
Minutes of the meeting of the **Academic Policy and Planning Committee** held on Thursday 1st September 2005 from 3:00 to 5:00 p.m. in Room 310, James (Administration) Building

Present: A. C. Masi (Chair), W. Caplin, V. Errunza, D. Fraser, W. Hendershot, P. Holland, J.C. Hurtubise, D. Jutras, S. McDougall, M. Mendelson, M. Nahon, J. Nemes, I. O'Reilly, M. Reed, T. Rivard, J. Schmidt, H.F. Upham, H.M.C. Richard (Secretary to the Committee)

Regrets: L. Butler-Kisber, J. Feine, M. Szyf, J. Zucchi

Guests: J. Kuzinski, G.S. Oegema (item 4), M. Hallett, G.A. Shinder (item 5)

Documents circulated at the meeting:

- *Addendum to 05-APPC-09-01* Letters of support from Deans for CREOR
- *05-APPC-09-04* SCTP Report on meeting held on 19th May 2005
- *05-APPC-09-06* Student exchange agreement with Renmin University, China
- *05-APPC-09-09* Working Group on Grading – proposed membership
- *05-APPC-09-12* Subcommittee on Planning and Priorities - retirement

01.01 Proposed agenda

The proposed agenda was approved

01.02 Minutes of meeting held on 26th May 2005

The minutes were accepted.

01.03 Business arising

- corrections to new programs approved by APPC on 26th May (*05-APPC-09-08*)

Three errors regarding complementary course numbers in the *B.A. & Sc.; Faculty Program in Environment* and one error regarding the title of a complementary course in four other program proposals, (as reported in *04-APPC-09-08*) were detected after those program proposals were approved by APPC on May 26, 2005.

APPC approved the corrections. APPC also approved the proposal that in future any such corrections should be dealt with expeditiously and be incorporated in APPC reports to Senate at the discretion of the Chair of APPC (or delegate) and be reported to APPC at a subsequent meeting.

(Note: following this APPC meeting, further errors were detected and revisions were incorporated in the proposals submitted in APPC's 373rd Report to Senate - see underlined corrections/addition below:

B.A. & Sc.; Faculty Program in Environment:

- 1) Under Area 11: Spirituality, Philosophy and Ethics,

PHIL 221 (3) Introduction to History and Philosophy of Science 1 was replaced by:

PHIL 220(3) Introduction to History and Philosophy of Science 1

PHIL 221 (3) Introduction to History and Philosophy of Science 2

- 2) Under Area 12: Environmental Management:

WILD 401 (3) Fisheries and Wildlife Management should read:

WILD 401 (4) Fisheries and Wildlife Management)

01.04 Research Policy Committee – new research centre proposal

- CREOR: Centre for Research on Religion (*05-APPC-09-01*)

(*Prof. Dr. Gerbern S. Oegema, Faculty of Religious Studies*)

Professor Gerbern S. Oegema presented the proposal for a Centre for Research on Religion. The design of this research centre, on the request of the Dean of the Faculty of Religious Studies Barry Levy two years earlier, has been shaped and influenced by the former Provost, the Interim Vice-Principal (Research), the former and current Associate Vice-Principal (Research), the deans of the faculties involved and many McGill researchers across those faculties. In response to the request by the Research Policy Committee that the Centre proposal should be presented to the whole University, a round-table discussion was held in September 2004. Discussions were subsequently held with each dean. Research on religion is no longer, as in the past, based in a single faculty such as a faculty of arts or a faculty of religious studies. Research

on religion is taking multiple inter-faculty and inter-disciplinary directions. Such a research centre as that being proposed could not take place in or be confined to a single faculty. New sets of questions, new fields of research are being explored, necessitating a very broad structure. The proposed Centre for which approval is being sought is intended to give such approaches to research on religion a chance to develop at McGill and make McGill a visible leader in the field.

Questions raised by APPC members dealt with the following:

