To : Members of Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

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The next meeting of Graduate Council will be held on **Tuesday April 17th 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 March 20th, 2018**

II. **Business arising**

III. **Report from the Vice-Provost 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 Engineering Graduate Curriculum and Policy Committee Report**

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

IX. **Faculty of Humanities Graduate Curriculum and Policy Committee Report**

X. **Faculty of Health Sciences Spring 2018 Graduands (to be distributed)**

XI. **Thesis Working Group Recommendations (to be distributed)**

XII. **Quality Assurance Committee Terms of Reference and Meeting Procedures**

XIII. **Change to Award Name**

XIV. **IQAP Final Assessment Report**

McMaster University

School of Graduate Studies

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L8S 4L8

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Ext. 23679
http://graduate.mcmaster.ca

Tuesday March 20th at 9:30 am in Council Chambers (GH-111)

Present: Dr. D. Welch (Chair), Ms. C. Bryce, Ms. S. Baschiera, Dr. C. Hayward, Dr. M. Thompson, Ms. A. Devitt, Dr. S. Pope, Ms. J. Dawdy, Ms. S. Ramsammy, Mr. M. Luit, Mr. P. Self, Dr. E. Grodek, Dr. F. Shui, Dr. E. Badone, Dr. B. Doble, Dr. W. Farmer, Dr. I. Marwah, Dr. P. Mhaskar, Dr. J. Gillett, Dr. S. Corner, Ms. M. Badv

Regrets: Dr. M. Parlar, Dr. S. O'Brien, Dr. A. Sills

A G E N D A

I.   Minutes of the meeting of February 20th, 2018

Dr. Welch had a few comments and small corrections for the minutes. There was a couple of typos. He noted that in his report on the SMA is said that McMaster was doing one SMA project, but it was one graduate project out of a total of three SMA projects that McMaster was working on. Regarding the divinity academic audit, he noted that Joan Norris was (not is) his counterpart. He noted that the where is said that WLU has an analogous situation isn't quite right in that WLU has a Ministry-approved graduate program in this area that is funded at the graduate level. Dr. Welch said in the area where it references Dr. Allen Hayes' understanding of the Divinity programs in UofT a reference to 'significant past' needed to be removed. Finally, in that area a correction was needed to refer to the Dean of Social Sciences, Dr. Jeremiah Hurley, specifically.

The minutes of the meeting of February 20th were approved on a motion by Dr. Hassanein, seconded by Dr. Thompson, with the corrections noted.

II.   Business arising

There was no business arising.

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

Dr. Welch reported that there would likely be more information about changes to international Ph.D. tuition in the coming days. He noted that McMaster has announced that they're moving as of September 1st to make fees for international Ph.D. students equivalent to domestic and that only Ph.D. students are affected at this point. He noted that all six faculties at McMaster operate slightly differently with respect to how they support international Ph.D. students. Some combination of scholarship, faculty funding, and research funding must

occur to make up the difference so that students will have enough after tuition to support themselves. In many cases a good fraction of that difference was made up had to come out of a researcher's grant. They had a discussion at the Deans/Provost level and decided that they weren't making the best use of researchers funding by doing this. They also considered that competitors had already done this when discussing the change.

He noted that at this time nothing had changed to the funding for this year and any funding in place for this academic year will stay in place until end of August. Come September 1st tuition will be reduced to a domestic level and therefore there would be a reworking of the funding profiles for each student. Students will retain the same amount of after-tuition income and any TA commitments will be met for their time at McMaster in this degree. He said that the change will produce more flexibility in terms of how they're funded, and it is likely there will be a wide variety of positive benefits, including more research money available for research activities. Other potential benefits are that new offers can be more competitive, and researchers and departments may be able to choose to support students at a higher level.

There is a fairly extensive FAQ available on the SGS website that addresses a number of the questions and corner cases related to this change to international tuition. He asked council members to let SGS know if they found that something was missing so it could be added to the FAQ. In-course students will receive an email explaining the change shortly but won't see a change until August. The existing offers will be clarified, and all offer letters have a statement about changes in tuition**.**

A council member asked if the changes would affect current students. Dr. Welch responded that they would. The council member asked if students would get a new offer letter. Dr. Welch said that they will get an explanation of the change and an explanation of their funding. The council member commented that the problem that they see is that international students get additional bursary above domestic students to cover the difference in tuition and asked if that would that be taken away from them. Dr. Welch responded that the university would not be giving them ten thousand extra dollars. The council member responded that because they have an offer, they might be resistant to getting less money. Dr. Welch responded that they won't get less money and that they'll make at least as much money as before. The money might not look as big, but they won't have to give it back afterward in tuition. The council member asked if there is a difference between what international students and domestic students are getting. Dr. Welch responded that there were no other changes, they're just removing the difference in tuition. The hope is that with the added flexibility there will be an increase in the support that goes out on average to international graduate students and because of the additional flexibility that additional support might also go to domestic students. He hoped that more competitive offers would go out generally.

A council member asked if they're alleviating the pressure on research budgets how would the university recoup the money that's lost. Dr. Welch responded that the university had looked at the amount of money that's changing. He said that the council member was correct in that there's some amount that's lost but ithat

it was surprising how little the amount lost is. Once they factored in the fact that McMaster is getting more funded Ph.D. spots with the additional funded international students the university is almost net neutral after the change. There are areas where there will be adjustments and the Provost has talked to those areas. The fact that the change was so small was surprising and shows how much offset was happening on average. Money is being moved around rather than being lost. There is more money coming in to fund international students as part of the internationalization strategy from the province and because of the change to international Ph.D. tuition McMaster will be able to hit its Ph.D. caps for every year this SMA which means the institution is get the most funding it can get for Ph.D.s.

A council commented that the election could change commitments. Dr. Welch responded that elections can always change commitments but that the contract will not be broken during the SMA. What may happen is that at the end of this contract is that the next contract will have different terms. The council member asked how long the contract was. Dr. Welch responded that it was three years and includes the internationalization commitment. At the end of this SMA there will be a new contract. With the internationalization strategy they took half of the spots and gave them to faculties who would not normally be able to fund international students. The Provost committed to two additional years of support to see them all the way through if province changed their stance.

A council member asked if they would still be doing internationalization funding conversions. Dr. Welch responded that they would, but it wouldn't have any effect on the students. The council member asked if students would be notified. Dr. Welch responded that there won't be any change to the funding, so it would likely cause more confusion if they did notify them. He noted that in the past year there had been several episodes of having to inform students and it caused some level of confusion. Now as their tuition will all be the same, the change will be blind to the student.

Dr. Welch also commented that there was a throne speech by the province and that it did not include anything that would affect graduate students directly.

IV.   Report from the Graduate Associate Deans

Dr. Thompson reported that Engineering is constantly trying to see ways they can add more nuance to their graduate programs, particularly around the Ph.D., to introduce a more entrepreneurial skill set. He said that right now they're advertising an entrepreneurial fellowship between McMaster and The Forge. It will involve taking new discoveries and becoming an inventor/entrepreneur in the community. Dr. Hayward reported that Health Science programs have been working together on a facilitated indigenous admissions process and also establishing scholarships for indigenous students. Dr. Corner, Dr. Gillett and Dr. Hassanein had no report.

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 they would be running the Indigenous Undergraduate Summer Research again this year. Undergraduate students spend the summer doing research at McMaster. There will be 12 students participating. He said that the application period just ended yesterday, and that they are now adjudicating and connecting students with supervisors.

He said that they would be running another webinar for international students for May admissions. They will be sending it to all new students joining in May.

He reported that 3MT had been held on campus in the Wilson Concert Hall. He said they'd had the most students participating that they'd ever had with 80 students and all faculties represented. He said that the heats were very challenging. There were excellent students that didn't even make it to the final. The winner of the competition was Matthew Berry from Psychology. Mr. Self noted that he gave a very strong presentation and will be at York for the provincial competition. There was a $500 prize for the top person from each Faculty. A council member asked if the webinar would be available on the website afterwards. Mr. Self said he thought it already was and agree

Dr. Welch said that he would be going to Queensland for a meeting of deans and directors of graduate studies at the end of April. He noted that this is where the 3MT originated. For this meeting all the institutions have been invited to bring along a video of their winner.

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

Dr. Hayward explained that the Health Policy program, following their IQAP, were advised to change course requirements to reduce them. A related update to calendar copy was required and forgotten but has now been done. She noted there was also a change to field description that needed to be updated, also because of the IQAP review. She said that all other items for information related to new courses.

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

The motion was carried.

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

Dr. Gillett explained that there were several relatively minor changes. Economics proposed a change to the course requirements for their Masters degree, where a 600-level course that would replace a 700-level course for some students. Political science had proposed some changes to their requirements, removing the qualifying paper and requiring a longer research proposal instead. The final changes were proposed by Sociology. They

proposed updating the name of a research area, eliminating a methodology waiver that had been in place and changing the wording around the completion of the major research paper.

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

The motion was carried.

IX.   New Scholarship

Dr. Pope moved and Dr. Hassanein seconded, 'that Graduate Council approve the proposed new scholarship as set out in the document.'

The motion was carried.

To   :   Graduate Council

From   :   Christina Bryce
Assistant Graduate Secretary

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At its meeting on March 19th and via e-ballot on March 23rd the Faculty of Engineering Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved at the April 3rd meeting of the Faculty of Engineering.

FOR APPROVAL OF GRADUATE COUNCIL:

- **School of Engineering Practice and Technology**
  - **Change to Admission Requirements and Calendar Copy (MEPP, MTEI, MEEI, MED, MEME)**

- **Civil Engineering**
  - **Change to Course Requirements and Calendar Copy (M.Eng.)**

- **Computing and Software**
  - **Change to Course Requirements and Calendar Copy (M.Sc., M.A.Sc., Ph.D.)**

- **Engineering Physics**
  - **Change in Program Name and Course Requirements**

FOR INFORMATION OF GRADUATE COUNCIL:

- **School of Engineering Practice and Technology**
  - **New Course**
    - 759 Prototyping Web and Mobile Applications

- **Chemical Engineering**
  - **New Course**
    - 785 Bacteriophage Biotechnology

- **Civil Engineering**
  - **New Course**
    - 700 M.Eng. Independent Research Project

- **Engineering Physics**
  - **Change to Course Title and Description**
    - 733 Industrial Project in Engineering Physics

SCHOOL OF GRADUATE STUDIES

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	W. Booth School of Engineering Practice and Technology
NAME OF PROGRAM and PLAN	Master of Engineering, Entrepreneurship and Innovation
DEGREE	Master of Engineering, Entrepreneurship and Innovation

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	–X	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		CHANGE IN COURSE REQUIREMENTS	✗
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		x	**EXPLAIN:** Update the Graduate Calendar to reflect the changes described in this form.		
OTHER CHANGES		**EXPLAIN:**			

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

1. Each applicant is interviewed as part of the admission process.

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

1. Applicants will be required to complete an online video interview via an online assessment tool to streamline the admission process. An additional interview will be optional.

2. 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?):

1. As enrollment increases, it will be time consuming to interview each candidate. An online video interview will be used to screen potential students.

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

September 1, 2018

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):

Admission

Applications for admission will be made directly through the W Booth School of Engineering Practice and Technology. In addition to the general requirements for entry into a graduate program in Engineering, candidates applying to the Master of Engineering Entrepreneurship and Innovation program must hold an Honours Bachelor's degree in engineering or closely related discipline (i.e. science, technology, math), with at least a B-average (equivalent to a McMaster 7.0 GPA out of 12) in the final year in all courses.

Strong letters of recommendation are also required. The delivery of the program relies heavily on the synergy created between members of student teams, and successful operation of the program requires that each cohort have an appropriate blend of skills and experience. ~~Therefore, each applicant will be interviewed. A strong performance in the interview is a critical requirement for admission.~~ Applicants will be required to complete an online interview.

The program will accept full-time students. The full program is expected to take 20 months full-time study. Candidates are admitted for September only. No part-time option is available.

Prospective applicants who did not attain the required standing in their undergraduate degree, but who have at least four (4) years of relevant work experience, should discuss their situation with the appropriate Program Lead. If the experience is deemed sufficient, the Program Lead may then recommend an live interview. Evidence of ability to do graduate work will still be required. (See Sections 2.1.1 Admission Requirements for Master's Degree and 2.1.5 Admission of Students with Related Work Experience or Course Work Beyond the Bachelor's Degree in the Graduate Calendar.)

A candidate is required to complete successfully two one-term advanced engineering courses and the six compulsory Engineering Entrepreneurship and Innovation module courses. Additionally, full-time students must successfully complete SEP 771, Part I and II and SEP 772. A faculty advisor will assist the student in selecting relevant engineering courses. Students will normally be required to complete two graduate level engineering courses. The objective is to acquire leading-edge engineering skills and apply them to the enterprise project.

McMaster students may receive advanced standing for only one additional course with the approval of the Associate Dean of Graduate Studies (note that a maximum of two 600-level courses, including mandatory 600 level courses can count towards a SEPT graduate program).

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vladimir Mahalec   Email: mahalec@mcmaster.ca   Extension: 26386 Date submitted: Mar 1, 2018

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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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	W. Booth School of Engineering Practice and Technology		
NAME OF PROGRAM and PLAN	Master of Engineering, Manufacturing Engineering		
DEGREE	Master of Engineering, Manufacturing Engineering		
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	–X	**CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE**	**CHANGE IN COURSE REQUIREMENTS** ✗
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	x	**EXPLAIN:** Update the Graduate Calendar to reflect the changes described in this form.	
OTHER CHANGES	**EXPLAIN:**		

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

1. Each applicant is interviewed as part of the admission process.

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

1. Applicants will be required to complete an online video interview via an online assessment tool to streamline the admission process. An additional interview will be optional.

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?):

1. As enrollment increases, it will be time consuming to interview each candidate. An online video interview will be used to screen potential students.

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

September 1, 2018

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):

Program Description

The Master of Engineering in Manufacturing Engineering is a one year program aimed at highly motivated students seeking advanced training in the broad area of Manufacturing. Application for admission to the program may be made through the W Booth School of Engineering Practice and Technology. The program accepts full-time and part-time students.

In addition to the general requirements for entry into a graduate program in Engineering, students must hold an Honours Bachelor's degree in Engineering with at least a B average (equivalent to a McMaster 8.0/12 GPA) in the penultimate and final years.

Delivery of the program includes a strong emphasis on project-based experience within the Manufacturing Industry, which is obtained through an industry-based project during the coursework portion of the program.

