

UNDERGRADUATE COUNCIL
Tuesday, September 24, 2019 at 2:30 p.m.
Gilmour Hall, Council Room (Room 111)

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**UNDERGRADUATE COUNCIL
MEETING SCHEDULE
2019-20 Academic Session
at 2:30 p.m.
In the Council Room (Room 111), Gilmour Hall**

First Term

Tuesday, September 24, 2019

Tuesday, October 29, 2019

Tuesday, December 10, 2019

Second Term

Tuesday, January 28, 2020

Tuesday, March 3, 2020

Tuesday, April 14, 2020

UNDERGRADUATE COUNCIL COMMITTEE MEMBERSHIPS 2019-2020

EXECUTIVE COMMITTEE:

COMMITTEE MEMBERS		Quorum = 3
Dr. Kim Dej (Chair)	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
<i>TBD</i>	Vice-Chair of Undergraduate Council	
Prof. Cameron Churchill	Chair of the Awards Committee	Faculty of Engineering
Dr. Tracy Prowse	Chair of the Certificates and Diplomas	Faculty of Social Sciences
Dr. Sue McCracken	Chair of the Curriculum and Admissions Committee	Faculty of Business
CONSULTANT		
Ms. Melissa Pool	University Registrar	Office of the Registrar

AWARDS COMMITTEE:

COMMITTEE MEMBERS		Quorum = 4
Prof. Cameron Churchill (Chair)	Elected Faculty Member	Faculty of Engineering
Dr. Kim Dej	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
Mr. Sean Van Koughnett	Associate Vice-President (Students and Learning) and Dean of Students	
Dr. Jeffrey Donaldson	Elected Faculty Member	Faculty of Humanities
Dr. Emad Mohammad	Elected Faculty Member	Faculty of Business
Ms Tanisha Palmer	Undergraduate Student Representative	Faculty Social Sciences
Ms Cindy Zhang	Undergraduate Student Representative	Faculty of Health Sciences
CONSULTANTS		
Ms Nancy Solano	Student Loans & Awards Officer	Office of the Registrar
Ms Tracie Long	Senior Associate Registrar, Student Financial Aid and Scholarships	Office of the Registrar
Ms Claudia Russell	Senior Development Officer	University Advancement

CERTIFICATES AND DIPLOMAS COMMITTEE:

COMMITTEE MEMBERS		Quorum = 5
Dr. Tracy Prowse (Chair)	Associate Dean (Academic)	Faculty of Social Sciences
Dr. Kim Dej	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
Ms Melissa Pool	University Registrar	Office of the Registrar
Ms Vivian Lewis	University Librarian	
Dr. Tristan Carter	Elected Faculty Member	Faculty of Social Sciences
Dr. Sean Corner	Associate Dean (Academic)	Faculty Humanities
Dr. Sue McCracken	Associate Dean (Academic)	Faculty of Business
Ms Jessica Gutt	Undergraduate Student Representative	Arts & Science Program
Ms Lacey Wice	Undergraduate Student Representative	Faculty of Engineering
CONSULTANTS		
Dr. Lorraine Carter	Director	Centre for Continuing Education
Mr. Dan Piedra	Assistant Director	Centre for Continuing Education
Ms Suzanne Brown	Assistant Director	Centre for Continuing Education
Mr. Brad Coburn	Convocation & Curriculum Officer	Office of the Registrar
Ms Trish Sullivan	Senior Associate Registrar, Systems & Records	Office of the Registrar

CURRICULUM AND ADMISSIONS COMMITTEE:

