**Faculty of Graduate and Postdoctoral Studies**
**Graduate Curriculum Committee Meeting**
**May 13th, 2016; 9:00 – 11:00am**
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** John Church, Justin Holme (Minutes), Kyle McCleery, Max Read, Clive Roberts (Chair), Edmond Cretu, Kin Lo

**Regrets:** Natalie Marshall, Vivien Measday, Aaron Bailey, Tom Scholte, Norm Hutchinson, Ron Reid

1. **Adoption of Agenda**
   **Action: Approved**

2. **Minutes of April 15th Meeting**
   **Action: Approved**

3. **Business Arising**

   - Additional category 2 proposals added to the agenda and up for review if time permits. (ETEC 565, Ts"Kel, NURS 596).
   - The Committee Chair discussed the production of consults and the possibility of using them regularly in the future as a way to help expedite the review process.
   - The Chair notes that it may be better for the Committee to flag issues in the future for new program proposals as there does not appear to be an appetite amongst other curriculum review bodies and the Provost's office to hold up proposals for revision of writing, content and presentation. The Chair feels that the role of the GCC is changing and that the use of consults or "flags" for new program proposals moving through the GCC level could be an important part of that change.
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4. **Held-Over Proposals**

| Faculty of Commerce and Business Administration | |
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| Submitted by Kin Lo | |
| Professional Master of Business Administration (PMBA)* **Action: Approved with recommendations** -The Committee raised the question of why the proponents chose to use "Professional" in the title of this program. Are not all MBA's professional? -The GCC representative from Commerce and Business Administration explained that a new name was needed to differentiate this part-time MBA program from both the currently offered part-time MBA program as well as the full-time MBA program. -The proponent stated that the proposed PMBA contains significant differences that set it apart from the currently offered part-time MBA and full-time MBA (in program structure, credit | |

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| requirements, etc…) and will therefore be considered a New Program by the Ministry of Advanced Education. Treating this as a new program, the proponents have provided a new name.<br>-The Committee asks that the table of contents be updated to remove inconsistencies with the numbering. It also asks that the proponents include the appendices in the table of contents.<br>-The Committee asks that the proponents include a title page prior to SCC submission.<br>-In the rationale section on page 3 of the Word document the Committee suggests removing all mention of "poor student evaluations in some key areas."<br>-Instead the Committee suggests concluding the rationale section by highlighting some of the positives of the currently offered part-time MBA.<br>-The Committee asks that course credit values are present wherever courses/course codes are listed. Please see page 7-10 of the Word document and include credit values here, as well as Appendix F.<br>-Please note that the proposal's mention of three-year degrees being accepted from Canada is not consistent with the Academic Calendar Admissions Requirements. Please see page 12 of the Word document.<br>-Appendix A page 14 – The Committee suggests expanding this comparative table to include the full-time MBA as well. In particular it would be helpful to see credit value comparisons between the three programs.<br>-Appendix F page 57 – Please ensure the table cells are fully expanded as some text was cutoff in the proposal document.<br>-The Committee also encourages the proponents to include the course credit values in this table in order to help illustrate how the credit totals are calculated.<br>-The Committee requests that Appendix H (program Calendar entry) be submitted as a 2-column form. The Committee Chair would like to review this prior the proposals submission to the SCC. | |

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| -The Committee encourages the proponent to include a few sentences in the Program Overview clarifying up front what sets the MBA and PMBA apart.  The Committee feels it is worth explicitly stating how the PMBA is different, but also why the PMBA is different than the MBA. Including something along the lines of "The PMBA is intended for students who are currently professionally employed…" was suggested. Word page 60.<br>-The Committee recommends making an edit to the second paragraph of Appendix H on page 60. It currently reads "Students with limited management background or who lack adequate preparation in prerequisite courses will be recommended to participate in Sauder Program Preparation courses. The Committee suggests change it to "Students with limited management background or who lack **adequate background preparation** will be recommended to participate in Sauder Program Preparation courses.<br>-The Committee asks that the proponent harmonize the use of MBA vs M.B.A. throughout the proposal document.<br>-Please check the hyperlink on page 60 of the proposal. It does not appear to be connected to the appropriate website.<br><br>BA 501 (5)<br>**Action: Approved**<br>-The Committee notes that traditionally course title entries in the Calendar use roman numerals for numbering. It suggests switching to them in place of the proposed numbering system. It is worth noting, however, that there is no official rule on this and that as long as the numbering is consistent with other BA courses listed in the Academic Calendar there is no issue. This applies to BA 501, 502, and 503.<br>-Please edit the effective session to 2017W.<br>-The Committee would like to encourage the proponents to be sure that the proposed changes to the BA 501 Capstone will not impact other programs that may consider it a program | |

