

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate Curriculum Committee Meeting
November 20, 2015; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Aaron Bailey, Daniel Fritz, Justin Holme (Minutes), Norm Hutchinson, Lindsey Kovacevic, Kyle McCleery, Vivien Measday, Max Read, Ron Reid, Clive Roberts (Chair), Susie Stephenson, Natalie Marshall, John Church, Kin Lo, Edmond Cretu

Regrets: Tom Scholte

1. Adoption of Agenda

- Approved

2. Minutes of October 30, 2016 Meeting

- Approved

3. Business Arising

- Committee Chair notifies Committee that preliminary plans are being made to sit down with Peter Marshall and Susan Porter with the goal of clarifying GCC policy and our role in moving proposals through to the SCC. The Chair notes that while there is not adequate time at this meeting, he would like to hold a discussion on creating a document that the GCC can send along with proposals to the SCC. The Committee agrees to have further discussions at a later date on this topic.
- The Chair proposes that in the future all GCC agendas contain information on when each proposal was submitted in order avoid any potential appearance of favoritism (jumping the cue) as well as to keep proposals moving forward with future deadlines in mind.

4. Resubmitted Proposals

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5. Held-Over Proposals

Faculty of Commerce and Business Administration	
Submitted by Kin Lo	
<p>BAEN 506 (3) Action: Approved pending consultation with Applied Science - The Committee recommends a formal consultation with Applied Science to ensure that the merging of BAEN 506 and BAEN 507 will not create any issues with the cross-listed APSC 541 or raise other concerns within Applied Science. -Please change the offering Faculty in your 2-column form from Sauder School of Business to the Faculty of Commerce and Business Administration. -The Committee noticed a discrepancy between class participation (listed as 15% under “Assessment Details” but 10% on the final page of the document). We kindly ask that this percentage be made consistent throughout. -The Committee recommends clarifying the peer evaluation grading process,</p>	<p>BAEN 507(1.5) Deletion Action: Approved pending consultation with Applied Science</p>

specifically point b) on page 5 of the proposal.	
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Faculty of Education Submitted by Michael Marker/Christine Wallsworth	
<p>EDST 545 (3) Action: Approved pending SLAIS and First Nations House of Learning consultations.</p> <ul style="list-style-type: none"> -The Committee would like formal consultations with SLAIS and The First Nations House of Learning prior to approval of EDST 545 and EDST 546. -Please note, the proposal can move to the Senate Curriculum Committee agenda prior to these consultations, however, they will be required prior to SCC review. -The Committee also encourages consultation with SLAIS and the First Nations House of Learning for the proposed MEd in Indigenous Education. -The Committee recommends clarification on the subject of “core” course versus “required”. As EDST 545 and 546 are considered “core” courses does that mean they are both required? Further to that, do EDST 545 and 546 build on each other? Is EDST 545 a prerequisite for EDST 546? Clarification on this point would be appreciated. <p>EDST 546 (3) Action: Approved pending SLAIS and First Nations House of Learning consultations.</p> <ul style="list-style-type: none"> -The Committee recommends formal consultation with SLAIS and the First Nations House of Learning. 	

Faculty of Land and Food Systems Submitted by George Kennedy	
<p>MFRE Calendar Language Action:HOLD</p> <ul style="list-style-type: none"> - The Committee suggests changing Calendar language rationale (point 3 on page 3) from “required graduate courses” to “available graduate courses.” 	<p>FRE 503 (3) Course deletion) Action:HOLD</p> <p>-</p>

General Comments

-The Committee recommends changing the Effective Academic Year and Session from 2015W to 2016W for proposed course deletions. Moving forward with a 2015W effective date would mean that students currently enrolled in those courses will have them wiped from their transcripts. A 2016W effective date will avoid this while still allowing the proposed course deletions to go into effect next term.

- The Committee recommends the proposal make clear which students the proposed changes will affect. Are there students currently enrolled in the 3 credit versions of these courses for 2016W? How will the change in course credit values affect them and is there a process to move students into the proposed 1.5 credit courses?

-The Committee recommends the inclusion of more detail in the course learning objectives section of each syllabus and that the proponents consider including a rubric illustrating what will be required to meet these learning objectives. The committee thought it best to process this suite of changes as a 'package' and propose them to SCC as such; hence all courses are 'held' until edits are complete.

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FRE 504 (1.5)

Action:HOLD

- The committee had some suggestions for re-writing learning objectives for 504 before giving the syllabus to students (compare to 505): Objectives should focus on, or lead to a skill/activity the students are able to do (Understand..., Ability to..., Familiarity with.... Key pitfalls to consider... as stated) could lead to an objective that puts these elements into action. For example, the objectives in FRE 505 do lead to implementation (in the final objective of 505. See also the objectives for 541, which are, like 505, more specific). This comment (for 504) applied to a number of the syllabi; the committee recommended that the proponents review the objectives for all

FRE 525 (3) (Course deletion)

Action:HOLD

- Please change "FRE 503" to "FRE 525" in the Rationale for Proposed Change.

FRE 540 (3) (Course deletion)

Action:HOLD

- The Committee would like to clarify in the Rationale section whether FRE 540 is currently being offered as a 1.5 credit course and if so, under what course number/title (Please expand on the last sentence of the rationale).

of the courses proposed in the overall package.

-The Committee recommends the proponents reconsider the pedagogical function of the *i*-clicker in these courses and the percentage of the final mark allocated to this (15%). Concerns were raised that this is a grade given for attendance, when attendance is already a requirement. This comment applies to FRE 505 as well.