Requirements for these are outlined below. Due to the strong practical orientation of the project components of the program, successful completion requires that students have strong interpersonal and communication skills. ~~To this end, each applicant will be interviewed. A strong performance in the interview is a critical requirement for admission.~~ Applicants will be required to complete an online interview.

Students completing the Program on a course-only basis will be required to complete 8 courses from the approved list of courses. Course selection must be done in consultation with the program lead.

Students completing the Program through course and project work will be required to complete six courses from the approved list of courses, plus successful completion of the project. Course and Project selection must be done in consultation with the program lead.

McMaster students may receive advanced standing for up to two courses (note that a maximum of two 600-level courses can count towards a SEPT graduate program) with the approval of the Associate Dean of Graduate Studies.

Project

Students must complete a suitable industry-based project. Projects will normally be performed individually or by groups of two to three students which could be multi-disciplinary in composition. Projects should address a specific problem found in a manufacturing facility related to trouble-shooting, re-design or optimization. The problem should not be focused on the design of new processes or products as that lies beyond the purview of this program. It is expected that the majority of the projects will be developed from work undertaken during co-op or graduate employment experience and students should look for opportunities to develop projects with their employers. Students are also encouraged to develop their own ideas and find industrial sponsors. Projects are ideally undertaken at local companies but may be conducted at locations inside Canada or abroad with the Program Lead's approval and provided that none of the work on the project was done prior to admission into the program. Project groups or individuals will have an industry-based supervisor (stakeholder) with whom the student team can discuss progress, arrange trials etc. Students will also have an academic supervisor who will normally have some expertise in the subject area. It is expected that the teams will meet with their supervisors on a regular basis to discuss their progress.

Projects will have three "tollgate" stages. Student groups must submit a project proposal by the end of September to their academic and industrial supervisors for approval of scope, deliverables and timeline. The interim project report, outlining progress-to-date, is due at the end of the fall semester for approval by the academic and industrial supervisors. The final written project report is normally due at the end of the spring/summer semester. However, if the supervisors agree that the project group has not made sufficient progress by this point, they are free to request further work to meet the standards of the program. The project team will orally defend their final project report to an examination board comprised of their industrial supervisor, academic supervisor and program Director (Chair) or designate.

Students are required to successfully complete a compulsory full year project course and six graduate half courses (or equivalent), of which at least four must be 700 level and up to two 600 level courses approved by the program lead. Two of these 600 level courses can be taken in the final undergraduate year at McMaster for graduate credit with the approval of the Associate Dean of Graduate Studies.

Students who opt to complete the program on a course basis must complete eight courses in consultation with the program lead.

Half courses are marked with an asterisk (*) and quarter courses are marked with a pound sign (#). Students should note that not all option courses are offered every year.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vladimir Mahalec   Email: mahalec@mcmaster.ca   Extension: 26386 Date submitted: Mar 2, 2018

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

SGS/2013

McMaster University **SCHOOL OF GRADUATE STUDIES**

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	W. Booth School of Engineering Practice and Technology	
NAME OF PROGRAM and PLAN	Master of Engineering and Public Policy	
DEGREE	Master of Engineering and Public Policy	

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	─X	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		CHANGE IN COURSE REQUIREMENTS	✗
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		x	**EXPLAIN:** Update the Graduate Calendar to reflect the changes described in this form.		
OTHER CHANGES		**EXPLAIN:**			

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

1. Each applicant is interviewed as part of the admission process.

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

1. Applicants will be required to complete an online video interview via an online assessment tool to streamline the admission process. An additional interview will be optional.

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?):

1. As enrollment increases, it will be time consuming to interview each candidate. An online video interview will be used to screen potential students.

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

September 1, 2018

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):

In today's complex world engineers and scientists are called upon to design technical systems that provide goods and services to society in a safe, efficient and environmentally sound manner. In this context, engineers and scientists can serve as key advisors to and take the lead as decision makers in both the public and private sectors. Therefore, engineers and scientists need more than extensive technical skills; They also need an enhanced understanding of public policy and the role of engineering and science in sustainable technological, social, ecological and economic systems.

A professional Master's degree in Engineering and Public Policy (MEPP) is offered within the WBooth School of Engineering Practice and Technology. Engineers and applied scientists from a wide cross-section of organizations who want professional graduate training will find our program goes well beyond a conventional technical Master's to develop candidates as leaders in the public policy area.

Admission

Students should hold a 4-year engineering, science, technology or mathematics undergraduate degree, with at least a B- average (equivalent to a McMaster 7.0 GPA out of 12) in the final year in all courses in the discipline, or relating to the discipline, in which the applicant proposes to do graduate work. ~~Each applicant will also be interviewed as part of the admission process~~ and Applicants will be required to complete an online interview. ~~Applicants will be required to complete an online interview.~~ Applicants should discuss their qualifications if the candidate has expertise outside of the STEM disciplines. Professional work experience is desirable but not essential.

However, prospective applicants who did not attain the required standing in their undergraduate degree, should discuss their situation with the Associate Director of Graduate Studies in SEPT. If the applicant's experience is deemed sufficient, the Associate Director of Graduate Studies in SEPT will recommend a~~n~~ live interview. Evidence of ability to do graduate work will be required. (See Sections 2.1.1 Admission Requirements for Master's Degree and 2.1.3 Admission of Students with Related Work Experience or Course Work Beyond the Bachelor's Degree in the Graduate Calendar.)

The W Booth School of Engineering Practice and Technology has the following program objectives for the Master's degree in Engineering and Public Policy (MEPP):

to provide a high quality educational experience to graduate engineers and scientists in the areas of engineering, science and public policy;

to foster applied research in the areas of engineering, science and public policy through the successful completion and dissemination of a research paper;

to produce graduates who will provide inspired leadership in the engineering, science and public policy areas within the public, private and NGO sectors.

Candidates may be enrolled on a full- or part-time basis. Full-time students will complete the degree in twelve consecutive months of study, beginning in September or January. Part-time students will normally be expected to complete the program in 28 months.

McMaster students may receive advanced standing for up to two courses (note that a maximum of two 600-level courses can count towards a SEPT graduate program) with the approval of the Associate Dean of Graduate Studies.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vladimir Mahalec   Email: mahalec@mcmaster.ca   Extension: 26386 Date submitted: Mar 2, 2018

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

SGS/2013

SCHOOL OF GRADUATE STUDIES

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

<table>
<tr>
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</tr>
<tr>
<td colspan="2">DEPARTMENT</td>
<td colspan="2">W. Booth School of Engineering Practice and Technology</td>
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<tr>
<td colspan="2">NAME OF PROGRAM and PLAN</td>
<td colspan="2">Master of Technology, Entrepreneurship and Innovation</td>
</tr>
<tr>
<td>DEGREE</td>
<td colspan="3" align="center">Master of Technology, Entrepreneurship and Innovation</td>
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<tr>
<td colspan="4" align="center">NATURE OF RECOMMENDATION <i>(PLEASE CHECK APPROPRIATE BOX)</i>

Is this change a result of an IQAP review? ☐ Yes ☐ No</td>
</tr>
<tr>
<td colspan="4">CREATION OF NEW MILESTONE ☐</td>
</tr>
<tr>
<td>CHANGE IN ADMISSION REQUIREMENTS</td>
<td>–X</td>
<td>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</td>
<td>CHANGE IN COURSE REQUIREMENTS ✗</td>
</tr>
<tr>
<td colspan="2">CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR</td>
<td>x</td>
<td>EXPLAIN:

Update the Graduate Calendar to reflect the changes described in this form.</td>
</tr>
<tr>
<td>OTHER CHANGES</td>
<td colspan="3">EXPLAIN:</td>
</tr>
</table>

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

1. Each applicant is interviewed as part of the admission process.

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

1. Applicants will be required to complete an online video interview via an online assessment tool to streamline the admission process. An additional interview will be optional.

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?):

1. As enrollment increases, it will be time consuming to interview each candidate. An online video interview will be used to screen potential students.

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

September 1, 2018

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):

Admission

While students in the Technology Entrepreneurship and Innovation program are not expected to have any engineering or scientific background, they are expected to embrace creativity and innovation. Some basic familiarity with technology is expected, but the required technological depth will depend on the project itself and will be evaluated on a case-by-case basis. Considerable emphasis will be placed on team-based experiential learning in which all members of the team will learn from each other as they complete the project.

Applications for admission will be made directly through the W Booth School of Engineering Practice and Technology. In addition to the general requirements for entry into a graduate program in Engineering, candidates applying to the Master of Technology Entrepreneurship and Innovation program must hold an Honours Bachelor's degree from any discipline, with at least a B- average (equivalent to a McMaster 7.0 GPA out of 12) students in the final year in all courses in the discipline, or relating to the discipline, in which the applicant proposes to do graduate work.

Strong letters of recommendation are also required. The delivery of the program relies heavily on the synergy created between members of student teams, and successful operation of the program requires that each cohort have an appropriate blend of skills and experience. ~~Therefore each applicant will be interviewed. A strong performance in the interview is a critical requirement for admission.~~ Applicants will be required to complete an online interview.

The program will accept fulltime students. The full program is expected to take 20 months full-time study. Candidates are admitted for September only. No part-time option is available.

Prospective applicants who did not attain the required standing in their undergraduate degree, but who have at least four (4) years of relevant work experience, should discuss their situation with the Program Lead. If the experience is deemed sufficient, the Program Lead may then recommend a~~n~~ live interview. Evidence of ability to do graduate work will still be required (see sections 2.1.1 Admission Requirements for Master's Degree and 2.1.5 Admission of Students with Related Work Experience or Course Work Beyond the Bachelor's Degree in the Graduate Calendar.)

A candidate is required to complete successfully two one-term advanced graduate courses and the six compulsory Entrepreneurship and Innovation module courses. Additionally, full-time students must successfully complete SEP 771, Part I and II and SEP 772. A faculty advisor will assist the student in selecting relevant graduate courses. Students will normally be required to complete two graduate level ~~(700 level)~~ graduate courses in fulfillment of the requirements for Advanced Studies. Advanced studies are an integral component of the program and are offered by various departments in the Faculty of Engineering and beyond. The objective is to acquire leading-edge skills and apply them to the enterprise project.

McMaster students may receive advanced standing for only one additional course (note that a maximum of two 600-level courses can count towards a SEPT graduate program including mandatory 600 level courses) with the approval of the Associate Dean of Graduate Studies.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vladimir Mahalec   Email: mahalec@mcmaster.ca   Extension: 26386 Date submitted: Mar. 2, 2018

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 **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	W. Booth School of Engineering Practice and Technology		
NAME OF PROGRAM and PLAN	Engineering Design, M. Eng. Design		
DEGREE	Engineering Design, M. Eng. Design		
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	–X	**CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE**		**CHANGE IN COURSE REQUIREMENTS**	X
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		x	**EXPLAIN:** Update the calendar to reflect the changes to the program		
OTHER CHANGES		**EXPLAIN:**			

1

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

    1.   Each applicant is interviewed as part of the admission process.

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

    1.   Applicants will be required to complete an online video interview via an online assessment tool to streamline the admission process. An additional interview will be optional.
    2.   Introduce a new course SEP 7xx, Prototyping Web and Mobile Applications

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?):

    1.   As enrollment increases, it will be time consuming to interview each candidate. An online video interview will be used to screen potential students.
    2.   SEPT currently offers course "SEP 758 Software Prototyping tools and methods". That course deals with the development of the mobile device side of the application. The proposed new course "SEP 7xx, Prototyping Web and Mobile Applications" will enable the students to develop the back-end (server) side of the applications. Completing both courses will enable the students to develop complete applications, ready for customer use. The course will be especially useful to Entrepreneurship and to Design students working on solutions to specific customer problems."

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

September 1, 2018

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):

Innovative new designs and the ability to improve performance of existing systems have become a basis for a competitive advantage in the marketplace. Performance, environmental sustainability, safety, usability, desirability, viability and efficiency are integral parts of the requirements in the design of industrial products, healthcare products, large-scale systems, or software solutions. Within this complex set of constraints, successful engineers and engineering managers must be able to lead transformation of an idea to a complete design by working in interdisciplinary teams. The Master of Engineering Design program provides its participants with technical expertise and leadership capabilities required to invent novel solutions and to lead technically-oriented

organizations. Strong emphasis on solving engineering problems from industrial practice is accomplished via industrial motivated and supported projects.

The M.Eng. Design program emphasizes development of competencies in:

Leadership, collaboration, and management skills to lead diverse teams.

Design thinking and innovations methodologies.

* Engineering disciplines leading to breakthrough design and operation of systems in:

* Sustainable community infrastructure (renewable energy systems, environmental systems, sustainable products and systems design, local economy)

* Process industries (refining, chemicals, specialty chemicals, pharmaceuticals, power, oil and gas production, and similar)

* Manufacturing of industrial and consumer products

* Health, wellness and aging device and software solutions

Admission

In addition to the general requirements for entry into a graduate program in Engineering, students must hold a four-year engineering undergraduate degree or equivalent, with at least a B- average (equivalent to a McMaster 7.0 GPA out of 12) in the final year in all courses in the discipline, or relating to the discipline, in which the applicant proposes to do graduate work. Students with a degree in Science, Technology and Mathematics will also be considered.

Strong letters of recommendation are also required. Each applicant will also be interviewed as part of the admission process. Applicants will be required to complete an online interview.

Professional work experience will be highly desirable.

Candidates may be enrolled on a full- or part-time basis. Full-time students will complete the degree in twelve consecutive months of study. Students are admitted for September or January. Part-time students will normally be expected to complete the program in two years and one term (28 months).

Prospective applicants who did not attain the required standing in their undergraduate degree, but who have at least four (4) years of relevant work experience, should discuss their situation with the Program Lead. If the experience is deemed sufficient, the Program Lead may then recommend an live interview. Evidence of ability to do graduate work will still be required. (See Sections 2.1.1 Admission Requirements for Master's Degree and 2.1.5 Admission of Students with Related Work Experience or Course Work beyond the Bachelor's Degree in the Graduate Calendar.)

McMaster students may receive advanced standing for up to two courses (note that a maximum of two 600-level courses can count towards a SEPT graduate program) with the approval of the Associate Dean of Graduate Studies.

