



School of Graduate Studies 1280 Main Street West Phone 905.525.9140
Hamilton, Ontario, Canada Ext. 23679
L8S 4L8 <http://graduate.mcmaster.ca>

To : Graduate Council
From : Christina Bryce
Assistant Graduate Secretary

At its meetings on September 29th and October 27th the Faculty of Business Graduate Curriculum and Policy Committee approved the following curriculum recommendations.

Please note that these recommendations were approved at the October 30th meeting of the Faculty of Business.

FOR APPROVAL OF GRADUATE COUNCIL:

Master of Finance

-Change to Program Requirements

Professional Accountancy Diploma

-Change to Admission Requirements

-Change to Program Requirements

MBA

-Change in Course Requirements:

-Co-op Work Term

-Accounting and Financial Management Services specialization

FOR INFORMATION OF GRADUATE COUNCIL:

Master of Finance

-New Courses

–*610 Career Development Tools and Strategies for Finance Professionals

–*707 Financial Modeling Using Excel and VBA

–*710 Financial Theory

-Change to anti-requisites: BUS *710 Financial Economics and Quantitative Methods

-Course Title and Description Change * 603 Macroeconomics

Professional Accountancy Diploma

-New Course – DPA 600: Professional Workshops

MBA

-Course Cancellation

- C735 Proposal Development for Health Care Leaders

- Change in Title and Description

 - O735 Procurement Operations Management

- New Courses:

 - C750 Ethical and Legal Issues in Health Care

 - WT01 Co-op Work Term 1

 - WT02 Co-op Work Term 2

 - WT03 Co-op Work Term 3

Business Ph.D.

- Course Title and Description Changes: Q773 and Q774

Health Management

- Change to Course Evaluation

 - HM 708 Leadership in Health Organizations

- New Courses

 - HM 731 Economic Evaluation in Healthcare

 - HM 732 Strategic Writing for Healthcare Professional

 - HM 733 Knowledge Translation in Healthcare Practice and Management

 - HM 734 Quality and Safety in Healthcare



SCHOOL OF GRADUATE STUDIES

**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		DeGroote School of Business						
NAME OF PROGRAM		Master of Finance						
PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. ()	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify) X
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:							
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:								
Currently, there is not a Career Development Course for Master of Finance students								

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

Please see attached document for a summary of the proposed course outline.

RATIONALE FOR THE RECOMMENDED CHANGE:

Currently there is not a mandatory career development component for MFin students. Given that most students are entering into the program with minimal business work experience, this course will help them to develop and augment their abilities to effectively market themselves to employers

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

A pilot of this program will be offered in Fall of 2014 with the formal course will commencing in August 2015 (new cohort).

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:

A career development series of lectures and interactive forums to equip students with the necessary tools to aid in their summer and graduate recruitment search process. Topics include: skills assessment, resume and cover letter development, interview skills, networking and job search strategies.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Michelle Reyes Email: mreyes@mcmaster.ca Extension: 27300 Date: September 4, 2014

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



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

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>								
<p>1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
DEPARTMENT		DeGroote School of Business						
NAME OF PROGRAM		Finance and Business Economics Area, Master of Finance						
PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. ()	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify) M. Fin.
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS		<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		<input type="checkbox"/>	CHANGE IN COURSE REQUIREMENTS		<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			EXPLAIN:					
OTHER CHANGES		EXPLAIN:						
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:								
BUS F735 is a permitted elective.								

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

BUS F735 will be deleted and FIN 707 added as a permitted elective.

RATIONALE FOR THE RECOMMENDED CHANGE:

To provide a more appropriate course for the Master of Finance program.

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

September 2015

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

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

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: C. C. Y. Kwan Email: kwanc@mcmaster.ca Extension: 23979 Date submitted: Oct. 14, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:								
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>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.</p>								
DEPARTMENT		DeGroote School of Business						
NAME OF PROGRAM		Graduate Diploma in Professional Accountancy 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		x	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE			CHANGE IN COURSE REQUIREMENTS		
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			EXPLAIN:					
OTHER CHANGES		EXPLAIN:						
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:								
<p>Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.</p> <p>The admission requirements are:</p> <ul style="list-style-type: none"> (i) A four-year honours bachelor degree; (ii) At least a B- (70 - 72%) average in courses on economics; statistics; corporate finance; introductory, intermediate and advanced financial accounting; introductory, intermediate and advanced managerial 								

accounting; accounting theory; audit and assurance; business law; and taxation with a passing grade ($\geq 60\%$) in each course; and

(iii) At least a B (73 - 76%) average in each of the last two years of university study.

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

Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.

The admission requirements are:

- (i) A four-year honours bachelor degree;
- (ii) At least a B- (70 - 72%) average in courses on economics; statistics; corporate finance; information systems; operations management; introductory, intermediate and advanced financial accounting; introductory, intermediate and advanced managerial accounting; accounting theory; audit and assurance; business law; and taxation with a passing grade ($\geq 60\%$) in each course; and
- (iii) At least a B (73 - 76%) average in each of the last two years of university study.

Candidates from other Ontario universities who have completed the equivalence of the technical and enabling competencies of the CPA PREP will be considered, on a case-by-case basis, for admission to the Graduate Diploma program, subject to an assessment of the detailed course outlines for courses listed under (ii). Candidates must submit the relevant course outlines in their application.

RATIONALE FOR THE RECOMMENDED CHANGE:

Courses in information system, operations management and strategic management are included to ensure that candidates in the Graduate Diploma program are well prepared for the CPA Professional Education Program.

Although the objective of the Graduate Diploma program is to prepare graduates of McMaster University's Honours Commerce program (and MBA program) for the CPA certification process, CPA Ontario recognizes programs of other post-secondary institutions (PSI) as long as the other PSI's programs have been assessed as developing substantially the equivalent competencies as those developed through our CPA-Accredited streams. Thus, qualified candidates from other Ontario universities should be considered for admission to the Graduate Diploma program.

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

Summer 2015

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

Not applicable.

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

Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.

The admission requirements are:

- (i) A four-year honours bachelor degree;
- (ii) At least a B- (70 - 72%) average in courses on economics; statistics; corporate finance; information systems; operations management; introductory, intermediate and advanced financial accounting; introductory, intermediate and advanced managerial accounting; accounting theory; audit and assurance; business law; and taxation with a passing grade ($\geq 60\%$) in each course; and
- (iii) At least a B (73 - 76%) average in each of the last two years of university study.