COMMITTEE MEMBERS		Quorum = 8
Dr. Sue McCracken (Chair)	Associate Dean (Academic)	Faculty of Business
Dr. Kim Dej	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
Ms Melissa Pool	University Registrar	Office of the Registrar
Dr. Jean Wilson	Director	Arts & Science Program
Dr. Steve Hranilovic	Associate Dean (Academic)	Faculty of Engineering
Dr. Alan Neville	Vice Dean (Health Professional Education)	Faculty of Health Sciences
Dr. Sean Corner	Associate Dean (Academic)	Faculty of Humanities
Dr. Michael Farquharson	Associate Dean (Academic)	Faculty of Science
Dr. Tracy Prowse	Associate Dean (Academic)	Faculty of Social Sciences
Dr. Ruth Chen	Elected Faculty Member	Faculty of Health Sciences
Dr. Rosa da Silva	Elected Faculty Member	Faculty of Science
Ms Raagavi Ramintheran	Undergraduate Student Representative	Faculty of Business
<i>TBD</i>	Undergraduate Student Representative	Faculty of Humanities
Ms Chen Chen	Undergraduate Student Representative	Faculty of Science
CONSULTANTS		
Mr. Greg Rombough	Manager, Academic	Faculty of Business
Ms Maria White	Assistant Dean (Studies)	Faculty of Engineering
Ms Teresa Basilio	Program Administrator, Bachelor of Health Sciences (Honours) Program	Faculty of Health Sciences
Ms Jackie Osterman	Assistant Dean (Studies)	Faculty of Humanities
Ms Joanne Smith	Assistant Dean (Studies)	Faculty of Science
Ms Lynn Giordano	Assistant Dean (Studies)	Faculty of Social Sciences
Ms Madeline Van Impe	Program Administrator	Arts & Science Program
Ms Shelley Anderson	Program Administrator	Arts & Science Program
Mr. Brad Coburn	Convocation & Curriculum Officer	Office of the Registrar
Ms Trish Sullivan	Senior Associate Registrar, Systems & Records	Office of the Registrar
Ms Rebecca Hamilton	Associate Director	Enrolment Services
Ms Erin Aspenlieder	Associate Director, Program and Educational Development	McPherson Institute
Ms Julianne Simpson	Quality Assurance Specialist	McPherson Institute
Ms Amy Gullage	Educational Developer	McPherson Institute

QUALITY ASSURANCE COMMITTEE:

MEMBERS APPOINTED BY UNDERGRADUATE COUNCIL			
Dr. Rosa da Silva	Elected Faculty Member	Faculty of Science	July 1, 2019 to June 20, 2021
Dr. Emad Mohammad	Elected Faculty Member	Faculty of Business	July 1, 2018 to June 30, 2020
Dr. Jeffrey Donaldson	Elected Faculty Member	Faculty of Humanities	July 1, 2018 to June 30, 2020

AD-HOC COMMITTEE ON DEFERRED EXAMINATIONS:

COMMITTEE MEMBERS		Quorum = 3
Dr. Rosa da Silva (Chair)	Elected Faculty Member	Faculty of Science
Dr. Kim Dej	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
Prof. Cameron Churchill	Elected Faculty Member	Faculty of Engineering
Ms. Tanisha Palmer	Undergraduate Student	Faculty of Social Sciences
Mr. Peter DeMaio	Graduate Student	Faculty of Social Sciences
CONSULTANTS		
Ms. Melissa Pool	University Registrar	Office of the Registrar
Ms. Joanne Smith	Assistant Dean (Studies)	Faculty of Science
Ms. Lynn Giordano	Assistant Dean (Studies)	Faculty of Social Sciences
Mr. Tim Nolan	Director	Student Accessibility Services

AD-HOC COMMITTEE ON CERTIFICATES, DIPLOMAS, AND MICRO CREDENTIALS

COMMITTEE MEMBERS		Quorum = 6
Dr. Kim Dej (Co-Chair)		Acting Vice-Provost (Faculty)
Dr. Doug Welch (Co-Chair)		Vice-Provost and Dean of Graduate Studies
Dr. Tracy Prowse	UGC Appointed Member	Associate Dean (Academic), Faculty of Social Sciences
Dr. Emad Mohammad	UGC Appointed Member	Associate Professor, Faculty of Business
Dr. Michael Thompson	GC Appointed Member	Associate Dean (Graduate Studies), Faculty of Engineering
Dr. Lehana Thabane	GC Appointed Member	
Dr. Lorraine Carter	Director	Centre for Continuing Education
Ms. Jessica Gutt	Undergraduate Student	Arts & Science Program
Mr. Peter DeMaio	Graduate Student	
Ms. Melissa Pool	University Registrar	Office of the Registrar
Ms. Tavneet Khera	CCE Appointed Member/Adult Learner	Centre for Continuing Education
CONSULTANTS		
Ms. Maria White	Assistant Dean (Studies)	Faculty of Engineering
Mr. Dan Centea	Associate Director	W Booth School of Engineering Practice & Technology
Dr. Stacey Ritz	Assistant Dean	Bachelor of Health Sciences (Honours) Program

REPORT TO UNDERGRADUATE COUNCIL
from the
UNDERGRADUATE COUNCIL AWARDS COMMITTEE

FOR APPROVAL

I Terms of Award

At its September 10, 2019 meeting, the Undergraduate Council Awards Committee approved the following for recommendation to Undergraduate Council. Details of the proposed recommendations are contained in Attachment I of the circulated report.