Courses

SEP 7xx, Prototyping Web and Mobile Applications
SEP 6AS3 / Advanced System Components and Integration
SEP 6AT3 / Conceptual Design of Electric and Hybrid Electric Vehicles
SEP 6BC3 / Building Science
SEP 6BI3 / Bioinformatics
SEP 6BL3 / Biomaterials and Biocompatibility
SEP 6BM3 / Biopharmaceuticals
SEP 6BS3 / Biotechnology Regulations
SEP 6C03 / Statistics for Engineers
SEP 6CS3 / Computer Security

SEP 6DA3 / Data Analytics and Big Data
SEP 6DM3 / Data Mining
SEP 6DV3 / Vehicle Dynamics
SEP 6EL3 / Leading Innovation
SEP 6ES3 / Real-Time Systems
SEP 6IC3 / Industrial Networks and Controllers
SEP 6I03 / Sustainable Manufacturing Processes
SEP 6MS3 / Modelling and Simulation
SEP 6PD3 / Power System Analysis and Control
SEP 6PM3 / The Management of Technical Projects
SEP 6PQ3 / Power Quality
SEP 6SS3 / System Specification and Design
SEP 6TB3 / Advanced biotechnology
SEP 700 / M.Eng. Project in Engineering Design, Part I
SEP 700 / M.Eng. Project in Engineering Design, Part II
SEP 730 / Reliability and Risk Management
SEP 732 / Sustainable Energy - Technology and Options Selection
SEP 733 / Project Management
SEP 746 / Design of Sustainable Community Infrastructure
SEP 747 / Energy Efficient Buildings
SEP 748 / Development of Sustainable Communities
SEP 750 / Model Predictive Control Design and Implementation
SEP 751 / Process Design and Control for Operability
SEP 752 / Systems Modeling and Optimization
SEP 754 / Process Design and Integration for Minimal Environmental Impact
SEP 757 / Hardware Prototyping Tools and Methods
SEP 758 / Software Prototyping Tools and Methods
SEP 760 / Design Thinking
SEP 761 / Human-Centred Design
SEP 763 / Special Topics in Engineering Design
SEP 767 / Multivariate Statistical Methods for Big Data Analysis and Process Improvement
SEP 770 / Total Sustainability Management
SEP 771 / W Booth School of Engineering Practice and Technology Practitioner's Forum, Part I
SEP 771 / W Booth School of Engineering Practice and Technology Practitioner's Forum, Part II
SEP 772 / Innovation Studio
SEP 773 / Leadership for Innovation
SEP 774 / Nanobiotechnology
SEP 780 / Advanced Robotics and Automation
SEP 781 / Contaminated Site Management
SEP 782 / Modern Power System Design
SEP 783 / Electromagnetics Sensors and Actuators
SEP 768 / Special Topics in Additive Manufacturing
SEP 769 / Systems Engineering & Cyber Physical Systems

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vladimir Mahalec   Email: mahalec@mcmaster.ca   Extension: 26386 Date submitted: Mar 2, 2018

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 **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	CIVIL ENGINEERING		
NAME OF PROGRAM and PLAN	Civil Engineering, M. Eng.- Master's Degree		
DEGREE	M.Eng.		
NATURE OF RECOMMENDATION *(PLEASE CHECK APPROPRIATE BOX)* **Is this change a result of an IQAP review? ☐ Yes x No**			
CREATION OF NEW MILESTONE ☐NO			

CHANGE IN ADMISSION REQUIREMENTS		CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		CHANGE IN COURSE REQUIREMENTS	X
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR	X	**EXPLAIN:** Change in calendar description			
OTHER CHANGES		**EXPLAIN:**			

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

Candidates will be required to complete satisfactorily the equivalent of at least three full courses, of which at least 1.5 must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Master's candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day each year, for the first 6 terms (24 months) of study. A report must be presented on a project which demonstrates ability to carry out independent study and reach a satisfactory conclusion. The report must be approved by the department and presented orally to the department. This program is primarily intended for part-time M.Eng. candidates, but may be taken by full-time students.

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

The objective of the proposed changes is to simplify the program description, while maintaining the essential requirements of the program. The revised description provides the flexibility required for possible future expansion of the program.

[1] Change from three full courses and a project to eight half course.

[2] The project requirements are removed from the calendar description. The department will establish the annual list of courses offered for this program, which may include the new (proposed), M.Eng. Independent Research Project Course.

[3] Attendance of seminars requirement is removed, as it is a redundant. Overall requirement for Master's degree stipulates that "All full-time Master's candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day each year, for the first 6 terms (24 months) of study."

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?):

- There is no net change in total work load, and students will be asked to select courses from the list of courses established by the department.
- Since the demand for this program has increased in the recent past, the proposed description provides the flexibility required to be able to accommodate students who wish to take eight subject courses.

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

September, 2018.

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):

A candidate for the M.Eng. degree (Civil Engineering) is required to successfully complete **eight** graduate half courses (or equivalent), which may include no more than two 600 level courses, to be chosen from annual list of courses published by the department. The full program is expected to take 12-20 months full-time study. This is a limited enrolment program and will accept full-time and part-time students.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: K.S.Sivakumaran   Email: siva Extension: 24814   Date submitted: 13 March 2018

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

SGS/2013

SCHOOL OF GRADUATE STUDIES

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

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:
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DEPARTMENT	Computing and Software	
NAME OF PROGRAM and PLAN	MASc in Software Engineering	
DEGREE	**MASc**	

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**	x
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		**EXPLAIN:**			
OTHER CHANGES	**EXPLAIN:**				

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

All students must successfully complete the equivalent of four one-term graduate courses in Software Engineering, Computer Science, or relevant areas such as Electrical and Computer Engineering or Mathematics.

- 701.
- One of 702, 705, 706, or 708.
- One of 703, 704, or 707.
- One other course, freely chosen, may be at 600 level and/or outside of the department.

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

All students must successfully complete the equivalent of four one-term graduate courses2 in Software Engineering, Computer Science, or relevant areas such as Electrical and Computer Engineering or Mathematics.

Graduate courses in the Dept. of Computing and Software are grouped in three categories, Theory of computation and mathematics of computing (Theory), Software and its engineering (Software), Computer systems and applications (Systems). Categorization of existing courses (See Appendix)

- i.   Two (2) Software courses
- ii.   One (1) course from Theory
- iii.   One (1) course from Systems
- iv.   One (1) of the non-Software Theory or Systems courses may be substituted by a graduate course from outside the department subject to the approval of the student's thesis advisor and the graduate advisor
- v.   At most one 600-level course

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?):

2015 IQAP report has identified the following aspects for improvement for CAS graduate curriculum:

For each program, there is a need to rethink the curriculum, starting with an identification of learning outcomes with respect to both skills and knowledge. The Department needs to decide how to best achieve the goals of each program through a combination of core and specialty courses, but not necessarily the courses that are currently offered. The variety of different backgrounds of incoming students needs to be taken into account.

Graduate courses in the Dept. of Computing and Software are grouped in three categories, Theory of computation

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and mathematics of computing (Theory), Software and its engineering (Software), Computer systems and applications (Systems). The rationale of the categorization is to train well-rounded graduate students in Computer Science and Software Engineering with sufficient breadth in their knowledge. The categorization roughly follows ACM Computing Classification System.

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

Effective Sept. 2018

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):

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses can be found in the department handbook.

Students must successfully complete four ~~graduate~~ half courses (or equivalent~~and successfully defend a thesis.~~) including i) two courses in Software, ii) one course in Theory and iii) one course in System. One course in the System or Theory can be taken from outside the department. Additional courses may be required for students with gaps in their background. Students are required to successfully defend a thesis. All programs of study are subject to the approval of the Department Chair.~~Students may be required to take more courses as judged by the graduate committee. All programs of study are subject to the approval of the Department Chair.~~
 ~~No change to the current calendar description~~

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Rong Zheng   Email: rzheng@mcmaster.ca   Extension: 22891   Date submitted: March 13, 2018

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

SGS/2013

4

SCHOOL OF GRADUATE STUDIES

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	Computing and Software	
NAME OF PROGRAM and PLAN	MSc in Computer Science	
DEGREE		**MSc**

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	x
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		**EXPLAIN:**			
OTHER CHANGES	**EXPLAIN:**				

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

All students must successfully complete the equivalent of four one-term graduate courses in Computer Science, Software Engineering, or relevant areas such as Electrical and Computer Engineering or Mathematics.

- At most one of the four may be a 600-level course.
- At most one of the four may be from outside the Department.
- At least two of the four must be Group A courses (i.e., Department courses with numbers in the range 701–720).

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

Graduate courses in the Dept. of Computing and Software are grouped in three categories, Theory of computation and mathematics of computing (Theory), Software and its engineering (Software), Computer systems and applications (Systems). Categorization of existing courses (See Appendix)

All students must successfully complete the equivalent of four one-term graduate courses2 in Software Engineering, Computer Science, or relevant areas such as Electrical and Computer Engineering or Mathematics. Among the four required courses,

- One Software course
- Two Theory courses and one Systems course; or two Systems courses and one Theory course
- At most one 600-level course.
- One course may be substituted by a graduate course from outside the department subject to the approval of the student's thesis advisor and the graduate advisor

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?):

2015 IQAP report has identified the following aspects for improvement for CAS graduate curriculum:

For each program, there is a need to rethink the curriculum, starting with an identification of learning outcomes with respect to both skills and knowledge. The Department needs to decide how to best achieve the goals of each program through a combination of core and specialty courses, but not necessarily the courses that are currently offered. The variety of different backgrounds of incoming students needs to be taken into account.

Graduate courses in the Dept. of Computing and Software are grouped in three categories, Theory of computation and mathematics of computing (Theory), Software and its engineering (Software), Computer systems and applications (Systems). The rationale of the categorization is to train well-rounded graduate students in Computer

Science and Software Engineering with sufficient breadth in their knowledge. The categorization roughly follows ACM Computing Classification System.

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

Effective Sept. 2018

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):

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses can be found in the department handbook.

Students must successfully complete four half courses (or equivalent) including i) one course in Software, ii) two Theory courses and one Systems course; or two Systems courses and one Theory course. One course can be taken from outside the department. Additional courses may be required for students with gaps in their background. Students are required to successfully defend a thesis. All programs of study are subject to the approval of the Department Chair.No change to the current calendar description

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CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Rong Zheng   Email: rzheng@mcmaster.ca   Extension: 22891   Date submitted: March 13, 2018

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

SGS/2013

McMaster University

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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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	Computing and Software		
NAME OF PROGRAM and PLAN	PhD in Computer Science		
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 COURSE REQUIREMENTS	x
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		**EXPLAIN:**			
OTHER CHANGES	**EXPLAIN:**				

DESCRIBE THE UNDERLINED EXISTING REQUIREMENT/PROCEDURE:

Equivalent of 4 one-term (half course) graduate courses in Computer Science, Software Engineering, or relevant areas of Engineering or Mathematics. At most two courses can be from outside the department, all must be at the 700-level. More than two courses outside the department requires approval of the department. Students may be required to take more courses as judged by the supervisory committee.

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

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses (See Appendix).

All students must successfully complete at least 4 one-term graduate courses. Among the four required courses,
  i.   At least two (2) Theory courses or two (2) Systems courses
  ii.   At least one (1) course from a category differing from (i)
  iii. At most one (1) graduate course from outside the department subject to the approval of the students thesis advisor and the graduate advisor
  iv.   At most one (1) 600-level course

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?):

2015 IQAP report has identified the following aspects for improvement for CAS graduate curriculum:

For each program, there is a need to rethink the curriculum, starting with an identification of learning outcomes with respect to both skills and knowledge. The Department needs to decide how to best achieve the goals of each program through a combination of core and specialty courses, but not necessarily the courses that are currently offered. The variety of different backgrounds of incoming students needs to be taken into account.

Graduate courses in the Dept. of Computing and Software are grouped in three categories, Theory of computation and mathematics of computing (Theory), Software and its engineering (Software), Computer systems and applications (Systems). The rationale of the categorization is to train well-rounded graduate students in Computer Science and Software Engineering with sufficient breadth in their knowledge. The categorization roughly follows ACM Computing Classification System.

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

Effective Sept. 2018

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):

Before:
Equivalent of 4 one-term (half course) graduate courses in Computer Science, Software Engineering, or relevant areas of Engineering or Mathematics. At most two courses can be from outside the department, all must be at the 700-level. More than two courses outside the department requires approval of the department. Students may be required to take more courses as judged by the supervisory committee.

After:

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses can be found in the department handbook.

Students must successfully complete four half courses (or equivalent) including i) two courses in Systems or Theory, and ii) one course in a category differing from i). At most one graduate course from outside the department subject to the approval of the student's thesis advisor and the graduate advisor. Additional courses may be required for students with gaps in their background. Students are required to take the Ph.D. Comprehensive Examination and successfully defend a Ph.D. thesis. All programs of study are subject to the approval of the Department Chair.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Rong Zheng   Email: rzheng@mcmaster.ca   Extension: 22891   Date submitted: March 13, 2018

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

<table>
<tr><td colspan="4"><u>**IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM**</u>:

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.</td></tr>
</table>

DEPARTMENT	Computing and Software		
NAME OF PROGRAM and PLAN	PhD in Software Engineering		
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 COURSE REQUIREMENTS**	x
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR		**EXPLAIN:**	
OTHER CHANGES	**EXPLAIN:**		

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

Equivalent of 4 one-term (half course) graduate courses in Computer Science, Software Engineering, or relevant areas of Engineering or Mathematics. At most two courses can be from outside the department, all must be at the 700-level. More than two courses outside the department requires approval of the department. Students may be required to take more courses as judged by the supervisory committee.

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

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses (See Appendix).

All students must successfully complete at least 4 one-term graduate courses. Among the four required courses,

- Two Software courses
- At least one course from Systems or Theory category
- At most one graduate course from outside the department subject to the approval of the student's thesis advisor and the graduate advisor
- At most one 600-level course

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?):

2015 IQAP report has identified the following aspects for improvement for CAS graduate curriculum:

For each program, there is a need to rethink the curriculum, starting with an identification of learning outcomes with respect to both skills and knowledge. The Department needs to decide how to best achieve the goals of each program through a combination of core and specialty courses, but not necessarily the courses that are currently offered. The variety of different backgrounds of incoming students needs to be taken into account.
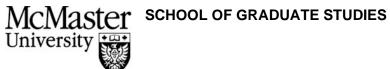
Graduate courses in the Dept. of Computing and Software are grouped in three categories, Theory of computation and mathematics of computing (Theory), Software and its engineering (Software), Computer systems and applications (Systems). The rationale of the categorization is to train well-rounded graduate students in Computer Science and Software Engineering with sufficient breadth in their knowledge. The categorization roughly follows ACM Computing Classification System.

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

Effective Sept. 2018

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):

Before:
Equivalent of 4 one-term (half course) graduate courses in Computer Science, Software Engineering, or relevant areas of Engineering or Mathematics. At most two courses can be from outside the department, all must be at the 700-level. More than two courses outside the department requires approval of the department. Students may be required to take more courses as judged by the supervisory committee.

