

To : Members of Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday December 5th at 9:00 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. **Opening Remarks**
- II. **Minutes of the meeting of November 14th, 2023**
Approval
- III. **Business arising**
- IV. **Report from the Associate Deans, Graduate Studies**
- V. **Report from the Associate Registrar and Graduate Secretary**
- VI. **Faculty of Health Sciences Graduate Policy and Curriculum Committee Report**
Approval
- VII. **Faculty of Business Graduate Curriculum and Policy Committee Report**
Information
- VIII. **Generative AI Taskforce**
Information

Tuesday November 14th at 9:00 am in Council Chambers (GH 111)

Present: S. Hranilovic (Chair), S. Hanna, M. Heath, M. Verma, B. Newbold, M. Horn, M. Young, C. Biruk, J. Kish, W. Liao, A. Anand, L. Parker, N. Santesso, C. Ching, A. Prasad, K. McCallum, M. Gough, B. Milliken, T. McDonald, Y. Kim, L. Kayassi, Y. Berson, E. Grodek, C. Gabel, A. Dosen, S. van Koughnett, M. Shi, S. Baschiera (Associate Registrar and Graduate Secretary)

Regrets: P. Nyers, T. Chamberlain, X. Li, L. Side, N. Wagner, N. Carter

I. Opening Remarks

Dr. Hranilovic reported on the following items:

- The Graduate Funding Task Force work continues, noting they're on schedule for releasing their final report;
- Work on the graduate residence and the first meeting of the building operations committee;
- The release of the Ombuds annual report, noting some graduate-specific items to be discussed.

Members discussed continuing issues at the graduate residence building. Dr. Hranilovic noted that he would connect them with Housing and Conference Services.

II. Minutes of the meeting of October 17th, 2023

It was duly moved and seconded, **'that Graduate Council approve the minutes of the October 17th, 2023 meeting, with the correction noted.'**

The motion was **carried**.

III. Business arising

There was no business arising.

IV. Report from the Associate Deans, Graduate Studies

Dr. Hanna (Faculty of Health Sciences) reported on the following item:

- The Faculty of Health Sciences Open House, noting representation from 18 programs and highlighting their Student Ambassadors' participation.

Dr. Horn (Faculty of Humanities) reported on the following item:

- Work to finalize the process for prospective postdoctoral fellows.

Dr. Newbold (Faculty of Science) reported on the following items:

- Attendance at CAGS, noting sessions on career mentoring and graduate supervision;
- An upcoming science communication event for grad students and post-docs.

- The Faculty Research Day on December 8th in CIBC banquet hall, including new awards for graduate students.
-

Drs. Thompson and Verma had no report.

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:

- The status of the records and finance IT projects;
- A successful iThenticate pilot and that it's ready to go for December 1st.

Members discussed the iThenticate requirement as it related to Masters defences.

VI. New Program Proposal – M.A. in Indigenous Studies

Dr. Chelsea Gabel presented the proposed new program, providing an overview of the department, its 35-year history, faculty composition and the development of the proposed program. She explained there would be two streams, a 12-month major research paper and 16-month community-based research project, and highlighted the experience of the faculty in the department, noting they would be able to help students navigate their research projects to ensure they're able to accomplish them and also that they're beneficial to the community.

Members discussed the applicant's connection to an Indigenous community, the potential for a thesis stream going forward, the funding model for students and the potential for additional programming at the Ph.D. or graduate diploma level.

It was duly moved and seconded, **'that the Graduate Council approve, for recommendation to University Planning Committee and Senate, the proposed M.A. in Indigenous Studies, as described in the documents.'**

The motion was **carried**.

VII. Faculty of Business Graduate Curriculum and Policy Committee Report

Dr. Verma presented the items for approval. The first item was a course change from the EMBA program, cancelling a six-unit course and replacing it with two 3-unit courses, noting the previous arrangement was too intense for students.

It was duly moved and seconded, **that Graduate Council approve, for recommendation to Senate as appropriate, the change proposed by the Faculty of Business, as described in the documents.**

The motion was **carried**.

