

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
  - -0735 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



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

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Currently, the	ere is not a	Care	er Devel	opme	nt Course for	Master of Financ	e students						

	PROVIDE A DETAILED DESCRIPTION	OF THE RECOMMENDED CHANGE	(Attach additional page 1997)	ages if space is not sufficient.
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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 offerred 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.

NC

#### 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 Reves Email: mreves@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**

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DEPARTMEN	NT .	DeGroot	e Sch	ool of Busi	ness						
NAME OF PROGRAM		Finance	and B	usiness Ed	conomics Area,	Master	of Fir	nance			
PROGRAM Ph.D. ( ) M.A. ( ) ( ) ( ) ( ) Diploma Program (Specify M. Fin.										y)	
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OTHER CHANGES		PLAIN:									
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BUS F735 is a	a permitte	ed elective	<del>)</del> .								

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.
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PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:  CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:
CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:  Name: C. C. Y. Kwan Email: kwanc@ mcmaster.ca Extension: 23979 Date submitted: Oct. 14,

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

SGS/2013

# McMaster school of graduate studies

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

#### IMPORTANT: 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 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.

DEPARTME	NT	DeGroot	DeGroote School of Business									
NAME OF PROGRAM		Graduate	e Diplo	oma in Pı	rofes	sional Accou	ntancy l	Progr	ram			
PROGRAM DEGREE	Ph.D. (	M.A. ( )		M.A.S	-	M.B.A.	M. Eng.		M.Sc. (	Diploma Program ( x )	Othe (Speci	-
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CHANGE IN ADMISSION REQUIREMENTS				COMP	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE				CHANGE IN COURSE REQUIREMENTS			
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OTHER CHANGES		PLAIN:										

#### DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

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; 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 (>= 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.

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- (i) A four-year honours bachelor degree;
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- (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 (>= 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**

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

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#### 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 Controllership
- 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 Controllership
- 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 Controllership
- 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

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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.

DEPARTME	NT	DeGroot	DeGroote School of Business										
NAME OF PROGRAM		MBA, Co	o-op o	ption									
PROGRAM DEGREE	Ph.D. (	M.A.	( )	M.A.S		M.B.A. ( x )	M. En		M.Sc. (	Diploma Program ( )	Othe (Speci	-	
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OTHER CHANGES		PLAIN:											
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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).

# 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:

- BUSNESS WT01 Co-op Work Term 1
- BUSNESS WT02 Co-op Work Term 2
- BUSNESS WT03 Co-op Work Term 3

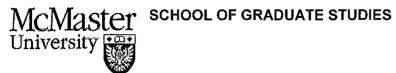
#### RATIONALE FOR THE RECOMMENDED CHANGE:

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	e 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 RECOMMEND	DED CHANGE THAT THE CURRICULUM AND
POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, I	
No	
PROVIDE A DESCRIPTION OF THE RECOMMENDED CHA	ANGE TO BE INCLUDED IN THE CALENDAR:
CONTACT INFORMATION FOR THE RECOMMENDED CH	ANGE:
Name: Susan McCracken Email: smccrac@mcmaster.ca	Extension: 23993 Date submitted: October 9, 2014
<u> </u>	

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>IMP</u>	ORTANT:	PLEASE REA	D THE FOLL	OWING NOT	ES BEFOR	<u>E COMPLET</u>	ING THIS FOI	RM:
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DEPARTME	NT	DeGroote So	chool of Busine	ess			·	
NAME OF PROGRAM		MBA prograi	m; Accounting	and Financia	al Manageme	ent Services	Specialization	
PROGRAM DEGREE	Ph.D. (	M.A. ( )	M.A.Sc.	M.B.A. (X)	M. Eng.	M.Sc. (	Diploma Program	Other (Specify)
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OTHER CHANGES	Addi	LAIN: tion of the cour agement Servi			tives for spe	cialization in	Accounting ar	nd Financial
		FING REQUIR			ide this cours	se A727, alth	ough the stude	ents can

use the course for minor in Accounting and Financial Services specialization.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is
not sufficient.)
RATIONALE FOR THE RECOMMENDED CHANGE:
PROVIDE IMPLEMENTATION DATE: (Implementation date should be at the beginning of the academic year)
Facilitates student choice for accounting and financial management services specialization.
ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND
POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.
July 1, 2015
PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:
This change was passed unanimously at the area meeting on September 3, 2014.
CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:
Name: S.M. Khalid Nainar Email: nainar@mcmaster.ca
Extension: 23990 Date submitted: October 3. 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

<ol> <li>An electronic vers (Email: espiritu@</li> <li>A representative fr</li> </ol>	completed ion of this mcmaster. om the de	E READ THE FOLLOWING NOTES BEFORE COMPLETING TO ALL course changes. All sections of this form must be comporned to the Assistant Secretary and SynApps Sca).  Deartment is required to attend the Faculty Curriculum and Policy in graduate curriculum will be discussed.	pleted. System Administrator								
DEPARTMENT/PROG	RAM	DeGroote School of Business/Master of Finance									
COURSE TITLE		Career Development Tools and Strategies for Finance Professio	nals								
COURSE NUMBER	COURSE NUMBER FN610 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 X DATE Fall 2	то ве <b>О</b> FFI 015	Was the Proposed Course Offered on De If Yes, Provide the Date: Piloted in Fall 20									
		WITH ANOTHER DEPARTMENT? NO IF YES, ATTACH TO THIS FORM: CROSS-LISTING OF COURSES REQUIRES APPROVAL FROM EACH DEP.									
CHANGE IN COURSE TITLE		PROVIDE THE CURRENT COURSE TITLE:									
CHANGE IN COURSE DESCRIPTION		600-LEVEL COURSE (Undergraduate course fo see #4 on page 2 of this form	r graduate credit) Please								
CHANGE TO FULL C	OURSE	CHANGE TO HALF COURSE CHAN	GE TO QUARTER								
COURSE CANCELLATION	Provid	E 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.

1. ST	TATEMENT OF	PURPOSE	(How does the cours	se fit into the	department's	program?)
-------	-------------	---------	---------------------	-----------------	--------------	-----------

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.

#### 2. EXPECTED ENROLMENT:

75-90 students

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

Lecture format

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

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.