- funding of graduate students through professors' grants and the administration of research funds within the proposed Centre;
- the appointment of a director on the recommendation by the governing board, although a founding director-designate is named in the proposal.
- the lists of full members and associate members: Dr Somerville's name correctly appears under "associate Members" as per indication that she already is a member of another centre, and should be deleted from the list of full members on page 21; The first name on the list of associate members was questioned.
- support of the Deans. It was suggested that a more up-to-date letter from the Dean of the Faculty of Arts than February 2004 might be required before the proposal can be submitted to Senate, given the planning exercises that have occurred since the Dean's expression of support for the proposal. Professor Oegema spoke to the high level of cooperation that has been taking place on a practical level with the Faculty of Arts. The creation of a research-driven centre should not be a play-ball in University politics and depend on the future of conversations that are going on between two faculties, both of which will be experiencing a change of deans in the near future.
- space and funding resources for the Centre. The proposal presents its space needs in broad terms. It is nevertheless the responsibility of deans to supply space. While pages 16 and 17 present research grants obtained, page 22 presents budget needs. The proposal does not state where the necessary funds will come from. Professor Oegema explained that two sources are envisaged: internal funding for setting up the centre will be obtained from the Vice-Principal (Research) (\$30 000 for every newly-approved centre) and the deans of contributing faculties (\$20 000 from each); further funding will be obtained through external fund raising. It is expected that the budget goal will be reached within three years. Membership of the governing board calls for a person from outside the University not directly involved in the Research Centre; it is expected that this person will be from a Montreal company that can be helpful on that front.
- research activities in the field of religious studies that would not fall naturally within the activities of CREOR: either they may be low-profile research activities or the subject of research does not fit in the axes defined for CREOR, or the researchers are already members of another centre or are prevented from joining the Centre for other reasons. A large part of the research falling under CREOR is conducted in faculties other than the Faculty of Religious Studies. Designing a research centre within that Faculty alone was not a workable idea. An inter-faculty centre is more appropriate and useful to McGill.

The Chair thanked Professor Oegema and APPC discussed the proposal.

The document was described as a well developed proposal requiring a few clarifications regarding funding. Given that research centres require deans' support, it was thought that the letter of support from the outgoing Dean of the Faculty of Arts, dated February 2004, may require an update. It was noted that the Research Policy Committee reviewed the deans' letters before approving the proposal on March 30, 2005, and the Research Centre Regulations had not yet been approved by APPC, Senate and the Board. Although former research centre proposals were said to be no different in their presentation of funding needs than CREOR's, it was stated that the new template will now require that sources of funding to support the infrastructure of a proposed centre should be identified, including space. As a cross-faculty unit, CREOR may require space other than in the Birks Building. It was also not clear from the proposal what proportion of the research funding listed on pages 16-17 would support the required infrastructure.

It was pointed out that, as a result of the change in the University's planning structure, no longer involving an APPC Subcommittee on Planning and Priorities, APPC now deals first and foremost with academic considerations; it has to rely on budget decisions taken by the Vice-Principal (Research) and by deans through their "compacts". APPC should therefore keep to academic-value and academic-priority considerations, were it not for the fact that APPC is the last step before proposals for new research centres or teaching programs are submitted to Senate, and APPC has to assure itself that the necessary resources will be in place.

On the basis of the recommendation of the Research Policy Committee and on the basis of the strength of Professor Gerbern S. Oegema's presentation, APPC was convinced that the proposal is intellectually

strong. It was concerned however that the resources necessary for the proposed unit to be successful as a research centre should be in place before the Centre is officially launched.

On motion by Associate-Provost (Academic Programs and Services) Morton J. Mendelson, seconded by Professor Vihang Errunza, APPC approved in principle the creation of the proposed Centre for Research on Religion. The proposal will be submitted to Senate for approval, provided resource arrangements for the launching of the Centre are in place to the Interim Provost's satisfaction. The Interim Provost will write to the deans of the faculties involved and request from them the necessary written assurances and commitments. The proposal need not return to APPC. The Interim Provost and the Interim Vice-Principal (Research) will collaborate in making sure that the required coordinating activity takes place.

01.05 **Council of Graduate and Postdoctoral Studies (CGPS)**
Report on meeting held on May 30th, 2005 (05-APPC-09-02)

a) Bioinformatics options in 15 FAES, Medicine and Science graduate programs
(Prof. Michael Hallett, School of Computer Science)

Ph.D. in Animal Science; Bioinformatics (0 cr.)
Ph.D. in Microbiology; Bioinformatics (0 cr.)
Ph.D. in Parasitology; Bioinformatics (0 cr.)
M.Sc. in Plant Science; Bioinformatics (48 cr.)
Ph.D. in Plant Science; Bioinformatics (0 cr.)
M.Eng. in Biomedical Engineering; Bioinformatics (45 cr.)
Ph.D. in Biomedical Engineering; Bioinformatics (0 cr.)
M.Sc. in Physiology; Bioinformatics (49 cr.)
Ph.D. in Physiology; Bioinformatics (0 cr.)
M.Sc. in Biochemistry; Bioinformatics (45 cr.)
Ph.D. in Biochemistry; Bioinformatics (0 cr.)
M.Sc. in Computer Science; Bioinformatics (49 cr.)
Ph.D. in Computer Science; Bioinformatics (0 cr.)
M.Sc. in Biology; Bioinformatics (48 cr.)
Ph.D. in Biology; Bioinformatics (0 cr.)