Dr. Verma explained that they proposed a redesign of the first year of the co-op and full-time streams of MBA program, while maintaining existing program learning outcomes. The change is based on feedback from different stakeholders, students, employers and student experience team and developed over the past 16 months.

It was duly moved and seconded, **that Graduate Council approve, for recommendation to Senate as appropriate, the change proposed by the Faculty of Business, as described in the documents.**

The motion was **carried**.

The third change presented was to the admission requirement for the accelerated MBA stream which allows students to enter directly into year two of the program. They proposed that BTEch students from McMaster could be considered for the accelerated stream as an accepted degree, provided two bridging courses are completed at McMaster.

Members discussed how to make the option more accessible and Dr. Hranilovic proposed a friendly amendment to add “or their equivalents as determined by the Selection Committee (if degree completed before 2023)” to the new language.

It was duly moved and seconded, **that Graduate Council approve, for recommendation to Senate as appropriate, the change proposed by the Faculty of Business, as described in the documents, with the change noted.**

The motion was **carried**.

Dr. Verma presented the final change noting that the Management Science area proposed a reduction in the overall course requirement and to require Q780 for all students to cover the basic foundational concepts in the area of management science. They also proposed a change to the comprehensive examination, and they are now recommending that they remove the closed book exam, the comprehensive examination will only focus on the research project.

Members discussed what would be appealing in the new set up and the written examination in courses in the field.

It was duly moved and seconded, **that Graduate Council approve, for recommendation to Senate as appropriate, the change proposed by the Faculty of Business, as described in the documents.**

The motion was **carried**.

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

Dr. Hanna presented the following items for approval:

- A change to admission requirements for the diploma in Community and Public Health, removing the statistics requirement, noting that the program feels that this restricts the pool they want to get to and that it's not necessary for success in the diploma;
- The closure of the course-based option for the M.Sc. in Rehabilitation Sciences, noting the context in which the option was initially offered, the change in circumstances since conception, highlighting the existence of a course-based Masters of Health Management, and a comprehensive plan to phase the course-based stream out.

In response to a question about the admission requirements change Dr. Hanna noted that it's not a math heavy program.

It was duly moved and seconded, **that Graduate Council approve, for recommendation to Senate as appropriate, the change proposed by the Faculty of Health Sciences, as described in the documents.**

The motion was **carried**.

IX. Student Affairs Presentation: SAS – Academic Accommodations Review

Dr. Hranilovic provided context for the presentation and Sean Van Koughnett, Associate Vice-President (Students and Learning) and Dean of Students, Arlene Fajutrao Dosen, Executive Director and Assistant Dean, Student Success; and Mei-Ju Shih, Director, Student Accessibility Services, gave a presentation on the outcome of the review and subsequent report as well as providing context for the current landscape for accommodations at McMaster. Their presentation highlighted the areas of enhancement they would be focusing on and their next steps, including streamlined intake and a new information system to improve scheduling and record keeping.

Members discussed the proportion of the case load that is graduate, the complexity of graduate cases, tuition structure as it relates to dropping to part-time status and specific guidelines regarding progression in program for Ph.D. students after the coursework is complete.

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

For information.

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on November 15th the Faculty of Health Sciences Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved by the Faculty of Business.

For Approval of Graduate Council:

- a. **Health Management***
 - i. **Change to Program Requirements and Calendar Copy**
- b. **Medical Sciences**
 - i. **Change to Course Requirements**

For Information of Graduate Council:

- a. **Clinical Behaviour Sciences**
 - i. **Change to Course Title and Description**
 - 1. 730 Introduction to Family Assessment Concepts

*Also approved by the Faculty of Business

Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones

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	Interdisciplinary – School of Rehab/School of Business		
NAME OF PROGRAM and PLAN	Master of Health Management		
DEGREE	MHM		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements	X	Change in Comprehensive Examination Procedure	X
Change in the Description of a section of the Graduate Calendar	X	EXPLAIN: EDIT - Change degree requirements to reflect 3 required courses from a list. ADDITION - Program proposes allowing 1 additional course per term after the first year has been successfully completed. Allowed on a case-by-case basis as approved by the Program.	
Other Changes:	Explain:		

Describe the existing requirement/procedure:

EDIT to Calendar - Degree Requirements

Requirement is to take 1 half course elective in the second year of study from approved list, or other course subject to a review and approval of Program. Then students must take 2 half courses from a portion of the approved list in their third year of study.