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

NO

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

N/A

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Michelle Reyes Email: mreyes@mcmaster.ca Extension: 27300 Date: September 15<sup>th</sup>, 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/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.
- A representative from the department/program is required to ettend the Equality Curriculum and Policy Committee

meeting during which this recommendation for change in graduate curriculum will be discussed.									
DEPARTMENT/PROG	RAM	DeGroote S	chool of Busin	ness, Fina	nce and Busi	ness Ec	onomics Are	ea, Master of Finance pro	gram.
COURSE TITLE		Financial Mo	odeling Using	Excel and	d VBA				
COURSE NUMBER	FIN 707				СО	URSE C	REDIT		
OCCINCE NOMBER	1 114 7 07		COURSE (	)	HALF COU	IRSE	(X)	QUARTER (MODULE)	( )
INSTRUCTOR(S)	Clarenc	e C. Y. Kwan							
PREREQUISITE(S)	FIN 601								
	Anti-requ	uisite: Bus F73!	5						
	NAT	URE OF RE	COMMEND	ATION (	PLEASE CH	IECK AF	PPROPRIAT	TE BOX)	
COURSE ONLY)	: January	FERED (FOR <u>NE</u> 2016						DEAN'S APPROVAL? NO	
WILL THE COURSE BE C	ROSS-LIST	ED WITH ANOT	HER DEPARTM	ENT? No	IF YES, PL	EASE NO	TE WHICH DE	PARTMENT:	
								S-LISTING OF COURSES REQU	
WRITTEN APPROVAL FRO WRITTEN EXPLANATION A					IF YOU WOULD	D LIKE TO	REMOVE A C	ROSS-LISTING YOU MUST INC	LUDE A
*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:									
CHANGE IN		Provide the	NEW Cour	SE TITLE:					
COURSE TITLE									
CHANGE IN COURSE					•	luate co	urse for gra	aduate credit) Please	
DESCRIPTION			see #4 on				CHANGE	TO QUARTER	
CHANGE TO FULL C		CHANGE T	O HALF (	COURSE		COURSE	TO GOANTEN		

			Provide the Reason for Course Cancellation:
COURSE			
CANCELLATIO	N		PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES		Exi	PLAIN:

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

Financial modeling invoves 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 Extra Work 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:													
	1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.													
<ol><li>An electro of Graduate S</li></ol>			his fo	orm (mu	ıst be MS	W	ORD not	t PDF) shou	ıld be er	nailed to th	ne Assistant	Secretary,	Sch	ool
3. A represe meeting during							•			•		icy Committ	ee	
DEPARTMENT	/PROG	RAM	Fina	nce & B	usiness Ed	cond	omics Are	ea / MBA						
COURSE TITLE	<u> </u>		Fina	ncial Ec	onomics a	nd (	Quantitati	ve Methods						
COURSE NUM	RED	BUS 71	0					СО	URSE C	REDIT				
COOKSE NOW	DLIX	B0371	O	FULL	COURSE	(	)	HALF COU	IRSE	(x)	QUARTER	(MODULE)	(	)
INSTRUCTOR(	S)	D. Mour	ntain					<u> </u>						
PREREQUISITE	(S)	F600												
		NAT	URE	OF RE	COMMEN	NDA	ATION (	PLEASE CH	IECK AP	PROPRIAT	TE BOX)			
NEW COURSE	DATE ONLY)		FERED	(FOR <u>NE</u>	<u>w</u> courses	3	WASTH	E PROPOSED	Course	OFFERED ON	DEAN'S APPR	ROVAL?		
WILL THE COURSE BE CROSS-LISTED 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 PROVIDE THE <u>NEW</u> Course Title:													
CHANGE IN CO									luate co	urse for gra	aduate credi	t) Please		
DESCRIPTION     see #4 on page 2 of this form       CHANGE TO FULL COURSE     CHANGE TO HALF COURSE       CHANGE TO GUARTER COURSE														

		Provide the Reason for Course Cancellation:
COURSE		
CANCELLATIO	N	PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	х	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 (maximum 6 lines) 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

1.	STATEMENT OF PURPOSE (How does the course fit into the department's program?)
Elec	ctive course in MBA.
2.	EXPECTED ENROLMENT:
3.	DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):
lectu	ures
	DESCRIBE IN DETAIL THE METHOD OF EVALUATION ( <u>percentage breakdown, if possible</u> ): (For 600-level course, indicate <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.)
Tern	m Tests: 63%; Assignment: 12%; Final Exam 25%
	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).
	IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?
PLE	ASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:
Nam	ne: D. Mountain Email: mounta@mcmaster.ca Extension: 23988 Date submitted: September 12, 2014.

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

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:								
<ol> <li>This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.</li> </ol>								
2. An electronic v of Graduate Studie		form (must be	e MS WORD n	ot PDF) shou	ıld be er	mailed to th	ne Assistant Secretary,	School
3. A representative meeting during wh			•			-	um and Policy Committesed.	ee
DEPARTMENT/PRO	<b>GRAM</b> Fi	nance & Busine	ess Economics A	rea / Master of	f Finance	Э		
COURSE TITLE	Fi	nancial Theory						
COURSE NUMBER	MFIN 710			CO	URSE C	REDIT		
OOOROL NOMBER	IVII II V 7 TO	FULL COU	RSE ( )	HALF COU	IRSE	(x)	QUARTER (MODULE)	( )
INSTRUCTOR(S)	D. Mountai	n						
PREREQUISITE(S)	MFIN 601, N	MFIN 602, MFIN 6	503, MFIN 604, BU	S A600				
	NATUR	E OF RECOM	MENDATION	(PLEASE CH	IECK AF	PPROPRIAT	TE BOX)	
NEW X DAT		ED (FOR <u>NEW</u> CO				OFFERED ON	DEAN'S APPROVAL?	
WILL THE COURSE BE <u>Cross-listed</u> with Another Department? X 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: MBA								
CHANGE IN COURSE TITLE								
CHANGE IN COURS DESCRIPTION	SE		-LEVEL COURS	•	luate co	•	aduate credit) Please	
CHANGE TO FULL	COURSE		ANGE TO HALF			CHANGE	TO QUARTER	

COURSE

COURSE		Provide the Reason for Course Cancellation:
CANCELLATIO	N	PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	Х	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 (maximum 6 lines) 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.

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)
Required second term course of Master of Finance
2. EXPECTED ENROLMENT:
75
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?
SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?
DI FACE DECLUDE THE CONTACT INFORMATION FOR THE DECOMMENDED CHANGE
PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:
Name: D. Mountain Email: mounta@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.

