



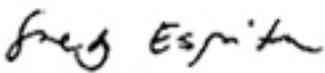
School of Graduate Studies

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September 18, 2012

To : Members of Graduate Council

From : Medy Espiritu 
Assistant Secretary and SynApps Systems Administrator

The next meeting of Graduate Council will be held on **Tuesday, September 25, 2012** at **9:30 a.m.** in the **Council Room, Gilmour Hall 111.**

Listed below are the agenda items for discussion.

Please email espiritu@mcmaster.ca if you are unable to attend the meeting.

A G E N D A

- I. Minutes of the following meetings:
 - January 31, 2012
 - February 28, 2012
 - April 24, 2012
 - May 29, 2012
 - June 26, 2012
- II. Business arising
- III. Report from the Associate Vice-President and Dean of Graduate Studies
- IV. Report from the Associate Deans of Graduate Studies
- V. Report from the Assistant Dean, Graduate Student Life and Research Training
- VI. Report from the Associate Registrar and Graduate Secretary
- VII. 2012-2013 Scholarships Committee of Graduate Council
- VIII. Report from the Faculty of Business Graduate Curriculum and Policy Committee (Dr. N. Agarwal)
- IX. Divinity College proposal – Dr. P. Zylla – *for information of Graduate Council*
- X. Graduate Certificate in Community Engagement
- XI. Ontario Graduate Scholarship (OGS) update
- XII. Other business

GRADUATE COUNCIL
JANUARY 31, 2012, 2:00 P.M.
GH-111

PRESENT: Dr. A. Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. T. Chamberlain, Dr. N. Charupat, Dr. A. Chen, Dr. S. Crosta, Dr. S. Fast, Dr. D. Goellnicht, Dr. P. Graefe, Dr. A. Guarne, Dr. C. Hayward, Dr. A. Holloway, Mr. J. Jaskolka, Dr. G. Kanagaretnam, Mr. R. Khokhar, Dr. T. Kirubarajan, Dr. L. Magee, Dr. J. McDermid, Ms. S. McGuire, Dr. L. Platt, Dr. E. Service, Dr. H. Sheardown, Dr. C. Sinding, Mr. J. Trzeciak, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dr. P. Baxter, Ms. B. Gordon, Mr. P. Self

I. Minutes of meeting

On a motion by Dr. Hayward, seconded by Dr. Welch, Graduate Council approved the minutes of the meeting of December 5, 2011.

II. Report from the Associate Vice-President and Dean of Graduate Studies

Dr. Sekuler reported on the following events/activities:

- The *Best Practices Lunch* held December 15, 2011 was a holiday lunch and discussion potpourri and there were 50 attendees.
- There were 75 attendees at the *Best Practices Lunch* held January 17, 2012. The topic was "Teaching Assistantships." Guest speakers were Courtney Livesey (Human Resources/Employee Labour Relations), Michelle Rose-LaButte (Human Resources/Employee Labour Relations), Erin Aspenlieder (post-doctoral fellow, Centre for Leadership in Learning), Jessica Merioli (President, Graduate Students Association), and Vanessa Hayward (Coordinator, Office of Postdoctoral Affairs and Research Training)
- The next *Best Practices Lunch* is February 15, 2012. The topic is "Evaluating Graduate Teaching and Research."

For the *Best Practices Lunch* on February 15, 2012, Dr. Sekuler explained that the topic will be "Evaluating Graduate Teaching and Research." She explained that McMaster's "Policy and Regulations in Respect to Academic Appointment, Tenure and Promotion" (also referred to as the "yellow document") has been recently revised to ensure that regulations are consistent. The tenure and policy document explains that the awarding of a tenure or promotion is based not only on successful research assessment but also on the teaching evaluation of the faculty member. Dr. Sekuler said she is in the process of forming a working group to develop guidelines on graduate teaching and research based on the tenure and promotion policy document as well as the Supplementary Policy Statements on

effective teaching. Dr. Sekuler asked the members to email Medy Espiritu if they are interested in helping out with the working group. Dr. Sekuler expects the working group to complete the task by September-October 2012.

- *Dine with the Dean* held on December 13, 2011 had Mr. Terry Cooke from the Hamilton Community Foundation as guest speaker. Discussion was focused on community engagement.
- *Dine with the Dean* held on January 26, 2012 had Erin Aspenlieder and Marie Vander Kloet as guest speakers. Discussion was focused on teaching and learning.
- President Deane's forum to discuss the "Forward with Integrity: A Letter to the McMaster Community" was held on December 16, 2011. Students in attendance engaged in discussion concerning graduate studies with the President, the AVP and Dean of Graduate Studies, and the President of the Graduate Students Association.
- MITACS workshops have been scheduled for January 23-25, 2012. Topics: Managing Project & Project Management, Communication Skills, and Networking.
- The Improv workshops at Theatre Aquarius are coming in April 2012.
- Update on eTheses: the process involved in withholding theses publication has been revised. The initial postponement request will be automatic and at the discretion of the student rather than initially requiring approval from the AVP and Dean of Graduate Studies, and the maximum publication postponement time will be increased to two years.

III. Report from the Associate Deans of Graduate Studies

Dr. Welch explained that at the Graduate Council Sub-committee on Graduate Calendar meeting, it was discussed and agreed that the only faculty members who should be listed in the graduate calendar are those currently involved in graduate studies in the program, and that retired faculty members who are unavailable to supervise graduate students should be removed from the list. In response to a question concerning programs that are non-thesis based, Dr. Welch said that coursework supervisors will also be included in the list. Dr. Goellnicht reported that he is currently involved with the development of two new programs: Master of Finance in the Faculty of Business, and the Ph.D. in Communication and New Media program in the Faculty of Humanities. Dr. Sheardown reported that the proposed M. Eng. in Energy Systems is about to go through the IQAP process for approval. Dr. Hayward explained that the Master of Health Sciences Education obtained all levels of approvals except the request for MTCU funding. Dr. Hayward also announced the May 8-10, 2012 Research Plenary for graduate students and postdoctoral fellows in the Faculty of Health Sciences.

IV. New Graduate Scholarships

Dr. Sekuler reviewed the following new graduate scholarships for Graduate Council approval:

- The Joseph and Joanne Lee Ontario Graduate Scholarship
- Dr. Jane McCracken Ontario Graduate Scholarship
- The Rotary Club of Burlington Lakeshore Ontario Graduate Scholarship
- Dr. Alan Walker Ontario Graduate Scholarship
- The Schmid Family Travel Fund
- The Ruth and Wilson Tafts Prize for Immunology

Dr. Sheardown moved, and Dr. Holloway seconded,

“that Graduate Council approve the above listed graduate scholarships, as described in the document.”

The motion was carried.

V. Graduate Work Supervision Guidelines for Faculty and Students

Dr. Hayward presented the proposed Graduate Work Supervision Guidelines for Faculty and Students. She explained that the changes suggested by the members when it was initially presented to the Council are now incorporated in the document.

Dr. Hayward moved, and Dr. Welch seconded,

“that Graduate Council approve the proposed Graduate Work Supervision Guidelines for Faculty Students.”

The Council reviewed the document and some minor revisions were added.

The motion was carried.

VI. Other business

Dr. Sekuler referred to page 34 of the current Graduate Calendar, “Scheduling and Conducting the Oral Examination (Oral Defense).” Dr. Sekuler suggested replacing the third sentence, “*At the discretion of the Chair, the oral defence will be open to members of the university community and the public who wish to attend as observers,*” to “*At the discretion of the **student**....*” Dr. Sekuler explained that the change will give the student more control over how the defence will unfold.

Dr. MacDermid moved, and Dr. Chamberlain seconded,

“that Graduate Council approve the proposed change to the section of the calendar on ‘Scheduling and Conducting Oral Examination (Oral Defense),’ as described in the document.”

There was a general comment that the student should be given a choice as to whether or not the entire defence or just portions of the defence (presentation, questioning by committee members) will be open to the public. Another member commented that departments should not publicize the event if it is a closed defence.

The motion was carried.

There was no other business and the meeting adjourned at 3:00 p.m.

GRADUATE COUNCIL

FEBRUARY 28, 2012, 2:00 p.m.

MUSC-311/313

PRESENT: Dr. A. Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. P. Baxter, Dr. P. Bennett, Dr. T. Chamberlain, Dr. N. Charupat, Dr. A. Chen, Dr. S. Crosta, Dr. D. Goellnicht, Ms. B. Gordon, Dr. P. Graefe, Dr. A. Guarné, Dr. C. Hayward, Dr. A. Holloway, Mr. J. Jaskolka, Mr. R. Khokhar, Dr. L. Magee, Dr. S. McGuire, Dr. L. Platt, Mr. P. Self, Dr. E. Service, Dr. H. Sheardown, Dr. C. Sinding, Ms. J. Tunnicliffe, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

BY INVITATION: Dr. J. Medcof

REGRETS: Dr. A. Campos, Dr. T. Maibaum

I. Report from the Associate Vice-President and Dean of Graduate Studies

Dr. Sekuler reported on the following events/activities:

- The topic for the *Best Practices Lunch* held February 15, 2012 was “Evaluating Graduate Teaching and Learning.” The guest speaker was Dr. Martin Horn, History Associate Professor and Faculty Association (MUFA) Representative. There were 55 attendees for this event. A working group to be led by Dr. Sekuler will be established to develop guidelines on graduate teaching and learning. The following faculty members volunteered to be part of the working group: Dr. A. Chen (Physics & Astronomy), Dr. D. Harnish (Pathology & Molecular Medicine), Dr. D. Hitchcock (Philosophy), Dr. M. Horn (History), and Dr. E. Service (Linguistics & Languages). Dr. Sekuler invited graduate students to volunteer as well. The next *Best Practices Lunch* is scheduled for March 22, 2012.
- The *Dine with the Dean* event was held on February 22, 2012 and discussion focused on the topic of “Social Media—Building your Reputational Capital.” Guest speakers: Dr. N. Bontis (DeGroote School of Business), Ms. C. Newberry (Student Success Centre), and Mr. D. Courchesne (Graduate Student, Communication and New Media program). The next *Dine with the Dean* event is scheduled for March 28, 2012.
- There will be MITACS workshops in March 2012.
- The School of Graduate Studies organized “Thesis Defense Preparation” seminars on February 23, 27, 29 and March 1, 2012. Special guests for the seminars were: Dr. M. Kolster (Mathematics & Statistics), Ms. Lyndsay Cartwright (Biology, Post-Doctoral Fellow), Dr. P. Mascher (Engineering and Physics), Dr. H. Sheardown (Graduate Studies Associate Dean for the Faculty of Engineering).

