



School of Graduate Studies

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March 16, 2011

To : Graduate Council Members

From : Medy Espiritu
Assistant Secretary & SynApps System Administrator

The next meeting of Graduate Council will be held on **Wednesday, March 23, 2011 at 1:30 p.m.** in the **Council Chambers, Gilmour Hall 111.**

Listed below are the agenda items for discussion.

Please email espiritu@mcmaster.ca or call extension 24204 if you are unable to attend this meeting.

A G E N D A

- I. Minutes of the meeting of January 26, 2011
- II. Business Arising
- III. Report from the Associate Vice-President and Dean of Graduate Studies
- IV. Report from the Associate Deans of Graduate Studies
- V. Report from the Faculty of Business Graduate Curriculum and Policy Committee - *Dr. M. Hatton*
- VI. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Council (Email ballot conducted on March 4, 2011) – *Dr. C. Hayward*
- VII. Other Business

GRADUATE COUNCIL
JANUARY 26, 2011, 1:30 P.M.
COUNCIL CHAMBERS, GILMOUR HALL 111

PRESENT: Dr. A. Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. P. Baxter, Dr. P. Bennett, Dr. N. Charupat, Dr. K. Dalnoki-Veress, Ms. M. Emami, Dr. L. Finsten, Ms. B. Gordon, Dr. P. Graefe, Dr. M. Hatton, Dr. A. Holloway, Dr. K. Kanagaretnam, Mr. A.R. Khokhar, Dr. L. Magee, Dr. T. Maibaum, Ms. A. Nissar, Dr. L. Platt, Mr. P. Self, Dr. E. Service, Dr. H. Sheardown, Dr. G. Steiner, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Dr. Giacomini, Dr. J. Medcof

REGRETS: Dr. C. Hayward, Dr. N. Kevlahan, Dr. A. Knights

I. Minutes of meeting

The minutes of the meeting of December 17, 2010 were approved on a motion by Dr. Hatton, seconded by Dr. Sheardown.

II. Business arising

There was no business arising from the minutes of the previous meeting.

III. Report from the Associate Vice-President and Dean of Graduate Studies

Dr. Sekuler reported that the last *Best Practices Lunch* was held on January 20, 2011. The topic was “Infosilem Enterprise Classroom Scheduling System”—a new enterprise-wide version of the room booking software tool used by the Registrar’s office. The session discussed the tools and benefits of the system and encouraged the attendees to share information concerning scheduling of graduate studies classes. Dr. Sekuler said the next *Best Practices Lunch* will discuss leaves of absence, and will be held on February 26, 2011.

Dr. Sekuler stated that the OCGS consultants will conduct its site visits for the Master of Technology Entrepreneurship and Innovation Program on February 14-15, 2011. She added that the Ph.D. French program is now awaiting approval from OCGS.

Mr. Self reported that last week’s MITACS workshops on skills training were fully booked. Mr. Self provided the number of attendees of the MITACS workshops last year: 347 students in total (34% Masters, 49% PhDs, 17% Post-docs; 1/3 first time attendees, 2/3 Canadian students, 1/3 international students). Mr. Self said the next MITACS workshop series will be held on February 22-25, 2011 and March 14-18, 2011.

IV. Report from the Associate Deans of Graduate Studies

Dr. Sheardown reported that the Faculty of Engineering will be hosting a workshop for Master's students interested in continuing onto a Ph.D. program on February 17, 2011. The workshop will discuss job options, benefits of pursuing a Ph.D. degree, etc. Speakers for the workshop will come from the industry and government sectors. Dr. Sheardown said the proposed Master of Engineering in Energy Systems is currently obtaining internal approvals.

Dr. Welch said he will be meeting with Mrs. Baschiera and Mrs. Espiritu to discuss the revision of the graduate calendar based on the input from the members of the calendar and policy sub-committee. Dr. Sekuler said the Council members can still contact Dr. Welch, should they have suggestions regarding the revisions of the graduate calendar.

Dr. Hatton said the thesis sub-committee is currently reviewing the draft of the thesis guidelines. He added that Mrs. Baschiera will have more updates when she discusses the e-thesis towards the end of the meeting.