ADDITION to Calendar

Normal sequence is 1 course per semester.

Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)

See below

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?):

EDIT to Calendar - Degree Requirements

Current process is confusing to students and limits options enrollment terms for completing courses from this grouping. The proposed changes will provide clarity, allow for more flexibility in course selection and simplify student enrollment.

ADDITION to Calendar – Additional courses

Allows students to accelerate degree completion with flexibility. Also allows students to retain planned graduation dates if an LOA has delayed course completion.

Provide implementation date: (*Implementation date should be at the beginning of the academic year*)

Fall 2024

Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, please explain:

Provide a description of the recommended change to be included in the calendar (please include a tracked changes version of the calendar section affected if applicable):

See below

Contact information for the recommended change:

Name: Vanessa Killinger Email: mhmrs@mcmaster.ca Date submitted: September 19, 2023

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

DESCRIPTIONS OF RECOMMENDED CHANGES

EDIT to Calendar – Degree Requirements

- ~~1. Complete with at least B- standing, six (6) graduate half courses~~
 - ~~a. Completion of five mandatory courses~~
 - ~~b. Completion of one elective course. This may be chosen from among on-campus (e.g. Rehabilitation Science Program or Master of Business Administration Program), other distance education courses, including those offered by other universities, and may be geared towards the particular interests of the student. A list of pre-approved courses for electives has been created (see [MHM Virtual Office](#)) and approved by the Associate Deans of Graduate Studies (Health Sciences and Business); and~~
- ~~2. Complete with at least B- standing, one of the following options~~
 - ~~a. Course Based Option: Completion of two additional half courses from the following list:~~
 - ~~• [HLTH MGT 731 / Economic Evaluation in Healthcare](#)~~
 - ~~• [HLTH MGT 732 / Strategic Writing for Healthcare Professional](#)~~
 - ~~• [HLTH MGT 733 / Knowledge Translation in Healthcare Practice and Management](#)~~
 - ~~• [HLTH MGT 734 / Quality and Safety in Healthcare](#)~~
 - ~~• [HLTH MGT 735 / Selected Topics in Healthcare Management and Leadership](#)~~
 - ~~• [HLTH MGT 798 / Health Management Independent Experiential Study](#)~~
 - ~~b. Scholarly Paper Option: Complete [HLTH MGT 730 Scholarly Paper](#) to demonstrate integrative thinking in the study of health management at a general and abstract level.~~

Mandatory courses are:

- ~~• [HLTH MGT 700 / Health Systems and Policy Analysis](#)~~
- ~~• [HLTH MGT 705 / Evaluating Sources of Evidence for Management and Evaluation](#)~~
- ~~• [HLTH MGT 706 / Strategic Health Management Foundations](#)~~
- ~~• [HLTH MGT 707 / Accounting & Financial Foundations for Healthcare Management](#)~~
- ~~• [HLTH MGT 708 / Leadership in Health Organizations](#)~~

Complete with at least B- standing, eight (8) graduate half courses.

