

Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, January 7, 1999** at 3:00 p.m. in the James Annex Conference Room.

PRESENT: Radan Capek, Martha Crago (Chair), Sam Johnston (Interim SSMU student rep.), Chandra Madramootoo, Steve Rytina, Cindy Smith (Secretary), Nina Spada, Kenneth Woodman

REGRETS: Steve Cohen (Interim PGSS student rep.)

08.01 The Agenda was approved with the following amendments:

Report from the Faculty of Arts [99-SCTP-01-39] - Women's Studies item, new course proposal XXX-513B Gender, Race and Science, deferred to the next meeting or until the Faculty of Arts can obtain a 3-digit teaching unit number for this course.

Under Other Business the addition of correction to SCTP Minutes of November 26, 1998, and notes from the Chair on the December 16, 1998 meeting to introduce new courses and teaching programs process.

With these changes, the Agenda was approved.

08.02 The Minutes of the meeting of December 10, 1998 were approved, with the following change:

Marcia Beaulieu of the School of Nursing reported that item 07.04 School of Nursing - 98-SCTP-12-27, Bachelor of Nursing (92 credits) should read 80 credits, as indicated in their program revisions proposal.

With this change, the Minutes were approved.

08.03 **BUSINESS ARISING**

The Chair welcomed Professor Nina Spada of the Faculty of Education to the committee and introductions were made.

The Chair introduced Ms. Sam Johnston, the SSMU interim student representative until a permanent representative can be found. The secretary noted that Mr. Steve Cohen indicated he would act as the PGSS student representative until a permanent representative can be found.

08.04 **FACULTY OF GRADUATE STUDIES AND RESEARCH - 99-SCTP-01-37**

Faculty of Management

MM (Master of Management: International Masters Program in Practicing Management)

Professor Crago explained that the program revision, which is a name change from International Masters Program for Practising Managers, is intended to describe the content of the program and not the people to which this program is focused on.

This revision was approved.

Faculty of Science

Department of Chemistry

The following new courses were approved:

180-650A Seminars in Chemistry I (1 credit)

180-651B Seminars in Chemistry II (1 credit).

Faculty of Education

Department of Physical Education

The following new courses were approved:

434-504A,B Health & Lifestyle Education (3 credits)

434-505A,B Sport and P.E. in Society (3 credits)
434-607A,B Curriculum Innovation and Change (3 credits)
434-608A,B Special Project (15 credits).

Faculty of Medicine

Department of Physiology

552-618A Research Topics in Physiology I (3 credits)

Professor Rytina requested that this proposal be returned to the Faculty for clarification of the last sentence (i.e. what will students from outside of McGill do for those 6 course credits). Professor Spada inquired if the Faculty was planning to retire courses 552-611, 552-612, and 552-613. Professor Crago suggested that she review and approve the new course proposal on behalf of SCTP, once the clarification is received. The committee agreed with this suggestion.

552-619B Research Topics in Physiology II (3 credits)

Again, the last sentence of the rationale is identical to that of 552-618A, and the same clarification needs to be made. Professor Crago will review and approve this new course proposal on behalf of SCTP.

Professor Capek asked if we should ask for course outlines for all courses. Ms. Johnston indicated they were helpful and a good idea to attach them to new course proposals. Professor Crago indicated that she would make inquiries of various academic units to investigate if SCTP should request that new proposals include outlines. Professor Rytina suggested that content limits of outlines be set, and queried whether SCTP should be in a position of approving the content of course outlines.

08.05 **FACULTY OF ARTS** - 99-SCTP-01-39

Department of Jewish Studies

135-445A,B The Poetry of Nationalism (3 credits)

Ms. Johnston inquired why this course was offered in Jewish Studies and not another department in Arts (for example, English). The committee thought this a good point, therefore Professor Crago suggested that Jewish Studies seek a write off from the Department of English.

Department of Women's Studies

XXX-513B Gender, Race and Science (3 credits)

Deferred until a teaching unit for this course (first three numbers) is obtained.

