

Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, January 21, 1999** at 3:00 p.m. in the Dean's Committee Room (Arts Building 110).

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.)

GUEST: Professor Bob Bracewell

09.01 The Agenda was approved.

09.02 The Minutes of the meeting of January 7, 1999 were approved, with the following change:

Professor Crago noted that Item 08.05 Faculty of Arts, Department of Women's Studies should read McGill Centre for Research and Teaching on Women.

09.03 **BUSINESS ARISING**

The Chair announced that PGSS are, at this time, unable to provide a permanent student representative on SCTP. Mr. Cohen will continue to act as interim student representative.

(a) Faculty of Graduate Studies and Research - 98-SCTP-10-08

Faculty of Management

Chartered Accountancy Program

The committee reviewed the Faculty of Management's response to SCTP's questions from the meeting of October 15, 1998. The committee found the response anomalous. SCTP suggests that the Faculty of Management reorganize the sequence of courses so that the four level 2 courses are taken in the last year, not retaken in the final year for zero credit. FGSR would like the program proposal to indicate in one additional place that the rules and regulations of the Faculty of Graduate Studies and Research must be followed.

(b) Faculty of Education - 98-SCTP-08-01

B.Ed.(Inclusive Education)

Professor Crago explained the memo received from Professor Bruce Shore, Chair - ECP, Faculty of Education, concerning the B.Ed.(Inclusive Education) be entirely separate from the question of budget allocation and go before SCTP for approval. The committee disagreed with the request because responsibilities of SCTP are to look at academic and financial aspects for new programs. Assurance of available funding must be obtained before approval of the program by SCTP. As Professor Bracewell was invited to discuss the Faculty's submission of program revisions to the M.Ed. and M.A. (Thesis and Non-Thesis) [99-SCTP-01-44], he (as Acting-Chair of the Department of Educational and Counselling Psychology) joined the meeting to participate in the discussion on this matter.

Professor Bracewell explained that this new program required the Quebec Ministry of Education's approval, therefore the Faculty requests SCTP's academic approval at this time, thereby enabling the Faculty to forward this program to the Ministry as early as possible in 1999. He stated that the Faculty does not intend to mount the program until finances are secured. The University has offered to loan the Faculty the finances, but the Faculty does not find this sufficient.

Following further discussion, Professor Crago indicated she would contact Vice-Principal (Academic) T.H. Chan requesting assurance that obtaining the Ministry's approval would be worthwhile, that the start-up funds are available from the University, and she will also contact Dean Ratna Ghosh, Faculty of Education. Professor Crago will report back to the committee at a later date.

(c) Faculty of Management - 98-SCTP-11-23

M.M. (National Voluntary Sector Leaders)

The memorandum, for information only, from Mr. Real Del Degan of the University Planning Office re comments on financial data was noted.

09.04 **FACULTY OF MEDICINE** - 99-SCTP-01-43

The Chair noted that because the program changes for the Departments of Anatomy and Cell Biology, and Biochemistry were reported by the Faculty of Medicine to the Faculty of Science, the committee will review the changes when reported by the Faculty of Science (which would be soon, according to conversation between the Chair and Associate Dean Mendelson, Faculty of Science).

School of Communication Sciences and Disorders

401-685A,B,C,T Research Project I (3 credits)

The committee suggested changing the restriction to read: "M.Sc. Students". Also, the course description should simply read: "Supervised research project." This new course proposal was approved with these changes.

401-686A,B,C,T Research Project II (3 credits)

The committee suggested changing the restriction to read: "M.Sc. Students". Also, the course description should simply read: "Supervised research project." This new course proposal was approved with these changes.

09.05 **FACULTY OF MANAGEMENT** - 99-SCTP-01-45

Secretary's note: before the documents were distributed, I received verbal notice from Ms. Heather Yampolsky of the Faculty of Management that course number 274-706A should read 274-708A.

274-708A Seminar in Macro International Finance (3 credits)

The committee suggested shortening the course title to read: "Macro International Finance", as it was more than 30 characters. It was also suggested to edit the course description to read as follows: "Seminar on international ... Macro topics: models for the ... Financial topics: international ..." With these changes, this new course proposal was approved.

09.06 **FACULTY OF EDUCATION**- 99-SCTP-01-44

Department of Educational Studies

M.A. (Educational Studies) (45 credits)

The committee reviewed the program revision. Professor Crago indicated that the Faculty submitted one form which contained both a program change and a new non-thesis option. She stated two separate proposal forms need to be submitted: one for the change, one for the new program. This proposal will be returned to the Faculty for revision, and the Faculty will be requested to resubmit to SCTP.

Professor Crago inquired as to what would become of the students currently registered in the M.Ed. Professor Bracewell stated that those students would switch to the M.A. Professor Bracewell's knowledge of this program was limited. The committee voiced concern about who would be responsible for admitting students. It was recommended that the TOEFL requirement of 550 be indicated within the program description.

Department of Educational and Counselling Psychology

Graduate Certificate in Counselling Applied to Teaching

The TOEFL requirement of 550 should be indicated within the program description.

Graduate Diploma in School/Applied Child Psychology

Professor Spada inquired as to who would enter this program, as a Ph.D. was a requirement and the duration of the program is 3 years. Professor Bracewell responded that these students would be exempted from the courses but would be required to do the practicum, and students entering this program would be interested in doing clinical practice rather than research. The diploma is designed to meet professional accreditation requirements for psychologists.

