

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate Curriculum Committee Meeting**  
**January 29<sup>th</sup>, 2016; 9:00 – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Aaron Bailey, John Church, Justin Holme (Minutes), Norm Hutchinson, Lindsey Kovacevic, Kyle McCleery, Vivien Measday, , Ron Reid, Clive Roberts (Chair), Tom Scholte, Susie Stephenson, Kin Lo

**Regrets:** Max Read, Lindsey Kovacevic, Edmond Cretu, Natalie Marshall

**1. Adoption of Agenda**

**Action: Approved**

**2. Minutes of January 15<sup>th</sup>, 2016 Meeting**

**Action: Approved**

**3. Business Arising**

The category 1 proposal for BUSI 485 will not be reviewed at the graduate level. While the DAP is a post-baccalaureate program, it falls outside of G+PS and thus has been sent to the undergraduate curriculum sub-committee for review.

**4. Resubmitted Proposals**

<b>Faculty of Commerce and Business Administration</b> Submitted by Kin Lo January 22 <sup>nd</sup> , 2016	
<p>Master of Business Analytics</p> <p>General Notes On Revised Proposal</p> <p>-The Committee recommends including information in the Calendar outlining the predicted ratio of students in the program who are likely to get internships. This will help with student expectations as they enter into the program.</p> <p>-The Committee would like the proponent to ensure that the program requirements throughout the proposal package are clearly articulated, being sure to communicate that the internship and its 6 credits are not required to complete the program and do not count towards the required 30 credits. The goal is to ensure the program requirements are clear to students. Appendix B, pdf page 19, provides an example of where clearer articulation of the program's credit requirements can</p>	<p>BABS 502 (1.5)</p> <p><b>Action: Approved</b></p> <p>- Pdf 103 – The Committee recommends removing the word “typically” from the proposed Calendar entry.</p>

be undertaken.

-The Committee also recommends that a section outlining program requirements (the courses that make up the 30 credits) be included in the proposed Calendar entry for the program. The Committee suggests adding this after the admissions requirements.

-The Committee raised concerns over what happens to a student if they fail a course given that they are scheduled so tightly with a sequential sequence of prerequisites.

-The Committee recommends removing all prerequisites for newly proposed courses and controlling entry into these courses manually on a course by course basis, in addition to setting up designated remediation periods within the program to allow students who have failed a course the opportunity to catch up (eg. completely equivalency examinations/assignments)

-This should be accompanied by additional information outlining how students are expected to move through the program, and the process by which students who fail a course can get back on track.

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BA 509 (6)

-The Committee encourages the proponent to revisit the rationale for this course. Please use this section to explain why this course is an important component of the MBAN program and why it should be a part of the new curriculum. Please elaborate on this in the right hand side of the course form.

-The Committee also recommends that the proponent make it clear in the rationale that the course is optional and that the 6 credits offered are outside of the 30 credits required to complete the program.

-Syllabus – Committee suggestions additional information on student assessment.

- John will be giving Kin his marked up copy for small changes and additions in addition to the .pdf file that will be passed along.

BAMS 502 (1.5)

**Action: Approved**

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BAMS 506 (1.5)

**Action: Approved**

-pdf 104 – The Committee recommends the proponent review this proposal as the language used may need to be clarified..

BAMS 508 (1.5)

**Action: Approved**

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-The Committee recommends removing the MOU from the proposal package sent to the SCC

**Action: Approved**

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BABS 505 (1.5)

**Action: Approved**

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BABS 506 (1.5)

**Action: Approved**

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BABS 507 (1.5)

**Action: Approved**

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BAIT 507 (1.5)

**Action: Approved**

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BAIT 508 (1.5)

**Action: Approved**

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BAIT 509 (1.5)

**Action: Approved**

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BAMA 509 (1.5)

**Action: Approved**

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BAMA 511 (1.5)

**Action: Approved**

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BAMA 516 (1.5)

**Action: Approved**

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BAMA 517 (1.5)

**Action: Approved**

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BAMS 503 (1.5)

**Action: Approved**

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BAMS 504 (1.5)

**Action: Approved**

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BAMS 517 (1.5)

**Action: Approved**

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BAMS 521 (1.5)

**Action: Approved**

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5. Category 1 Proposals

<b>Faculty of Commerce and Business Administration</b> Submitted by Kin Lo January 11 <sup>th</sup> , 2016	
<p>Continuation requirement changes for the Undergrad Program/Master of Management dual degree.</p> <p><b>Action: Approved - Before presenting this to the SCC the Committee would like the following addressed.</b></p> <p>-The Committee raised concerns that the removal of guaranteed entry into the masters level program for undergraduate students who met the program’s continuation requirements has not been made clear enough.</p> <p>-The Committee is concerned that students who meet the new, and lower, continuation requirements may still be under the impression they are guaranteed entry into the masters level component of the dual degree even when this is not the case.</p> <p>-The Committee agrees with the comments made by Dr. Cavers during the consultation process, that a sentence or small paragraph be added explicitly warning students that meeting the bare minimum continuation requirements will likely not permit them to meet the minimum requirements for admission to a graduate program. This would fit well in the section on “Continuation Requirements”.</p> <p>-In addition to that, including information stating clearly what is required for students to continue on from the undergraduate to graduate portion of the dual degree is recommended by the Committee. This will clearly articulate to students what will be required in order to maintain eligibility for the masters level component.</p>	

<b>Faculty of Commerce and Business Administration</b> Submitted by Kin Lo January 22 <sup>nd</sup> , 2016	
BUSI 485 (3) Cross-listing	

<b>Action: Removed and sent to undergraduate level</b> -	
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**6. Category 2 Proposals (Online Review)**

<b>Faculty of Arts</b> Submitted by Lois Nightingale January 7 <sup>th</sup> , 2016	
MUSC 565 (2-8) <b>Action: Approved pending clarification of desired credit value</b> -Currently calendar says (2-6) ask proponent if he would like (2-8) as proposed vs Calendar.	

<b>Faculty of Commerce and Business Administration</b> Submitted by Kin Lo (January 22 <sup>nd</sup> , 2016)	
BA 504 (3-4) <b>Action: Approved</b> -Committee confirms that 3-4 is what proponent wants vs 3/4. The proponent confirms 3-4.	

**7. Adjournment of Meeting**

**8. Next meeting: 9:00 AM, February 12<sup>th</sup>, 2016, Room 203 of the Graduate Student Centre**

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