



School of Graduate Studies

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Ext. 23679
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To : Members of Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday December 8th at 9:30 am in Council Chambers (GH-111)**

Listed below are the agenda items for discussion.

Please email cbryce@mcmaster.ca if you are unable to attend the meeting.

A G E N D A

- I. Minutes of the meeting of October 20th and November 17th, 2015**
- II. Business arising**
- III. Report from the Associate Vice-President and Dean of Graduate Studies**
- IV. Report from the Graduate Associate Deans**
- V. Report from the Associate Registrar and Graduate Secretary**
- VI. Report from the Assistant Dean, Graduate Student Life and Research Training**
- VII. Faculty of Business Graduate Curriculum and Policy Committee Report**
- VIII. Faculty of Engineering Graduate Curriculum and Policy Committee Report**
- IX. Faculty of Science Graduate Curriculum and Policy Committee Report**
- X. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report**
- XI. Change to Scholarship Name and Description**

Graduate Council
October 20th, 2015 9:30 AM
GH 111

Present: Dr. N. Agarwal (Acting Chair), Ms. S. Baschiera, Dr. A. Deza, Dr. M. Verma, Dr. A. Holloway, Dr. A. Guarne, Dr. A. Dean, Dr. A. Fudge Schormans, Dr. E. Badone, Mr. D. Finnerty, Mr. R. Mah, Mr. M. Bui, Ms. B. Gordon, Mr. A. Vishwanath, Mr. P. Demaio, MS. C. Brown, Dr. A. Roddick, Dr. J. Qiu, Dr. P. Swett, Dr. C. Hayward, Dr. M. Thompson, Dr. T. Porter, Mr. P. Self, Dr. S. McCracken, Dr. G. McClelland

Regrets: Dr. S. Kumar, Dr. D. Novog, Dr. J. Richardson, Dr. A. Shi, Dr. D. Gillespie, Ms. A. Ion, Ms. R. Pereira

A G E N D A

I. Minutes of the meeting of September 22nd, 2015

The minutes of the meeting of September 22nd, 2015 were approved on a motion by Dr. Deza, seconded by Dr. Hayward.

II. Business arising

Dr. Agarwal reported no business arising. He noted there had been a good discussion of grad pay at the previous meeting and asked if there were any questions in this respect from council members.

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

Dr. Agarwal had nothing to report on behalf of Dr. Welch.

IV. Report from the Graduate Associate Deans

Dr. Hayward reported that the Faculty of Health Sciences was working on initiatives started last year to communicate better to candidates, including the information they want to see on website. The Faculty is using their student ambassadors to help with a student-centred approach to applicants. Dr. Porter had nothing to report. Dr. Thompson reported that the Faculty of Engineering is working on developing an Industrial Ph.D. option. Dr. Swett reported that the Faculty of Humanities still has two new graduate programs moving through the approval process. Dr. Agarwal reported that the Faculty of Business is still working on the development of a M.Sc. in business and they expect this to come to Graduate Council later in the year or early in the new year.

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported that her team is busy working toward the November 1st count and convocation. She noted that one of the benefits of Mosaic is that all BIU eligibility for students is available on system. An admissions training session will be held for program administrators later in the week.

VI. Report from the Assistant Dean, Graduate Student Life and Research Training

Mr. Self reported that the Graduate Student Life team ran a thesis writing boot camp in the library. They also ran a 'zero to hero' career strategist session. This event was intended for students who had completed or were about to complete their thesis to assist with career preparation and a job search. It involved practice interviews and feedback from people working in industry. They plan to run it again as the feedback was really strong. A Mitacs presentation skills workshop was also held recently.

VII. Faculty of Engineering Graduate Curriculum and Policy Committee Report

Dr. Thompson reported that the Department of Chemical Engineering wants to terminate their M.Eng. program. Students have not been enrolled in a while and the department wants to focus attention on M.A.Sc. and Ph.D. The fact that the degree still exists creates confusion for students applying; many apply for M.Eng when they were really intending to take a thesis-based Masters.

Dr. Thompson moved and Dr. Deza seconded, 'that Graduate Council approve the cancellation of the M.Eng program in Chemical Engineering as described in the document.'

The motion was carried.

VIII. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report

Dr. Hayward provided an overview of the for-information items. They included a new course from Global Health, a cross-listing and change in course length from Health Policy, a new course from the Master of Public Health program and the Health Science Education program changing their residency from courses to Milestones.

IX. Proposed New Stream in Social Work

Dr. Fudge-Schormans introduced the proposal. The School of Social Work currently offers an MSC in Critical Analysis. They would now like to introduce another stream to their Masters program, an MSW in Critical Leadership in Social Services and Communities. The introduction of this stream was prompted by concerns in the community with respect to the changing context of doing social work. They wanted to develop a program that would allow graduates to take leadership role. The new stream will have a practicum rather than a thesis. Students enrolled in the program will gain leadership skills in the community through the

practicum. She noted that the program had introduced two new graduate diplomas, one in leadership in social services and communities as well. There will be an overlap between the diploma and MSW leadership stream courses.

The Assistant Graduate Secretary noted that the social work diplomas had already been approved by Graduate Council already and that the calendar copy for those diplomas was included in the documentation being reviewed.

A council member asked how the practicum will be evaluated. Dr. Fudge Schormans responded that it will be pass/fail. The council member asked if there would be a faculty member associated to supervise the practicum. Dr. Fudge Schormans confirmed this was the case.

Dr. Porter moved and Dr. Badone seconded, 'that Graduate Council approve the proposed changes in Social Work as described in the document.'

The motion was **carried**.

X. Additional Scholarship Committee Members

Dr. Swett moved and Dr. Porter seconded, 'that Graduate Council approve the additional Scholarship Committee members as listed in the document.'

The motion was **carried**.

XI. Fall 2015 Graduands (to be distributed)

Dr. Hayward moved and Dr. Thompson seconded, 'that Graduate Council approve the list of the 2015 Fall Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'

The motion was **carried**.



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Graduate Council
November 17th, 2015 1:30 PM
GH 111

Present: Dr. D. Welch (Chair), Dr. N. Agarwal, Dr. C. Hayward, Dr. G. McClelland, Dr. A. Shi, Dr. A. Roddick, Dr. S. Kumar, Mr. A. Visawanathan, Mr. D. Finnerty, Mr. R. Mah, Mr. R. Morton, Ms. C. Brown, Ms. A. Ion

Regrets: Dr. S. McCracken, Dr. M. Verma, Dr. A. Guarne, Dr. A. Holloway, Dr. A. Dean, Dr. E. Gedge, Dr. E. Badone, Ms. R. Pereira

A G E N D A

I. Minutes of the meeting of October 20th, 2015

II. Business arising

There was no business arising.

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

Dr. Welch reported that there had been a lot of improvement with respect to Mosaic and the various situations facing graduate students over the past few months. Students are now getting paid what and when they expect. He noted that there had been a letter from senior administration that will help resolve some of the issues in real time to make Mosaic functional and to resolve graduate student issues. Dr. Welch reported that he is now on the executive committee for Mosaic sustainment. He noted that very good progress had been made with Students Accounts and Cashiering getting systems there functional and ensuring that students don't get shuffled from office to office. There will also be funding workshops for graduate students that will give them the opportunity to sit down, in front of a computer, and see what is happening with their own student accounts. There will be a video to show students how to access this information themselves, outside of the workshop setting. In January staff from SGS will be going out to departments to advise incoming students in real time. He also reported that refunds are now going out and the amount taken out of accounts for tuition is now actually being applied to tuition. Dr. Welch thanked everyone for their patience and support.

IV. Report from the Graduate Associate Deans

Dr. Thompson reported that the new graduate student career planning initiative had just begun to roll out in the Faculty of Engineering. Workshops have been delivered to students and the Faculty has received a lot of positive responses. Dr. Agarwal reported that the new EMBA program in the Faculty of Business would be launching next year. They have held information sessions about the new program and there appears to be a lot of interest. Dr. Hayward reported that the Faculty of Health Sciences had held a very successful open house. The event included FHS programs as well as interdisciplinary

programs. FHS Student Ambassadors were in attendance. Dr. Hayward also reported that she had attended Canadian Association of Graduate Studies meeting and noted that the big theme was career paths for Ph.D. graduates. A lot of the discussion focused on the fact that additional training to prepare students for a career should be supplementary material that the student can choose to opt in to instead of fitting into mandatory degree requirements. She noted that the meeting will be in Toronto next year and that it is worthwhile to attend. Dr. Swett reported that the Faculty of Humanities has begun discussions about extending an existing undergraduate program to facilitate English language training for graduate students. Dr. Sills reported that Senate voted to close the department of Medical Physics. There is no intention to close the corresponding graduate program, therefore they need to find a director for the program. She noted that the Graduate Council meeting package included a memo with a list of selection committee members.

V. Report from the Associate Registrar and Graduate Secretary

There was no report.

VI. Report from the Assistant Dean, Graduate Student Life and Research Training

Mr. Self reported that his team is working to get all of the information for the summer Indigenous Undergraduate Research program online by mid-December. Applications are going to open Canada-wide this year. They're hoping to have 15 students attend in June and July and will be sending out a request to faculty members to participate as supervisors in the next couple of weeks. The Student Life Team has also organized yoga for graduate students, taking place every Friday. In partnership with the McMaster Museum of Art they have also sponsored a painting evening where students try to mimic a Tom Thomson in the collection here.

VII. New Program Proposal: M.Sc. in Speech Language Pathology

Dr. Solomon presented the proposed new program. Speech Language Pathologists are health professionals who have the skills to treat communication and swallowing disorders. They primarily treat younger children and older adults. The standard for entry-level practice in this profession is a course-based program. She noted that the proposed M.Sc. in Speech Language Pathology is similar to other programs within the School of Rehabilitation Sciences. The new program aligns with McMaster's Strategic Mandate Agreement in areas of both growth and strength. The program will be relatively small: maximum enrollment will be 32 students. The curriculum involves problem-based learning, which is unique in North America, and the program is two years in length. Dr. Solomon noted that there are exciting opportunities to collaborate with the Linguistics and Languages program with respect to student research and noted that this sort of program is often a feeder program for speech language pathology programs. They expect a lot of demand as speech language pathology programs are extremely popular across the country. In developing the proposal they engaged in broad consultation with the clinical community.

Dr. Hayward moved and Dr. Sills seconded, 'that Graduate Council approve the proposed new program as described in the document.'

The vote was deferred to an e-ballot due to lack of quorum.

VIII. New Program Proposal: Ph.D. in Communication, New Media and Cultural Studies

Dr. O'Connor presented the proposed new program. The proposed Ph.D. is interdisciplinary and designed by two different departments: English and Cultural Studies and Communication and New Media. They have designed a Ph.D. that brings cultural studies and communication and new media together. In developing the proposal they looked at where they saw the MA students going or wanting to go. Dr. O'Connor noted that some Cultural Studies MA students went on to the English Ph.D. but were missing out on the production and communication side. Graduates with Communication Studies degrees are, for the most part, getting academic employment as Communication Studies is a growing field. The proposal brings together the expertise in both departments to design a Ph.D. for a student who wants to go into academia as well as those who want to be trained in critique and media production. The proposal includes a variety of thesis options: traditional, sandwich and the third option, creative research (which is SHERC supported). The third option would involve a combination of media creation and 100 pages of explaining what the student has produced. The proposed Ph.D. can teach students literacies in communication studies, how to communicate, as well as the power of communication and producing media. Dr. O'Connor noted that this program aligns with McMaster's Strategic Mandate Agreement.