After:

Graduate courses in the Dept. of Computing and Software are grouped in three categories, i) Theory of computation and mathematics of computing (Theory), ii) Software and its engineering (Software), and iii) Computer systems and applications (Systems). Categorization of existing courses can be found in the department handbook.

Students must successfully complete four half courses (or equivalent) including i) two courses in Software, and ii) one course in Systems or Theory. At most one graduate course from outside the department subject to the approval of the student's thesis advisor and the graduate advisor. Additional courses may be required for students with gaps in their background. Students are required to take the Ph.D. Comprehensive Examination and successfully defend a Ph.D. thesis. All programs of study are subject to the approval of the Department Chair.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Rong Zheng   Email: rzheng@mcmaster.ca   Extension: 22891   Date submitted: March 13, 2018

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

SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING 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	Engineering Physics (Industrial Internship), M. Eng.		
DEGREE	**M.Eng Degree (Industrial Internship)**		

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	X

CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR	X	**EXPLAIN:** The title of the program is to be changed from "Engineering Physics (Industrial Internship), M. Eng.", to "Engineering Physics, M. Eng.". The title of the degree is to be changed to "M.Eng Degree". The description of the course requirement is to be changed (as detailed in next section).
OTHER CHANGES		**EXPLAIN:**

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

The existing M.Eng degree (Industrial Internship) requires students 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. The candidate must attain a grade of at least B- in each of the selected courses. An on-campus research project must 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. 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.

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

The course description for ENG PHYS 733 will be changed. ENG PHYS 733 will now describe the required research project as taking place entirely on-campus under the supervision of a faculty member for a four month period over the summer. To compensate for the industrial internship previously required, students will now be required to complete more graduate level half courses. Specific changes are listed:

- With the removal for the requirement of an industrial internship, the title of the program and degree will now not contain the words "(Industrial Internship)".
- Students will now be required to complete the modified ENG PHYS 733, a four month summer research project (six units). The subject area is to be chosen in consultation with the Department Chair and the supervising faculty member.
- The grade for 733 will be awarded by the research project supervisor and will be based on the grading of a written report submitted to the supervisor at the end of the project
- In addition to 733 (the research project) students will be required to complete an additional eight half courses, five of which must be at the 700-level. Thus, students will complete a total of nine courses, 3 at the 600-level, and 6 at 700-level.
- The expectation for completion time will be 16 months.
- The grade required for a 'Pass' in all courses for the M.Eng will now be B, consistent with our MASc degree requirements.

The total number of required courses is nine, with three being at the 600-level. **The total required units is 30.**

The proposed revision to the graduate calendar is attached as a separate sheet. The proposed changes to ENG PHYS 733 for the graduate calendar is attached as a separate sheet.

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 M.ENG program has not been popular for many years. The Department has accepted only three students into the program in almost two decades. In the last IQAP review of Engineering Physics Graduate Programs, the following comments were noted in the final report regarding the M.ENG:

"After careful analysis the department is considering canceling this program, although it may be worthwhile to figure out if alternate modes of deliveries or different program requirements would make it more attractive for

potential candidates. The department may want to reflect how to position and modify this program and investigate potential market needs not covered by other similar programs in the region before deleting this program.

The department is discussing how it might re-align the M.ENG program to be more attractive to both students and faculty. We believe a course-based Master's option (in place of the current project-based M.ENG.) might be more attractive to students and would alleviate the challenges in finding suitable industrial projects."

After significant discussion at the department level, and considering the views of stake-holders, the Department now seeks to act to modernize the M.ENG and make it more attractive to students.

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

Fall 2018

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

None

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 proposed revision to the graduate calendar is attached as a separate sheet.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Prof. Andrew Knights Email: aknight@mcmaster.ca   Extension: 27224   Date submitted: 26th Feb 2018

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

SGS/2013

Engineering Physics ~~(Industrial Internship)~~, M. Eng.

M.Eng. Degree ~~(Industrial Internship)~~

Course Requirements

A candidate for the M.Eng degree ~~(Industrial Internship)~~ is required to complete a minimum of ~~four~~ eight half courses (the equivalent of ~~two~~ five 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.~~ The candidate must attain a grade of at least B ~~B-~~ in each of the selected courses. In addition, the candidate must complete the course ENG PHYS 733 (six units), an on-campus research project of four months duration, ~~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. The project requires full-time attention and as such the student is not expected to take any other courses while undertaking the project. It is expected that the project will take place during the summer term. The total unit count required for completion of the program is thirty.

~~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.~~

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.

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

_____

At its meeting on March 6th the Faculty of Health Sciences Graduate Policy and Curriculum Committee approved the following recommendations.

Please note that these recommendations were approved by the Executive Committee of the Faculty of Health Sciences.

For Approval of Graduate Council:

1. **Occupational Therapy/ Physiotherapy**
   - Policy Changes
     i. Policy Records Check Policy
     ii. Policy for Leave of Absence for a Graduate Student who is a new parent in the M.Sc. (OT) and M.Sc. (PT) Programs
     iii. Policy for Leaves of Absence in the M.Sc. (OT) and M.Sc. (PT) Programs

For Information of Graduate Council:

- **Health Research Methodology**
  1. **Change to Course Description**
     - 723 Regression Analysis
  2. **Change to Requisite**
     - 726 The Science and Practice of Knowledge Translation: Foundations

SCHOOL OF GRADUATE STUDIES

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

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3.   A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT	School of Rehabilitation Science
NAME OF PROGRAM and PLAN	Occupational Therapy Program; Physiotherapy Program
DEGREE	Master of Science (Occupational Therapy) Master of Science (Physiotherapy)

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	X	**EXPLAIN:** Recommended change: to rescind the 2010 Senate approved, *Police Records Check Policy – Occupational and Physiotherapy Programs.*

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

The 2010 Senate approved Police Records Check Policy – Occupational Therapy and Physiotherapy Programs was previously included in the respective Occupational Therapy and Physiotherapy Program Handbooks prior to the introduction of the Faculty of Health Sciences – Police Records Check Policy in 2013.

Please see Appendix 1 for a full copy of the 2010, Police Records Check Policy – Occupational Therapy and Physiotherapy Programs.

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

The Occupational Therapy and Physiotherapy Programs propose that the *Police Records Check Policy – Occupational Therapy and Physiotherapy Programs* be rescinded due to the introduction of the Faculty of Health Sciences Police Records Check policy which superseded the Occupational Therapy and Physiotherapy program-specific policy as of 2013.

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 Faculty of Health Sciences – Police Records Check Policy replaced the Occupational Therapy and Physiotherapy program specific policy as of 2013. As such, the program specific policy is no longer applicable to students in these Programs as they are required to adhere to the Faculty of Health Sciences – Police Records Check Policy.

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

Given the program-specific police records check policy has been superseded by the Faculty of Health Sciences – Police Records Check policy and thus is not captured in the School of Graduate Studies Calendar and/or Program specific handbooks, the recommendation is to rescind this policy effective immediately, March 2018.

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):

N/A – the *Police Records Check Policy – Occupational Therapy and Physiotherapy Programs* is not outlined in the Graduate Calendar.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vanina Dal Bello-Haas Email: vdalbel@mcmaster.ca Extension: 27822

Name: Lori Letts   Email: lettsl@mcmaster.ca   Extension: 27816

Date submitted: February 26, 2018

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

APPENDIX 1: POLICE RECORDS CHECK – OCCUPATIONAL AND PHYSIOTHERAPY PROGRAMS

Police Records Check - Occupational Therapy and Physiotherapy Programs   October 2010

Summary of Police Records Check Policy

- The Occupational Therapy (OT) and Physiotherapy (PT) Programs (School of Rehabilitation Science, Faculty of Health Sciences, McMaster University) requires incoming students to provide a Police Check, including vulnerable-sector screening and a police record check of RCMP and National Canadian Police Information Centre (CPIC) databases. While in the OT and PT Programs, students must renew this Police Check annually.

- "Not clear" checks include convictions under the *Criminal Code, Controlled Drugs and Substances Act, Food and Drugs Act* as well as pardoned sexual offences, outstanding warrants etc. It also includes restraining orders under *Criminal Code* or *Family Law Act*.

- Vulnerable Sector Screening provides additional information - e.g. findings of guilt where a pardon has not been granted, probation orders etc.

- "Not clear" checks result in:

  - Student notification
  - Consideration by Advisory Panel
  - Panel findings provided to Assistant Dean

- Potential Outcomes:

  - Offer of admission is revoked
  - Offer deferred for one year to allow further investigation
  - Student admitted but any clinical facility is informed in writing of the "Not Clear" check
  - If student already enrolled, student may be required to withdraw, be suspended, or expelled
  - An applicant who believes that a decision was based on incorrect or incomplete information may request a review by the University Registrar

- Review process - request for review goes to the Advisory Panel

- Advisory Panel:

  - Chair of Admissions Committee
  - Registrar or Delegate
  - Student Representative (2nd year)
  - Supported by the Administrative Assistant and External Advisor

McMaster Policies, Procedures and Guidelines

Complete Policy Title: Police Records Check – Occupational Therapy and Physiotherapy
Programs, School of Rehabilitation Science

Approval by McMaster Senate on _____

Table of Contents

PREAMBLE

1.   The purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. In the Faculty of Health Sciences Occupational Therapy and Physiotherapy Programs (i.e., "OT and PT Programs"), the attainment of this purpose require students to interact with children and other vulnerable populations whom the university must take reasonable measures to protect.

2.   Students in the OT and PT Programs work at various clinical sites run by external clinical agencies. In order to protect the public, the OT and PT Programs needs to confirm with these agencies the absence of a criminal conviction or outstanding criminal charges prior to the students participating in a clinical rotation.

3.   Students demonstrate the ability to work with vulnerable populations in many ways, including:

- Acquiring clinical knowledge and competence;
- Showing respect for others; and
- Development and demonstration of ethical frameworks.

4.   This Policy applies to candidates to whom an offer of admission has been made ("candidates"), as well as to all registered students, and students who have withdrawn from the OT and PT Programs, but who re-apply for the purpose of gaining readmission ("students")

5.   This policy represents the OT and PT Programs' recognition of the importance of confidentiality, safety and well-being in a work environment to ensure that candidates and students, by virtue of their past behaviour, do not pose a threat to their patients/clients.

RELATED POLICIES

6.   This policy governs both candidates and students. In some instances, a student's behaviour may involve both academic and non-academic issues, in which case the student may be subject to the procedures of several policies, including the Student Code of Conduct. The Student Appeal Procedures applies to any appeals of decisions related to suspension or expulsion of students. The admission review procedures of the University[1] apply to any request for review of decisions related to revocation or deferral of the offer of admission.

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[1] Currently defined under section 39(a) of the Student Appeal Procedures.

POLICE CHECKS: AUTHORITY AND RESPONSIBILITY[2]

7.   It is not a violation of the Ontario *Human Rights Code* to deny admission to the OT and PT Programs or to suspend or expel a student from the OT and PT Programs as a result of a record of offence.

8.   As programs within a public institution, the OT and PT Programs are required to act fairly and reasonably when making decisions that affect the rights and opportunities of others. As a result, decisions regarding denying admission, withdrawal of an offer of admission, or removal from an academic program must be made thoughtfully, respecting the need for procedural fairness.

9.   The OT and PT Programs shall make reasonable efforts to inform potential candidates of the requirement to have a Police Check and that a "Not Clear" Police Check may result in withdrawal of an offer of admission, suspension or expulsion from the program.

10.   A candidate who submits false, misleading or incomplete information as part of an application shall be subject to denial of admission or withdrawal of an offer of admission. Enrolled students who submit false, misleading or incomplete information shall be subject to suspension or expulsion with a transcript notation to that effect.

POLICE RECORDS CHECK AND VULNERABLE-SECTOR SCREENING

11.   The Police Check includes:

   a)   a Vulnerable Sector Screening; and

   b)   a Police Records Check of the databases from both the Royal Canadian Mounted Police (RCMP) and the National Canadian Police Information Centre (CPIC).

12.   A Vulnerable Sector Screening shall provide the following information:

   a)   Criminal Records (Young Person) (Pursuant to Section 119(1)(a) of the *Youth* Criminal *Justice Act*);

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[2] Taken from the Council of Ontario Faculties of Medicine (COFM), *Police Records Check Policy Document*, June 8, 2006 and from the Ontario Council of University Programs in Rehabilitation Sciences (OCUPRS), *Principles Guiding the Vulnerable Sector Screen Process for Students within the Rehabilitation Science*, May 5, 2009

b) Records of "Not Guilty: Not criminally responsible on account of Mental Disorder";

c) Apprehension under the *Mental Health Act;*

d) Convictions, pending charges, and ongoing investigations under federal and provincial statutes, where available (information maintained under the *Highway Traffic Act,* and the *Compulsory Automobile Insurance Act*, are not included);

e) Relevant Occurrence Reports;

f) Findings of guilt where a pardon has not been granted;

g) Absolute and conditional discharges where not prohibited by legislation; and/or

h) Probation, Prohibition and other Judicial Orders.

13. A Police Records Check of the RCMP and CPIC databases shall provide the following information:

a) Convictions under any of the following:

   i) the *Criminal Code of Canada*;

   ii) the *Controlled Drugs and Substances Act*;

   iii) the *Food and Drugs Act*; and/or

   iv) the *Youth Criminal Justice Act*.

b) The existence of any of the following:

   v) Pardoned sexual offences;

   vi) Undertakings to enter into a Surety to Keep the Peace;

   vii) Outstanding warrants and charges; and/or

   viii) Restraining orders under the *Criminal Code of Canada* or the *Family Law Act*.

but may not include:

a) Expired judicial orders;

b)   Convictions under provincial statutes;

c)   Pardoned records other than pardoned sexual offences;

d)   Local records of other police services in Canada; and/or

e)   Cases where the applicant has been found not guilty by reason of mental disorder.

14.   A Police Check that discloses the existence of any of the occurrences listed in paragraphs 11, 12, and 13 shall be deemed a "Not Clear" Police Check.

