

Minutes of the meeting of the **Academic Policy Committee** held on Thursday 3<sup>rd</sup> April 2014, from 3:00 to 5:00 p.m., Room 302, James (Administration) Building

Present: A.C. Masi (Chair), W. Adams, K. Dalkir O. Dyens, W. Hendershot, I. Henderson, L. Hendren, S. Huebner, A. Kuate Defo, C. Mandato, S. McDougall, A. Misra, J. Potter, E. Sarigöllü, J. Shea, P. Smith, L. Stone, S. Stroud, C. Urbain, L. White, L. Winer, B. Xu, J. Degans (*Secretary to APC*)

Regrets: D. Bader, A. Deguise, J. Galbraith, M. Kreiswirth, F. Subhani, S. Somasundaram

Guests: K. Wade (item 4, v, a); F. Benson and A. Ghoshdastidar (item 4, v, b)

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### 09.01 Agenda

The agenda was approved.

### 09.02 Minutes of meeting of 20<sup>th</sup> March 2014

The minutes were approved, with the proviso that:

- Regrets be modified, to reflect that Prof. A. Misra did not attend the meeting of 20<sup>th</sup> March 2014.
- One sentence be added to paragraph 4, i, relating to the course evaluation policy, which should read as follows:

“Changes to the Course Evaluation Policy were approved, with the proviso that Units will be reminded (by TLS) twice a term that they need to opt out if they do not want to have the longer evaluation period available to their students. Once a choice is made by a Unit, it will remain in effect unless and until the unit gives notice of its wish to change the option.

### 09.03 Business arising

#### i. Faculty of Arts

M.S.W; Non-Thesis; International Partner Program (45 cr.)

APC approved the proposed academic changes. The Provost will undertake to ensure that appropriate reporting to the government is being done.

*APC approved the M.S.W; Non-Thesis; International Partner Program. This approval will be reported to Senate for information in APC’s 455<sup>th</sup> report (for the meeting of Senate of April 23<sup>rd</sup>, 2014).*

### 09.04 New business:

#### i. Revised Guidelines for the Principal’s prize for Excellence in Teaching

After discussion, it was agreed that there would be no change to the exclusion of current students from writing letters of support for nominated professors, in order to avoid conflicts of interest. APC approved the revised guidelines with the proviso that the following changes be made:

- Item 4, b: “A student should not write a letter for a professor who is supervising or teaching in the program in which he or she is currently enrolled”.
- Item 4, b: “~~letters of support must be for the current award cycle:~~ letters of support must have been written within the last three years”.
- “~~Dossiers should not exceed 60 pages in length exclusive of the nomination form, table of contents and page dividers (if used):~~ dossiers should not be longer than approximately 25 pages, exclusive of the CV.”

It was also agreed that TLS will look into procedures governing faculty level teaching awards, and report back to APC.

#### ii. Proposed change to University Student Assessment Policy 3.1.5

While APC did not object to the proposed addition making explicit mention of attendance-based assessments, it was agreed that the wording of item 3.1.5 should be clarified to better identify who is covered under this clause. APC members felt that there could be certain cases of late registration that should not fall under this section. It was agreed to refer the Policy back to CESA for modification.

#### iii. Proposed new Policy for students with advanced standing

APC questioned the need for such a policy as there is currently no regulation restricting the number of credits a student can take. Concern was expressed at the fact that there seems to be a discrepancy between regulation and practice, where students with advanced standing are typically told that they must take a 90-credit degree.

It was agreed that CESA will be asked to provide APC with some background for this proposal.

**iv. APC Subcommittee on Courses and Teaching Programs (SCTP)**

- SCTP Report # 10 from meeting of March 13<sup>th</sup>, 2014
  - i. Faculty of Arts
    - M.A.; Art History; Gender and Women’s Studies; Non-Thesis (45 cr.)
  - ii. Faculty of Medicine
    - PhD; Epidemiology; Population Dynamics (0 cr.)
    - M.Sc.; Public Health,; Population Dynamics; Non-Thesis (60 cr.)
    - M.Sc. (Applied); Nursing; Primary Care Nurse Practitioner, Non-Thesis (45 cr.)
    - M.Sc. (Applied); Nursing; Nursing Services Administration; Non-Thesis (49 cr.)
    - M.Sc. (Applied); Nursing; Nursing Education; Non-Thesis (49 cr.)
    - M.Sc. (Applied); Nursing; Neonatology Nurse Practitioner; Non-Thesis (45 cr.)
    - M.Sc. (Applied); Nursing; Global Health Direct Entry; Non-Thesis (58 cr.)
    - M.Sc. (Applied); Nursing; Global Health Clinical Nurse Specialist; Non-Thesis (51 cr.)
    - M.Sc. (Applied); Nursing; Direct Entry Nursing; Non-Thesis (55 cr.)
    - M.Sc. (Applied); Nursing; Clinical Nurse Specialist; Non-Thesis (49 cr.)

*These were approved by APC. These approvals will be presented to Senate for information in APC’s 455<sup>th</sup> report (for the meeting of Senate of 23<sup>rd</sup> April 2014).*

**b. APC Subcommittee on Academic Unit Reviews**

**a. Review of the Department of Physiology**

Prof. Kevin Wade (Dept of Animal Science) indicated that the Department of Physiology’s main challenge is to decide whether to put emphasis on teaching or research, particularly in terms of recruitment.

APC noted that, although the department’s undergraduate B.Sc. students are enrolled in the Faculty of Science, the majority of them are majoring in the biomedical field. APC, therefore, does not consider that teaching these students should be deemed to be service teaching to another faculty.

**b. Review of the Department of Economics**

Prof. Fiona Benson (DISE) and Mr Avik Ghoshdastidar (graduate student) highlighted the following challenges for the Department of Psychology: renewing its Faculty in the light of many anticipated retirements, renovating the research space, maintaining sufficient administrative support and improving faculty-based advising to students.

**09.05 Other business**

It was agreed that, in order to streamline the approval process, the Subcommittee on Courses and Teaching Programs (SCTP) will modify its reporting to APC. In future, SCTP will put forward a list of uncontroversial consent items to be approved by APC without discussion, unless the committee decides otherwise. Items requiring APC’s feedback, as well as new program proposals, will be considered by APC in more detail. All documents will be available online for consultation.

The meeting adjourned at 4:45 p.m.