

Academic Advisement for Graduate Students

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Wednesday February 15th, 2017
Session: C2

Graduate Studies At McMaster

The School of Graduate Studies at McMaster provides a centralised role to graduate program offices covering a full range of services including: records, advisement, course scheduling, admissions, scholarships and curriculum.

Implementation Team for Academic Advisement:

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Academic Advising – Why Now?

- New System Implementation
- Graduate Program Expansion
- Graduate Students Population growth
- Program development - both across faculties and collaborative

Academic Advising – Why Now?

- On-Line Delivery of curriculum
- Changing Nature of Graduate Student Population
- New Technology
- Increasing Complexity of Curriculum

Curriculum Development

- **2004 MASc CURRICULUM**
 - Four Academic half Courses
 - Thesis

- **2016 MASc CURRICULUM**
 - Three Academic courses (3 units each)
 - Seminar course which covers 2 terms
 - Ethics course
 - AODA Course
 - Career Planning Report
 - Thesis

Academic Advisement - Key Concepts

- Auditing degree requirements, using the same interface and view for all users.
- Academic Advisement Reports can be run in parallel with the **Student Summary Report** to track a student's progress. This is a term by term enrolment summary.
- Academic Advisement has been built to satisfy the Fall 2015 Calendar.
- Effective Dating allows for curriculum change and development.

Academic Advisement using PeopleSoft

- Academic Advisement is separated into two parts:
 - ❑ Configuration of requirements into the system using the appropriate pages - see session J4
 - ❑ Analysis of student data against the requirements in order to report degree progress.
- PeopleSoft Academic Advisement PeopleBook
https://docs.oracle.com/cd/E29376_01/hrcs90r5/eng/psbooks/ljaa/book.htm

Advisement As An Agent For Change

- **Challenges pre go-live:**
 - ❑ Academic advising – course based only
 - ❑ Graduate curriculum – non course elements not easily tracked
 - ❑ Curriculum elements - that could take both multiple terms and academic years to complete - e.g. research/projects
 - ❑ Multiple tracking systems both at central office and departmental level.

Advisement As An Agent For Change

- **Challenges at go-live:**

New Academic Structure

- ❑ Different credential - MA/PhD
- ❑ Different curriculum - Masters – course and project based – two plans and PhD a separate plan

Academic Structure Changes:

Acad Prog	Descr	Career	Acad Group	Acad Plan	Descr	Plan Type
GHMMA	Humanities MA	GRAD	12	CSCTSTUDMA	Cultural Studies CRP	CRP
GHMMA	Humanities MA	GRAD	12	ENGLCRMA	English CRS	CRS
GHMMA	Humanities MA	GRAD	12	ENGLMAS	English MAS	MAS
GHMMA	Humanities MA	GRAD	12	ENGLTHMA	English THS	THS
GHMPH	Humanities PhD	GRAD	12	ENGLPHD	English	PHD
GINDP	Interdisciplinary Diploma	GRAD	12	GENSTDYDIP	Gender Stud & Fem Research	DIP

Academic Structure and Academic Advisement

- **Academic Career**

- ❑ Concept used to group curriculum elements towards a single student credential.
- ❑ For example, a university that has an undergraduate school, a graduate school, and several professional schools can define an undergraduate career, graduate career, and a separate career for each professional school (for example: law, medical or dental).

- **Academic Program**

- ❑ An academic program is the highest level in the structure which defines faculty and degree.

- **Academic Plan**

- ❑ An academic plan is unique area of study within an academic career/program.

Key Features of Academic Advising

- **Requirement Groups – Plan Level**
 - ❑ Combination of all conditions that a student has to fulfill the curriculum for a particular plan.
- **Career Requirements**
 - ❑ Example – Ethics and AODA training (Once as a graduate student).
- **Academic Requirements for a particular plan**
 - ❑ **Course Lists:**
 - Required
 - Electives
 - The system can either count the number of courses or the number of units.
 - ❑ **Milestones/Dynamic conditions**
 - Non-Course curriculum requirements example – thesis or project.

Key Features of Academic Advising

- **Student Exceptions**
 - On an individual student basis a student can be granted:
 - A waiver
 - Course directive
- **Requirement term**
 - This term can be set to define when a student started to complete curriculum
 - Example Curriculum change
 - Masters to PhD
- **Multiple Active Plans**
 - Students can now be active in more than one plan

Implementation (Timeline)

- **2013**
 - ❑ Set academic structure and course configuration to allow for academic advisement for graduate students as a long term goal.
- **March 2015**
 - ❑ Go-live date for Mosaic Student records—data conversion challenges caused delay of implementation until there was more live data in Mosaic.
- **Fall 2015 - Spring 2016**
 - ❑ Development And Configuration Of Academic Advisement – (based on calendar for September 2015).
- **September 2016**
 - ❑ Go-live for Masters and Diploma programs academic advisement reports.
 - ❑ Annual curriculum/new program updates

Sample Report

Student who has completed all requirements

The screenshot displays a web interface for a 'GS Advisement Report'. At the top, it says 'McMaster University | Graduate' and 'This report last generated on 2017/02/02 3:22PM'. Below this are two buttons: 'collapse all' and 'expand all'. A legend indicates three status types: 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned or in Cart' (blue star). A red bar with a white arrow icon and the text 'Product Design - M.Eng.Design (CRP) Requirements' is shown, indicating the report is collapsed. At the bottom, there are two links: 'Return to Report Request' and 'View Report Request Log'.