i. New Awards

The Yves & Cynthia Bled Canadian Award for Women in Engineering Fund
The Reese Fallon Memorial Scholarship
The Hitachi Capital Canada Corp. Scholarship
The McMaster Undergraduate Scholarships
The Jervis B. Webb Company of Canada (Daifuku) Scholarship
van der Sluis Family Academic Grant

ii. New Bursaries

The Barbara Brown Bursary
The Gunter Diehl Bursary
The Don Phillips Bursary
The Olga Cwiek and Bill Wilkerson Bursary
The Paul Riddles Law Bursary

iii. Changes to Award Terms

The Achievement Awards of Excellence
The Henrietta Alderson
The June Brown Bursary
The McMaster Undergraduate Bursaries
The Thomas E. Willey Scholarship

The Undergraduate Council Awards Committee now recommends,

that Undergraduate Council approve six new awards, five new bursaries, and changes to five award terms, as set out in the attached.

FOR INFORMATION

II Award Name Changes

At the same meeting, the Awards Committee also received, for information, 2 name changes.

III Award Value Changes

At the same meeting, the Awards Committee also received, for information, 47 award value changes.



OFFICE OF THE REGISTRAR, STUDENT FINANCIAL AID & SCHOLARSHIPS
To Undergraduate Council
From Undergraduate Council Awards Committee
September 24, 2019

PROPOSED NEW AWARDS FOR APPROVAL

In-Course and Renewal Awards

The Yves & Cynthia Bled Canadian Award for Women in Engineering Fund

Established in 2019 by Yves and Cynthia Bled.

Requirements: To be awarded to female students entering Level I in the Faculty of Engineering who demonstrate high academic achievement and leadership potential.

Typically Available: 2 x \$2,500

The Reese Fallon Memorial Scholarship

Established in 2018 in honour of Reese Fallon.

Requirements: To be awarded to students entering Level I in the School of Nursing who graduated from a Toronto District High School.

Typically Available: Variable

The Hitachi Capital Canada Corp. Scholarship

Established in 2019 by Hitachi Capital Canada Corp.

Requirements: To be awarded to students enrolled in Level III or above in a Commerce program who attain high averages.

Typically Available: 1x \$1,000

The McMaster Undergraduate Scholarships

Established in 1998 by McMaster University.

Requirements: To be awarded to students in any undergraduate degree program on the basis of academic merit and, in some cases, other forms of earned merit.

Typically Available: 1 x \$1,500 per Faculty

The Jervis B. Webb Company of Canada (Daifuku) Scholarship

Established in 2019 by the Jervis B. Webb Company of Canada (Daifuku) Scholarship Fund at Hamilton Community Foundation.

Requirements: To be awarded to full-time students enrolled in a Bachelor of Technology program who graduated from a publicly funded Ontario high school and who demonstrate leadership experience and involvement in extracurricular activities.

Typically Available: 1 x \$2,500

In-Course and Renewal Academic Grants

van der Sluis Family Academic Grant

Established in 2019 by Henry van der Sluis, B.Eng. (Class of '73) and his wife Jane van der Sluis, in memory of Henry's brother, John Albert van der Sluis and Jane's son, Paul John Allison. Two beloved family members who would have embraced all that a university education offers.

Requirements: To be awarded to students enrolled in either the Faculty of Engineering or the Faculty of Science who attain high averages and demonstrate financial need.

Typically Available: 1x \$1,000

PROPOSED NEW BURSARIES FOR APPROVAL

The Barbara Brown Bursary

Established in 2019 by Barbara Brown, B.A. (Class of '66) in gratitude for the bursary she received as a student and in the spirit of extending that gift to others.

Requirements: To be granted to students enrolled in the Faculty of Humanities who demonstrate financial need.

The Gunter Diehl Bursary

Established in 2018 by friends and colleagues of Gunter Diehl in honour of his retirement, with thanks for his 40 years of dedicated service to Housing and Conference Services and in recognition of his commitment to foster parenting with the Hamilton Children's Aid Society.

Requirements: Two bursaries valued at \$500 each to be granted annually, one to a student living in residence, and one to a student who is a current or former crown ward, who demonstrate financial need.

The Don Phillips Bursary

Established in 2019 by Don Phillips, M.A. (Class of '68) to support students in their educational pursuits and encourage pride in their uniqueness.