Dr. Sekuler reported that a draft document concerning the "*cotutelle* system," as well as examples of *cotutelle* agreements from different universities were sent to the international sub-committee for review. The next step is to submit the document to Graduate Council for approval. Dr. Sekuler mentioned that the University is still waiting for the government to announce the criteria and selection process for the Ontario Trillium Scholarships. Dr. Sekuler thanked the faculty members involved in ranking applicants for several external scholarships handled by the School of Graduate Studies. Dr. Sekuler commented that the open forum hosted by the President recently was very useful in making the community aware of McMaster's approach regarding the issue of internationalization of post-secondary education. In response to a question, Dr. Sekuler explained that the President's office is in the process of creating a committee to consolidate information concerning the China Scholarship Council fellowships.

V. New scholarships

Dr. Sekuler reviewed the following scholarships for Council approval:

- The Adam Felesky MBA Scholarship
- The UPS MBA Scholarship

Dr. Charupat moved, and Dr. Dalnoki-Veress seconded,

"that Graduate Council approve the Adam Felesky MBA Scholarship and the UPS MBA Scholarship, as described in the document."

The motion was carried.

VI. IQAP and Schedule of Reviews

Dr. Sekuler reviewed the Institutional Quality Assurance Process (IQAP) document, which outlines the new policy on academic program reviews of undergraduate and graduate programs at McMaster. Dr. Sekuler added that the Undergraduate Council approved the document on January 25, 2011. In response to a question, Dr. Sekuler explained that the new process provides flexibility, since departments can choose to review their undergraduate and graduate programs jointly or separately. She explained that program reviews can also be done jointly with accreditation reviews.

Dr. Welch moved, and Dr. Steiner seconded,

“that Graduate Council approve the proposed Institutional Quality Assurance Process (IQAP) document concerning the policy on academic program reviews of undergraduate and graduate programs at McMaster.”

In response to a question, Dr. Sekuler said the membership of the Institutional Quality Assurance Process Committee is yet to be determined. A member commented that it would be useful to develop a template for the submission of programs. Dr. Sekuler agreed, but also added that it will be awhile before this could happen, since the new process is still at the early stages of approval. Dr. Sekuler encouraged the member to contact her for suggestions/ideas on developing the template for the new review process. On page 14, section 7.2 – External evaluation: External perspectives, the second to the last bullet, *“details of any previous or current affiliation with the University, and any association with individual members of the Program under review (e.g. co-author, previous student/supervisor, friend),”* it was suggested to replace “friend” with “close relationship.”

The motion was carried (subject to the amendment mentioned above).

VII. School of Business: Ph.D. Accounting Field

Dr. Medcof presented the calendar copy for the Ph.D. Accounting Field. He also discussed the three new courses: *A771 – Seminar in Research Methods and Design; *A772 – Seminar in Financial Accounting Research; and *A773 – Seminar in Managerial Accounting Research.

Dr. Charupat moved, and Dr. Hatton seconded,

“that Graduate Council approve the calendar copy for the Ph.D. Accounting Field, and courses *A771, *A772, and *A773.”

A member suggested removing the grading scheme described in the course outline for *A772, as it pertains to undergraduate studies. Dr. Hatton responded that the Faculty of Business curriculum committee also raised this issue. He also wondered why this section was still in the document.

The motion was carried, subject to removal of the grading scheme from the *A722 course outline.

VIII. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Council

Dr. Sekuler briefly discussed the report from the Faculty of Health Sciences Graduate Policy and Curriculum Council.

Health Policy Program

Dr. Sekuler invited Dr. Giacomini to talk about the proposed change to the timing of the comprehensive examination for the Health Policy program. Dr. Giacomini referred to the revised document circulated at the meeting, and explained that the Faculty of Health Sciences Graduate Policy and Curriculum Council approved the proposal on December 17, 2011 with revisions.

She discussed two specific issues raised by the Health Sciences curriculum council:

1) The timing of the breadth fields' comprehensive examination from June of year 1 to December of year 2 is in line with the School of Graduate Studies policy, however, if a student fails twice, the terms of appeal can be problematic. Dr. Giacomini explained that the document was revised to indicate that in the case of a failed examination, a second comprehensive examination would be conducted within 1-2 months after the failed examination. The program will schedule the examination as required and will not coincide with other examinations. Dr. Giacomini added that a student will be able to file an appeal within the 24-month deadline of the School of Graduate Studies.