Report shows as collapsed

Sample Report

Expanded Report – Career Requirement

Product Design - M.Eng.Design (CRP) Requirements

Satisfied: Product Design - M.Eng.Design (CRP) Requirements

Disclaimer:

The Advisement Report is a tool to audit degree requirements. Curriculum requirements are outlined in the School of Graduate Studies Calendar, in any given year, and are subject to change. It is the responsibility of the student, in consultation with their Program, to ensure that all requirements have been satisfied.

School of Graduate Studies Required Courses

Satisfied: SGS 101 and 201

School of Graduate Studies Required Courses

Satisfied: All graduate students, including part-time students, must complete and pass the course SGS 101: Academic Research Integrity and Ethics and SGS 201: Accessibility for Ontarians with Disabilities Act (AODA) within the first term after their admissions to graduate studies at McMaster.

- Courses: 2 required, 2 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Repeat Code
SGS 101	Acad Resrch Integrvy & Ethics	0.00	2016 Winter	P	✓	
SGS 201	AODA Training	0.00	2016 Winter	P	✓	

View All | First 1-2 of 2 Last

Sample Report

Expanded Report – Department Requirement

School of Engineering Practice Career Requirement

Satisfied: School of Engineering Practice Career Requirement

▼ **School of Engineering Practice Career Requirement**

Satisfied: The following courses are required to be completed once in a graduate career:

SEP 771 (full-time students must successfully complete this course)
SEP 772

- Courses: 2 required, 2 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Repeat Code
SEP 771B	WGB Practitioner's Forum	6.00	2016 Spring/Summer	P	✓	
SEP 772B	Innovation Studio	6.00	2016 Spring/Summer	P	✓	

View All |  First  1-2 of 2  Last

Sample Report

Expanded Report – Required Course

GRADADV-ED Prod Design (MENGD)

Satisfied: ED Product Design - M.Eng.D (Courses plus Project) Requirements

▼ **Graduate Engineering Design Required Course List**

Satisfied: Candidates are required to take SEP 773/ Leadership for Innovation

- Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Repeat Code
SEP 6EL3	Leadership for Innovation	3.00	2016 Winter	A-	01		

View All |  First  1 of 1  Last

Sample Report

Expanded Report – Required Course - Exception

GS Advisement Report

[Return to GS Advisement Report](#)

Note	Description
01	Exception Student has taken SEP6EL3 in place of SEP 773

[Return to GS Advisement Report](#)

Sample Report

Expanded Report – Elective Courses

▼ ED Product Design - M.Eng.D (Courses plus Project) Elective Courses

Satisfied: Core Technical Courses

Candidates are required to take two design half courses:

- SEP 760 / Design Thinking
- SEP 761 / Human-Centred Design

Elective Technical Courses

Candidates are required to take three half courses which should be selected from graduate courses offered by departments within the Faculty of Engineering. Candidates are required to have their elective course selection approved by the Director of the program.

- Courses: 5 required, 5 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Repeat Code
MECHENG 755	Adv Cntl On Int/ Cmbn Engines	3.00	2016 Winter	A+		✓	
SEP 760	Design Thinking	3.00	2016 Winter	A+		✓	
SEP 761	Human-Centred Design	3.00	2016 Spring/Summer	A		✓	
SEP 762	Prototyping Tools and Methods	3.00	2016 Fall	A+		✓	
SEP 780	Advanced Robotics & Automation	3.00	2016 Spring/Summer	A		✓	

View All | First 1-5 of 5 Last

Sample Report

Expanded Report – Non Course Requirements

▼ CARP Milestone

Satisfied: All engineering students are required to complete the Career Planning report in their first year of study. This requirement was introduced as a degree requirement on or after September 1, 2015.

- **Satisfied:** CARP

▼ Project Milestone

Satisfied: An industrially oriented project that solves complex problems requiring synthesis of knowledge from several disciplines and presenting the students with an opportunity to develop the solution in an industrial environment.

- **Satisfied:** Project

Sample Report

Expanded Report – Additional Electives/Excluded Courses

▼ **Additional Elective Courses (Non-Prescribed)**

Elective or additional courses do not normally count toward degree requirements for the Program and may reflect course requirements assigned by the supervisory committee or Program Advisor.

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Repeat Code
SEP 771A	WGB Practioner's Forum	0.00	2016 Winter	MT		
SEP 772A	Innovation Studio	0.00	2016 Winter	MT		

View All | First 1-2 of 2 Last

GRADADV-Graduate Studies Exclusions

Graduate Studies Exclusions

▼ **Excluded Courses**

The following courses are excluded from being used to satisfy degree requirements.

*Note: Graduate students that have permission to take EDU 750 toward their Teaching and Learning Certificate of Completion will still be required to request Program approval if they also wish to have this course assigned to the completion of curriculum requirements for their degree.

Users and Benefits

- **Graduate Students**
 - ❑ Accessed in real time via their student centre
- **Program Offices**
 - ❑ Reports to track progression
 - ❑ Assisting students who are encountering difficulties
- **Associate Deans**
 - ❑ Annual Review
 - ❑ Petitions for changes in student status
- **Central Office Processing**
 - ❑ Graduation processing
 - ❑ Changes in program and plan
 - ❑ Transfer credit

**Questions?
Thank You!**