



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Academic Affairs Committee

SPONSOR: Amy Mullin, Vice-Principal Academic and Dean
CONTACT INFO: 905-828-3719, vpdean.utm@utoronto.ca

PRESENTER: Professor Hugh Gunz, Director, Institute for Management and
CONTACT INFO: Innovation (IMI)
905-828-5461, hugh.gunz@utoronto.ca

DATE: November 11, 2015 for November 18, 2015

AGENDA ITEM: 6

ITEM IDENTIFICATION:

Minor Modification: Master of Biotechnology Program (Mbiotech) Course Change

JURISDICTIONAL INFORMATION:

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for major and minor modifications to existing programs.

GOVERNANCE PATH:

- 1. Academic Affairs Committee [For Approval] (November 18, 2015)**

PREVIOUS ACTION TAKEN:

Changes in MBiotech program requirements and courses were last approved by the Academic Affairs Committee on February 12, 2014.

HIGHLIGHTS:

The University of Toronto Mississauga (UTM) currently houses four Professional Graduate Masters Programs and one Professional Graduate Diploma Program under the Institute for Management of Innovation (IMI) including the Master of Biotechnology Program (MBiotech). In a continuing effort to provide the best support for their students, the MBiotech Program would like to modify the classification of their existing BTC2000H course (Effective Management Practices) from a “regular” course to an “extended” course.

“Regular” graduate courses begin and end within the stated sessional dates set by the School of Graduate Studies (SGS). However, not all courses are able to be offered within these stated

dates. This is especially the case in professional graduate programs that offer courses that require industry collaboration and/or a large amount of group work and also enroll a majority of part-time students that require a flexible schedule due to professional work commitments. “Extended” courses allow courses to begin in one academic session and then partially continue into another; essentially running without a standard end date. Extended courses receive a special notation in the SGS Calendar to alert students of the special nature of the course.

For MBiotech’s BTC2000H course (Effective Management Practices), students begin the course at the start of the summer term with an introduction to course material and to set the foundation for the group work to follow. The class will then break into groups and work throughout the remaining summer term on their group assignments. Group assignments and class meetings continue into the following fall term, with final course work to be submitted in December of the fall term. Therefore, this course runs over two academic sessions.

By classifying a course as “extended”, this more accurately reflects the expectations of the course in the SGS Calendar (with the special notation). It also allows for the MBiotech Program and SGS to more effectively administer the course as standard deadlines for submission of course work and grades would not apply to an extended course.

This course change was reviewed and approved by the IMI Curriculum Committee on September 11, 2015.

There are no resource implications for this change.

FINANCIAL IMPLICATIONS:

There are no net implications for the campus’ operating budget.

RECOMMENDATION:

Be it Resolved,

THAT the classification of Effective Management Practices (BTC2000) from a “regular” to an “extended” course, as proposed by the Master of Biotechnology Program, offered by the Institute for Management and Innovation (IMI), recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and described in the proposal dated September 11, 2015, be approved, effective on May 1, 2016.

DOCUMENTATION PROVIDED:

AAC 2015 11 18 CS MBiotech - BTC2000 Course Change

University of Toronto Minor Modification Proposal – New Graduate Courses, or Changes to Existing Graduate Courses

This template should be used to: create a new graduate course; reactivate a closed/deactivated course; rename an existing course; renumber an existing course; etc. A complete list of all course changes is available on the [Vice-Provost, Academic Programs website](#).

If you have questions while you are filling out this document, please contact your Dean's Office.

Graduate Department /Unit/Centre/Institute: <i>For courses offered by collaborative programs list supporting unit.</i>	Institute for Management & Innovation (IMI)
Faculty / Academic Division:	University of Toronto Mississauga (UTM)
Dean's Office contact:	Yen Du Program & Curriculum Officer Office of the Dean, UTM Yen.du@utoronto.ca

Part 1: ROSI *Please complete this section. The data will be used to complete the ROSI record.*

Or Changes to an Existing Course (require unit level approval only) – fill out applicable fields

Course Designator and Number:	BTC2000H
Change to Course Type:	Change from regular to extended course

Effective Date

May 1, 2016

Governance Approval

Unit Sign-Off (Committee name and meeting date)	IMI Curriculum Committee September 11, 2015
Faculty/Division Council (or delegated body) approval, if applicable (Name and Date)	



MASTER OF BIOTECHNOLOGY PROGRAM

Compulsory Course Component

BTC 2000H

EFFECTIVE
MANAGEMENT
PRACTICES

Ann Armstrong, Ph.D.