2) The reading list should not be posted in 14 months with respect to dates and timing because doing so would be unfair. Preparation times outlined in the document should be double-checked for consistency with the proposed changes to examination times. To address the concern of the curriculum council, the document was revised to indicate that the reading list will be posted approximately 7-8 months prior to each examination.

Dr. Hatton moved, and Dr. Dalnoki-Veress seconded,

“that Graduate Council approve the proposed change to the timing of the comprehensive examination for the Ph.D. Health Policy program, as described in the revised document that was circulated to the Council members.”

The motion was carried.

Nursing Program – Transfer from Course-based M.Sc./PHCNP program

Dr. Baxter referred to the document and reviewed the recommendation of the Nursing program concerning the transfer procedure from the course-based M.Sc. Nursing to the PHCNP Certificate program. She further explained the process: the student submits a letter of request to transfer and completes the PHCNP Admission's 3-question essay, which is submitted to the Transfer Committee. A letter of support from the advisor and proof of employment hours (two years of full time nursing practice within the past five years) are also required. Dr. Baxter explained that the request for transfer must be submitted before the January 5 admission deadline, since these students will be considered along with all the new applicants to the M.Sc./NP program.

Dr. Baxter moved, and Dr. Welch seconded,

“that Graduate Council approve the proposed transfer procedure from the course-based M.Sc. Nursing program to the PHCNP Certificate program, as described in the document.”

The motion was carried.

Nursing Program – Police Records Check Policy

Dr. Baxter explained that the proposed Nursing Program Police Records Check policy is quite similar to the recently approved Occupational Therapy/Physiotherapy Police Records Check policy, with the exception of the annual declaration of the student's status.

Dr. Hatton moved, and Dr. Sheardown seconded,

“that Graduate Council approve the proposed policy records check policy for the Nursing program.”

After the discussion, the Council suggested that a statement requiring students to complete an annual declaration form to confirm the absence of a criminal record should be included in the policy. The Council also suggested that on page 8, item 25, bullet b should be revised to read, *“report known incidents of criminal behavior to the Associate Dean (Nursing), police and the College of Nurses (if applicable).”*

The motion was carried, subject to the inclusion of the amendments suggested by Graduate Council.

Dr. Sekuler then briefly discussed the remaining items in the Faculty of Health Sciences Graduate Curriculum and Policy Council report for information of Graduate Council.

eThesis Update

Mrs. Baschiera reported that the electronic submission of theses is expected to commence on May 1, 2011. She added that the eThesis document is still in draft form, and she is currently working with Dr. Hatton's thesis subcommittee to ensure that the document is incorporated in the thesis guidelines.

There was no other business, and the meeting adjourned at 2:25 p.m.



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**REPORT TO GRADUATE COUNCIL
FROM THE FACULTY OF BUSINESS GRADUATE CURRICULUM AND POLICY COMMITTEE**

At its meeting on March 9, 2011, the Faculty of Business Graduate Curriculum and Policy Committee approved the following graduate curriculum changes.

FOR GRADUATE COUNCIL APPROVAL

Ph.D. Program Requirements

- Paragraph on page 65 of the 2010-2011 Graduate Calendar (*enclosed*)

FOR GRADUATE COUNCIL INFORMATION

e-Health

- *701 – Research and Evaluation Methods in eHealth – new course (Note: *Offered in January 2010 on Dean's approval.*)

Finance Area

- *F712 – Applied Corporate Finance – change in course description
- *F724 – Venture Capital and Private Equity – change in course title and description
(Note: *This course is currently cross-listed as *V705.*)
- *F725 – Personal Financial Management – change in course description
- *F736 – Ethics and Professional Practice in Finance – new course (Note: *This course was previously offered as *F748 – Selected Topics in Finance.*)
- *F737 – Financial Fraud and Market Surveillance – new course, and cross-listed as A727 (Note: *This course was previously offered as *F728 – Selected Topics in Finance.*)
- *F740 – Islamic Finance – new course (Note: *This course was previously offered as *F728 – Selected Topics in Finance.*)
- *F770 – Financial Economics and Quantitative Methods – change in course number and will be offered as a Ph.D. course

Human Resources and Management - M.B.A.

