHANGE TO QUARTER COURSE

### COURSE CANCELLATION

- PROVIDE THE REASON FOR COURSE CANCELLATION:
- **X**
- EXPLAIN:
  - Reduction in Number of Evaluation Measures; Minor change in course delivery format

### BRIEF DESCRIPTION FOR CALENDAR
Provide a brief description (maximum 6 lines) to be included in the Graduate Calendar.

This course introduces students to the major concepts and issues involved in mixed methods approaches to tackle important questions in the field of health services and policy. LearnLink is used as the mode of instruction. A framework for thinking about mixed methods will be developed that provides guidance to decision-making about when and how to use mixed methods and models to study health services and policy problems. The course will provide students with knowledge of the current controversies and major challenges in the use of mixed methods and models of research. Students are expected to design a mixed method study as part of the course and critically evaluate the design options chosen by a classmate.

### CONTENT/RATIONALE
Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.

Major topics to be covered: overview of mixed-methods research, philosophic foundations, deciding when to use mixed-methods, using mixed-methods in evaluation research, issues in data collection, data management, analytic issues, validity and credibility of findings, applications and results.

Required course textbooks:

All other required course materials are available electronically, either through the internet links provided in the manual or through LibAccess (McMaster Health Sciences Library).
1. **STATEMENT OF PURPOSE** (How does the course fit into the department’s program?)

   This course will introduce students to the major concepts and issues involved in mixed methods approaches in the evaluation of health services and policies. A framework for mixed methods will be developed that provides guidance in decision-making about when and how to use mixed methods. Advantages and disadvantages of combining a wide range of quantitative and qualitative design options will be discussed. Current controversies and major challenges in the use of mixed methods and mixed models of research will also be presented.

   **Objectives:**
   1. To understand the major issues involved in mixed methods research.
   2. To apply this knowledge by designing a feasible mixed methods study to answer a health services or policy question.

2. **EXPECTED ENROLMENT:**

   8-10 students, 4 student spots are reserved for students in the Ontario Training Centre for Health Services and Policy Research

3. **DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL** (i.e., lectures, seminars):

   The course will be delivered online using LearnLink. In the past, students participated in two group teleconferences. After a review of the course evaluations, it was identified that students value increased in-person or “AV” opportunities to discuss course content. The course will now start and conclude with an on-site class for local students, with teleconference or web connections for offsite students.

   Each week of the course will run from Monday to Sunday. It is each student's individual responsibility to review the required readings and contribute appropriately throughout the week to the online discussion and debates. A student facilitator will be assigned to monitor and guide the conversations for each week.

4. **DESCRIBE IN DETAIL THE METHOD OF EVALUATION:** (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc.)

   The proposed changes involve reducing the number of evaluation measures from 5 to 4. The content originally evaluated in old assignment #1 will be now be integrated into the online participation.

   **Previous List of Evaluation Measures**
   1. Executive Summary of a Published Mixed Methods Study (10%)
   2. Summary of Proposed Mixed Methods Study (10%)
   3. Online Participation (20%)
   4. Mixed Methods Study Proposal (40%)
   5. Peer Critique of Mixed Methods Study Proposal (20%)

   **Proposed New Evaluation Measures**
   1. Summary of Proposed Mixed Methods Study & Brief Literature Review 15%
   2. Online Participation 20%
   3. Mixed Methods Study Proposal 45%
   4. Oral & Written Critique of a Peer's Mixed Methods Study Proposal 20%

5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).**

   No

6. **IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

   Approval from School of Nursing.

**PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Susan Jack        Email: jacksm@mcmaster.ca        Extension: 26383

If you have any questions regarding this form, please contact the Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.

SGS/December 2006