Dr. Welch provided a brief explanation of the Strategic Mandate Agreement. He noted that historically there had been a fairly dysfunctional relationship between universities in Ontario and the Ministry. There were significant delays from the MTCU in terms of responding to new program proposals. Eventually, the province made a commitment to receiving proposals at certain times and making decisions on proposals at certain times. To facilitate this plan, the university and the ministry independently put together a three-year proposal for what the university was going to do and how that aligned with its own interior strategic plans and what levels of enrollment they were hoping for. The Ministry worked to reach an agreement to show the numbers of Masters and Ph.D. students it would be funding. The final agreement between the university and the MTCU includes agreed-on areas of growth and strength for programs. There is one year left on the current agreement. Anything that goes forward in terms of a new program, particularly for expedited review, needs to be aligned with that strategic mandate agreement. When we produce new programs they are considered for expedited review if they are in alignment with the priorities of the university and MTCU.

Dr. Porter moved and Dr. Agarwal seconded, 'that Graduate Council approve the proposed new program as described in the document.'

The vote was deferred to an e-ballot due to lack of quorum.

IX. Faculty of Business Graduate Curriculum and Policy Committee Report

Dr. Agarwal reported on the changes proposed by the Faculty of Business. The first change related to the Business Ph.D. program. The Faculty has 8 areas, 6 of which offer fields in the Business Ph.D. program. The proposed change is to add a 7th field from the Health Policy and Management Area. He

noted that there would be a change to title of the proposed new field from what appeared in the document circulated – it will be Health Management rather than Health Policy and Management. Dr. Agarwal said that this new field would be reviewed the next time the Business Ph.D. program as a whole goes through and IQAP review. Dr. Randall noted that they had received a lot of feedback recently that they'd like to have a Ph.D. in Health Management, including senior management people in government and hospitals wanting a Ph.D. but not to give up their day jobs. The new field would provide additional research and management skills that they're looking for.

Dr. Agarwal reported that the second curriculum change is a change in course requirements to the Information Systems field. The change relates to their Business Ph.D. IQAP review - one of the recommendations that came from that was to reduce the number of MBA courses that are part of the requirements for field. The proposal is to reduce the number of MBA courses from three to two. In the place of the dropped MBA course there is a new course being created. They are also changing the list of available courses.

The Health Management change proposed did not constitute a change to course requirements, only a change to calendar wording highlighting course options. The current description of that option is confusing so they've revised it to make the wording clear.

The final change proposed was from the MBA program. It currently has both specializations and minors. There has been very little demand for these minors and the proposal is to delete them. This is also a response to an IQAP review, where it was recommended that the program simplify the structure of their program.

Dr. Agarwal moved and Dr. Hayward seconded, 'that Graduate Council approve the curriculum changes proposed by the Faculty of Business as described in the documents.'

The vote was deferred to an e-ballot due to lack of quorum.

X. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report

Dr. Hayward noted that the changes proposed included no changes to the program. The M.D./Ph.D. program proposed creating a separate section of graduate calendar discussing MD/PHD specifically and adding new available programs to their list of options (including Chemical Biology and Health Policy). The changes to calendar copy proposed by Medical Sciences is related to the M.D./Ph.D. change – all reference in their own calendar section to the M.D./Ph.D. program will be removed and potential students will be directed to the new M.D./Ph.D. section of the Graduate Calendar.

Dr. Hayward moved and Dr. Porter seconded, 'that Graduate Council approve the changes proposed by the Faculty of Health Sciences as described in the documents.'

The vote was deferred to an e-ballot due to lack of quorum.

XI. Faculty of Humanities Graduate Curriculum and Policy Committee Report

Dr. Swett noted that the change proposed by English and Cultural Studies was a very straightforward. The program proposed deleting a six-unit course and replaced it with two three-unit courses. The for-information changes included new courses reflecting new faculty and changing research interests.

Dr. Swett moved and Dr. Hayward seconded, 'that Graduate Council approve the change proposed by the Faculty of Humanities as described in the document.'

The vote was deferred to an e-ballot due to lack of quorum.

XII. Faculty of Science Graduate Curriculum and Policy Committee Report

Dr. Sills reported that all changes included were minor. The Biology program cancelled a course that hasn't been taught at graduate level for years. Kinesiology updated their prerequisites on all courses and added a new course.

XIII. Additional Scholarship Committee Members

Dr. Welch noted that there had been a very significant change to the composition of the scholarship committee. The committee was reworked in recognition of the fact that there are a number of large competitions and more small competitions. Within the new committee structure there is a set of faculty members available for one kind and a different set available for the other kind. They also needed to equalize the workload per faculty member as the number of scholarship applications that have been ranked in the past is huge. It was decided that they would ask for more committee member names and limit the number of applications that each committee member would review to help spread the burden and expertise.

Dr. Sills moved and Dr. Swett seconded, 'that Graduate Council approve the proposed additional scholarship committee members as listed in the document.'

The vote was deferred to an e-ballot due to lack of quorum.



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To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on November 11th, the Faculty of Business Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were forwarded for approval to the December 2nd, 2015 meeting of the Faculty of Business.

FOR APPROVAL OF GRADUATE COUNCIL:

- **M.B.A**
 - **Revision to Specializations**
- **Master of Finance**
 - **Addition of 16-Month Program Option**

FOR INFORMATION OF GRADUATE COUNCIL:

- **Business Ph.D.**
 - **New course:** Q787 Optimization Under Uncertainty
 - **Change in Course Title and Description:** Q785 Queuing Theory and its Application
- **M.B.A.**
 - **New Course:** C735 Proposal Development for Health Care Leaders
 - **Change in Course Title and Description:** O715 Simulation of Manufacturing and Service Systems



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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
DEPARTMENT		DeGroote School of Business	
NAME OF PROGRAM and PLAN		Master of Business Administration	
DEGREE	M.B.A.		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? ☒ Yes ☐ No			
CREATION OF NEW MILESTONE ☐			
CHANGE IN ADMISSION REQUIREMENTS	☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		EXPLAIN: Many MBA students struggle to complete the requirements of some specializations due to the infrequency with which required second year courses are offered and some classes cancelled due to small enrollments. Starting in 2016-17 only seven specializations would be offered to MBA students – Accounting, Finance, Marketing, Health Services Management, Business Valuation, Supply Chain Management and General. (Currently there are nine specializations in the MBA Program). This proposal is for new admissions only. In-program students would be grandfathered.	
OTHER CHANGES	☐	EXPLAIN:	

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE: From pg. 8 of the Academic Calendar: Year 1 (Term 1): A600/B600/E600/K603/Q600 Year 1 (Term 2): A610/F600/H600/M600/O600 Year 2 (Term 3): P700 + 4 additional year 2 courses taken as specialization requirements/electives Year 2 (Term 4): P720+4 additional year 2 courses taken as specialization requirements/electives Plus: Successful completion of SGS 101&201 Plus: Successful completion of W610&W611 (DeGroote Days) From Pg. 10 of the Academic Calendar: Second Year Areas of Specialization: A student may elect to graduate with a General MBA degree or choose a specialization. Students wishing to concentrate their program in a particular area of management must successfully complete all the courses required for the specialization of their choice. Specializations offered in the MBA Program are: General, Accounting & Financial Management, Finance, Health Services Management, Management of Information Systems, Management of Innovation & New Technology, Strategic Business Valuation, Strategic Marketing & Supply Chain Management		

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (<i>Attach additional pages if space is not sufficient.</i>) Our Student Experience Team reports that many students struggle to complete the requirements of some specializations due to the infrequency with which required second year courses are offered and some classes being cancelled due to small enrollments. Student recruiters within our Student Experience Team report that most prospective students generally do not ask about specializations. Thus we are asking to remove the IS and MINT specializations from the MBA program.
RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?): Partly due to the recommendations from the IQAP review and partly due to challenges administering the complex web of Specializations and Minors, the MBA Program Development Committee (PDC) has been reviewing this part of the program and has recommended that we limit the number of specializations from nine to seven.
PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>) September 2016

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

No

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

MBA Program

The MBA program at McMaster University was created in 1962, and boasts more than 16,000 alumni around the world. The DeGroote School of Business is also AACSB accredited - less than 5% of business schools worldwide earn this distinction in management education.

Canada's largest co-op MBA program was established at McMaster in 1973, and today is a premier choice for students who want to gain work experience while studying, and for employers who want to hire future business leaders.

Full-time, part-time and accelerated programs are also offered to give students the flexibility they need to continue their education and become leaders in the business world and the community. Classes are held at the Ron Joyce Centre in Burlington, Ontario in a state-of-the-art building designed to enrich the student learning experience.

Students interested in the MBA program can obtain full particulars on regulations, as well as full course descriptions, from the MBA Academic Calendar, available on the DeGroote School of Business MBA webpage at <http://mbastudent.degroote.mcmaster.ca/>.

The MBA program consists of 20 courses; ten in year one and ten in year two. Twelve of the 20 courses are core courses, which all students are required to take. In year two, students must select a specialization and complete courses required for that specialization. **They may also elect to take minors in certain subject areas (DELETE).** For specific information, see the MBA Academic Calendar.

Topics covered in the Selected Topics courses will vary depending on recent developments in the subject area and the research interests of the instructor(s).

There is no thesis requirement for graduation in the MBA program. However, a student in the second year may, with the prior approval of

Specializations & Minors: (DELETE)

This change is for new students only. In-program students in the full-time, part-time and co-op programs will be grandfathered based on the specialization they registered for.. (NEW WORDING FOR GRAD CALENDAR. Please add)

As of September 2016, areas of specialization that are available are as follows:

- Accounting and Financial Management Services
- Finance
- Health Services Management (certain restrictions may apply)
- Management Information Systems
- Management of Innovation and New Technology
- Strategic Business Valuation
- Strategic Marketing
- Supply Chain Management

This change is for new students only. In-program students in the full-time, part-time and co-op programs will be grandfathered based on the specialization they registered for.

Minors are available in:

- Accounting and Financial Management Services
- Finance
- Management
- Management Information Systems
- Management of Innovation and New Technology
- Strategic Business Valuation
- Strategic Marketing
- Supply Chain Management

Courses used in fulfillment of specialization requirements cannot also be applied to a minor area. Completion of minors is subject to course availability. Students may complete more than one minor

Please note that starting September 2016 program minors will no longer be available in the MBA program.

(PLEASE DELETE ALL YELLOW HIGHLIGHTED TEXT)

Please add in red text

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Sue McCracken
September 24, 2015

Email: smcrac@mcmaster.ca

Extension: 23993

Date submitted:

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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 / MILESTONES**

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
DEPARTMENT		DeGroote School of Business	
NAME OF PROGRAM and PLAN		Master of Finance	
DEGREE	Master of Finance		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? ☐ Yes ☒ No			
CREATION OF NEW MILESTONE ☒			
CHANGE IN ADMISSION REQUIREMENTS	☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	CHANGE IN COURSE REQUIREMENTS
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR		EXPLAIN: Please see the last two sections of this document.	
OTHER CHANGES	EXPLAIN: X To allow students an option of having the summer term (i.e., May to August) off in order to obtain work experience before coming back to finish the program in the fall term of the following academic year		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

When the Master of Finance program got started in 2013, it was designed to be a twelve-month program with courses taken over three consecutive terms beginning in September and ending in August of the following year.

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

We would like to request an addition of an option for students to choose between (i) the original twelve-month duration, and (ii) a sixteen-month duration where students take courses in the fall and winter terms, then take the summer break in order to obtain work experience, and finally come back to finish their coursework in the fall term of the following academic year.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The Master of Finance program is a professional program. Its goal is to equip students with the skills and knowledge they need in order to succeed in their careers in finance. We believe that it would be beneficial if students (especially those with no prior finance-related background) could have some work experience in the summer term before they graduate. There are several important benefits to students. First, they will have an opportunity to see how the theories and concepts that they learn in class are applied in practice. This will provide them with a new perspective and insight that will make their education more effective and complete. Secondly, the work experience that students get will enable them to make more informative career choices. Thirdly, having summer work experience will make students competitive when they graduate and apply for jobs. Finally, students will have an opportunity to build their network. Networking is very important in the finance industry because financial institutions (e.g., banks) typically work together on projects, and so people tend to notice colleagues from other institutions. This increases employment prospects for students.

Traditionally, graduate programs at McMaster University are research-based. Students of research-based programs are typically required to enrol in consecutive terms in order to carry out their research or laboratory work without interruption. In contrast, the Master of Finance program is a professional program. The requested change adds flexibility to the program and allows it to operate in the best interest of students.