SGS /2013



**CHANGE TO FULL COURSE** 

#### SCHOOL OF GRADUATE STUDIES

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

IMP	IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:							
<ol> <li>This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.</li> </ol>								
2. An electronic ve of Graduate Studies		his form (mu	ust be MS WORI	not PDF) should	d be ema	iled to th	ne Assistant Secretary,	School
3. A representative meeting during which		•			-		um and Policy Committssed.	tee
DEPARTMENT/PROG	RAM	Finance and	Business Econon	ics, Master of Fina	nce			
COURSE TITLE		Macroecono	mics					
COURSE NUMBER	MFin 60	10		COU	RSE CRE	DIT		
COURSE NUMBER	IVIFIN 60	FULL COURSE (x) HALF COURSE () QUARTER (MODULE) ()						
INSTRUCTOR(S)	Awan/Ba	alvers		<u> </u>				
PREREQUISITE(S)	none							
	NAT	URE OF RE	COMMENDATIO	N (PLEASE CHE	CK APP	ROPRIAT	E BOX)	
NEW DATE COURSE ONLY		FERED (FOR <u>NE</u>	W COURSES W	AS THE PROPOSED C	OURSE OF	FERED ON	DEAN'S APPROVAL? NO	
WILL THE COURSE BE C	ROSS-LIST	ED WITH ANOTI	HER DEPARTMENT?	NO <b>IF YES, PLEASE</b>	NOTE WHIC	H DEPAR	TMENT:	
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:  X FINANCIAL MARKETS AND THE MACRO ECONOMY							
CHANGE IN COURSE X 600-LEVEL COURSE (Undergraduate course for graduate credit) Please X  DESCRIPTION see #4 on page 2 of this form						х		

**CHANGE TO QUARTER** 

COURSE

see #4 on page 2 of this form

**CHANGE TO HALF COURSE** 

COURSE		Provide the Reason for Course Cancellation:
CANCELLATIO	N	
		PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER		EXPLAIN:
CHANGES		
BRIEF DESCR Calendar.	RIPTIC	ON FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate
		se presents and explains the interactions between financial markets and the macro economy and their
impa	ct on	business decisions and financial outcomes.
		ALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal
texts to be us		
		t is unchanged but the new title better captures the material covered in the course. The content deviates what would be taught in a typical Macroeconomics course; much of the focus revolves around issues that
are relevant fo	or fina	ance professionals, related to what financial markets imply about the macro economy; and what the macro or financial markets.
economy imp	nes n	of Illiancial Markets.
1. STATEME	NT O	F PURPOSE (How does the course fit into the department's program?)
same		
2. EXPECTE	D EN	ROLMENT:
75		
2 DECCRIP	T IN F	THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e. loctures corrigors).
3. DESCRIBI	E IN L	ETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):
same		
		ETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate
tne <u>Extra Worl</u>	<u>k</u> to b	e required of graduate students, i.e., exams, essays, etc.)
same		

			AREA OFFERED IN ANOTHER DEPARTMENT? NO DISTRIBUTION DISTRIBUTION OF 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 T	HE RECOMMEND	ED CHANGE:					
Name: Ron Balvers	Email: balvers@mcmaster.ca	Extension:	Date submitted: 21/10/2014					
If you have any cbryce@mcmas		e contact the Assi	stant Secretary, School of Graduate Studies,					
SGS /2013								



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

IMP	ORTANT:	PLEASE R	EAD THE FO	LLOWIN	G NOTES BE	FORE C	OMPLETIN	NG THIS FORM:			
. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change nust 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											
COURSE TITLE	F	Professiona	l Workshops								
COURSE NUMBER	DPA 600				CO	URSE C	REDIT				
OOOROL NOMBER	DI A 000	FULL	COURSE (	)	HALF COU	IRSE	( )	QUARTER (MODULE)	(x)		
INSTRUCTOR(S)	TBA										
PREREQUISITE(S)	Admission	to the Gradu	uate Diploma i	n Professio	nal Accountan	cy Progra	m				
	NATUI	RE OF RE	COMMEND	ATION	(PLEASE CH	IECK AP	PROPRIAT	TE BOX)			
	то ве <b>О</b> гге ): May 2015	RED (FOR <u>NE</u>	COURSES	WAST	HE PROPOSED	Course	OFFERED ON	I DEAN'S APPROVAL? NO			
WILL THE COURSE BE C	ROSS-LISTED	WITH ANOT	HER DEPARTM	ENT? NO	IF YES, PLEAS	E NOTE W	HICH DEPAR	TMENT:			
	M <u>EACH</u> DEP	ARTMENT AN	D FACULTY CO	NCERNED.				S-LISTING OF COURSES REQU ROSS-LISTING YOU MUST INC			
*FOR ALL NEW CROSS-LI	STINGS PLEA	SE NOTE WH	ICH DEPARTME	NT OWNS T	HE COURSE:						
CHANGE IN PROVIDE THE NEW COURSE TITLE:  COURSE TITLE											
CHANGE IN COURSE DESCRIPTION			600-LEVEL see #4 on			luate co	urse for gr	aduate credit) Please			
CHANGE TO FULL C	OURSE		CHANGE T				CHANGE COURSE	TO QUARTER			

COURSE		PROVIDE THE REASON FOR COURSE CANCELLATION:									
CANCELLATIO	N										
	PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COU  EXPLAIN:										
OTHER CHANGES		(PLAIN:									
BRIEF DESCR Calendar.	RIPTIC	N FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate									
DPA 600: Profes	ssiona	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/RA texts to be us		LE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal									
workshops are Analysis. At pr	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. STATEME	NT O	PURPOSE (How does the course fit into the department's program?)									
•		shops are part of the Graduate Diploma in Professional Accountancy program. The new course formalizes the gnizes students' attendance and participation in these workshops.									
2. EXPECTE	D EN	OLMENT:									
60 to 80											
3. DESCRIBI	E IN C	ETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):									
Lectures and ir	n-class	experiential activities.									
		ETAIL THE METHOD OF EVALUATION ( <u>percentage breakdown, if possible</u> ): (For 600-level course, indicate required of graduate students, i.e., exams, essays, etc.)									
Workshop facil	itators	will take attendance and assess students' participation in the workshop.									

				OFFERED IN ANOTHER DEPARTMENT? ICE WITH THE OTHER DEPARTMENT(S).
No.				
		INTENDED PRIMARILY FOR STU DEPARTMENT/PROGRAM CONC		DEPARTMENT, DO YOU HAVE THE
Not a	applicable.			
PLE	ASE PROVIDE THE	CONTACT INFORMATION FOR T	HE RECOMMENDED CH	IANGE:
Nam	e: Y. Lilian Chan	Email: ylchan@mcmaster.ca	Extension: 23974	Date submitted: August 15, 2014
	If you have any cbryce@mcmas		se contact the Assistant S	ecretary, School of Graduate Studies,
	·			
	SGS /2013			



