

Minutes of the meeting of the Academic Policy and Planning Committee held on 10th April 2003, from 3:00 to 5:00 p.m. in Room 609, James (Administration) Building.

Present: L. Vinet (Chair), J. Beheshti, M. Crago, J. Galbraith, M. Graham, W. Hendershot, P. Martineau, A.C. Masi, J. Zucchi, H.M.C. Richard (Secretary to the Committee)
Regrets: J. Bilec, C. Bushnell, E. Cooper, G. Demopoulos, Ph. Depalle, F. Groen, H. Knox, A. Lau, H.G. Leighton, N. Peters, L. Proulx, R. Roy, F. Sagel,

Documents circulated at the meeting:

02-APPC-04-56: E-mail Communication with Students

02-APPC-04-57: Motion regarding the graduate student representation on the Council of Graduate and Postdoctoral Studies

12.01 **Proposed agenda**

Two items were added to the agenda: E-mail Communication with Students (02-APPC-04-56) and Motion regarding the graduate student representation on the Council of Graduate and Postdoctoral Studies (02-APPC-04-57). With those two additions as items 9 and 10 the agenda was adopted.

12.02 **Minutes of meeting held on March 13, 2003**

Approved.

12.03 **Business arising from meeting on March 13, 2003**

- a) Graduate Student Research Performance Progress Reports
- Guidelines and Forms (new draft, March 2003) (02-APPC-03-50)
The proposal was e-mailed to Deans on March 25, 2003. Comments are still being received.
- b) CGPS M.Mus. in Choral Conducting (02-APPC-03-49)
The Faculty of Music was informed of APPC's rejection of the proposal for a "M.Mus. (Performance) Choral Conducting and expressed disappointment with the way this rejection has unfolded.

12.04 **Report on Senate meeting held on April 2nd, 2003 - 350th APPC Report to Senate**

The following actions by Senate at its meeting on April 2nd were reported:

- Senate approved the proposed "B.Ed. in Kindergarten and Elementary; Jewish Education".
- Senate ratified the proposed amendment to the Rules re the "election" of Faculty representatives to the Council of Graduate and postdoctoral Studies so that Faculties now will choose their representatives to the CGPS "by a procedure duly established by each Faculty".
- Senate approved with a very split vote the amendment to the University Regulations Concerning Final Examinations, adding "normally" to the text of item 5.: "...All term work shall be assigned early enough in the term that it is possible for students to normally complete the assignment(s) ~~by the last day of classes~~ one week in advance of the first day of exams." It approved the proposed change to item 1: "These regulations shall apply to undergraduate courses up to and including the 500 level (~~500 level for the Faculty of Science~~) that are evaluated by the use of written final examinations..."
- Senate chose to table the proposed amendment to the Ph.D. Comprehensive Examinations Policy regarding plagiarism to the fall in order to allow for further consultation and discussion, rather than refer it back to APPC. The proposal, it was stated, fails to acknowledge that there exist different kinds of plagiarism established by due process and implies that regardless of the kind of plagiarism established by due University process, "no possibility of repeat" would be the automatic sanction and the only outcome. If the policy is intended to make students aware then it should state that plagiarism may or could lead to expulsion. A wording with less firm a conclusion will be submitted to Senate through APPC in the fall. Seeking input from the Committee on Student Affairs will allow consultation with all associate deans (academic/student affairs). This instance underlines the need for

proper consultation before any proposal reaches APPC, and the need for APPC to be vigilant and insist on such consultation.

- 12.05 **Comité de suivi sur les programmes – Report # 5** - Political Science, Sociology and Social Sciences, Anthropology and Ethnology, Recreational Science, Women’s Studies, Ethnic and Cultural Studies (02-APPC-04-52)

APPC reviewed the follow-up on the CUP recommendations of February 2000. Discussion focused on misconceptions relating to research funding in Social Sciences vs other sciences and on the need to take steps to help dismiss those misconceptions.

- 12.06 **SCTP – Report on meeting held on March 20, 2003** (02-APPC-04-53)

The proposed “B.Com. in General Management; Strategic Management Concentration – Global Strategy” and B. Com. in General Management; Strategic Mngement concentration – Social Context” were **approved** for submission to Senate.

- 12.07 **SCTL–APPC Working Group on On-line Distance Education** (02-APPC-04-54)

An updated version of the policy proposal on on-line distance education will be circulated for consideration at the next meeting.

- 12.08 **Course evaluations** (02-APPC-04-55)

The package sent to all Deans, Chairs, and Directors on April 1st, was circulated to APPC for information. Associate Vice-Principal Crago also mentioned a memorandum circulated to Senate, “Report regarding Dissemination of Course Evaluations” in which she reported on difficulties encountered in the latest course evaluation exercise; that report will be circulated to APPC also for information. In the package the course evaluation procedure has been described in great detail; the new permission form is now only to be filled and returned by instructors who allow the quantitative results of course evaluations to be made available to the McGill community on the web. In fall 2003 a full report on this semester’s course evaluation exercise will be submitted to APPC.

- 12.09 **E-mail Communication with Students** (02-APPC-04-56)

Vice-Principal Masi presented the policy proposal. While the University administration hopes to be able to communicate with staff by email in the near future (at present the University’s e-mail communication services control only half of mail boxes that staff use on campus), it assigns all students an official “Uniform E-mail Address” (UEA) and thus now has everything in place to reach students through electronic means. McGill graduates may keep their McGill e-mail address forever and forward mail to their new addresses.

In the discussion, it was noted that academic staff feel increasingly pressured by students to communicate with them electronically, repeat class material as back-up for not attending lectures, and to provide information in electronic form. It was commented that an instance where a Chemistry course is made available to students in recorded audio-file within 24 hours following the lecture has shown no decrease in the number of students attending lectures and no increase in the quality of students’ results either. The technology seems useful to students and the level of service, however costly, is appreciated. It was also stated that a professor could provide course outlines to students electronically only; as an official communication to students it would have the same value as if it were on paper.

- 12.10 **Motion regarding the graduate student representation on the Council of Graduate and Postdoctoral Studies** (02-APPC-04-57)

Dean Crago presented the issues that led to the proposal to amend graduate student representation on the Council of Graduate and Postdoctoral Studies. While academic staff members represent faculties, graduate student members represent broad disciplinary areas. This has resulted in strange disproportions in representation. Post-doctoral representation also is disproportionate (two for 400). It was noted that it is

the responsibility of the Post-Graduate Student Society (PGSS) to find the proper number of graduate student representatives for University committees. It was suggested that the terms of reference could include a statement that representation could be on a rotating basis. Another suggestion was to group disciplines in order to have one student for the health sciences (1300 students), three from the arts and social sciences (Arts, Education, Management, Law, Music, Religious Studies – 3000 students); two from FAES, Engineering, Sciences (1800). Creating an “at-large” position for any large group that is not represented in order to establish balance was also proposed. Given that post-graduate representation on committees usually attracts few doctoral students, assigning the floating position to a doctoral student was suggested; but rather than impose such a constraint it was thought preferable to indicate that a balance should be sought among Ph.D. and master’s student representatives.

In conclusion it was agreed that **the proposal should be revised to reflect the following representation: one graduate student representative from the health sciences, three from the humanities and the social sciences, two from agricultural and environmental sciences, engineering and sciences, one post-doctoral scholar, and one representative at-large, and a statement that every effort should be made to ensure balance in representation among disciplines and between Ph.D. and master’s students.**

12.11 Other business

None.

The meeting adjourned at 5:00 p.m