- *B717 – Management Development – new course (Note: *This course was previously offered as *B738 – Selected Topics in Organizational Behaviour.*)
- Proposed changes to the name and course selection for the Minor proposed by the Human Resources & Management Area

Strategic Market Leadership and Health Services Management

- *P700 – Business, Government and the Global Environment – change in prerequisite
- *V701 – Financial Statement analysis – change in course title and cross-listed as *A750 and *F717

Information Systems – Ph.D.

- *K603 – Information Systems in Business – change in course title
- *K718/728/738 – Selected Topics in Management Information Systems – change in course title
- *K723 – Data Mining and Business Intelligence – change in course description
- *K725 – Business Process Management – change in course title
- *K778 – Selected Topics in Information Systems I – change in course title
- *K779 – Selected Topics in Information Systems II – change in course title
- *K793 – Mobile Commerce: Technology, Theory, and Applications (Note: *This course was previously offered as *K778 – Selected Topics in Information Systems I.*)
- *K794 – Advances in Information Systems Research (Note: *This course was previously offered as *K778 – Selected Topics in Information Systems I.*)
- Changes to the calendar description of the MBA eBusiness Minor
- Changes to the calendar description of the MBA eBusiness Specialization
- Changes to the calendar description of the list of Ph.D. courses in the IS field to reflect the new course numbers

For information

- *B718 – Special Topics in Organizational Behaviour : Management Consulting
Instructor: Nicholas Lal

designed to prepare highly motivated and capable individuals for making significant advances in management science knowledge. It is intended for students with Master's degrees in Business Administration or in disciplines such as Mathematics, Engineering, Science, and Computer Science.

The **Marketing** field of study is designed to prepare graduate students with a solid foundation in theoretical and empirical methodologies focusing largely on firm level research in the discipline of marketing. The doctoral student will work closely with the supervisor to conduct leading edge research in the discipline of marketing, which explores the processes and mechanisms by which value is created and delivered to the customer. The expectation is that this research will be published in top journals prior to graduation. The program is designed for students who have an interest in pursuing an academic career.

Application

Requests for application material should be sent to the attention of the Ph.D. Administrative Coordinator, DeGroote School of Business, McMaster University, Hamilton, Ontario, Canada, L8S 4M4 or by email to phdinfo@mcmaster.ca. Information is also available on the website: www.degroote.mcmaster.ca/phd/index.html. Admission decisions are based on previous academic performance, Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) results, references, research interests and other relevant information.

Qualification Requirements

Admission to the Ph.D. program will be granted in accordance with the general regulations of the School of Graduate Studies as specified in the front of this calendar. Applicants normally must have a Master's degree with at least B+ standing and a minimum GMAT score of 600. In lieu of a GMAT score, a comparable GRE score will be considered. Admission decisions are based on past academic performance, GMAT or GRE score, the strength of reference letters, the quality of the applicant's statement of research interests and goals, and matching of the applicants' research interests with the research expertise and interests of the faculty members.

Finance candidates must demonstrate competence in business management, finance, mathematics and economics.

MOBHR candidates must demonstrate competence in at least one of the following related subject areas in business management: organizational behaviour, human resources management, labour relations, industrial and organizational psychology and economics.

IS candidates must demonstrate proficiency in business management and information systems. Students must also demonstrate proficiency in statistics at a level sufficient for study and research in the IS field.

MS candidates must demonstrate proficiency in various subject areas in business management, including operations management and economics. They must also demonstrate proficiency in calculus, probability, matrix algebra, statistics and computer programming at a level sufficient for study and research in the MS field.

Marketing candidates must have demonstrated proficiency in any area of the natural sciences, social sciences or humanities. They are encouraged to demonstrate some competence in areas of business management and marketing. Students must also have demonstrated proficiency in mathematics or statistics at a level sufficient for study and research in the Marketing field.

Applicants whose native language is not English will be required to demonstrate English language proficiency by providing a valid TOEFL test score at the time of application. Successful applicants will normally achieve a score of at least 100 and a minimum of 22 in the reading component, 22 in the listening component, 26 in the speaking

component and 24 in the writing component on the Internet-Based Test (IBT); or 600 on the Paper-Based Test (PBT); or 250 on the Computer-Based Test (CBT). We may also consider the equivalent score on other recognized tests.

Applicants may be exempted from this requirement if they have completed a university degree where English was the language of instruction.

Applicants are responsible for making all arrangements regarding writing of the TOEFL test or other recognized tests and for ensuring the official score report is forwarded to the DeGroote School of Business in a timely manner.