Candidates from other Ontario universities who have completed the equivalence of the technical and enabling competencies of the CPA PREP will be considered, on a case-by-case basis, for admission to the Graduate Diploma program, subject to an assessment of the detailed course outlines for courses listed under (ii). Candidates must submit the relevant course outlines in their application.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Y. Lilian Chan Email: ylchan@mcmaster.ca Extension: 23974 Date submitted: Sept. 3, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



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

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>								
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2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.								
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		DeGroote School of Business						
NAME OF PROGRAM		Graduate Diploma in Professional Accountancy						
PRO GRA M DEG REE	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			X
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		X	EXPLAIN: The four professional workshops on Case Analysis, Professionalism and Business Ethics, Communication and Team Building, and Leadership are included in a new course, DPA 600: Professional Workshops (non-credit), which all students have to complete for the diploma as part of the Course Requirements http://academiccalendars.romcmaster.ca/preview_program.php?catoid=4&poid=4456&hl=%22professional+accountancy%22&returnto=search .					
OTHE R CHA NGE S	EXPLAIN:							

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The existing Course Requirements include five term courses and two quarter modules as described below:

Course Requirements

The Graduate Diploma in Professional Accountancy program consists of five half courses and two quarter courses offered in the summer term as follows:

- [DPA *601 / Advanced Accounting Topics](#)
- [DPA *602 / Advanced Auditing](#)
- [DPA *603 / Financial Reporting and Analysis](#)
- [DPA *701 / Corporate Controllershship](#)
- [DPA *702 / Strategic Management Accounting](#)
- [DPA #703 / Advanced Canadian Tax Topics](#)
- [DPA #704 / Accounting Competencies Integration](#)

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

With the introduction of the new course, DPA 600: Professional Workshops (non-credit), the proposed course requirements will be as follows:

Course Requirements

The Graduate Diploma in Professional Accountancy program consists of five half courses and two quarter courses offered in the summer term as follows:

- DPA 600 / Professional Workshops (non-credit)
- [DPA *601 / Advanced Accounting Topics](#)
- [DPA *602 / Advanced Auditing](#)
- [DPA *603 / Financial Reporting and Analysis](#)
- [DPA *701 / Corporate Controllershship](#)
- [DPA *702 / Strategic Management Accounting](#)
- [DPA #703 / Advanced Canadian Tax Topics](#)
- [DPA #704 / Accounting Competencies Integration](#)

RATIONALE FOR THE RECOMMENDED CHANGE:

Students have to attend four professional workshops in the Graduate Diploma in Professional Accountancy program. The four workshops are: (1) Professionalism and Business Ethics; (2) Leadership; (3) Communication and Team Building; and (4) Case Analysis. At present, attendance and participation in these workshops are not recognized on the transcript. The addition of the new course, DPA 600: Professional Workshops (non-credit), will recognize students' attendance and participation in these workshops.

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

May 2015

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

N/A

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

Course Requirements

The Graduate Diploma in Professional Accountancy program consists of five half courses and two quarter courses offered in the summer term as follows:

- DPA 600 / Professional Workshops (non-credit)
- [DPA *601 / Advanced Accounting Topics](#)
- [DPA *602 / Advanced Auditing](#)
- [DPA *603 / Financial Reporting and Analysis](#)
- [DPA *701 / Corporate Controllershship](#)
- [DPA *702 / Strategic Management Accounting](#)
- [DPA #703 / Advanced Canadian Tax Topics](#)
- [DPA #704 / Accounting Competencies Integration](#)

DPA 600: Professional Workshops (non-credit)

A series of workshops on Professionalism and Business Ethics; Leadership; Communication and Team Building; and Case Analysis to equip students with the essential enabling competencies required for success in professional accounting certification program.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Y. Lilian Chan Email: ylchan@mcmaster.ca Extension: 23974 Date submitted: Sept. 22, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013



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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:								
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DEPARTMENT		DeGroote School of Business						
NAME OF PROGRAM		MBA, Co-op option						
PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. (x)	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify)
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS		<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		<input type="checkbox"/>	CHANGE IN COURSE REQUIREMENTS		<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			EXPLAIN:					
OTHER CHANGES		EXPLAIN:						
DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:								
<p>Co-op work terms - Currently, an academic record will show that a student is registered in a separate session with sentences that outline the employer name, employer location, and dates of employment. For the Co-op MBA program, there are 3 required work terms (4 months each).</p>								

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

Work placement courses

- Identified by career (Grad), Faculty (School of Business), and course subject (Business)
- Course weight will be zero (0) academic units
- Full or part-time load - MBA students will be "registered full-time" on their Co-op work terms (since the work terms are required for the Co-op option). Registration in a work term course will also allow students to be appropriately credited on their T2202A tax form.

Process for registration

- Students can be block enrolled into the work placement course as a batch process. Staff in CBCD would provide a list of students going out on a work term to MASO staff in order to have the students loaded onto the system.
- Students can be blocked from dropping or adding work placements on their own.
- The employer information and dates of employment will be pulled from OSCARplus and attached to the work placement course.
- If the work placement is longer than 4 months, then the students will need to be block enrolled for each term of the placement.

Work placement "grades"

- The courses will have the grade area populated - IP (In Progress), COM (Complete), and NC (Not Complete). Students will be registered in the course for each 4-month term of the placement and the grade will be IP until they complete the work term. At the end of the placement, a grade of COM will appear in the grade area and a transcript note will indicate that the student successfully completed their work placement (if applicable). Should a student "fail" the work term, then the grade would be NC and a transcript note would be placed on the student's record indicating that the placement was not successfully completed.
- If a student is fired from the work placement, then the grade will be NC, and a transcript note will be added. Currently, the MBA policy states that the sentence "Withdrawn from Co-op" be placed on the transcript in this case.

The first registration in these courses will occur in the summer of 2015. Therefore, it is proposed that the School of Business create new MBA courses as follows:

- BUSINESS WT01 – Co-op Work Term 1
- BUSINESS WT02 – Co-op Work Term 2
- BUSINESS WT03 – Co-op Work Term 3

RATIONALE FOR THE RECOMMENDED CHANGE:

With the implementation of Mosaic's Student Records module (PeopleSoft Campus Solutions) in March 2015, students who will be participating in a Co-op or Internship work term will now be required to register in a course.

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

Summer 2015 (May 1, 2015 to August 31, 2015)

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:

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Susan McCracken Email: smccrac@mcmaster.ca Extension: 23993 Date submitted: October 9, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



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

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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		DeGroot School of Business						
NAME OF PROGRAM		MBA program; Accounting and Financial Management Services Specialization						
PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. (X)	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify)
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS		CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE			CHANGE IN COURSE REQUIREMENTS			X
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR				EXPLAIN:				
OTHER CHANGES		EXPLAIN: Addition of the course A727 as one of the electives for specialization in Accounting and Financial Management Services specialization						
DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE: The existing requirements is a list of courses that does not include this course A727, although the students can use the course for minor in Accounting and Financial Services specialization.								



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: 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		DeGroot School of Business/Master of Finance		
COURSE TITLE		Career Development Tools and Strategies for Finance Professionals		
COURSE NUMBER	FN610	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Centre for Business Career Development (Michelle Reyes, Manager)		
PREREQUISITE(S)		None		

NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED: Fall 2015	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? NO IF YES, PROVIDE THE DATE: Piloted in Fall 2014
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WILL THE COURSE BE **CROSS-LISTED** WITH ANOTHER DEPARTMENT? NO 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:		

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

A career development series of workshops/lectures to equip students with the necessary tools to aid in their summer and graduate recruitment search process. Topics include: skills assessment, resume and cover letter development, interview skills, networking and job search strategies.

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

There will be five modules to the course and each will be 2 hours in duration. The topics and schedule of the course are listed below:

12 Month Stream:

Fall Term

Session 1: Identifying your Career Story and Self-Assessment (understanding your personality, values, skills and interests and how this relates to your job search)

Session 2: Resume and Cover Letter Development - including, overview of writing a resume, STAR statements, peer-to-peer critiquing and how to effectively market and brand yourself through a cover letter

Winter Term

Session 3: Interview Skills - Interview Skills and Developing a Pitch - tips and techniques for successful interview, different types of interviews and role playing interview questions and developing a pitch.

Session 4: Session 4: Industry Overview, Career Path Options and Job Search Strategies– A comprehensive overview of the finance industry and the types of jobs that are available to students (in both banking and non-banking sectors) will be provided.