- a.) Completion of all five mandatory half courses from Course List A
Course List A
 - [HLTH MGT 700 / Health Systems and Policy Analysis](#)
 - [HLTH MGT 705 / Evaluating Sources of Evidence for Management and Evaluation](#)



- [HLTH MGT 706 / Strategic Health Management Foundations](#)
- [HLTH MGT 707 / Accounting & Financial Foundations for Healthcare Management](#)
- [HLTH MGT 708 / Leadership in Health Organizations](#)

b.) Completion of three half courses from Course List B

Course List B

- [HLTH MGT 730A/B Scholarly Paper \(this course runs two semesters and counts as two half courses\)](#)
- [HLTH MGT 731 / Economic Evaluation in Healthcare](#)
- [HLTH MGT 732 / Strategic Writing for Healthcare Professional](#)
- [HLTH MGT 733 / Knowledge Translation in Healthcare Practice and Management](#)
- [HLTH MGT 734 / Quality and Safety in Healthcare](#)
- [HLTH MGT 735 / Selected Topics in Healthcare Management and Leadership](#)

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ADDITION to Calendar

The Program is offered part-time and is 32 months in duration. Students will complete one (1) graduate half course per term, for eight (8) terms.

Students wishing to complete the program in a shorter timeframe may request permission to take two (2) graduate half courses per semester, after successful completion of courses in the first year. Permission will be granted on a case-by-case basis and is subject to availability of courses.

YEAR	FALL	WINTER	SUMMER
1	HM700	HM705	HM706
2	HM707	HM708	List B Elective
3	List B Elective	List B Elective	

YEAR	FALL	WINTER	SUMMER
1	HM700	HM705	HM706
2	HM707 and List B Elective	HM708 and List B Elective	List B Elective



Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones

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	Medical Sciences Graduate Program		
NAME OF PROGRAM and PLAN	Medical Sciences Graduate Program		
DEGREE	PhD		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements	<input type="checkbox"/>	Change in Comprehensive Examination Procedure	<input type="checkbox"/>
		Change in Course/Program Requirements	X
Change in the Description of a section of the Graduate Calendar	EXPLAIN: Yes and in the Medical Sciences Handbook		
Other Changes:	Explain: A change in wording		

Describe the existing requirement/procedure:

A candidate for the Ph.D. degree must comply with the School of Graduate Studies Regulations for the Degree Doctor of Philosophy, including the completion of the equivalent of three half graduate courses beyond the B.Sc. or one additional half course in Medical Sciences beyond those required for the Master's degree. The three half courses beyond the B.Sc. must include at least one 700-level graduate half course in Medical Sciences, and two graduate-level half courses in Medical Sciences or any other Faculty (with approval from the supervisory committee and Assistant Dean of Medical Sciences).

Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)

A candidate for the Ph.D. degree must comply with the School of Graduate Studies Regulations for the Degree Doctor of Philosophy, including the completion of one half graduate course beyond the the Master's degree. This must be a 700-level graduate half course in Medical Sciences or other FHS/Faculty graduate program (with approval from the supervisory committee and Assistant Dean of Medical Sciences).

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 prior description was very confusing and students with Masters degrees were attempting to try and transfer their Masters courses onto the PhD. The existing requirement led to significant confusion amongst both incoming and defending PhD candidates. Incoming students, who hold a Masters degree from another institution, believed that they must apply for transfer credits to have the previously completed courses count towards their degree requirements. Conversely students who were approaching completion were often confused as their advisement report indicates that they had not satisfied that degree requirement.

We have also changed 'any other Faculty' to 'other FHS/Faculty graduate program' to be clearer.

Provide implementation date: (*Implementation date should be at the beginning of the academic year*)

Immediate.

Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, please 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):

A candidate for the Ph.D. degree must comply with the School of Graduate Studies Regulations for the Degree Doctor of Philosophy, including the completion of one half graduate course beyond the the Master's degree. This must be a 700-level graduate half course in Medical Sciences or other FHS/Faculty graduate program (with approval from the supervisory committee and Assistant Dean of Medical Sciences).

Contact information for the recommended change:

Name: Judith West-Mays

Email: westmayj@mcmaster.ca

Date submitted: September 27, 2023

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

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on November 21st the Faculty of Business Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved by the Faculty of Business.

For Information of Graduate Council:

- a. BLPT
 - i. New Course
 - 1. BL 716 Understanding Health Systems and Government Decision-Making