
Minutes of the meeting of the **Academic Policy and Planning Committee** held on 30th September 2004 from 3:00 to 5:00 p.m. in the Arts Council Room, Room 160, Arts Building

Present: L. Vinet (Chair), J. Beheshti, A. Bryan, L. Butler-Kisber, W. Caplin, R.F. Clarke, M. Crago, M. Dowsley, V. Errunza, J. Galbraith, J.C. Hurtubise (replacing L. Proulx), A. Kenjeev, A.C. Masi, S. McDougall, J. Zucchi, H.M.C. Richard (Secretary to the Committee)
Regrets: B. Arciero, J. Feine, P. Holland, W. Hendershot, A. Husain, G. McClure, M. Mendelson, L. Proulx
Guest: R. Lyster (item 4)

02.01 Proposed agenda

Approved.

02.02 Minutes of meeting held on 2nd September 2004

The minutes were approved with deletion of Professor McClure's name on the list of members present.

02.03 Business arising

a) APPC terms of reference.

The Nominating Committee of Senate considered the revisions to APPC's terms of reference at its meeting on 22nd September 2004. The revisions will be submitted for Senate's consideration on 6th October 2004

b) Academic Program Reviews (PVP, Sept 23; Senate Oct 6, 2004)

- McGill University Academic Program Review Process, Sept 2004 (*Revised 04-APPC-09-04*)

- McGill Academic Program Review – detailed procedural guidelines, Sept 24, 2004 (*Revised 04-APPC-09-05*)

The "McGill University Academic Program Review Process" approved by APPC on 2nd September was presented to the Principal who wished to make small additions before the document could be submitted to Senate. The additions, highlighted on the revised document, had to do with adding a more fully threshed out contextualization and a framework of benchmarking. The revised document was brought to APPC for information. This is explained why the two documents were not submitted for the September 22nd meeting of Senate. They will be considered by Senate on 6th October.

02.04 Council of Graduate and Postdoctoral Studies

Report on meeting held on May 10th, 2004 (*04-APPC-09-08*)

- Proposed Ph.D. in Education
(Associate Dean Roy Lyster)

Professor Roy Lyster, Associate Dean (Research and Graduate Studies) of the Faculty of Education, presented the Ph.D. in Education proposal which is based in the Department of Integrated Studies in Education. A thriving *ad hoc* Ph.D. program exists from which 80 students (in the three units that now comprise the Department) have graduated since 1992. In fall 2003 there were over 100 Ph.D. students in the Department. A survey of recent *ad hoc* Ph.D. Graduates shows that 75% of them are currently employed in university contexts. Professor Lyster highlighted the research productivity of the Department and the level of its research funding which is considered high in the discipline. He noted that the Department intends to streamline the student intake into the Ph.D. program to 15 per year, ie. 60 Ph.D. students in the Department at any one time, with a four- to five- year timeline. The *ad hoc* program is tailor-made to each student and offers no common courses. The proposed program includes a Proseminar in Education followed in the second year by a Ph.D. Colloquium. The core set of required research-methods courses already exists. The proposal identifies four areas that reflect current research productivity in the Department; these are not fixed areas, they will evolve. Among the appendices, which were not circulated to APPC members, are lists of graduate students, their dissertation topics and funding sources. Students are funded from many sources to the tune of half-a-million dollars per year. A previous Ph.D. in Education proposal was approved by Senate (September 25, 1996) but was sent back by CREPUQ's

Commission d'évaluation des projets de programmes (June 15, 1998) as it was viewed as looking too much like four programs under one title. The Faculty of Education has worked hard to build a better integrated Ph.D. program proposal which reflects the new integrated Department. New program proposals normally take a long time to be developed and departmental restructuring (the merger of five departments over five or six years) further explains the delay in resubmitting the program.

Discussion dealt essentially with student supervision, the reasons for the proposed reduction in student intake, the need for assurance of the Dean's support for the program, and the need for a commitment by the Director of Libraries. Regarding the proposed reduction in student intake, it was noted that the population targeted by the program will evolve from job-holders studying part-time to full-time Ph.D. students. The Faculty seeks to attract students aiming for an academic career. Regarding resources, it was suggested that the proposal should be clearer about the commitment to providing the necessary resources to make the program sustainable. It was confirmed however that the proposal has the full financial support of the Dean of the Faculty of Education. In response to a question as to why the cost of equipment requested should not be covered by researchers' grants, it was stated that equipment is made available through the Educational Media Centre, so that all students could have access to high-quality equipment. Given MEQ's new approach regarding funding for new teaching programs, start-up funding can no longer be expected. The resources requested in the proposal are not critical for offering the program. Discussion also dealt with the issue of *ad hoc* programs at McGill. Although departments have been asked to formalize their *ad hoc* programs, a number of them have not yet come forward, while admissions were suspended in one of them. *Ad hoc* programs meet standards as more control is exercised over who is entitled to supervise and students in *ad hoc* programs are watched over more carefully. *Ad hoc* programs have worked in favour of new program proposals submitted to the MEQ for approval as they demonstrate a Department's capability to offer Ph.D. studies.

