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Minutes of the meeting of the **Academic Policy Committee** held on Thursday 19<sup>th</sup> September 2013, from 3:00 to 5:00 p.m., Room 302, James (Administration) Building

Present: A.C. Masi (Chair), W. Adams, K. Dalkir, O. Dyens, J. Galbraith, W. Hendershot, I. Henderson, L. Hendren, S. Huebner, M. Kreiswirth, A. Misra, J. Potter, E. Sarigöllü, P. Smith, S. Sumasundaram, L. Stone, F. Subhani, L. White, L. Winer, B. Xu, H.M.C. Richard (*Secretary to APC*)

Regrets: E. Laverdière, S. MacDougall, C. Mandato, J. Shea, S. Stroud, C. Urbain

Guest: K. Massey (item10)

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

New members were welcomed to the Committee: Associate Provost (Policies, Procedures and Equity) Lydia White as Vice-Chair of APC; Deputy Provost Student Life and Learning) and Chair of SCTP and STL Ollivier Dyens; Interim Director of Teaching and Learning Services Laura Winer; Professor Emine Sarigöllü, Desautels Faculty of Management; undergraduate students Joey Shea and Farzan Subhani; graduate students Boran Xu and Alexander Deguise (as alternate); Stephanie Somasundaram, MCSS. A third undergraduate student representative and a Continuing Education student representative have yet to be appointed.

**01.01 Proposed agenda**

The proposed agenda was adopted.

**01.02 Minutes of previous APC meeting held on 23<sup>rd</sup> May 2013**

The minutes were approved as circulated.

**01.03 Business arising**

**Admissions requirements for graduate programs:** see item 13.08.d and e of the minutes of the APC meeting held on 23<sup>rd</sup> May 2013, i.e. the question raised at the meeting regarding the admissions requirements for the new option *Mathematics and Science Education (M.A. in Education and Society; Mathematics and Science Education and Ph.D. in Educational Studies; Mathematics and Science Education)*. It was agreed that the Dean of Graduate and Postdoctoral Studies and the Deputy Provost (Student Life and Learning), as Chair of SCTP, together should consider the question of providing a mechanism by which admissions requirements for new graduate programs are approved and communicated to APC, and should report back at the next meeting of APC.

**Questions of terminology:** the proposals for Major Program Revisions that were approved by CGPS on 6<sup>th</sup> June and required APC approval by mid- July (*M.Sc. in Physiology; Bioinformatics and M.Sc. in Physiology*) raised questions regarding the use of “elective” (“electives usually have no approval requirement) in place of “complementary”. It was suggested that consistent usage should be promoted.

**Documents for APC:**

It was agreed that documents should be made available to APC members ten days before the date of the meeting at which they will be considered, in the case of a two-week interval in-between meetings, or two weeks before, in the case of a three-week or four-week interval.

*Secretary's note:*

- so that APC will not have to consider any rushed approval of proposals in summer 2014, faculties are being alerted to the dates by which new program or major program revision proposals need to be approved by CGPS and SCTP in order to reach APC by 1<sup>st</sup> May for final approval.
- it had already been agreed with CURO before the summer that Academic Unit Review documentation should be made available to the Secretary of APC (and thus to APC) two weeks prior to APC's meeting date, even if the SAUR summaries are not yet available.
- a schedule of dates by which documents have to be received has been sent to all persons in charge of committees that submit documents for consideration at meetings of APC.

**Academic Unit Reviews:** see item 12.8 of the minutes of the meeting on 2<sup>nd</sup> May 2013). Feedback from academic units and from reviewers on the Academic Unit Review process will be presented to APC at the Committee's November or December meeting.

#### 01.04 Report on Senate and Board of Governors approvals

The following were reported:

- On 23<sup>rd</sup> May 2013, the Board of Governors approved the creation of the Microbiome and Disease Tolerance Centre (MDTC).
- Senate at its meeting on 18<sup>th</sup> September 2013 approved the following recommendation
  - that Senate approve in principle the awarding of joint Ph.D. degrees with institutions of higher education of France that are members of the *Conférence des Présidents d'Université (CPU)* and the *Conférence des Directeurs d'Écoles et de Formations d'Ingénieurs (CDEFI)*, as per the *Joint Thesis Supervision Framework Agreement (Convention-cadre sur les cotutelles de thèse)* between them and CREPUQ, dated October 1996,
  - that Senate delegate the approval of the Memoranda of Agreement for individual students' joint thesis supervision to the Academic Policy Committee.