DESCRIPTION

**CHANGE TO FULL COURSE** 

## SCHOOL OF GRADUATE STUDIES

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

		<u>IMPC</u>	RTANT	: PLEAS	SE RE	AD TI	HE FO	LLOWIN	NOTES	BEFORE	COMPLET	NG THIS FORM:		
1. This formust be community			e compl	eted for	ALL	cours	e cha	nges. S	ections o	of this for	m pertaining	to your reques	ted chanç	ge
2. An ele			sion of t	his form	ı (mu	st be I	MS W	ORD no	t PDF) s	hould be	emailed to	the Assistant Se	ecretary, S	School
											culty Currico will be disco	ılum and Policy ıssed.	Committe	ee
DEPARTM	ENT/F	PROGI	RAM	Health I	Policy	and M	lanage	ement / M	BA					
COURSE 1	TITLE			Propos	al De	evelop	ment	for Heal	th Care	Leaders				
										COURSE	CREDIT			
COURSE N	NUMB	ER	C735											
				F	ULL (	COURS	SE (	)	HALF (	OURSE	(X)	QUARTER (M	ODULE)	( )
INSTRUCT	OR(S	)	N/A	•										
PREREQUI	SITE(	S)	N/A											
			NAT	URE OF	REC	COMM	IEND.	ATION (	PLEASE	CHECK	APPROPRIA	TE BOX)		
NEW				FERED (FC	R <u>NEV</u>	<u>v</u> COUR	SES	Was TH	E PROPOS	SED COURS	SE OFFERED O	n Dean's Approv	AL? N/A	
COURSE		ONLY):	N/A					IF YES,	PROVIDE '	тне Dате:	N/A			
WILL THE C	OURSE	BE CR	OSS-LIST	ED WITH A	<b>\</b> NОТН	IER DEF	PARTMI	ENT? No	IF YES, PI	EASE NOT	E WHICH DEPA	RTMENT: N/A		
	PROVA PLANA	L FROM	I <u>EACH</u> DE GREED UP	PARTMEN ON BY BO	IT AND	PARTMI	.TY COI ENTS A	NCERNED.	IF YOU W	OULD LIKE		SS-LISTING OF COU CROSS-LISTING YO		
CHANGE I COURSE 1			N/A	Provid	E THE	NEW	Cour	SE TITLE:	N/A					
CHANGE I	N CO	URSE		N/A		600-L	EVEL	COURSE	(Underg	graduate	course for g	raduate credit) F	Please	N/A

**CHANGE TO QUARTER** 

COURSE

N/A

N/A

see #4 on page 2 of this form

**CHANGE TO HALF COURSE** 

N/A

COURSE	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 gap in the current HSM specialization.								
OTHER CHANGES	EXPLAIN: N/A								
BRIEF DESCR Calendar.	IPTION FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate								
CONTENT/RA' texts to be use	TIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal ed.								
1. STATEME	NT OF PURPOSE (How does the course fit into the department's program?)								
2. EXPECTE	D ENROLMENT:								
3. DESCRIBE	EIN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):								
	E IN DETAIL THE METHOD OF EVALUATION ( <u>percentage breakdown, if possible</u> ): (For 600-level course, indicate to be required of graduate students, i.e., exams, essays, etc.)	е							
	INT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?  LEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S)								
	OURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE OF THE DEPARTMENT/PROGRAM CONCERNED?								

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, <a href="mailto:cbryce@mcmaster.ca">cbryce@mcmaster.ca</a>.

Extension: 26191

Date submitted: September 15, 2014

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Email: randalg@mcmaster.ca

SGS /2013

Name: Glen Randall



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

- 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/PROG	RAM	Operations	Operations Management Area / Master of Business Administration							
COURSE TITLE		Procureme	ocurement Operations Management							
COURSE NUMBER	BUS 07		COURSE CREDIT							
		FULL	COURSE ()	HALF COURSE	(X)	QUARTER (MODULE)	( )			
INSTRUCTOR(S)	Dr Elkaf	i Hassini								
PREREQUISITE(S)	BUS 0600	0								
	NATU	JRE OF RE	COMMENDATION (	PLEASE CHECK	APPROPRIA	TE BOX)				
COURSE ONLY)	:	ERED (FOR <u>N</u>				N DEAN'S APPROVAL?				
WILL THE COURSE BE C	ROSS-LISTE	ED WITH ANOT	THER DEPARTMENT?	IF YES, PLEASE NO	OTE WHICH DEPA	RTMENT:				
						SS-LISTING OF COURSES REQU				
			ID FACULTY CONCERNED. PEPARTMENTS AFFECTED.	IF YOU WOULD LIKE	E TO REMOVE A (	CROSS-LISTING YOU MUST INC	LUDE A			
*FOR ALL NEW CROSS-LIS	*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:									
CHANGE IN	Х	PROVIDE TH	E NEW Course Title:							
COURSE TITLE	^	STRATEGIC	PROCUREMENT							
CHANGE IN COURSE		X	600-LEVEL COURSE	•	course for g	raduate credit) Please				
DESCRIPTION CHANGE TO FULL COURSE			CHANGE TO HALF (		CHANGE	TO QUARTER				

COURSE			Provide the Reason for Course Cancellation:
CANCELLATIO	N		PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER		Ex	PLAIN:
CHANGES			
BRIEF DESCR	IPTIC	N F	OR CALENDAR - Provide a brief description (maximum 6 lines) 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

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

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

	IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:										
	. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change nust be completed.										
	. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School f 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.											
DEPARTM	ENT	/PROG	RAM	Health Police	y and Manage	ement / M	ВА				
COURSE 1	TITLE	Ē		Ethical and	l Legal Issues	in Healt	h Care				
COURSE N	NUMI	BER	C750				СО	URSE C	REDIT		
			0.00	FULL	COURSE (	)	HALF COU	RSE	(X)	QUARTER (MODULE)	( )
INSTRUCT	OR(	S)	Glen Ra	indall / TBD							
PREREQUISITE(S)  Registration				ion in the Hea	Ith Services Ma	nagement	Specialization	of the M	BA program	or permission of the instruct	or.
			NATU	JRE OF RE	COMMEND	ATION (	PLEASE CH	IECK AP	PROPRIAT	E BOX)	
NEW	Х		то ве <b>О</b> гг : Jan, 101	ERED (FOR NE	COURSES	WAS TH	E PROPOSED	Course	OFFERED ON	DEAN'S APPROVAL? NO	
COURSE	X	UNLT	. Jan, 101	3		IF YES,	PROVIDE THE	Date: N	/A		
WILL THE C	OURS	Е ВЕ <u>С</u> Г	ROSS-LISTI	ED WITH ANOT	HER DEPARTME	NT? No	IF YES, PLEAS	SE NOTE W	HICH DEPAR	TMENT: N/A	
WRITTEN AP	PROV	AL FROI	M <u>each</u> de	PARTMENT AN		ICERNED.			_	S-LISTING OF COURSES REQU ROSS-LISTING YOU MUST INC	
*FOR ALL NE	W CR	oss-Lis	STINGS PLE	EASE NOTE WH	ICH DEPARTMEI	NT OWNS T	HE COURSE: N	I/A			
CHANGE IN COURSE TITLE  Provide the NEW Course Title: N/A											
CHANGE I DESCRIPT		URSE		N/A	600-LEVEL see #4 on p		•	luate co	urse for gra	aduate credit) Please	N/A
CHANGE 1		ULL C	OURSE	N/A	CHANGE TO			N/A	CHANGE COURSE	TO QUARTER	N/A

COURSE	N		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		Ex	PLAIN:

# 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 ( <u>percentage breakdown</u> , <u>if possible</u> ): (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 (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.

