

Minutes of the meeting of the **Academic Policy Committee** held on Thursday 2<sup>nd</sup> May 2013, from 3:00 to 5:00 p.m., Room 302, James Administration Building

Present: A.C. Masi (Chair), J. Galbraith, A. Ghoshdastidar, H. Hatch-Dinel, W. Hendershot, I. Henderson, L. Hendren, S. Huebner, M. Kreiswirth, E. Laverdière, S. MacDougall, M.J. Mendelson, J. Shea, C. Urbain (for C.C. Cook), C. Weston, H.M.C. Richard (*Secretary to the Committee*)

Regrets: W. Adams, K. Dalkir, C. Mandato, A. Misra, P. Perez-Aleman, J. Potter, P. Smith, S. Somasundaram, N. Srinidhi, L. Stone, S. Stroud, M. Zidel

Guest: N. Diamond

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**Document circulated at the meeting:** *none*

### **12.01 Proposed agenda**

The proposed agenda was adopted.

### **12.02 Minutes of previous APC meeting held on 11<sup>th</sup> April 2013**

The minutes were approved as circulated.

### **12.03 Business arising**

Item 4.b of the APC minutes (11<sup>th</sup> April 2013): Change in degree designation: Master of Library and Information Studies (M.L.I.S.) to Master of Information Studies (M.I.S.)

The Chair raised the issue of possible confusion between the abbreviation of the degree title of the Master in Information Studies and Management Information Systems, and with a field in Computer Science. It was recalled that the issue was raised at the previous meeting, in the presence of Professor Bouthillier, and that the members of APC had been satisfied with the School Director's response that "Information Studies" was the name used at a number of universities for the School's discipline (Université de Montréal, University of Ottawa, University of Toronto). The proposal, however, had not included consultations with the Desautels Faculty of Management and the School of Computer Science.

The Committee debated how best to address the matter in APC's Report to Senate. It was noted that, in the program revision proposal, the School had made a case for the proposed degree designation, and that acronyms may have multiple meanings. The proposed degree title and its abbreviation were aligned with the name of the School (changed from Graduate School in Library and Information Studies, GLIS, to School of Information Studies in May 2007) and in keeping with those of other institutions.

Given that it is the responsibility of SCTP, CGPS and APC to verify that the appropriate consultations have been carried out, it was suggested that the absence of consultations may constitute legitimate reasons for reviewing APC's approval.

In conclusion, it was agreed that APC should consult the School of Computer Science and the Desautels Faculty of Management before presenting the proposed degree designation to Senate, and that the request to the two units should include the reasons put forward by the School for proposing the new degree designation. The responses received should be shared with APC and APC should inform the School.

### **12.04 Report on Senate and Board of Governors approvals**

Senate at its meeting on 17<sup>th</sup> April 2013 approved the proposed Diploma in Integrated Aviation Management and Certificate in TESOL (Teaching English to Speakers of Other Languages).

**12.05 Proposed revisions to APC’s Terms of reference (13-APC-05-66)**

A slight change in responsibilities of the Deputy Provost and the Associate Provost (Policies, Procedures and Equity) has prompted a recommendation that the composition of the Academic Policy Committee should be revised; the recommendation was brought to the attention of the Nominating Committee of Senate for its meeting on 30<sup>th</sup> April 2013, in time for the Nominating Committee to present the recommendation to Senate at its meeting on 15<sup>th</sup> May. According to the proposed revisions, the Associate Provost (Policies, Procedures and Equity) will be the Vice Chair of APC, and the Deputy Provost will remain on APC as a member ex-officio and Chair of two APC subcommittees. Further justification for the revision is that the Associate Provost (Policies, Procedures and Equity) oversees the coordination of academic unit reviews.

**12.06 APC Subcommittee on Continuing Education (SCE)**

- Proposed revisions to terms of reference and membership 2012-2013 (13-APC-05-62)

The proposed revision to the composition of the Subcommittee on Continuing Education was presented: “or the McGill Women’s Alumnae Association” should be deleted as, a number of years ago, the McGill Alumni Association asked Senate to ensure that the composition of all committees that included both an Alumni Association representative and an Alumnae Society representative be revised to indicate that representation should come only from the Alumni Association. The Alumnae Society is viewed as a sub group of the MAA and as such should no longer have separate representation.

**APC approved the proposed revision to the terms of reference (composition) and the proposed membership of the APC Subcommittee on Continuing Education.**

**12.07 APC Subcommittee on Courses and Teaching Programs (SCTP)**

- Report # 12 from the SCTP meeting of 4<sup>th</sup> April 2013 (13-APC-05-63)

The SCTP Report did not include any proposals requiring APC approval.

**12.08 APC Subcommittee on Academic Unit Reviews**

- School of Social Work, Faculty of Arts

i. Review documents (13-APC-05-64)

- a. Self Study
- b. Internal Reviewers Report
- c. External Reviewers’ Report, appended to b
- d. School’s Response
- e. Dean’s Response

ii. Summary of Review (13-APC-05-65)

Ms Hatch-Dinel presented the Summary of the Review of the School of Social Work that she and Prof. Craig Mandato had prepared.

**A confidential “Assessment of the Review of the School of Social Work will be prepared, for approval at a later meeting of APC.**

In response to a question regarding APC’s role with respect to the Academic Unit Reviews, it was stated that the Academic Policy Committee monitors the review process and verifies that reviews have been conducted according to the Policy. APC draws attention to issues of concern and expresses its assessments and opinions to the head of the unit and to the relevant Dean. It acts as the receiving body for all reviews and exercises an audit role at the University level. APC reports back to Senate on the conduct of the reviews

It was suggested that feedback on the Academic Unit Reviews would be useful for considering how the University might lighten the process and its cost. It was commented that the current process appears to be much less intrusive, more relevant, and more encouraging than the Academic Program Reviews and that it is a process that the University could imagine sustaining. It was suggested that feedback on how Academic Unit Reviews fit in the University and Faculty priorities would also be useful.

**12.09 APC Workgroup on Distance Education** *(for presentation & discussion)*

Report: Some Thoughts and Questions about “Distance Education” at McGill (13-APC-04-60)

*Reference documents:*

- *Report of the STL Working Group on Distance Education (13-APC-03-49)*
- *Proposed Distance Education Guidelines (13-APC-03-50)*

The Provost informed APC that the University is deliberately, but cautiously, moving to online delivery of courses and that he will propose the creation of an APC Subcommittee on Online Learning at the next meeting of APC. The proposal to launch a Campus-wide consultation was briefly discussed. Deans have been involved and individual proposals have been solicited.

**12.10 Proposed APC Assessments of Academic Unit Reviews** *(for approval)*

- a) School of Computer Science (13-APC-05-67)
- b) Institute of Islamic Studies (13-APC-05-68)
- c) Department of Oncology (13-APC-05-69)
- d) Career and Professional Development (13-APC-05-70)

These items will be considered at the next meeting of APC.

**12.11 Other business**

None.

The meeting adjourned at 5:00 p.m.

*Helen M.C. Richard - HMCR/APPCdocs/minutes/2013-05-02*