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Minutes of the meeting of the **Academic Policy Committee** held on Thursday 15<sup>th</sup> March 2012, from 3:00 to 5:00 p.m., Room 301, James Building

Present: A.C. Masi (Chair), A. Bouchard, C. Brabant (for R. Goldstein), Y. Clare, H. Dinel, I. Henderson, L. Hendren, E. Laverdière, M. Luke, S. McDougall, M.J. Mendelson, P. Perez-Aleman, J. Potter, P. Smith, C. Urbain (for C.C. Cook), C. Weston, H.M.C. Richard (*Secretary to the Committee*)

Regrets: W. Adams, C.C. Cook, K. Dalkir, O. Gautheron, W. Hendershot, M. Kreiswirth, C. Mandato, A. Misra, L. Stone, W. Thomson, M. Wanderley

Guests: J.P. Remillieux (item 4.a.), T. Milner (item 6), S. Stroud (item 8)

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**Documents circulated at the meeting:** *none*

The Provost welcomed Mr Eric Laverdière, newly appointed representative of the McGill Association of Continuing Education Students (MACES) and Dr. Carole Brabant, Assistant Vice-Principal, Strategic Planning & Research Development as Delegate of the Vice-Principal (Research and International Relations) to APC.

### 10.01 Proposed agenda

The proposed agenda was adopted.

### 10.02 Minutes of previous meeting held on 2<sup>nd</sup> February 2012

The minutes were approved as circulated. “APC’s Assessment on the review of the School of Urban Planning” (intended to be appended to the minutes after having been submitted to Senate, and therefore posted on the confidential Documents section of the APC website) will be presented to APC for approval at the next meeting on 5<sup>th</sup> April 2012.

### 10.03 Business arising and Senate approvals, 16<sup>th</sup> February 2012

The proposal for the “McGill-Qatar Institute of Oral Health” was approved by Senate on 15<sup>th</sup> February and approved by the Board of Governors Executive Committee on 13<sup>th</sup> March 2012, contingent on the necessary resources being provided by the Qatar Foundation and conditions for the successful operation of the programs being agreed on. At its meeting on 15<sup>th</sup> February, Senate was also satisfied that APC had revisited the revised thesis review procedures and reiterated their conformity with the existing Thesis Review Policy and that the procedures allowed flexibility as to who would call a prospective external evaluator.

### 10.04 APC Subcommittee on Teaching and Learning (STL)

a) Working Group on Distance Education – proposed terms of reference (*12-APC-03-57*)

Mr Jean-Paul Remillieux, Director, Instructor Services and Educational Technologies, School of Continuing Studies, presented the proposed terms of reference for the STL Working Group on Distance Education which was approved by the STL on 13<sup>th</sup> March 2012. STL concluded that the time had come to do a full review of all existing guidelines on distance education and to propose new guidelines addressing all questions pertaining to the delivery of courses and programs at a distance. Mr. Remillieux explained that the plan was to regroup topics by main subject and to have workable subgroups focus of specific subjects.

In the discussion, the following points were made:

- The motives and the purpose for creating such a Working Group were not clear: has McGill resolved to expand its distance education offerings and has this been acknowledged as an important activity for McGill? It was noted that the University has been discussing issues relating to distance education for some time, that McGill is already engaged in offering some of its programs at a distance and McGill is considering being involved in Quebec’s Plan Nord and further afield (Qatar). More opportunities for distance education are afforded the University to design and offer courses and programs at a distance. **It was agreed that this should be stated in a preamble, with the implication that the University needs to understand the issues at play, which may be different from those relating to other modes of delivery, and develop a frame for the delivery of distance education.**

- Previous statements regarding distance education should also be mentioned. For example: on 18<sup>th</sup> May 1994, Senate approved “Guidelines for the Distance Delivery of Graduate Programs”; in 2004, STL recommended a

“Policy on Online Distance Education” to APC (approved by APC on 15<sup>th</sup> April 2004). Earlier, on 31st May 2001, APPC had approved a Regulation regarding credit and course modality (approved by Senate, 10<sup>th</sup> October 2001 - 337<sup>th</sup> Report, D01-07).

- The University does not have a clear inventory of what it is offering at a distance, but sees a tendency and a demand for distance delivery, particularly of some of its professional programs. Besides requiring a substantial investment, distance education raises specific questions regarding intellectual property. McGill may be lagging behind its competitors in that field. It is not that McGill University has decided to take on a new direction, but rather that the University realizes the need to support distance education interventions responsibly. It was agreed that this also should be stated upfront on the Proposed Terms of Reference.

- The Working Group’s mandate may also relate to situations affecting graduate students who are geographically separated from their supervisors or students who find themselves on an internship in a remote area of the globe.

- In many professional programs and certificate programs, the teaching could easily be done at distance.

- All of McGill’s quality controls should apply, irrespective of the mode of delivery, and this should be reaffirmed.