#### 01.05 Report on the evaluation/approval of new programs requiring MESRST approval

APC was informed of the status of two new program dossiers requiring approval by the Ministry of Higher Education, Research, Science and Technology (*ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie, MESRST*).

- *M.Sc. (Applied) in Couple and Family Therapy* (approved by Senate 15<sup>th</sup> Oct 2008)

In mid June, McGill was finally advised that the *conseil d'administration* of the *Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux (OTSTCFQ)* had endorsed the positive recommendation of the *comité d'étude* that was mandated to study the *adéquation* between McGill's program and the competencies required for Couple and Family Therapy practice in Quebec. The *Ordre* immediately provided the MESRST's *Comité des programmes universitaires (CPU)* with the written assurance it required in order to proceed with its own evaluation and recommendation to the Minister regarding approval of the program (expected later in fall 2013).

*Secretary's note:*

The long delay has been due mainly to difficulties regarding procedure for assessing McGill's proposal at the level of the *Ordre* (in the absence of a *comité de la formation*, McGill's program being the first university program in Couple and Family Therapy to be proposed in Quebec) and to the decision taken by the president and the *conseil d'administration* of the *Ordre*, in June 2011, that the study of the program's *adéquation* should resume only after *Projet de loi 21 (PL21)* on psychotherapy had been passed, as the new law would clearly define the new professional requirements for Couple and Family Therapy practice in Quebec; this would allow the program to be in compliance with the law from the start, instead of having to undergo revisions once implemented. Bill 21 was passed in June 2012 and, thus, examination of McGill's program was able to resume in late fall 2012 after a new committee (including representation from the *Ordre des psychologues* and from the university milieu) had been formed at the OTSTCFQ. The program is expected to be launched in September 2014.

- *M.Sc. in Family Medicine* (approved by Senate 22<sup>nd</sup> Sept 2011)

This new program is currently being reviewed by CREPUQ's *Commission d'évaluation des projets de programmes (CEP)* and underwent the required site visit on 14<sup>th</sup> May. The University is now waiting to receive CEP's *Avis* regarding the academic quality of the program. Only with a favourable *Avis* from CEP can the program proposal be presented to the Ministry's CPU for an evaluation of "opportunité" (i.e. need, relevance, demand) and a recommendation from CPU to the Minister on whether or not the program should be approved for funding purposes.

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

- a) Report #1 from SCTP meeting on 9<sup>th</sup> May 2013 (*13-APC-09-01*)
- b) Special SCTP Summer Report (*13-APC-09-02*)

All items presented in the two reports were for APC's information only. All approvals will be reported to Senate for information in APC's 449<sup>th</sup> Report (for Senate meeting on 16<sup>th</sup> October 2013)

- c) SCTP membership (13-APC-09-03)
- d) Amendment to the composition of SCTP (13-APC-09-04)

Deputy Provost (Student Life and Learning) Ollivier Dyens, Chair of SCTP, presented the proposed membership reflecting the current composition and the proposed amendments to the Subcommittee's composition. In the revised composition, the Deputy Provost has been identified as the official Chair of the Subcommittee, thus reducing the number of academic staff members from six to five. The Dean of Graduate and Postdoctoral Studies is also being added, with vote (replacing the Director of GPS who had voice but no vote).

Discussion focused on the need to formalize the mechanism that will ensure that faculty representation is rotated and that large faculties are appropriately represented at all time. It was suggested and agreed that a rationale should be presented whenever membership changes are presented to APC for approval.