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

The beginning of the 2016-17 academic year

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

The requested sixteen-month option was initially proposed in 2014 (for the academic year 2015-16). At the time (after consultations with various parties), the addition of this option was carried out as a change in the description of the program in the School of Graduate Studies Calendar. Accordingly, the current wording of the program description in the Calendar already incorporates this option. We are proposing a slight, clarifying change to it (see below).

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

As mentioned, the current version of the Calendar already incorporates the sixteen-month program option. The current wording is as follows:

"The Master of Finance program consists of fifteen courses (or project equivalent to one course) offered over three consecutive terms beginning in September and ending in August or December of the following year (depending on whether students take a summer work term)..."

To make it clear that students who choose the 16-month option will take courses in the fall and winter terms of an academic year, and then again in the fall term of the following academic year, we propose to remove the word "consecutive" from the above passage. Accordingly, the passage should read:

"The Master of Finance program consists of fifteen courses (or project equivalent to one course) offered over three terms beginning in September and ending in August or December of the following year (depending on whether students choose to seek employment in the summer term)..."

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Narat Charupat Email: charupat@mcmaster.ca Extension: 23987 Date submitted: 28 October 2015

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

SGS/2013

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meetings on October 15th and November 2nd, 2015 the Faculty of Engineering Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that this recommendation was approved at the November 12th, 2015 meeting of the Faculty of Engineering

For Approval of Graduate Council:

- o **Electrical and Computer Engineering**
 - Change to Comprehensive Exam Procedure
- o **Engineering Physics**
 - Introduction of Accelerated Option – M.A.Sc.
 - Introduction of Advance Credit Option – M.A.Sc. and M.Eng
 - Change to Course Requirements – M.A.Sc. and M.Eng
 - Change to Course Requirements – Ph.D.
 - Addition of Thesis Proposal Requirement – Ph.D.
 - Removal of Part II of Comprehensive Exam

For Information of Graduate Council:

- o **Chemical Engineering**
 - New Cross-listed Course: 767 Foundations of Scientific Computing
- o **Electrical and Computer Engineering**
 - New Courses:
 - 711 Silicon Photonics – Fundamentals and Devices
 - 714 MIMO Communications
 - 715 Optimal Control of Dynamical Systems
- o **School of Engineering Practice**
 - Change to Course Units:
 - 771 W Booth School of Engineering Practice Practitioners Forum
 - 772 Innovation Studio
 - Change in Course Title:
 - 752 Process Modeling and Optimization

- Course Cancellations:
 - 711 Regeneration of the Natural and Built Environment
 - 727 Technology Entrepreneurship for Engineers and Scientists
 - 728 Legal Issues for the Technology-Based Enterprise
 - 731 Analytical Tools for Energy Management
 - 744 Holistic Considerations for Design of Structures
 - 764 Visual Thinking



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 <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies. 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.								
DEPARTMENT		ECE						
NAME OF PROGRAM		Electrical and Computer Engineering						
PROGRAM DEGREE	Ph.D. (X)	M.A. ()	M.A.Sc. ()	M.B.A. ()	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify)
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS			CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		X	CHANGE IN COURSE REQUIREMENTS		
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			EXPLAIN:					
OTHER CHANGES		EXPLAIN:						
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE: A candidate is also required to take the Ph.D. Comprehensive Examination, which is designed to test the general knowledge of both undergraduate and graduate levels of Electrical Engineering. The Comprehensive Examination will normally be attempted no later than 24 months after a student has completed a Master's degree.								

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (<i>Attach additional pages if space is not sufficient.</i>) See attached document
RATIONALE FOR THE RECOMMENDED CHANGE: The existing procedure for the comprehensive examination in the Department has been in place for more than 30 years. It provides a highly effective method for examining the breadth of a student's knowledge. However, it is far less effective in examining the student's ability to integrate ideas. The proposed change to the procedure is designed to enable us to examine the student's ability to integrate ideas while maintaining aspects of our effective procedures for examining the breadth of a student's knowledge.
PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>) September 2016. We would like to offer current students who have not yet completed the comprehensive exam the opportunity to complete this format of the examination, provided the supervisory committee agrees.
ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN. No
PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR: A candidate is also required to take the Ph.D. Comprehensive Examination, which is designed to test the knowledge and skills necessary to pursue research at the PhD level in Electrical Engineering. The examination will normally be attempted no later than 24 months from the student's start date in the PhD program, but after the first supervisory committee meeting. The outcome of the most recent supervisory committee must be at least "satisfactory" in order to proceed with the comprehensive examination.
CONTACT INFORMATION FOR THE RECOMMENDED CHANGE: Name: Kerri Hastings Email: hastings@mcmaster.ca Extension: 24826 Date submitted: Oct. 22/15

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

PhD Comprehensive Examination in the ECE Department

Approved by the Department, 19 October 2015

Amended October 22, 2015

1. The objectives of the examination are to ensure that the student can
 - a. demonstrate his/her knowledge and skills necessary to pursue research at the PhD level, respond to questions related to them, solve problems when faced with an unfamiliar situation related to them and know how to apply them to practical problems.
 - b. understand a specific problem involving the integration of ideas with imagination and innovation, research on the state-of-the-art related to it, envision new ways to solve it, conduct preliminary theoretical analysis and/or experiments, write a formal report on the findings, present the findings in an effective manner and defend them in front of a committee of experts.
2. The comprehensive examination committee will consist of four faculty members including the thesis advisor and at least one regular ECE faculty member outside the supervisory committee who will act as the chair. The chair, who needs to be approved by the Department Chair, is responsible for all administrative aspects of the exam in ensuring that all proper procedures are upheld. The chair should also ensure that the student is examined rigorously, while also being treated fairly and with respect. All committee members, including the thesis advisor and the chair, will play an active role in the examination. Up to three supervisory committee members can be part of the examination committee. At most one adjunct faculty member can be part of the committee.
3. In order to achieve the above objectives, the examination will consist of two parts, respectively:
 - a. Part A: Oral examination on any two courses chosen by the examination committee out of those the student has already taken at McMaster or elsewhere at the graduate level with questions on theory and application. The committee may choose particular skills or topics within the combined scope of the graduate courses the student has already taken instead of two separate courses if they are deemed more appropriate to assess the student's ability to integrate ideas.
 - b. Part B: A report and a presentation on a specific problem involving the integration of ideas related, but not the same as the student's thesis topic, specified by the examination committee.
4. The examination will normally be attempted not later than 24 months from the student's start date in the PhD program, but after the first supervisory committee meeting.

5. The whole examination will last no more than two hours with at most 50 minutes for Part A, 60 minutes for Part B and 10 minutes for a break between the two parts.
6. Four weeks before the examination date, the chair of the committee will provide the student with the two courses or skills or topics, as appropriate, for Part A and the problem involving integration of ideas for Part B.
7. For Part A, no questions will be given to the student prior to the examination. If specific courses are selected for Part A, the scope of the questions during the examination will be restricted to the syllabi of those courses and their application to the student's research area or to general engineering problems. If a skill or topic is suggested for Part A, its scope will be defined clearly along with at least one reference material.
8. The integration problem in Part B will generally be open-ended with scope for imagination and innovation. However, at least one reference material will be suggested as the starting point.
9. The student will submit to the examination committee a report on the problem involving integration of ideas in Part B at least one week prior to the examination. The double-spaced report should be no longer than 20 letter-sized pages in length when typeset in 12-point Times Roman fonts with 2.54 cm margin on all sides. All figures, tables and other supporting material excluding references must be within these 20 pages. The report should address in sufficient detail the motivation for the problem, include a thorough literature search on it, present the student's proposed solutions, any preliminary theoretical and/or experimental analysis, and conclusions.
10. A pass/fail decision on the student's performance in each part of the examination will be made at the completion of that part, but will not be conveyed to the student until the completion of both parts. If the student fails one or more parts of the examination, he/she needs to re-do only the ones that he/she failed.

Notes:

- If this proposal is approved, the new format will take effect immediately for PhD student starting in September 2015 or thereafter. Those who started earlier will be given the option to choose the previous examination format or the new one.



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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:				
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.				
DEPARTMENT		Engineering Physics		
NAME OF PROGRAM and PLAN		N/A		
DEGREE	- M.A.Sc. -			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX) Is this change a result of an IQAP review? ☐ Yes ☒ No				
CREATION OF NEW MILESTONE ☐				
CHANGE IN ADMISSION REQUIREMENTS		☒	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		☐	EXPLAIN: - Introducing Accelerated Option to M.A.Sc. -	
OTHER CHANGES	EXPLAIN:			
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE: - There is currently no Accelerated Option for the M.A.Sc.				

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

An Accelerated Option will be available to students currently enrolled at McMaster as undergraduate students in the Engineering Physics Department whereby the M.A.Sc. degree may be completed in 12-16 months of full-time study. Application for entry into the Accelerated Option occurs in the final year of undergraduate studies. Applicants must have an overall average (CGPA) of at least B at the time they are applying for the option. The Accelerated Option requires students to complete at least one term of their thesis related project with a supervisor from the department prior to completion of their undergraduate degree. A 600-level course offered by the department is required under the Accelerated Option in the final undergraduate year for advanced graduate credit.

For details, please see attachment.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

As presented and discussed at the recent Department retreat held July 29, 2015, the graduate enrollment and applicants in the Department have declined in the past three years from 57 graduate students enrolled in 2012-13 to 44 in 2015-16. This has had a negative impact on our ability to deliver teaching assistant support to the undergraduate programs, among other issues. Also, the time-to-completion of graduate students in Engineering Physics is unacceptably long, with only 20% of our graduate students completing on time (this is a problem identified in our IQAP review). The McMaster Engineering Invest for Excellence initiative has identified the improvement of its graduate programs as one of its five priorities. Thus, the Deanery is working with all SEAS departments to streamline program degree requirements, e.g., by reducing coursework to a relevant amount, and requesting that they entertain accelerated options. The proposed program revisions are intended to attract further students to the graduate programs, reduce time-to-completion, and reduce workload to a relevant amount.

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

September 1, 2016.

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

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

See attachment.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Chang-qing Xu Email: cqxu@mcmaster.ca
Extension: 24314 Date submitted: Oct.20, 2015

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 / MILESTONES**

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:				
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DEPARTMENT		Engineering Physics		
NAME OF PROGRAM and PLAN		N/A		
DEGREE	- M.A.Sc. - M.Eng.			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX) Is this change a result of an IQAP review? ☐ Yes ☒ No				
CREATION OF NEW MILESTONE ☐				
CHANGE IN ADMISSION REQUIREMENTS		☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐ CHANGE IN COURSE REQUIREMENTS ☒
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		Yes - -	EXPLAIN: - Introducing Advanced Credit Option to M.A.Sc. and M.Eng. -	
OTHER CHANGES	EXPLAIN: 			
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE: - There is currently no Advanced Credit Option for the M.A.Sc. or M.Eng.				

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

The Advanced Credit Option is open to undergraduates from McMaster's Department of Engineering Physics who have an overall average (CGPA) of at least B at the time they are applying for the option and who intend to apply for M.A.Sc. The Advanced Credit Option allows undergraduate students to take one 600-level course during their final undergraduate year for advanced graduate credit. The Advanced Credit Option may not be used in conjunction with the Accelerated Option which similarly allows an undergraduate student to count one 600-level course taken during their final year towards their degree requirements of the M.A.Sc program.

The Advanced Credit Option is also open to undergraduates from McMaster's Department of Engineering Physics who have an overall average (CGPA) of at least B at the time they are applying for the option and who intend to apply for M.Eng. The Advanced Credit Option allows undergraduate students to take up to two 600-level courses during their final undergraduate year for advanced graduate credit.