Summer/Fall Term, 2015

BTC 2000H: Effective Management Practices

MASTER OF BIOTECHNOLOGY

UNIVERSITY OF TORONTO MISSISSAUGA

BTC 2000H – Effective Management Practices

Course Outline (Summer/Fall, 2015)

Class Location:	See online calendar, or check with Program Officer.
Class Times:	See online calendar, or check with Program Officer.
Facilitator:	Ann Armstrong
Office Hours:	By appointment
Contact:	ann.armstrong@utoronto.ca or 416-274-7294

Course Objectives

The purpose of the course is to help you enhance your organizational skills. The course focuses on increasing intrapersonal, interpersonal and team skills through a process of behavioural learning, observation and feedback. The course uses experiential processes for learning while drawing on theory and evidence as bases for a critical understanding and examination of behavioural guidelines.

Our class process will be participative. In this course, much of your learning will come from your interactions with your fellow students: please be open with them and be prepared to listen and respond constructively to their insights and feedback. As much of your learning will come from discussions and experiential exercises with your peers, it's vital you come prepared to make contributions of quality to the content and process of our classes. In our discussions, we'll practice our appreciative inquiry skills.

Materials

TEXTBOOKS: (1) Nelson, D., J. Quick, A. Armstrong and J. Condie (2015) *ORGB, Second Canadian ed.*, Toronto: Nelson and (2) Pink, D. (2008) *The Adventures of Johnny Bunko: The Last Career Guide You'll Ever Need*, New York: Penguin. Pink's book is available as an eBook.

Many additional materials will be posted on Blackboard.

Assignments

- A1.** As a team, perform an assessment of your team's dynamics first as team 1 *and* then as team 2. You will receive guidelines early in the summer term. Your team 1's analysis is due on or before **August 28, 2015** and your team 2's analysis is due on or before **December 4, 2015**. Each is worth 15% of your final grade for a total of **30%**.
- A2.** As a team, perform an analysis of the case, *Tough Guy*, which is available through the Harvard Business School. A course link will be set up for you to get access to the case. The analysis is worth **20%** of your final grade and is due on or before **October 2, 2015**.

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- A3.** After reading Daniel Pink's book, please address the required questions from the Bunko guide. Your paper will be assessed for its clarity about your career development. It is due on or before **November 25, 2015** is worth **30%** of your final grade.
- A4.** You will receive a take-home exam one week before its due date of **December 11, 2015**. It will consist of two questions, equally weighted. It is worth **20%** of your final grade.

Various

Grades are a measure of the performance of a student in individual courses. Each student will be judged on the basis of how well he or she has command of the course materials.

Assignments are graded for content and form. When assessing form, I look at the extent to which your work is correct, clear, coherent and concise.

Don't waste money on covers, binding, etc. for your work. A cover page is not necessary. Staple your work and put your name on the top right-hand corner of the first page.

Please type double-spaced; you're welcome to print double-sided. (One page is about 250 words).

Each member of your group for **A1** (both parts) and **A2** will get the same grade. Should you encounter any significant team process obstacles throughout your program, I'll be glad to facilitate or arrange for a facilitator.

Due dates may be adjusted somewhat during the term.

Schedule of Activities (as of May 12, 2015)

Session	Topic	Readings & Preparation	In-class Activities
1 19-May (PM) late start at 3:00	Becoming a Team	NONE	Team Forming.
2 20-May (AM)	Organizational Realities	READ: ORGB, CHAPTERS 1 & 2	Worst & Best Work Experiences.
3 20-May (PM)	Individual Differences	READ: ORGB, CHAPTERS 3 & 4 PREPARE: SAY IT LOUD – I'M FAT AND PROUD	Workplace Deviance Survey.
4 22-May (AM)	Stress	READ: ORGB, CHAPTER 7 PREPARE: JOSH NEWLAND	Are You Self-Reliant?
5 22-May (PM)	Motivation	READ: ORGB, CHAPTERS 5 & 6 PREPARE: MURDER SUICIDE AT BC GOVERNMENT OFFICE	What Do You Need from Work? Motivation Scenarios.
6 26-May (AM)	Interpersonal Processes 1	READ: ORGB, CHAPTERS 8 & 9 PREPARE: RAHODEB (OR JOHN MACKY): INTERNET POSTINGS ABOUT WHOLE FOODS AND WILD OATS	Are You an Active Listener? Degrees of Truth in Feedback.
7 26-May (PM)	Interpersonal Processes 2	READ: ORGB, CHAPTERS 10, 11 & 13 COMPLETE: ACHIEVING SUCCESS IN VIRTUAL TEAMS	Dilemma at 29,000 Feet, How Politically Skilled Are You? What is Your Conflict Handling Style?
8 16-July	Team Check-in	NONE.	
9 8-Sep (PM)	Organizational Culture	READ: ORGB, CHAPTERS 16 & 17 PREPARE: SUNAND SHARMA & CLUB PENGUIN	Team Changeover.
10 27-Nov (PM)	Leadership & Career Management	READ: ORGB, CHAPTERS 12 & 18	What is Leadership? Assess Your Flexibility Skills?