IMPLICATIONS OF A "NOT CLEAR" POLICE RECORD CHECK

15.   Convictions prosecuted by way of indictment under the *Criminal Code of Canada* for which a pardon has not been granted shall result in withdrawal of an offer of admission, or expulsion:

16.   Convictions under the following legislation may result in withdrawal of an offer of admission, suspension or expulsion:

a)   The *Controlled Drugs and Substances Act*;

b)   The *Food and Drugs Act*; and/or

c)   Criminal Records (Young Person) (Pursuant to Section 119(1)(a) of the *Youth Criminal Justice Act*).

d)   Summary convictions under The *Criminal Code of Canada* for which a pardon has not been granted

17.   The following information may result in withdrawal of an offer of admission, suspension or expulsion

a)   pardoned sexual offences;

b)   undertakings to enter into a Surety to Keep the Peace;

c)   restraining orders under the *Criminal Code of Canada* or the *Family Law Act*;

d)   Records of "Not Guilty: Not criminally responsible on account of Mental Disorder";

e)   Convictions under other Federal and Provincial statutes;

f) Absolute and conditional discharges where not prohibited by legislation; and/or

g) Probation, Prohibition and other Judicial Orders.

18. Information pertaining to the following matters may result in deferral of admission or registration or suspension for up to one year on the condition that the issue raised in the Police Check is resolved.

a) outstanding warrants and charges; and/or

b) pending charges, and ongoing investigations under federal and provincial statutes.

OBTAINING A POLICE RECORDS CHECK

19. Students should contact their local police agency to obtain a Police Check.

20. The procedure involves a request to the local police to do searches for criminal record information and the existence of a record in the Canadian Police Information Centre (CPIC) databases.

21. It is recommended that students request two original copies - one for submission to the OT and PT Programs and one to keep for their own records.

22. The cost of the Police Records Check shall be at the expense of the student and currently varies between $10 to $60.

23. The process may take up to six weeks depending on the local police agency. Additional information about a Canadian Police Information Centre can be found at www.rcmp-grc.gc.ca.

SPECIFIC RESPONSIBILITIES

G.1 *All Members of the University*

24. All members of the OT and PT Programs (students, faculty, instructors, staff and invigilators) are responsible for the maintenance of a safe atmosphere in all phases of academic life, including research, teaching, learning and administration.

25. All members of the OT and PT Programs have a responsibility to:

a) provide assistance and co-operation in the protection of others; and

b) report known incidents of criminal behaviour.

G.2 *OT and PT Programs Admissions Office*

26.   The OT and PT Programs Admissions Office is responsible for assisting the OT and PT Programs with issues related to the Police Records Checks. Responsibilities include:

    a)   assisting with the development and implementation of this policy;

    b)   providing advice regarding the Advisory Panel's procedures;

    c)   acting as a resource for the Advisory Panel;

    d)   storing all documentation regarding Police Records Check decisions; and

    e)   tracking complaints and inquiries with respect to this policy.

G.3   *Administration*

27.   The Administration of the OT and PT Programs academic programs include: Deans, Associate Deans, Assistant Deans, the Associate Vice-President (Academic), the Provost, and the Senate.

28.   The Administration is responsible for:

    a)   dissemination of information about the expectations for Police Checks;

    b)   assisting all members of the OT and PT Programs with understanding the requirements of the Police Check; and

    c)   an anonymous review of the facts of each situation

G.4   *Advisory Panel*

29.   The Advisory Panel (also referred to as the "Panel" in this policy) is responsible for the consideration of all "Not Clear" Police Checks.

30.   The Panel shall have both student and faculty representation as described in Appendix 1.

31.   The recommendations of the Panel are to be communicated in writing to the Assistant Dean of the appropriate program.

32.   The Panel is prohibited from communicating with the relevant students.

33.   The Panel is prohibited from knowing the identification of the parties to whom the record relates, except where an individual agrees to waive his/her anonymity.

G.5   *Prospective Candidates*

34.   Offers of admission to the OT and PT Programs are conditional upon the receipt by the OT and PT Programs Admissions Office of a "Clear" Police Records Check.

35.	Candidates who have accepted an offer of admission to the OT and PT Programs are required to complete an RCMP "Consent for Disclosure of Criminal Record Information Form" (at Appendix 2).

36.	The candidate is required to forward an original copy of their Police Check to the OT and PT Programs Admissions Office by the first business day following the August Civic Holiday in Ontario of the academic year for which the candidate has received an offer of admission.

37.	The Police Check must be performed in the six months preceding the date in which admission is being sought.

38.	A "Clear" Police Records Check, conducted at the candidate's expense, is required in order for a student to register at the beginning of the academic year.

### G.6	*Enrolled Students*

39	Students already enrolled at the OT and PT Programs shall be required renew their Police Check including a vulnerable sector screen and a police record check of RCMP and National Canadian Police Information Centre (CPIC) databases annually (i.e. twice while enrolled within the program) to be submitted by posted program deadline.

40.	The Police Check must be performed within the preceeding forty-five (45) business days on which it is due to be submitted to the OT and PT Programs Admission Office.

41.	A "Clear" Police Records check is required in order for the student to continue in the program.

42.	A conviction prosecuted by way of indictment under the *Criminal Code of Canada*, as evidenced in a "Not Clear" Police Check, shall result in expulsion.

43.	Students who have a change in their status in relation to sections D12 or D13 shall notify the respective program within 2 weeks of the said change in status.

### G.7	*International, Visa and Non-Status Candidates and Students*

44.	This policy, in its entirety, applies to International, Visa and Non-Status candidates and students with regard to offers of admission or continuing status in the program.

45.	International, Visa and Non-Status candidates and students shall be required to provide a sworn affidavit indicating that he or she has no knowledge of any criminal records in any jurisdiction either in or outside of Canada related in any way to the candidate or student. If an International, Visa or Non-Status candidate or student does have knowledge of any such criminal record, he or she shall specify the nature of the offence and provide details in the sworn affidavit regarding the offence.

46. The sworn affidavit must address all aspects of the Police Check as articulated in this Policy.

47. The OT and PT Programs Admissions Office shall verify the sworn affidavit and its contents.

48. Falsely executed affidavits and/or false statements shall result in immediate revocation of an offer of admission to prospective candidates.

49. Falsely executed affidavits and/or false statements discovered to be made by enrolled students shall result in suspension or expulsion with transcript notation to that effect.

"NOT CLEAR" POLICE RECORDS CHECK

H.1   Candidates for Admission

50. The offer of admission to a candidate is contingent upon a "Clear" Police Check or approval by the Assistant Dean of the appropriate program on the advice of the Advisory Panel in the event of a "Not Clear" Police Check.

51. The information provided by an original copy of the Police Check shall be deemed to be complete and accurate.

52. The Assistant Dean of the appropriate program shall notify a candidate who has a "Not Clear" Police Check that the matter shall be forwarded to the Panel for consideration.

53. The Assistant Dean of the appropriate program shall forward to the Panel the de-personalized file of each candidate with a "Not Clear" Police Check (referred to as the "File" throughout this policy).

54. The Panel shall consider the File of each candidate with a "Not Clear" Police Check on a case by case basis as expeditiously as possible to facilitate registration by September 1st.

55. The File to which the Panel shall have access shall only contain de-personalized information as it relates to each "Not Clear" Police Check, or equivalent information as it relates to International, Visa and Non-Status candidates.

56. The File to which the Panel shall have access shall have the following personal identifiers removed by the OT and PT Programs Admissions Office: name, student number, address, telephone number, cellular telephone number, facsimile number, gender, city of residence, race, nationality, ethnicity, and any other information that may reasonably be deemed to be identifiable.

57. The Panel shall not have any contact with the candidate.

58. In considering the File, the Panel will take the following factors into consideration:

    a) The relevancy of the conviction or charge to the candidate's program, with a specific view as to whether the offence involved:

        i) children or other vulnerable populations;

        ii) sexual activity;

        iii) violence;

        iv) acts of dishonesty; and/or

        v) the use of alcohol or illegal drugs.

    b) The date of any conviction;

    c) The seriousness of any conviction;

    d) Efforts at rehabilitation undertaken by the candidate;

    e) The likelihood that offence(s) will be repeated;

    f) The policies of clinical facilities;

    g) The nature of the offence or incident and its relevance to the standards using the relevant college (College of Occupational Therapists of Ontario, College of Physiotherapist of Ontario);

    h) The candidate's full and open disclosure of all relevant information; and

    i) Such other factors as deemed reasonable by the Panel.

59. Upon consideration of the File, the Panel can make any of the following recommendations to the Assistant Dean of the appropriate program:

    a) Revoke the offer of admission;

    b) Defer admission of the candidate on the condition that the issue(s) raised by the Police Check are resolved within one (1) year from the date of the offer of admission. In this event, the Panel shall re-evaluate the matter upon receipt of evidence from the candidate attesting to the resolution of issue(s); or

    c) Accept the candidate into the program despite a "Not Clear" Police Check, provided that,

i)   The clinical facilities at which the candidate is placed is informed, in writing, of the student's "Not Clear" Police Records Check,

ii)   The clinical facilities maintain the right not to accept the candidate for clinical placement(s), and

iii)   The candidate is apprised of the consequences of a denied placement, including but not limited to the inability to complete the requirements of the program, potentially jeopardizing their progress in the program and completion of degree requirements.

d)   Accept the candidate into the program subject to the imposition of other conditions or restrictions deemed appropriate in the circumstances.

60.   The Panel shall communicate its recommendations in writing to the Assistant Dean of the appropriate program.

61.   Upon receiving the Panel's recommendations, the Assistant Dean of the appropriate program shall make a decision regarding status of the candidate. If the decision of the Assistant Dean of the appropriate program differs from the recommendation of the Panel, then the Assistant Dean of the appropriate program will provide a written rationale for the decision.

62.   The Assistant Dean of the appropriate program shall communicate his or her decision to the candidate in writing prior to September 1st.

63.   The decision of the Assistant Dean of the appropriate program is final. However, the candidate may challenge the decision under the established university process for review of admissions[3] if the candidate believes that the decision was founded on incorrect or incomplete information.

REQUEST FOR REVIEW OF ADMISSION DECISIONS

64.   To request a review of the decision of the Assistant Dean of the appropriate program regarding the application of this policy, candidates for admission shall file a Request for Review and any relevant documentation supporting the request with the Registrar within fifteen (15) business days of receipt of the decision.

65.   The Registrar shall determine whether the information upon which the decision was based was incomplete or incorrect, and, if so, shall refer the Request for Review to the Panel for reconsideration.

---

[3] Currently defined by Section 39(a) of the Student Appeal Procedures

66. The Panel will review its previous recommendation in light of the additional relevant information.

67. Upon consideration of additional relevant information, the Panel may make the following recommendations, if applicable, in writing to the Associate Dean, Graduate Studies (Health Sciences):

    a)   uphold the decision to withdraw the offer of admission;

    b)   defer the offer of admission, for a period of no more than one (1) academic year;

    c)   impose specific conditions on the admission and/or continued enrolment of the student;

    e)   implement specific restrictions or sanctions suitable to specific circumstances and/or placements;

    f)   admit the candidate without special restrictions or conditions;

    g)   such other conditions or restrictions deemed appropriate in the circumstances by the Panel.

68. The Panel shall communicate its recommendations to the Associate Dean, Graduate Studies (Health Sciences) within twenty (20) business days of receipt by the Panel of the Request for Review.

69. The Associate Dean, Graduate Studies (Health Sciences) shall make a decision regarding the Panel's recommendations. If the decision of the Associate Dean, Graduate Studies (Health Sciences) differs from the recommendation of the Panel, then the Associate Dean, Graduate Studies (Health Sciences) will provide a written rationale for the decision. The decision of the Associate Dean, Graduate Studies (Health Sciences) shall be final and not subject to appeal. The Associate Dean, Graduate Studies (Health Sciences) shall communicate that decision in writing within ten (10) business days to the candidate.

8.2 Students in the Program

70. The Assistant Dean of the appropriate program shall notify a student who has a "Not Clear" Police Check that the matter shall be forwarded to the Panel for consideration.

71. The Assistant Dean of the appropriate program shall forward to the Panel the File of each student with a "Not Clear" Police Check.

72. The Panel shall consider the File of each student with a "Not Clear" Police Check on a case by case basis, within a reasonable time.

73. The File to which the Panel shall have access shall only contain de-personalized information as it relates to each "Not Clear" Police Check, or equivalent information as it relates to International, Visa and Non-Status students.

74. The File to which the Panel shall have access shall have the following personal identifiers removed by the OT and PT Programs Admissions Office: name, student number, address, telephone number, cellular telephone number, facsimile number, gender, city of residence, race, nationality, ethnicity, and any other information that may reasonably be deemed to be identifiable.

75. The Panel shall not have any contact with the student whose File is being considered.

76. In considering the File, the Panel will take the following factors into consideration:

    a) The relevancy of the conviction or charge to the student's appropriate program with a specific view as to whether the offence involved:

        i) children or other vulnerable populations;

        ii) sexual activity;

        iii) violence;

        iv) acts of dishonesty; and/or

        v) the use of alcohol or illegal drugs.

    b) The date of any conviction;

    c) The seriousness of any conviction;

    d) Efforts at rehabilitation undertaken by the student;

    e) The likelihood offences will be repeated;

    f) The policies of clinical facilities in the local jurisdiction;

    g) The nature of the offence or incident and its relevance to the standards using the relevant college (College of Occupational Therapists of Ontario, College of Physiotherapist of Ontario);

    h) The student's full and open disclosure of all relevant information; and

    i) Such other factors as deemed reasonable by the Panel.

77. Upon consideration of the File, the Panel can make any of the following recommendations to the Assistant Dean of the appropriate program:

a) Permit the student to continue in the program despite a "Not Clear" Police Check provided that:

  i) the clinical facilities to which the student is placed be informed, in writing, of the student's "Not Clear" Police Check;

  ii) the clinical facilities maintain the right not to accept the student for clinical placement(s); and

  iii) the student is apprised of the consequences of a denied placement, including but not limited to the inability to complete the requirements of the program, potentially jeopardizing his/her progress in the program and completion of degree requirements.

b) Allow the student to register subject to the imposition of conditions or restrictions deemed appropriate in the circumstances.

c) Require the student to withdraw from the program for a period of up to one year until such time as the outstanding issue is resolved

d) Suspend or expel the student from the program;

78. The Panel shall communicate its recommendations in writing to the Assistant Dean of the appropriate program within a reasonable time.

79. Upon receiving the Panel's recommendations, the Assistant Dean of the appropriate program shall make a decision regarding recommendations 76 a) to d). In the case of a recommendation to suspend or expel the student, the Assistant Dean of the appropriate program shall make a recommendation to the Associate Dean, Graduate Studies (Health Sciences) regarding the status of the student within a reasonable time. If the decision or recommendation of the Assistant Dean of the appropriate program differs from the recommendation of the Panel, then the Assistant Dean of the appropriate program will provide a written rationale for the decision or recommendation.

80. The Associate Dean Graduate Studies (Health Sciences) shall communicate his or her decision with the reason(s) to the student in writing within a reasonable time.