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| requirement.<br>- No comments on the syllabus.<br><br>BA 502 (5)<br>**Action: Approved**<br><br>BA 503 (5)<br>**Action: Approved**<br><br>BAHR 560 (1.5)<br>**Action: Approved**<br><br>BAPA 560 (1.5)<br>**Action: Approved**<br>-The Committee suggests that the proponent remove "framework for thinking about" and "focuses on" in the course proposed Calendar entry. See page 23 Word document.<br><br>BASC 525 (1.5)<br>**Action: Approved**<br><br>BASM 514 (1.5)<br>**Action: Approved** | |

| **Faculty of Commerce and Business Administration**<br>Submitted by Kin Lo | |
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| BAMA 505 (3)<br>**Action: Approved with comments**<br>-The Committee encourages the removal of "Intro to" in the course description. The Committee also notes that the course appears to be at the end of the program and an intro course at this stage does raise some concerns. Would this be more appropriately placed earlier in the Master of Management program?<br>-With BAMA 505 replacing BAPA 501, the Committee would like to know if BAPA 501 will be deleted.<br>-The Committee expressed concerns over the "group" component of the assessment summary in the syllabus and recommends providing more detail on how the group components will be separated and assessed. Do all students in a group get the same grade? Will individual assessment be built into the group assignments? | |

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| **Faculty of Business Administration** Submitted by Kin Lo | |
| BAHR 516 (3) **Action: Appoved with recommendations for revision** -With BAHR 516 replacing BAIT 550, the Committee would like to know if BAIT 550 will be deleted. -The Committee would like further clarification on if the team project and team insights components of the course will be assessed as individual or group grades. - The Committee notes that the Team Project and Presentation is 45% early on in the syllabus but listed as 50% later on. Please ensure this is corrected prior to offering the course. -The Committee recommends providing additional information about the Team Project and Presentation in order to ensure students clearly understand this piece of the course. -The Committee raised concerns over the 10% grade assigned to the Individual Teaching Moment.  As the syllabus currently reads students will only be offered 1 minute to address their classmates. The Committee encourages the proponents to increase the amount of time allotted and include a debate period with feedback from the audience once the presentation has been completed. The Committee feels interaction between the presenter and the rest of the class would be beneficial to the students. -Please note, these comments are for the faculty to consider before teaching the course and will not warrant resubmission for review prior to the SCC meeting. | |

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| **Faculty of Business Administration** Submitted by Kin Lo | |
| BA 535 (0) **Action: Approved** | |

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| **Faculty of Applied Science** Submitted by Theresa Juba |

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| LARC 595 (3) Course Creation<br>**Action: Approved as a Category 2 proposal – send to Senate office for inclusion in the June Calendar release.**<br>-In light of the circumstances that surrounded the mistaken deletion of this course in January 2015 the Committee recommends this proposal be considered a course reactivation and moved forward as a Category 2 proposal. The Committee asks that this be sent to the Senate office for inclusion in the June Calendar update.<br>-The Committee recommends removing all reference to a previous staff member from the rationale section. | |

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| **Faculty of Applied Science**<br>Submitted by Theresa Juba | |
| ARCH 551 (3) Course Creation<br>**Action: Approved with recommendations**<br>**-**Syllabus<br>-The Committee recommends including more detail in the Grading Criteria section of the syllabus before delivering this course. This will help to ensure students are aware of what specifically they will be graded on. In particular please break down the participation/attendance section (keeping in mind that attendance should be a requirement and not a graded component.)<br>**-**Course requirements – The Committee encourages the proponents to be clear on what will be formally required versus what will simply be helpful for this course. This relates to the inclusion of 2D and 3D CAD applications as course requirements. Are there specific CAD courses that should be included here? | |

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| **Faculty of Dentistry**<br>Submitted by Maire Skelly | |
| Dent 769 (3) Course Creation<br>**Action: Approved with recommendations**<br>-John Church served as Chair for this proposal.<br>-Clive notes that teaching is a key | |

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| component of a dentist's profession. They provide instruction to hygienists, children, etc… and this course would assist in developing these skills.<br>-The Committee recommends a few small edits in the 2-column curriculum change form.<br>-In the rationale consider changing "Students entering our graduate programs" to "Students entering our clinical specialty".<br>-Please change "education setting" to "education settings".<br>-Please add "to" after "Graduate Student Instructors (GSIs)".<br>-Assessment – The Committee would like to know if instructors will be participating in the assessment of GSI's? Please clarify this point, for the students.<br>-Please make sure the syllabus clearly articulates that the course is offered during the month of August in the first and second years of the program. The Committee raised concerns that the language used (particularly in the assessment section) made it appear the course was offered on August $1^{st}$ and August $2^{nd}$<br>-The consult from the Faculty of Education is still outstanding. This will be required prior to SCC submission.<br>-The Committee encourages the proponents to look into the Centre for Teaching, Learning and Technology as a potential resource for this course and its students. | |

5. **Category 2 Proposals (Online Review)**

| Faculty of Arts | |
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| Submitted by Kerry Ross | |
| GPP 591 (1-9) Credit increase<br>**Action: Approved**<br>-<br>MPPGA Calendar language<br>**Action: Approved**<br>- | |

| Faculty of Education | |
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| Submitted by Lisa Altan | |

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| ETEC 565 (3-12) Credit Increase<br>**Action: Held**<br>-<br><br>Ts"Kel Calendar language changes<br>**Action: Held**<br>- | |

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| **Faculty of Applied Science**<br>Submitted by Gino Kim | |
| NURS 596 (3) Course title change<br>**Action: Held**<br>- | |

6. **Adjournment of Meeting**

7. **Next meeting: 9:00 AM, June 10<sup>th</sup>, Room 203 of the Graduate Student Centre**

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