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Minutes of Meeting: Faculty of Health Sciences Graduate Policy and Curriculum Council, December 6, 2011

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FACULTY OF HEALTH SCIENCES GRADUATE POLICY AND CURRICULUM COUNCIL
DECEMBER 6, 2011, 1:00 P.M.
MDCL-3024

PRESENT: Dr. C. Hayward (Chair), Ms. S. Baschiera (Secretary), Dr. P. Baxter, Dr. B. Coombes, Dr. V. Dal Bello-Has, Dr. S. Hanna, Dr. A. Holloway, Dr. L. Letts, Ms. M. Liu, Dr. J. Mahony, Ms. R. Mason, Dr. K. Murphy, Ms. L. Ramsingh, Dr. L. Schwartz, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Ms. M. Bennett

REGRETS: Dr. M. Giacomini, Dr. B. Lichty, Dr. J. MacDermid, Dr. A. McKibbon

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Dr. Hayward recalled that at the recent meeting of the Faculty of Health Sciences Graduate Programs Executive, there was a discussion concerning the process of approving graduate curriculum recommendations. She then asked Ms. Baschiera to update the Council concerning the issue.

Ms. Baschiera reminded the Council of the change in the graduate calendar production timeline—the graduate curriculum committee for each Faculty will meet the week of February 13th and the target date for the publication of the 2012-2013 Graduate Calendar is May 2012. The procedure for obtaining Dean's approval for graduate curriculum changes was discussed. The Dean's approval is a special permission that can only be obtained for a course to be offered in the current academic year. Seeking Dean's approval to offer a course in the current academic year is necessary because prior to the date that curriculum committee meetings are scheduled, departments/programs will have already submitted all of their proposed curriculum changes for the academic year. The request will be submitted to the AVP and Dean of Graduate Studies for review and approval. Once approval is obtained, the document is then forwarded to the appropriate Faculty Dean for review/approval. The approval of the course is valid for only one academic year, which is the current academic year. If the department wants the course included and listed in the next edition of the graduate calendar, the document must be presented and approved at the next meeting of the appropriate graduate curriculum and policy committee.

Ms. Baschiera then introduced Ms. Michelle Bennett, Assistant University Secretary from the Senate Secretariat. Ms. Bennett briefly discussed the University's Student Appeal Procedures. She explained that it is McMaster's responsibility to provide fair procedures for the lodging and hearing of student complaints arising from University regulations and policies that directly affect the students. In light of the discussion concerning approval of curriculum changes, Ms. Bennett reminded Council members that the undergraduate/graduate calendar serves as the contract between the student and McMaster University. Any changes to the undergraduate/graduate curriculum should be done in a timely manner and these changes require approval from several committees within the University before they can be implemented. Failure to follow this process may result in a student filing an appeal against the

University. Ms. Baschiera added that she requested all graduate programs to provide her with a copy of their graduate student handbook. The School of Graduate Studies will review the contents of the handbooks to ensure that they align with University policies and procedures that are in the Graduate Calendar. After the discussion, a document outlining the approval process for graduate curriculum changes was distributed to the members.

Graduate Curriculum Revisions

Biochemistry

The Department of Biochemistry and Biomedical Sciences has requested a change in title and description for course *6E03 – Gene Regulation and Stem Cell Development. The change is necessary to match the equivalent 400-level undergraduate course.

Dr. Coombes moved, and Dr. Mahony seconded,

"that the Faculty of Health Sciences Graduate Policy and Curriculum Council approve the change in title and description for Biochemistry *6E03, as described in the document."

The motion was **carried**.

Health Management

The Master of Health Management program recommended the following graduate curriculum changes.

*705 – Evaluating Sources of Evidence for Management and Evaluation – change in method of evaluation
*706 – Health Management Foundations I – change in description and content

Dr. Letts moved, and Dr. Coombes seconded,

"that the Faculty of Health Sciences Graduate Policy and Curriculum Council approve the graduate curriculum changes proposed by the Master of Health Management program, as described in the document."