Summer Term

Session 5: : Networking - information on how to successfully network, the importance of networking and the opportunity to practice networking .

16 Month Stream:

Same as above, with the exception of Session 5, which will be delivered in the Fall, 2016 term as opposed to Summer, 2016.

Courseware will be created to support these modules.

<p>1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)</p> <p>This course will help to provide students with the necessary career development tools, techniques and strategies to market themselves effectively to employers for potential summer or graduate recruitment opportunities.</p>
<p>2. EXPECTED ENROLMENT:</p> <p>75-90 students</p>
<p>3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):</p> <p>Lecture format</p>
<p>4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION: (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.)</p> <p>As this is a non credit course, students will be evaluated on a pass/fail basis. This will be determined through attendance and the completion of mandatory homework at the end of each session, where students will be required to complete a quiz through a course shell on Avenue to Learn and students must receive a minimum of 70% on each quiz to pass the course.</p>
<p>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).</p> <p>NO</p>
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p> <p>N/A</p>
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Michelle Reyes Email: mreyes@mcmaster.ca Extension: 27300 Date: September 15th, 2014</p>

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



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		DeGroote School of Business, Finance and Business Economics Area, Master of Finance program.		
COURSE TITLE		Financial Modeling Using Excel and VBA		
COURSE NUMBER	FIN 707	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Clarence C. Y. Kwan		
PREREQUISITE(S)		FIN 601 Anti-requisite: Bus F735		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): January 2016	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? No	
WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT? No IF YES, PLEASE NOTE WHICH DEPARTMENT: ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED. *FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:				
CHANGE IN COURSE TITLE		PROVIDE THE NEW 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: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES		EXPLAIN:
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. Financial modeling involves the creation of tools that someone, other than the writer, can use to answer "what if" questions in finance. The course will examine the tools built into Excel and VBA and their use in financial modeling, with an emphasis on documentation and industry best practices. The models used for this purpose include the yield curve, the efficient frontier, various asset pricing models (such as the CAPM and the APT), portfolio management (fixed income and equity), option pricing, VaR (value at risk) and other risk measures, and capital market simulation. A working knowledge of Excel is assumed although no prior experience with VBA is required.		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. Modern financial employers expect that students in specialist finance programs will have a knowledge of how to build a financial model: not just one that works, but one that is easy to understand and maintain, and that complies with industry best practices. Little emphasis has been placed on developing this skill set in the Master of Finance program to date. This course is intended to address this gap in the program's offerings. A working knowledge of Excel is assumed with no prior experience with VBA. The principal text to be used is Financial Analysis and Modeling Using Excel and VBA, 2nd Edition, Chandan Sengupta, Wiley, 2009		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) This course is intended to develop the skills necessary to build good modeling techniques in finance. It uses the concepts of modern finance as a starting point and builds on these concepts to produce financial models that comply with best practices in the financial industry and ease the computational burden involved in solving financial problems.
2. EXPECTED ENROLMENT: 35
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): Lecture with lab elements.
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) 70% for 6 group based assignments, 30% for a final exam.

**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).**

BUS F735 is offered by the Finance and Business Economics Area for MBA students. The FIN 601 prerequisite for FIN 707 allows for the reduction of the coverage of the introductory level content of BUS F735 and the coverage in FIN 707 of more advanced topics.

**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: C. C. Y. Kwan Email: kwanc@mcmaster.ca Extension: 23979 Date submitted: October 20, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.

SGS /2013



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

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3. A representative from the department/program 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		Finance & Business Economics Area / MBA		
COURSE TITLE		Financial Economics and Quantitative Methods		
COURSE NUMBER	BUS 710	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (x)	QUARTER (MODULE) ()
INSTRUCTOR(S)		D. Mountain		
PREREQUISITE(S)		F600		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input type="checkbox"/>	DATE TO BE OFFERED (FOR <u>NEW</u> COURSES ONLY):	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?	
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? If YES, PLEASE NOTE WHICH DEPARTMENT: ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</p>				
CHANGE IN COURSE TITLE	<input type="checkbox"/>	PROVIDE THE <u>NEW</u> 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		<input type="checkbox"/>	CHANGE TO HALF COURSE	<input type="checkbox"/>
			CHANGE TO QUARTER COURSE	<input type="checkbox"/>

COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	x	EXPLAIN: THIS COURSE WILL NOW BE CROSS LISTED WITH MFIN 710, THEREFORE, AN ADDITIONAL ANTIREQUISITE IS LISTED.
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. Antirequisites: MFIN 710, F770 This course explores the theoretical and conceptual foundations of finance, building on materials introduced in F600. Topics include utility maximization and choices involving risk, the quantification of risk and return, concepts of value, the investment, financing, and dividend decisions of firms, and asset pricing in perfect and imperfect markets . This course will be of particular interest to students considering further studies in finance or economics (MFin, MA, PhD) .		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. Topics include: 1. Consumption and Investment (i) Without capital markets (ii) With capital markets (iii) Fisher separation theorem 2. Utility Theory: Given Uncertainty (i) Underpinnings (ii) Marginal utility and risk aversion (iii) Measurement of risk aversion 3. Stochastic Dominance 4. State-Preference Theory (i) Underpinnings (ii) Optimal portfolio decision (iii) Fisher valuation, Fisher separation and optimal investment 5. Mean-Variance Framework (i) Motivation (ii) Efficient frontier characterization 6. Capital Asset Pricing Model (i) Empirical estimation, implementation and hypotheses testing 7. Arbitrage Pricing Model (i) The law of one price (ii) Comparison of CAPM and APT (iii) Empirical estimation, implementation and hypotheses testing 8. Capital Budgeting Under Uncertainty (i) APT approach (ii) With options 9. The Value of Information and Moral Hazards (i) Efficiency effects (ii) Controlling moral hazard 10. Risk Sharing and Incentive Contracts (i) Risk sharing and insurance (ii) Principles of incentive pay 11. Capital Structure and the Cost of Capital (i) Value of firm with personal and corporate taxes (ii) Synthesis of M-M and CAPM (iii) WACC and investment (iv) Signaling and financial structure (v) Agency costs and capital structure (vi) Empirical evidence Texts include Financial Theory and Corporate Policy by T.E. Copeland, J.F. Weston, and K. Shastri; and Economics		

Organization and Management by P. Milgrom and J. Roberts.

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)

Elective course in MBA.

2. EXPECTED ENROLMENT:

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

lectures

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

Term Tests: 63%; Assignment: 12%; Final Exam 25%

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?

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: D. Mountain Email: mouna@mcmaster.ca Extension: 23988 Date submitted: September 12, 2014.

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.