- Dr. Sekuler recommended that Council members read the Drummond report, *Public Service for Ontarians: A Path to Sustainability and Excellence*, which was released on February 15, 2012 by the Commission on the Reform of Ontario's Public Services. The report underscores the importance of a strong post-secondary sector in Ontario's economic growth and competitiveness. The Commission made several recommendations to further improve the efficiency and effectiveness of post-secondary education in Ontario, such as: establishing multi-year mandate agreements with colleges and universities to ensure the growth of high-quality programs; and maintaining the strategic division of roles between university and college systems. The province is currently studying the Drummond report, and the Council of Universities will review the document and look forward to discussing the recommendations with the government. Dr. Sekuler also mentioned the Ministry of Training Colleges and Universities' "3 Cubed" report, which recommends offering more online courses; and compressing some four-year degrees into three-year programs by holding classes year round.
- The total number of graduate applications, including international applications, has increased once again this year.
- Notices regarding the search for Graduate Associate Deans for the Faculties of Business, Humanities, and Social Sciences will soon be posted.

III. Report from the Associate Deans of Graduate Studies

Dr. Goellnicht reported that the curriculum and policy committees for the Faculties of Business, Humanities and Social Sciences have all met and approved graduate curriculum changes for the 2012-2013 academic year. The submissions from the Humanities curriculum committee were already submitted to the Faculty for approval. Dr. Hayward said the study on graduate programs and faculty evaluations is moving forward, and the descriptive analysis of the data collected for the project is underway.

IV. Report from the Assistant Dean, Graduate Student Life and Research Training

Dr. Self reported that the School of Graduate Studies is in the process of organizing a thesis completion workshop to assist Ph.D. students in the final stages of their studies.

V. New program: Master of Finance

Since the Faculty of Business proposes to launch the Master of Finance program in September 2013, Dr. Sekuler explained that the order of submission to the various approving University bodies has changed for the purpose of expediting internal and external approvals of the program.

Dr. Chamberlain reviewed the document and explained that there are three Ontario universities which currently offer programs that are similar to the proposed Master of Finance

program: Master of Financial Economics at the University of Toronto; Master of Finance programs at York University and at Wilfrid Laurier University. The program content that most closely resembles the proposed Master of Finance program is the Master of Financial Economics at the University of Toronto. The proposed Master of Finance is a cost-recovery program that will admit 20-25 students per year. The Economics department as well as the Department of Mathematics and Statistics will be involved in the program. In response to a question, Dr. Chamberlain explained that the Master of Finance is different from the MBA with specialization in Finance because the Master of Finance is focused more on analytical and quantitative skills while the MBA with Finance specialization focuses on management skills.

After the discussion, Council suggested replacing the wording in the “Admission requirements” section to *“Honours bachelor’s degree or equivalent in any discipline with a minimum B+ average grade from an accredited university.”*

Dr. Chamberlain moved, and Dr. Goellnicht seconded,

“that Graduate Council approve the proposed Master of Finance, pending approval by the Faculty of Business.”

The motion was carried, subject to the above amendment.

VII. Report from the Faculty of Health Sciences Graduate Policy and Curriculum Council

Dr. Hayward reviewed the graduate curriculum recommendations for the Faculty of Health Sciences.

Occupational Therapy – change in course requirements and change in calendar description

The current graduate calendar description for the M.Sc. Occupational Therapy program does not specify the course requirements for the program. 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, 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.

Dr. Hayward moved, and Dr. Chamberlain seconded,

“that Graduate Council approve the proposed change in course requirements and change in calendar description for the M.Sc. Occupational Therapy program, as described in the documents.”

The motion was carried.

Rehabilitation Science – change to the Ph.D. comprehensive examination process

The proposed changes to the Ph.D. comprehensive examination procedure will clarify timelines; explain the requirement 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.

Dr. Hayward moved, and Dr. Baxter seconded,

“that Graduate Council approve the proposed changes to the Ph.D. Rehabilitation Science comprehensive examination process, as described in the document.”

The motion was carried.

Rehabilitation Science – change in course requirements – M.Sc. course-based, online

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

Dr. Hayward moved, and Dr. Sheardown seconded,

“that Graduate Council approve the proposed change in course requirements for the M.Sc. Rehabilitation Science (course-based, online) program, as outlined in the document.”

The motion was carried.

Dr. Hayward then reviewed the remaining report from the Faculty of Health Sciences Graduate Policy and Curriculum Council for information of Graduate Council.

VIII. Change of scholarship name

At the request of Michael Lee-Chin, the owner/founder of AIC—which ceased operations in 2009—the AIC Scholarship (an MBA award established in 2004) will change its name to the Michael-Lee Chin & Family Scholarship.

Dr. Goellnicht moved, and Dr. Sheardown seconded,

“that Graduate Council approve the name, *The AIC Scholarship*, to change to *The Michael Lee-Chin & Family Scholarship*.”

The motion was carried.

There was no other business and the meeting adjourned at 3:10 p.m.

GRADUATE COUNCIL

APRIL 24, 2012, 2:00 P.M.

MUSC-311/313

PRESENT: Dr. A. Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. P. Bennett, Dr. A. Campos, Dr. T. Chamberlain, Dr. N. Charupat, Dr. A. Chen, Dr. S. Fast, Dr. A. Guarne, Dr. D. Goellnicht, Dr. P. Graefe, Dr. C. Hayward, Dr. A. Holloway, Mr. J. Jaskolka, Dr. L. Magee, Dr. T. Maibaum, Ms. S. McGuire, Dr. H. Sheardown, Mr. J. Trzeciak, Dr. D. Welch, Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dr. P. Baxter, Dr. S. Crosta, Dr. K. Kanagaretnam, Dr. L. Platt, Mr. P. Self, Dr. E. Service, Dr. C. Sinding

I. Minutes of meeting

The minutes of the meeting of March 27, 2012 were approved on a motion by Dr. Campos, seconded by Dr. Hayward with minor corrections: the word “tabled,” which was inadvertently used throughout the document was replaced with “introduced,” and some typographical errors were corrected.

II. Business arising

There was no business arising from the minutes of the previous meeting.

III. Report from the Associate Vice-President and Dean of Graduate Studies

Dr. Sekuler reported on the following events/activities:

- The topic for the April 17, 2012 *Best Practices Lunch* was “Dealing with Students in Distress.” Drs. Phil Wood and Debbie Nifakis were the guest speakers; and there were 57 attendees.
- Offers of graduate admission at the University went up to approximately 10% (6% domestic and 4% international students).
- McMaster is waiting for the plans of the Ministry of Training Colleges and Universities (MTCU) in terms of graduate enrollment.
- McMaster’s Institutional Quality Assurance Process (IQAP) review for the MBA program has just been completed. The following programs were submitted for approval to the Ministry of Training Colleges and Universities: Master of Health Science Education (approved to commence); Ph.D. French and the Master of Technology Entrepreneurship and Innovation programs (pending approvals).

IV. Report from the Assistant Dean, Graduate Student Life and Research Training

In the absence of Mr. Self, Dr. Sekuler reported the following events:

- April 5, 2012: Workshop in collaboration with Theatre Aquarius – IMPROV-ing Your Presentation Skills Workshop – 47 attendees
- April 11, 2012 – Dine with the Dean – Creativity with Lawrence Hill – session with 14 students
- April 21, 2012 – Dig with the Dean – Tree Planting – all Faculties except Business were represented
- April 26, 2012 – Royal Canadian Institute for the Advancement of Science Gala – attendees: three graduate students and two post-doctoral fellows
- April 30, 2012 – Visiting Scholar luncheon in partnership with the Centre for Leadership and Learning. Guest speaker: Dr. Marcia Johnson. Topic: Toward the Building of a Collaborative Doctoral Writing Culture.
- MITACS workshops on team building excellence will be held May 8-10, 2012.

V. Report from the Associate Deans of Graduate Studies

The associate deans are currently working with their respective Faculties in terms of the International Excellence Awards nominations. Dr. Hayward extended an invitation to attend the Faculty of Health Sciences Research Plenary on May 10-12, 2012. Dr. Hayward said the study on graduate programs and faculty evaluations is still ongoing. One member expressed concerns regarding the use of data collected for this study for some other purpose. Dr. Hayward assured the Council that the information/data is solely for the study and will not be used for any other reason (e.g., tenure and promotion, etc.).

VI. Report from the Associate Registrar and Secretary of Graduate Studies

Ms. Baschiera reported that the consultants' site visit for the proposed Master of Finance program and the cyclical review for the Biochemistry programs will be scheduled soon. She added that the proposed Astrobiology program will be presented at the next meetings of University Planning Committee and Senate for approval.

VII. 2012 Spring Graduands

Dr. Sekuler reviewed the list of the 2012 Spring Graduands for the graduate programs in the Faculty of Health Sciences, with the exception of the Nursing program.

Dr. Hayward moved, and Dr. Goellnicht seconded,

“that Graduate Council approve the list of the 2012 Spring graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”

The motion was carried.

VIII. Parental/Pregnancy Leave Policy

Dr. Sheardown said the final document for the parental/pregnancy leave policy will be presented for approval at the May 2012 meeting of Graduate Council. The University’s employee labour relations group is currently reviewing the document to ensure that the wording is clear and accurate. She added that in the process of preparing the policy, the *Employment Standards Act* guidelines were used as a benchmark. The policy has to be in place by September 2012.

