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 November 20th at 9:30 am in Council Chambers (GH-111)**

Listed below are the agenda items for discussion.

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

A G E N D A

I.   **Minutes of the meeting of October 16th, 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.   **Graduate Student Life Update**

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

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

IX.   **Minimum Remuneration**

X.   **New Scholarship**

XI.   **Experiential Learning Project Update**

XII.   **Working Group Membership**

XIII.   **Final Fall Graduand List (to be distributed)**

McMaster University

School of Graduate Studies

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Hamilton, Ontario, Canada
L8S 4L8

Phone 905.525.9140
Ext. 23679
http://graduate.mcmaster.ca

Tuesday October 16th at 9:30 am in Council Chambers (GH-111)

Present: Dr. M. Thompson (Chair), Dr. P. Swett, Dr. A. Sills, Dr. S. Hranilovic, Mr. L. Greville, Dr. J. Shedden, Dr. N. McLaughlin, Dr. L. Wiebe, Dr. S. Bannerman, Dr. M-A. Letendre, Dr. D. Mountain, Dr. B. Doble, Mr. A. Ozbilge, Dr. M. Parlar, Ms. S. Oikawa Mr. S. Peter, Mr. P. DeMaio, Dr. L. Chan, Dr. K. Hassanein, Dr. B. Gupta, Dr. E. Grodek, Dr. J. Carette Ms. S. Ramsammy, Ms. C. Garneau, (University Secretary), Ms. S. Baschiera (Associate Registrar and Graduate Secretary), Ms. C. Bryce (Assistant Graduate Secretary)

Regrets: Ms. V. Lewis, Dr. I. Bruce, Dr. M. Gough, Dr. L. Thabane

By Invitation: Ms. A. Suckert, Ms. A. Masciantonio

Attendees: Mr. N. Brett, Mr. T. van Boxtel

I.   Minutes of the meeting of September 18th, 2018

It was duly moved and seconded **'that Graduate Council approve the minutes of the meeting of September 18th'.**

II.   Business arising

There was no business arising.

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

Dr. Thompson reported on the following items:

- The shared online training resources called mygradskills.ca would be closing down effective November 8th. Over the summer, they had worked to migrate what they're interested in and moved it over to Avenue to Learn;
- MacGlobal, noting that the inaugural event, a town hall meeting, would take place on October 26th at 2:30 pm and that MacGlobal will involve 2.5 weeks of events to show McMaster's global engagement;
- The situation concerning Saudi Arabian students, noting that a week and a half ago, there were indications from the cultural bureau that they might be allowed to return soon;
- The 9.2 Mosaic Upgrade, involving a two-day Campus Solutions shut down and the potential for new functionality in the future;
- The retirement of Peter Self (Assistant Dean Graduate Student Life and Research Training) who had been in the position since 2009 and had touched a great number of students through his hard work.

In response to a question, Dr. Thompson reported that there had been 44 Saudi Arabian graduate students and about 100 in medical school.

IV.   Report from the Graduate Associate Deans

Dr. Gupta (Faculty of Science) reported on the following items:
- Recruitment initiatives within the faculty, including new videos that were launching and efforts on social media to highlight their programs;
- The Graduate Excellence Initiative where he met with every program to brainstorm ideas that worked for them regarding how to bring in the best students and enhance training;
- The Graduate Experiential Learning Project draft that had been circulated among OCGS Deans with a plan to finalize the material in the next two weeks.

Dr. Hassanein (Faculty of Business) reported on the following item:
- The launch of the new thesis defence process.

Dr. Hayward (Faculty of Health Sciences) reported on the following items:

- Enrollment data, noting that the numbers had been good for FHS programs and that the new full-time option within the Master of Health Management had had good uptake;
- Course Evaluations for graduate courses - the programs who have been using this system have had a fairly good level of participation and the data obtained will be useful for quality improvement.

Dr. Swett (Faculty of Humanities) reported on the following items:

- Chairing the Cotutelle working group, noting that they would be setting up some meetings shortly;
- The Classics program is working on some joint exchange opportunities/degree opportunities with a university in Rome and would be only university in Ontario to have such an arrangement at grad level;
- The Humanities faculty review, happening the first week of November.

Dr. Hranilovic (Faculty of Engineering) reported on the following items:

- Participation in the Canadian Graduate Engineering Consortium Fall Tour;
- The receipt of approval from Quality Council for a new program in the Faculty; the new M.Eng. is still pending MTCU approval.

Dr. Thompson noted that next month there would be a list of the membership for the three different working groups and to contact Ms. Bryce if they were interested in joining a group.

V.   Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:
- SGS is working on getting ready for government count and for the largest convocation of the year in November;
- The review of offer letter templates ahead of the admissions cycle to ensure they're up-to-date and better formatted;
- Scholarship committee work is already underway.

Ms. Baschiera also put out a call for Thesis Chairs.

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

There was no report.