Requirements: To be granted to students enrolled in the Faculty of Humanities who demonstrate financial need. Preference will be given to students who identify as LGBTQ+.

The Olga Cwiek and Bill Wilkerson Bursary

Established in 2020 by Olga Cwiek, B.A. Hon. Wilfrid Laurier University and her husband Bill Wilkerson, LL.D. 2015, in support of their belief that all students should have the opportunity to pursue their educational goals.

Requirements: To be awarded to students, entering any Level I program, who demonstrate financial need and who without support would otherwise not be able to attend.

Submitted by the Faculty of Health Sciences

The Paul Riddles Law Bursary

Established in 2019 by Paul Riddles, B.A. (Class of '86) to support students to pursue their academic and professional goals.

Requirements: To be granted to students enrolled in the Michael G. DeGroote School of Medicine who demonstrate financial need.

CHANGES TO AWARD TERMS FOR APPROVAL

The Achievement Awards of Excellence

Established in 1998.

Requirements: A variable number of scholarships to be awarded to students who, in the judgment of the Student Accessibility Services (SAS), demonstrate outstanding academic achievement and are registered with Student Accessibility Services (SAS). Preference will be given to first-degree students. Students who wish to be considered for this award must be enrolled with the Student Accessibility Services (SAS). Applications may be submitted at the end of Levels I, II, III & IV (or V if in a 5-year program) on Mosaic.

The Henrietta Alderson

Established in 2002 in memory of Henrietta Jane Alderson.

Requirements: Two scholarships to be awarded to students in the B.Sc.N. program who are entering Level II (A or E Stream) or Level IV (B and C Streams) and, in the judgment of the School of Nursing, have demonstrated exceptional achievement in required science courses.

The June Browne Bursary

Established in 2011 by Kevin Browne B.Sc. (Class of '07-2007), and M.Sc. (Class of '09-2009) and Ph.D. (Class of 2016) in honour of his grandmother, June Browne.

Requirements: To be granted to students registered in Level II or above in a program in the Department of Computing and Software who demonstrate financial need.

The McMaster General Undergraduate Bursaries

Established in 1996 by the McMaster University.

Requirements: To assist undergraduate students in any program, be granted to students in any undergraduate degree program who demonstrate financial need.

The Thomas E. Willey Scholarship

Established in memory of Dr. Thomas E. Willey in 1996 by his family, colleagues and friends.

Requirements: To be awarded to an undergraduate students enrolled in Level III in the Faculty of Humanities and who, in the judgment of the Department of History and the Department of Linguistics and Languages Faculty, has have demonstrated excellence in German studies-History.