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SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

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3. A representative from the department/program 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		Finance & Business Economics Area / Master of Finance		
COURSE TITLE		Financial Theory		
COURSE NUMBER	MFIN 710	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (x)	QUARTER (MODULE) ()
INSTRUCTOR(S)		D. Mountain		
PREREQUISITE(S)		MFIN 601, MFIN 602, MFIN 603, MFIN 604, BUS A600		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR <u>NEW</u> COURSES ONLY):	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?	
			<i>If Yes, Provide the Date:</i>	
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? <input checked="" type="checkbox"/> IF YES, PLEASE NOTE WHICH DEPARTMENT: ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). <u>NOTE:</u> CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p>				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE: MBA				
CHANGE IN COURSE TITLE		PROVIDE THE <u>NEW</u> 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: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	X	EXPLAIN: CURRENTLY MASTER OF FINANCE STUDENTS ARE REQUIRED TO TAKE BUS F710. BUSF710 CURRENTLY LISTED UNDER THE MBA OFFERINGS IS PREDOMINANTLY TAKEN BY MASTER OF FINANCE STUDENTS; THEREFORE, IT SHOULD HAVE ITS OWN CROSS-LISTING AS A MASTER OF FINANCE COURSE.
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. Antirequisites: F710, F770 This course explores the theoretical and conceptual foundations of finance. Topics include utility maximization and choices involving risk; state preference; the quantification of risk and return; asset pricing in perfect and imperfect markets; specification and testing of pricing models; the investment, financing, and dividend decisions of firms; and theories of agency cost and signaling. .		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. Topics include: 1. Consumption and Investment (i) Without capital markets (ii) With capital markets (iii) Fisher separation theorem 2. Utility Theory: Given Uncertainty (i) Underpinnings (ii) Marginal utility and risk aversion (iii) Measurement of risk aversion 3. Stochastic Dominance 4. State-Preference Theory (i) Underpinnings (ii) Optimal portfolio decision (iii) Fisher valuation, Fisher separation and optimal investment 5. Mean-Variance Framework (i) Motivation (ii) Efficient frontier characterization 6. Capital Asset Pricing Model (i) Empirical estimation, implementation and hypotheses testing 7. Arbitrage Pricing Model (i) The law of one price (ii) Comparison of CAPM and APT (iii) Empirical estimation, implementation and hypotheses testing 8. Capital Budgeting Under Uncertainty (i) APT approach (ii) With options 9. The Value of Information and Moral Hazards (i) Efficiency effects (ii) Controlling moral hazard 10. Risk Sharing and Incentive Contracts (i) Risk sharing and insurance (ii) Principles of incentive pay 11. Capital Structure and the Cost of Capital (i) Value of firm with personal and corporate taxes (ii) Synthesis of M-M and CAPM (iii) WACC and investment (iv) Signaling and financial structure (v) Agency costs and capital structure (vi) Empirical evidence Texts include Financial Theory and Corporate Policy by T.E. Copeland, J.F. Weston, and K. Shastri; and Economics Organization and Management by P. Milgrom and J. Roberts.		

<p>1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)</p> <p>Required second term course of Master of Finance</p>
<p>2. EXPECTED ENROLMENT:</p> <p>75</p>
<p>3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):</p> <p>lectures</p>
<p>4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (<u>percentage breakdown, if possible</u>): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.)</p> <p>Term Tests: 63%; Assignment: 12%; Final Exam 25%</p>
<p>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).</p> <p>No</p>
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p>
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: D. Mountain Email: mounta@mcmaster.ca Extension: 23988 Date submitted: September 12, 2014.</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbyce@mcmaster.ca.

SGS /2013



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

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2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		Finance and Business Economics, Master of Finance		
COURSE TITLE		Macroeconomics		
COURSE NUMBER	MFin 603	COURSE CREDIT		
		FULL COURSE (x)	HALF COURSE ()	QUARTER (MODULE) ()
INSTRUCTOR(S)		Awan/Balvers		
PREREQUISITE(S)		none		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY):	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? NO	
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? NO IF YES, PLEASE NOTE WHICH DEPARTMENT:</p> <p>ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</p>				
CHANGE IN COURSE TITLE	<input checked="" type="checkbox"/>	PROVIDE THE NEW COURSE TITLE: FINANCIAL MARKETS AND THE MACRO ECONOMY		
CHANGE IN COURSE DESCRIPTION	<input checked="" type="checkbox"/>	600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		
CHANGE TO FULL COURSE	<input type="checkbox"/>	CHANGE TO HALF COURSE	<input type="checkbox"/>	CHANGE TO QUARTER COURSE

COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES		EXPLAIN:
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. <p style="text-align: center;">This course presents and explains the interactions between financial markets and the macro economy and their impact on business decisions and financial outcomes.</p>		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. <p><i>The course content is unchanged but the new title better captures the material covered in the course. The content deviates substantially from what would be taught in a typical Macroeconomics course; much of the focus revolves around issues that are relevant for finance professionals, related to what financial markets imply about the macro economy; and what the macro economy implies for financial markets.</i></p>		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) same
2. EXPECTED ENROLMENT: 75
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): same
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) same

5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? **NO**
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: Ron Balvers Email: balvers@mcmaster.ca Extension: Date submitted: 21/10/2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca.

SGS /2013



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

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DEPARTMENT/PROGRAM		DeGroote School of Business		
COURSE TITLE		Professional Workshops		
COURSE NUMBER	DPA 600	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE ()	QUARTER (MODULE) (x)
INSTRUCTOR(S)	TBA			
PREREQUISITE(S)	Admission to the Graduate Diploma in Professional Accountancy Program			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): May 2015	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? NO	
WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? NO IF YES, PLEASE NOTE WHICH DEPARTMENT:				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:				
CHANGE IN COURSE TITLE		PROVIDE THE NEW 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: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES		EXPLAIN:
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. DPA 600: Professional Workshops (non-credit) A series of workshops on Professionalism and Business Ethics; Leadership; Communication and Team Building; and Case Analysis to equip students with the essential enabling competencies required for success in professional accounting certification program.		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. Students have to attend four professional workshops in the Graduate Diploma in Professional Accountancy program. The four workshops are: (1) Professionalism and Business Ethics; (2) Leadership; (3) Communication and Team Building; and (4) Case Analysis. At present, attendance and participation in these workshops are not recognized on the transcript. The addition of the new course, DPA 600: Professional Workshops (non-credit), will recognize students attendance and participation in these workshops.		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) The professional workshops are part of the Graduate Diploma in Professional Accountancy program. The new course formalizes the requirement and recognizes students' attendance and participation in these workshops.
2. EXPECTED ENROLMENT: 60 to 80
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): Lectures and in-class experiential activities.
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) Workshop facilitators will take attendance and assess students' participation in the workshop.

**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?**

Not applicable.

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Y. Lilian Chan Email: ylchan@mcmaster.ca Extension: 23974 Date submitted: August 15, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca.

SGS /2013



SCHOOL OF GRADUATE STUDIES

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3. A representative from the department/program 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		Health Policy and Management / MBA				
COURSE TITLE		Proposal Development for Health Care Leaders				
COURSE NUMBER	C735	COURSE CREDIT				
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()		
INSTRUCTOR(S)		N/A				
PREREQUISITE(S)		N/A				
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)						
NEW COURSE		DATE TO BE OFFERED (FOR NEW COURSES ONLY): N/A	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? N/A If Yes, PROVIDE THE DATE: N/A			
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? No If Yes, PLEASE NOTE WHICH DEPARTMENT: N/A</p> <p>ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE: N/A</p>						
CHANGE IN COURSE TITLE	N/A	PROVIDE THE NEW COURSE TITLE: N/A				
CHANGE IN COURSE DESCRIPTION		N/A	600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form			N/A
CHANGE TO FULL COURSE		N/A	CHANGE TO HALF COURSE	N/A	CHANGE TO QUARTER COURSE	N/A

COURSE CANCELLATION	X	PROVIDE THE REASON FOR COURSE CANCELLATION: Low enrolment (13 students in Winter 2014). Subject to replacement with the course with the proposed course Business C750 (Ethical and Legal Issues in Health Care) as this was an area identified as a gap in the current HSM specialization.
OTHER CHANGES		EXPLAIN: N/A
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) 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 (<u>percentage breakdown, if possible</u>): (For 600-level course, indicate the <u>Extra Work</u> 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: Glen Randall Email: randalg@mcmaster.ca Extension: 26191 Date submitted: September 15, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.