VII.   Fall Graduands List (to be distributed)

A list of the Fall graduands was provided. In response to a question Ms. Baschiera noted that they are still processing cleared to graduates and that a list would be circulated to programs for review ahead of the final list. The proposed motion allows the Associate Graduate Registrar to add names following Graduate Council approval.

It was duly moved and seconded, '**that Graduate Council approve the list of the 2018 Fall Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'**

VIII.   Quality Assurance Committee Membership

The Quality Assurance Committee reviews material generated through the IQAP.

It was duly moved and seconded, **'that Graduate Council approve the Quality Assurance Committee membership as set out in the document.'**

IX.   Scholarship Report

Ms. Masciantonio, Scholarships Liaison Officer, summarized the report that had been circulated to committee members, noting that the report mirrored a version presented at Undergraduate Council.

Highlights include:
- 133 Merit based scholarships distributed
- 107 Travel Scholarships awarded
- Graduate Bursary – 649 students received money, based on financial need

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

Dr. Hayward presented the report for-information item, noting that Speech Language Pathology had adjusted the description and evaluation for one course.

XI.   Minimum Remuneration

Dr. Thompson noted that through the discussion this month and the previous month he wanted to get a sense of what McMaster as an institution felt about this. He had also asked all associate deans to go and speak to their department chairs and Deans. If everyone agreed, that they would bring up a vote next month that Graduate Council is willing to change the minimum provided to Ph.D. students from it's current level to tuition plus 13,500.

Comments from the Council included:
- Observations that many departments already provided 21,500 in support
- The context at other institutions
- Concerns that government funding and Tri-Council funds have stayed flat for many years
- The importance of ensuring grants go directly to students

- The increase in the cost of living in Hamilton
- Opportunities to work with the Office of Advancement to raise funds in support of student aid

Dr. Thompson noted that the School of Graduate Studies is working to make offer letters clearer and to address concerns surrounding TA pay and Tri-Council funding. The goal is to determine what the University is comfortable advertising as the base minimum as within the U15, McMaster is ranked 8th position.

XII.   Cotutelle Discussion

Dr. Thompson noted that a working group of Graduate Council would be addressing this item, but he wanted to open a discussion at Graduate Council to hear comments. He explained the structure of a cotutelle, as it is currently constituted, involves a single research project and there is one defence but all of the course requirements for the Ph.D.s at both institutions must be completed. The group will look at the following:
- Is there a way to change the course requirements?
- Are there other changes that need to be made?
- Does Graduate Council have the authority to make the changes?

Less than 10 students have participated in cotutelle to date. A member commented that they thought that visiting student arrangements are often used to avoid meeting two programs degree requirements and that it would likely be helpful to see data on both cotutelle and visiting student uptake.

Council members discussed other reasons for the low uptake, including the awareness of the cotutelle option and the limitations and restrictions in getting a cotutelle set up. Dr. Swett asked that council member send along any 'pain points' for the working group to consider.

Dr. Thompson thanked members for their comments.

There being no other business, the meeting was adjourned at 10:25 am.

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

_____

At its meeting on October 17th 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:
- **Biochemistry**
  1. **Change to Program Requirements**

For Information of Graduate Council:

- **Public Health**
  1. **Change in Course Description and Evaluation:** 704 Population and Public Health Research Methods

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:
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	Biochemistry and Biomedical Sciences			
NAME OF PROGRAM and PLAN	Biochemistry Graduate Program			
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**	x	**CHANGE IN COURSE REQUIREMENTS**	
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR		**EXPLAIN:**		
OTHER CHANGES	**EXPLAIN:**			

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

Please see attached pages for detailed descriptions. In brief:

The existing comprehensive examination takes place between 12 and 20 months after entry into the PhD program. The exam consists of 2 components:
1. A departmental seminar: 45 minutes in length describing comprehensive project background and research progress to-date, followed by a 15 minute question period
2. Supervisory committee question period: Normally takes place immediately after departmental seminar. Two rounds of questions are permitted, and exams should last approximately 90 minutes.

This comprehensive exam is preceded by either the PhD transfer exam (for students transferring from the MSc program) or the PhD Qualification Exam (for students who enter the PhD program directly –takes place 9-12 months after enrollment). The format of these exams is identical and consists of two components: (1) preparation of a CIHR-style grant outlining comprehensive background, the preliminary data, and a proposal of the approaches to be taken of the student's PhD thesis. (2) A 15-min presentation followed by an oral examination administered by members of the student's supervisory committee. Two rounds of questions are permitted, and exams should last no more than two hours.

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

Currently the Biochemistry graduate program has three examinations related to doctoral-level studies. These include the Transfer Examination, the Qualification Examination, and the Comprehensive Examination. The recommended curriculum change will unify the testing of comprehensive knowledge into a single examination called the PhD Candidacy Examination.