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

- 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/PROG	RAM	School of Bu	School of Business, MBA Program								
COURSE TITLE		Co-op Work	Term 1								
COURSE NUMBER	WT01		COURSE CREDIT								
		FULL	COURSE ()	HALF COU	IRSE	(X)	QUARTER (MODULE)	( )			
INSTRUCTOR(S)	none			1							
PREREQUISITE(S)	Registrat	ion in the Co-c	op MBA program								
	NATU	JRE OF RE	COMMENDA	TION (PLEASE CH	IECK AF	PROPRIAT	E BOX)				
	TO BE OFF	ERED (FOR <u>NE</u> 2016	COURSES	Was the Proposed	Course	OFFERED ON	DEAN'S APPROVAL? NO				
WILL THE COURSE BE C	ROSS-LISTE	ED WITH ANOT	HER DEPARTMEN	IT? NO IF YES, PLEAS	SE NOTE V	VHICH DEPAR	TMENT:				
ATTACH TO THIS FORM	ANY RELEV	ANT CORRES	PONDENCE WITH	THE OTHER DEPARTME	NT(S). N	lo <u>te</u> : Cross	S-LISTING OF COURSES REQU	JIRES			
WRITTEN APPROVAL FRO	M <u>each</u> de	PARTMENT AN	D FACULTY CONC	ERNED. IF YOU WOULD	LIKE TO	REMOVE A CI	ROSS-LISTING YOU MUST INC	LUDE A			
WRITTEN EXPLANATION A	GREED UP	ON BY BOTH D	EPARTMENTS AFI	ECTED.							
*FOR ALL NEW CROSS-LIS	STINGS PLE	ASE NOTE WH	ICH DEPARTMENT	OWNS THE COURSE:							
CHANGE IN		Provide the	Provide the <u>NEW</u> Course Title:								
COURSE TITLE											
CHANGE IN COURSE			600-LEVEL C	OURSE (Undergrad	luate co	urse for gra	aduate credit) Please				
DESCRIPTION			see #4 on pa	age 2 of this form							
CHANGE TO FULL C	OURSE		CHANGE TO	HALF COURSE		CHANGE	TO QUARTER				

		Provide the Reason for Course Cancellation:
COURSE		
CANCELLATIO	. N.I	
CANCELLATIO	N	DI FACE NOTE: CROSS LICTER COURSES CAN ONLY BE CANOCILLED BY THE REPARTMENT WILL CHIRD THE COURSE
		PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
		EXPLAIN:
OTHER		EXPLAIN.
CHANGES	Х	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.
	RIPTIC	ON FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate
Calendar.		
CONTENT/DA	TION	ALE Describes halef description to suffice the tenies arms beauty to also and indicate the arms in all
		ALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal
texts to be use	ed.	
N1/A		
N/A		
1. STATEME	NT O	F PURPOSE (How does the course fit into the department's program?)
I. STATEME		i i on oor thow does the course in this 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 (<u>percentage breakdown</u>, if <u>possible</u>): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.)
- 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.

5.	· · · · · · · · · · · · · · · · · · ·	
	IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPOND	ENCE WITH THE OTHER DEPARTMENT(S).
No	No	
6.	6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOU	JR DEPARTMENT. DO YOU HAVE THE
•	SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?	
N/A	N/A	
PLE	PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED	CHANGE:
Nar	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 COURSES

- 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/PROG	RAM	School of Business, MBA Program								
COURSE TITLE		Co-op Work	Term 2							
COURSE NUMBER	WT02			COURSE CREDIT						
		FULL	FULL COURSE ()		HALF COURSE (X)		(X)	QUARTER (MODUL	Ξ)	( )
INSTRUCTOR(S)	none	l								
PREREQUISITE(S)	Registratio	on in the Co-c	op MBA progra	m						
	NATU	RE OF RE	COMMEND	ATION (	PLEASE CH	IECK AF	PPROPRIAT	TE BOX)		
COURSE ONLY	: FALL 201		<u> </u>					DEAN'S APPROVAL? N	0	
WILL THE COURSE BE C	ROSS-LISTE	WITH ANOT	HER DEPARTM	ENT? No	IF YES, PLEAS	SE NOTE V	VHICH DEPAR	TMENT:		
ATTACH TO THIS FORM A WRITTEN APPROVAL FRO WRITTEN EXPLANATION A	M <u>each</u> def	ARTMENT AN	D FACULTY CO	NCERNED.				S-LISTING OF COURSES R ROSS-LISTING YOU MUST		
*FOR ALL NEW CROSS-LIS	STINGS PLEA	ASE NOTE WH	ICH DEPARTME	NT OWNS TH	IE COURSE:					
CHANGE IN COURSE TITLE	PROVIDE THE	DE THE <u>NEW</u> COURSE TITLE:								
CHANGE IN COURSE DESCRIPTION			600-LEVEL see #4 on			duate co	urse for gr	aduate credit) Please		
CHANGE TO FULL C	OURSE		CHANGE T				CHANGE COURSE	TO QUARTER		

		Designed that Designed Courses Courses
		Provide the Reason for Course Cancellation:
COURSE		
041105114510		
CANCELLATIO	N	
		PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER		EXPLAIN:
CHANGES	Χ	
CHANGES		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 DESCR	IPTIC	ON FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate
Calendar.		
CONTENT/RA	TION	ALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal
texts to be use		
N/A		
1. STATEME	NT O	F 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 Extra Work to be required of graduate students, i.e., exams, essays, etc.)
- 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.

5.	5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME O IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVA			
No	No			
6.	6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDE SUPPORT OF THE DEPARTMENT/PROGRAM CONCER		UR DEPARTMENT, DO YOU HAVE THE	
N/A	N/A			
PLI	PLEASE PROVIDE THE CONTACT INFORMATION FOR THE	RECOMMENDED	CHANGE:	
		Extension: 23993	Date submitted: October 9, 2014	
				_
	If you have any questions regarding this form, please of cbryce@mcmaster.ca.	contact the Assistan	t Secretary, School of Graduate Studies,	
	SGS /2013			



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

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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/PROG	RAM	School of B	Business, MBA F	Program						
COURSE TITLE		Co-op Worl	k Term 3							
COURSE NUMBER	WT03			COURSE CREDIT						
		FULL	COURSE ()	HA	LF COUR	RSE	(X)	QUARTER (MODU	JLE)	( )
INSTRUCTOR(S)	none			<u> </u>						
PREREQUISITE(S)	Registrat	ion in the Co-	op MBA progran	n						
	NATU	JRE OF RE	ECOMMENDA	ATION (PLE	ASE CHE	CK AP	PROPRIAT	TE BOX)		
NEW X DATE	TO BE OFF	ERED (FOR N	EW COURSES	WAS THE PE	OPOSED C	OURSE	OFFERED ON	DEAN'S APPROVAL?	No	
	: SUMMER									
			THER DEPARTME	NT? NO IFY	ES. PLEASE	NOTE W	HICH DEPAR	TMENT:		
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 th	ROVIDE THE NEW COURSE TITLE:								
CHANGE IN COURSE			600-LEVEL	COURSE (Ui	ndergradu	iate co	urse for gr	aduate credit) Plea	se	
DESCRIPTION			see #4 on p	age 2 of this	form					
CHANGE TO FULL C	OURSE		CHANGE TO				CHANGE COURSE	TO QUARTER		