FOR INFORMATION

Award Name Changes

The Hamilton-Oshawa Port Authority Scholarship

The Anita & Joseph Robertson Bursary

Award Value Changes

The Henrietta Alderson Scholarship

Typically Available: ~~2 x \$3,500~~ 2 x \$3950

The Ashbaugh Scholarships

Typically Available: ~~9 x \$2,500~~ 5 x \$5,000

The Bachelor of Health Sciences (Honours) Program Scholarship

Typically Available: ~~3 x \$2,000~~ 3 x \$2500

The Basu Medal

Typically Available: ~~1 x \$1,000 and medal~~
1 x \$1,250 and medal

The M. Banker Bates Scholarship

Typically Available: ~~1 x \$1,500~~ 1 x \$1,600

The Joan Frances Bowling Scholarships

Typically Available: ~~2 x \$1,500~~ 1 x \$1,650

The Joan Frances Bowling Entrance Scholarships

Typically Available: ~~2 x \$1,800~~ 2 x \$2,000

The Dr. Garth Boulter Memorial Award

Typically Available: ~~10 x \$1,000~~ 5 x \$2,000

The Crispin Calvo Scholarships

Typically Available: ~~2 x \$1,700~~ 2 x \$2,000

The Grace Dorothy and William P. Carpenter Award

Typically Available: ~~1 x \$1,500~~ 1 x \$2,500

The Hugh Clark Scholarship

Typically Available: ~~1 x \$1,950~~ 1 x \$2,200

The Class of '38 Scholarship in Honour of Amelia Hall

Typically Available: ~~2 x \$1,500~~ 2 x \$5,000

The Class of 1952 Mel Hawkrigg Honour Awards

Typically Available: ~~4 x \$1,000~~ 1 x \$4,500

The Coca-Cola Scholarships	Typically Available: 4 x \$1,000 1 x \$4,500
The Cranston Prizes	Typically Available: 2 x \$175 2 x \$225
The Alice and Walter Day Scholarship	Typically Available: 1 x \$1,000 1 x 500
The Dean's Medal for Excellence in the Humanities	Typically Available: 6 x Variable 3 x \$10,500
The Deloitte Scholarships	Typically Available: 6 x \$1,500 4 x \$5,000
The Dundas Scholarships	Typically Available: 1 x \$2,500 4 x \$5,000
The George and Nora Elwin Scholarships	Typically Available: 14 x \$2,500 10 x \$5,000
The Eileen Gray Farley Scholarship	Typically Available: 13 x \$1,000 Typically Available: 2 x \$3,000 and 1 x \$6,000
The George P. Gilmour Memorial Scholarship	Typically Available: 1 x \$325 1 x \$375
The Gupta Family International Scholarships	Typically Available: 3 x \$1,500 2 x \$2,000
The Nellie P. Hogg Scholarship	Typically Available: 1 x \$2,500 1 x \$8,000
The Municipal Chapter of Hamilton, IODE, Muriel E. Skelton Award	Typically Available: 7 x \$150 2 x \$500
The ITCA Community Involvement Prize	Typically Available: 3 x \$250 2 x \$350
The Burton R. James Memorial Prize	Typically Available: 1 x \$200 1 x \$250
The Stanford N. Katambala Earth Sciences Prize	Typically Available: 1 x \$75 1 x \$100
The J. Beverly Krugel Scholarships in German Language Studies	Typically Available: 2 x \$2,000 per level of German 2 x \$2,500 per level of German
The Eleanor Dornbush Marples Prize in Theatre & Film Studies	Typically Available: 1 x \$125 1 x \$150
The McMaster University Retirees Association Prize	Typically Available: 1 x \$550 1 x \$750
The McMaster University Retirees Association Scholarship	Typically Available: 1 x \$2,000 1 x \$2,500
The Dr. F.A. Mirza Scholarship	Typically Available: 1 x \$250 1 x \$300
The J.J. Miller Prize	Typically Available: 1 x \$575 1 x \$600
The Moulton College Entrance Scholarship	Typically Available: 1 x \$1,000 1 x \$5,000
The Newcombe Prize in Peace Studies	Typically Available: 1 x \$800 1 x \$1,100
The A.G. Reilly Scholarships	Typically Available: 18 x \$2,500 9 x \$5,000
The Noel Sandusky Memorial Prize	Typically Available: 1 x \$150 1 x \$200 for books
The Larry Sefton Scholarships	Typically Available: 3 x \$500 3 x \$800
The S.L. Squire Scholarships	Typically Available: 2 x \$850 2 x \$950
The Stobo Scholarship	Typically Available: 2 x \$325 2 x \$400
The Frank Thorolfson Memorial Scholarships	Typically Available: 2 x \$1,500 2 x \$2,000
The Vale Canada Ltd. Scholarship in Environmental Science	Typically Available: 1 x \$2,000 1 x \$2,500
The Vale Canada Ltd. Scholarship in Materials Engineering	Typically Available: 1 x \$1,900 1 x \$2,500
The Jim Waddington Prize in Physics and Astronomy	Typically Available: 3 x \$1,000 2 x \$1,500
The Melinda Wapshaw Achievement Award	Typically Available: 1 x \$300 1 x \$375
The Victor Wilson Scholarship	Typically Available: 2 x \$1,500 2 x \$2,000

REPORT TO UNDERGRADUATE COUNCIL
from the
UNDERGRADUATE COUNCIL
CERTIFICATES AND DIPLOMAS COMMITTEE

FOR INFORMATION

I. Establishment of New Certificate of Completion Programs

At its September 10, 2019 meeting, the Undergraduate Council Certificates and Diplomas Committee received, for information, proposals to establish six Certificates of Completion. Details of the following Certificate of Completion proposals are contained in Attachments I-V of the circulated report.

- a. Certificate of Completion – Multi-Competency Essentials (Attachment I)
- b. Certificate of Completion – Fundamentals of Health Research (Attachment II)
- c. Certificate of Completion – Open Source Intelligence (Attachment III)
- d. Certificates of Completion – Fundamentals of Mindfulness (Attachment IV)
- e. Certificate of Completion – Advanced Principles and Practice of Mindfulness (Attachment IV)
- f. Certificate of Completion – Lean Yellow Belt (Attachment V)

II. Closure of Certificate of Completion Programs

At the same meeting, the Certificates and Diplomas Committee also received, for information, the closure of the *Project Management Program Certificate of Completion*. Details of the closure are contained in Attachment VI of the circulated report.