Specifically:
1. The Transfer examination will be discontinued. Instead, students requesting to transfer from the MSc to PhD program will indicate their intention to transfer at their 2nd or 3rd supervisory committee meeting (no sooner that 8 months, and no later than 22 months after registration in the MSc program). The supervisory committee will then reach a consensus on one of the following recommendations:
    -Proceed to PhD without completing MSc
    -Do not proceed to PhD, but complete MSc degree
2.
   The existing Qualification Exam (taken only by direct-entry PhD students) will be discontinued.
3. The Comprehensive Exam will be discontinued.

4. Comprehensive knowledge will be formally tested as part of the "PhD Candidacy Exam". This exam will include a CIHR-style grant proposal, followed by presentation and oral defense in front of the examination committee. This exam will occur 12 months after entry into the PhD Program with an ==upper limit of 20 months==, consistent with Graduate Calendar policy. The outcome of the exam will be pass with distinction, pass, or fail. Failure of the exam will normally result in the candidate repeating the exam within six weeks of the initial exam and prior to the maximum 24-month period. Two failures will lead to withdrawal from the PhD program.

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

Our program's learning outcomes, as established during our most recent IQAP review are as follows:

Research

To be able to demonstrate:

• Integration of theoretical concepts, synthesis of knowledge from various

disciplines to formulate testable hypotheses

• A thorough working knowledge of research techniques relevant to one's project

and appropriateness of certain methodologies to address a scientific question

• An ability to design robust and rigorous experiments and to carry out such

experiments independently

• The ability to analyze data, make critical interpretations and to place these

findings into context with the published scientific literature

Knowledge and Communication

To be able to:

• Write in a clear and effective manner appropriate for the target audience

• Present and defend a scientific position at seminars and examinations (both oral

and written)

• Justify a scientific approach and show awareness of other potential approaches,

their limitations and potential pitfalls

• Comprehend and articulate the general knowledge of one's field of study,

demonstrate mastery of a scholarly body of literature, and discuss the critical

directions of a field.

Professional

To be able to:

• Manage a research project, set goals and priorities

• Develop transferable skills in writing, public speaking and professional

interactions so as to maximize potential opportunities within and outside of

academia

• Demonstrate some level of support for the learning of others (i.e. teaching,

laboratory demonstration, collaboration, etc)

Summary of rationale for change

It is the intention of the Biochemistry Graduate program to remove the degree requirement of a "Comprehensive Exam" and to replace the testing of comprehensive knowledge with a PhD Candidacy Exam that will be universally applied to all PhD students in the program, whether they are direct-entry PhD students or transfers from the MSc stream. Testing of comprehensive knowledge will take place around the 12th month of study in the PhD program and

be entirely consistent with Graduate Calendar policy that gives programs discretion in how they test for comprehensive knowledge.

The current format of transfer/qualification exams followed in close proximity by comprehensive examination disproportionately draws students away from their primary learning objectives at a critical stage in their training, while failing to add value to their learning and scientific growth as a result of redundancy.

The proposed changes will overcome this issue by streamlining our evaluation process, and enacting an examination format which is best-suited to evaluate the comprehensive knowledge of our PhD candidates at an appropriate stage in their degree.

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

January 2019

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):

Transfer to the Ph.D Program

Not sooner than two terms after initial registration in the Master's program, students may request to be reclassified to the Ph.D. program. ~~Students wishing to be transferred to the Ph.D. program prior to the completion of a Master's degree must successfully pass the Transfer Examination (see Calendar Section 2.1.2 of the General Regulations of the Graduate School and refer to the appropriate section of the Program Handbook available from the Department of Biochemistry and Biomedical Sciences).~~ The candidate must present requests for transfer to the supervisor and the Supervisory Committee and all must be in agreement to proceed with the transfer ~~process~~. To remain consistent with Graduate Calendar policy, ~~. The Transfer Exam includes a written research proposal representing the student's own original proposed work for Ph.D. studies and an oral defense. Details of the Transfer Exam and its administration are as outlined in the Program Handbook available from the Department of Biochemistry and Biomedical Sciences.~~ ~~s~~Students enrolled in the Master's program beyond 22 months must complete the MSc degree requirements including all course work and the thesis defense prior to admission to the Ph.D. program. As such, all students seeking reclassification to the Ph.D. program from the M.Sc. program must ~~successfully pass the Transfer Examination~~receive approval to transfer before going beyond 22 months following registration in the M.Sc. program. Approval to transfer will be determined at ~~the meeting of the Transfer Committee following the oral defense~~the conclusion of the supervisory committee meeting at which permission to transfer was requested.