		Provide the Reason for Course Cancellation:
COURSE		
CANCELLATIO	. N.I	
CANCELLATIO	N	DI FACE NOTE: CROSS LICTER COURSES CAN ONLY BE CANOCILLED BY THE REPARTMENT WILL CHIRD THE COURSE
		PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
		EXPLAIN:
OTHER		EXPLAIN.
CHANGES	Х	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.
	RIPTIC	ON FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate
Calendar.		
CONTENT/DA	TION	ALE Describes halef description to suffice the tenies arms beauty to also and indicate the arms in all
		ALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal
texts to be use	ed.	
N1/A		
N/A		
1. STATEME	NT O	F PURPOSE (How does the course fit into the department's program?)
I. STATEME		i i on oor thow does the course in this 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 (<u>percentage breakdown</u>, if <u>possible</u>): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc.)
- 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.

5.	· · · · · · · · · · · · · · · · · · ·	
	IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPOND	ENCE WITH THE OTHER DEPARTMENT(S).
No	No	
6.	6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOU	JR DEPARTMENT. DO YOU HAVE THE
•	SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?	
N/A	N/A	
PLE	PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED	CHANGE:
Nar	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 COURSES

	<u>IMP</u>	ORTANT:	PLEASE R	EAD THE FOLI	LOWING NOTES BE	FORE C	OMPLETIN	IG THIS FORM:	
	. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change nust 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.								
			•		equired to attend to equired to equired to equipment e		•	lum and Policy Committ ssed.	:ee
DEPARTM	ENT/PROG	RAM	DeGr	oote School of E	Business / PhD in Bu	siness A	dministratio	n – MS Field	
COURSE T	TTLE		Optim	ization I					
COURSE N	IIIMRED	Q773			CC	URSE C	REDIT		
COUNSE	IONIDER	Q//3	FULL	COURSE (X	) HALF COU	JRSE	( )	QUARTER (MODULE)	( )
INSTRUCT	OR(S)	Dr. Elkat	fi Hassini	ssini					
PREREQUISITE(S) Enrolme			ent in the P	n the PhD Program or permission of the instructor.					
		NATU	JRE OF RE	COMMENDA	TION (PLEASE CH	IECK AP	PROPRIAT	E BOX)	
NEW COURSE	ONLY)	:	ERED (FOR <u>NE</u>			Course	OFFERED ON	DEAN'S APPROVAL?	
WILL THE CO	OURSE BE <u>C</u> F	ROSS-LISTE	ED WITH ANOT	HER DEPARTMEN	IT? IF YES, PLEA	SE NOTE V	WHICH DEPA	RTMENT:	
WRITTEN API	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 NE	W CROSS-LIS	STINGS PLE	ASE NOTE WH	ICH DEPARTMENT	OWNS THE COURSE:				
CHANGE II COURSE T		Х		E <u>NEW</u> Course	ETITLE:	ORITHMS			
CHANGE II	N COURSE ION		X		OURSE (Undergrad	duate co		aduate credit) Please	
CHANGE TO FULL COURSE			CHANGE TO	HALF COURSE		CHANGE COURSE	TO QUARTER		

COURSE	Provide the Reason for Course Cancellation:
CANCELLATION	
	PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER	EXPLAIN:
CHANGES	
BRIEF DESCRIPTION Calendar.	ON FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate
Calendar.	
	over topics in linear, integer and nonlinear programming. Concepts to be covered include convexity,
* '	Junt-Tucker conditions, non-differentiable optimization, Branch and cut, and decomposition methods
(Lagrangian, Benu	er's and Dantzig-Wolf). Software implementation issues will be highlighted via GAMS and its solvers.
CONTENT/RATION texts to be used.	ALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal
For topics plea	ase see above item.
With the recent (2	2013) changes in the Management Science PhD field course requirements it is necessary to refocus the
•	d Q774. These changes will also allow us to take into account current needs in business optimization
	as the focus on large scale optimization and big data applications.
1. STATEMENT C	OF PURPOSE (How does the course fit into the department's program?)
This is course	is required for the MS PhD Field.
2. EXPECTED EN	DOLMENT.
	NOLIMENT.
4	
3. DESCRIBE IN D	DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):
Lectures	
	DETAIL THE METHOD OF EVALUATION ( <u>percentage breakdown, if possible</u> ): (For 600-level course, indicate be required of graduate students, i.e., exams, essays, etc.)
	(35%), Term Paper (35%) and Final exam (30%),
Assignments (	5570), Territ aper (5570) and Final examit(5070),

				A OFFERED IN ANOTHER DEPARTMENT? NCE WITH THE OTHER DEPARTMENT(S).
	No			
6.	IF THE COURSE IS	S INTENDED PRIMARILY FOR STU	DENTS OUTSIDE YOUR	R DEPARTMENT, DO YOU HAVE THE
		DEPARTMENT/PROGRAM CONC		
PLE	ASE PROVIDE THE	E CONTACT INFORMATION FOR T	HE RECOMMENDED C	HANGE:
	ne: Elkafi Hassini	Email: Hassini@mcmaster.ca	Extension: 27467	Date submitted: Sept. 30, 2014
	If you have any cbryce@mcma		se contact the Assistant S	Secretary, School of Graduate Studies,
	•			
	SGS /2013			



CHANGE IN COURSE

**CHANGE TO FULL COURSE** 

DESCRIPTION

Χ

## **SCHOOL OF GRADUATE STUDIES**

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

<u>IMP</u>	ORTANT:	PLE	ASE READ THE FOLLOWI	NG NOTES BEFORE	COM	PLETIN	NG THIS FORM:	
1. This form must be must be completed.	. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change nust be completed.							
2. An electronic ve of Graduate Studies	2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.							
•			artment/program is require mendation for change in gr		-			ee
DEPARTMENT/PROG	RAM		DeGroote School of Busine	ess / PhD in Business	s Admi	inistratio	on – MS Field	
COURSE TITLE			Optimization II					
COURSE NUMBER	Q.	774	COURSE CREDIT					
			FULL COURSE (X)	HALF COURSE	( )	)	QUARTER (MODULE)	( )
INSTRUCTOR(S)	Dı	r Elkafi Hassini						
PREREQUISITE(S)	В	USINE	IESS *Q773 or permission of the instructor.					
	NATU	JRE	OF RECOMMENDATION	(PLEASE CHECK)	APPR	OPRIA1	TE BOX)	
COURSE ONLY)	:		· —	THE PROPOSED COURS	SE OFF	ERED ON	N DEAN'S APPROVAL?	
WILL THE COURSE BE C	ROSS-LISTE	<u>D</u> WIT	TH ANOTHER DEPARTMENT?	IF YES, PLEASE NOT	TE WHIC	CH DEPAI	RTMENT:	
			CORRESPONDENCE WITH THE OTMENT AND FACULTY CONCERNED			=		
			BOTH DEPARTMENTS AFFECTED					
*FOR ALL NEW CROSS-LIS	STINGS PLE	ASE N	NOTE WHICH DEPARTMENT OWNS	THE COURSE:				
CHANGE IN	Х	PRO	VIDE THE <u>NEW</u> COURSE TITLE	:				
COURSE TITLE	^	Сом	IBINATORIAL OPTIMIZATION: CO	MPLEXITY AND HEURIS	TICS			