SGS /2013



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		Operations Management Area / Master of Business Administration		
COURSE TITLE		Procurement Operations Management		
COURSE NUMBER	BUS 0735	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Dr Elkafi Hassini		
PREREQUISITE(S)		BUS 0600		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY):	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?	
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? IF YES, PLEASE NOTE WHICH DEPARTMENT:</p> <p>ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</p>				
CHANGE IN COURSE TITLE	<input checked="" type="checkbox"/>	PROVIDE THE NEW COURSE TITLE: STRATEGIC PROCUREMENT		
CHANGE IN COURSE DESCRIPTION		<input checked="" type="checkbox"/>	600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form	
CHANGE TO FULL COURSE		<input type="checkbox"/>	CHANGE TO HALF COURSE	CHANGE TO QUARTER COURSE

COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES		EXPLAIN:
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. The course will teach skills necessary to manage procurement processes and suppliers for products and services. Strong emphasis will be placed on the use of data analytics to aid in making sound strategic procurement decisions and policies. Topics to be covered include the strategic role of procurement in supply chains, the strategic make-versus-buy decision, how to identify, select and evaluate suppliers, spend analytics, auctions and negotiations and contract management. This course can be used towards SAP Certification in Business Integration.		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. The title and description have been modified to reflect the course's emphasis on strategic procurement. The topics have been listed above. Textbook: Purchasing and Supply Chain Management, 2013 (3rd ed.), Benton. McGraw-Hill.		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) Elective course for MBA students and one of the recommended courses for the supply chain management specialization. The course also can be used towards the SAP Certification and has a company project, thus strengthening our school's offerings of experiential learning courses.
2. EXPECTED ENROLMENT: 20.
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): Lectures, analytics assignments, SAP labs, company project report and presentation and guest lectures.
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate

the Extra Work to be required of graduate students, i.e., exams, essays, etc.)

Four assignments (40%, individual), Project report and presentation (30%, group), two exams (30%, individual)

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: **Elkafi Hassini** Email: **hassini@mcmaster.ca** Extension: **27467** Date submitted: **September 24, 2014**

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.

SGS /2013



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		Health Policy and Management / MBA		
COURSE TITLE		Ethical and Legal Issues in Health Care		
COURSE NUMBER	C750	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Glen Randall / TBD		
PREREQUISITE(S)		Registration in the Health Services Management Specialization of the MBA program or permission of the instructor.		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR <u>NEW</u> COURSES ONLY): Jan, 1015	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? NO	
	<input checked="" type="checkbox"/>		If Yes, PROVIDE THE DATE: N/A	
WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? NO If Yes, PLEASE NOTE WHICH DEPARTMENT: N/A				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE: N/A				
CHANGE IN COURSE TITLE	N/A	PROVIDE THE NEW COURSE TITLE: N/A		
CHANGE IN COURSE DESCRIPTION	N/A	600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		N/A
CHANGE TO FULL COURSE	N/A	CHANGE TO HALF COURSE	N/A	CHANGE TO QUARTER COURSE
				N/A

COURSE CANCELLATION	PROVIDE THE REASON FOR COURSE CANCELLATION: N/A PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	EXPLAIN: N/A

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

Health care systems and the delivery of services function within a complicated maze of ethical and legal ambiguities and complexities. Through the discussion of real-life situations, this course will provide students with the knowledge and critical thinking skills needed by managers to navigate and prioritize interrelated ethical and legal issues in the workplace. The course will examine topics such as: consent and capacity to make health decisions; living wills and substitute decision makers; euthanasia; confidentiality of patient information; the regulation of health professionals and mandatory reporting requirements; risk management and medical malpractice; genetic screening; public health issues (e.g. tobacco control, mandatory vaccinations of health care workers); and other topics of practical importance to managers.

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

Specific readings will be used rather than a textbook due to the range of issues to be covered and to ensure that readings are as current as possible. Topics are as noted above and would be groups into the following four general ethical/legal theme areas:

- (1) the Canadian health system (e.g. the legality of private health services);
- (2) patient rights (e.g. informed consent);
- (3) employer obligations (e.g. mandatory reporting requirements); and
- (4) public health and health services delivery (e.g. genetic screening).

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)

The addition of this course as an elective for students in the Health Services Management Specialization of the MBA program is intended to ensure that any major potential gaps in program offerings are filled. Students from previous years of the program have suggested that ethical/legal issues are not adequately touched upon in other courses and that the absence of this material is a shortcoming of the program, particularly for those students who find themselves managing in the health services sector.

2. EXPECTED ENROLMENT:

25

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

Topics will be explored through a combination of review of documents/readings, debates, video, presentations/slides, course assignments, cases, and discussion questions. Each weekly session will identify objectives, readings, and other learning activities.

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

Students will be evaluated as follows:

Participation (in the form of weekly mini-assignments/exams/discussion questions) estimate 40% (4% x 10)

Assignment 1: estimate 20%

Assignment 2: estimate 40% (5% outline/proposal, 35% final paper/presentation)

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. There is a course offered in the strategy area P722 (Legal Aspects of Business) but it deals primarily with contract law and the legal system. There is no overlap with any of the ethical or legal topics/issues covered in the proposed course.

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: Glen Randall Email: randalg@mcmaster.ca Extension: 26191 Date submitted: September 15, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		School of Business, MBA Program		
COURSE TITLE		Co-op Work Term 1		
COURSE NUMBER	WT01	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		none		
PREREQUISITE(S)		Registration in the Co-op MBA program		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): WINTER 2016	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? NO	
WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT? NO If YES, PLEASE NOTE WHICH DEPARTMENT:				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:				
CHANGE IN COURSE TITLE		PROVIDE THE NEW 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: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	X	EXPLAIN: With the implementation of Mosaic's Student Records module (PeopleSoft Campus Solutions) in March 2015, students who will be participating in a Co-op or Internship work term will now be required to register in a course.
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) 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. N/A		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) Students registered in the Co-op MBA program must complete a minimum of 3 work terms of 4 months each in order to receive the Co-op notation on their transcript.
2. EXPECTED ENROLMENT: 125
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): N/A
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) <ul style="list-style-type: none"> • The courses will have the grade area populated - IP (In Progress), COM (Complete), and NC (Not Complete). Students will be registered in the course for each 4-month term of the placement and the grade will be IP until they complete the work term. At the end of the placement, a grade of COM will appear in the grade area and a transcript note will indicate that the student successfully completed their work placement (if applicable). Should a student "fail" the work term, then the grade would be NC and a transcript note would be placed on the student's record indicating that the placement was not successfully completed. • If a student is fired from the work placement, then the grade will be NC, and a transcript note will be added. Currently, the MBA policy states that the sentence "Withdrawn from Co-op" be placed on the transcript.