For details, please see attachment.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

As presented and discussed at the recent Department retreat held July 29, 2015, the graduate enrollment and applicants in the Department have declined in the past three years from 57 graduate students enrolled in 2012-13 to 44 in 2015-16. This has had a negative impact on our ability to deliver teaching assistant support to the undergraduate programs, among other issues. Also, the time-to-completion of graduate students in Engineering Physics is unacceptably long, with only 20% of our graduate students completing on time (this is a problem identified in our IQAP review). The McMaster Engineering Invest for Excellence initiative has identified the improvement of its graduate programs as one of its five priorities. Thus, the Deanery is working with all SEAS departments to streamline program degree requirements, e.g., by reducing coursework to a relevant amount, and requesting that they entertain accelerated options. The proposed program revisions are intended to attract further students to the graduate programs, reduce time-to-completion, and reduce workload to a relevant amount.

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

September 1, 2016.

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

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

See attachment.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Chang-qing Xu Email: cqxu@mcmaster.ca
Extension: 24314 Date submitted: Oct.20, 2015

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



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

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DEPARTMENT		Engineering Physics		
NAME OF PROGRAM and PLAN		N/A		
DEGREE	- M.A.Sc. - M.Eng.			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX) Is this change a result of an IQAP review? ☐ Yes ☒ No				
CREATION OF NEW MILESTONE ☐				
CHANGE IN ADMISSION REQUIREMENTS		☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐ CHANGE IN COURSE REQUIREMENTS ☒
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		☐	EXPLAIN: - Change course requirements for M.A.Sc. and M.Eng.	
OTHER CHANGES	EXPLAIN:			
DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE: M.A.Sc. students are currently required to complete 3 technical half-courses, and M.Eng. students are required to take 4 technical half-courses.				

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

The Department will allow M.A.Sc. students to take one non-technical course at the 600- or 700-level among the three required half-courses, and M.Eng. students to take one non-technical course at the 600- or 700-level among the four required half-courses with approval of the Associate Chair (Graduate).

For details, please see attachment.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

As presented and discussed at the recent Department retreat held July 29, 2015, the graduate enrollment and applicants in the Department have declined in the past three years from 57 graduate students enrolled in 2012-13 to 44 in 2015-16. This has had a negative impact on our ability to deliver teaching assistant support to the undergraduate programs, among other issues. Also, the time-to-completion of graduate students in Engineering Physics is unacceptably long, with only 20% of our graduate students completing on time (this is a problem identified in our IQAP review). The McMaster Engineering Invest for Excellence initiative has identified the improvement of its graduate programs as one of its five priorities. Thus, the Deanery is working with all SEAS departments to streamline program degree requirements, e.g., by reducing coursework to a relevant amount, and requesting that they entertain accelerated options. The proposed program revisions are intended to attract further students to the graduate programs, and broaden the knowledge of the students.

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

September 1, 2016.

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

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

See attachment.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Chang-qing Xu Email: cqxu@mcmaster.ca
Extension: 24314 Date submitted: Oct.20, 2015

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 / MILESTONES**

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:				
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DEPARTMENT		Engineering Physics		
NAME OF PROGRAM and PLAN		N/A		
DEGREE	Ph.D.			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? ☐ Yes ☒ No				
CREATION OF NEW MILESTONE ☐				
CHANGE IN ADMISSION REQUIREMENTS		☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
			CHANGE IN COURSE REQUIREMENTS	☒
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		☐	EXPLAIN:	
		Yes	- Change course requirements for Ph.D.	
OTHER CHANGES	EXPLAIN:			
DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:				
Ph.D. students with only a baccalaureate degree are currently required to complete 6 half-courses. The Department will reduce this to two half-courses.				

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

Students with a Master's degree are required to take two half-courses at the 700- level. Students entering into the Ph.D. program directly from a Baccalaureate degree, or transferring into the Ph.D. program without being required to complete the Master's degree, are required to take a total of two half-courses at the 700-level. Among these two half courses, one can be a non-technical course **with approval of the Associate Chair (Graduate)**.

For details, please see attachment.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

As presented and discussed at the recent Department retreat held July 29, 2015, the graduate enrollment and applicants in the Department have declined in the past three years from 57 graduate students enrolled in 2012-13 to 44 in 2015-16. This has had a negative impact on our ability to deliver teaching assistant support to the undergraduate programs, among other issues. Also, the time-to-completion of graduate students in Engineering Physics is unacceptably long, with only 20% of our graduate students completing on time (this is a problem identified in our IQAP review). The McMaster Engineering Invest for Excellence initiative has identified the improvement of its graduate programs as one of its five priorities. Thus, the Deanery is working with all SEAS departments to streamline program degree requirements, e.g., by reducing coursework to a relevant amount, and requesting that they entertain accelerated options. The proposed program revisions are intended to attract further students to the graduate programs, reduce time-to-completion, and reduce workload to a relevant amount.

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

September 1, 2016.

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

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

See attachment.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Chang-qing Xu Email: cqxu@mcmaster.ca
Extension: 24314 Date submitted: Oct.20, 2015

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 / MILESTONES**

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DEPARTMENT		Engineering Physics		
NAME OF PROGRAM and PLAN		N/A		
DEGREE	- Ph.D.			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? ☐ Yes ☒ No				
CREATION OF NEW MILESTONE ☐				
CHANGE IN ADMISSION REQUIREMENTS		☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☒
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		☐	EXPLAIN:	
		Yes	- Addition of Ph.D. thesis proposal	
OTHER CHANGES	EXPLAIN:			
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:				

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

- The Department will add a thesis proposal requirement to the Ph.D.

See Attachment for details

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

As presented and discussed at the recent Department retreat held July 29, 2015, the graduate enrollment and applicants in the Department have declined in the past three years from 57 graduate students enrolled in 2012-13 to 44 in 2015-16. This has had a negative impact on our ability to deliver teaching assistant support to the undergraduate programs, among other issues. Also, the time-to-completion of graduate students in Engineering Physics is unacceptably long, with only 20% of our graduate students completing on time (this is a problem identified in our IQAP review). The McMaster Engineering Invest for Excellence initiative has identified the improvement of its graduate programs as one of its five priorities. Thus, the Deanery is working with all SEAS departments to streamline program degree requirements, e.g., by reducing coursework to a relevant amount, and requesting that they entertain accelerated options. The proposed program revisions are intended to attract further students to the graduate programs, reduce time-to-completion, and reduce workload to a relevant amount.

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

September 1, 2016.

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

Details of the thesis proposal are as follows:

Proposal for Thesis Proposal for Engineering Physics PhD Students

Executive Summary

The Department has eliminated its Part II comprehensive exams, which included a thesis proposal. This report recommends that a thesis proposal be introduced into a Supervisory Committee meeting within one year of entry into the PhD. The transfer exam will count towards this requirement.

Background

In the Department meeting of March 5, 2014 it was agreed that Part 2 of the Comprehensive Exam be replaced with a thesis proposal to be presented to the Supervisory Committee. This was not implemented because it was tied to a proposal that the transfer exam be replaced with the requirement for completion of the part 1 comprehensive exam for successful transfer from the Master's to the Ph.D. program, which was not accepted by the School of Graduate Studies. On July 29, 2015, the Engineering Physics Department agreed to end the Part 2 of the Comprehensive Exam for students starting the PhD program after that date. That examination required the student to present the equivalent of a thesis proposal as well as an opportunity to present a timeframe for completion of that work. This proposal simply reinstates the Department's decision to require that a thesis proposal to be presented to the Supervisory Committee.

Rationale

The development of a thesis proposal is considered good practice for doctoral students [1]. It encourages the early planning of research that will be a substantial contribution to knowledge, building on work in the field. This is expected to help in the preparation of the student's career plan (provided separately to the department) and overall time to completion of students in our program.

Timing

PhD students will present a thesis proposal to their Supervisory Committee, normally at the first Supervisory meeting after completion of one term in their program. For students starting in September or January, this would normally occur at their first Supervisory meeting prior to the next August 31. For students starting in May, this would occur no later than their second Supervisory meeting prior to August 31 of the next year.

Transfer Exam

A student transferring from the Master's to the Ph.D. will still be required to complete the transfer exam. The transfer examination will be completed with their intended PhD supervisory committee and count towards the requirement of the thesis proposal. The requirements for the transfer exam report will be revised from a 10-page report to a 20-25 page report (described below) to be consistent with the thesis proposal requirements.

Content and Format

A written report must be submitted to the Supervisory Committee 2 weeks prior to the Supervisory Committee meeting. The report should be 20-25 pages in length (no longer than 25 pages), including figures and references. References should be no more than 2 pages. The report should follow the guidelines for the preparation of theses with regard to line spacing, font size, margins, and reference listing.

The student will be required to give a 20 minute presentation to the Supervisory Committee which addresses the content of the report, followed by questions related to the presentation and written report.

The focus of the report and presentation should be:

- i) A literature review or survey describing the current status of the field;
- ii) A description of the fundamental concepts involved and a discussion on the gaps and discrepancies in the existing knowledge base related to the thesis topic;
- iii) The details of the research plan to address these gaps and discrepancies in the existing knowledge base; and
- iv) A brief summary of the research achievements up to this point.

Sufficient detail on the research methods should be provided so that the Supervisory Committee can judge its technical feasibility, the availability of resources and the suitability of the timeframe.

Additional Notes

The thesis proposal is meant as an educational and planning tool. It should in no way prevent the student, the Supervisor and the Supervisory Committee from making needed changes during the duration of the program in the normal manner.

The thesis proposal is intended to assist in guiding the students towards successful completion of their dissertation and to provide additional context at a critical stage to the Supervisory Committee. It is not an academic assessment and its presentation to the Supervisory Committee does not constitute a 'thesis proposal defence'.

The thesis proposal will not exempt the student from other reports normally provided to the Supervisory Committee on his/her progress since starting the program or since his/her last Supervisory Committee meeting.

References

[1] Graduate Supervision: Guidelines for Students, Faculty, and Administrators, University of Toronto, 2012, <http://www.sgs.utoronto.ca/Documents/supervision+guidelines.pdf>

MEMO TO STUDENTS - DEPARTMENT OF ENGINEERING PHYSICS

Timing

PhD students will present a thesis proposal to their Supervisory Committee, normally at the first Supervisory meeting after completion of one term in their program. For students starting in September or January, this would normally occur at their first Supervisory meeting prior to the next August 31. For students starting in May, this would occur no later than their second Supervisory meeting prior to August 31 of the next year.

Thesis Proposal Format

A written report must be submitted to your Supervisory Committee 2 weeks prior to the Supervisory Committee meeting. The report should be 20-25 pages in length (no longer than 25 pages), including figures and references. References should be no more than 2 pages. The report should follow the guidelines for the preparation of theses with regard to line spacing, font size, margins, and reference listing.

You will be required to give a 20 minute presentation to your Supervisory Committee which addresses the content of the report, followed by questions related to your presentation and written report.

The focus of your report and presentation should be:

- i) A literature review or survey describing the current status of the field;
- ii) A description of the fundamental concepts involved and a discussion on the gaps and discrepancies in the existing knowledge base related to your thesis topic;
- iii) The details on your research plan to address these gaps and discrepancies in the existing knowledge base; and
- iv) A brief summary of the research achievements up to this point.

Sufficient detail on the research methods should be provided so that the Supervisory Committee can judge its technical feasibility, the availability of resources and the suitability of the timeframe.

Additional notes

The thesis proposal is meant as an educational and planning tool. It should in no way prevent the student, the Supervisor and the Supervisory Committee from making needed changes during the duration of the program in the normal manner.

The thesis proposal is intended to assist in guiding the students towards successful completion of their dissertation and to provide additional context at a critical stage to the Supervisory Committee. It is not an academic assessment and its presentation to the Supervisory Committee does not constitute a 'thesis proposal defence'.