Ph.D Candidates

A candidate for the Ph.D. degree must comply with the School of Graduate Studies Regulations for the Degree Doctor of Philosophy. In the Biochemistry graduate program, there are no formal~~There is no minimum~~ course requirements for the completion of the Ph.D. degree, unless the student's supervisory committee has made a specific recommendation for additional course work to supplement the student's knowledge in their area of research. The candidate will be required to participate in the Departmental seminar program and meet at least annually with their Supervisory Committee. All Ph.D. candidates must pass a ~~Comprehensive~~ PhD Candidacy Examination, consisting of a written research proposal representing the student's own original proposed work for PhD studies, followed by an oral examination by the PhD Candidacy Examination committee. ~~research~~This committee will consist of members of the candidate's supervisory committee, as well as the examination chair, who will be a member of the BBS Graduate

Details of the PhD Candidacy Exam are outlined in the Program Handbook available from the Department of Biochemistry and Biomedical Sciences. ~~a public Department seminar based on their thesis~~ The ~~Comprehensive~~ PhD Candidacy Examination is designed to test students for breadth of knowledge and the ability to integrate ideas. The ~~Comprehensive~~ PhD Candidacy Examination typically takes place at ~~18~~ 12 months after the student has begun Ph.D. studies, with an upper limit of 20 months. Candidates must present a thesis that embodies the results of original research and high scholarship. This thesis must be defended in a Final Oral Examination as outlined in the School of Graduate Studies Regulations for the Degree Doctor of Philosophy.

~~**Qualification Exam**~~

~~Direct-entry Ph.D. students are required to schedule their first Supervisory Committee Meeting within 6 months of initial registration. Students who enter our Ph.D. program directly with an M.Sc. from another McMaster Department or Institution, or with only a first degree (B.Sc.) are also required to pass the Qualification Exam within 9-12 months following registration. The Qualification Exam follows the guidelines and procedure as outlined for the Ph.D. Transfer Exam and involves a written submission and oral defense of a CIHR-style grant proposal on the student's proposed doctoral work. Please consult the Program Handbook for additional details related to the Qualifying Exam, available from the Department of Biochemistry and Biomedical Sciences. The Qualification Exam Committee consists of the members of the Supervisory Committee and the Exam Chair, who is appointed by the Program. The outcome of the exam will be Pass or Fail. If the candidate fails the Qualification Exam, The Exam Chair will notify the student whether the written, oral or both parts of the exam were insufficient and in need of a second attempt. The student will be allowed a second opportunity for re-examination, which must be successfully completed within 3 months of the first attempt. Students who entered the program with an M.Sc. Degree who fail their second attempt at the Qualification Exam are required to withdraw from the Ph.D. Program. Students who entered the program directly from a B.Sc. may be given the opportunity to re-register as a Master's student, provided that their work to date has met the standards for the Biochemistry Master's program.~~

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Matthew Miller   Email: mmiller@mcmaster.ca   Extension: 22387   Date submitted:

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

SGS/2013

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

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.

DEPARTMENT	Health Research Methods, Evidence and Impact		
COURSE TITLE	Population and Public Health Research Methods		

COURSE NUMBER	PUBHLTH 704	**COURSE CREDIT**		
		6 Unit Course ( )	3 Unit Course (X)	1.5 Unit Course ( )
INSTRUCTOR(S)	Laura Anderson			
REQUISITE(S) **(Pre/Co/Anti or program enrollment requirement)**	Required course for MPH students Prerequisite: PUBHLTH 701 / Population and Public Health Epidemiology or permission of the instructor			

NATURE OF RECOMMENDATION *(PLEASE CHECK APPROPRIATE BOX)*			
Is this change a result of an IQAP review? ☐ ☐ X No			
NEW COURSE	No	**DATE TO BE OFFERED (FOR NEW COURSES ONLY):**	**WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?**
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:			
CHANGE IN COURSE TITLE	No change	**PROVIDE THE NEW COURSE TITLE:**	
CHANGE IN COURSE DESCRIPTION	Yes	**600-LEVEL COURSE** *(Undergraduate course for graduate credit) Please see #4 on page 2 of this form*	

COURSE **CANCELLATION**	N / A	**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		**EXPLAIN:** THE COURSE DESCRIPTION IS MODIFIED TO REMOVE ANY MENTION OF STUDENTS THESIS OR PRACTICUM PROJECTS. WE ARE CHANGING THE LAST SENTENCE OF THE DESCRIPTION FROM " Students will learn public health research ethics concepts and approval processes, research literature search skills, funding opportunities and prepare a protocol *for their thesis or practicum projects*" to the proposed description below.

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

The Population and Public Health Research Methods course runs for 14 weeks in the Winter term. This course is mandatory for MPH students. The course provides students with fundamental public health research skills (quantitative, qualitative and mixed methods) necessary for work in both research and applied settings. Students will learn to critically appraise relevant literature, design and conduct research, and plan and evaluate interventions using appropriate research methods. Students will learn public health research ethics concepts and approval processes, research literature search skills, funding opportunities and prepare a study protocol.

Students from other graduate programs can be accepted into this course with permission of the course instructor.

Prerequisite: PUBHLTH 701 / Population and Public Health Epidemiology or permission of the instructor

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

No changes

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)?)

no changes

2. EXPECTED ENROLMENT:

30

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

no changes

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.)