<p>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).</p> <p>No</p>
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p> <p>N/A</p>
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Susan McCracken Email: smccrac@mcmaster.ca Extension: 23993 Date submitted: October 9, 2014</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		School of Business, MBA Program		
COURSE TITLE		Co-op Work Term 2		
COURSE NUMBER	WT02	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		none		
PREREQUISITE(S)		Registration in the Co-op MBA program		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input type="checkbox"/> x	DATE TO BE OFFERED (FOR <u>NEW</u> COURSES ONLY): FALL 2016	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? No	
WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? No If Yes, PLEASE NOTE WHICH DEPARTMENT:				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:				
CHANGE IN COURSE TITLE		PROVIDE THE <u>NEW</u> 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: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	X	EXPLAIN: With the implementation of Mosaic's Student Records module (PeopleSoft Campus Solutions) in March 2015, students who will be participating in a Co-op or Internship work term will now be required to register in a course.
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) 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. N/A		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) Students registered in the Co-op MBA program must complete a minimum of 3 work terms of 4 months each in order to receive the Co-op notation on their transcript.
2. EXPECTED ENROLMENT: 125
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): N/A
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) <ul style="list-style-type: none"> • The courses will have the grade area populated - IP (In Progress), COM (Complete), and NC (Not Complete). Students will be registered in the course for each 4-month term of the placement and the grade will be IP until they complete the work term. At the end of the placement, a grade of COM will appear in the grade area and a transcript note will indicate that the student successfully completed their work placement (if applicable). Should a student "fail" the work term, then the grade would be NC and a transcript note would be placed on the student's record indicating that the placement was not successfully completed. • If a student is fired from the work placement, then the grade will be NC, and a transcript note will be added. Currently, the MBA policy states that the sentence "Withdrawn from Co-op" be placed on the transcript.

<p>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).</p> <p>No</p>
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p> <p>N/A</p>
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Susan McCracken Email: smccrac@mcmaster.ca Extension: 23993 Date submitted: October 9, 2014</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		School of Business, MBA Program		
COURSE TITLE		Co-op Work Term 3		
COURSE NUMBER	WT03	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		none		
PREREQUISITE(S)		Registration in the Co-op MBA program		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): SUMMER 2015	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? No	
WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? No If Yes, PLEASE NOTE WHICH DEPARTMENT:				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:				
CHANGE IN COURSE TITLE		PROVIDE THE NEW 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: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	X	EXPLAIN: With the implementation of Mosaic's Student Records module (PeopleSoft Campus Solutions) in March 2015, students who will be participating in a Co-op or Internship work term will now be required to register in a course.
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) 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. N/A		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) Students registered in the Co-op MBA program must complete a minimum of 3 work terms of 4 months each in order to receive the Co-op notation on their transcript.
2. EXPECTED ENROLMENT: 125
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): N/A
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) <ul style="list-style-type: none"> • The courses will have the grade area populated - IP (In Progress), COM (Complete), and NC (Not Complete). Students will be registered in the course for each 4-month term of the placement and the grade will be IP until they complete the work term. At the end of the placement, a grade of COM will appear in the grade area and a transcript note will indicate that the student successfully completed their work placement (if applicable). Should a student "fail" the work term, then the grade would be NC and a transcript note would be placed on the student's record indicating that the placement was not successfully completed. • If a student is fired from the work placement, then the grade will be NC, and a transcript note will be added. Currently, the MBA policy states that the sentence "Withdrawn from Co-op" be placed on the transcript.

<p>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).</p> <p>No</p>
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p> <p>N/A</p>
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Susan McCracken Email: smccrac@mcmaster.ca Extension: 23993 Date submitted: October 9, 2014</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

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3. A representative from the department/program 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		DeGroot School of Business / PhD in Business Administration – MS Field		
COURSE TITLE		Optimization I		
COURSE NUMBER	Q773	COURSE CREDIT		
		FULL COURSE (X)	HALF COURSE ()	QUARTER (MODULE) ()
INSTRUCTOR(S)		Dr. Elkafi Hassini		
PREREQUISITE(S)		Enrolment in the PhD Program or permission of the instructor.		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY):	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?	
WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT?		IF YES, PLEASE NOTE WHICH DEPARTMENT:		
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:				
CHANGE IN COURSE TITLE	<input checked="" type="checkbox"/>	PROVIDE THE <u>NEW</u> COURSE TITLE: MATHEMATICAL PROGRAMMING: THEORY AND ALGORITHMS		
CHANGE IN COURSE DESCRIPTION	<input checked="" type="checkbox"/>	600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		
CHANGE TO FULL COURSE	<input type="checkbox"/>	CHANGE TO HALF COURSE	<input type="checkbox"/>	CHANGE TO QUARTER COURSE

COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES		EXPLAIN:
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. The course will cover topics in linear, integer and nonlinear programming. Concepts to be covered include convexity, duality, Karush-Kuhn-Tucker conditions, non-differentiable optimization, Branch and cut, and decomposition methods (Lagrangian, Bender's and Dantzig-Wolf). Software implementation issues will be highlighted via GAMS and its solvers.		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. For topics please see above item. With the recent (2013) changes in the Management Science PhD field course requirements it is necessary to refocus the topics of Q773 and Q774. These changes will also allow us to take into account current needs in business optimization applications, such as the focus on large scale optimization and big data applications.		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) This is course is required for the MS PhD Field.
2. EXPECTED ENROLMENT: 4
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): Lectures
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) Assignments (35%), Term Paper (35%) and Final exam (30%),

**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?**

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Elkafi Hassini Email: Hassini@mcmaster.ca Extension: 27467 Date submitted: Sept. 30, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca.

SGS /2013



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		DeGroote School of Business / PhD in Business Administration – MS Field		
COURSE TITLE		Optimization II		
COURSE NUMBER	Q774	COURSE CREDIT		
		FULL COURSE (X)	HALF COURSE ()	QUARTER (MODULE) ()
INSTRUCTOR(S)		Dr Elkafi Hassini		
PREREQUISITE(S)		BUSINESS *Q773 or permission of the instructor.		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY):	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?	
WILL THE COURSE BE CROSS-LISTED WITH ANOTHER DEPARTMENT?		IF YES, PLEASE NOTE WHICH DEPARTMENT:		
<p>ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</p>				
CHANGE IN COURSE TITLE	<input checked="" type="checkbox"/>	PROVIDE THE NEW COURSE TITLE: COMBINATORIAL OPTIMIZATION: COMPLEXITY AND HEURISTICS		
CHANGE IN COURSE DESCRIPTION	<input checked="" type="checkbox"/>	600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		
CHANGE TO FULL COURSE	<input type="checkbox"/>	CHANGE TO HALF COURSE	<input type="checkbox"/>	CHANGE TO QUARTER COURSE

COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES		EXPLAIN:
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. <p>The first part of the course will focus on solvable network flow problems such as assignment, transportation, transshipment, shortest path, max flow and minimum spanning tree problems. Well known algorithms (such as Dijkstra, Bellman-Ford and Augmenting path algorithm) will be discussed as well as general methodology such as lifting procedures polyhedral theory (strong valid inequalities). The second part will focus on complexity theory and heuristic methods and covers NP-Completeness, Approximation algorithms, local and random search, and metaheuristics (such as Ant colony, genetic algorithms, simulated annealing and tabu search). GAMS and a general purpose programming language (e.g., C, Matlan or Python) will be used in a computational project.</p>		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. <p>For topics please see above item.</p> <p>With the recent (2013) changes in the Management Science PhD field course requirements it is necessary to refocus the topics of Q773 and Q774. These changes will also allow us to take into account current needs in business optimization applications, such as the focus on large scale optimization and big data applications.</p>		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) <p>This is an elective MS PhD course that is expected to be offered every other year. It is a follow up course to Q773.</p>
2. EXPECTED ENROLMENT: <p>4</p>
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): <p>Lectures</p>
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) <p>Assignments, computational project and final exam</p>

<p>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).</p> <p>No</p>
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p>
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Elkafi Hassini Email: Hassini@mcmaster.ca Extension: 27467 Date submitted: Sept. 30, 2014</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.



SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		SRS and DSB / Master of Health Management		
COURSE TITLE		Leadership in Health Organizations		
COURSE NUMBER	HM708	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Patty Solomon and Kathryn Wise		
PREREQUISITE(S)		Admission to the MHM Program Prereq: HM 700, HM 705, HM 706, HM 707 Antireq: RS 770		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY):	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? No	
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? No If Yes, PLEASE NOTE WHICH DEPARTMENT:</p> <p>ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</p>				
CHANGE IN COURSE TITLE	<input type="checkbox"/>	PROVIDE THE NEW 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: PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	X	EXPLAIN: Redistribution of marks to reflect more weight given to assignments. Rubric is followed.
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. This course explores principles, practices, trends and issues of leadership in health organizations. Current theories of leadership with attention to styles, practices, tasks and models will be covered. Participants will be encouraged to reflect on and analyze their own leadership experiences in light of theories studied. Through the interplay of theory and practical application, participants will gain a deeper appreciation for the requirements, responsibilities, and consequences of effective leadership. The course encourages professional and personal development through action learning that is relevant and transferable to organizations.		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. This course is designed for health professionals who want to acquire the knowledge and skills to develop as leaders in their current and future practice. The course emphasizes the development of knowledge regarding theories of leadership and the application of learning at the level of self, profession, and organizations. The tasks and strategies related to effective leadership are also explored. The course will include 4 thematic modules: Module 1 What is leadership? Major theories, leadership styles Module 2 Leadership in health organizations; principles, practices, trends and issues. Module 3 Leadership tasks and strategies Module 4 Leadership & Systems Theory/Organization/Culture; Integration/application, Synthesis/Creation Upon completion of the course, learners will be able to: <ol style="list-style-type: none"> 1. Understand their own leadership style 2. Apply theoretical concepts to leadership issues related to self, profession, and organizations. 3. Synthesize conceptual differences and use problem-solving teams to further understand the dynamics of leadership 4. Create a leadership plan relevant to their current practice Course materials will consist of journal articles, custom courseware and internet resources (or similar).		

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) This course is one of the core courses in the Master of Health Management Program. The program is offered through a collaboration between the School of Rehabilitation Science and the Degroote School of Business at McMaster University.
2. EXPECTED ENROLMENT: 45

<p>3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):</p> <p>This course is offered through a combination of online and on-site delivery. One session is covered during the final on-site residency. Sessions conducted on-site include a period of orientation, lectures, discussions and presentations. Sessions conducted online include objectives, readings, assigned discussion questions and other learning activities. Topics can be explored through a review of documents, video, slides, course assignments, cases and online discussions.</p>
<p>4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.)</p> <p>Evaluation will be based on:</p> <p>Participation/ Weekly online discussion: estimate 30% (3% per week)</p> <p>Assignment 1: estimate 15%</p> <p>Assignment 2: estimate 25%</p> <p>Assignment 3: estimate 30%</p>
<p>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).</p> <p>A similar course is offered in the RS program. The two course are taken by students in different programs. This course focuses directly on leadership in health management.</p>
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p> <p>N/A</p>
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Patty Solomon Email: solomon@mcmaster.ca Extension: 27820 Date submitted: September 5, 2014</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		SRS and DSB / Master of Health Management		
COURSE TITLE		Economic Evaluation in Healthcare		
COURSE NUMBER	HM731	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Christopher J. Longo		
PREREQUISITE(S)		Admissions to the Master of Health Management Program or permission of the instructor. Prereq.: HM700, HM705, HM706, HM707, HM708 Anti-requisite: C711 (Health Economics and Evaluation)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): September 2014	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? YES If Yes, PROVIDE THE DATE: April 10, 2014	
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? No If YES, PLEASE NOTE WHICH DEPARTMENT:</p> <p>ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</p>				
CHANGE IN COURSE TITLE		PROVIDE THE <u>NEW</u> 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: N/A PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.		

OTHER CHANGES	X	EXPLAIN: EVALUATION Redistribution of marks to reflect more weight given to weekly discussion assignments. Rubric is followed.
BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar. Economic evaluation of healthcare strategies is becoming more pervasive in our current healthcare environment, but how do we know if the analyses have been undertaken properly. This course is designed to introduce basic economic theory and methods for economic evaluation and expose healthcare managers to real life applications of these methods (e.g. for drugs, devices, surgical procedures and public health initiatives).		
CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used. Topics covered in this course may include: <ul style="list-style-type: none"> • Understanding economic theory including opportunity cost, risk, and health behavior • Understanding some of the basic frameworks around economic evaluation • Examining a variety of methods to evaluate economic attractiveness of healthcare solutions • Exploring economic models • Understanding critical appraisal of economic evaluation literature in healthcare settings • Understanding the use of economic evaluations as a policy tool. Readings will come from a variety of recent academic journal publications.		
1. STATEMENT OF PURPOSE (How does the course fit into the department's program?) This course is a preapproved McMaster elective to be taken in MHM Year 3. Students are given the option to complete the full-course HM730 (Scholarly Paper) or two half-course electives. The program is offered through a collaboration between the School of Rehabilitation Science and the DeGroote School of Business at McMaster University.		
2. EXPECTED ENROLMENT: Maximum of 18		
3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars): This course is delivered in an online format. Topics can be explored through a review of documents, video, slides, course assignments, cases and online discussions. Sessions include objectives, readings, assigned discussion questions and other learning activities. Students are required to complete assignments, and respond to posted discussion questions.		
4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.) Students will be evaluated as follows: Participation / Weekly online discussion questions: estimate 48% (6% for each of 8 discussion questions) Assignment 1: estimate 15% Assignment 2: estimate 37% (7% outline, 30% final written paper)		
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). This course is a modification of C711 (Health Economics and Evaluation). The content and focus have been shifted to meet the needs of the MHM program and its students (primarily managers in health care organizations) and will be delivered as an online course.		
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: Chris Longo Email: cjlongo@mcmaster.ca Extension: 23896 Date submitted: September 5, 2014		

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.
 SGS /2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		SRS and DSB / Master of Health Management		
COURSE TITLE		Strategic Writing for Healthcare Professional		
COURSE NUMBER	HM732	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Patty Solomon		
PREREQUISITE(S)		Admissions to the Master of Health Management Program or permission of the instructor. Prereq.: HM700, HM705, HM706, HM707, HM708		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): January 2015	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? NO If Yes, Provide the Date:	
WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? NO If Yes, PLEASE NOTE WHICH DEPARTMENT:				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:				
CHANGE IN COURSE TITLE		PROVIDE THE NEW 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: N/A PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.		
OTHER CHANGES		EXPLAIN: N/A		

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

With advanced writing skills health care managers can inform and influence readers for specific purposes that ultimately advance the strategic plan of their organizations. Through this course, students will learn to write proficiently and produce reader-focused documents that are well organized, accurate, clear, unambiguous and defensible. By developing processes for creating, revising and evaluating documents students will become more fluent and efficient in their writing.

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

Main topics include: reader and context analysis; writing processes; styles, angles and tone; and critiques. Students are encouraged to write on topics that address current challenges in health care and/or their workplaces.