RECORDS

81. The OT and PT Programs shall maintain a record of each candidate or student with a "Not Clear" Police Check.

82. All Panel recommendations shall be kept separate from a student's academic record.

83. Decisions of the Assistant Dean of the appropriate program that are communicated to the candidate or student as required by this policy shall be kept in the student's academic record.

APPEAL

84. Students may appeal the decision of the Associate Dean, Graduate Studies (Health Sciences) with respect to suspension or expulsion under the appeal provisions found in the Student Appeal Procedures. No appeal procedure shall be available for decisions on admission or re-admission to the OT and PT Programs.

REVIEW AND APPROVAL

85. This policy was approved by the Senate of McMaster University in [month] of 2009.

APPENDIX 1: ADVISORY PANEL

Requirements for Selection and Operation

1. The Panel shall consist of the following three members:

    a) Chair of the Occupational Therapy and Physiotherapy Admissions Committee;

    b) Registrar (or delegate);

    c) A student Representative in his or her 2nd year of studies in the OT or PT Program selected by the Assistant Dean of the appropriate program.

2. The Chair of the Occupational Therapy and Physiotherapy Admissions Committee shall chair meetings of the Advisory Panel. Decisions of the Advisory Panel shall be made by majority vote.

3. The Panel shall be supported by an Administrative Assistant who shall record all Panel proceedings. This Administrative Assistant shall have no decision making capacity on the Panel.

4. The Advisory Panel may, from time to time, enlist the services of independent experts including lawyers, police, risk management consultants, screening consultants or other individuals with relevant training for the purpose of providing advice to the Panel. This "external advisor" shall have no decision making capacity on the Panel.

5. In the event that the Chair of the Occupational Therapy and Physiotherapy Admissions Committee is unavailable or unable to participate, a member of the Admissions Committee delegated by the Chair shall serve in this capacity.

6. The OT and PT Programs Admissions Office shall ensure that members of the Panel receive necessary training to discharge their responsibilities.

7. The Panel shall report the following information to the appropriate Assistant Dean:

    a) By August 15th of each year, the list of cases to be considered by the Panel; and

    b) By March 1st of each year, a summary of the Panel's work in the previous academic year, recommendations for change and any other information the Panel deems necessary or the Assistant Dean of the appropriate program requires of the Panel.

8. Decisions of the Panel shall be recorded by the Administrative Assistant, and dated and signed by the Panel Chair.

APPENDIX 2 – CONSENT FORM

Royal Canadian Mounted Police / Gendarmerie royale du Canada

CONSENT FOR DISCLOSURE
OF CRIMINAL RECORD INFORMATION

IF COMPLETED MANUALLY, PLEASE PRINT

PART 1

Surname	Given name (1)	Given name (2)	Sex	Tel. no. (incl. area code)
			☐ M ☐ F	

Address (no., street, apt.)	City	Province	Postal code

Date of birth (yyyy-mm-d)	Place of birth	Driver's licence no.	Usual first name or alias	Maiden name

Previous address if less than 5 years at current address

Address (no., street, apt.)	City	Province	Postal code

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name	Title	Name of organization

Address (no., street, apt.)	City	Province	Postal code

PART 3

WAIVER AND RELEASE:

I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this _____ day of _____ _____   Signature of applicant _____

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
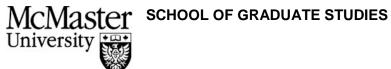BOX 8885
OTTAWA, ONTARIO K1G 3M8

YOUNG OFFENDER INFORMATION - The Young Offenders Act makes it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information MUST be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY	
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY.	☐ None located	☐ ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC. RCMP: Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	☐ None located	☐ ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. RCMP: Make CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query.	☐ None located	☐ ** May or may not exist
4.		Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition. RCMP: Make Persons Queries on PIRS and CPIC. In view of the general nature of this information confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exits, do not disclose this information.	☐ None located	☐ ** May or may not exist

COMPLETED BY

Member (signature)	Reg. no.	Unit	Date

RCMP GRC 3584 eng. (1999-12) (WEB-pdf)

SCHOOL OF GRADUATE STUDIES

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

<table>
<tr><td colspan="2"><u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM</u>:

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.</td></tr>
</table>

<table>
<tr><td>DEPARTMENT</td><td colspan="2">School of Rehabilitation Science</td></tr>
<tr><td>NAME OF PROGRAM and PLAN</td><td colspan="2">Occupational Therapy Program

Physiotherapy Program</td></tr>
<tr><td>DEGREE</td><td colspan="2">Master of Science (Occupational Therapy)

Master of Science (Physiotherapy)</td></tr>
<tr><td colspan="3">NATURE OF RECOMMENDATION <i>(PLEASE CHECK APPROPRIATE BOX)</i>

Is this change a result of an IQAP review? ☐ Yes ☒ No</td></tr>
<tr><td colspan="3">CREATION OF NEW MILESTONE ☐</td></tr>
</table>

<table>
<tr><td>CHANGE IN ADMISSION REQUIREMENTS</td><td></td><td>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</td><td></td><td>CHANGE IN COURSE REQUIREMENTS</td><td></td></tr>
<tr><td colspan="2">CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR</td><td colspan="4">EXPLAIN:</td></tr>
<tr><td>OTHER CHANGES</td><td>X</td><td colspan="4">EXPLAIN:

Recommended change: to rescind the December 8, 2010 Senate approved, 'Policy for Leave of Absence for a Graduate Student who is a new parent in the MSc(OT) and Msc(PT) Programs.</td></tr>
</table>

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

The Occupational Therapy (OT) and Physiotherapy (PT) Programs are professional course-based, full-time (24-25) month Masters Programs with sessional dates, curriculum delivery and program requirements that differ from the typical Thesis based Graduate Programs at McMaster University.

Due to the nature of these cohort based programs, additional internal processes and timing are required for students that are requesting and/or returning from a Leave of Absence for pregnancy and/or parental leave which is not otherwise captured in the School of Graduate Studies, Graduate Calendar Leave of Absence Policy.

The '*Policy for Leave of Absence for a Graduate Student who is a new parent in the MSc(OT) and MSc(PT) Programs*' was originally developed in 2004, for use by the Occupational and Physiotherapy Programs as an internal policy to supplement the School of Graduate Studies Calendar Leave of Absence Policy. This policy was later revised and approved by the Occupational and Physiotherapy Programs respectively, FHS Graduate Policy and Curriculum Committee and Senate in 2010.

The full *Policy for Leave of Absence for a Graduate Student who is a new parent in the MSc(OT) and MSc(PT) Programs* is located in the Occupational Therapy and Physiotherapy Program Handbooks and outlined below:

<div align="center">

MASTER OF SCIENCE PROGRAMS IN

OCCUPATIONAL THERAPY AND PHYSIOTHERAPY
McMaster University

</div>

Complete Title: Policy for Leave of Absence for a Graduate Student who is a new
                 parent in the MSc(OT) and MSc(PT) Programs

Date Developed: May 26, 2004
Last Revised: June 3, 2010
Approved by: OT Education Committee PT Governing Committee

Date of Most Recent Approval: June 16, 2010 - PT Governing Committee
                               June 21, 2010 - OT Education Council
                               September 22, 2010 – FHS Graduate Policy and Curriculum Committee
                               December 8, 2010 - Senate

Policy Owner: Program Administrator

<div align="center">

POLICY

</div>

Policy Statement:
A leave of absence will be granted to students within the MSc OT and PT Programs, by the SGS, on the recommendation of the Program, for a graduate student who is expecting a child, whether by adoption, or birth or guardianship. The student may request a leave of absence of not more than one year to begin as soon as necessary but not later than fifty two weeks after the arrival of the child.

Students are referred to the SGS general regulations on leaves of absence for matters related to use of university facilities, scholarships, and tuition.

Procedures for Requesting a Leave of Absence (Pregnancy or Parental):

Please note that students are encouraged to contact the Assistant Dean prior to submitting written documentation or the *Leave of Absence Information Form where Leave of Absence Includes Pregnancy or Parental Leave form,* to discuss options and procedures.

1. The student will submit a written request for a leave of absence, using the *Leave of Absence Information Form where Leave of Absence Includes Pregnancy or Parental Leave form,* (available on the SGS website), and relevant supporting documentation.

2. The student will meet with the Assistant Dean and Program Administrator to complete the formal process to request a leave of absence, and discuss/agree upon the dates of the leave.
    The student will be required to also bring their hospital identification badge/anatomy card.

3. The Assistant Dean will send the student a letter, confirming the agreed upon dates, and scheduled date of return to studies.

4. The Assistant Dean will submit to the Associate Dean, Faculty of Health Sciences (Graduate Studies):
   - The original copy of the *Leave of Absence Information Form where Leave of Absence Includes Pregnancy or Parental Leave form*
   - Original copies of other documentation provided by the student as applicable
   - A copy of the letter sent to the student

5. On behalf of the SGS, the Associate Dean will review the submission. His/her office will notify the Assistant Dean, Program Administrator and student when the leave has been approved.

Procedures for Returning from a Leave of Absence:

7. The student must write the Assistant Dean no later than three months prior to the beginning of the appropriate term or unit of study to which the student would be returning indicating his/her intention to return.

8. The Assistant Dean will acknowledge the request by sending the student a letter.

9. The Assistant Dean will submit to the Associate Dean, Faculty of Health Sciences (Graduate Studies):
   - A copy of the letter for request for re-entry into the Program
   - Copies of other documentation provided by the student as applicable
   - A copy of the letter sent to the student

10. Once the Associate Dean, Faculty of Health Sciences (Graduate Studies) has confirmed that the documentation provided by the student allows resumption of studies on the pre-specified date, his/her office will notify the Assistant Dean, Program Administrator and student confirming that the return from the leave of absence can proceed.

11. The student will resume studies in the Term/Unit of study as stated in the letter sent to the student at the time of the request for the leave of absence. In order to resume studies, the student is required to contact the Program Administrator to begin the process for completing the clinical placement/practicum requirements (*e.g.*, Vulnerable Sector Screening, Health Screening etc.) and to confirm registration processes.

Related Policies and Procedures:
SGS *Leaves of Absence Regulations* (McMaster University)

Disclaimer: If there is a discrepancy between the electronic copy and the written copy held by the Guideline owner, the written copy prevails.

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

The Occupational Therapy and Physiotherapy Programs propose that the Policy for Leave of Absence for a Graduate Student who is a new parent in the MSc(OT) and MSc(PT) Programs be rescinded.

In the absence of this policy, Program Guidelines (procedural document) detailing the processes required for students to request and return from a Leave of Absence (pregnancy and/or parental) from the Program will be developed for the respective Program Handbooks.

The proposed guidelines will supplement the School of Graduate Studies Calendar, Leave of Absence Policy, remaining compliant with the policy, however, reflect the additional program-specific required processes due to the nature of the cohort, full-time, professional course-based programs.
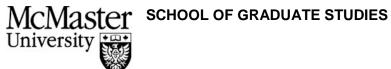

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Revised and approved by Senate in 2010, the *Policy for Leave of Absence for a Graduate Student who is a new parent in the MSc(OT) and MSc(PT) Programs* is no longer up to date and reflective of the current internal program processes related to a request and return from a Leave of Absence (pregnancy and/or parental).

If the policy is rescinded, due to the nature of these professional cohort/course-based programs, the need remains for a procedural document (guideline) to supplement the Graduate Calendar leave of absence policy to effectively capture the program-specific processes involved for students requesting/returning from a leave of absence (pregnancy and/or parental).

The development of program-specific procedural guidelines will allow increased flexibility to amend as/if needed on an annual basis, to reflect individual Program processes and remain aligned with the Graduate Calendar, without the requirement of Senate approval for potential policy revisions.

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

September 2018 – the start of the 2018-2019 academic year.

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):

N/A – the *Policy for Leave of Absence for a Graduate Student who is a new parent in the MSc(OT) and MSc(PT) Programs* is not outlined in the Graduate Calendar.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vanina Dal Bello-Haas Email: vdalbel@mcmaster.ca Extension: 27822

Name: Lori Letts   Email: lettsl@mcmaster.ca   Extension: 27816

Date submitted: February 26, 2018

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

SGS/2013

SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING 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		School of Rehabilitation Sciences		
NAME OF PROGRAM and PLAN		**Applicable to:** Occupational Therapy Program: Physiotherapy Program		
DEGREE		Master of Science (Occupational Therapy) Master of Science (Physiotherapy)		
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	N/A	**EXPLAIN:**		
OTHER CHANGES	X	**EXPLAIN:** Recommended change: to rescind the December 8, 2010 Senate approved, '*Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs*.'		

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

The Occupational Therapy (OT) and Physiotherapy (PT) Programs are professional course-based, full-time (24-25 month) Master's Programs with sessional dates, curriculum delivery and program requirements that differ from typical Thesis based Graduate Programs at McMaster University. As such, for students in these cohort based programs whom petition for a Leave of Absence, additional processes related to requesting and returning from a leave of absence are necessary to account for these differences not otherwise captured in the School of Graduate Studies, Graduate Calendar Leave of Absence Policy *e.g.*, a minimum of a 1-year leave of absence is required for OT and PT students in addition to sufficient/advanced notice to complete and submit updated Health and Safety documents.

The '*Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs*' was originally developed in 2004, for use by the Occupational Therapy and Physiotherapy Programs as an internal policy to supplement the School of Graduate Studies Calendar, Leave of Absence Policy.   This policy was later revised and approved by the Occupational and Physiotherapy Programs respectively, FHS Graduate Policy and Curriculum Committee and Senate in 2010.

The full *Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs* is located in the Occupational Therapy and Physiotherapy Program Handbooks and outlined below:

MASTER OF SCIENCE PROGRAMS IN
OCCUPATIONAL THERAPY AND PHYSIOTHERAPY
McMaster University

Complete Title: Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs

Date Developed: May 26, 2004
Last Revised: March 22, 2010

Approved by: OT Education Committee
              PT Governing Committee

Date of Most Recent Approval:
June 16, 2010 - PT Governing Committee
June 21, 2010 - OT Education Committee
September 22, 2010 - FHS Graduate Policy and Curriculum Committee
December 8, 2010 - Senate

Policy Owner: Program Administrator

_____

POLICY
_____

Policy Statement:
A leave of absence may be granted to students within the MSc(OT) and MSc(PT) Programs, by the SGS, on the recommendation of the Program, for health reasons or other extenuating circumstances**.** If a leave of absence is granted, it is only for a maximum of one year.

Students are referred to the SGS general regulations on leaves of absence for matters related to use of university facilities, scholarships, and tuition.

A student may request only one leave of absence due to extenuating circumstances.

