Minutes of the meeting held on Tuesday, November 26, 2013, at 2:30 p.m. in Leacock 738, Leacock Building.

PRESENT: Dean Martin Grant (Chair), Associate Dean Laurie Hendren (Vice-Chair), Director Nicole Allard, Professors Barbara Hales, Galen Halverson, Bettina Kemme, Daniel Kirshbaum, Justin Kollman, Guy Moore, Vojkan Jaksic, Michel Lapointe (replacing Lea Berrang Ford), Greg Marczynski, Ana Nyzhnyk, Kathy Roulet, Julie St-Pierre, Amy Szuchmacher Blum, Alanna Watt (replacing Thomas Bureau), Anthony Williams-Jones; Caitlin Loo, Alexander Norton, Emily Stewart; Josie D’Amico, Malek Yalaoui.

REGRETS: Sara Holder; José Manuel Ceppi, Gregory Johnston, Bill (William) Motsch, Peter (Tian) Zhi; Professor Gillian O’Driscoll.

GUESTS: Dr. Geraldine Akmann, Advisor, Department of Geography, Prof. Melania Cristescu, Department of Biology

DOCUMENTS: AC-13-29 to AC-13-50

Dean Grant called the meeting to order at 2:30 p.m.

(1) ADOPTION OF AGENDA

Item #3, Business Arising from the Minutes, Minutes 207.6 to 207.7, Honours, Major, Liberal Programs in Physiology (AC-13-26 to 28) to be considered after Item #10.

Prof. Moore moved, seconded by Prof. Kollman, that the amended Agenda be adopted.

The motion carried.

(2) MINUTES OF OCTOBER 29, 2013

Ms. Roulet moved, seconded by Prof. Marczynski, that the Minutes be approved.

The motion carried.

(3) BUSINESS ARISING FROM THE MINUTES

- Minutes 206.6 to 206.8, Major Program in Chemistry (AC-13-22)

303.1 Dean Grant said that at the October 29, 2013 Academic Committee meeting a new required course, CHEM 332, had been approved. CHEM 332 was needed in order to maintain accreditation by the Chemical Society of Canada. Also at that meeting the Major Program in Chemistry was being revised, and it was noted that there was no absolute requirement for courses at the 400-level and above. The program had been approved pending the Department of Chemistry’s consideration of requiring students in the Major to take higher-level courses as complementary courses.

303.2 Prof. Blum said that the Department of Chemistry had discussed extensively the possibility of including higher-level courses in the Major in Chemistry, but the Department decided that the Chemistry programs would be reviewed as a whole in the near future, and that there was only one appropriate 400-level course available. Prof. Blum said
that 90% of the students are already taking 500-level courses. She added that some 300-level courses have 300-level prerequisites.

303.3 Associate Dean Hendren said that in the past the Department of Chemistry had renumbered many of their 400-level courses to the 500-level to allow graduate students to also register for them. Other departments have more 400-level courses, but there were a number of 300-level courses in the Department that could easily be raised to the 400-level.

303.4 Dean Grant said that while he understood that there was an accreditation issue, it was important to be consistent with other units in the Faculty of Science. He suggested three options for the Department of Chemistry for the meeting scheduled for January 28, 2014: (1) submit a comprehensive report on why 400-level or higher courses can't be included in the program; (2) renumber some of the 300-level courses to the 400-level; or (3) revise the program to require 400-level or higher courses.

303.5 Dean Grant suggested, because of the accreditation issue, that the Major Program in Chemistry continue along the approval path. The Academic Committee would revisit the structure of the program in January 2014.

- Minutes 207.6 to 207.7, Honours, Major, Liberal Programs in Physiology (AC-13-26 to 28)
  (Actually considered after Item #10)

303.6 Prof. Nyzhnyk explained that at the October 29, 2013 Academic Committee meeting, a new course, PHGY 488, had been approved, and added to the Honours, Major and Liberal Programs in Physiology. In addition, other courses had been added to these programs, but a number of consultation reports had not at that time been received. Prof. Nyzhnyk said that some of these consultation reports were still outstanding.

303.7 In view of the pending consultation reports, Dean Grant said that this item would be revisited at the January 28, 2014 Academic Committee meeting.

(4) **BIOLOGY**

New Course:

BIOL 509  Methods in Molecular Ecology  AC-13-30

3 credits

Prof. Watt introduced the new course, BIOL 509, to be taught by a recently hired instructor, Prof. Melania Cristescu, also present at the meeting.