DATE: August 20, 2019

TO: Chair, Undergraduate Council Certificate & Diploma Committee

FROM: Lorraine Carter
Director, McMaster Continuing Education

RE: Multi-competency Essentials - Certificate of Completion

This item is submitted for information purposes from McMaster Continuing Education as a Certificate of Completion as part of our “Essentials” professional development program.

Currently, the Essentials program consists of over 30 courses that align with six specific competency areas; these include Business Essentials, Communication Essentials, Innovation Essentials, Leadership Essentials, Productivity Essentials, and Team Essentials. Upon successful completion of five days of coursework (35 hours) and relevant evaluation work in one of the six program areas, participants can request to receive a Certificate of Completion.

Based on participant, community, and corporate feedback, and in consultation with Human Resources Organizational Development, we have identified the need for a Multi-competency Essentials option. This option enables participants and organizations to identify learning and development gaps, and then choose courses from multiple competency areas to fulfil their specific needs. On completion of five full days of course work and the respective evaluation components, participants can request a Multi-competency Certificate of Completion to acknowledge they have completed program requirements.

As per the Certificate and Diploma Policy, a Certificate of Completion does not require Faculty review or supporting documentation.



DATE: August 8, 2019

TO: Dr. Tracy Prowse
Chair, Certificates and Diplomas Committee

FROM: Lorraine Carter
Director, Centre for Continuing Education

RE: Fundamentals of Health Research Methodology

This submission represents a new non-credit course to be offered by the Centre for Continuing Education called HTH 501 Fundamentals of Health Research Methodology. This course is being offered in affiliation with the Faculty of Health Sciences, Department of Anesthesia.

Fundamentals of Health Research Methodology is designed for individuals seeking to improve their knowledge of health research methodology and acquire skills necessary to critically appraise the literature and initiate a research study.

This 10-week online course will be a requirement for Anesthesia Residents in the Faculty of Health Sciences. It will also be offered to health professionals such as other medical residents, medical students, nursing and allied health students, research coordinators, and research assistants, among others, who require a solid foundation in health research methodology in order to successfully initiate, carry out, and complete a research study.

Upon successful completion of the course, participants will earn a Certificate of Completion that acknowledges that an individual has completed a course at McMaster University that does not have the status of an academic course or program.

A handwritten signature in cursive script that reads "Lorraine Carter".

Dr. Lorraine Carter
Director, Centre for Continuing Education



**Centre for Continuing Education – Certificate of
Completion Program Proposal
For Information Purposes**

Department & Program Information (complete all fields):	
Program Name:	Open Source Intelligence (OSINT)
Credential:	Certificate of Completion
Name of Representative:	Nancy McQuigge
Effective Date:	Fall 2019
Date of Submission:	August 30, 2019
Program Details	
i. Program Overview:	<p>Why OSINT?</p> <p>Open Source Intelligence (OSINT) has been defined as “any and all information that can be derived from overt collection: all types of media, government reports and other documents, scientific research and reports, commercial vendors of information, the Internet, and so on.”</p> <p>With the exponential increase of publicly-available information in virtually every aspect of modern life, new methods of researching, locating, assessing, aggregating and exploiting information to glean timely insights and take appropriate action are quickly becoming as essential for humans as the ability to read or write. Thus, what was once in the not-too-distant-past the exclusive domain of select state-run intelligence organizations, has now become a decisive factor in the struggle for survival and success of any business, law enforcement, military, media, or public sector organization.</p> <p>This program is a professional development program consisting of four courses that will introduce participants to open source intelligence strategies and practices.</p>
ii. Learning Objectives:	<ul style="list-style-type: none"> • Apply advanced research techniques to find relevant information on issues of interest from a wide range of sources. • Recognize cyber threats and safeguard your safety and privacy online.