-The Committee recommends including more details on the structure and breakdown of the problem set, policy brief, and final exam, for many of these courses.

FRE 505 (1.5)

Action:HOLD

-Please see notes for FRE 504

FRE 517 (1.5)

Action:HOLD

-The Committee recommends that the course syllabus includes greater detail. Specifically in the areas of:

- The mode of assessment and course competition.
- The process of selecting students to attend CME Group's day of Market Education in Chicago.
- Participation grade assessment, how it is dependent on trade outcome, and the role of Chicago attendance in determining this. In the rationale on the course change form, it is stated that the students will participate in the CME Group Trading Challenge, but in the syllabus it appears that the top 10% are invited to Chicago. Do students chosen to participate in the Chicago review process receive higher grades? Please clarify how this aspect is handled.
- Class size. Please provide information on why the class size is limited and who is it limited to.

-The title for FRE 517 is listed as both

“Futures Trading” and “Futures Trading in Agricultural Commodities” in the proposal. The Committee asks that this be edited to be consistent throughout.

FRE 518 (1.5)

Action:HOLD

-Please expand on the rationale for adding this specific course, in the rationale section of the form, for the SCC. You could use the course description from the syllabus (it is fine to use more space for the rationale).

FRE 523 (1.5)

Action:HOLD

-The Committee was not clear on if students are obliged to take both FRE 523 and FRE 524. Can they take one or the other? Clarification on this point could be added in the rationale section on the course change form.

FRE 524 (1.5)

Action:HOLD

-See notes on FRE 523.

FRE 526 (1.5)

Action:HOLD

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FRE 527 (1.5)

Action:HOLD

-Please change “FRE 503” to “FRE 525” in the Rationale for Proposed Change.

FRE 529 (1.5)

Action:HOLD

-The Committee suggests that “Topics in” be removed from the FRE 529 and FRE 530 course titles. The change would leave FRE 529 as Applied Econometrics I and FRE 530 as Applied Econometrics II.

-The Committee feels that a more detailed title for FRE 529 and 530 [that distinguish between I and II] could be beneficial for students.

-The Committee would like you to add more detail to the Rationale for Proposed Change, on the form that will be seen by the SCC, to justify these particular courses. You could take this from the description in your syllabus (the syllabus will not be seen by the Senate/SCC).

<p>FRE 530 (1.5) Action:HOLD -See title recommendation as per FRE 529 notes.</p> <p>FRE 541 (1.5) Action:HOLD -In the Rationale for Proposed Change, FRE 541 is listed as the previous incarnation of FRE 541. Please change it to FRE 540 (or clarify). -</p>	
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Faculty of Commerce and Business Administration
Submitted by Kin Lo

<p>Master of Business Analytics Action: Held Over - The committee was broadly supportive of this proposal; time did not allow for a complete discussion of the proposal in this meeting. Thus this 'preliminary consultation' is provided, with more detail to follow after our dec 4 meeting. -It appears that this new program is an evolution from MM in OR. The successful history of the MM in OR and the drive for the development of the new program could be clarified in the Program Proposal. -The Committee recommends that language in the executive summary be changed to reflect a more positive transition from MMOR to MBAN. – The Committee encourages the proponent to clarify that the MMOR will no longer be offered, but do so while highlighting a positive transition into the MBAN. -The Committee cautions that the internship component of the proposal may be challenging to move through the SCC, in part because it will only be offered to some of the students. In order to avoid these challenges, the Committee suggests removing it from the proposal. -The Committee expressed concerns that the internship program would place students in a position where the program has ended, but they are still completing the internship portion. Questions were raised as to how this would be administered.</p>	<p>BABS 502 (1.5) Action: Held Over -</p> <p>BAMS 502 (1.5) Action: Held Over -</p>
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- The Committee would like the role of COMM 547 in the program to be clarified. Comm 547 is a directed studies course (according to The Academic Calendar) rather than a Co-op/internship, so presumably a new course number, course description and rubric for students and supervisors would need to be developed, if this remained in the program, as an internship/co-op option.

-Internships can have great value as components of professional programs; the committee recognizes that the proponents may wish to strengthen this component (including possibly formalizing it for all of the students in the program), rather than removing it.

BABS 505 (1.5)

Action: Held Over

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BABS 506 (1.5)

Action: Held Over

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BABS 507 (1.5)

Action: Held Over

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BAIT 507 (1.5)

Action: Held Over

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BAIT 508 (1.5)

Action: - Held Over

BAIT 509 (1.5)

Action: Held Over

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BAMA 509 (1.5)

Action: Held Over

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BAMA 511 (1.5)

Action: Held Over

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BAMA 516 (1.5)

Action: Held Over

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BAMA 517 (1.5)

BAMS 503 (1.5)

Action: Held Over

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BAMS 504 (1.5)

Action: Held Over

BAMS 506 (1.5)

Action: Held Over

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BAMS 508 (1.5)

Action: Held Over

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BAMS 517 (1.5) Action: Held Over	
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BAMS 521 (1.5) Action: Held Over	
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6. Category 1 Proposals

Faculty of Education Submitted by Claudia Ruitenberg	
EDST Parchment Changes for Med, MA, PhD, EdD Action:Held Over -	

7. Category 2 Proposals (Online Review)

Faculty of Applied Science Submitted by Michael Leaf	
Plan 545 (3-12) Action:Approved	

8. Adjournment of Meeting

9. Next meeting: 9:00 AM, December 4th, 2015, Room 203 of the Graduate Student Centre

*Curriculum proposal in a program not administered by the Faculty of Graduate and Postdoctoral Studies.