IX. Other business

Quality Assurance Committee

Dr. Sekuler referred to the document circulated to the Council and explained that Section 7.3 of *McMaster’s Policy on Academic Program Review* requires that reports from the external reviewers arising from the undergraduate and graduate program cyclical reviews be submitted to a Quality Assurance Committee. This Committee will review and submit a Final Assessment Report to Undergraduate Council or Graduate Council. As a result of this requirement, a joint Quality Assurance Committee with the Undergraduate Council and Graduate Council must be established at McMaster.

Dr. Welch moved, and Dr. Goellnicht seconded,

“that Graduate Council recommend to Senate the establishment of a Quality Assurance Committee jointly with Undergraduate Council, whose membership will include a total of eight members: the Chair of Undergraduate Council and the Chair of Graduate Council (Co-Chairs), three faculty members to be appointed by Undergraduate Council for one year terms, and three faculty members to be appointed by Graduate Council for one year terms.”

The motion was carried.

Dr. Welch moved, and Dr. Goellnicht seconded,

“that Graduate Council appoint the following three faculty members to the Quality Assurance Committee: Allison Holloway (Health Sciences); Elisabet Service (Humanities); and Christina Sinding (Social Sciences).”

The motion was carried.

There was no other business and the meeting adjourned at 2:25 p.m.

**GRADUATE COUNCIL
MAY 29, 2012, 2:00 p.m.
MUSC-311/313**

PRESENT: Dr. A. Sekuler (Chair), Ms. S. Baschiera (Secretary), Dr. A. Campos, Dr. T. Chamberlain, Dr. N. Charupat, Dr. D. Goellnicht, Ms. B. Gordon, Dr. P. Graefe, Dr. C. Hayward, Dr. A. Holloway, Mr. J. Jaskolka, Dr. K. Kanagaretnam, Ms. V. Lewis, Ms. S. McGuire, Mr. P. Self, Dr. H. Sheardown, Dr. C. Sinding, Mrs. M. Espiritu (Assistant Secretary)

REGRETS: Dr. P. Baxter, Dr. P. Bennett, Dr. A. Chen, Dr. S. Crosta, Dr. A. Guarné, Dr. L. Magee, Dr. E. Service, Dr. D. Welch

With approval from the members, Graduate Council revised the order of the agenda for discussion.

I. 2012 Spring Graduands

Dr. Sekuler reviewed the list of the 2012 Spring Graduands for the Faculties of Business, Engineering, Health Sciences (Nursing), Humanities, Science, and Social Sciences.

Dr. Goellnicht moved, and Dr. Campos seconded,

“that Graduate Council approve the list of the 2012 Spring Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”

The motion was carried.

II. New Graduate Scholarships

Dr. Sekuler briefly discussed the following graduate scholarships for Council approval.

- The Dr. John A. Hansuld Ontario Graduate Scholarship
- The Dr. Jordan Page Harshman Bursary
- The Drs. Jolie Ringash and Glen Bandiera Renaissance Award
- The David L. Sackett Scholarship

Dr. Sekuler explained that the Drs. Jolie Ringash and Glen Bandiera Renaissance Award will provide funding not only for graduate students from all faculties and programs, but for undergraduate students and professionals as well. The recipient of the award will engage in self-directed experiential learning for 4-12 months outside his/her chosen program of study, either locally or overseas. Applications for the scholarship will take place in September 2012. Dr. Sekuler is a member of the advisory board for this award and any inquiries can be forwarded to her.

Dr. Holloway moved, and Dr. Hayward seconded,

“that Graduate Council approve the Dr. John A. Hansuld Ontario Graduate Scholarship, the Dr. John Page Harshman Bursary, the Drs. Jolie Ringash and Glen Bandiera Renaissance Award, and the David L. Sackett Scholarship, as described in the document.”

The motion was carried.

III. Parenting Leave Policy

Dr. Sheardown reviewed the proposal and remarked that the document was created (using the *Employment Standards Act* guidelines) as a parenting leave policy for students. This document was also created to differentiate the parenting leave policy for students from the parenting leave policy for employees. She explained that a parenting leave consists of a pregnancy leave and a parental leave: the pregnancy leave is funded through CUPE and TA sources, while funding for the parental leave comes from the School of Graduate Studies. She added that the policy applies only to full-time graduate students. Dr. Sheardown further explained that funding from the School of Graduate Studies for the parental leave is up to eight months, for a maximum total of \$3000 (\$750 per month). Dr. Sheardown added that several discussions were held with McMaster’s employee labour relations group to ensure the policy is accurate.

A member commented that the maximum financial support of \$3000 from the School of Graduate Studies may change overtime due to inflation. It was then suggested that adding a statement regarding this issue would preclude the proposal from going back to Graduate Council just to have the change in figures approved. There was a general response that any future revisions to the policy should be reviewed and approved by Graduate Council. Dr. Sheardown noted that the policy may need revisions in future because of the undergoing changes to the Ontario Graduate Scholarships (OGS) program guidelines (i.e., OGS leaves of absence policy).

Dr. Sheardown moved, and Dr. Chamberlain seconded,

“that Graduate Council approve the proposed Parenting Leave Policy, as outlined in the document.”

Under the heading, “Combination with Other Forms of Financial Support,” paragraph two was replaced with *“If the parent of the child for whom the Parenting Leave is being taken is eligible to receive parental support from CIHR, NSERC, or SSHRC for the leave at any time during the Parenting leave, the parent is not eligible for financial support under McMaster’s Parenting Leave Policy.”*

There was also a comment that the document should be revised for typographical and grammatical corrections.

The motion was carried, subject to the amendments mentioned above.

IV. Proposed changes for the 2012-2013 Graduate Calendar

Ms. Baschiera presented the proposed changes to sections 2.1.7 – Visiting Students, and 2.1.8 – Exchange Students for the 2012-2013 Graduate Calendar. Revisions to Section 2.1.7 are meant to clarify the qualifications of a visiting student. For Section 2.1.8, the proposed changes are as follows: (a) exchange students are not assessed incidental or course fees; and (b) they are allowed to take a full course load at McMaster as long as they are also registered for a full course load at their home university.

Dr. Chamberlain moved, and Dr. Hayward seconded,

“that Graduate Council approve the proposed revisions to sections 2.1.7 – Visiting Students and 2.1.8 – Exchange Students for the 2012-2013 Graduate Calendar.”

A member commented that the statement in Section 2.1.7, *“They are not (and will not be) enrolled in a degree program at McMaster.”* seems to imply that the student can never apply as a Ph.D. student at McMaster. The Council suggested revising the statement to *“While they are visiting students, they will not be enrolled in a degree program at McMaster.”*

The motion was carried, subject to the amendment mentioned above.

The proposed courses, SGS #302 – Visiting Student Research and SGS #303 – Visiting Student Internship were reviewed. Ms. Baschiera explained that SGS #302 is a course for out-of-province and international students who conduct research at McMaster as part of their studies at their home university, whereas SGS #303 is for out-of-province and international students who conduct research at McMaster as part of their studies at their home university with support from government programs and other scholarships. SGS #302 and #303 are not-for-credit courses and enrolment is by permission only.

Dr. Goellnicht moved, and Dr. Charupat seconded,

“that Graduate Council approve the proposed courses, SGS #302 – Visiting Student Research and SGS #303 – Visiting Student Internship, as described in the documents.”

The motion was carried.

A revision to SGS #301 – English for Academic Purpose was also proposed. Ms. Baschiera reviewed the proposed changes which require students in the course to submit an IELTS or TOEFL within the minimum range specified by individual programs; and clarify that a pass in this course is granted to students who receive 80% or higher in the coursework and attend 90% of the classes.

Dr. Holloway moved, and Dr. Campos seconded,

“that Graduate Council approve the proposed revisions to SGS #301 – English for Academic Purposes, as outlined in the document.”

The motion was carried.

Dr. Sheardown reviewed the following proposed changes to sections of the graduate calendar for the 2012-2013 edition:

- Section 2.4.7 – Appeals and Petitions for Special Consideration

The proposed change will make it clear that a *Petition for Special Consideration* should be promptly submitted to the School of Graduate Studies in cases where the graduate student acknowledges that McMaster’s rules/regulations have been fairly applied, but he/she is requesting for an exception because of special circumstances such as medical/personal/family reasons.

A member noted that the terms *Associate Chair* and *Graduate Chair* are used interchangeably in the graduate calendar when referring to the faculty member who is in charge of graduate studies in the department. For consistency, the member suggested that perhaps it would be best to use only one of the terms (Associate Chair or Graduate Chair) in the calendar. Dr. Sekuler suggested discussing the issue at future meetings of Graduate Council.

-Section 4.3 – Examinations (Ph.D. comprehensive examination)

A statement was added indicating that a second failure in the comprehensive examination will require the student to withdraw from the program by the beginning of the following month.

-Section 4.4 – Thesis (Ph.D.)

A statement was included to clarify that in the case of sandwich theses, “mature scholarship” specifically includes substantial and significant contributions to the composition of text in papers with multiple authors.

Under the heading, “Selection of the Examining Committee,” the addition of the statement, “*In unusual situations where the supervisor is not available to participate in the defense for an extended period, the program Chair may designate a different faculty member to serve on the examining committee in place of the supervisor.*”

-Section 6.3 – Appeal Procedures

The proposed changes will make it clear that before a formal appeal is sought, the student is encouraged to communicate informally first with the instructor, the chair of the supervisory committee, the chair of the department, and/or the Graduate Studies associate dean. In addition, the student is advised to speak with the University Secretary before submitting an appeal application. A member commented that the proposed change seems to suggest that the student can choose to approach informally any one of the listed authorities in any order (i.e.,

instructor, supervisory committee chair, department chair, Graduate Studies associate dean). Another member wondered when a conflict of interest arises if the student decides to approach informally the Graduate Studies associate dean first and then later on the appeal issue is brought back to the attention of the Graduate Studies associate dean. There was a comment that students must be given flexibility in terms of whom to approach informally among the authorities listed in the document. It was noted that the Associate Deans of Graduate Studies normally contact the instructor or department chair first before handling any student grievance. In addition, there was a general comment that it is the responsibility of these authorities to decide the best course of action to take in this situation.

