

MEMO

Dean of
Graduate Studies

STREET ADDRESS

Maggie Benston Student Services
Centre 1100
Burnaby BC V5A 1S6
Canada

MAILING ADDRESS

8888 University Drive
Burnaby BC V5A 1S6
Canada

TO: Senate

TEL

FROM Wade Parkhouse, Dean, Graduate Studies



RE Beedie School of Business

[GS2011.15]

CC Colleen Collins

DATE August 18, 2011

For information

Acting under delegated authority at its meeting of 18 July 2011, the SGSC approved the following curriculum revisions:

Effective Date is May 2012**Beedie School of Business**

[GS2011.15]

a. Executive Master of Business AdministrationChange of grading basis from graded to satisfactory/unsatisfactory: BUS 662-2
Special Topics in Business Administration**b. Master of Business Administration**Change grading basis from graded to satisfactory/unsatisfactory: BUS 704-3
Leadership and Team Building
Change grading basis from graded to satisfactory/unsatisfactory: BUS 711-3
Negotiation and Conflict Resolution**c. Master of Business Administration (Management of Technology) MOT MBA**

i) New course: BUS 772-2 Negotiations

Senators wishing to consult a more detailed report of curriculum revisions may do so on the Web at http://www.sfu.ca/senate/Senate_agenda.html following the posting of the agenda. If you are unable to access the information, please call [778.782.3168](tel:778.782.3168) or email shelley_gair@sfu.ca.



Graduate Course Minor Change Form

This form is for an SFU department or program to request a minor change to an existing graduate course. After approval and signature by the faculty graduate studies committee, this form should be forwarded to the Dean of Graduate Studies for approval by the Senate Graduate Studies Committee (SGSC). SGSC will forward the approval to Senate for information.

DEPARTMENT Beehive School of Business

Department / School / Program Faculty of Business/EMBA	Contact name Susanne Schroeder	Contact email emba@sfu.ca
Please revise the following elements of the indicated graduate course: <input type="checkbox"/> Catalogue number <input type="checkbox"/> Units <input type="checkbox"/> Title <input type="checkbox"/> Description <input checked="" type="checkbox"/> Other: <u>Grading system</u>		

CURRENT COURSE

Please complete only the fields to be changed.

Program (eg. ECON) BUS	Number (eg. 810) 662	Units (eg. 4)
Course title (max 80 characters)		
Short title (appears on transcripts, max 25 characters)		
Course description for SFU Calendar <input type="checkbox"/> see attached		
Available course components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> _____		
Grading basis <input checked="" type="checkbox"/> Graded <input type="checkbox"/> Satisfactory / Unsatisfactory <input type="checkbox"/> In Progress / Complete <input type="checkbox"/> _____		
Prerequisites (if any)		
This is combined with an undergrad course. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Course number and units: _____		
Additional course requirements for graduate students		

REVISED COURSE

Please complete only the fields to be changed.

Program (eg. ECON) BUS	Number (eg. 810) 662	Units (eg. 4)
Course title (max 80 characters)		
Short title (appears on transcripts, max 25 characters)		
Course description for SFU Calendar <input type="checkbox"/> see attached		
Available course components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> _____		
Grading basis <input type="checkbox"/> Graded <input checked="" type="checkbox"/> Satisfactory / Unsatisfactory <input type="checkbox"/> In Progress / Complete <input type="checkbox"/> _____		
Prerequisites (if any)		
This is combined with an undergrad course. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Course number and units: _____		
Additional course requirements for graduate students		

APPROVALS

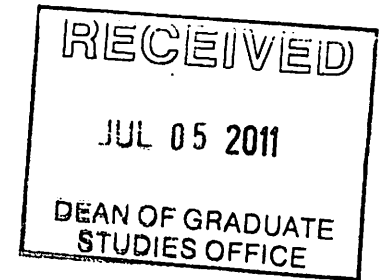
Colleen Collins
Faculty graduate studies committee name
George Agnes
Senate graduate studies committee name

[Signature]
Signature
[Signature]
Signature

July 5, 2011
Date
Aug. 19/2011
Date

MEMO

To: Wade Parkhouse
Company: Simon Fraser University, Graduate Studies
From: Colleen Collins **Phone:** 25195 **Fax:** 25153
Date: February 16, 2011 **Dept:** SFU Business – Segal
RE: Minor course change in the MBA - BUS 718, BUS 728