Upon completion of this course students will be able to:

1. Analyze target readers to choose the most appropriate genre, angle, style and tone to produce reader-focused documents.
2. Determine the purpose(s) of their proposed writing tasks within specific health care contexts.
3. Discriminate between the different writing genres used in health care organizations.
4. Organize writing tasks to develop focused, logical and comprehensive content.
5. Write to build relationships and advance the strategic plan of the organization.
6. Write fluently and with greater speed.
7. Write proficiently in a variety of genres including: email, memos, briefing notes/small reports and/or proposals.

Principal text: *Writing Today* (2013), Richard Johnson-Sheehan; Charles Paine

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)

This course is a preapproved McMaster elective to be taken in MHM Year 3. Students are given the option to complete the full-course HM730 (Scholarly Paper) or two half-course electives. The program is offered through a collaboration between the School of Rehabilitation Science and the DeGroote School of Business at McMaster University.

2. EXPECTED ENROLMENT:

Maximum of 18

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

This course is delivered in an online format. Topics can be explored through a review of documents, video, slides, course assignments, cases and online discussions. Sessions include objectives, readings, assigned discussion questions and other learning activities. Students are required to complete assignments, and respond to posted discussion questions.

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

1. writing assignments: estimate 75%
2. participation/ weekly online discussions and critiques: estimate 25%

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).

N/A

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: Patty Solomon Email: solomon@mcmaster.ca Extension: 27820 Date submitted: October 27, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.
SGS /2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

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2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		SRS and DSB / Master of Health Management		
COURSE TITLE		Knowledge Translation in Healthcare Practice and Management		
COURSE NUMBER	HM733	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Patty Solomon and Brenda Lammi		
PREREQUISITE(S)		Admissions to the Master of Health Management Program or permission of the instructor. Prereq.: HM700, HM705, HM706, HM707, HM708		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): September 2014	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? YES If Yes, PROVIDE THE DATE: April 10, 2014	
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? No If Yes, PLEASE NOTE WHICH DEPARTMENT:</p> <p>ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</p>				
CHANGE IN COURSE TITLE		PROVIDE THE NEW 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: N/A PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.		
OTHER CHANGES		EXPLAIN: N/A		

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

This course is designed for healthcare practitioners and managers who want to acquire an understanding of knowledge translation (KT) and be able to apply knowledge translation principles to practice and health management. The course emphasizes understanding what knowledge translation is, the relationship between knowledge translation and evidence-based practice, the dominant theories, models and frameworks that are used in knowledge translation, how knowledge synthesis is achieved, and various tools and resources useful for knowledge translation.

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

The main topics are as follows:

- Background: what is KT, best approaches to KT, KT applied to healthcare practice and management
- Understanding knowledge translation: Theories, models, KT synthesis, assessing barriers/facilitators
- The doing of knowledge translation as a health care manager

Upon completion of this course students will be able to:

- Explain the concept of knowledge translation and describe its relevance to health management.
- Describe key theories and frameworks relevant to knowledge translation for health care.
- Identify methods of knowledge translation that are effective.
- Design a knowledge translation strategy for an evidence-to-practice gap in their work setting.

Course materials will consist of refereed journal articles on each topic.

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)

This course is a preapproved McMaster elective to be taken in MHM Year 3. Students are given the option to complete the full-course HM730 (Scholarly Paper) or two half-course electives. The program is offered through a collaboration between the School of Rehabilitation Science and the DeGroote School of Business at McMaster University.

2. EXPECTED ENROLMENT:

Maximum of 18

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

This course is delivered in an online format. Topics can be explored through a review of documents, video, slides, course assignments, cases and online discussions. Sessions include objectives, readings, assigned discussion questions and other learning activities. Students are required to complete assignments, and respond to posted discussion questions.

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

Evaluation will be based on:

Participation in weekly on-line discussion sessions – estimate 25%

Assignment 1 - Evidence to Practice Gap Paper – estimate 10%

Assignment 2 - Knowledge to Action Application: Barriers/facilitators Assessment – estimate 25%

Assignment 3 - KT Strategy Proposal Paper – estimate 40%

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).

This course is a modification of RS709 (Knowledge Translation). The content and focus have been shifted to meet the needs of the MHM program and its students (primarily managers in healthcare organizations) and will be delivered as an online course.

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: Patty Solomon Email: solomon@mcmaster.ca Extension: 27820 Date submitted: September 5, 2014

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.
SGS /2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department/program 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		SRS and DSB / Master of Health Management		
COURSE TITLE		Quality and Safety in Healthcare		
COURSE NUMBER	HM734	COURSE CREDIT		
		FULL COURSE ()	HALF COURSE (X)	QUARTER (MODULE) ()
INSTRUCTOR(S)		Pat Wakefield		
PREREQUISITE(S)		Admission to the Master of Health Management Program or permission of the instructor. Prereq.: HM700, HM705, HM706, HM707, HM708 Anti-requisite: Business C736 (Quality Management in Health Services)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR <u>NEW</u> COURSES ONLY): January 2015	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? YES If Yes, PROVIDE THE DATE: April 10, 2014	
<p>WILL THE COURSE BE <u>CROSS-LISTED</u> WITH ANOTHER DEPARTMENT? No If YES, PLEASE NOTE WHICH DEPARTMENT:</p> <p>ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.</p> <p>*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</p>				
CHANGE IN COURSE TITLE		PROVIDE THE <u>NEW</u> 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: N/A PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.		

OTHER CHANGES	EXPLAIN: N/A
<p>BRIEF DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar.</p> <p>Improving quality and enhancing patient safety has become a preoccupation within most healthcare systems around the world. Despite this, there continues to be high levels of healthcare errors and inadequate understanding of the fundamentals of quality management and patient safety. This course is designed to expose healthcare managers to the major principles, theories and approaches to quality management by analyzing practical real-life examples.</p>	
<p>CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.</p> <p>Topics covered in this course may include:</p> <ul style="list-style-type: none"> • Defining, measuring and improving quality • Understanding healthcare errors (causes, scope and solutions) • Exploring models to promote quality (professional regulation, accreditation, QM principles) and patient safety • Examining organizational culture, resistance to change and the impact on quality • Examining risk management • Providing patient-centered care • Understanding the role of leadership and strategic planning in quality management <p>Readings will come from a variety of recent academic journal publications.</p>	
<p>1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)</p> <p>This course is a preapproved McMaster elective to be taken in MHM Year 3. Students are given the option to complete the full-course HM730 (Scholarly Paper) or two half-course electives. The program is offered through a collaboration between the School of Rehabilitation Science and the DeGroote School of Business at McMaster University.</p>	
<p>2. EXPECTED ENROLMENT:</p> <p>Maximum of 18</p>	
<p>3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):</p> <p>This course is delivered in an online format. Topics can be explored through a review of documents, video, slides, course assignments, cases and online discussions. Sessions include objectives, readings, assigned discussion questions and other learning activities. Students are required to complete assignments, and respond to posted discussion questions.</p>	
<p>4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (<u>percentage breakdown, if possible</u>): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.)</p> <p>Students will be evaluated as follows:</p> <p>Participation / Online weekly discussion questions: estimate 35%</p> <p>Assignment 1: estimate 25%</p> <p>Assignment 2: estimate 40%</p>	
<p>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).</p> <p>This course is a modification of C736 (Quality Management in Health Services). The content and focus have been shifted to meet the needs of the MHM program and its students (primarily managers in health care organizations) and will be delivered as an online course.</p>	
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p> <p>N/A</p>	
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Pat Wakefield Email: wakie@mcmaster.ca Extension: 27477 Date submitted: September 5, 2014</p>	

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.
SGS /2013