Department of History

101-348A,B China: Science-Medicine-Technology (3 credits)

The secretary noted this course number was already in use, and a new number will be obtained. This new course was approved with a new course number assigned.

101-366A,B History of Roman Law (3 credits)

The committee requested that the secretary verify if the Faculty of Law offered a similar course. After verifying in the 1998/99 Calendar for the Faculty of Law, the secretary noted that Law offered the course 389-510 Roman Law (3 credits). SCTP requests that the Department of History consult with the Faculty of Law, and that a written statement is submitted to SCTP with Law's input as to why this new course is necessary.

101-392B The United States since 1965 (3 credits)

This new course proposal was approved.

101-408A,B Colonialism and Native Peoples (3 credits)

The committee recommended that the sentence "Topic for 1999-2000 . . . removals" be removed from the course description. With this change, this new course proposal was approved.

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101-583A,B Canadian Conservatism (3 credits)

There was confusion as to why this proposed new course contained the same title as for existing course

101-462D Topics: Canadian Conservatism. SCTP asks that the Department of History submit a written statement to the committee as to the rationale for the similar titles.

101-585A,B Theory for Historical Studies (3 credits)

The committee recommended that the following words be deleted from the first sentence of the course description:

“This course ... in the”, beginning the description with: “Approaches” With this change, this proposed new course was approved.

101-590A,B Topics: The British Empire (3 credits)

The committee recommended that the following sentence be deleted from the course description: “This course will examine various”, beginning the description with: “Topics” With this change, this proposed new course was approved.

08.06 **FACULTY OF MEDICINE**- 99-SCTP-01-38

Department of Anatomy and Cell Biology

504-205A Astrobiology (3 credits)

This new course was approved.

08.07 **FACULTY OF ENGINEERING** - 99-SCTP-01-33

Department of Chemical Engineering

The committee noted that course name, number, credit weight, and names of professors should not be repeated in the course description on proposal forms.

Course revisions were received for the following courses. Changes included: credit weight change from 3 to 4, and/or title, number, pre/corequisite, description changes. SCTP requests a more detailed rationale, in writing, from the Faculty before final approval. Please include justification for why the hrs/wk have increased, explaining the rationale for projects being included within courses and what the relationship to the industrial partners is. Professor Crago will discuss what is needed with the Department.

302-611B Heat and Mass Transfer (4 credits)

302-621B Thermodynamics (4 credits)

302-630T Structure and Properties of Paper (4 credits)

302-631A Foundations of Fluid Mechanics (4 credits)

302-632T Pulping Engineering (4 credits)

302-633A Bleaching and Recovery Engineering (3 credits)

302-636T Unit Operations of Papermaking (4 credits)

302-638T Selected Topics in Pulp and Paper (4 credits)

302-641A Chemical Reaction Engineering (4 credits)

302-652T Drying Technology (2 credits)

302-662A Computational Methods in Chemical Engineering (4 credits)

302-672A Process Dynamics and Control (4 credits)

302-673B Process Control in Pulp and Paper (3 credits)

M.Eng.[Project Option] (45 credits)

The committee would like the Faculty to submit a written statement to clarify the purpose of the changes and how they are linked to the other M.Eng. options.

Professor Spada inquired if the 9 credits of undergraduate courses are permitted by the Faculty of Graduate Studies and Research. Professor Crago indicated she would inquire at Graduate Faculty what the rule is and inform the Faculty of Engineering.

M.Eng. [Thesis Option] (45 credits)

On the program description page, the committee suggests the addition of the following to the third note: “maximum of 4 credits”. Professor Crago indicated that the rule at McGill is not more than one third of the credits may be taken outside of McGill. With this change, this program revision was approved.

Ph.D.

The committee pointed out that there was no comprehensive course number included, therefore the Department is reminded that a proposal for a comprehensive course should be submitted, indicating a credit weight of zero. The program revision was approved with this change.