Professor Michael Hallett presented the new inter-disciplinary program options. The co-taught courses will provide the necessary tools for students from various backgrounds to become fluent in the concepts, language, approaches and limitations of the field and to develop independent Bioinformatics research programs. All courses have been approved. Professor Hallett was congratulated for bringing together those new program offerings. UBC, Waterloo, Université de Montréal have programs in Bioinformatics. McGill's Bioinformatics options are expected to be offered starting in January 2006.

APPC approved the proposed Bioinformatics options for submission to Senate (they will be included in APPC's 373rd Report for consideration by Senate on September 14, 2005).

b) Ph.D. in Nursing; Psychosocial Oncology
Ph.D. in Psychology; Psychosocial Oncology
(Dr. Gayle A. Shinder, Department of Oncology)

Profess Shinder presented the proposed inter-disciplinary Psychosocial Oncology options as an initiative of the Department of Oncology.

APPC approved the proposed Psychosocial Oncology options to be offered in the existing Ph.D. programs in the School of Nursing and the Department of Psychology for submission to Senate (they will be included in APPC's 373rd Report for consideration by Senate on September 14, 2005).

APPC agreed that it should not automatically invite persons who developed new program proposals to present them. A presenter should be invited only if a program proposal is suspected to be controversial.

01.06 **Retirement of DDS – request to amend University Statutes**
- Memo from Dr. James P. Lund, Dean, Faculty of Dentistry, August 3, 2005 (05-APPC-09-03)

When the DMD (Doctor of Dental Medicine) was added to the list of degree designations in 2000 by amendment to the University States, as approved by Senate on February 16, 2000 and by the Board of

Governors on March 20, 2000, the DDS (Doctor of Dental Surgery) which it is replacing remained on the list of degree designations in order to accommodate students enrolled in that program. All students who entered the undergraduate program while the DDS was in effect have graduated and this designation is now redundant.

APPC approved the request by Dean Lund to present a notice of motion to Senate for the retirement of the DDS from the list of degree designations in the University Statutes (the notice of motion will be submitted for consideration at the meeting of Senate on September 14, 2005).

01.07 **Subcommittee on Courses and Teaching Programs (SCTP)**
Report on meeting held on May 19th, 2005 (05-APPC-09-04)

No item in this Report required APPC approval.

01.08 **Student exchange agreements**

Associate Provost (Academic Programs and Services) presented two proposed agreements.

a) Bilateral student exchange program agreement between the College of Engineering of the University of Miami and McGill's Faculty of Engineering (05-APPC-09-05)

In the discussion, it was suggested that the discrepancy in the hierarchical level of signing authorities should be checked (the Vice President, Business Services for the University of Miami and the Principal and Vice-Chancellor for McGill University).

More generally, the criterion under which student exchange agreement proposals are assessed and justified was also questioned. It was suggested that serious academic justification should be provided consistently. It was remarked that exchange agreements can lead to heavy burdens on a faculty: for example, 10% of the student populations in the Faculty of Law is made up of exchange students. The absence of committee approval before such agreement proposals are presented to APPC was a source of concern. It was noted that the initiative for a student exchange agreement proposal usually comes from a faculty if it is discipline-specific. In this instance, the College of Engineering at the University of Miami and McGill's Faculty of Engineering agreed to propose this bilateral student exchange program agreement. The Associate Provost (Academic Programs and Services) mentioned that following a round table discussion with all individuals involved in international collaboration at McGill, he will likely propose that a subcommittee of APPC be created to oversee international exchanges. He will report back to APPC on the matter.

APPC approved the proposed bilateral exchange program agreement between the College of Engineering of the University of Miami and McGill's Faculty of Engineering. This item will be reported to Senate as having been approved by APPC (373rd Report to Senate, September 14, 2005)

b) Bilateral student exchange with Renmin University, China (05-APPC-09-06)

As this proposal was for McGill's first exchange agreement with a Chinese university, it was noted that better quality institutions may exist in China and that McGill has links with the University of Peking and Fudan University through the Universitas 21 Consortium; it was further suggested that McGill would do well to look seriously at China, as Australian universities do. Associate Provost Morton Mendelson stated that McGill is currently corresponding with Peking University with the goal to establish an exchange.

APPC approved the proposed bilateral student exchange program with Renmin University. This item will be reported to Senate as having been approved (373rd Report to Senate, September 14, 2005).