Dear Wade,

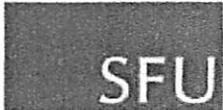
Please find attached a minor course change request for BUS 704 and BUS 711. We would like to change the grading basis for these course from Graded to Unsatisfactory/Satisfactory. The Negotiations and Leadership courses are being offered in the Fall 2011 semester. Learning from these courses are largely process oriented, and thus a satisfactory /unsatisfactory designation is appropriate. The MBA committee and Colleen Collins, the Associate Dean Graduate Programs, have approved these changes.

If you have any further questions or concerns, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Colleen Collins".

Dr. Colleen Collins
Associate Dean Graduate Programs
Faculty of Business Administration
Simon Fraser University
778-782-5195



GRADUATE COURSE MINOR CHANGE FORM

This form is to be used when there is a request for a minor change to an existing graduate course. The form is completed by the department and then approved by the Faculty graduate studies committee. It should then be forwarded to the Dean of Graduate Studies for approval by SGSC. SGSC will forward the approval to Senate for information. NOTE: Please complete pertinent sections only

Please Check appropriate revision(s):

Catalog Number Units Title Description Other Grading Basis

Department or School: MBA Program Beedie School of Business

Current course

Subject: BUS (max: 4 chars) **Catalog Number:** 704 **Units:** 3

Course Title: Leadership & Teamwork Building (max. 80 char)

Short Title (appears on transcripts etc.): Leadership (max. 25 char)

Course Description for Calendar:

Available Course Component:

Lecture Seminar Laboratory Practicum

Grading Basis: Graded Satisfactory/Unsatisfactory In Progress/Complete

Prerequisites: (if any)

Modified Course

Subject: BUS (max: 4 chars) **Catalog Number:** 704 **Units:** 3

Course Title: Leadership & Teamwork Building (max. 80 char)

Short Title (appears on transcripts etc.): Leadership (max. 25 char)

Course Description for Calendar:

Available Course Component:

Lecture Seminar Laboratory Practicum

Grading Basis: Graded Satisfactory/Unsatisfactory In Progress/Complete

Prerequisites: (if any)

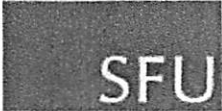
**Attach rationale for changes as a separate document.*

Approvals

Faculty Graduate Studies Committee [Signature] Date June 29, 2011

Senate Graduate Studies Committee [Signature] Date Aug. 19, 2011

Upon approval of the minor course change, the Dean of Graduate Studies office will consult with the department or school regarding other course attributes that may be required to enable the proper entry of the course change in the student record system



GRADUATE COURSE MINOR CHANGE FORM

This form is to be used when there is a request for a minor change to an existing graduate course. The form is completed by the department and then approved by the Faculty graduate studies committee. It should then be forwarded to the Dean of Graduate Studies for approval by SGSC. SGSC will forward the approval to Senate for information. NOTE: Please complete pertinent sections only

Please Check appropriate revision(s):

- Catalog Number
- Units
- Title
- Description
- Other Grading Basis

Department or School: MBA Program Beedie School of Business

Current course

Subject: BUS (max: 4 chars) **Catalog Number:** 711 **Units:** 3

Course Title: Negotiation & Conflict Resolution (max. 80 char)

Short Title (appears on transcripts etc.) Negotiations (max. 25 char)

Course Description for Calendar:

Available Course Component:

- Lecture
- Seminar
- Laboratory
- Practicum

Grading Basis: Graded Satisfactory/Unsatisfactory In Progress/Complete

Prerequisites: (if any)

Modified Course

Subject: BUS (max: 4 chars) **Catalog Number:** 711 **Units:** 3

Course Title: Negotiation & Conflict Resolution (max. 80 char)

Short Title (appears on transcripts etc.) Negotiations (max. 25 char)

Course Description for Calendar:

Available Course Component:

- Lecture
- Seminar
- Laboratory
- Practicum


Grading Basis: Graded Satisfactory/Unsatisfactory In Progress/Complete

Prerequisites: (if any)