The proposed Ph.D. in Education was approved for submission to Senate, contingent on receipt of a letter of support from the Dean of the Faculty of Education.

02.05 Research Policy Committee

Membership, mandate, and work plan for 2004-05 (04-APPC-09-07)
(Acting Vice-Principal [Research] Jacques Hurtubise)

Acting Vice-Principal (Research) Jacques Hurtubise reported on several items of business that are or will be dealt with by the RPC in fall 2004:

1) *Research Centre Guidelines*. Professor Hurtubise reported that submission of the revised guidelines to APPC has been delayed because MAUT was currently reviewing them and required more time; preliminary comments received so far from MAUT have been very helpful. The Chair of APPC questioned the role of MAUT in the approval process of the guidelines, MAUT not being part of the University's governance structure. It was argued that the philosophy of MAUT is that McGill University operates in a collegial fashion, which differentiates McGill from universities whose academic staff are unionized. MAUT is interested in being included in consultations, and proposals that have benefited from MAUT's input and support will more likely succeed on the floor of Senate. The Chair stated that this procedure should not be automatic and that the request to pass the document by MAUT did not come from APPC.

2) *New Centre proposals*. The RPC will be working on the formation of several new research centres during the year. The revised Biorecognition and Biosensors Centre proposal is being reviewed further and will be tightened up so as to be credible to granting agencies. Two centres are being reviewed by granting agencies. Professor Hurtubise stated that he has started visiting the University's research centres; he plans to address issues related to space, governance, participation, clarity of mission, etc. and hopes to develop a clearer picture and a file summary on each of McGill's research centres in the new year. A tighter control will be exercised: the approval of research centres has to include the understanding that centres will be revisited, and a mechanism for closing centres should be devised.

3) *New and revised policies*. The RPC plans to bring forward a Policy on Conflict of Interest and a Policy on Misconduct in Research. The Principal has requested that guidelines be developed for taskforces. Efforts will also be made to devise a structured and effective process for planning CFI submissions: CFI provides funding for research infrastructure, adjudicated on the basis of innovation. An update of the University's 2002 CRC-CFI strategic research plan is now required.

In the discussion it was noted that APPC had to know how the "five distinguished researchers" were nominated to the RPC and that APPC should sanction the RPC's membership. The Chair suggested that

“Provost” should be changed to “Provost or designate”. The integration of research into the undergraduate teaching curriculum was raised as a subject which might be put on the agenda of the Research Policy Committee, and APPC debated the wisdom of including an undergraduate student member on the RPC; this would imply that the undergraduate student would be doing research. The Acting Vice-Principal (Research) offered to invite Mr. Bryan to a meeting of the RPC in order to sound RPC members. It was also suggested that cross-fertilization with the APPC Subcommittee on Teaching and Learning which has been discussing the issue, would be strongly advised. On the subject of membership, it was also suggested that staggering members’ terms should be considered.

It was suggested and agreed that the Council for Graduate and Postdoctoral Studies should also submit its terms of reference, membership and work plan to APPC at a forthcoming meeting.

02.06 Subcommittee on Teaching and Learning – verbal report
(Deputy-Provost and CIO Anthony Masi)

The Chair of the APPC Subcommittee on Teaching and Learning, Deputy-Provost and CIO Anthony Masi, presented the issues which have been or are currently being addressed by the SCTL. These include: online distance education, the preparation of graduate students for teaching roles, the restructuring of the CUTL into Teaching and Learning Services, large-class teaching, and the applicability of the Boyer Commission Report recommendations at McGill. A work plan will be designed for this year’s five remaining meetings. Regarding the Subcommittee membership, consideration will be given to APPC’s request that the terms of Faculty representatives on SCTL be staggered.

In response to a question about the nature of the Report prepared by the Boyer Commission (1998), it was agreed that a web address should be provided for access to the text of the Report (Note: the *following website address was e- mailed to APPC members on 1st October 2004*: <http://www.sunysb.edu/pres/>). It was further suggested that the Subcommittee may be asked to reflect on the internationalization of McGill’s teaching programs.

02.07 APPC Subcommittee on Courses and Teaching Programs (SCTP) (04-APPC-09-06)
Report on meeting held on May 21, 2004

The SCTP report did not contain any items requiring APPC’s approval.

02.08 APPC statement of plans and priorities, for submission to Senate, Sept. 24, 2004 (04-APPC-09-09)

The proposed Statement of plans and priorities, prepared in response to the Secretary-General’s request on behalf of the Senate Nominating committee, was reviewed. Associate-Provost (Academic Programs) Martha Crago who chairs the Senate Committee on Continuing Education on behalf of the Provost, stated that a recommendation that the SCCE become a subcommittee of APPC (as per the Report on Continuing Education at McGill, September 2003) has not yet been submitted to Senate. Professor Crago further suggested that all academic matters at McGill should be channeled to and through APPC. The SCCE will therefore consider putting forward a motion similar to SCTL’s for a change in reporting structure. **It was agreed that a statement to that effect should be added to the document submitted to Senate.**

02.09 Other business

None.

The meeting adjourned at 5:00 p.m.