The thesis proposal will not exempt the student from other reports normally provided to the Supervisory Committee on his/her progress since starting the program or since his/her last Supervisory Committee meeting.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

See attachment.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Chang-qing Xu Email: cqxu@mcmaster.ca
Extension: 24314 Date submitted: Oct.23, 2015

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 DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES**

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 (cbryce@mcmaster.ca). 3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.				
DEPARTMENT		Engineering Physics		
NAME OF PROGRAM and PLAN		N/A		
DEGREE	- Ph.D.			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? ☐ Yes ☒ No				
CREATION OF NEW MILESTONE ☐				
CHANGE IN ADMISSION REQUIREMENTS		☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☒
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		☐	CHANGE IN COURSE REQUIREMENTS	
		Yes	EXPLAIN: - Remove Part 2 comprehensive exam for Ph.D.	
OTHER CHANGES	EXPLAIN: 			
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:				
- During their course of study, doctoral candidates are required to pass a Departmental Comprehensive Examination. Historically, the Comprehensive Exam has been held in two parts (Part I and II). Part I focussed on undergraduate material, while Part II focused on the candidate's research topic.				

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (<i>Attach additional pages if space is not sufficient.</i>) The Department will streamline its Comprehensive Exam requirements by eliminating Part II. See Attachment for details
RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?): As presented and discussed at the recent Department retreat held July 29, 2015, the graduate enrollment and applicants in the Department have declined in the past three years from 57 graduate students enrolled in 2012-13 to 44 in 2015-16. This has had a negative impact on our ability to deliver teaching assistant support to the undergraduate programs, among other issues. Also, the time-to-completion of graduate students in Engineering Physics is unacceptably long, with only 20% of our graduate students completing on time (this is a problem identified in our IQAP review). The McMaster Engineering Invest for Excellence initiative has identified the improvement of its graduate programs as one of its five priorities. Thus, the Deanery is working with all SEAS departments to streamline program degree requirements, e.g., by reducing coursework to a relevant amount, and requesting that they entertain accelerated options. The proposed program revisions are intended to attract further students to the graduate programs, reduce time-to-completion, and reduce workload to a relevant amount.
PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>) September 1, 2016.
ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.
PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable): See attachment.
CONTACT INFORMATION FOR THE RECOMMENDED CHANGE: Name: Chang-qing Xu Email: cqxu@mcmaster.ca Extension: 24314 Date submitted: September 29, 2015

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

SGS/2013

Engineering Physics, M.A.Sc.

Master's Degree

The degree may be earned either with a thesis option (M.A.Sc.) or an industrial internship (M.Eng.) to be decided jointly by the candidate, the supervisor, and the chair. A strong baccalaureate degree with an average of at least B (equivalent to a McMaster GPA of 8.0) in engineering, mathematics, or the physical sciences is generally required for admission to the M.A.Sc. program. For the M.Eng. program, an average of at least B is required.

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M.A.Sc. Degree

Course Requirements

A candidate for the M.A.Sc. degree is required to complete a minimum of three half courses, at least two of which must be at the 700 level, with an overall average of at least B and a thesis. The M.A.Sc. students are allowed to take one non-technical course at the 600- or 700-level among the three required half-courses, with approval of the Associate Chair (Graduate).~~The M.A.Sc. students are allowed to take one non technical course at the 600- or 700-level among the three required half-courses.~~ The thesis topic is chosen in consultation with the supervisor.

Students currently enrolled in their final year of an Engineering Physics undergraduate program at McMaster University may apply for an Advanced Credit Option. The Advanced Credit Option is open to undergraduates who have an overall average (CGPA) of at least B at the time they are applying for the option. The Advanced Credit Option allows undergraduate students to take one 600-level course during their final undergraduate year for graduate credit. The Advanced Credit Option may not be used in conjunction with the Accelerated Option which similarly allows an undergraduate student to count one 600-level course taken during their final year towards their degree requirements of the M.A.Sc program. In exceptional circumstances, students from other Engineering departments in McMaster applying for entry into the M.A.Sc. program in Engineering Physics may apply for the Advanced Credit Option with the permission of the Department's Associate Chair (Graduate). Entry into the M.A.Sc. program under the Advanced Credit Option must occur less than one year upon completing one's undergraduate degree and must meet the same requirements for admission as other candidates.

An Accelerated Option is also available to students currently enrolled at McMaster as undergraduate students in the Engineering Physics Department whereby the M.A.Sc. degree may be completed in 12-16 months of full-time study. Application for entry into the Accelerated

Option occurs in the final year of undergraduate studies. Applicants must have an overall average (CGPA) of at least B at the time they are applying for the option. The Accelerated Option requires students to complete at least one term of their thesis-related project with a supervisor from the department prior to completion of their undergraduate degree. A 600-level course offered by the department is required under the Accelerated Option in the final undergraduate year for graduate credit. In exceptional circumstances, students from other Engineering departments in McMaster may apply for entry into the Accelerated Option by contacting the department's Associate Chair (Graduate). Entry into the M.A.Sc. program under the Accelerated Option must occur less than one year upon completing one's undergraduate degree and must meet the same requirements for admission as other candidates.

Engineering Physics (Industrial Internship), M. Eng.

Master's Degree

~~The degree may be earned either with a thesis option (M.A.Sc.) or an industrial internship (M.Eng.) to be decided jointly by the candidate, the supervisor, and the chair. A strong baccalaureate degree with an average of at least B (equivalent to a McMaster GPA of 8.0) in engineering, mathematics, or the physical sciences is generally required for admission to the M.A.Sc. program. For the M.Eng. program, an average of at least B is required.~~

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M.Eng. Degree (Industrial Internship)

Course Requirements

A candidate for the M.Eng. degree (Industrial Internship) is required to complete a minimum of four half courses (the equivalent of two half courses must be at the 700-level). The M.Eng. students are allowed to take one non-technical course at the 600- or 700-level among the four required half-courses, with approval of the Associate Chair (Graduate). ~~The M.Eng. students are allowed to take one non-technical course at the 600- or 700-level among the four required half courses.~~ The candidate must attain a grade of at least B- in each of the selected courses. An on-campus research project is to be pursued under the supervision of a member of the Department. The subject area is to be chosen in consultation with ~~the Department Chair and~~ the supervising faculty member.

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In addition to the required courses and the on-campus [research](#) project described above, the candidate for the M.Eng. degree (Industrial Internship) is required to complete [ENG PHYS 733](#). This involves spending approximately four months in an industrial laboratory carrying out an industry-oriented project under the supervision of a suitably qualified staff scientist. The candidate is usually required to undertake some on-campus study in preparation for the industrial project. The Department of [Engineering Physics](#) makes arrangements for the industrial project in consultation with the candidate. Subject to the approval of the Department Chair, the requirement for an on-campus [research](#) project may be replaced by the addition of the equivalent of [two half-courses](#)~~one more full course~~.

[Students currently enrolled in their final year of an Engineering Physics undergraduate program at McMaster University may apply for an Advanced Credit Option. The Advanced Credit Option is open to undergraduates who have an overall average \(CGPA\) of at least B at the time they are applying for the option. The Advanced Credit Option allows undergraduate students to take up to two 600-level courses during their final undergraduate year for graduate credit. In exceptional circumstances, students from other Engineering departments in McMaster applying for entry into the M.Eng. program in Engineering Physics may apply for the Advanced Credit Option with the permission of the Department's Associate Chair \(Graduate\). Entry into the M.Eng. program under the Advanced Credit Option must occur less than one year upon completing one's undergraduate degree and must meet the same requirements for admission as other candidates.](#)

[Transfer to the Ph.D.](#)

[After a minimum of 1 year in the M.A.Sc. or M.Eng. program, a student may transfer to the Ph.D. program without completion of the Master's, upon successful completion of a transfer examination. The transfer examination will be completed with the intended Ph.D. Supervisory Committee. The transfer exam will count towards the requirement of the PhD thesis proposal. The transfer exam is oral with a written report and presentation.](#)

[Engineering Physics](#), Ph.D

Ph.D. Degree

Course Requirements

The general Regulations for the Degree Doctor of Philosophy appear earlier in the Calendar. Students with a Master's degree are required to take [two half-courses](#)~~three half courses~~, at

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~~least two of which must be~~ at the 700- level. Students entering into the Ph.D. program directly from a Baccalaureate degree, or transferring into the Ph.D. program without being required to complete the Master's degree are required to take a total of two half-courses ~~six half courses, of which at least four must be~~ at the 700-level. Among these two half courses, one can be a non-technical course with approval of the Associate Chair (Graduate). For those students transferring to the Ph.D. without completion of the Master's degree, courses completed during the Master's at McMaster's Engineering Physics M.A.Sc. or M.Eng. program may be transferred to McMaster's Engineering Physics Ph.D. program.

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Comprehensive Examination

During their course of study, doctoral candidates will be required to pass a Departmental Comprehensive Examination. The purpose of this examination is to ensure that the candidate possesses sufficient knowledge and maturity of approach. The examination format is oral and will test the student's knowledge and understanding of mathematics, physics, and the engineering sciences. The candidate will normally take the examination within 8 months and no later than 20 months following admission to the doctoral program. The examination may, at the discretion of the Department, be repeated once. Reporting of examination results will be done in accordance with the Regulations of the School of Graduate Studies.~~The Comprehensive Examination will be in two parts.~~

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Thesis Proposal

Ph.D. students must present a thesis proposal to their Supervisory Committee, normally at the first Supervisory meeting after completion of one term in their program.

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Part I

~~Part I will be an oral examination to test the student's undergraduate level of knowledge and understanding of mathematics, physics, and the engineering sciences.~~

Part II

~~Part II will take the form of an oral examination designed to examine the student's understanding of, and approach to, her/his proposed dissertation research. The candidate will normally take Part I within 8 months of admission to the doctoral program, and Part II~~

~~no later than 24 months following admission. Both parts of the Examination may, at the discretion of the Department, be repeated once. Reporting of examination results will be done in accordance with the Regulations of the School of Graduate Studies.~~



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 meeting on November 5th 2015 the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved at the November 19th, 2015 meeting of the Faculty of Science.

FOR APPROVAL OF GRADUATE COUNCIL:

- **Computational Science and Engineering**
 - o Cancellation of Course-Based M.Sc. and M.Eng Degrees
 - o Change in Course Requirements
- **Psychology, Neuroscience and Behaviour**
 - o New Stream – Research and Clinical Training

FOR INFORMATION OF GRADUATE COUNCIL:

- **Chemistry**
 - **New Course:** 757 Applications of Lab-on-a-chip Devices
- **Computational Science and Engineering**
 - **New Cross-listed Course:** 780 Data Science
 - **Course Cancellation:** 702 Advanced Computational Methods and Models
- **Geography and Earth Sciences**
 - **Change to Course Title:** 718 Watershed Hydrology
 - **Change to Course Timing:** 756 Advanced Methods in Sedimentology and Stratigraphic Analysis
 - **Change to Course Title and Description:** 765 Ecohydrology
- **Mathematics and Statistics**
 - **New Course:** 780 Data Science
- **Physics and Astronomy**
 - **New Course:** 745 Special Topics in Theoretical Physics - Module
- **Psychology, Neuroscience and Behaviour**

- **New Courses:**
 - 751 Scientific and Professional Ethics in Clinical Psychology
 - 752 Psychological Assessment
 - 753 Psychological Intervention
 - 754 Research Design and Test Construction
 - 755 Psycholodiagnostics
 - 756 Clinical Practicum I
 - 757 Clinical Practicum II
 - 758 Longitudinal Practicum

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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.			
2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).			
3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
DEPARTMENT		-	
NAME OF PROGRAM and PLAN		School of Computational Science and Engineering	
DEGREE	Master's		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? ☒ Yes ☐ No			
CREATION OF NEW MILESTONE ☐			
CHANGE IN ADMISSION REQUIREMENTS	☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	☐	EXPLAIN:	
OTHER CHANGES	☒	EXPLAIN: Cancellation of the coursework only Master's program	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

M.Eng. and M.Sc. degrees with coursework: A candidate for the M.Eng. and M.Sc. degrees with the coursework option is required to complete a minimum of eight half courses. Of these, four must be the three core courses and the course Parallel and High Performance Computing (CSE*745), whereas the remaining courses may be chosen from any of those listed by the School, in consultation with the Director. Up to two of the half courses may be at the 600-level. The M.Eng. and M.Sc. degrees with the coursework option are not a preferred route to a Ph.D. program.