08.08 **FACULTY OF ENGINEERING 99-SCTP-01-32**

Department of Civil Engineering and Applied Mechanics
303-603B Structural Dynamics (4 credits)

The course revisions include a number, credit weight, and description change. The previous course number (303-511B) should be retired. This course revision was approved.

Department of Mining and Metallurgical Engineering
306-780A,B,C,T Ph.D. Thesis Research Proposal (4 credits)

The committee noted that Ph.D. courses should be indicated as 0 credits, therefore this new course proposal should be returned to the Department and revised. The committee suggested removing from the course description material which should be included in the course syllabus, therefore editing the course description to read: “Literature survey, research methodology, and research plan.” The Department is also advised to get a number for the Ph.D. Comprehensive course. The course number 306-701 is available, and credit weight should be indicated as 0.

08.09 **FACULTY OF ARTS - 99-SCTP-01-41**

Department of Jewish Studies
135-240A,B The Holocaust (3 credits)

The committee suggested deleting the first sentence from the description. This new course was approved with this change.

08.10 **FACULTY OF SCIENCE - 99-SCTP-01-40**

Department of Biochemistry/Medicine

B.Sc. Honours in Biochemistry

The revisions to this program will be approved once SCTP has received written input from the Department of Mathematics and Statistics concerning the changes to the math course(s).

B.Sc. Major in Biochemistry

The committee suggested that page 4 of the detailed Biochemistry Major program changes, italicized note at bottom of page be edited to read: “(**Students who take*)”, removing “are given special permission to”. Again, the revisions to this program will be approved once SCTP has received written input from the Department of Mathematics and Statistics concerning the changes to the math course(s).

B.Sc. Faculty Degree in Biochemistry

Also for this program, the revisions will be approved once SCTP has received written input from the Department of Mathematics and Statistics concerning the changes to the math course(s).

Department of Physiology

The new courses 552-618A Research Topics in Physiology I (3 credits) and 552-619B Research Topics in Physiology II (3 credits) were reported by the Faculty of Graduate Studies and Research at this meeting (see 99-SCTP-01-37).

School of Computer Science

308-520B Compiler Design (4 credits)

The revision to this course consisted of a credit weight increase from 3. This revised course was approved.

308-537B Internet Programming (3 credits)

This new course was approved.

Department of Earth and Planetary Sciences

B.Sc. Majors in Earth & Planetary Sciences, Honours in Earth Sciences, Honours in Planetary Science

The committee requests a clarification of course title for 186-215; program proposal form indicates the title to be Analysis of Geological Data, but the list attached to the form containing detailed list of courses indicates 186-215A to be Geol. Statistics (listed under "U2 and/or U3"). The same course title (Electricity & Magnetism) is given for 198-242 and 198-340 on the program proposal form; are the correct titles as indicated on page 4 of the detailed list of courses? Typed, corrected proposal forms should be resubmitted to SCTP.

Minor Program in Earth and Planetary Sciences (18 credits)

The revisions to this program were approved.

Department of Psychology

The following new courses were approved:

204-473A Social Cognition and the Self (3 credits)

204-534A Community Psychology (3 credits)

204-535B Advanced Topics in Social Psychology (3 credits).

08.11 **OTHER BUSINESS**

The Faculty of Graduate Studies and Research indicated corrections to the SCTP Minutes of November 26, 1998, item 06.08 [98-SCTP-11-24]. Zen Evenson reported the following corrections, which were noted on the permanent file copy:

516-624A,B,C Clinical Trials and Research II (1 credit) - should read 516-625A,B,C;

516-625A,B,C Clinical Trials and Research III (1 credit) - should read 516-626A,B,C; and

516-626A,B,C Practicum in Clinical Research (18 credits) - should read 516-627A,B,C.

The Chair noted that for split courses, the original course number should be one of the two courses.

The secretary reported the following minor changes. The minor changes reported from the Faculties of Arts, Education, and Science were approved. The report contained minor changes from the Faculty of Engineering but have been removed, as the submission from the Faculty will be returned for more detailed rationales for these changes.