Program Requirements

Because of the differing backgrounds of students entering the program and the differing areas of dissertation research, there will be variations in the course programs that students follow. A program of study will be chosen by the student with the approval of the student's supervisor and the Ph.D. Director. This program will be chosen to prepare the student for the comprehensive examinations and to provide appropriate background for the planned dissertation research. Most of the courses and seminars will be taken within the School of Business. Where appropriate, and with the approval of the student's supervisor and Ph.D. Director, courses from other departments within the University or from other universities may be taken; such courses normally will be graduate courses. Graduate courses offered in other university departments are described elsewhere in this calendar.

Students must take a minimum of 6 to a maximum of 12 one-term courses. The exact number and mix of courses will depend on the background and research interests of the student as assessed by the student's supervisor and the Ph.D. Director. Students can receive exemptions for courses (if qualified) or take additional courses as long as the total number does not exceed 12 courses.

In order to remain in the program, students must maintain a grade point average of at least B+ in their course work with no more than one failing grade (below B-) in a prescribed course. The student will be required to withdraw from the program if he/she receives a second failing grade.

All students in the program, regardless of field of study, take one common seminar course (B778).

For the **Finance** field, the four finance Ph.D. courses (F771, F772, F773 and F774) and F710 must be taken. In addition the following courses from the Department of Economics must be taken: 721, 722, 723, 761 and 762. Students are also required to take one additional 700-level course in Business, Economics or Mathematics, to be determined in consultation with their supervisor.

For the **MOBHR** field, the four Ph.D. seminar courses (B779, B780, B781, B782) and two other MBA or Ph.D. courses with B or H letter designations (e.g., B712, H721) must be taken.

For the **IS** field, the two Ph.D. seminar courses (B780, B782), two IS Ph.D. courses (chosen from K778, K779, K791 and K792), and three MBA information systems courses (chosen from K723, K724, K725, K731, K735, K736, K737 and O734,) must be taken.

For the **MS** field, the five MS Ph.D. courses (Q771, Q773, Q780, Q781 and Q790), two MBA courses (O701, O711), and your choice of two MBA or Ph.D. courses (chosen from O715, O721, O722, O725, Q772, Q774, Q778, Q791, Q792, Q793, Q794 and O734) must be taken.

For the **Marketing** field, the two Ph.D. seminar courses (B780, B782), the four marketing Ph.D. courses (M771, M772, M773, M774), and two MBA marketing courses (chosen from M724, M731, M732, M734 and M736) must be taken.



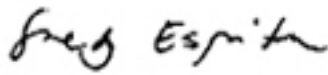
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March 15, 2011

To : Members of Graduate Council

From : 
Medy Espiritu
Assistant Secretary & SynApps System Administrator

By means of an email ballot conducted on March 4, 2011, the Faculty of Health Sciences Graduate Policy and Curriculum Council approved the following recommendations:

- (1) Part-time option for the M.Sc. and Ph.D. Nursing programs
- (2) Addition of one clinical practicum site for the Graduate Diploma in Advanced Neonatal Nursing program

The attached documents concerning the above items are now forwarded for approval to Graduate Council for its meeting on March 23, 2011.

In addition, these proposals will be presented to the next meeting of the Faculty of Health Sciences Executive Committee.

Attachments

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /
PROCEDURES**

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		Graduate Nursing						
PROGRAM DEGREE	Ph.D. (x)	M.A. ()	M.A.Sc. ()	M.B.A. ()	M. Eng. ()	M.Sc. (x)	Diploma Program ()	Other (Specify)
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS		☒	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		☐	CHANGE IN COURSE REQUIREMENTS		☐
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			☒	EXPLAIN: Add a Part-time option for MSc and PhD students.				
OTHER	EXPLAIN:							
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:								
Currently all MSc and PhD student are registered as full-time students, The only exception have been those in the Primary Health Care Nurse Practitioner program who may be part-time or full-time when enrolled in the NP component. The Advanced Neonatal Nurse Practitioner Graduate Diploma program will continue to be offered as a 12 month full-time program. Currently the calendar states: The Graduate Program in Nursing provides the opportunity for advanced education and research in Nursing. MSc and PhD degree programs are offered on a full-time basis. B. MSc by Course Work A course-based MSc degree option in Nursing is offered on a regular full-time basis with accomodation for those students who are employed on a full- or part-time basis.								
PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.)								
M.Sc. and Ph.D.degree programs would be offered on a full-time basis and part-time studies would be permissible for those students whose circumstances preclude uninterrupted full-time graduate work to undertake MSc or Ph.D. studies. .								