Procedures for Requesting a Leave of Absence:

Please note that students are encouraged to contact the Assistant Dean prior to submitting written documentation or the Petition for Special Consideration, to discuss options and procedures.

The student will submit a written request for a leave of absence, using the Petition for Special Consideration Form (available on the of SGS website), and other supporting documentation they wish to submit. For the request of a medical leave of absence, a physician's note is also required.

The student will meet with the Assistant Dean and Program Administrator to complete the formal process to request a leave of absence. The student will be required to also bring their hospital identification badge/anatomy card.

The Assistant Dean will review the request for the leave of absence in consultation with the Program Academic Study Committee if appropriate.

The Assistant Dean will complete the Petition for Special Consideration form, which will include his/her recommendation to the Associate Dean, Faculty of Health Sciences (Graduate Studies) regarding the request for the leave of absence. If the recommendation supports the leave of absence, the Assistant Dean will also include within the Petition a recommendation for which Term/Unit of study to which the student is eligible to return.

The Assistant Dean will send the student a letter, notifying the student of his/her recommendation to the Associate Dean, Faculty of Health Sciences (Graduate Studies).

The Assistant Dean will submit to the Associate Dean, Faculty of Health Sciences (Graduate Studies):
The original copy of the Petition of Special Consideration
Original copies of other documentation provided by the student as applicable
A copy of the letter sent to the student

On behalf of the SGS, the Associate Dean will review the submission and the recommendation of the Assistant Dean, and make a decision. His/her office will notify the Assistant Dean, Program Administrator and student of his/her decision.

Procedures for Returning from a Leave of Absence:

The student must write the Assistant Dean no later than three months prior to the beginning of the appropriate term or unit of study to which the student would be returning indicating his/her intention to return.

If the leave of absence was granted for medical reasons, a note or letter from the physician most responsible for providing care for the health matter that led to the medical leave of absence is required. This note or letter must be dated within at least two months of the student's written request to return to the Program. The student is responsible for informing the physician of the expectations of the clinical and academic components of the Program, which the physician will use to inform his/her decision.

If the leave of absence was granted for extenuating circumstances the letter from the student must demonstrate that the circumstances for which the leave was granted will no longer impact on studies, and/or the student has supports in place to successfully resume studies.

Reentry will depend on evidence of readiness to return, reviewed by the Assistant Dean, in consultation with the Program Academic Study Committee if appropriate. The Assistant Dean will make a recommendation to the Associate Dean, Faculty of Health Science (Graduate Studies) in regards to the submission.

The Assistant Dean will send the student a letter, notifying the student of his/her recommendation.

The Assistant Dean will submit to the Associate Dean, Faculty of Health Sciences (Graduate Studies):
A copy of the letter for request for re-entry into the Program
Copies of other documentation provided by the student as applicable
A copy of the letter sent to the student

Once the Associate Dean, Faculty of Health Sciences (Graduate Studies) has confirmed that the documentation provided by the student allows resumption of studies on the pre-specified date, his/her office will notify the Assistant Dean, Program Administrator and student confirming that the return from the leave of absence can proceed.

The student will resume studies in the Term/Unit of study as stated in the letter sent to the student at the time of the request for the leave of absence. In order to resume studies, the student is required to contact the Program Administrator to begin the process for completing the clinical placement/practicum requirements (*e.g.*, Vulnerable Sector Screening, Health Screening etc.) and to confirm registration processes.

Related Policies and Procedures:
SGS *Leaves of Absence Regulations* (McMaster University)

Disclaimer: If there is a discrepancy between the electronic copy and the written copy held by the Guideline owner, the written copy prevails.

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

The Occupational Therapy and Physiotherapy Programs propose that the *Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs* be rescinded.

In the absence of this policy, Program Guidelines (procedural documents) detailing the processes required for students to request and return from a leave of absence from the Programs will be developed for the respective Program Handbooks.

The guidelines will supplement the School of Graduate Studies Calendar, Leave of Absence Policy, remaining compliant with the policy, however reflecting the additional Program-specific required processes due to the nature of the cohort, full-time, professional course-based programs.

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?):

There are a few reasons for the recommendation to rescind the *Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs:*

Revised and approved by Senate in 2010, the *Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs* no longer aligns with the current School of Graduate Studies, Graduate Calendar leave of absence policy, *e.g.,* students can only request a leave of absence once, nor is the policy reflective of the current program-specific procedures for students requesting/returning from a leave of absence.

If the policy is rescinded, due to the nature of these professional cohort/course-based programs, the need remains for a procedural document to supplement the Graduate Calendar leave of absence policy to effectively capture the program-specific processes involved for students in these Programs requesting/returning from a leave of absence.

The development of program-specific procedural guidelines will allow increased flexibility to amend as/if needed on an annual basis, without the requirement of Senate approval for policy revisions, remain aligned and up to date with the Graduate Calendar leave of absence policy and reflect current individual program processes.

Finally, in September 2017, the School of Rehabilitation Science launched the Speech-Language Pathology (SLP) Program. Similar to the Occupational and Physiotherapy Programs, the Speech-Language Pathology Program is a full-time Professional cohort/course-based Program with sessional dates, curriculum delivery and program requirements that differ from typical Thesis-based Graduate Programs at McMaster University.

The *Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs* was developed prior to the introduction of the Speech-Language Pathology Program, thus not inclusive of this additional Program. The recommendation to rescind the policy allows the opportunity for all three Professional Course-Based Programs in the School of Rehabilitation Science to develop program-specific procedural guidelines that supplement and align with the Graduate Calendar leave of absence policy moving forward.

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

September 2018 – the start of the 2018-2019 academic year.

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):

N/A - The *Policy for Leaves of Absence for Students in the MSc(OT) and MSc(PT) Programs* is not outlined in the Graduate Calendar.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vanina Dal Bello-Haas Email: vdalbel@mcmaster.ca Extension: 27822

Name: Lori Letts   Email: lettsl@mcmaster.ca   Extension: 27816

Date submitted: February 26, 2018

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 March 1st, 2018 the Faculty of Humanities Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved at the March 26th meeting of the Faculty of Humanities.

FOR APPROVAL OF GRADUATE COUNCIL:

a. **English and Cultural Studies**
   i. **Creation of New Milestones and Change to Calendar Copy**

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	English & Cultural Studies
NAME OF PROGRAM and PLAN	English PhD

DEGREE	**Doctor of Philosophy in English**

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	X	**EXPLAIN:** ==Additional information to the PhD degree description== – **Doctoral Research Seminar replaces Research Methods and Bibliography Requirements**

OTHER CHANGES	**EXPLAIN:** The Doctoral Research Seminar is a 3-unit course, taught in 3 1-week sections. Parts 1 and 2 will be logged as Milestones, completion of which will allow students to enrol in Part 3, which will be recorded as a 3-unit course.

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE: (currently in calendar 2017-18)

Research Methods & Bibliography Requirements

In addition, each Ph.D. candidate is required to participate in a set of workshops in May of their second year. The aim of this course is to provide students with the opportunity to discuss a range of contemporary research models and methodologies in literary and cultural studies. Students must attend all of the workshops in order to receive a passing grade.

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

English 7XX Doctoral Research Seminar

This course focuses on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media. The course consists of three one-week seminars (10 hrs per week), conducted in May of Year One, and October and April of Year Two. Seminars 1 and 2 will be logged as Milestones, completion of which will grant students permission to register for Seminar 3. On completion of Seminar 3, students will earn the 3 course credits the course represents.   Required for PhD students; pass/fail.

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 course reflects the increasing emphasis in graduate student training on elements of professionalization (e.g. grant application, research methods, dissemination of research). Completion of this 3-credit course will ensure that students have gained experience in a variety of research and communication activities that will help to prepare them for both academic and non-academic job markets. The course resembles similar courses in English/Cultural Studies programs across the country.

In order to track each section of the new Doctoral Research Seminar, the Department of English & Cultural Studies proposes tracking the first two sections as Milestones that will be logged on the "Student Summary" only. The prerequisite for completing sections 1 & 2 will be tracked within the department, using the milestone form, which are then remitted to SGS for processing. Listing the Milestones as *Doctoral Research Seminar 1* and *Doctoral Research Seminar 2*, will allow for easy reference when giving permission to students to register for the 3rd section in the form of a 3-unit course.

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

September 1, 2018

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):

English 7XX* Doctoral Research Seminar

~~Research Methods & Bibliography Requirements~~

This course focuses on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media. The course consists of three one-week seminars (10 hrs per week), conducted in May of Year One, and October and April of Year Two. Seminars 1 and 2 will be logged as Milestones, completion of which will grant students permission to register for Seminar 3. On completion of Seminar 3, students will earn the 3 course credits the course represents.   Required for PhD students; pass/fail.~~In addition, each Ph.D. candidate is required to participate in a set of workshops in May of their second year. The aim of thiscourse is to provide students with the opportunity to discuss a range of contemporary research models and methodologies in literary and cultural studies. Students must attend all of the workshops in order to receive a passing grade.~~

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Susie O'Brien   Email: obriensu@mcmaster.ca   Extension: 23724   Date submitted: 2018/01/18

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

SCHOOL OF GRADUATE STUDIES

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

<table>
<tr>
<td colspan="3" align="center">IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.

2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).

3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</td>
</tr>
</table>

<table>
<tr>
<td>DEPARTMENT</td>
<td colspan="3">English and Cultural Studies</td>
</tr>
<tr>
<td>COURSE TITLE</td>
<td colspan="3">Doctoral Research Seminar</td>
</tr>
<tr>
<td rowspan="2">COURSE NUMBER</td>
<td rowspan="2">ENGLISH 7XX</td>
<td colspan="2" align="center">COURSE CREDIT</td>
</tr>
<tr>
<td colspan="2">6 Unit Course (   )   <mark>3 Unit Course (X)</mark>   1.5 Unit Course   (   )</td>
</tr>
<tr>
<td>INSTRUCTOR(S)</td>
<td colspan="3"></td>
</tr>
<tr>
<td>REQUISITE(S)

(Pre/Co/Anti or program enrollment requirement)</td>
<td colspan="3"><mark>Prerequisite(s): Must be enrolled in English PhD Program</mark></td>
</tr>
</table>

<table>
<tr>
<td colspan="3" align="center">NATURE OF RECOMMENDATION <i>(PLEASE CHECK APPROPRIATE BOX)</i>

Is this change a result of an IQAP review? ☐ Yes ☒ No</td>
</tr>
<tr>
<td>NEW COURSE</td>
<td>X</td>
<td>DATE TO BE OFFERED (FOR NEW COURSES ONLY): <mark>September 2018</mark>   WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? NO</td>
</tr>
<tr>
<td colspan="3">WILL THE COURSE BE CROSS-LISTED (COMBINED SECTIONS) WITH ANOTHER DEPARTMENT? NO IF YES, PLEASE NOTE WHICH DEPARTMENT:

ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.

*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:</td>
</tr>
<tr>
<td>CHANGE IN COURSE TITLE</td>
<td></td>
<td>PROVIDE THE NEW COURSE TITLE:</td>
</tr>
<tr>
<td>CHANGE IN COURSE DESCRIPTION</td>
<td></td>
<td>600-LEVEL COURSE <i>(Undergraduate course for graduate credit) Please see #4 on page 2 of this form</i></td>
</tr>
</table>

COURSE CANCELLATION	**PROVIDE THE REASON FOR COURSE CANCELLATION:**
	PLEASE NOTE: CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.

OTHER CHANGES	X	**EXPLAIN:** The Department wishes to set up two Milestones related to this course in order to track sections 1 & 2. Once a student has completed both sections they will be allowed to enrol in the final section for credit (3-units).

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

This course focuses on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media. The course consists of three one-week seminars (10 hrs per week), conducted in May of Year One, and October and April of Year Two. Required for PhD students; pass/fail.

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

This course focuses on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media.

** Rationale in creating Milestones to track this course over the first 2 years of the PhD:

In order to track each section of the new Doctoral Research Seminar, the Department of English & Cultural Studies proposes tracking the first two sections as Milestones that will be logged on the "Student Summary" only. The prerequisite for completing sections 1 & 2 will be tracked within the department, using the milestone form, which are then remitted to SGS for processing. Listing the Milestones as *Doctoral Research Seminar 1* and *Doctoral Research Seminar 2*, will allow for easy reference when giving permission to students to register for the 3rd section in the form of a 3-unit course.

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1. STATEMENT OF PURPOSE (How does the course fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review (if applicable)?)

This course reflects the increasing emphasis in graduate student training on elements of professionalization (e.g. grant application, research methods, dissemination of research). Completion of this 3-credit course will ensure that students have gained experience in a variety of research and communication activities that will help to prepare them for both academic and non-academic job markets. The course resembles similar courses in English/Cultural Studies programs across the country.

2. EXPECTED ENROLMENT:

10

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

Seminars, Workshops, Guest Lectures

4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (<u>percentage breakdown, if possible</u>**): (For 600-level course, indicate the** <u>Extra Work</u> **to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.) Expanded description each section.**

Doctoral Research Seminar *(Expanded Description):*

Section 1: 1st year of the PhD program (May):

Situating Research Practice

The first section of the course will focus on the broad context of research practice. With an eye to preparation for the Comprehensive Examination, we will consider the processes of defining fields and archives, generating bibliographies, evaluating critical sources, and developing good research questions. In addition to helping students to refine their short proposal and to situate their project within the broader field(s) and conversations in which they will complete their Comprehensive exams, the seminar will also help to students to discover and engage the resources and professional and community networks that will facilitate their subsequent research. The seminar will include presentations from units such as Sherman Centre, the MacPherson Institute, and Graduate Student Life. We will also begin a conversation, to be continued in the following sessions, focused on addressing broader structural aspects of research practice, including learning to set priorities, manage time, and navigate some of the stress and anxiety (social, financial, etc) of academic work. *(Student will achieve a milestone on completion of this section)*

Assignments:

- Oral presentation of short thesis proposal
- Extended (two-page) description of scholarly context of project (describing/evaluating extant scholarship, outlining the contribution this project will make to these conversations)
- Annotated Bibliography (10 entries)
- Reflection piece (500 words); identify 2-3 conversations/networks and/or on or off-campus initiatives that might be important for you to participate in (scholarly associations, community groups, etc.)

Section 2: 2nd year of PhD program (October). Must have completed section 1 of this course in order to take part in Section 2.