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

Cancellation of the coursework-only Master's program

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The coursework-only Master's program is currently inactive and for a number of years there has been no recruitment (this program is a legacy from the times when the School was administered by the Faculty of Engineering). The reason is that due to the lack of a clear "research component", there have been doubts whether this program meets the provincial accreditation criteria for a Master's degree in scientific disciplines. One of the recommendations of the IQAP review was therefore to discontinue this program.

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

Academic year 2016/17

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

Since development of a long-discussed Professional Master's program (if we decide to go that path) would require a separate accreditation process, the existing coursework-only program would not be of much help for that purpose.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Eliminate the description of the coursework-only program from the Graduate Calendar.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Bartosz Protas Email: bprotas@mcmaster.ca Extension: x24116 Date submitted: October 19, 2015

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 / MILESTONES**

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.			
2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).			
3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
DEPARTMENT		-	
NAME OF PROGRAM and PLAN		School of Computational Science and Engineering	
DEGREE	Master's		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? ☒ Yes ☐ No			
CREATION OF NEW MILESTONE ☐			
CHANGE IN ADMISSION REQUIREMENTS	☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
		CHANGE IN COURSE REQUIREMENTS	☒
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		EXPLAIN:	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

M.A.Sc. and M.Sc. degrees with thesis: A candidate for the M.A.Sc. or M.Sc. degree with thesis is required to complete a minimum of four half courses and to successfully defend a thesis (thesis topic is chosen in consultation with the supervisor). Two of the four half courses must be chosen from the three core courses (CSE 700, CSE 701, CSE 702) offered by the School. The remaining two half courses are normally chosen from the list of the courses approved by the School. Students may be required to take more courses as judged by the supervisor and the graduate committee.

M.Eng. and M.Sc. degrees with coursework and project: A candidate for the M.Eng. and M.Sc. degrees with the coursework and project option is required to complete a minimum of six half courses and successfully complete a research project written under the supervision of a faculty member. The project topic is chosen in consultation with the supervisor. Of the six half courses, three must be the core courses (CSE 700, CSE 701, CSE 702), whereas the remaining three courses may be chosen from those listed by the School, in consultation with the project supervisor. Up to two of the half courses may be at the 600-level.

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

Following one of the recommendations from the IQAP review, we propose to introduce an "escape clause" in the program requirements which would allow student who can demonstrate adequate training to replace a core course with a different (more advanced) course. This solution will be applied in exceptional cases only and the decision will be made by the Program Director after consulting with the student's Supervisor.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Since the CSE Program is open to students coming from diverse interdisciplinary backgrounds, the core courses are designed to ensure that all students attain a certain required level as regards computational techniques at the beginning of their studies. As such, these courses cover basic material and may not be suitable for those few students who come with much stronger background. It is therefore advisable to create a path for those more advanced students which will allow them to take a more advanced course in lieu of a core course as a part of the coursework requirements.

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

Academic year 2016/17

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 (please include a tracked changes version of the calendar section affected if applicable):

In the description of program requirements for Master's degree include the phrase "*Students who can demonstrate adequate training may request to replace a core course with a different (more advanced) course. This can be done in exceptional cases only and the decision will be made by the Program Director after consulting with the student's Supervisor.*"

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Bartosz Protas Email: bprotas@mcmaster.ca Extension: x24116 Date submitted: October 19, 2015

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 / MILESTONES**

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.			
2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).			
3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
DEPARTMENT		-	
NAME OF PROGRAM and PLAN		School of Computational Science and Engineering	
DEGREE	Master's		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? ☐ Yes ☐ No			
CREATION OF NEW MILESTONE ☐			
CHANGE IN ADMISSION REQUIREMENTS	☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
		CHANGE IN COURSE REQUIREMENTS	☒
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		EXPLAIN:	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

M.A.Sc. and M.Sc. degrees with thesis: A candidate for the M.A.Sc. or M.Sc. degree with thesis is required to complete a minimum of four half courses and to successfully defend a thesis (thesis topic is chosen in consultation with the supervisor). Two of the four half courses must be chosen from the three core courses (CSE 700, CSE 701, CSE 702) offered by the School. The remaining two half courses are normally chosen from the list of the courses approved by the School. Students may be required to take more courses as judged by the supervisor and the graduate committee.

M.Eng. and M.Sc. degrees with coursework and project: A candidate for the M.Eng. and M.Sc. degrees with the coursework and project option is required to complete a minimum of six half courses and successfully complete a research project written under the supervision of a faculty member. The project topic is chosen in consultation with the supervisor. Of the six half courses, three must be the core courses (CSE 700, CSE 701, CSE 702), whereas the remaining three courses may be chosen from those listed by the School, in consultation with the project supervisor. Up to two of the half courses may be at the 600-level.

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

In parallel with the cancellation of the course CSE 702 (see accompanying proposal), it is proposed that the program requirements be amended as follows:

M.A.Sc. and M.Sc. degrees with thesis: two of the required four half courses must be the two core courses (CSE 700, CSE 701) offered by the School.

M.Eng. and M.Sc. degrees with coursework and project: Of the six required half courses, two must be the two core courses (CSE 700, CSE 701), one must be chosen as either CSE 745 (Parallel and High-Performance Computing) or CSE XXX (Data Science STAT 780; proposed for cross-listing in CSE), whereas the remaining three courses may be chosen from those listed by the School.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Given that the two core courses CSE 700 and CSE 702 are normally taught by different (sessional) instructors from different departments, it has proved difficult to ensure a suitable continuity between the material offered in these two courses, resulting in a parallel proposal to cancel CSE 702.

Since CSE is mandatory for project-based Master's students, it is proposed that it be replaced with a choice of two advanced courses: CSE 745 (Parallel and High-Performance Computing) or CSE XXX (Data Science STAT 780; currently proposed for cross-listing in CSE). This will allow the students to broaden their area of expertise in relevant and rapidly evolving areas while retaining high academic standards in the Program.

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

Academic year 2016/17

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 (please include a tracked changes version of the calendar section affected if applicable):

The existing descriptions of program requirements should be replaced with the following

M.A.Sc. and M.Sc. degrees with thesis: A candidate for the M.A.Sc. or M.Sc. degree with thesis is required to complete a minimum of four half courses and to successfully defend a thesis (thesis topic is chosen in consultation with the supervisor). Two of the four half courses must be the two core courses (CSE 700, CSE 701) offered by the School. The remaining two half courses are normally chosen from the list of the courses approved by the School. Students may be required to take more courses as judged by the supervisor and the graduate committee.

M.Eng. and M.Sc. degrees with coursework and project: A candidate for the M.Eng. and M.Sc. degrees with the coursework and project option is required to complete a minimum of six half courses and successfully complete a research project written under the supervision of a faculty member. The project topic is chosen in consultation with the supervisor. Of the six required half courses, two must be the two core courses (CSE 700, CSE 701), one must be chosen as either CSE 745 (Parallel and High-Performance Computing) or CSE XXX (Data Science), whereas the remaining three courses may be chosen from those listed by the School, in consultation with the project supervisor. Up to two of the half courses may be at the 600-level.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Bartosz Protas Email: bprotas@mcmaster.ca Extension: x24116 Date submitted: October 19, 2015

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 / MILESTONES**

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:				
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.				
DEPARTMENT		Psychology, Neuroscience and Behaviour		
NAME OF PROGRAM and PLAN		Psychology Research and Clinical Training		
DEGREE	PhD			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? ☐ Yes ☐ No				
CREATION OF NEW MILESTONE ☐				
CHANGE IN ADMISSION REQUIREMENTS		☒	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		☒	EXPLAIN: The new program stream will have limited enrollment and will require additional coursework	
OTHER CHANGES	EXPLAIN:			

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Existing requirements are referenced at

http://academiccalendars.romcmaster.ca/preview_program.php?catoid=16&poid=10707&returnto=2714

Psychology, Ph.D

M.Sc. and Ph.D. Degrees

Graduate training in Psychology at McMaster leads to the Ph.D. degree and is strongly research oriented. The basic approach is that of a research apprenticeship, with the student assigned to one faculty member as the research supervisor. The Department provides excellent opportunities for research in Animal Behaviour/Learning; Behavioural Neuroscience; Cognition/Perception; Developmental Psychology; and Social/Evolutionary Psychology. No special training is offered in the applied areas such as Clinical or Industrial Psychology, and applications in these fields are discouraged. Students are not usually required to complete a M.Sc. en route to the Ph.D., but they may do so if they wish. The general requirements for the Degree Doctor of Philosophy are described earlier in the calendar.

Admission

Applicants for graduate study in Psychology normally must have received, from a recognized university, either a Master's degree in Psychology, or a Bachelor's degree in Honours Psychology, with at least B+ standing. Occasional exceptions are made to the above requirements for students with a background in a related discipline. Students with strong backgrounds in biology, neuroscience, computer science or physics are encouraged to apply.

First Master's year

In the first Master's year, all students take two courses: Contemporary Problems in Psychology (PSYCH 720) and Statistics and Research Design (PSYCH 710). Students entering the program directly at the Ph.D. level may be exempted from both of these courses. It is expected that at least one-half of the student's time will be devoted to research on a topic to be chosen by the student in consultation with the faculty supervisor. Each student submits a report on research progress by May 15 of the first year. Continuation to the Doctoral degree in the graduate training program is determined by the student's research progress and the student's performance in Contemporary Problems, Statistics and any other courses completed. If these performances are acceptable, students who enter without a Master's degree are permitted to proceed directly to Ph.D. studies. Students must complete Psych 710, Psych 720 as well as a Master's thesis to obtain a Master's degree.

- PSYCH 720 / Contemporary Problems in Psychology, Neuroscience and Behaviour
- PSYCH 710 / Statistics and Research Design

Subsequent Years

In subsequent years, students complete:

Two quarter year qualitative courses

- PSYCH 711 / Advanced Statistics and Computational Methods I, and
- PSYCH 712 / Advanced Statistics and Computational Methods II, or
- approved course equivalent(s)

Two quarter-year advanced special topics courses

- PSYCH 713 / Special Topics in Psychology, Neuroscience and Behaviour I

- PSYCH 714 / Special Topics in Psychology, Neuroscience and Behaviour II
- and one half-year graduate course (note Psych 721 cannot be counted toward this requirement)

Additional Information

Aside from these courses, the major activities of the student beyond the first year fall into two categories. First, students are expected to carry out their thesis research and report the progress of this research by May 15 of the second and each subsequent year. For the student to continue in the program this report must show that satisfactory progress is being made. Second, to satisfy the comprehensive requirement the student, in consultation with the supervisory committee, must select one or more topics for intensive study. These topics must not be in the student's thesis topic area, and must be approved by the Chair of the Graduate Studies Committee. The study of these topics is then taken up under the guidance of the student's comprehensive examining committee, which includes the student's supervisory committee and up to two other faculty members with relevant expertise. After a period of about six weeks the student will be expected to demonstrate mastery of the material to the satisfaction of the examining committee, first in a written submission and then followed by oral examination. The comprehensive examination must be successfully completed within 24 months of entering the Ph.D. program.

Students entering at the Master's level ideally complete the doctoral thesis and all other requirements for the Ph.D. degree by the end of five years of graduate training. Students admitted directly into the Ph.D. program ideally complete all requirements for the Ph.D. degree within four years. Doctoral students are strongly encouraged to give a departmental colloquium in their final year of study.

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

Overview

The McMaster Psychology - Research & Clinical Training (RCT) PhD stream has as its primary objective to train clinician-scientists skilled in core competencies surrounding the pursuit of scientific knowledge and the provision of psychological services. Accordingly, our training model is focused on: i) rigorous training in research methodology, experimental design and statistics and ii) clinical training in the areas of adult and child psychology and neuropsychology, including both in-class learning, practica, and internship opportunities. Following completion of the program, it is expected that learners will have met the requirements for licensing in Psychology in the Province of Ontario.