see #4 on page 2 of this form

**CHANGE TO HALF COURSE** 

600-LEVEL COURSE (Undergraduate course for graduate credit) Please

**CHANGE TO QUARTER** 

COURSE

COURSE	Provide the Reason for Course Cancellation:
CANCELLATION	District the second control of the second co
	PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES	EXPLAIN:
BRIEF DESCRIPTION Calendar.	ON FOR CALENDAR - Provide a brief description (maximum 6 lines) to be included in the Graduate
max flow and minimu discussed as well as go complexity theory and (such as Ant colony, g	f the course will focus on solvable network flow problems such as assignment, transportation, transshipment, shortest path, m spanning tree problems. Well known algorithms (such as Dijkstra, Bellman-Ford and Augmenting path algorithm) will be eneral methodology such as lifting procedures polyhedral theory (strong valid inequalities). The second part will focus on a heuristic methods and covers NP-Completeness, Approximation algorithms, local and random search, and metaheuristics enetic algorithms, simulated annealing and tabu search). GAMS and a general purpose programming language Python) will be used in a computational project.
CONTENT/RATION texts to be used.	ALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal
For topics ple	ase see above item.
With the recent (2	2013) changes in the Management Science PhD field course requirements it is necessary to refocus the
,	d 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 C	OF PURPOSE (How does the course fit into the department's program?)
This is an elec	ctive MS PhD course that is expected to be offered every other year. It is a follow up course to Q773.
2. EXPECTED EN	ROLMENT:
4	
3. DESCRIBE IN I	DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):
Lectures	
4. DESCRIBE IN D	DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate
	pe required of graduate students, i.e., exams, essays, etc.)
Assignments,	computational project and final exam

				A OFFERED IN ANOTHER DEPARTMENT? NCE WITH THE OTHER DEPARTMENT(S).
		S INTENDED PRIMARILY FOR STU E DEPARTMENT/PROGRAM CONC		R DEPARTMENT, DO YOU HAVE THE
PLE	ASE PROVIDE THE	E CONTACT INFORMATION FOR T	HE RECOMMENDED C	HANGE:
Nam	ne: Elkafi Hassini	Email: Hassini@mcmaster.ca	Extension: 27467	Date submitted: Sept. 30, 2014
	If you have any cbryce@mcma		se contact the Assistant	Secretary, School of Graduate Studies,
	SGS /2013			



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

- 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 meeting during which		•		•			•	llum and Policy Commit ssed.	tee	
DEPARTMENT/PROG	RAM	SRS and DS	B / Master of	Health M	lanagement					
COURSE TITLE		Leadership i	n Health Orga	anizations	3					
COURSE NUMBER	HM708				COU	IRSE C	REDIT			
		FULL	COURSE (	)	HALF COUR	RSE	(X)	QUARTER (MODULE)	( )	
INSTRUCTOR(S)	Patty So	lomon and K	Cathryn Wise		<u> </u>					
	Admissio	on to the MHI	M Program							
PREREQUISITE(S)	Prereq: I	HM 700, HM	705, HM 706,	, HM 707						
	Antireq: RS 770									
	NATU	JRE OF RE	COMMEND	ATION (	(PLEASE CHE	CK AF	PPROPRIA	TE BOX)		
COURSE ONLY)	:	ERED (FOR <u>NE</u>						DEAN'S APPROVAL? NO		
WILL THE COURSE BE CF	ROSS-LISTE	D WITH ANOTI	HER DEPARTME	ENT? No	IF YES, PLEASE	NOTE V	VHICH DEPAR	RTMENT:		
								SS-LISTING OF COURSES REQ CROSS-LISTING YOU MUST INC		
WRITTEN EXPLANATION A					IF YOU WOULD	LIKE 10	REMOVE A	ROSS-LISTING YOU MUST INC	LUDE A	
*FOR ALL NEW CROSS-LIS	STINGS PLE	ASE NOTE WHI	CH DEPARTMEI	NT OWNS T	HE COURSE:					
CHANGE IN COURSE TITLE		Provide the	NEW Cours	SE TITLE:						
COOKSE TITLE										
CHANGE IN COURSE DESCRIPTION					•	ıate co	urse for gi	raduate credit) Please		
DESCRIPTION  See #4 on page 2 of this form  CHANGE TO FULL COURSE  CHANGE TO HALF COURSE  CHANGE TO QUARTER COURSE										

		Provide the Reason for Course Cancellation:
COURSE		
CANCELLATIO	N	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 (maximum 6 lines) 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:

- 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. STATEME	IT OF PURPOSE	(How does	the course	fit into the d	epartment'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 Rehabiliation Science and the Degroote School of Business at McMaster University.

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<u> </u>			ᆫ		$\mathbf{v}_{\mathbf{L}}$	.	

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

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.

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.)

Evaluation will be based on:

Participation/ Weekly online discussion: estimate 30% (3% per week)

Assignment 1: estimate 15%

Assignment 2: estimate 25%

Assignment 3: estimate 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).

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.