Ms. Gordon briefly reviewed the following proposed changes to sections of the graduate calendar for the 2012-2013 edition:

-Section 5.2.1 – Financial Support for Full-time Students

The proposed changes describe in detail McMaster's financial support to full-time graduate students. After the discussion, Graduate Council suggested revising the third sentence in paragraph three to *"The award of a TA may vary but should not exceed 10 hours per week, plus three hours of training per term. TA funding is contingent on fulfillment of the employment obligations and maintaining satisfactory work performance, as stated in the letter of offer or employment contract."* The statement, *"No exceptions totalling 505 hours or more in a single academic year will be approved."* was also included.

-Section 5.2.2 – Financial Payments to Graduate Students

This new section was created to explain in detail how financial support (i.e., employment income, graduate/department or research scholarships, internal scholarships and bursaries, and external awards) is distributed to graduate students.

-Section 8.0 – Graduate Scholarships, Bursaries and Other Awards

Ms. Gordon explained that Section 8.0 was completely revised and the following sections were removed from the graduate calendar: (1) list of fellowships and scholarships tenable at the University; (2) list of fellowships and scholarships awarded by the University; medals and prizes; and travel bursaries. The scholarship awards are now listed on the School of Graduate Studies website. Ms. Gordon then discussed the following new/revised sections in the graduate calendar which provide details about the scholarship support at McMaster.

Section 8.1 – Overview

- Section 8.1.1 – General Regulations
- Section 8.1.2 – Value and Duration of Award

Section 8.2 – Graduate Scholarships

- Section 8.2.1 – Internal Scholarships and Bursaries
- Section 8.2.2 – External Awards Tenable at the University

Section 8.3 – Funding Application Deadlines

After the discussion, the Council suggested revising Section 8.1.2 – Value and Duration of Award, since the description is unclear and confusing. Reviewing the document for some minor grammatical corrections was also suggested.

Dr. Holloway moved, and Dr. Goellnicht seconded,

“that Graduate Council approve the revisions of the following sections of the Graduate Calendar for the 2012-2013 edition: sections 2.4.7; 4.3; 4.4; 5.2.1; 5.2.2; 6.3; 8.1.1; 8.1.2; 8.2.1; 8.2.2; and 8.3.”

The motion was carried, subject to the amendments mentioned above.

V. Calendar copy: Biochemistry

Dr. Hayward reviewed the proposed calendar copy for the Biochemistry graduate programs.

Dr. Hayward moved, and Dr. Holloway seconded,

“that Graduate Council approve the proposed calendar copy for the Biochemistry graduate programs.”

After a brief discussion, the Council suggested revising the statement, *“The candidate must complete, with at least B- standing, at least one full graduate course (or two half-courses), which must include at least one 700-level half-course in Biochemistry”* to clarify that Master’s students in Biochemistry are required to take one full 700-level courses, or two 700-level half courses. The statement was replaced with *“The candidate must complete, with at least B- standing, at least one full, 700-level graduate course (or two half-courses), which must include at least one half, 700-level graduate course in Biochemistry.”*

The motion was carried, subject to the amendment mentioned above.

Dr. Hayward will inform Biochemistry of the revision.

VI. Calendar copy: Occupational Therapy and Physiotherapy programs

There was also a proposal to revise the calendar copy descriptions for the Occupational Therapy and the Physiotherapy programs.

Dr. Hayward moved, and Dr. Chamberlain seconded,

“that Graduate Council approve the proposed changes to the calendar copy descriptions for the Occupational Therapy and the Physiotherapy programs, as outlined in the documents.”

The motion was carried.

VII. Guide for the Preparation of Master's and Doctoral Theses

A proposal to revise the *Guide for the Preparation of Master's and Doctoral Theses* was submitted involving the addition of a statement concerning the student's role in the scholarly composition of the text in articles submitted as components of a sandwich thesis.

Dr. Goellnicht moved, and Dr. Campos seconded,

“that Graduate Council approve the proposed revision to the *Guide for the Preparation of Master's and Doctoral Theses*, as outlined in the document.”

The motion was carried.

VIII. Report from the Associate Vice-President and Dean of Graduate Studies

Dr. Sekuler reported that the following programs underwent Institutional Quality Assurance Process (IQAP) reviews: Master of Finance, MBA, Neuroscience, and Astrobiology. The Master of Finance and the Astrobiology programs will then be forwarded to the Ontario Universities Council on Quality Assurance (Quality Council). In terms of graduate expansion, Dr. Sekuler said McMaster still has remaining graduate space allocations to be filled. She commented that the University should use all of its graduate spaces this year, since it is not guaranteed how the spaces will be allocated next year. Dr. Sekuler reported that applications from international students have increased at McMaster; however, due to the lack of additional government funding, it is quite difficult to increase enrolment for these students. With regards to changes to the Ontario Graduate Scholarships (OGS) program, Dr. Sekuler said the proposal of the Ontario Council on Graduate Studies (OCGS) to transfer OGS administration to universities is still pending approval. With the coming changes, Dr. Sekuler said universities may have control over the competition deadline dates in the future. She added that awards for international students may also increase.

IX. Report from the Associate Deans of Graduate Studies

Dr. Goellnicht said he is currently looking at ways to develop best practices in supporting McMaster's aboriginal students at the graduate level. He announced that the McMaster Indigenous Graduate Students (MIGS) will hold a health forum on June 1, 2012 at the Mills Library. Dr. Sheardown said she is involved in organizing a separate NSERC workshop for post-doctoral students sometime in August 2012. Dr. Hayward reported that the Faculty of Health Sciences Research Plenary held on May 8-10, 2012 was a success. Dr. Hayward added that the *Graduate Student Evaluation of Faculty* document needs more changes and the group in charge of this project is working on the revisions.

X. Report from the Assistant Dean, Graduate Student Life and Research Training

Mr. Self reported that McMaster teamed up with Volunteer Hamilton and organized a pilot program involving a 4-week, half-day sessions with participation from 11 McMaster graduate students and 9 community members. The program's topics are leadership and resources for volunteer activities. Mr. Self said the University will review the program and see if the sessions were beneficial to the participants. Mr. Self announced that Graduate Students Day is scheduled for September 5, 2012—the same day that the School of Graduate Studies' Welcome Event for Graduate Students will be held.

There was no other business and the meeting adjourned at 3:50 p.m.

GRADUATE COUNCIL

Tuesday, June 26, 2012, 2.00p.m.

GH 111

PRESENT: Allison Sekuler (Chair), Brooke Gordon, Heather Sheardown, Stephanie Baschiera, Elizabet Service, Allison Holloway, Rhaman Khokhar, Alan Chen, Don Goellnicht, Sara McGuire, Joe McDermid, Pamela Baxter, Doug Welch, Ana Campos, Patrick Bennett, Peter Self, Cathy Hayward, Christina Sinding, Phil Zylla, Lonnie Magee, Jason Jaskolka, Sarah McGuire, Trevor Chamberlain, Vivien Lewis

Minutes recorded by: Mrs. J. Birch

REGRETS: Dr. S. Fast, Dr. P. Graefe, Dr. A. Guarne, Dr. T. Maibaum

I. Report from the Associate Vice-President and Dean of Graduate Studies

The OGS Scholarship will be introducing a new system for their awards and more details will be released shortly.

Winners of the Prestige scholarships for this academic session will be released soon.

One of our Ph.D. students from the Kinesiology program has received the CAGS award for his doctoral thesis.

QPR training was offered for a group of staff yesterday and was well attended by both SGS Staff and other representatives from program offices.

Three new Associate Deans will be starting new terms as of July 1, 2012. The Dean for Humanities will be Bonnie I, the Dean for Social Sciences will be Tony Porter. There will also be a new Dean for Science and the search is currently underway.

The Dean thanked the Members of Graduate Council who are stepping down at the end of their terms for the commitment to Graduate Council and Graduate Studies.

The School of Graduate Studies is still in growth mode but no details still to be confirmed by the government.

2. Report from the Associate Dean for Science – Doug Welch

Dr. Welch reported on the Astrobiology program, which it is hoped will still be on target to start in September 2012.

3. Report from the Associate Dean for Health Sciences – Cathy Hayward

Dr. Hayward reported on the student evaluation project, which is due to be launched in July on a university wide basis.

4. Report from the Associate Dean for Engineering – Heather Sheardown

Dr. Hayward reported on upcoming workshops on the post-doctoral fellowship application process which will take place on July 11. Other workshops on NSERC and other major scholarships will take place in the early fall.

5. Report from the Associate Dean for Humanities, Social Sciences & Business – Don Goellnicht

Dr. Goellnicht reported that the committee for the Hooker Awards took place yesterday, and results should be announced shortly.

6. Report from the Assistant Dean, Graduate Student Life and Research Training – Peter Self
The relocation of the Phoenix is almost completed, and that the move will take place during the summer months, pending completion of last minute renovations and approval of the liquor licence.

7. Report from the Associate Registrar and Graduate Secretary – Stephanie Baschiera
IQAP Reviews will take place for Neuroscience and Biochemistry in July. A number of other reviews are also scheduled for the Fall.

8. Report from the Acting University Librarian – Vivien Lewis
The guide for university users is currently being updated and it is anticipated that this will assist graduate students in particular with research.

The creation of the study space for graduate students in Mills Library, room 405 will be ready for the fall.

There was a brief discussion about the liaison program for graduate students. The contact for advance studies is Olga Perkovic and it hoped that development of this program will continue.

9. Graduate Scholarships The following Scholarships were presented for approval:

The McMaster Immunology Research Centre Faculty Scholarship Fund

Established in 2011 by faculty members within the McMaster Immunology Research Centre in support of graduate students. To be awarded annually by the School of Graduate Studies, upon recommendation by the Associate Dean of Graduate Studies (Health Sciences), to an outstanding full time M.Sc. or Ph.D. candidate enrolled in the Medical Sciences Graduate Program in the Faculty of Health Sciences at McMaster University. The award will be given to a student studying within the infection and immunity field.