The program augments the McMaster Psychology graduate program, by providing a subset of Psychology graduate students in good standing in the program with an opportunity for clinical training.

The Research and Clinical Training stream focuses on scientific inquiry and is aimed at training first-rate professional clinician-scientists in applied areas of psychology, while providing them with the necessary clinical knowledge to become professional providers of psychological services.

Admission

Admission to the Research and Clinical Training stream is granted after the first year of graduate study. Application is made to the program Admissions Committee and requires a supporting letter from the student's academic advisor. Program spots are limited. Admission to the program is awarded according merit, academic standing and space availability.

Admission to the program stream is decided by the Psychology RCT Admissions Committee following an interview process.

Because Psychology RCT coursework entails a substantial commitment beyond the standard PhD program

requirements, there are several criteria that must be met:

- the student's thesis supervisor must be in support of enrolment in the Psychology RCT
- the student's research should be relevant to clinical psychology questions/issues
- the student must have completed the first year of your MSc and be eligible for transfer to the PhD stream
- the student must be in good standing and meeting timelines for program requirements
- the student must have successfully completed the course on Ethics in Clinical Psychology (Psych 751)

Interviews are conducted with Psychology RCT committee members to ensure the above criteria are met. Typically, interviews are scheduled in the spring / summer terms prior to entry into the program in the subsequent fall term.

Requirements

The following Graduate-level training courses are required;

(i) Research Design/Methodology/Statistics:

This course is offered as part of the regular curriculum for Masters students in year 1.

(II) Contemporary Problems in Psychology

This course is offered as part of the regular curriculum for Masters students in year 1.

(III) Scientific and Professional Ethics in Clinical Psychology (Psych 751)

This course is offered as an introductory foundation course in year 1 of the Masters degree for students planning to apply for the Psychology RCT graduate program. This course will examine ethical and legal responsibilities associated with the practice of clinical psychology. Course content will be framed within the Canadian Code of Ethics for Psychologists and the College of Psychologists of Ontario Standards and Guidelines of Professional Conduct. Issues of diversity will also be explored.

(IV) Research Design and Test Construction (Psych 754)

This course examines principles of research design in a clinical setting and fundamental issues in psychometrics such as test validity, reliability, and item construction. It also covers applications of psychological testing in areas such as education, employment, and health care settings.

(V) Psychodiagnostics (Psych 755)

This course integrates knowledge of various instruments of assessment with diagnostics and report writing. Training will include the use of MMPI, SCID structured interview and additional instruments used in structured and semi structured interviews.

(VI) Psychological Assessment (Psych 752)

This course is offered for students registered in the the Psychology RCT graduate program. The primary focus of the course will be on evidence-based approaches to risk, personality and psychodiagnostic testing and behavioural assessment. Students will gain competency in clinical interviewing, core psychodiagnostic measures and behavioural assessment techniques

(VII) Psychological Intervention (Psych 753)

This course is offered for students registered in the Psychology RCT graduate program. The primary focus of the course will be to provide students with an introduction to evidence-based psychological intervention techniques. Relevant theoretical literature will be reviewed and an overview provided of current treatment approaches for a range of psychological disorders.

(VIII) Two Modules of Clinical Practica (Clinical Practicum I & II - Psych 756 & Psych 757). This consists of two modules, each of 4 month duration involving intensive Clinical placements that expose the student to a number of clinical disorders across a variety of settings. The focus here is the development of clinical interview, assessment and therapeutic skill sets.

(IX) Longitudinal Practica. (Psych 758) One Longitudinal practicum is integrated with the Assessment (Psych 720) and Psychological Intervention (Psych 753) courses such that instructional content from the courses is experienced, reinforced and practiced in the clinic setting.

MSc – entry qualifying year	Course work: 1a) Psych 720 Contemporary Problems (all graduate students) 1b) Psych 710 Statistics and Research Design I (all graduate students) 1c) Psych 751 Scientific and Professional Ethics (probationary RCT students only) Program Entry: Applicants to the Psychology RCT program would undergo an admissions interview, conducted by the RCT Admissions Committee
PhD (Year 1)	Course work: 2a) Psych 754 Research Design and Test Construction 2b) Psych 755 Psychodiagnostics Practica: Psych 756 Clinical Practica I - Introduction to Assessment and Intervention (4 days per week; Summer Term)
PhD (Year 2)	Course work: 3a) Psych 752 Psychological Assessment 3b) Psych 753 Psychological Intervention Practica: 757 Longitudinal Practicum II (2 days per week; Fall/Winter Term) 756 Clinical Practica II – Advanced Assessment and Intervention (4 days per week; Summer Term)
PhD (Year 3)	Research Intensive Thesis work
PhD (Year 4)	**** Internship Year**** **** PhD Defense ****

Internships

Students will be encouraged to apply to other residency programs to diversify their training experiences. This will be done through the regular Association of Psychology Postdoctoral and Internship Centers (APPIC) system.

Internships will begin only after a full progress review – and confirmation that all research / data collection for the thesis has been finalized and permission to write has been granted.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The 2010 periodic appraisal of the Psychology Graduate Program at McMaster identified that the department vision to prepare students for academic career in "psychological science" was too narrow and at the breadth of training that was provided would be captured better by "preparing students for a career in scientific research". The addition of a clinical program stream with the primary focus of training clinician-scientists fits well within this framework.

Another program goal identified in 2010 was the need to grow graduate enrollment. Substantial gains have been made in this regard, and the new Psychology RCT program will add a further five students per year, and increase the stable enrollment in the Psychology Graduate Program by 25 students.

Strategic fit with university's academic plans: the open letter titled *Forward with Integrity* by university President Patrick Dean presents a vision for McMaster, that emphasizes the need for advances that are interdisciplinary, involve community engagement, experiential learning, and internationalization.

The Research and Clinical Training stream is consistent with these themes.

Interdisciplinary: the programstream is interdisciplinary, involving faculty from both departments of Psychology, Neuroscience and Behaviour and Psychiatry and Behavioural Neurosciences, and Psychological services at St.Joseph's Healthcare, Hamilton.

Community Engagement: The focus of the RCT student's thesis research is clinical, and as such has immediate implications for interactions with members of the community, either through advances in aetiology or therapeutics. In addition, the program stream involves practica experiences at the new 305-bed mental health facility at St.Joseph's with over 30 distinct outpatient clinics, thereby directly providing students with clinical opportunities to interact with patients in the community.

Experiential: The longitudinal practica is integrated with the Assessment and Intervention Courses such that instructional content from the courses is experienced, reinforced, and practiced in the clinic setting. In addition, the program delivery involves fixed prescribed series of exposures to clinical psychology across the full range of the mental health care, from primary care, to emergency services, community outreach, clinic, and inpatient settings—all under the instructional guidance of clinic psychologists.

Internationalization: The innovative training model proposed will certainly gain national attention. The RCT group has already been asked to submit a manuscript announcing and summarizing the program stream for publication in *Psynopsis* - the magazine of the Canadian Psychological Association.

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

September 2016

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

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

As a subsection to the existing calendar entry:

Psychology Research & Clinical Training Program Stream

Overview

The McMaster Psychology Research & Clinical Training (RCT) PhD program stream augments the McMaster Psychology graduate program, by providing a subset of Psychology graduate students in good standing in the program with an opportunity for clinical training. The Psychology RCT has as its primary objective to train clinician-scientists skilled in core competencies surrounding the pursuit of scientific knowledge and the provision of psychological services. Accordingly, our training model is focused on: i) rigorous training in research methodology, experimental design and statistics and ii) clinical psychology training including both in-class learning and practica experiences. Following completion of the program, it is expected that students will have met the requirements for licensing in Psychology in the Province of Ontario.

Admission

Enrolment in the Psychology RCT program stream is limited. For this reason, a set number of probationary program spots are opened up to Masters students entering the Psychology graduate program each year. Following the first year in the masters program, successful candidates are formally admitted to the RCT PhD program stream. Admission to the program is awarded according merit, academic standing and space availability. Admission to the program stream is decided by the Psychology RCT Admissions Committee following a screening and interview process.

Because Psychology RCT coursework entails a substantial commitment beyond the standard PhD program requirements, there are several criteria that must be met:

- the student's thesis supervisor must be in support of enrolment in the Psychology RCT
- the student's research should be relevant to clinical psychology questions/issues
- the student must have completed the first year of your MSc and be eligible for transfer to the PhD stream
- the student must be in good standing and meeting timelines for program requirements
- the student must have successfully completed the course on Ethics in Clinical Psychology (Psych 751)

Interviews are conducted with Psychology RCT Admissions committee members to ensure the above criteria are met. Typically, interviews are scheduled in the spring / summer terms prior to entry into the program in the subsequent fall term.

Degree Requirements

Students must satisfy the regular Psychology PhD thesis and comprehensive requirements outlined above.

The following Graduate-level training courses are required;

- (i) Research Design/Methodology/Statistics (720)

- (II) Contemporary Problems in Psychology (710)
- (III) Scientific and Professional Ethics in Clinical Psychology (Psych 751)
- (IV) Research Design and Test Construction (Psych 754)
- (V) Psychodiagnostics (Psych 755)
- (VI) Psychological Assessment (Psych 752)
- (VII) Psychological Intervention (Psych 753)
- (VIII) Two Modules of Clinical Practica. (Psych 756; 757)
- (IX) One Longitudinal Practica. (Psych 758)

In addition to the above courses, as in the regular PhD stream, students are expected to carry out their thesis research, report the progress of this research annually, and show that satisfactory progress is being made. Students ideally complete the doctoral thesis and all other requirements for the Ph.D. degree by the end of five years of graduate training.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Geoffrey Hall Email: hallg@mcmaster.ca Extension: 23033 Date submitted: Oct 2015

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

SGS/2013

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on October 16th, 2015 the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following recommendations.

The enclosed documents were approved by the Faculty of Social Sciences Council at its meeting on November 19th, 2015

FOR APPROVAL OF GRADUATE COUNCIL:

- **Anthropology**
 - **Change to Ph.D. Course Requirements**
 - **Change to Specialization Name**
- **Sociology**
 - **Change to Admission Requirements**
 - **Change name of Research Area and Comprehensive Examination**
 - **Revision to Calendar Copy**

FOR INFORMATION OF GRADUATE COUNCIL:

- **Anthropology**
 - **Change to Course Titles:**
 - 711 Advanced Topics in Physical Anthropology
 - 715 Readings in Physical Anthropology
 - **New Course**
 - 749 Gastronomic Heritage
- **Social Work**
 - **Change in Course Description**
 - 738 Research Methods for Social Work
 - **Change in Course Title and Course Description:**
 - 721 Community, Citizenship and Social Justice

- 737 Critical Approaches to Social Work Knowledge
- o **Course Cancellation:**
 - 726 Changing Social Service Organizations: Tensions in Practice
- o **New Courses**
 - 740 Changing Social Service Organizations: Implications for Workers and Service Users
 - 741 Changing Social Services, Changing Communities: Focus on Leadership
 - 742 Organizational and Social Change: Theories, Practices and Possibilities for Leadership
 - 743 Critical Approaches to Evidence and Evaluation in Social Services & Communities
 - 750 Leadership Seminar
 - 751 Leadership Practicum

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S)
INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES****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 (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT	Anthropology		
NAME OF PROGRAM and PLAN	Ph.D. in Anthropology		
DEGREE	Ph.D.		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? ☐ Yes ☒ No			
CREATION OF NEW MILESTONE ☒			
CHANGE IN ADMISSION REQUIREMENTS	☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
		CHANGE IN COURSE REQUIREMENTS	☒
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR		EXPLAIN:	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Students promoted from within our M.A. program (after completing coursework but before completing the thesis or MRP), are required to take a total of eight half-courses in the program over the course of their enrolment.