**APC approved the proposed new members, but requested that a new single document, stating the proposed composition and the new membership should be presented to APC for the next meeting, with the required information on the proposed rotation scheme for faculty representation clearly imbedded in the proposed composition.**

#### 01.07 International Education

- Schulich School of Music - proposed student exchange agreements (13-APC-09-05)
- The Hague Royal Conservatory, The Hague, The Netherlands
  - Guildhall School of Music & Drama, London, England, United Kingdom
  - Queensland Conservatorium, Griffith University, Brisbane, Queensland, Australia
  - Royal Northern College of Music (RNCM), Manchester, England, United Kingdom

Professor Steven Huebner presented the proposed student exchange agreements, stating that they were a welcome initiative and that the Schulich School of Music would benefit from being associated with such excellent schools of music.

**APC approved the proposed student exchange agreements with the above-listed schools of music.** This approval will be reported to Senate in APC's 449<sup>th</sup> Report (for Senate meeting on 16<sup>th</sup> October 2013).

#### 01.08 Academic Unit Reviews

- Draft APC Assessment on the review of the Department of Philosophy (13-APC-09-06)

The draft Assessment relates to a review that was presented to APC at the last meeting of the 2012-2013 session on 23<sup>rd</sup> May. APC's discussion dealt with the content and tone of this assessment, with process and the role of APC. The following points were made:

- The proposed assessment implies that the review was largely positive; difficulties are referred to in an indirect manner.
- At the end of the review presentations, APC members have not routinely been asked to articulate what particular issues they wish to underline and what they wish to convey under each of the headings in the review assessments.
- Issues of diversity and community involvement should be dealt with under a heading "Other".

**It was agreed that the next APC Report to Senate should include last year's APC assessments, excluding the Department of Philosophy. It was also agreed that the APC Assessment template should be revised and that the review process itself should be reviewed.**

#### 01.09 APC Workgroup on Nomenclature

- Report to APC, including proposed definitions (13-APC-05-76)
- Appendix A: Illustrations for proposed categories and sub-categories (*Appendix A*)
  - Appendix B (table) Criteria per category (*Appendix B*)
  - Background document: Nomenclature of academic entities, 1977, 1999 (*on website*)

The Report will be considered at a later meeting (31<sup>st</sup> October) allowing time for the Workgroup to consider any comments and suggestions and for a revised Report to be circulated, if necessary.

**01.10 Draft McGill University Class Scheduling Parameters, August 19, 2013 (13-APC-09-07)**

Ms Kathleen Massey, University Registrar & Executive Director Enrolment Services, presented the proposal. The document reflects the work of a committee struck in the spring that included a number of Chairs and Associate Deans. It represents phase 3 of the Class Scheduling Project. The goal is to ensure positive experience, ability to graduate on time, most efficient use of space and fair allocation of space between teaching and research. Problems with class scheduling have been caused largely by the absence of clear parameters for class scheduling. The proposed parameters aim to ensure fairness, equity and transparency, and reflect sensitivity towards the needs of students, instructors and Chairs. APC was being consulted before the document could return to the Deans for further consideration.

In the discussion, it was noted that the University is accountable to the Ministry (MESRST) regarding the use of its space; a laissez-faire attitude is not advisable. Possible tension was noted between page 4 (requests for special accommodation) and page 5 (authority); it was suggested that the confidentiality of conversations between instructor and Chair may be another key principle to add to page 2. It was noted that the University Statutes are silent on the assignment of academic duties by Chairs. The document should provide a set of principles for Chairs to follow and clear guidelines. While flexibility should be built in, the document should not make it too easy for instructors to get preferential treatment. It should also be noted in the document that fair accommodation can be achieved within a certain timeframe, in the longer term. A line on page 3, about teaching on Fridays, was said to be missing from the document. It was suggested that “availability form” should be replaced by “preference form”. It was also suggested that course capacity caps should be increased: some students are experiencing difficulty registering for certain courses that fill very quickly, while the large classrooms that such courses may require (and that are in short supply) may end up being only 80% full as students have dropped out and prevented other students from taking the course. All in all, it was thought that the document provided an appropriate framework and it was suggested that its tone be checked.

APC members were invited to send further suggestions to Ms Massey.

**01.11 Other business**

None.

The meeting adjourned at 5:00 p.m.

*Helen M.C. Richard - HMCR/APPCdocs/minutes/2013-09-19*