**The Proposed Terms of Reference of the Working Group on Distance Education of APC’s Subcommittee on Teaching and Learning were approved, with revisions in light of comments raised by APC.**

- b) Revised guidelines for the Principal’s Prize for Excellence in Teaching (*12-APC-03-58*)  
Reference document: Guidelines for developing a teaching portfolio (*12-APC-03-66*)  
(part of Regulations Relating to the Employment of Academic Staff)

Professor Cynthia Weston presented the revisions proposed to the Principal’s Prize for Excellence in Teaching, which had last been revised in 2008. The purpose of the proposed revisions is to clarify the text in response to questions raised, to bring the guidelines in line with McGill’s teaching portfolios, and to make them easier to conform with the 3M Awards application regulations. Teaching awards are an important reputational lift.

**APC approved the proposed revisions and suggested that names of individuals in the Selection Committee membership be struck.**

- c) Revised guidelines for the Lifetime Achievement Award for Leadership in Learning (*12-APC-03-59*)

Professor Weston presented the revisions.

APC approved the proposed revisions and suggested that the last line of the second page be revised to read: “Faculties are asked to submit the complete nomination dossier ~~by 6 July, 2012~~ in the first week of July to [tls@mcgill.ca](mailto:tls@mcgill.ca).”

#### **10.05 Quality Assurance: Conseil supérieur de l’éducation Avis to MELS**

*L’Assurance qualité à l’enseignement universitaire : une conception à promouvoir et à mettre en œuvre*, February 2012 - Recommendations (*12-APC-03-60*, (for information))

The document, prepared for APC’s information, is an in-house translation of the recommendations of the Conseil supérieur de l’éducation (CSE) to the Minister of Education, Leisure and Sport regarding Quality Assurance in Quebec universities, and includes comments expressing the University’s possible position. APC members were invited to send their comments and reactions to the Secretary of the Committee.

#### **10.06 Academic units – proposal from Research Advisory Committee (RAC)**

Creation of a **McGill University Research Centre for Physical Activity and Health** (*12.APC-03-61*)

Professor Ted Milner, Chair, Department of Kinesiology and Physical Education, Faculty of Education, and Dr. Carole Brabant, Assistant Vice-Principal, Strategic Planning & Research Development, joined the meeting. Professor Milner presented the proposal and stressed the advantages of creating the Centre, stating that considerable research in the field of physical activity and health is being carried out at McGill, and a means is needed to pull the various activities together. The Research Advisory Council had received the proposal in May

2011 and considered and approved a second submission at its meeting on 20<sup>th</sup> December 2011. The RAC reviewed the proposal in light of the research Centre Regulations and template and found that all questions were adequately addressed. The proposal builds on existing collaborations; it is timely, it has an undergraduate component as well, and funding from external sources is in place. Educational outreach possibilities were also noted.

**APC approved the proposal for the creation of a McGill University Research Centre for Physical Activity and Health, for submission to Senate for further approval and recommendation to the Board of Governors for final approval** (the proposal was included in APC's 436<sup>th</sup> Report to Senate, D11-52, for consideration by Senate on 21<sup>st</sup> March 2012, and was approved by the Board of Governors Executive on 27<sup>th</sup> March 2012).

#### 10.07 APC Subcommittee on Courses and Teaching Programs (SCTP)

a) SCTP composition – proposed change (12-APC-02-51)

**APC approved the proposed change to the composition of the Subcommittee: “the Director of Graduate and Postdoctoral Studies or delegate [ex-officio, voice but no vote].**

In the discussion, it was noted that adding a TLS representative on SCTP may not be appropriate, as TLS has a voice on APC when new programs, new program components and major revisions are considered for approval.

b) SCTP Report #8 on meeting held on 26<sup>th</sup> January 2012 (12-APC-03-62)

i. Proposed B.Sc.(Ag.Env.Sc.) Minor in Applied Ecology (for approval) - Appendix A

**APC approved the proposed program** (reported to Senate for information in APC's 436<sup>th</sup> Report. D22-52, for Senate meeting on 21<sup>st</sup> March 2012).

ii. Proposed name change for the B.Sc.(Ag.Eng.Sc.) Specialization in Applied Ecosystem Sciences to Specialization in Applied Ecology - Appendix B

**APC approved the proposed name change** (reported to Senate for information in APC's 436<sup>th</sup> Report. D22-52, for Senate meeting on 21<sup>st</sup> March 2012).

c) SCTP Report #9 on meeting held on 9<sup>th</sup> February 2012 (12-APC-03-63)

The report did not include any item requiring APC's approval.

#### 8. APC Subcommittee on Academic Unit Reviews (SAUR)

School of the Environment Academic Unit Review

i. Review documents (12-APC-03-64a to e)

a: Self Study

b: External Reviewers' Report

c: Review Committee Report

d: School Response

e: Dean's Response

ii. Summary by the APC Subcommittee on Academic Unit Reviews (12-APC-03-65)

Subcommittee members Professor Sarah Stroud, Department of Philosophy and Haley Hatch-Dinel, student representative on APC presented the Summary of the Review of the School of the Environment.

**A confidential “Assessment of the Review of the School of the Environment” will be prepared and appended to the minutes, for approval at the next meeting of APC.**

#### 10.09 Other business

The meeting adjourned at 5:00 p.m.