We are proposing to change the number of assignments and percentage breakdown based on student and instructor feedback that indicated the assignments were too repetitive and the first assignment was too heavily weighted. One assignment (a mid-course protocol that had been worth 20%) has been removed, and the grade distribution for other assignments and class participation will be increased.

The new proposed course evaluation breakdown is:

Protocol proposal (Jan 31)	15%
Protocol presentation (Feb 28- Mar 28)	15%
Critical appraisal group assignment (Feb 28)	20%
Final protocol (Apr 12)	40%
Class Participation	10%

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

N/A

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

N/A

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Laura Anderson   Email: LN.anderson@mcmaster.ca   Extension: 21725   Date submitted: 28Sept2018

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

SGS /2015

To : Graduate Council

From : Christina Bryce
         Assistant Graduate Secretary
_____

At its meeting on October 26th the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following recommendations.

Please note that these recommendations were approved at the November meeting of the Faculty of Social Sciences.

For Approval of Graduate Council:

    a. **Anthropology**
        i. **Change to Research Areas**

For Information of Graduate Council:
    b. **Anthropology**
        i. **Change in Course Title and Description**
            1. 734 Indigenous Peoples within Nation-State
        ii. **Change in Course Description**
            1. 740 Biocultural Synthesis
        iii. **Change in Course Title and Unit Count**
            1. 744 Topics in Biological Anthropology Ancient Biomolecules and Bioarchaeological Chemistry
        iv. **Course Cancellations**
            1. 719 Area Ethnology
            2. 721 Ancient Molecules and Preservation of the Past
            3. 725 Seminar in Political Theory
            4. 728 Applied Anthropology
            5. 739 Anthropology of Infectious Disease
            6. 742 Archaeologies of Identity
            7. 785 Myth and the Interpretation of Oral Tradition

    c. **Health and Aging**
        i. **Change to Course Descriptions**
            1. 701 Social Science Perspectives on Health and Aging
            2. 703 Social Systems, Services and Policy: Critical Perspectives
            3. 705 Special Topics in Health
            4. 708 Health and Aging in a Global and International Context
            5. 709 Socio-Cultural Aspects of Health and Aging

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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2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT	Anthropology	
NAME OF PROGRAM and PLAN		
DEGREE		

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	X	**EXPLAIN:** Change "Culture, Health and Disease" to "Health"			
OTHER CHANGES	X	**EXPLAIN:** Change "Cultural Anthropology" to "Socio-cultural Anthropology"			

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

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

In North American Anthropology, there is a movement called, Writing Against Culture since the mid-1980s. This is the callings for us to write in such a way so as not to endorse cultural statements that homogenizes the societies we study and work with. Since then, more and more Cultural Anthropologists within Anthropology have been calling ourselves Socio-Cultural Anthropologists instead of Cultural Anthropologists.

Let me give you an example of what is Writing Against Culture. Say one is working with a certain society in parts of Africa and one of the "traditional" mode of describing such society is to say that it is a polygamous society, meaning the men in such society have more than one wife. Such description, as described "traditionally" would be a stereotype statement since, in practice, not all men in such society have more than one wife. In the Writing Against Culture movement, the anthropologist would say that Ali who belong to such society person has more than one wife but his brother has only one wife. This is also what we called "Practice Theory." In other words, even though such a society practiced polygamous marriages in theory, not everyone in such practiced them.

In fact, this movement started earlier in the UK, when no Anthropologists have ever called themselves Cultural Anthropologists. They called themselves Social Anthropologists.

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 program is changing the name from Culture, Health and Disease to Health to make the name easier to market and to fit with the names of the other subdisciplines - social-cultural, biological, and archaeology.

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

Fall 2019/2020

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):

Please see attached documents to this email.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: John Silva   Email: silvaj@mcmaster.ca   Extension: 24424   Date submitted: 21/08/2018

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

SGS/2013

Areas of Specialization

Ph.D. students conduct fieldwork in many parts of the world. The study of European societies is a new area of interest in the Department. The Department's Ph.D. students have recently engaged in research in Western and Eastern Europe, North, South and Central America, Southern Africa, Middle East, U.K., South and Southeast Asia, South Pacific, as well as in various provinces of Canada.

The McMaster Anthropology Department offers specializations in Archaeology, Social-Cultural Anthropology, Biological Anthropology and Health. Please see the Anthropology website for the main fields of inquiry of Anthropology Department faculty members.

Admission and program requirements conform to the general University regulations at the front of this Calendar.

Graduate students apply to our program to work with a supervisor and the supervisor is assigned with admission to the program. Together, the student and the advisor will determine the individual student's program of study.

Anthropology, M.A.

The M.A. program is intended to be holistic in scope, but students may specialize in any of the major fields of Anthropology, including Social-Cultural, Biological, Archaeology, and Health.