The motion was **carried**.

Medical Sciences

The Medical Sciences program proposed the following graduate curriculum changes.

Change in course title and description
*713 – Integrated Systems in Gastrointestinal Health and Disease I

This course will be offered in September 2012.

New courses
*769 – Integrated Systems in Gastrointestinal Health and Disease II
This course will be offered in January 2012 on Dean's approval.

*770 – Advanced Introductory Immunology

Dr. Mahony moved, and Dr. Baxter seconded,

"that the Faculty of Health Sciences Graduate Policy and Curriculum Council approve the proposed graduate curriculum changes for the Medical Sciences program, as described in the documents."

The motion was **carried**.

Occupational Therapy

The Occupational Therapy program proposed the following changes to its graduate curriculum.

Change in course requirements and calendar description

Dr. Letts explained that the current calendar description for the M.Sc. Occupational Therapy program does not specify the course requirements for the program. She said the proposal will now include in the description, under ""Program Requirements," that all courses listed in the graduate calendar are required for the program. In the Admissions Requirements section, Dr. Letts explained that a paragraph has been added concerning the Police Check Policy, in particular, the paragraph states that a clear police check is required as a condition of admission.

Changes to courses:

618 – Wellness, Health and Occupation: Professional Reasoning and Skills – change in title and method of evaluation

*619 – Occupational Therapy Practicum I – new course

*626 – Foundational Knowledge II – change in prerequisite

628 – Person, Environment and Occupation: Professional Reasoning and Skills – change in title, description, and method of evaluation

*629 – Occupational Therapy Practicum II – new course

637 – Disability and Occupation: Inquiry and Integration – change in title and prerequisite
638 – Disability and Occupation: Professional Reasoning and Skills – change in title, description, method of evaluation, and prerequisite

Dr. Letts moved, and Dr. Hanna seconded,

"that the Faculty of Health Sciences Graduate Policy and Curriculum Council approve the curriculum changes proposed by the M.Sc. in Occupational Therapy program, as described in the documents."

The motion was **carried**.

Rehabilitation Science

The School of Rehabilitation Science has proposed changes to its graduate curriculum.

Ph.D. program – change to the comprehensive examination process

Referring to the document, Dr. Letts said that the proposed changes to the comprehensive examination process for the Ph.D. program in Rehabilitation Science will clarify timelines; explain that the scholarly paper must not be on the thesis topic; clarify committee involvement in the process; and place restrictions on the length of the proposal.

M.Sc. program (course-based; online) – change in course requirements

Dr. Letts explained that the proposed change will require students in the program to take Rehabilitation Science *705, *706, *708 as mandatory courses, and four elective courses.

Changes to courses:
*702 – Participation and Community Living *(to be offered on Dean's approval for January 2012)*
*722 – International Classification of Functioning, Disability, and Health: Theory and Use

For *702, it was decided to assign a new number for this course to avoid confusion among the students.

Dr. Hanna moved, and Dr. Letts seconded,

"that the Faculty of Health Sciences Graduate Policy and Curriculum Council approve the graduate curriculum changes proposed by the School of Rehabilitation program, as described in the document, and subject to the above amendment for course *702."

The motion was **carried**.

Health Research Methodology

Dr. Hanna reviewed the proposed graduate curriculum changes from the Health Research Methodology program.

*771 – Fundamentals of Health Research and Evaluation Methods (Online) – clarification of prerequisites, change in description, change in content, change in method of evaluation

*772 – Introduction to Research Methods for Randomized Controlled Trials (Online) – change in description and prerequisites

*773 – Systematic Review Methods (Online) – change in description and prerequisites

*774 – Introduction to Biostatistics (Online) – change in prerequisites and method of evaluation

Dr. Hanna moved, and Dr. Baxter seconded,

"that the Faculty of Health Sciences Graduate Policy and Curriculum Council approve the proposed graduate curriculum changes from the Health Research Methodology program, as described in the documents."

The motion was **carried**.

There was no other business and the meeting adjourned at 2:40 p.m.