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

1. This formust be co			e compl	leted	for ALL	course ch	nar	nges. Se	ections of th	is form	pert	aining	to your requested char	ıge	
2. An ele of Graduat			sion of t	his fo	orm (mu	st be MS	W	ORD not	t PDF) shou	ld be e	mail	ed to t	he Assistant Secretary,	Sc	hool
									I to attend the				llum and Policy Commit	tee	
DEPARTMI	ENT/P	ROG	RAM	SRS	and DS	B / Master	of	Health M	anagement						
COURSE T	ITLE			Eco	nomic E	valuation	in I	Healthca	ire						
0011005.11		- 6							СО	URSE C	RED	DIT			
COURSE NUMBER		ER	HM731		FULL (	COURSE	(	)	HALF COU	RSE	( X	)	QUARTER (MODULE)	(	( )
INSTRUCT	OR(S)	)	Christop	her J	. Longo										
Admissions to the Master of Health Management Program or permission of the instructor.															
PREREQUIS	Prereq.: HM700, HM705, HM706, HM707, HM708														
	Anti-requisite: C711 (Health Economics and Evaluation)														
			NAT	URE	OF REC	COMMEN	D <i>A</i>	ATION (	PLEASE CH	ECK AF	PPRO	OPRIA <sup>®</sup>	TE BOX)		
NIT'N/	IEW X DATE TO BE OFFERED (FOR NEW COURSES Was THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? YES														
NEW COURSE			Septemb												
								1	PROVIDE THE		•				
WILL THE CO	DURSE	BE <u>C</u> R	OSS-LIST	ED WIT	гн Апотн	IER DEPART	ME	NT? NO	IF YES, PLEAS	SE NOTE V	VHIC	1 DEPAF	RTMENT:		
													SS-LISTING OF COURSES REQ		
WRITTEN EXP									IF YOU WOULL	LIKE IO	KEW	OVEAC	CROSS-LISTING YOU MUST INC	LUL	JE A
*FOR ALL NE	W CRO	SS-LIS	TINGS PLI	EASE N	NOTE WHIC	CH DEPARTI	1EN	IT OWNS T	HE COURSE:						
CHANGE II				Pro	VIDE THE	NEW Cou	JRS	E TITLE							
CHANGE II		JRSE							(Undergrad	luate co	urse	for gr	raduate credit) Please		
CHANGE T	O FU	LL CC	OURSE			CHANGE	CHANGE TO HALF COURSE COURSE								
COURCE			Provi	IDE TH	E REASO	N FOR COUR	RSE	CANCELL	ATION:						
COURSE	TION		N/A												
CANCELLA	TION		PLEAS	SE NOT	E: CROSS	S-LISTED CO	UR	SES CAN C	NLY BE CANCE	ELLED BY	THE	DEPART	TMENT WHO OWNS THE COUR	SE.	

#### OTHER CHANGES

#### 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 (maximum 6 lines) 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:

Χ

- 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 Extra Work 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.

#### 5. 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



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

- 1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee

	neeting during which this recommendation for change in graduate curriculum will be discussed.											
DEPARTM	ENT/PRO	GRAM	SRS	and DSB / Master of	Health M	anagement						
COURSE T	TTLE		Strate	Strategic Writing for Healthcare Professional								
COURSE N	IUMBER	HM732				COURSE	CRE	DIT				
				FULL COURSE (	)	HALF COURSE	( X	)	QUARTER (MODULE)	( )		
INSTRUCT	OR(S)	Patty S	olomon	1								
PREREQUISITE(S)  Admissions to the Master of Health Management Program or permission of the instructor.  Prereq.: HM700, HM705, HM706, HM707, HM708												
		<u> </u>		· · · · · ·	•							
		NAT	URE	OF RECOMMENDA	ATION (	PLEASE CHECK	APPR	OPRIA'	TE BOX)			
NEW X DATE TO BE OFFERED (FOR NEW COURSES WAS THE PROPOSED COURSE OFFERED ON DEAN' ONLY): January 2015								N DEAN'S APPROVAL? NO				
000.102					IF YES,	PROVIDE THE DATE:						
ATTACH TO WRITTEN APP WRITTEN EXP	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 II			Prov	VIDE THE <u>NEW</u> COURS	E TITLE							
CHANGE II DESCRIPT		SE		600-LEVEL see #4 on p					raduate credit) Please			
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CHANGES		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:

- 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, <a href="mailto:cbryce@mcmaster.ca">cbryce@mcmaster.ca</a>. SGS /2013



OTHER

**CHANGES** 

EXPLAIN:

N/A

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

		<u>IMPO</u>	RTANT	: PLI	EASE READ THE FO	LLOWING	NOTES BEFO	RE CO	MPLETIN	IG THIS FORM:		
1. This formust be co			e compl	eted	for ALL course cha	nges. Se	ections of this f	form pe	rtaining	to your requested chan	ge	
2. An ele of Graduat			sion of t	his fo	orm (must be MS W	ORD not	: PDF) should t	be ema	iled to th	ne Assistant Secretary,	School	
					partment/program is mendation for chan					lum and Policy Committe ssed.	ee	
DEPARTM	ENT/F	ROGF	RAM	SRS	S and DSB / Master of	SB / Master of Health Management						
COURSE T	ITLE			Kno	wledge Translation	in Health	care Practice ar	nd Man	agement	:		
COURSE N	IIIMD	ED	HM733			COURSE CREDIT						
COURSE	IOIVID	EK	FIIVI733		FULL COURSE (	)	HALF COURS	SE ()	( )	QUARTER (MODULE)	( )	
INSTRUCT	OR(S	)	Patty So	olomo	on and Brenda Lammi							
PREREQUI	SITE(S	5)			o the Master of Health 700, HM705, HM706, I	•	· ·	r permis	sion of th	e instructor.		
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CHANGE II COURSE T				Pro	OVIDE THE <u>NEW</u> COUR	SE TITLE						
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CHANGE T	O FU	LL CO	URSE		CHANGE T	TO HALF COURSE CHANGE TO QUARTER COURSE			TO QUARTER			
COURSE			Provi	DE TH	IE REASON FOR COURSI	E CANCELL	ATION:					
	ANCELLATION N/A											

PLEASE NOTE: CROSS-LISTED COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.

## 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, <a href="mailto:cbryce@mcmaster.ca">cbryce@mcmaster.ca</a>. SGS /2013



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

	This form must be completed for ALL course changes. Sections of this form pertaining to your requested change st be completed.										
2. An election of Graduate			of this f	orm (mu	st be MS W	ORD not	t PDF) shou	ld be er	mailed to t	he Assistant Secretary,	School
							l to attend th duate curric			llum and Policy Committ ssed.	ee
DEPARTME	NT/PR	OGRAM	SRS	S and DSI	B / Master of	Health M	anagement				
COURSE TI	TLE		Qua	ality and	Safety in He	althcare					
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INSTRUCTO	PR(S)	Pat '	Wakefiel	ld							
	Admission to the Master of Health Management Program or permission of the instructor.										
PREREQUIS	Prereq.: HM700, HM705, HM706, HM707, HM708										
	Anti-requisite: Business C736 (Quality Management in Health Services)										
		N	ATURE	OF REC	COMMEND	ATION (	PLEASE CH	IECK AF	PPROPRIA	TE BOX)	
					V COURSES	Was th	E PROPOSED	Course	OFFERED OF	N DEAN'S APPROVAL? YES	
COURSE	ON	LY): Janu	ary 2015	i		If Yes, Provide the Date: April 10, 2014					
WILL THE CO	URSE BE	CROSS-	LISTED WI	ітн Апотн	ER DEPARTME	ENT? No	IF YES, PLEAS	E NOTE V	VHICH DEPAR	RTMENT:	
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OTHER	EXPLAIN:
CHANGES	N/A

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

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.

## 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:

- 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

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

Students will be evaluated as follows:

Participation / Online weekly discussion questions: estimate 35%

Assignment 1: estimate 25% Assignment 2: 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 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.

# 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: Pat Wakefield Email: wakie@mcmaster.ca Extension: 27477 Date submitted: September 5, 2014