Disseminating Research

This section will focus on the dissemination of research in conferences, workshops and journals. We will discuss the benefits of attending conferences and which ones to prioritize; calls for papers; paper abstracts; putting together a panel proposal; practice and oral delivery; networking strategies; and presenting work in academic and a variety of venues. We will also address publication of work in progress, including finding appropriate journals for one's work; submission protocols; cover letters for article submissions; transforming seminar papers into articles; chapters in edited books; and book reviews. The week will culminate in the generation and workshopping of conference abstract or panel proposals, presentations on target journals and submission of draft cover letters, and workshopping of essays for journal submissions. To facilitate students' ongoing work on the latter process, each student will be assigned a mentor (e.g. the instructor for whom the student wrote a coursework paper that they would like to revise for publication) to provide ongoing consultation through the submission process. *(Student will achieve a milestone on completion of this section and will be granted permission to enrol in the 3rd section for the Doctoral Research Seminar for credit.)*

Assignments:

- Draft conference paper abstract <u>or</u> conference panel proposal (250 words)
- Presentation on targeted journal for submission of an article; draft cover letter
- Workshop paper for journal submission

Section 3: 2nd year of PhD program (April). Must have completed sections 1 & 2 of this course in order to receive permission to enroll in the final section for course credit.

Thesis Preparation

This section aims to facilitate the transition from the Comprehensive Exams (survey of a field, identification of problems and questions in a field) to the development of the dissertation. Faculty and senior PhD student presenters will offer insights into the process of conceiving, organizing, and executing large projects. Consideration will be given to research ethics, methodologies, and writing strategies, as well as the development of theses into monographs. Students will also be encouraged to consider where their doctoral research might go in the future, i.e. how it might segue into potential postdoctoral projects and other lines of inquiry.

Assignments:

- Oral presentation of draft long proposal and expanded bibliography
- Submission of long proposal (2000 words)
- One of: critical reflection piece on some aspect of graduate/university life; blog post; book review (500-700 words)

5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). No	
6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED? N/A	
PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE: Name: Susie O'Brien Email: obriensu@mcmaster.ca Extension: 23724 Date submitted: December 8, 2017	

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

SGS /2015

Terms of Reference
Quality Assurance Committee

Date created: December 4, 2014
Date approved by QAC: March 26, 2018

Authority
The Quality Assurance Committee is a joint Committee of Graduate Council and Undergraduate Council established pursuant to McMaster University's *Policy on Academic Program Reviews*.

Composition
The Committee consists of:
Ex Officio

- Vice-Provost (Faculty) (Co-Chair)
- Vice-Provost and Dean of Graduate Studies (Co-Chair)
- Associate Registrar and Graduate Secretary
- Associate Director, Program Enhancement and Development

Appointed

- Three (3) members appointed by Undergraduate Council
- Three (3) members appointed by Graduate Council

Members shall be appointed by Undergraduate Council and Graduate Council, but not necessarily drawn from Undergraduate Council and Graduate Council, one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences. Members shall be appointed for staggered two-year renewable terms, effective July 1 in the year of appointment.

Mandate
The Committee's mandate is to assess cyclical reviews and submit Final Assessment Reports to Undergraduate Council or Graduate Council.

Primary Duties, Functions and Responsibilities
The Committee will read and assess cyclical program reviews and, for each, prepare a Final Assessment Report for Undergraduate Council and/or Graduate Council that:

- Identifies significant strengths of the program
- Identifies opportunities for program improvement and enhancement
- Identifies and prioritizes recommendations
- Addresses the appropriateness of resources for the success of the program
- May include a confidential section (e.g. where personnel issues may be addressed)
- May include additional recommendations or comments to the Provost and Vice-President (Academic). Recommendations will include requiring a detailed

progress report that will describe progress towards addressing major concerns. In addition, it may recommend scheduling an additional cyclical review sooner than specified by the normal 8-year cycle.

The Committee will receive a status report of any pending new program reviews.

Meeting Procedures
Quality Assurance Committee

Date created: December 2014
Date approved by QAC: March 26, 2018

Schedule:
The Quality Assurance Committee will meet at least two (2) to four (4) times annually.

Format:
Meetings will be held in person when cyclical program review documents are being assessed. Other meetings may be held in person or by telecommunications or electronic means.

Agenda:
An agenda, developed by the Committee Co-Chairs with input from the Committee members, will be circulated at least 2 days prior to any scheduled meeting.

Minutes:
Using a standard format, circulated to the Chair for approval of the draft, minutes will be recorded, circulated to Committee members, and reviewed and approved by the Committee at the next meeting.

Program Reviews:
Appointed committee members will be assigned to review and assess several program review packages and then present a high-level summary of each program to the QAC. This high-level summary will include strengths and weaknesses, opportunities for program enhancement, and recommendations. Refer to the Terms of Reference for further detail. Confidential sections in the reports should be treated as such and should not be shared beyond this committee.

Range of outcomes:
Normally, the Quality Assurance Committee members may recommend, upon assessment of each cyclical program review the following options:
1. The program should follow the regular course of action with progress report and a subsequent full external cyclical review to be conducted no later than 8 years after the start of the last review.
2. The program should follow a modified course of action with a progress report and a full external cyclical review to be conducted no later than 4 years after the start of the last review.
3. The program should follow a modified course of action with a progress report and a modified internal cyclical review to be conducted no later than 4 years after the start of the last review.

Other options as discussed and approved by the full Quality Assurance Committee. The co-chairs of the committee will maintain a list of alternate recommendations used in the past.

Appeals Process

Outlined below are the steps involved in the event that a program would like to appeal a QAC decision:

1. Program chair or associate dean submits a written letter to the committee requesting an appeal within 30 days of receiving the original decision. The appeal letter is addressed to the Vice-Provost (Faculty) and Vice-Provost and Dean of Graduate Studies, the co-chairs of QAC, and must include a detailed rationale and demonstrated faculty support for the appeal request.

2. Following the receipt of an appeal request, QAC membership will determine if there are sufficient grounds for considering an appeal. The program will be notified if their appeal will be considered or not.

3. In the event that an appeal will be considered, the committee may request further rationale for the appeal and program representatives may be invited to a QAC meeting to respond to questions related to their specific concerns from the committee members. After this meeting, the QAC may request additional information from the review team and/or a written follow up from the program.

4. Once the QAC has had sufficient time to review information related to the appeal, a decision will be made. The majority decision of QAC will be final and binding. The QAC co-chairs will notify the program of the outcome of their appeal within 10 business days.

Possible outcomes for an appeal request:
1) Appeal granted
2) Committee will revisit decision after progress report has been submitted
3) Appeal denied

Graduate Award name change be approved at April 2018 Grad Council Meeting

CURRENT NAME: The Laura Babiski Memorial Bursary

NEW NAME: The Laura Babiski Memorial Academic Grant

The name change was approved by the donor to reflect the original intention of the award.

FINAL ASSESSMENT REPORT

Institutional Quality Assurance Program (IQAP) Review

Civil Engineering – Graduate Programs

Date of Review: April 24th and 25th

In accordance with the University Institutional Quality Assurance Process (IQAP), this final assessment report provides a synthesis of the external evaluation and the internal response and assessments of the graduate programs delivered by Civil Engineering. This report identifies the significant strengths of the program, together with opportunities for program improvement and enhancement, and it sets out and prioritizes the recommendations that have been selected for implementation.

The report includes an Implementation Plan that identifies who will be responsible for approving the recommendations set out in the Final Assessment Report; who will be responsible for providing any resources entailed by those recommendations; any changes in organization, policy or governance that will be necessary to meet the recommendations and who will be responsible for acting on those recommendations; and timelines for acting on and monitoring the implementation of those recommendations.

Executive Summary of the Cyclical Program Review

The Civil Engineering program submitted a self-study to the School of Graduate Studies March 2017. The self-study presented the program descriptions and learning outcomes, an analytical assessment of these two programs, and program data including the data collected from a student survey along with the standard data package prepared by the Office of Institutional Research and Analysis. Appended were the CVs for each full-time faculty member in the Department.

Two arm's length external reviewers and one internal reviewer were endorsed by the Dean of the Faculty and selected by the Vice-Provost and Dean of Graduate Studies. The review team reviewed the self-study documentation and then conducted a site visit to McMaster University on April 24th and 25th, 2017. The visit included interviews with the Provost and Vice-President (Academic); Vice-Provost and Dean of Graduate Studies, Dean of the Faculty, Chair of the department and meetings with groups of current students, faculty and support staff.

- **Strengths**
  - The review team noted the enthusiasm exhibited by all members of the Department
  - Faculty members seem to be keen on collaborating with each other – both in terms of research within a specific area as well as cross-disciplinary research
  - Students emphasized the existence of community spirit and camaraderie among them

- **Areas for Enhancement or Improvement**
  - A limited number of enhancements/improvements were suggested by the review committee, which have been listed as recommendations in the table below.

Summary of the Reviewers' Recommendations with the Department's and Dean's Responses

Recommendation	Proposed Follow-Up	Responsibility for Leading Follow-Up	Timeline for Addressing Recommendation
ADL space and some of the equipment needs to be modernized – this is the area where a large CFI grant may be most feasible in the next few years. During the tour of the ADL, the review team noted that there is an equity issue in terms of the female users not having access to lockers and showers, which are located inside the men's changing area. The female graduate students also pointed out this issue to the review team.	Chair to discuss with the Associate Dean – Research about large institutional funding opportunities including CFI to address equipment and space needs and equity issues.	Department Chair	Over next 12 months with continuing evaluation of progress.
Transportation theme (field) does not have a critical mass, although it is noted that two hires are underway. It is not yet clear what the emphasis for this theme will be and the department should consider carefully how to define or position it. This area was described to the review team as "smart mobility", but how they position	An updated departmental hiring plan, which will include the potential to add new faculty members to achieve critical mass in this vital area, will be prepared and discussed with the Dean.	Department Chair	Over next 12 months with continuing evaluation of progress.

should be re-considered as new faculty are hired.			
The water and environmental theme is small but appears to be close to critical mass, with diverse (modeling to experimental) expertise. The lab is of good quality with a good size; and the research is sustainable and heading in the right direction. The curriculum needs to be revisited to reflect the expertise and research directions of the new hires.	1. An updated departmental hiring plan, which will include the potential to add a new faculty member to achieve critical mass in this area, will be prepared and discussed with the Dean. 2. Water and environmental research group will meet to discuss current graduate course offered.	Department Chair / Water and environmental research group	Over next 12 months with continuing evaluation of progress
The geotechnical theme has not (yet) been renewed. This theme will not sustain or enhance the graduate program in the future without such renewal.	The geotechnical research group will meet to identify renewal opportunities and develop renewal strategy. An updated departmental hiring plan, which will include the potential to add new faculty members, will be prepared and discussed with the Dean.	Department Chair / Geotechnical research group	Over next 12 months with continuing evaluation of progress
There appears to be a general lack of professional development opportunities for graduate students, who seem to be quite keen for such opportunities to be made available to them. The Department should consider requiring its graduate students to undergo some professional	Students enrolled in the program after 2015 complete a career development workshop and report. All graduate students will be reminded of the resources and programs offered through graduate studies. An email instructing	Department Chair	Over next 12 months with continuing evaluation of progress

development with respect to oral and written communication and give them more opportunities to test their communication skills. The students found that to be missing when they prepared for and got feedback from their annual Department Seminar Day.	the Graduate Advisor to place additional emphasis on providing feedback on communication skills in the Grad Seminar Day.		
The 20-month MASc is almost never completed in the stipulated 20-month period. Most students took about 24 months to completion. The Department should consider either making this a fully funded 24-month program or reduce the thesis expectations such that students can regularly complete the program in 20 months.	Graduate Affairs committee will investigate various funding period alternatives and thesis expectation levels. These will be presented to the department in order to identify a suitable funding period/ thesis expectation level combination.	Graduate Affairs Committee/ Department Chair	Over next 12 months with continuing evaluation of progress
The review team found it difficult to understand the distinction between the MEng and the MASc programs, particularly given how different it is from the other MEng programs within the Faculty of Engineering and at other engineering graduate programs in Ontario. The Department should consider bringing its MEng program in line with other MEng programs in the	Currently investigating a joint professional MEng program with SEPT. Representative(s) from the department will be selected to work with their counterpart(s) in SEPT to determine the viability of a joint program.	Department representative(s)/ Department Chair	Over next 12 months with continuing evaluation of progress

province.			
The review team noted that the graduate office space is a challenge for the Department, which could be limiting for any plans for its future growth.	This issue will be discussed with the Dean's Office, in the context of lab space, TA resources, technician resources and other constraints.	Department Chair	Over next 12 months with continuing evaluation of progress
The review team feels that the technical support for the Graduate Program is inadequate. Although the technicians appear to be of high quality, recent (and planned) growth in the undergraduate program has made research support for graduate students to be inadequate during periods of high undergraduate lab usage.	Ongoing discussions will continue on this issue with the Dean's Office, in the context of lab space, TA resources, technician resources and other constraints.		Over next 12 months with continuing evaluation of progress

Faculty Response:

The reviewers in their assessment of the Department of Civil Engineering found a growing department with an eye on innovation through several major interdisciplinary research initiatives, funded by recent successes in the CREATE and CFREF programs. The graduate experience has been greatly improved by re-work of key methods of evaluation, such as comprehensive exam procedures, though the reviewers have also noted that more can be done, especially by closely reviewing the pedagogical methods employed in course delivery. The reviewers noted that the department is in an excellent position to have a large impact on the broad civil engineering field, with evidence of well thought out strategic research directions. They were also critical of the department for not yet formulating how to change the curriculum to make these emerging areas of research accessible to their students.

The department's reply to the report outlines plans on new hires to address research areas where deficiencies were identified, review the availability of their technical staff for graduate needs, and strike several committees to extend funding for their MASc students and improve the curriculum of the MEng program.

The Dean's office will continue to work with the department appropriately to improve the program and assist in addressing the reviewers' concerns. The Faculty is working with the department to open several

new positions that certainly strengthen the transport and water areas, and add new courses to the graduate curriculum. Furthermore, the Dean's office will continue to assist the program in handling its challenges with graduate office space, having already provided significant funds for space reorganization, e.g., to follow a hoteling model. Space is overall limited however, and we will look to the department for innovative solutions to manage the needs of its graduate students.   Finally, the ADL building was highlighted as a particular concern and the Faculty and University have already released funds for its renovation. The department is being encouraged to be proactive in identifying external funding opportunities to transform the interior of the ADL into a state-of-the-art facility.

Quality Assurance Committee Recommendation

McMaster's Quality Assurance Committee (QAC) recommends that the Civil Engineering Graduate program should follow the regular course of action with an 18-month progress report and a subsequent full external cyclical review to be conducted no later than 8 years after the start of the last review. At the time of the 18-month progress report, the department should comment on any pedagogical developments that have occurred since the cyclical review site visit.