	<ul style="list-style-type: none">• Accurately assess the value and quality of online sources and data.• Design tools and processes to collect and manage data from online and traditional sources.• Use various tools and methods to monitor online and social media sources in real time.• Process information, produce reports, and apply appropriate and useful metadata.• Structure and prepare data for analysis and visualization.• Conduct basic and advanced analysis of collected data and construct predictive models to forecast possible future outcomes.		
iii. Meeting Learning Objectives:	Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning objectives.		
iv. Program Completion Requirements:	Participants must complete all 4 courses to receive the Certificate of Completion.		
v. Program Delivery Format:	In-person; delivered at Continuing Education (1 James Street North). Future offerings may be presented online.		
vi. Student Evaluations (Grading Process):	Each course will include the completion of a capstone assignment to evaluate participants’ level of competency in achieving overall learning objectives.		
vii. Course Evaluation:	For each course, participants will complete an evaluation to assess content, delivery, materials, method of evaluation and instruction.		
viii. Course Instruction:	Instructors for courses will be selected from a pool of qualified external professionals. Selection will be based on academic background and/or experience within the field.		
Listing of Courses (complete the chart to provide suggested course title, indicate required or elective course, number of academic units, proposed hours, and estimated term offering):			
Course Name	Required	Unit Value	Term
Tradecraft and Operations	Required	Non-credit	Fall 2019
Python for Basic Collection	Required	Non-credit	Fall 2019
Python for Advanced Collection	Required	Non-credit	Winter 2020
Data Mining and Analysis Essentials	Required	Non-credit	Winter 2020

Course Descriptions:**Course 1: Tradecraft and Operations**

Participants will learn the fundamentals of Open Source Intelligence (OSINT) tradecraft and operations for traditional and new media sources, including how to accurately assess and effectively monitor new sources, collect and process relevant information, and characterize and analyse information for intelligence insights. In addition, this course offers an overview of data literacy and data management, and highlights the increasing importance of large-scale data collection and analysis for effective OSINT work.

Course 2: Python for Basic Collection

Participants will learn how to treat the Internet as a data resource and how to create automated data collection mechanisms. The course starts by teaching trainees the essentials of Python programming, and then walks them through the practical steps of constructing their first web scraper.

Course 3: Python for Advanced Collection

Participants will take their web scraping skills to the next level by learning how to collect hidden text and multimedia elements from dynamic websites, and how to overcome authentication issues.

Course 4: Data Mining and Analysis Essentials

Participants will learn how to condition and prepare collected data for further analysis, and how to construct analytical and visualization algorithms to extract meaning and insights. Participants will also acquire skills in quantifying and analyzing linguistic information, and in creating machine learning applications to categorize new information or generate predictions based on historical data.



DATE: August 8, 2019

TO: Dr. Tracy Prowse
Chair, Certificates and Diplomas Committee

FROM: Lorraine Carter
Director, Centre for Continuing Education

RE: Mindfulness in Modern Society, Certificates of Completion

This submission represents a new non-credit program to be offered by the Centre for Continuing Education called Mindfulness in Modern Society. The program will consist of five courses that can be taken to complete two Certificates of Completion:

Fundamentals of Mindfulness, Certificate of Completion: *Successful completion of any three courses*

Advanced Principles and Practice of Mindfulness, Certificate of Completion: *Successful completion of all five courses*

Course List

The Origins and Philosophies of Mindfulness
The Neuroscience and Science of Mindfulness
Mindfulness Based Interventions
Meditation
Living Mindfully

As a professional development program, the goal of the program is to provide professionals with skills and knowledge that can be applied immediately to their personal and professional settings. Mindfulness is trending as a desirable skill set for many groups, particularly those in healthcare, social services, education, first responders, and law enforcement. The corporate world values mindfulness for increased efficiency and performance.

The Certificates of Completion acknowledge that an individual has completed a series of courses at McMaster University that do not have the status of an academic course or program.

A handwritten signature in cursive script that reads "Lorraine Carter".

Dr. Lorraine Carter
Director, Centre for Continuing Education



DATE: August 28, 2019

TO: Dr. Tracy Prowse
Chair, Certificates and Diplomas Committee

FROM: Lorraine Carter
Director, Centre for Continuing Education

RE: Lean Yellow Belt, Certificate of Completion

I am submitting one item for information purposes from the Centre for Continuing Education for a 2 day professional development workshop entitled "Lean Yellow Belt".

As a professional development workshop, the goal is to introduce professionals the need and methodology to improve process performance by using problem solving techniques. The intent of this 2 day workshop is to apply Lean techniques to facilitate the design and implementation of efficient and effective processes.

The Certificate of Completion acknowledges that an individual has completed the 2 day workshop at McMaster University that does not have the status of an academic course or program.

