

Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, November 12, 1998** at 3:00 p.m. in the James Annex Conference Room.

PRESENT: Radan Capek, Martha Crago (Chair), Chandra Madramootoo, Steve Rytina, Cindy Smith (Secretary), Kenneth Woodman

REGRETS: Douglas Painter

05.01 The Agenda was approved with the following additions to Business Arising:

1. Two new course proposals from Faculty of Graduate Studies and Research [98-NRCP-02-34].
2. Document from Professor Crago entitled: "Courses and Programs Process".
3. Item 5, Report from the Faculty of Science [98-SCTP-11-18], has been removed from the Agenda, as requested by the Faculty.

05.02 The Minutes of the meeting of October 29, 1998 were approved.

05.03 **BUSINESS ARISING**

(a) Department of Agricultural Economics

330-210A,B Agro-Ecological History (3 credits) [98-SCTP-10-04]

Professor Crago reviewed the letter sent from the Chair of the Department of History, as requested by SCTP at its meeting of October 15, 1998. The letter indicated that the Department of History had no objections to this course being taught in the Faculty of Agricultural and Environmental Sciences of the Macdonald Campus. This course was approved.

(b) Faculty of Graduate Studies and Research - 98-NRCP-02-34

The secretary distributed two new course proposals:

Department of Natural Resource Sciences

373-772A Advanced Microbial Genetics (3 credits)

373-773B Advanced Microbial Physiology (3 credits).

These proposals were originally submitted to NRCP (now SCTP) for the meeting of February 5, 1998, but were somehow not discussed at the meeting. Therefore, the Faculty of Graduate Studies and Research requested that they be resubmitted.

Professor Madramootoo pointed out that one of the instructors responsible for both courses, Professor Charles, had resigned from the University.

Professor Crago indicated that she would contact the Department of Natural Resource Sciences to inquire whether Professor Charles' resignation will have an impact on these course proposals. She will report at the next meeting.

(c) Courses and Programs Process

Professor Crago distributed this document, and explained the current process for undergraduate and graduate course and program proposals. She then went through Proposals I and II, and explained that Exec referred to Graduate Faculty Executive, and Cncl referred to Graduate Faculty Council.

Professor Rytina asked if SCTP should be screening proposals before Exec. It appeared that SCTP and Exec were doing the same job.

Professor Capek suggested changing the order in the programs column by including SCTP between Exec and Council in Proposal II, because it appeared that with the current order Council would be able to override SCTP's

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decisions. He voiced concern that this would fundamentally change SCTP's mandate. It was suggested that a loop be added, because it should be SCTP which reports to APPC, and SCTP would forward proposals to Exec and Council for approval only, not changes. It was proposed that SCTP be added in a second slot, after Council, making the order: Dept, Faculty, SCTP, Exec, Council, SCTP, APPC, Senate. All agreed.

05.04 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES - 98-SCTP-11-16

Department of Plant Science

367-347A,B The Brassicas (1 credit)

Professor Crago introduced the course proposal. She explained that this course was a part of a set of module courses. There seemed to be some concern from the Faculty concerning the credit weight. The responsible instructor appended a detailed memo to the proposal, outlining and explaining the changes.

Professor Madramootoo stated that previous similar courses were approved.

This course was approved.

05.05 FACULTY OF EDUCATION - 98-SCTP-11-17

Department of Educational and Counselling Psychology

Revised Certificate in Educational Technology (30 credits)

Professor Crago presented the revised program proposal. The proposed changes are:

- certificate has two options, the Faculty is proposing they be merged into one; and
- change in entrance requirements from a Cegep diploma or equivalent, to an undergraduate degree or permission of the program director.

Professor Crago pointed out that this certificate was a technology certificate, not a graduate certificate. Since this certificate does not build upon the B.Ed., it is not a graduate certificate.

Professor Madramootoo indicated that certificates can be either undergraduate or graduate.

After some discussion, the committee approved the revisions.

05.06 FACULTY OF ARTS - 98-SCTP-11-19

Department of Jewish Studies

135-206B Introduction to Yiddish Literature (3 credits)

This revised course was approved.

135-386A American Jewish Novel (3 credits)

Professors Crago and Capek both suggested that the second to last sentence be deleted: "Focus on ... Jewish difference."

With this change, the revised course was approved.

The committee requested that the secretary, in future, ensure that all course/program proposals be typed.

05.07 OTHER BUSINESS

There was none reported.

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There being no further business, the meeting adjourned at 3:35 pm.