The Philomathia Fellowship Fund

Throughout the seed funding period, the fund will support Fellowships which are eligible as matching funds

for the Ontario Trillium Scholarships. The Philomathia Trillium Scholarships will be awarded to incoming international Ph.D. students at McMaster University who are undertaking studies in water policy or water-based research. Preference will be given to Engineering or Social Sciences students who are also pursuing certification through Water Without Borders, the collaborative program with the United Nations University-Institute for Water, Environment & Health (UNU-INWEH).

Terms of reference for the Philomathia Fellowships beyond the five-year seed funding period will be established subsequently through consultation between the Foundation and the University.

Philomathia Travel Scholarships in Water Policy and Research

Throughout the seed funding period, the fund will support a travel scholarship, valued at \$4,000 annually, to support travel to Kenya, India and other locations identified with the Philomathia project. To be awarded to graduate students pursuing studies in water policy or water-related research at McMaster University. Preference will be given to recipients of the Philomathia Fellowships and, where possible, granted on the recommendation of the United Nations University-Institute for Water, Environment & Health (UNU-INWEH).

Terms of reference for the Philomathia Travel Scholarships in Water Policy and Research beyond the five-year seed funding period will be established subsequently through consultation between the Foundation and the University.

The Michael Kamin Hart Memorial Scholarship

Established in 2011 by the Michael G. DeGroot Institute for Infectious Disease Research, in honour of one of its students, Michael Kamin Hart. To be awarded to a student active in a M.Sc. program as of January in the current calendar year and associated with the Michael G. DeGroot Institute for Infectious Disease Research and who has demonstrated academic excellence. To be awarded annually by the School of Graduate Studies on the recommendation of the Executive Committee of the Michael G. DeGroot Institute for Infectious Disease Research.

The Woodburn Heron Ontario Graduate Scholarship

Established in 2012 by Norm Buckley, B.A. Hon. (Class of '77) and MD (Class of '82) and his wife Diane, in memory of Woodburn ("Woody") Heron, Professor of Psychology, to contribute to the funding of Ontario Graduate Scholarship programs. Up to two scholarships to be awarded by the School of Graduate Studies to master's or doctoral students enrolled full time at McMaster University. Preference will be given to students in the Neuroscience Graduate Program. If there are no eligible students from the Neuroscience program, the scholarship will be awarded to a master's or doctoral student from the Department of Psychology, Neuroscience and Behaviour.

The Xing (Scott) Jin Graduate Scholarship in Engineering

Established in 2012 by Xing (Scott) Jin, MBA (Class of '03). To be awarded by the School of Graduate Studies on the recommendation of the Chair of the Department to master's or doctoral students in the Faculty of Engineering's Department of Electrical and Computer Engineering. Preference will be given to students who demonstrate high academic achievement.

Friendly amendments were included to clarify the name of the recipient programs for the Woodburn Heron OGS and the process for selection for the Xing Jin graduate Scholarship in Engineering.

Dr. Baxter moved, and Dr. McDermid seconded,

"that Graduate Council approves the new scholarships as described above."

The motion was carried.

HEALTH SCIENCE EDUCATION

The Master of Science in Health Science Education (MSc HS Education) is an interprofessional program designed to develop skills in both research and scholarship in health professions education. The program is targeted to health care practitioners and clinical educators (physicians, nurses, occupational therapists, physiotherapists, midwives, physician assistants, social workers, etc.), and others who teach or would like to conduct research in health professions education. Non-Health practitioners will only be considered for the full-time, thesis stream. The MSc in Health Science Education program provides students with opportunities to develop a comprehensive understanding of current professional practice in health science pedagogy and research principles in health science education. This program strives to synthesize core competencies in the research scholarship of health professions education with practical application. Students will gain the research skills, pedagogical knowledge and professional experience necessary to succeed in a variety of areas of health science education and practice.

The MSc HS Education program offers online courses in cognition and curriculum, simulation/technical and non-technical skills, online learning, educational leadership, assessment and evaluation, and research methods. In addition, two mandatory in-person residency periods must be completed. The program offers students two completion pathways: a course-based option which is offered in online format through part-time studies (full time may be considered with special permission), or a thesis-based option offered in either part-time or full-time studies. The program will be highly accessible through blended delivery of online and in-class formats.

The objectives of the program are to:

- Integrate graduate level training in research scholarship, evidence-based education pedagogy, educational leadership, interprofessionalism, and McMaster's FHS signature health science curriculum
- Enable knowledge, academic skill and attitude pertaining to health science education at the graduate level
- Enhance preparedness for advanced professional and inter-professional academic roles including leadership and research in health science education
- Engage learners with interactive learning strategies in both classroom and online learning formats
- Enable learners to utilize theory and education pedagogy for classroom and online learning, communication and assessment

Enquiries: Katie Zazulak
Masters in Health Sciences Education
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1280 Main Street West
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Tel: 905-525-9140 x22114
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Email: hshed@mcmaster.ca
Website: [http:// fhs.mcmaster.ca/hsed/](http://fhs.mcmaster.ca/hsed/)

Staff / Fall 2012

PROFESSORS

Baptiste, Susan, MHSc, (McMaster)/Rehabilitation Science
Law, Mary, PhD, (Waterloo)/Rehabilitation Science
Neville, Alan, MD, (Aberdeen), MEd, (Toronto)/Oncology
Norman, Geoff, PhD, (McMaster)/ Clinical Epidemiology and Biostatistics
Risdon, Cathy, MD (McMaster), DMan (Hertfordshire)/Family Medicine
Reiter, Harold, MD, (Toronto)/Radiation Oncology
Solomon, Patty, PhD (Waterloo)/Rehabilitation Science
Walsh, Allyn, MD, (Western)/Family Medicine

ASSOCIATE PROFESSORS

Cairney, John, PhD (Western)/Family Medicine
Marshall, Denise, MD (McMaster)/Family Medicine
McKey, Colleen, PhD (Capella)/Nursing
McNiven, Patricia, PhD (Toronto)/Midwifery
Noesgaard, Charlotte, MSc (Western)/ Nursing
Wainman, Bruce, PhD (York)/Pathology and Molecular Medicine)

ASSOCIATE CLINICAL PROFESSOR

Miller, Pat, PhD (McMaster)/Rehabilitation Science

ASSISTANT PROFESSORS

Bayer, Ilana, PhD (Toronto)/ Pathology and Molecular Medicine
Carusone, Soo Chan, PhD (McMaster)/Clinical Epidemiology and Biostatistics
Chen, Ruth, MSN (Yale)/Nursing
Dore, Kelly, PhD (McMaster)/Clinical Epidemiology and Biostatistics
Grierson, Lawrence, PhD (McMaster)/Family Medicine
Jung, Bonny, PhD (Western)/Rehabilitation Science
Kulatunga-Moruzi, Chan, PhD (McMaster)/Family Medicine
Martin, Lynn, PhD (Toronto)/Nursing
Musson, David, MD (Austin), PhD (Western)/Anesthesia
Salfi, Jennine, PhD (McMaster)/ Nursing
Sherbino, Jonathan, MD (Ottawa), MEd (Toronto)/Medicine

ASSISTANT CLINICAL PROFESSORS

Whyte, Rob, MD (McMaster)/Anesthesia

Admission Requirements

In addition to the School of Graduate Studies requirements, candidates for admission to this health science education program will have an honours-equivalent, four-year bachelor's degree or related health professional degree (e.g. Bachelor of Health Sciences from the Nursing, Physician Assistant or Midwifery Programs, or Bachelor of Social Work), an MD, or a Master of Science in Physiotherapy or Occupational Therapy, etc. Additional requirements include:

- A four-year undergraduate degree with at least a B+ from an AUCC Member School (equivalent to a McMaster 8.5 GPA out of 12.0) in the final year in all courses in the [health science related] discipline.
- An official transcript of academic work completed to date at all post-secondary institutions attended, sent directly from the issuing institution(s). If the final degree does not show that a completed degree has been conferred, an official copy of the diploma is also required.
- Two confidential letters of recommendation from recent mentors (either those in an academic position or health practitioners) most familiar with the applicant's academic work.
- Curriculum Vitae to include work experience and list of educational experiences.
- Written personal Statement of Intent that explains why the applicant is seeking graduate education in this program (2 pages, 12 pt font, 1" margins):
 - Explanation of what is desired from this degree, and if they are applying for the course-based or thesis-based stream, full or part time.
 - Explanation of their area of interest.
- Preference will be given to those with teaching experience in a health-related discipline. However, applicants without teaching experience will be considered.
- Full time thesis students can find information on funding at <http://sfas.mcmaster.ca/>, and item 5.2.1 (Financial Support for Full-time Students) in the Graduate Calendar.

Admission is competitive. Meeting the minimum standards does not guarantee admission to the program.

To apply and pay the application fee online, consult the Graduate Studies website at <http://graduate.mcmaster.ca/prospective-students/application-procedure>

Program Requirements

The general regulations for Master's degrees may be found at the beginning of this Calendar. Minimum requirements for candidates of the MSc in Health Science Education program are outlined below.

Course-based option students must:

- Complete, with at least a B- standing:
 - The program's four required courses (two quarter courses and two half courses)
 - Three graduate approved electives (half courses)
 - A scholarly paper

Thesis-based option students must:

- Complete, with at least a B- standing
 - The program's four required courses (two quarter courses and two half courses)
 - One graduate approved elective (half course)
 - A thesis

COURSES

All courses are half courses (*) with the exception of the two-quarter courses (#) (HS 700 & HS 707). Additional information on program courses can be viewed at the Health Science Education website, <http://fhs.mcmaster.ca/hsed/>

#HS 700 / Health Science Education I: Fundamentals of Health Science Education

An overview of the program and courses including the over-arching goals, learning outcomes, instructional methods, content, resources, assessment methods, and faculty. This course is designed for graduate students from a wide range of health science disciplines and is offered in an intensive summer on-campus format. *(Pending Graduate Council Approval)*

***HS 701 / Cognition & Curriculum in Health Science Education**

This course explores the science of memory, thinking, learning and its application to teaching and curriculum design in health science education. Students will relate and apply epistemologies and theoretical frameworks from cognitive and educational psychology, teaching strategies and methods, such as PBL, concept-based learning, simulation-based learning, etc. to their teaching practice area. This course is offered online.