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

For students that have sufficient training, the possibility of starting directly on comprehensive exams would enable them to complete the program more rapidly. We would like to keep the option of taking additional course open, but allow accelerated progress for students with sufficient training and background to enable them to move directly to comprehensive exams. Suitability for this move would be determined by the supervisor in consultation with the Graduate Director and or Department Chair.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

For students that have sufficient training, the possibility of starting directly on comprehensive exams would allow them to complete the program more rapidly. This would enable students to complete the program with funding in place and allow them to seek employment sooner.

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

September 2016

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

The last three students promoted directly from the MA program have started directly on comprehensive exams, setting a strong precedent. The proposed change would simplify the procedure for future students with suitable background and training.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Students promoted from within our M.A. program (after completing coursework but before completing the thesis or MRP), ~~are required to take a total of eight half-courses in the program over the course of their enrolment.~~ may be exempt from taking any further

courses if they have sufficient training for their program of study. The supervisor will make this decision in consultation with the student and chair or Graduate director. In the rare cases in which Ph.D. students are admitted directly from a Bachelor's degree, they will normally be required to take four half-courses at the graduate level.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Megan Brickley Email: Brickley@mcmaster.ca Extension: 24256 Date submitted:
September 21st 2015

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 / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
DEPARTMENT		Anthropology	
NAME OF PROGRAM and PLAN		M.A. and Ph.D. in Anthropology	
DEGREE	M.A. and Ph.D. in Anthropology		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? ☐ Yes ☒ No			
CREATION OF NEW MILESTONE ☐			
CHANGE IN ADMISSION REQUIREMENTS	☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	CHANGE IN COURSE REQUIREMENTS
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR		EXPLAIN:	
OTHER CHANGES	X	EXPLAIN: We would like to change the name of the specialization "Physical Anthropology" to Biological Anthropology .	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

N/A

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

With developments in the field of Anthropology we feel that the word 'Biological' is more accurate and useful than the word 'Physical' in descriptions of this area of specialisation as undertaken in the department of Anthropology. We would like to replace the word Physical with Biological in the Calendar.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

This change just involves using a term with a wider meaning that reflects a development in this field of anthropology. It will assist with marketing of the area of specialisation and ensure that as faculty research interests develop they are encompassed by the term.

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

1st September 2016.

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

To keep terminology consistent the titles of two courses would also need to be changed.

711 Advanced topics in Biological ~~Physical~~ Anthropology

715 Readings in Biological ~~Physical~~ Anthropology

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

The M.A. program is intended to be holistic in scope, but students may specialize in any of the major fields of Anthropology, including Cultural; Physical~~Biological~~; Archaeology; Culture, Health, and Disease; and Linguistic Anthropology.

Physical~~Biological~~

ANTHROP 705 / Advanced Skeletal Biology

ANTHROP 711 / Advanced Topics in Physical~~Biological~~ Anthropology

ANTHROP 715 / Readings in Physical~~Biological~~ Anthropology

Areas of Specialization

Ph.D. students conduct fieldwork in many parts of the world. The study of European societies is a new area of interest in the Department. The Department's Ph.D. students have recently engaged in research in Spain, Western Samoa, Nepal, Mesoamerica, Italy, India, Mexico, Chile, Belize, Antigua, Uganda, Zimbabwe, Argentina, the Virgin Islands, Jamaica, as well as in various provinces of Canada.

The McMaster Anthropology Department offers specializations in Archaeology, Cultural Anthropology, ~~Physical~~ Biological Anthropology, and Culture, Health and Disease. More specially, it defines itself in terms of topical areas and issues that its faculty and graduate students investigate. The main fields of inquiry of members of the Department include: anthropology of health, applied anthropology, archaeological history, complex societies, ethno history, indigenous studies, material culture, molecular anthropology, osteology and socio-environmental studies.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Megan Brickley Email: Brickley@mcmaster.ca Extension: 24256 Date submitted: September 21st 2015

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 / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
DEPARTMENT		Sociology	
NAME OF PROGRAM and PLAN		GSSMA: Socicpma; socicrma; sociomas; socithma	
DEGREE	MA_SS		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? ☐ Yes ☒ No			
CREATION OF NEW MILESTONE ☐			
CHANGE IN ADMISSION REQUIREMENTS	☒	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☐
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		CHANGE IN COURSE REQUIREMENTS	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The existing requirement is very restrictive and does not reflect admission decisions made by the Department.

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

The recommended change will open admission to students in other social scientific disciplines.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

This change reflects current admissions practices to admit students from a variety of related disciplines.

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

September 2016

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

no

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Normally candidates for admission to the M.A. program are expected to have completed ~~work in sociology equivalent to the honours degree (57 units, including 9 units of theory and 12 units of methods)~~ an Honours degree in Sociology or related social scientific discipline.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Tina Fetner Email: tina.fetner@mcmaster.ca Extension: 23623 Date submitted: October 5, 2015

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 / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:				
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.				
DEPARTMENT		Sociology		
NAME OF PROGRAM and PLAN		GSSMA: Socicpma; socicrma; sociomas; socithma GSSPH: Sociphd		
DEGREE	MA_SS; PHD_SS			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? ☐ Yes ☒ No				
CREATION OF NEW MILESTONE ☒				
CHANGE IN ADMISSION REQUIREMENTS		☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	☒
			CHANGE IN COURSE REQUIREMENTS	☐
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR		EXPLAIN:		
OTHER CHANGES	☒	EXPLAIN: Revise Research area and New PhD comprehensive area to match		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Currently, the Department identifies six research areas which include the Sociology of Work. There five PhD comprehensive examinations; none cover the area of Work.

Research Areas: Gender, Sexuality and Family; Politics, Social Movements and Policy; Race, Ethnicity and Immigration; Social Inequality; Social Psychology; and Sociology of Work.

Comprehensive Examinations: Political Sociology and Social Movements; Social Inequality; Social Psychology; Sociology of Gender and Sexualities; Sociology of Race and Ethnicity

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

Change of Research Area from "Sociology of Work" to "Sociology of Work and Occupations"

Add PhD Comprehensive Examination entitled "Sociology of Work and Occupations"

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The new research title is reflective of current developments in Sociology and broadens the area. It also matches research interest of current faculty members as determined by an internal review of department strengths. Addition of a matching comprehensive area allows PhD students to more directly specialize in this area.

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

May 2016. We ask for a date outside the beginning of the academic year as a second year PhD student has expressed interest in writing one of his two PhD examinations in the "Sociology of Work and Occupations".

May is the last writing period of the 2015-16 academic year; delay of the start would require the student to fall behind the Calendar schedule or write an examination in an area less suited to his dissertation research.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):****Research in Sociology**

The Department has the capability of supervising MA major papers and theses and PhD dissertations in the research areas of Gender, Sexuality and Family; Politics, Social Movements and Policy; Race, Ethnicity and Immigration; Social Inequality; Social Psychology; and Sociology of Work **and Occupations**. These areas are broadly defined and a variety of approaches and topics are possible within each. Students normally select more narrowly focused topics under the general rubric of these areas.

Comprehensive Examination

PhD candidates are required to take comprehensive examinations in two of the following areas:

Political Sociology and Social Movements; Social Inequality; Social Psychology; Sociology of Gender and Sexualities; Sociology of Race and Ethnicity; **Sociology of Work and Occupations**.

By the end of their first year in the program, doctoral students must complete six half courses, or at least four half courses and one comprehensive exam. By the end of their second year in the program, they must complete all six half courses, both professional development courses, both comprehensive exams, and must present a satisfactory dissertation proposal.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Tina Fetner Email: tina.fetner@mcmaster.ca Extension: 23623 Date
submitted: October 5, 2015

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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed. 2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). 3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
DEPARTMENT		Sociology	
NAME OF PROGRAM and PLAN		GSSMA: Socicpma; socicrma; sociomas; socithma GSSPH: Sociphd	
DEGREE	MA_SS; PHD_SS		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX) Is this change a result of an IQAP review? ☐ Yes ☒ No			
CREATION OF NEW MILESTONE ☐			
CHANGE IN ADMISSION REQUIREMENTS		☐	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE ☐
		☐	CHANGE IN COURSE REQUIREMENTS ☐
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		EXPLAIN:	
OTHER CHANGES	☒	EXPLAIN: Align regulations for the departments two supervised research courses (730 and 731)	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Currently, programme limits exist as to the number of Sociology 730 courses a student may take but no limits have been placed on the number of Sociology 731 courses a student may take.

Current Course Descriptions**Sociology 730 - Supervised Research Course**

Directed study of a research problem through published material and/or field inquiry and/or data analysis. To be undertaken with a Sociology faculty member. Research courses undertaken with a faculty member from another department must obtain the appropriate course designation from that department. Coursework M.A. students may take this course twice in the same term.

Sociology 731 - Supervised Research Course in Sociological Approaches to Social Psychology

Directed study of a research problem in sociological social psychology through published material/or field inquiry and/or data analysis. To be undertaken with a Sociology faculty member. Research courses undertaken with a faculty member from another department must obtain the appropriate course designation from that department. Coursework MA students may take this course twice in the same term.

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

The recommended change is to apply the same enrolment limits to Sociol 731 as are already in place for Sociol 730.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

This change will bring consistency in the regulations between two very similar courses

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

September 2016

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

no

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Sociology, M.A.

A. Thesis Option

A candidate must pass a minimum of four half courses and must complete and defend a satisfactory thesis based on research. Students are limited to one supervised research course ([SOCIOLOG 730, 731](#)), one 600-level half course, and one half course in another department. In the first term, the candidate must enrol in three half courses and by the end of the term, present a thesis proposal to the Department. If the proposal is approved, the candidate may then prepare a thesis. If the proposal is not approved, the student must complete the course work option.

B. Course Work Option

A candidate must pass a minimum of eight half courses. Of these, at least one half course must be a course in Sociological Theory and another half course in Sociological Methods. Students are limited to two supervised research courses ([SOCIOLOG 730, 731](#)), two 600-level half courses, and two half courses in another department. All courses will normally be completed by the end of the summer term. Students completing the Course Work or Major Research Paper program options must pass one 700-level method course, namely one of:

- [SOCIOLOG 740 / Statistical Methods for Social Research](#)
- [SOCIOLOG 742 / Qualitative Methods](#)
- [SOCIOLOG 743 / Historical Methods](#)

C. Major Research Option

A candidate must pass a minimum of six half courses and complete a satisfactory major research paper (MRP). Of the six half courses, at least one must be in a course in Sociological Theory and another in Sociological Methods. Students are limited to one 600-level half course and one course in another department. [A supervised research course \(SOCIOLOG 730, 731\)](#) may not be used to complete the course requirements. In the first term, the candidate must enrol in three half courses and by the end of the term, present a proposal for the MRP to the Department. If the proposal is approved, the candidate may then prepare a MRP. If the proposal is not approved, the student must complete the course work option. Courses will normally be completed through September-April, while the MRP will be completed through the summer. Students completing the Course Work or Major Research Paper program options must pass one 700-level method course, namely one of:

- [SOCIOLOG 740 / Statistical Methods for Social Research](#)
- [SOCIOLOG 742 / Qualitative Methods](#)
- [SOCIOLOG 743 / Historical Methods](#)

Sociology, Ph.D

Additional Information

In addition to the theory and methods requirements, all Ph.D. students must take at least three regularly scheduled 700-level half courses. Other than SOCIOLOG 6203, no 600-level courses are permitted. Students are limited to one supervised research course ([SOCIOLOG 730, 731](#)) and two half courses in another department. Students who have completed a Sociology course work Master's program at McMaster may petition the Department Graduate Committee on a case-by-case basis for greater flexibility.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Tina Fetner Email: tina.fetner@mcmaster.ca Extension: 23623 Date submitted:
October 5, 2015

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SGS/2013

Current name of fund

THE ZONTA CLUB OF HAM 1, MURIEL STEWART MEMORIAL MBA BURSARY

Name Change

THE ZONTA CLUB OF HAMILTON 1 - MBA BURSARY

Established in 2006 by the members of the Zonta Club of Hamilton 1 and honouring the life of Zontians, their careers and contributions to their communities. To be granted to female students enrolled in the MBA program who demonstrate financial need.