**Attach rationale for changes as a separate document.*

Approvals

Faculty Graduate Studies Committee  Date June 29, 2011

Senate Graduate Studies Committee  Date Aug. 19/2011

Upon approval of the minor course change, the Dean of Graduate Studies office will consult with the department or school regarding other course attributes that may be required to enable the proper entry of the course change in the student record system

New Graduate Course Proposal Form

PROPOSED COURSE

Program (eg. ECON)	BUS	Number (eg. 810)	772	Units (eg. 4)	2
Course Title (max 80 characters)					
Negotiations					
Short Title (appears on transcripts, max 25 characters)					
Negotiations					
Course Description for SFU Calendar <input type="checkbox"/> see attached document <input type="checkbox"/> Learning outcomes identified					
Negotiation is the art and science of securing agreements between two or more parties that are interdependent and who are seeking to maximize their outcomes.					
Available Course Components: <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/> _____					
Grading Basis <input type="checkbox"/> Graded <input checked="" type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> In Progress/Complete					
Prerequisites (if any) <input type="checkbox"/> see attached document					
N/A					
<input type="checkbox"/> This proposed course is combined with an undergrad course: Course number and units: _____					
U/A					
Additional course requirements for graduate students <input type="checkbox"/> See attached document (if this space is insufficient)					
Campus at which course will be offered (check all that apply) <input type="checkbox"/> Burnaby <input checked="" type="checkbox"/> Vancouver <input type="checkbox"/> Surrey <input type="checkbox"/> GNW <input type="checkbox"/> _____					
Estimated enrolment	Date of initial offering		Course delivery (eg. 3 hrs/week for 13 weeks)		
30	Spring 2012		3 Full Days		
Justification <input type="checkbox"/> See attached document					
Replaces Special Topics version Fullfills students request for course Taught in other MBA programs					

RESOURCES

If additional resources are required to offer this course, the department proposing the course should be prepared to provide information on the source(s) of those additional resources.

Faculty member(s) who will normally teach this course <input type="checkbox"/> information about their competency to teach the course is appended	
David Hannah / Brenda Lautsh - regular faculty.	
Number of additional faculty members required in order to offer this course	
None	
Additional space required in order to offer this course <input type="checkbox"/> see attached document	
None	
Additional specialized equipment required in order to offer this course. <input type="checkbox"/> see attached document	
None	
Additional Library resources required (append details) <input type="checkbox"/> Annually \$ _____ <input type="checkbox"/> One-time \$ _____	
None	

PROPOSED COURSE from first page

Program (eg. ECON)	BUS	Number (eg. 810)	772	Units (eg. 4)	2
Course title (max 80 characters)					
Negotiations					

APPROVAL SIGNATURES

When a department proposes a new course it must first be sent to the chairs of each faculty graduate program committee where there might be an overlap in course content. The chairs will indicate that overlap concerns have been dealt with by signing the appropriate space or via a separate memo or e-mail (attached to this form).

The new course proposal must also be sent to the Library for a report on library resources.



Once overlap concerns have been dealt with, signatures indicate approval by the department, home faculty and Senate Graduate Studies Committee.

Other Faculties

The signature(s) below indicate that the Dean(s) or designate of other Faculties affected by the proposed new course support(s) the approval of the new course.


Name of Faculty	Signature of Dean or Designate	Date

Departmental Approval (non-departmentalized faculties need not sign)

Department Graduate Program Committee	Signature	Date
Coleen Collins		July 5, 2011
Department Chair	Signature	Date
Elicia Maine	for 	July 5, 2011


Faculty Approval

Faculty approval indicates that all the necessary course content and overlap concerns have been resolved, and that the Faculty/Department commits to providing the required Library funds and any other necessary resources.

Faculty Graduate Program Committee	Signature	Date
Coleen Collins		July 5, 2011

Senate Graduate Studies Committee Approval

SGSC approval indicates that the Library report has been seen, and all resource issues dealt with. Once approved, new course proposals are sent to Senate for information.

Senate Graduate Studies Committee	Signature	Date
George Agnes		Aug. 19/2011

CONTACT

Upon approval of the course, the Dean of Graduate Studies office will consult with the department or school regarding other course attributes that may be required to enable the proper entry of the new course in the student record system.

Department / School / Program	Contact name	Contact email
Beadie, Segal, MOTMBA	Melissa McCrae	mccrae@sfu.ca