Prof. Watt moved, seconded by Prof. Kollman, that the course be adopted.

The motion carried.

(5) **GEOGRAPHY**

305.1 Prof. Lapointe introduced the following new courses and course revisions. He said that most of the new courses would be taught by new faculty members. Dr. Akmann was present at the meeting to answer any questions from members.

GEOG 315  Urban Transportation Geography  AC-13-31

Course Description

3 credits

Prof. Lapointe moved, seconded by Prof. Moore, that the change be approved.
The motion carried.

New Course:
GEOG 325  New Master-Planned Cities  AC-13-32
3 credits

Prof. Lapointe moved, seconded by Mr. Norton, that the course be adopted.

The motion carried.

New Course:
GEOG 489  Independent Research in Geog  AC-13-33
3 credits

305.2  Prof. Lapointe said that GEOG 489 was being created as a research course in order to
clearly distinguish between research and reading courses offered by the Department of
Geography.  GEOG 490 (considered below) will now be changed from a research or
reading course to strictly a reading course.  GEOG 489 will qualify as a research course
for the Dean's Multidisciplinary Undergraduate Research List (DMURL).

Prof. Lapointe moved, seconded by Prof. Watt, that the course be adopted.

The motion carried.

GEOG 490  Independent Readings in Geog  AC-13-34
Title, Description, Prerequisites, Calendar Information
3 credits

305.3 GEOG 490 will now be offered only as a reading course.

Prof. Lapointe moved, seconded by Prof. Watt, that the changes be approved.

The motion carried.

New Course:
GEOG 512  Adv quant meth in soc fld rsch  AC-13-35
3 credits

Prof. Lapointe moved, seconded by Prof. Kollman, that the course be adopted.

The motion carried.

New Course:
GEOG 520  Agric., Envir.,& Food Security  AC-13-36
3 credits

305.4 Prof. Lapointe mentioned that there was no course on food security at the downtown
 campus.

Prof. Lapointe moved, seconded by Prof. Williams-Jones, that the course be adopted.

The motion carried.

New Course:
GEOG 525  Asian Cities in the 21st C  AC-13-37
3 credits
Prof. Lapointe moved, seconded by Prof. Kollman, that the course be adopted.

The motion carried.

(6) PHARMACOLOGY & THERAPEUTICS

New Course:
PHAR 598 Honours Pharma Research Proj. AC-13-38
6 credits

306.1 PHAR 598 is being created as an Honours-specific research project course.

Director Allard pointed out that on the evaluation form, some of the options for the hours worked per week by students were unrealistic, and should be re-examined.

Prof. Hales moved, seconded by Prof. Lapointe, that the course be adopted.

The motion carried.

Secretary's Note: The unrealistic options have been removed from the evaluation form.

- Honours Program in Pharmacology AC-13-39

306.2 The changes reflect the addition of PHAR 598 to the Honours Program in Pharmacology.

Prof. Hales moved, seconded by Prof. Lapointe, that the changes be approved.

The motion carried.

(7) EARTH & PLANETARY SCIENCES

New Course:
EPSC 460 Independent Reading Project AC-13-40
3 credits

307.1 In keeping with distinguishing research and reading courses, EPSC 460 is being created to replace the reading component of the recently revised EPSC 482.

Prof. Williams-Jones moved, seconded by Prof. Moore, that the course be adopted.

The motion carried.

EPSC 470 Undergraduate Thesis Research Description, Calendar Information AC-13-41
6 credits

Prof. Williams-Jones moved, seconded by Prof. Marczynski, that the changes be approved.

The motion carried.

EPSC 480 Honours Research Project Thesis Description, Calendar Information AC-13-42
6 credits
A friendly amendment modified the title to reflect the thesis component.

Prof. Lapointe moved, seconded by Prof. Moore, that the changes be approved.

The motion carried.

New Course:
EPSC 513 Climate and the Carbon Cycle AC-13-43
3 credits

Prof. Williams-Jones moved, seconded by Prof. Kemme, that the course be adopted, pending consultation with the Department of Atmospheric & Oceanic Sciences (specifically about ATOC 513).

The motion carried.

Secretary's Note: The consultation is awaiting the return of the instructor for ATOC 530 who is currently away.

(8) COMPUTER SCIENCE

New Course:
COMP 307 Principles of Web Development AC-13-44
2 credits

Prof. Kemme moved, seconded by Prof. Williams-Jones, that the course be adopted.