Students admitted to the M.A. program have the option of doing coursework and either writing a Major Research Paper (MRP), or writing a scholarly thesis that demonstrates the ability to conduct original research. In consultation with their supervisor, an M.A. student must choose between these two options by January 15 of the year of initial registration as a graduate student.

Twelve months residence or the equivalent in part-time study is required. While students completing their M.A. by Major Research Paper can expect to fulfill all requirements within 12 months, those electing to write a thesis normally extend their period of residence to 24 months. All M.A. students are required to complete the Professional Development Workshop in the first 12 months of their program.

A. M.A. with Thesis

Students who choose to write an M.A. thesis are required to take four half courses. Three of these courses must be selected from courses open only to graduate students (i.e. courses numbered 700). A minimum of two half courses should be taken in the student's sub-discipline. The thesis must be defended in an oral examination.

B. M.A. with Major Research Paper Option

Students who choose the Major Research Paper (MRP) option are required to take six half-courses. At least four of these courses must be selected from courses open only to graduate students (i.e. courses numbered 700). A minimum of two half courses should be taken in the student's sub-discipline.

Proposed text for Graduate Calendar:

5. Financial Support
McMaster University aims to provide competitive funding offers to highly qualified candidates recommended for admission to our research-based graduate programs. Each program is responsible for determining the level of funding in their offers, although the School of Graduate Studies (SGS) sets a minimum level of funding for full-time doctoral studies for the first four years of full-time enrolment.

Financial support for Doctoral studies will normally be provided for the first four years of full-time enrolment, and will be comprised of funds from the admitting Faculty or graduate program, including departmental scholarships/awards, research scholarship support, and possibly employment (e.g. teaching assistant). The annual level of financial support will meet or exceed the minimum level of support set by SGS, provided all conditions stated in the *Financial Support* subsections below are satisfied.

Funding for students enrolled in most research-based Master's program will normally be provided for the nominal duration of the program. There is no minimum level of funding stipulated by SGS for Master's programs.

5.1. MINIMUM ACADEMIC REQUIREMENT FOR FINANCIAL SUPPORT

Only registered full-time students who maintain regular attendance on campus and meet program conditions for progression towards their degree shall continue to receive the funding outlined in their offer of admissions.

5.2. DURATION OF FINANCIAL SUPPORT
- Normal duration for financial support in a research-based Master's programs varies from two to six terms of full-time registration, depending on the program.
- Normal duration for financial support in a Doctoral program is the first twelve terms of full-time registration.
- Full-time students transferring from a Master's program to a Doctoral program are eligible for financial support at the level of their original offer or at the minimum funding level set by SGS, whichever is higher, for an additional twelve consecutive terms from the time of their transfer to PhD.
- There is no obligation for continued financial support exists for full-time students transferring from a Doctoral program to a Master's program.

5.3 MINIMUM LEVEL OF FINANCIAL SUPPORT FOR DOCTORAL STUDENTS
All full-time Doctoral students who meet the stated criteria under Section 5 shall receive financial support corresponding to their offer for the stated financial support duration of the degree which meets or exceeds an annual minimum value equal to full-time tuition plus $13,500. OSAP is excluded in the calculation of the financial support package. Examples of situations where the minimum financial support does not apply or ceases to apply are:

A student may decline all or part of the funding offer without prejudice to his/her admission. Where a newly enrolling student declines part of the funding package, the program must retain a copy of the written statement (either hardcopy or electronic) sent to the student acknowledging the change in financial support, which remains in effect for the length of the program. The program is not obligated to provide additional funding in compensation for the declined part(s) of the funding package.

In rare cases where a student is terminated from their employment duties (e.g. teaching assistantship), the program bears no obligation to compensate for the lost funding.

Where a successful applicant has been made an offer based on funding external to the university, the support committed to the student (by the university) for the nominal duration of their degree will be the difference between the funding minimum and the external scholarship value. In cases where an external scholarship ceases to be paid out in whole or in part, the university is not obliged to increase its financial support package.

NAME OF FUND: Bev Bayus Graduate Scholarship

TERMS OF REFERENCE FOR FUND:
Established in 2018 by Bev Bayus, B.A./B.P.E (Class of 75). To be awarded by the School of Graduate Studies to a student within the Faculty of Science or Faculty of Social Sciences. Preference will be given to a student pursuing graduate studies in either of the Department of Kinesiology, the Department of Sociology, or the School of Geography and Earth Sciences.

OCAV Task Force on Quality Indicators (TFQI)
Pilot Projects

McMaster participated in 3 of the 12 Pilot Projects

Teams by project
1a. Tagging UG courses for EL
1b. Tagging GR program for EL
2. Tagging courses for 2nd HIP
3. Graduate student experience
4. EL on CCR
5. Community engagement inventory
6. VALUE Institute assessment of LOs
7. UVic competency framework
8. Demonstration of job readiness
9. Text analytics
10. Student-ready campus
11. Addressing high-needs populations
12. Employer feedback

McMaster University

OCAV Task Force on Quality Indicators (TFQI)

MTCU Experiential Learning Checklist

What counts as an experiential learning activity?