Dr. Lorraine Carter
Director, Centre for Continuing Education



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Date: August 15, 2019

To: Tracy Prowse, Chair, Certificate and Diploma Committee

From: Christine Stevens-Gopsill, Program Manager, McMaster Continuing Education

Cc: Dr. Kim Dej, Associate Vice Provost (Faculty)
Dr. Lorraine Carter, Director of the McMaster Centre for Continuing Education

Re: Project Management program- Certificate of Completion

I am writing to share information about the closure of the Project Management Program (PMP) offered through the Centre for Continuing Education (CCE) and plans for a new iteration of the PMP program.

History

In 2010, the Centre for Continuing Education began research into the development of a professional development program called the Project Management Program (PMP). After consideration of various options, Continuing Education decided to offer the program in collaboration with an educational provider called CDI. The partner is now called Global Knowledge. The program is an in-class program comprised of six modules of study. To receive a Certificate of Completion, students are required to complete all six modules of the program:

Module 1: Project Management Fundamentals

Module 2: Leadership and Communications

Module 3: Schedule and Cost Control

Module 4: Risk Management

Module 5: Contract Management Principles

Module 6: Quality for Project Managers

Current Situation

The program attracts those desiring knowledge and skill in managing projects on many levels. It also serves professionals seeking their designation in project management. While the in-class program has worked well for several years, various factors have led to the decision to close it. These factors include the following:

- The in-class format limits the geographic size of the market.
- The cost of the current program is higher than similar programs because of the collaboration with Global Knowledge.
- The availability of online programs through other post-secondary institutions enables working professionals to manage education and workplace responsibilities without having to take time away from work.
- McMaster Continuing Education's in-house expertise in online education and the fact that approximately 75% of all enrolments are in online courses and programs is likewise a major factor.

The New Model

Based on the above factors and discussions with students, other academic institutions and instructors, CCE has decided to develop a new online program. The program will include three (3) online courses rather than six in-class modules. The first course will be launched in Spring of 2020.

Communication and Transition Plan

Every effort will be made to ensure that students enrolled in the current program have the opportunity to complete the program.

The following steps will be taken to communicate the closure of the program and manage the wind down phase:

- Instructors will be informed of the scheduling of the modules to enable student completion.
- Emails will be sent to all students enrolled in the program over the last five years (from 2014 and forward). Various options will be presented to the students to support completion.
- Students will have two terms to complete the present program: Fall 2019 and Winter 2020.
- Communication of the program changes through emails to students and instructors began in later August 2019 and will continue as appropriate. Changes to the program web page were also made in August 2019.

CCE is committed to helping all current students complete either the present program should they wish to do so. It is also committed to working with instructors to ensure a smooth and professional wind down of the program and launch of the new one.

Sincerely,
Lorraine Carter,
Director – Centre for Continuing Education
McMaster University

Cc: Christine Stevens-Gopsill

Late Withdrawal - LWD

Location in the General Academic Regulations: LWD could be after the MSAF language and before the Examinations section. Or it could go in the Academic Evaluation section – either before or after PIC.

LWD needs to be added to the list of Non-Numeric Grades and Notations chart in the General Academic regulations. LWD will need to be added to the transcript legend.

Suggested language:

Late Withdrawal

McMaster University provides a Late Withdrawal option to assist students who have become irretrievably behind in a course. Students who have fallen behind with assignments and/or are not prepared to write final examinations (or equivalent) in one or more courses are encouraged to make use of this option and must contact their Academic Advisor in the Faculty/Program Office. Students will work with their Academic Advisor to discuss the situation and what steps they can take to prevent a recurrence.

The maximum number of units for which students may request a Late Withdrawal is 18 units throughout their undergraduate degree.

Students may request a Late Withdrawal, without petition, no later than the last day of classes in the relevant Term. However, it is important to note that:

- Requests for Late Withdrawal cannot be made in courses for which the final exam (or equivalent) has been attempted or completed. This also includes courses where a final grade has been assigned (e.g. clinical courses).
- Such requests will be cancelled or revoked if it is determined that the student attempted or completed the final exam (or equivalent).
- Students cannot use the Late Withdrawal option for courses in which they are under investigation or for which they have been found guilty of academic dishonesty.

Course(s) approved for Late Withdrawal will be:

- Assigned a non-numeric grade of LWD, in lieu of an alpha/numerical grade
- Excluded from the calculation of the GPA
- Ineligible for tuition refund

Approval is final, and requests to be re-enrolled in the course(s) will not be considered.