RATIONALE FOR THE RECOMMENDED CHANGE:

The Graduate Nursing Program cannot sustain a full time only program for all PhD students, given our limited ability to support a guaranteed stipend. In addition, offering a part-time option for MSc students may attract more students than previously who are not able to attend full-time.

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

September 1, 2011

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

Given that our current students did not have the option for part-time studies when they were admitted, we recommend that they also be offered this option. We ask for a one time waive for students currently in the program, who wish to switch to part-time studies with regard to the regulation: "Part-time fees apply only to those students originally offered admission to a part-time program".

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

The Graduate Program in Nursing provides the opportunity for advanced education and research in Nursing. M.Sc., and Ph.D. degree programs are offered on a full-time basis. Part-time studies are permissible for those students whose circumstances preclude uninterrupted full-time graduate work to undertake MSc or Ph.D. studies.

In the section pg 189 under MSc Degree, related to transferring from the MSc to PhD program:

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 and within 36 months as a part-time student. Part-time students would normally be expected to become a full-time student when successfully transferring to the PhD

B. M.Sc. by Course Work

A course-based M.Sc. degree in Nursing is offered on a regular full-time basis and a part-time option is permissible for those students whose circumstances preclude uninterrupted full-time graduate work.

PhD section

item 3: Pass a Comprehensive Examination for full time students before the eighteenth month from their date of entry into the doctoral program and and before 36 months for part-time students.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Margaret Black Email: blackm@mcmaster.ca Extension: 22259 Date: March 2, 2011

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

SGS/medy

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /
PROCEDURES**

PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

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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	School of Nursing, Faculty of Health Sciences							
NAME OF PROGRAM	Graduate Diploma in Advanced Neonatal Nursing (ANN) Program							
PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. ()	M. Eng. ()	M.Sc. ()	Diploma Program (X)	Other (Specify)

NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

CHANGE IN ADMISSION REQUIREMENTS	☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐	CHANGE IN COURSE REQUIREMENTS	☐
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		EXPLAIN:			
OTHER	☒	EXPLAIN: Requesting the addition of one clinical practicum site for the Graduate Diploma in Advanced Neonatal Nursing Program, School of Nursing, McMaster University. Site: Ottawa, Champlain Maternal Newborn Regional Program			

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The Graduate Diploma in Advanced Neonatal Nursing program is currently offered on-site at McMaster University. The clinical practicum requirements (NUR 721 and NUR 722) are completed at the McMaster Children's Hospital NICU site under the preceptorship of an established faculty team including Neonatologists and Master's prepared neonatal nurse practitioners.

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

The Graduate Diploma in Advanced Neonatal Nursing (ANN) program is requesting the addition of a clinical practicum site in the Ottawa, Champlain Maternal and Newborn Regional Program and the additional use of distance delivery for specific courses for selected Ottawa students.

The 2011-2012 ANN program would be offered as previously approved as:

1. On-site education and clinical practicum at McMaster University and McMaster Children's Hospital (three students)
PLUS
 2. Distance education, two 1-week residency periods at McMaster University, and clinical practicum at the Ottawa site (limited to two students with local qualified preceptors)
- The total ANN program enrollment will be limited to maximum of five qualified applicants (e.g., 3 students on-site practicum; 2 students practicum in Ottawa).

In response to the request from Ottawa, a faculty working group was formed that consists of Dr. Marilyn Ballantyne, Kathryn Cunningham, Amanda Symington, and Dr. Bosco Paes. Consultation was sought from Dr. Janet Pinelli, Dr. Margaret Black, and other neonatal nurse practitioners programs (e.g., University of Alberta). An education plan was drafted that assured course content, sequencing the courses the way the program was designed, and clinical practicum requirements (see Appendix A).

The McMaster faculty group will ensure and monitor clinical practicum standards using the following methods:

- (a) An Ottawa site visit (May 2011) to determine preceptor development, planning, standards, clinical site selection, and evaluation methods;
- (b) an affiliation agreement; and
- (c) weekly meetings with Ottawa preceptors and students during clinical practicums.