***HS 702 / Educational Research Methods in Health Science Education**

In this course students are introduced to a range of research methods used to assess learning in health science programs. Major topics include psychometrics, epidemiology, experiments, quantitative, and qualitative methods.

***HS 703/Assessment and Evaluation**

In this course students explore theories and concepts underlying assessment, assessment strategies, and evaluation planning for health science education at the course and program level. Assessment topics include theory of measurement, reliability, validity, and generalizability theory and its application to assessment and evaluation instruments appropriate for health science academic and clinical settings, written examination formats, such as multiple choice and performance measures. Students will develop a basic knowledge of program evaluation including conceptual frameworks for program evaluation, instrumentation, data collection and data sources, and reporting results. *(Pending Graduate Council Approval)*

***HS 704/Simulation and Technical & Non-Technical Skills**

In this course students will explore, characteristics of high fidelity and low fidelity simulations for teaching and clinical performance assessment. In addition, both technical and non-technical skills will be reviewed from the perspective of evidence based teaching and assessment. *(Pending Graduate Council Approval)*

***HS 705/E-Learning**

In this course students explore the theory and application of the pedagogies, knowledge and teaching skills relevant to current and emerging learning technologies. Topics include the benefits and challenges of online learning, managing faculty and student transformation from classroom to online teaching and learning, facilitation of online discussions, and the design of learning activities and selection of technological resources for online learning. *(Pending Graduate Council Approval)*

***HS 706/Leadership**

The goal of this course is to enable students to relate the theoretical and conceptual fundamentals of educational leadership in academic health sciences and community health care context, such as change management, mentorship and power relations to their own practice as a result of sustained inquiry into their own work. An Interprofessional team facilitates this course. *(Pending Graduate Council Approval)*

#HS 707/ Health Science Education II

This course explores scholarship and the process of writing and preparing a manuscript for journal submission, and development of programmatic research. Students present works in progress and provide feedback to their peers. This course is offered in an intensive summer on-campus format. *(Pending Graduate Council Approval)*

HS 708/ Scholarly Paper

The Scholarly Paper is the final degree requirement for the course-based MSc. The paper should reflect the student's ability to integrate ideas that reflect their analysis and use of knowledge in areas of health science teaching and learning, research and leadership in a scholarly way as well as the ability to independently apply and discuss these concepts in a concise, critical, and coherent manner. The paper will demonstrate integrative thinking and focus on a topic selected by the student in consultation with their Scholarly Paper Supervisor, Reader 1 and Reader 2 and submitted to the MSc HS Ed Administrative Assistant prior to commencement. Students will develop a proposal individualized to the student's area of interest that addresses the MSc Health Science Education's Guidelines for Scholarly Papers. The scholarly paper is distinctive from a thesis, as it does not require the collection or analysis of primary data or the conduct of research with subjects, although this may be an option in some circumstances. The scholarly paper will be graded by the scholarly paper Supervisor and two additional Readers. The student may start some components of the paper in a preliminary form during their program. Students will be encouraged to present part of their paper during the Health Science Education II course. Depending on the specific topic, some students may need to conduct fieldwork to collect necessary data and in such cases appropriate ethics approval may be required. Supervisory feedback will be provided on an on-going basis online, by telephone videoconference, or in person should a face-to-face meeting at McMaster University be required. The Scholarly Paper Topic Approval form is available on the HS Ed website at <http://fhs.mcmaster.ca/healthscienceeducation/>

HS 709/ Thesis

For the thesis option, students will complete a formal written research proposal that outlines their project plan prior to commencing research and submit it for approval to their Supervisory Committee within six months of entry into the program for full-time students and within one year of entry for part-time students. The thesis will demonstrate integrative thinking, understanding and reviewing the relevant literature and involve conducting original research, and will focus on a health science education topic that is selected by the student in consultation with their thesis Supervisor.

The proposal will be individualized to the student's area of interest that addresses the Thesis Guidelines established by the MSc Health Science Education program. Some components of the paper maybe started in a preliminary form by the student during their program. Students will be encouraged to present part of their thesis research (e.g. literature review) during the Health Science Education II Scholarly paper presentations course. Students who plan to conduct fieldwork to collect necessary data will seek appropriate ethics approval. Supervision feedback will be provided on an on-going basis by email online, telephone, videoconference, or in person should a face-to-face meeting at McMaster University be required.

Thesis students must submit a written thesis and oral defense (in person) before a committee comprised of the Graduate Program Director, the student's Supervisory Committee and an external examiner.

Anticipated completion time

The anticipated completion time of all program requirements for students enrolled in the FHS Health Science Education program is 2 years for a full-time student and 4 years for a part-time student from initial enrollment.

Dr. Baxter moved, and Dr. McDermid seconded,

“that Graduate Council approves the new program in Health Sciences Education, as described above.”

The motion was carried.

XI. Other business – There was no other business the meeting was adjourned at 3.00 p.m.

**Scholarships Committee of Graduate Council
Membership List 2012 - 2013**

Ex Officio

Dr. Naresh Agarwal	Acting Associate Dean of Graduate Studies and Research (Business)
Dr. Bonnie Ibhawoh	Associate Dean of Graduate Studies and Research (Humanities)
Dr. Catherine Hayward	Associate Dean of Graduate Studies (HSC)
Dr. Tony Porter	Associate Dean of Graduate Studies and Research (Social Sciences)
Dr. Heather Sheardown	Associate Dean of Graduate Studies (Engineering)
Dr. Doug Welch	Associate Dean of Graduate Studies (Science)

Business

Dr. Catherine Connelly (2014) School of Business, HRM (Primary)

Engineering

Dr. Todd Hoare (2014) Chemical Engineering (Primary)
David LaTulippe (2015) Chemical Engineering (Alternate) **Health**

Sciences

Dr. Dawn Bowdish (2013) Pathology & Mol. Medicine (Primary)
Dr. Jonathan Schertzer (2015) Biochemistry & Biomed. Science (Alternate)

Humanities

Dr. David Clark (2014) English & Cultural Studies (Primary)
Dr. Steve Streeter (2015) History (Alternate)

Science

Dr. Bruce Milliken (2014) Psychology, Neurosc. & Behaviour (Primary)
Dr. Ramesh Balasubramaniam (2015) Kinesiology (Alternate)

Social Sciences

Dr. Wayne Lewchuk (2014) Economics; Labour Studies (Primary)
Dr. Celia Rothenberg (2014) Religious Studies (Alternate)

Additional members for the SSHRC Subcommittee (one-year term)

Dr. Hendrik Poinar	Anthropology
Dr. Jiaping Qiu	Finance & Business Economics
Dr. Sandra Lapointe	Department of Philosophy

Additional members for the NSERC CGS/PGS Master's/Doctoral Subcommittee (one-year term)

Dr. Juliet Daniel	Biology
Brian Timmons	Pediatrics
Ryszard Janicki	Computing and Software



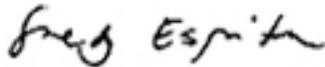
School of Graduate Studies

1280 Main Street West
Hamilton, Ontario, Canada
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Phone 905.525.9140
Ext. 23679
<http://graduate.mcmaster.ca>

September 18, 2012

To : Graduate Council

From : 
Medy Espiritu
Assistant Secretary and SynApps System Administrator

Re : Report from the Faculty of Business Graduate Curriculum and
Policy Committee

At the September 17, 2012 meeting, the Faculty of Business Graduate Curriculum and Policy Committee approved the proposed changes in the MBA student academic assessment process.

The proposal is now forwarded for approval to Graduate Council for its meeting on September 25, 2012.

Please note that this recommendation will also be submitted for approval at the Faculty of Business meeting on September 20, 2012.

Enclosure

Proposal for changes in MBA student academic assessment

The MBA program has moved from a 9-point to a 6-point Grade Scale as of the Fall 2012 term. The following 6-point MBA Grade Scale that approved by Graduate Council during its March 2012 meeting:

Grade (Points)
A+ (12)
A (11)
A- (10)
B+ (9)
B (8)
B- (7)
F (0)

This shift to a 6-point Grade Scale has helped to align the MBA program with other graduate programs at McMaster. This proposal seeks to further align our MBA program with other graduate programs in terms of student assessment procedures. Such alignment will help to facilitate student mobility across graduate programs at McMaster and to alleviate the grading issues in our current joint programs in which students from other Faculties take our MBA courses.

To summarize, the current MBA assessment process is:

- Formal reviews at the end of 10, 15 and 20 courses
- Cumulative grade point (CGP) value calculated (sum of grade points over all courses taken to that point, including failures) and compared to a required grade point (RGP) value. RGP is calculated by multiplying 5 (B on the 9-point scale) times the number of courses taken to that point.
- At each point of formal review, a student with CGP equal to or greater than his/her RGP is considered to be in good standing. A student whose CGP is no more than five grade points below his/her RGP is permitted to continue. A student whose CGP is more than five grade points below his/her RGP is ineligible to continue in the program. If ineligible to continue, a student must sit out 2 terms before submitting a formal petition if he/she wishes to be reconsidered for admission by the Graduate Admissions and Study Committee.
- No more than 3 failing grades allowed.

Proposed MBA assessment process:

- A review is only triggered by a failing grade (below B-). If the average of the courses taken to this point (excluding the failing grade) is at least 8.5 (between B and B+), the student is permitted to continue. If the average of the courses taken to this point (excluding the failing grade) is less than 8.5, the student will be assessed by the Graduate Admissions and Study Committee to determine if that student may continue in the program. In arriving at this decision, the Committee

will consider a variety of factors, including an optional written submission by the student.

- No more than 1 failing grade is allowed. A student is ineligible to continue if a second failing grade is received. There is no avenue for reconsideration after the second failure.
- CGP and RGP value will no longer be calculated and shown on transcripts as of September 2012. Internally, average grade point values will be calculated to determine Dean's Honour students (must have a minimum 10.5 average grade point to be placed on the Dean's Honour list after completing 10 or 20 courses) and for the determination of certain awards/scholarships.