The motion carried.

Director Allard pointed out that having web registration for this course blocked for students who do not have the prerequisite, COMP 206, could create problems. Since COMP 206 is a fall course, students would not be able to register the previous spring because they would not at that point have done COMP 206.

Associate Dean Hendren pointed out that programs, including Computer Science and Mathematics and Statistics, that do not have a specific requirement that students take courses at the 400-level or above, should make the requirement to take higher-level courses explicit, e.g., a requirement can be added to the complementary course list specifying that, say, "at least six credits must be at the 400-level or above."

COMP 601 Thesis Literature Review AC-13-45
Credit Weight, Title, Description
2 credits

Prof. Kemme moved, seconded by Prof. Marczynski, that the changes be approved.

The motion carried.

COMP 698 Thesis Research 4 AC-13-46
Credit Weight
10 credits

COMP 699 Thesis Research 5 AC-13-47
Credit Weight
12 credits
- M.Sc. Program in Computer Science

Prof. Kemme moved, seconded by Prof. Williams-Jones, that the two course changes and the changes to the graduate program be approved.

The motion carried.

308.3

Associate Dean Hendren reminded members that M.Sc. programs should not exceed 45 credits.

9) ANATOMY & CELL BIOLOGY

- Honours Program in Anatomy & Cell Biology
- Major Program in Anatomy & Cell Biology

Prof. Kollman moved, seconded by Prof. Marczynski, that the changes to the above programs be approved.

The motion carried.

10) SUS ACTIVITIES

310.1

Ms. Loo gave the highlights of SUS activities during Fall 2013, and mentioned Academia Week for January 2014.

SUS Graduate & Professional Schools Fair
November 13th, 2013
Over 50 schools and 600 students in attendance

Academia in Physical Sciences Symposium
November 4th, 2013
Professors Robert Brandenberger, Sabrina Leslie, Kenneth Ragan, Paul Wiseman

Monthly Science Academic Round Table meetings
Meeting with VP Academic of each departmental student association
Discuss concerns and facilitate collaboration

Other Seminars and Events
Other services, such as SUS Peer Tutoring, RedBooks website, etc.

Scheduled for next semester:
Academia Week 2014
January 27th-31st
Theme: Myths, Mysteries and Misconceptions
Series of speakers on selected topics

Dean Grant mentioned that the new Principal, Dr. Suzanne Fortier, recently attended a Science Chairs meeting. She spoke highly of Science students, and was very interested in the research experience they were able to obtain as undergraduates.

11) Feedback for Associate Dean Hendren Regarding Teaching & Learning Services:

311.1

Associate Dean Hendren said that in her capacity as associate dean (academic), she had the opportunity to provide input to Teaching and Learning Services. She would like members’ feedback regarding the following:
(a) What are the priority issues facing teaching and learning in your unit?
(b) What are the areas that are going well that you would like others to know about?
(c) What new ideas in teaching would you be interested in exploring?

311.2 Associate Dean Hendren said she was particularly interested in general-purpose items that could be used throughout the Faculty. She mentioned as an example the perennial problem of space for mid-term exams, especially for large classes.

311.3 Among the points raised by members were:
(a) What are the priority issues facing teaching and learning in your unit?
   - classroom space
   - laboratory space
   - renovations for student laboratories
(b) What are the areas that are going well that you would like others to know about?
   - undergraduate research
   - design of novel projects and assignments that aim to provide practice in useful techniques and procedures
   - splitting students in a course into smaller groups, each with a project supervised by faculty members
(c) What new ideas in teaching would you be interested in exploring?
   - not a new idea, but a fundamental and important old idea: engaging students in actually learning without resorting to technological gimmickry.
   - again, a fundamental and important old idea: teaching library research skills
   - an infrastructure that would enable the creation of small-scale pods of students

311.4 Associate Dean Hendren asked where members would like Teaching and Learning Services to expend resources:
   - increased teaching assistant allocations
   - devising new assessment tools
   - facilitating the interactions of graduate and undergraduate students

311.5 Dean Grant mentioned that as a general principle, if there are problems with teaching, the first approach should be to talk to the instructor or the chair/director of the unit. Also, he suggested that students attend departmental meetings and faculty meetings.

311.6 If members have any further thoughts, they are welcome to send them to Associate Dean Hendren.

(12) OTHER BUSINESS

There being no further business, the meeting adjourned at 4:00 p.m.