RATIONALE FOR THE RECOMMENDED CHANGE:

The School of Nursing is committed to developing advanced practice nurses and has offered the advanced neonatal nursing (ANN) component in response to an ongoing demand for nurse practitioner education since 1986. The program has gained national and international recognition as a result of quality education and research.

There is a growing demand for advanced neonatal nursing education at McMaster University as a result of: (1) newly funded neonatal nurse practitioner positions with expanded bed capacity in Ontario (e.g., Level II and III Neonatal Intensive Care Units); (2) recent closure of other Canadian programs (i.e., the University of Alberta and Dalhousie University programs, effective 2010); and (3) an aging neonatal nurse practitioner work force, many of whom will retire over the next 5-to-10 years.

There is a growing demand for distance education to increase access to ANN education. We have received requests from the Regional Director of the Champlain Maternal Newborn Regional Program, the President of the Canadian Association of Neonatal Nurses, Kingston, and Alberta sites for distance education. The Champlain Maternal Newborn Regional Program is in an ideal position to support distance education. The Champlain program has secured funding for education and employment of graduates, administrative support, experienced physician preceptors (i.e., with recent preceptor experience with McMaster ANN students), and a Master's prepared neonatal nurse practitioner. The recommended change to the ANN program will serve to inform a future expansion in distance education, achieve increased accessibility for a critical mass of learners and ensure consistent program offerings.

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

September 2011

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

No

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

Pg 252 of Graduate Calendar:
ADMISSION

Acceptance to this program follows the established procedures and standards for admission to the Master of Science (Nursing) degree program at McMaster University. Application materials and an explanation of procedures are provided in the Nursing brochure. The Diploma Program is available to both full- and part-time students admitted from the Nursing M.Sc. (Category 1) or Post-Master's Degree students (Category 2). Pending approvals, effective September 2011, we will offer admission to selected applicants from one additional Ontario site using a combination of onsite and distance delivery methods.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Marilyn Ballantyne Email: mballan@mcmaster.ca Extension: 21870 Date: March 2, 2011

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

SGS/medy

Appendix A - Timetable and Format

Graduate Diploma in Advanced Neonatal Nursing

Course Details: <http://fhs.mcmaster.ca/gradnursing/graduate.html>

Program in Collaboration with Ottawa Site

Term 1 (Fall) – September to December 2011

Course	Course Title	Course Schedule	Course Format
NUR 720	Advanced Nursing Care of High Risk Infants and Families	Problem-based learning Meets for three (3) hours each week over 12 weeks	Via distance for all content (Elluminate, Telehealth, and/or Skype)
NUR 721	Advanced Neonatal Nursing Clinical Practice 1	Students will spend about 12 hours per week in the Neonatal ICU over 12 weeks; consists of 3 hr seminar and 1 day of clinical practicum per week	Seminars via distance Clinical practicum at Ottawa site with dedicated MD and NP preceptors in collaboration with McMaster team



Term 2 (Winter) – January to April 2012

Course	Course Title	Course Schedule	Course Format
NUR 720	Advanced Nursing Care of High Risk Infants and Families	Problem-based learning Meets for three (3) hours each week over 12 weeks	Via distance for all content (Elluminate, Telehealth, and/or Skype)
NUR 721	Advanced Neonatal Nursing Clinical Practice 1	Students will spend about 21 hours per week in the Neonatal ICU over 12 weeks; 3 hr seminar and 2 days (9 hr) of clinical practicum per week	Clinical practicum at Ottawa site with dedicated MD and NP preceptors in collaboration with McMaster team

1 Week Residency Period

NUR 720 - Simulated patient and Triple Jump examination

NUR 721 - Required Content: Labs including Cranial U/S, Radiology 1, Punctures, Lines, Intubation, Ventilation, Resuscitation, Chest Tubes, and Radiology 2



Term 3 (Spring) – May and June 2012

Course	Course Title and Format	Course Schedule	Course Format
NUR 722	Advanced Neonatal Nursing Clinical Practice 2	Students will spend approximately seven 40-hour weeks in the NICU, including night and weekend coverage.	Clinical practicum at Ottawa site with dedicated MD and NP preceptors in collaboration with McMaster team

1 Week Residency Period

Week of Seminars, Triple jump examination, and journal club presentations