Transition from the old to the new assessment process:

- There is no grandfathering of the old grade scale for in-course students. All students are assessed on a 6-point grading scale as of September 2012.
- In the spirit of doing in-course students "no harm" by changing the assessment process mid-program, these students will be allowed up to 3 failures until their degree is complete (as per the policy that was in place when they joined the program). However, each failure will trigger a review as outlined above. The review will apply only to courses completed under the new 6-point grading scale. If the average of the courses (excluding the failing grade) under the 6-point grading scale (i.e. as of Fall 2012) is at least 8.5 (between B and B+), the student is permitted to continue. If the average of the courses taken to this point (excluding the failing grade) is less than 8.5, the student may submit a formal petition to be reconsidered for admission by the Graduate Admissions and Study Committee. There is no minimum number of terms that the student must sit out before submitting this formal petition.
- In total, there are 3 students that are ineligible to continue (ITC) as of September 1, 2012 (2 from the winter 2012 term and 1 from the spring 2012 term). These students will be reviewed for possible readmission by the Graduate Admissions and Study Committee at the end of the fall 2012 term.



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /
PROCEDURES**

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 emailed to the Assistant Secretary and SynApps System Administrator (Email: *espiritu@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		Divinity College						
NAME OF PROGRAM		Master of Divinity						
PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. ()	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify) M.Div.
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS		<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		<input type="checkbox"/>	CHANGE IN COURSE REQUIREMENTS		<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			EXPLAIN:					
OTHER CHANGES		EXPLAIN: Curricular change from 90 credit hours to 81 credit hours for M.Div. degree.						
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:								
<p>1) Degree program is reviewed by faculty every five years. Last program revision was approved by the Graduate Council in 2007.</p> <p>2) Approval of changes proceeds by recommendation to McMaster Divinity College Sentate. Approved at June 12, 2012 meeting.</p> <p>3) Recommendation to Graduate Council Fall 2012 and University Senate.</p> <p>4) Implementation planning for Fall 2013.</p> <p>5) Contact person: Dr. Phil C. Zylla, Academic Dean, McMaster Divinity College (x 20104 - zyllap@mcmaster.ca).</p>								
PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.)								
See attachment								

RATIONALE FOR THE RECOMMENDED CHANGE:

1) Program outcomes aligned with degree purpose 2) Reduce duration to match competitors 3) Strengthen flexibility and internship approach.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Fall 2013.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

See attached for detailed outline of revisions.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Phil Zylla

Email: zyllap@mcmaster.ca

Extension: 20104

Date: September 12, 2012

If you have any questions regarding this form, please contact Medy Espiritu, Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

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 emailed to the Assistant Secretary and SynApps System Administrator (Email: *espiritu@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		Divinity College						
NAME OF PROGRAM		Master of Theological Studies						
PROGRAM DEGREE	Ph.D. ()	M.A. ()	M.A.Sc. ()	M.B.A. ()	M. Eng. ()	M.Sc. ()	Diploma Program ()	Other (Specify) M.T.S.
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)								
CHANGE IN ADMISSION REQUIREMENTS			CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE			CHANGE IN COURSE REQUIREMENTS		X
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR			EXPLAIN:					
OTHER CHANGES	EXPLAIN: Change degree program duration from 60 credit hours to 54 credit hours.							
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:								
<p>1) Degree program is reviewed by faculty every five years. Last program revision was approved by the Graduate Council in 2007.</p> <p>2) Approval of changes proceeds by recommendation to McMaster Divinity College Sentate. Approved at June 12, 2012 meeting.</p> <p>3) Recommendation to Graduate Council Fall 2012 and University Senate.</p> <p>4) Implementation planning for Fall 2013.</p> <p>5) Contact person: Dr. Phil C. Zylla, Academic Dean, McMaster Divinity College (x 20104 - zyllap@mcmaster.ca).</p>								
PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.)								
See attachment								

RATIONALE FOR THE RECOMMENDED CHANGE:

1) Program outcomes aligned with degree purpose 2) Reduce duration to match competitors 3) Strengthen flexibility and internship approach.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Fall 2013.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

See attached for detailed outline of revisions.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Phil Zylla

Email: zyllap@mcmaster.ca

Extension: 20104

Date: September 12, 2012

If you have any questions regarding this form, please contact Medy Espiritu, Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.



**McMaster Divinity College Curriculum Review for Degree Programs
Proposed Revisions to:
Master of Divinity (M.Div.) degree
Master of Theological Studies (M.T.S.) degree**

Purpose of Proposed Changes:

- a. Program duration – in keeping with other Colleges and Universities in Canada that offer their degrees, we have made adjustments to the duration of the programs. The proposed changes reduce the total credit hours of the Master of Divinity (M.Div.) from 90 to 81. The Master of Theological Studies (M.T.S.) degree is reduced from 60 to 54 credit hours.
- b. Heightened flexibility – the revised degrees will offer more flexibility in the order of required courses. The shift is away from pre-requisite courses to more integrated and well-crafted foundation courses lending to further specialized choices.
- c. Curricular review and program outcome assessment – the faculty have spent the past three years in extensive curricular assessment of both of these degrees. The resulting recommendations come from faculty to improve the alignment of coursework with expected program outcomes for each degree program.
- d. By strengthening the purpose of each degree and the specializations possible for each degree in the revised curriculum, students can identify specific vocational paths within the appropriate degree program.

Summary of Changes:

- a. Shift from General Program Focus to Specific Specializations
- b. Increase in flexibility for program electives
- c. Strengthened Ministry Formation Seminar – integrated with three-year cycle for the Master of Divinity degree. This revision allows the practical internships to fit more specifically with the degree program outcomes.
- d. Maintaining market competitiveness with the duration of the program.
- e. Program revisions are within the margins allowed by the Association of Theological Schools of the United States and Canada without their review of the programs.

Process and Timing:

- a. The McMaster Divinity College faculty recommended program revisions to the McMaster Divinity College Senate in June 2012.
- b. The McMaster Divinity College Senate approved the program revisions on June 12, 2012.
- c. The Academic Dean met with Graduate Council representatives to outline changes and to clarify approval process by Graduate Council, August 24, 2012.
- d. Proposed Revisions sent to Graduate Council, September 12, 2012.
- e. Implementation of changes is planned for Fall 2013.
- f. Representative for McMaster Divinity College is Dr. Phil C. Zylla, Academic Dean.



Master of Divinity (Revised Curriculum)

BIBLICAL STUDIES	Credit Hrs.
Foundations in Biblical Studies I ⁱ	3
Foundations in Biblical Studies II	3
Biblical Languages ⁱⁱ (Required one option)	12
Option One – Practical Languages	
Option Two – Pastoral Languages	
Option Three – Advanced Languages	
Total Required:	18

THEOLOGICAL STUDIES*	Credit Hrs.
Foundations in Theology and History I	3
Foundations in Theology and History II	3
Total Required:	6

MINISTRY STUDIES	Credit Hrs.
Engaging the World: Leadership, Worldview and Mission I	3
Engaging the World: Leadership, Worldview and Mission II	3
Ministry Formation Seminar	3
Encountering God in Ministry: Discipleship, Worship and Preaching I	3
Encountering God in Ministry: Discipleship, Worship and Preaching II	3
Ministry Formation Seminar	3
Empowering God's People: Pastoral Care and Christian Ethics I	3
Empowering God's People: Pastoral Care and Christian Ethics II	3
Ministry Formation Seminar	3
Spiritual Formation Retreat	P/F
Total Required:	27

Specializationsⁱⁱⁱ (6 courses)	Credit Hrs.
Pastoral Studies	
Christian Worldview	
Church and Culture	
Pastoral Care and Counseling	
Biblical Studies: General, OT, or NT	
Christian Thought and History	
Interdisciplinary Studies	

Free Electives	12
<u>or</u>	
Thesis Option (25,000 words)	6
Free Electives	6
Total Required:	18
Program Total	81

Master of Divinity (Current Curriculum)

BIBLICAL STUDIES	Credit Hrs.
Old Testament History and Literature	3
New Testament History and Literature	3
Biblical Interpretation and Application	3
Intro to NT Greek 1 & 2 <u>or</u>	
Intro to Biblical Hebrew 1 & 2	6
Greek Exegesis <u>or</u> Intermediate Hebrew I	3
Total Required:	21

THEOLOGICAL STUDIES	Credit Hrs.
Systematic Theology I and II	6
History of Christianity I and II	6
Total Required:	12

MINISTRY STUDIES	Credit Hrs.
Church Leadership in the 21 st Century	3
Mission and Evangelism	3
Worldview and Spirituality***	3
Ministry Formation 1	3
Ministry Practice and Formation	3
Preaching – Preparation and Delivery	3
Creating Learning Communities	3
Ministry Formation 2	3
Pastoral Care in the Church	3
Ethics and Character**	3
Ministry Formation 3	3
Spiritual Formation Retreat	P/F
Total Required:	33

Focus Areas (8 courses)	Credit Hrs.
Biblical Studies	
Theological Studies	
Ministry Studies	

<u>or</u>	
Thesis Option (6 courses in focus area)	18
Thesis (20,000 words)	6
Total Required:	24
Program Total	90

ⁱ See Appendix A - New Course descriptions

ⁱⁱ See Appendix B - Biblical Languages Requirements

ⁱⁱⁱ See Appendix C – Specializations

* Previous courses Ethics and Character** (3) and Worldview and Spirituality*** (3) have been integrated into Ministry Studies



Master of Theological Studies (Revised Curriculum)

BIBLICAL STUDIES	Credit Hrs.
Foundations in Biblical Studies I ^{iv}	3
Foundations in Biblical Studies II	3
Total Required:	6

THEOLOGICAL STUDIES*

Foundations in Theology and History I	3
Foundations in Theology and History II	3
Total Required:	6

MINISTRY STUDIES

Engaging the World: Leadership, Worldview and Mission I	3
Engaging the World: Leadership, Worldview and Mission II	3
Ministry Formation Services	3
Spiritual Formation Retreat	P/F
Total Required:	9

Specializations^v (6 courses)	18
Christian Worldview ^{vi}	
Church and Culture	
Pastoral Care and Counseling	
Biblical Studies ^{vii} : General, OT, or NT	
Christian Thought and History	
Interdisciplinary Studies	
Free Electives	15
or	
Thesis Option (25,000 words)	6
Free Electives	9
Total Required:	33

Program Total 54

Master of Theological Studies (Current Curriculum)

BIBLICAL STUDIES	Credit Hrs.
Old Testament History and Literature	3
New Testament History and Literature	3
Biblical Interpretation and Application	3
Biblical Theology	3
Total Required:	12

THEOLOGICAL STUDIES

Systematic Theology I and II	6
History of Christianity I and II	6
Worldview and Spirituality ^{***}	3
Ethics and Character ^{**}	3
Total Required:	18

MINISTRY STUDIES

Ministry Practice and Formation	3
Church Leadership in the 21 st Century	3
Mission and Evangelism	3
Spiritual Formation Retreat	P/F
Total Required:	9

Focus Areas (7 courses)	21
Biblical Studies	
Theological Studies	
Ministry Studies	
or	
Thesis Option (5 courses in focus area)	15
Thesis (20,000 words in focus area)	6
Total Required:	21

Program Total 60

* Previous course Worldview and Spirituality^{***} (3) has been integrated into Ministry Studies; Ethics and Character^{**}(3) becomes an elective course in the revised Master of Theological Studies degree.