Faculty of Arts

101-200A Introduction to African History (3 credits) - name change from Survey of African History and description change;

101-201B Modern African History (3 credits) - split of 101-200D Survey of African History;

101-335A,B Science from the Greeks to Newton (3 credits) - number change from 101-239A,B and addition of restriction;

101-398A,B Topics in Italian History (3 credits) - deletion of prerequisite 101-215B;

101-678A,B Historiography (3 credits) - title change from Historiography/Historical Methods, description change, and split of 101-678D;

101-679A,B Historical Methods (3 credits) - split of 101-678D Historiography/Historical Methods;

125-250A Littérature française avant 1800 (3 credits) - title change from Histoire littéraire I;

125-251B Littérature française depuis 1800 (3 credits) - title change from Histoire littéraire II;

125-380A Littérature québécoise (3 credits) - title change from Histoire littéraire III;

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129-400A,B Interdisciplinary Seminar in Contemporary German Studies (3 credits) - course number change from 105-300;
135-199A Images of Jewish Studies (3 credits) - number change from 135-384A, addition of restrictions, and course description change.

Faculty of Education

455-202A,B Effective Communication (3 credits) - reduction of 4 hrs/wk to 3 hrs/wk and course description change;
455-203A,B Communication in Education (3 credits) - reduction of 4 hrs/wk to 3 hrs/wk and course description change;
455-204A Communication in Social Work (3 credits) - reduction of 4 hrs/wk to 3 hrs/wk and course description change;
455-205A,B Communication in Management I (3 credits) - reduction of 4 hrs/wk to 3 hrs/wk and course description change;
455-206A,B Communication in Engineering (3 credits) - course description change;
455-305 Communication in Management II (3 credits) - reduction of 4 hrs/wk to 3 hrs/wk and course description change.

Department of Physical Education

B.Ed.(Kinesiology)

Program revisions: name change from B.Ed. Physical Education (Physical Activity & Health Sciences); admission requirement change from DEC in Health Sciences or Pure and Applied Sciences or equivalent to a DEC in any program.

Faculty of Engineering (see 99-SCTP-01-33) - REMOVED.

Faculty of Science (see 99-SCTP-01-40)

186-320B Elementary Earth Physics (3 credits) - change corequisite to read prerequisite;
189-235A Algebra I (3 credits) - title change from Basic Algebra I;
204-411D Advanced Social Psychology (6 credits) - course retirement;
308-273A,B Introduction to Computer Systems (3 credits) - title change and deletion of prerequisite 308-250;
308-524B Theoretical Found. of Prog. Languages (3 credits) - addition of prerequisite 189-340 or 189-235.

December 16, 1998 Information Meeting

Professor Crago reviewed the information meeting held with the SCTP faculty contacts and herself, Associate Vice-Principal (Academic) Nick de Takacsy, Claudine Lefort (APPC Secretary), Cindy Smith (SCTP Secretary) to introduce the new courses and teaching programs process. First draft of, and suggested changes to, the new course and program proposal forms were introduced and feedback from the faculties was requested. These drafts will be circulated and discussed at a future meeting which has a "lite" agenda. A course and program proposal manual is in the developmental stage. It was suggested that criteria for credit weight changes be included in the manual.

On another matter, Professor Crago asked the committee's opinion concerning the idea of the University buying out of a course for a professor, to be relieved from teaching for a semester, wishing to devote more time to research. The suggested stipend would be \$5,000, half of which to be provided by the University. A major concern is at which level would the funds come from: departmental, faculty, or university level. This idea is from SSHRC (Social Sciences and Humanities Research Council). Professor Crago spoke with Dean Carman Miller, Faculty of Arts, and thought that perhaps the University Planning Office could develop a list of faculties and departmental course loads. Ms. Johnston mentioned that the APPC Subcommittee on Planning and Priorities (P&P) is currently working on this type of academic course load list. Professor Crago will contact Vice-Principal T.H. Chan, Chair of P&P, and report back to SCTP at a later date.

There being no further business, the meeting adjourned at 4:45 pm.