For an experience to count, it must check these six boxes:

- The student is in a workplace or simulated workplace.

- The student is exposed to authentic demands that improve their employability, interpersonal skills, and transition to the workforce.

- The experience is structured with purposeful and meaningful activities.

- The student applies university or college program knowledge and/ or essential employability skills.

- The experience includes student self-assessment and evaluation of the student's performance and learning outcomes by the employer and/or university/college.

- The experience counts towards course credit or credential completion OR is formally recognized by the college or university as meeting the five criteria above.

McMaster University

Project 1b: Tagging Graduate Courses for EL

- **Overview**
  - Pilot period: March-October 2018
  - Participating universities:
    - McMaster
    - Ryerson
    - Laurentian
  - Surveyed a total of 180 courses across 37 programs across 15 Faculties
    - McMaster: 79 courses, 11 programs, 6 Faculties
  - Used a set of EL typologies to survey courses

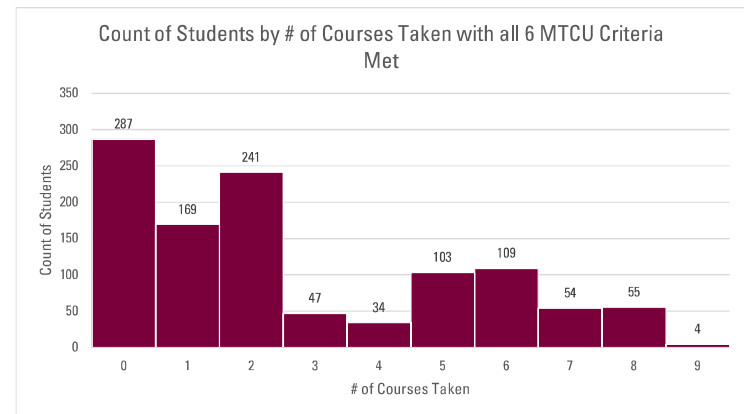| EL typologies (in decreasing order of frequency in surveyed courses) |
| --- |
| Course-based |
| Creative or Design Project |
| Experiential Research Project |
| Consulting Project/Applied Research |
| Other |
| Creative or Physical Practice |
| Lab |
| Internship |
| Field Placement |
| Practicum/Clinical Placement |
| Community Service Learning |

McMaster University

Project 1b: Tagging Graduate Courses for EL

- **Overview**
  - Developed and used an online survey
  - Surveys were filled out by course instructors
  - EL Intensities were grouped into four levels:
    All, Major, Minor, None
  - McMaster working group
    - Bhagwati Gupta
    - Vicki Lowes
    - Nicolas Brent
  - Input/Guidance (McMaster)
    - Doug Welch
    - Michael Thompson
    - Other Associate Deans (Graduate Studies)

McMaster
University

Project 1b: Tagging Graduate Courses for EL

Faculty	Program	Level	Courses offered	Courses tagged
Business	eHealth	Masters	13	11
Science	Biology	Masters/Ph.D.	14	11
	Geography	Masters/Ph.D.	7	3
Health Science	Biomedical Discovery and Commercialization	Masters	7	5
	Global Health	Masters	7	5
Engineering	Master of Engineering Design	Masters	13	6
	Master of Engineering in Manufacturing Engineering	Masters	8	2
Social Science	Social Work	Masters	21	21
	Health, Aging, and Society	Masters	8	5
Humanities	Cognitive Science of Language	Masters/Ph.D.	8	4
	Communication Studies and Multimedia	Masters	10	6
TOTAL			**116**	**79**

McMaster University

Project 1b: Tagging Graduate Courses for EL

1,306 Graduate courses offered at McMaster (2016/09 – 2018/08)

44% courses (of those surveyed) meet all 6 MAESD Guiding Principles

68% courses surveyed (of those offered in tagged programs)