^{iv} See Appendix A - New Course descriptions

^v See Appendix C - Specializations

^{vi} This is the default specialization for all MTS students who do not choose another specialization.

^{vii} May include study of the biblical languages.



APPENDIX A – NEW COURSE DESCRIPTIONS

Foundations in Biblical Studies - I (3) + II (3) = 6 units

Description: An orientation to the Bible that provides an interpretive framework that is biblically and theologically grounded, spiritually sensitive, critically aware and practically relevant. Attention will be paid to the contents of individual biblical books, their growth and development, and the historical contexts out of which they emerged (the ancient Near East, Second Temple Judaism and the Greco-Roman world). Focus will be given to the relationship between the Testaments, unity and diversity within the biblical canon and important theological themes and motifs. An orientation will be given to key interpretive principles for reading and applying the Bible.

Foundations of Theology and History - I (3) + II (3) = 6 units

Course Description: A fusion of Christian history and theology that explores the story of Christianity from a small band of disciples to the world's largest religion and that prepares the student for a life of faith and ministry in today's world. This foundational course provides the background necessary for further theological and historical studies.

Formation for Effective Ministry 1:

Engaging the World: Leadership, Worldview and Mission

Course Description:

This course is designed to help students explore what it means to engage the world in a distinctly Christian way and orient their lives, talents, callings and abilities around God's perspective on the world and how we are invited to participate in his transformational purposes for it. The course will help students consider how a theological vision for life in this world and a personal encounter with God influences every aspect of life regardless of what their own specific calling may be. Students will consider the key elements of a Christian worldview, a foundational philosophy of Christian leadership and an introduction to the mission of the church.

Formation for Effective Ministry 2:

Encountering God in Ministry: Discipleship, Worship and Preaching

Course Description:

This course addresses the biblical and theological foundations of discipleship, worship and preaching, and shapes the inner and outward practices of the person engaged in ministry. This includes the student's own personal spiritual formation as a disciple and discipler, a worshiper and worship-leader, a learner and a proclaimer of God's truth. This also includes the role of the minister as a catalyst towards spiritual transformation in the lives of others, through the outward teaching and ministry of Christian discipleship, the practices of shaping and leading authentic corporate worship, and the discipline and practices of profound preaching.

Formation for Effective Ministry 3:

Empowering God's People: Pastoral Care and Ethics

Formation for Effective Ministry 3 examines all areas of pastoral care in various areas of ministry. Throughout the year participants in this course will be introduced to the dimensions of congregational care including pastoral care, counseling, ethics and character, development of small groups and caring ministries, outreach in the community, and social/justice ministry. The course will also introduce fundamental elements of ministry through the life cycle including



weddings, funerals, celebrations, and other functions of pastoral care in the church. The personal dynamics of pastoral care, including self-care and spiritual development of the ministry leader will be addressed throughout the course. The design of this course is to open up the practices of pastoral care in the church and in other ministry settings in such a way as to form the foundational understandings of the various aspects of pastoral care ministry in the church and in the community.



APPENDIX B – BIBLICAL LANGUAGES REQUIREMENTS

Current: Ancient Language Requirement

NT 1B03/NT 1C03 - Introduction to NT Greek 1 & 2 or

HEB 2A03/HEB 2B03 - Hebrew 1 & 2 6 units

NT 2I03 - Greek Exegesis or

HEB 3A03 - Intermediate Hebrew 1 3 units

In the current program, all M.Div. students are required to take introductory Greek or Hebrew and one exegetical advanced course. This has created a single track for all students. In the new program M.Div. students are offered a choice of one of three biblical languages tracks each suited to a student’s aims in biblical study and interpretation. The three tracks allow for greater diversity while keeping the interpretation, preaching, and study of the Christian scriptures at the center of the program design.

- a. Practical Languages – For those who do not anticipate that their ministry will require advanced study of the Bible in the original languages, this option focuses on a fundamental competency in either Greek or Hebrew with an emphasis on preaching, and the application of the Bible in the teaching ministry of the church.

Elementary Greek 1, 2 or Elementary Hebrew 1, 2 6 units

Two further 3 unit courses that integrate the use of the biblical languages with preaching and teaching (e.g. preaching the parables, preaching the psalms) generally offered by the ministry studies division. 6 units

- b. Pastoral Languages - For those who do not want to specialize in biblical languages but want to develop competence in proclaiming, teaching, and interpreting both the Old and New Testament scriptures.

Elementary Greek 1, 2 and Elementary Hebrew 1, 2 12 units

- c. Advanced Languages – For those who want to develop specialized competency in at least one of the ancient language of the Christian scriptures the option of advanced languages allows them to study in depth in either Greek or Hebrew and to develop a competency that would allow them to pursue advanced work in that area of biblical studies.

Elementary Greek 1, 2 and two Greek Exegesis courses

or

Elementary Hebrew 1, 2 and Intermediate Hebrew 1, 2



APPENDIX C - SPECIALIZATIONS

From Focus Areas to Specializations

In the current program, M.Div. students have some range of focus by prioritizing biblical studies, theological studies, or ministry studies as per the arrangement below. However, these focus areas are not directly related to outcomes of professional ministry training. In the new program, there is much more flexibility in choosing an area of specialization and students, through a portfolio approach, can concentrate on an area of ministry focus closely linked with their vocational aims and career aspirations.

Current Program Focus Areas:

Biblical Studies Focus (8 Electives)	24 units
<ul style="list-style-type: none"> • Four electives in Biblical Studies (Must have at least one course from OT & one course from NT) • Two electives in Ministry Studies • Two electives in Theological Studies 	
Theological Studies Focus (8 Electives)	24 units
<ul style="list-style-type: none"> • Four electives in Theological Studies • Two electives in Ministry Studies • Two electives in Biblical Studies (one OT & one NT) 	
Ministry Studies Focus (8 Electives)	24 units
<ul style="list-style-type: none"> • Four electives in Ministry Studies • Two electives in Theological Studies • Two electives in Biblical Studies (one OT & one NT) 	

New M.Div. Program Specializations

Specializations are made up of a minimum of six approved one-term Core courses (18 units) for the M.Div. or MTS, and do not have to fall within a single division. Students are encouraged to tailor their specializations to their own needs, in consultation with their advisors. There is a default specialization for the M.Div. and for the MTS, as well as the opportunity (in consultation with the Dean) to create one's own specialization suited to unique ministry needs.

1. Pastoral Studies (this is the default specialization for the M.Div.)

This specialization includes an unspecified mix of courses in any area or areas of the curriculum that the student believes are required for ministry, including at least one course in preaching (beyond pastoral languages). This specialization is designed for senior/associate pastors, lead pastors, and other full-time vocational ministers with primarily leadership responsibilities. This option allows the greatest flexibility in terms of required focus courses, development of personalized studies that suit the vocational aims of the student, and an optimized use of available courses in regular format, weekend format, hybrid courses, and summer module courses.



2. Christian Worldview (this is the default specialization for the MTS)

This specialization includes an unspecified mix of courses in any area or areas of the curriculum that the student believes are required for ministry. This specialization is designed for para-church ministries, lay ministry leadership, and general theological studies for anyone interested in developing advanced theological competence, and must include TH 2C03 - Worldview & Spirituality 3 units, or equivalent with approval.

3. Church and Culture

This specialization addresses the interface of the Church and the contemporary world, and includes courses in Christianity and culture, missions, development, evangelism, the emerging church, cultural context, preaching, worship, and related approved courses. This specialization is designed for youth pastors, denominational leaders, church planters, cross-cultural ministry, NGO work, and other developmental and culturally sensitive ministries.

4. Pastoral Care and Counseling

This specialization includes courses in pastoral counseling, pastoral care, chaplaincy, and related approved courses. Many of these specialization courses are offered during the summer term. This specialization is designed for military, hospital, and community chaplaincy, associate pastors with family ministry responsibilities, NGO work, and various types of social ministries.

5. Biblical Studies: General, Old Testament, or New Testament (one to be selected)

This specialization includes courses in biblical studies, either language based or not, in either a mix of the testaments (General) or one or other of the testaments (minimum of four of six courses). Language requirement courses do not count for the specialization in the M.Div., but may be counted in the MTS. This specialization is designed for all forms of ministry emphasizing strong biblical content, including preaching and teaching pastors.

6. Christian Thought and History

This specialization includes courses in theology, Christian history, historical theology, Christian worldview, and related approved courses. This specialization is designed for all forms of ministry emphasizing Christian theology and history, including preaching and teaching pastors.

7. Interdisciplinary Studies

This specialization allows the student, in consultation with the Dean, to design a unique specialization geared toward particular ministry needs. This specialization is designed to be tailor-made by the student to address particular and specialized ministry needs not addressed in any of the other specializations, or to enhance a particular area of study not adequately addressed above.