01.09 **Academic Program Reviews – Revisions (05-APPC-09-07)**

Revisions to the Academic Program Review Procedures were necessary as a result of the Dean of Graduate and Postdoctoral Studies now no longer assuming responsibilities as the Associate Provost (Academic Programs) following the departure of Professor Martha Crago. Further minor corrections were made by APPC. **The revisions were approved.**

01.10 **Working Group on Grading**
- mandate and composition (Revised 04-APPC-03-52)

- proposed membership (05-APPC-09-09)

APPC agreed to the following:

- the associate dean “from one other faculty” should be from a smaller faculty, such as Music or Law;
- the graduate student member should come from yet a further disciplinary orientation than the two undergraduate student representatives: SSMU and PGSS will coordinate their nominations in that respect.

APPC approved the proposed composition of the Working Group on Grading which will be chaired by Associate Provost Morton Mendelson.

01.11 **New program proposals for MELSQ approval – update**

- Inter-University B. Eng. in Microelectronics
- Physical Therapy and Occupational Therapy bachelor’s and master’s programs
- Ph.D. in Education

There are two steps in the external evaluation process.

- 1) CREPUQ’s *Commission d’évaluation des projets de programmes* (CEP) evaluates the academic content and adequacy of resources in place; evaluation usually involves a request for additional information and a site visit before an **Avis** is formulated and sent to the University directly;
- 2) MELSQ’s *Comité des programmes universitaires* evaluates the proposal’s socio-economic or cultural relevance and its relevance to the education system and to the institution; it makes a recommendation to the Minister.

Six McGill teaching program proposals are currently being evaluated as part of the process leading to MELSQ approval.

- Inter-University B. Eng in Microelectronics with U. de Sherbrooke and Ecole Polytechnique of Université de Montréal. The proposal is at stage 1): in June 2004 a request for additional information was sent by CREPUQ’s CEP to the Université de Sherbrooke which took charge of the proposal and communication with CEP. The situation at present is unclear as to whether the proposers are still intent on following through with the external evaluation/approval process. Attempts have been made at various levels to clarify the situation.

- Bachelor’s and master’s degree programs in Physical Therapy and Occupational Therapy: following favourable assessment by CREPUQ’s CEP, the MELSQ’s *Comité des programmes universitaires* is in turn prepared to recommend approval to the Minister. The *ministère de la Santé et des Services sociaux* (MSSS) has yet to be convinced that entry to the PT and OT professions at the master’s level will benefit Quebec and not create a manpower shortage. Representatives of the MELSQ and MSSS are currently in the process of visiting the universities that have submitted or are in the process of submitting new professional master’s program proposals in PT and OT (McGill, U. de Montréal, U. Laval, U. de Sherbrooke). The meeting with McGill took place on August 26th, 2005.

- Ph.D. in Education: the day-long site visit with representatives of CREPUQ’s CEP and three external evaluators will be taking place on October 4th, 2005.

01.12 **APPC Terms of Reference – proposed revision, August 15, 2005 (05-APPC-09-10)**

APPC approved the proposed revisions to the Committee’s terms of reference for submission to the Nominating Committee of Senate: *Membership shall include the Vice-Principal (Research), the Director of Libraries, the Deputy Provost and Chief Information Officer, the Associate Provost (Academic Programs and Services), the Chair of the Subcommittee on Teaching and Learning, and the Chair of the Subcommittee on Courses and Teaching Programs, the Chair of the Council of Graduate and Postdoctoral Studies.*

01.13 **Review of APPC Subcommittees – mandates, memberships, activities**

- a) Research Policy Committee (RPC) (05-APPC-09-11)

Associate Vice-Principal (Research) Janusz Kozinski presented the summary of activities for 2004-2005 and the Committee’s plans for 2005-2006. Following the preparation and approval of Research Centre Regulations for creating research centres and recognizing and maintaining research centre status, the RPC

will be developing a template for the review of research centres. It will also develop policies on Misconduct in Research and on Conflict of Interest in Research. The two Research Integrity themes had to be split as the regulations of the United States National Institute of Health are very specific. The review of research centres may lead to centre mergers and retirements. New centre proposals are also likely.

APPC approved the proposal by the Interim Vice-Principal (Research) **that the Associate Vice-Principal (Research) should chair the Committee in 2005-2006**. The terms of reference should therefore state that the Committee “is normally chaired by the VP (Research)”.

b) Subcommittee on Planning and Priorities (05-APPC-09-12)

APPC approved the retirement of the Subcommittee on Planning and Priorities for all the reasons provided in the document proposing it.

- c) Subcommittee on Courses and Teaching Programs (SCTP)
- d) Subcommittee on Teaching and Learning (SCTL)
- e) Council of Graduate and Postdoctoral Studies (CGPS)

Those items and supporting documents will be considered at a subsequent meeting.

01.14 Other business

None.

The meeting adjourned at 5:15 p.m.

Helen M.C. Richard 2005-09-08