8.8% courses were in tagged programs

Count of Students by # of Courses Taken with all 6 MTCU Criteria Met

# of Courses Taken	Count of Students
0	287
1	169
2	241
3	47
4	34
5	103
6	109
7	54
8	55
9	4

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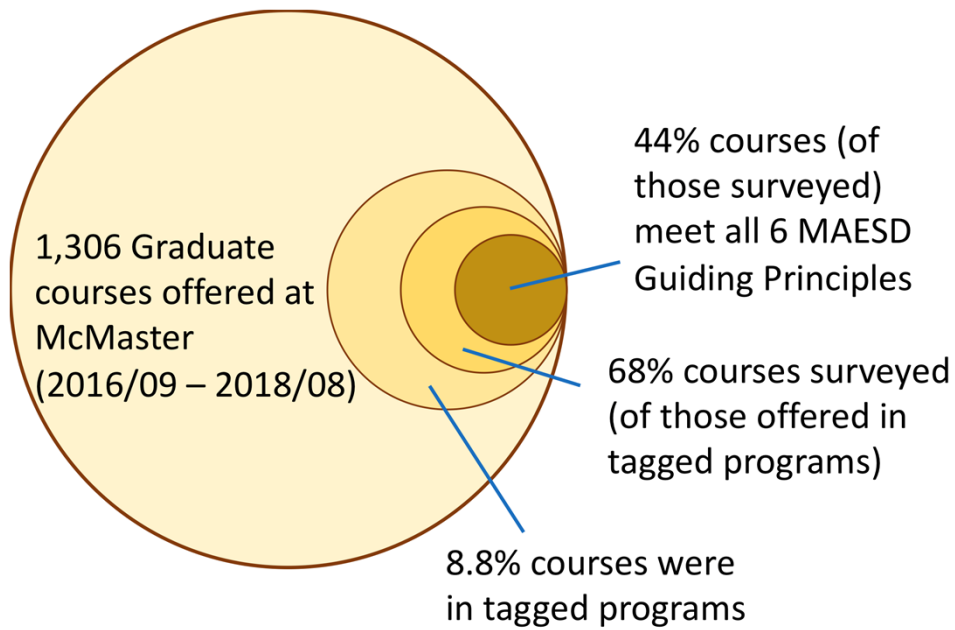
McMaster's Position on Tagging Courses for EL

Potential Challenges and Approaches

NEED TO

- Have institutional support

- Re-visit MAESD/MTCU guiding principles at both GR and UG levels

- Develop a framework of EL and how it should be measured

- Ensure that all forms of EL activities are considered – not just 'curricular' (i.e., co-curricular activities need to be included)

- Establish a standardized and streamlined tagging and data collection process

- Ensure that EL typologies are relevant, up-to-date, and responsive to societal needs

- Engage industry and community partners as stakeholders on a continuous basis

- Consider dedicated human and infrastructure allocation

McMaster University

Ad Hoc Committee of Graduate Council

Review of Program Structures

Graduate studies at McMaster University has traditionally involved significant components of research for both Ph.D. and Master's degrees. Many programs have been developed with options to allow some flexibility (e.g., full-time, part-time, thesis route, major paper, or all courses), however the academic regulations have largely been written for the traditional graduate program which promote full-time, on-campus study leading to a timely completion of the degree.

Over the past decade, a number of 'course based' Master's programs have been successfully developed and launched. A course-based Master's program can attract, and is often targeted at, a different kind of student with distinct experiences and needs, including older students who are working full-time. Problems occur when students switch between full-time and part-time status or want to take the summer off their studies. Complicating this is an intricate fee structure which is designed for students to maintain their admissions status throughout their degree, i.e., a full-time student remains full-time for the entirety of their degree.

Graduate student fees are charged in a variety of ways:
- Full-time, per term
- Full-time, per course
- Full-time, per half course
- Part-time, per term
- Part-time, per course
- Part-time, per half course

In light of the issues described above, the committee is directed to review the current graduate academic regulations and make recommendations, while considering the following questions;

- What are the differences and definitions for research-based and course-based Masters programs? Where are the boundaries between the two?
- Should different categories of graduate programs be created? For example: Ph.D., research-based Masters, Course-based Masters, etc.
- Do graduate fees provide appropriate flexibility for students such as those who are fully employed, SAS students, etc.?
- What should happen to a student's status and fees charged when they take time off?
- Which of the related academic regulations should be re-written? Once identified, the committee will draft language changes to the academic regulations for Graduate Council and Senate approval.

McMaster University

Membership:
Bhagwati Gupta – Chair
Mark Andre Letendre, Faculty of Social Science
Cathy Hayward, Faculty of Health Science
Dean Mountain, DeGroote School of Business
Steve Hranilovic, Faculty of Engineering
Sarah Bannerman, Faculty of Humanities
Judy Shedden, Faculty of Science
Sara Oikawa, Graduate Student Association, VP Internal

Consultants:
Andrea Thyret-Kidd, Office of the Provost
Stephanie Baschiera, Associate Registrar & Graduate Secretary, SGS
Jacy Lee, Associate Vice-President, Institutional Research & Analysis
Diana Kremer, Student Accounts & Cashiers, Financial Services
Melissa Pool, Registrar
Leanne Ruiz, Assistant Registrar, Student Financial Aid & Scholarship
Christina Bryce, Assistant Graduate Secretary, SGS

Working Group Membership

Cotutelle

Pamela Swett (Chair)
Vivian Lewis
Jacques Carette (Engineering)
Lydell Wiebe (Engineering)
Elzbieta Grodek (Humanities)

Student-Supervisor Relationship

Sandy Raha (Chair)
Inder Marwah (Social Sciences)
Devon Jones (Engineering – student)
Neil McLaughlin (Social Sciences)
Ian Bruce (Engineering)