The last sentence in the rationale states: “*The Department proposes that non-Canadian students be enrolled on a self-financed basis to be negotiated with the Department and Faculty of Education*”, therefore SCTP requests that the Faculty of Education obtain a write-off from the University Planning Office on costs. This proposal will not be approved without this documentation.

The committee recommended that the wording: “(Doctoral Respecialization)” be removed from the program title. Also, the TOEFL requirement of 550 should be indicated within the program description.

M.A. and Ph.D. in Educational Psychology

The Chair noted that there should be two separate program proposal/change forms for this submission: one for the M.A. and one for the Ph.D.

Professor Crago inquired how the minor and major within these M.A. and Ph.D. programs worked. Professor Bracewell explained that there were separate areas of specialization within the programs, that they were necessary to maintain major and minor areas of study, which was quite common in educational psychology.

After further discussion, SCTP thanked Professor Bracewell for his participation, and he left the meeting.

Department of Second Language Education

M.A. in Second Language Education (45 credits)

The Chair noted that two separate program proposal/change forms should be submitted: one for the change to existing thesis degree and one for the proposed new non-thesis degree.

The committee agreed to return the program submissions to the Faculty of Education requesting revisions and additional information on the fate of students currently enrolled in the M.Ed., and the revisions must be resubmitted to SCTP. Professor Crago will consult with the Faculty of Education.

09.07 **FACULTY OF ARTS - 99-SCTP-01-48**

Department of German Studies

Major Concentration in Contemporary German Studies (36 credits)

The committee approved this new program.

Department of History

Minor Concentration in History (expandable) (18 credits)

The revision to this program included an indication that 12 credits (minimum) at the 300 level and up. The committee approved this revision.

09.08 **DRAFT OF NEW COURSE AND PROGRAM PROPOSAL/CHANGE FORMS - 99-SCTP-01-46**

Professor Crago asked the committee for their comments on the first draft of the new course and program proposal/change forms and changes to the forms received from some faculties. Professor Spada inquired as to why the forms were being revised. Professor Crago indicated that additional information was needed on the forms.

Concerning the course proposal form, Professor Madramootoo commented on the feedback from Associate Dean

Norris of the Faculty of Agricultural and Environmental Sciences questioning the split of full courses, that they have been obsolete for about 20 years. Professor Madramootoo did not think this to be the case. Professor Crago suggested the use of the term split of a span course. Professor Crago explained that Part II of the form was optional and that not many faculties would use it, but was available for those who were required to submit the additional information. It was suggested that the course title box not be expandable on the Web site. Professor Rytina suggested that the box for Continuing Education's use be on a separate page.

Professor Crago commented that the program proposal/change form contained a very useful set of guidelines, and that the course proposal/change form will contain same format of guidelines. The Rationale, for both course and program forms, will be expanded to give examples of good course and program proposals. Professor Madramootoo suggested that description of credits needs to be expanded to give definitions of certificates, diplomas, practicums, stages, and internships, and how hours and credits coincide. This system should be included in the guidelines manual. Professor Crago commented that in recent discussions with the Faculty of Dentistry, she was informed of a system which they calculated hours and credits. She thought this system would be useful, she would look into it further, and report to SCTP at a later date.

09.09 OTHER BUSINESS

The secretary reported the following minor changes. The minor changes reported from the Faculties of Arts, Education, School of Nursing, and School of Physical and Occupational Therapy were approved.

Faculty of Arts (see 99-SCTP-01-48)

McGill Institute for the Study of Canada

Minor Concentration in Canadian Studies (18 credits)

Program revisions include: change to list of courses for 6 credits to be chosen from; maximum of 3 credits may be chosen from French as a Second Language is added to the paragraph on 9 credits to be chosen from two disciplines.

Department of Jewish Studies

Major Concentration in Jewish Studies (36 credits)

Program revision include change to the requirements of the 24 credits in Jewish Studies, of which 12 are devoted to a single area of study, and students without the background language to complete advanced language requirement may substitute up to 12 credits in language.

Minor Concentration in Jewish Studies (18 credits)

Program revision include change to how 18 credits are to be taken: 9 credits at the 300 level and up; 9 credits at an advanced level in a single area or theme; consultation with the director is strongly recommended.

Faculty of Education (see 99-SCTP-01-44)

Department of Educational Studies

- 411-606 Issues in Educational Leadership (3 credits) -title and course description changes;
- 411-621 Thesis I (6 credits) - title and course description changes, and deletion of prerequisite;
- 411-623 Thesis II (6 credits) - title and course description changes, and deletion of prerequisite;
- 411-625 Project I (6 credits) - title and course description changes, and deletion of prerequisite;
- 411-628 Resource Management in Education (3 credits) - title and course description changes;
- 411-646 Planning and Evaluation (3 credits) - title and course description changes;
- 411-675 Special Topics I (3 credits) - course description change;
- 411-677 Special Topics II (3 credits) - course description change;
- 411-690 Research Methods (3 credits) - title and course description changes;
- 411-693 Approaches to School Improvement (3 credits) - course description change;
- 411-699 Thesis III (12 credits) - title and prerequisite changes;
- 425-651 Issues in Mathematics Curriculum (3 credits) - title and course description changes;

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425-671 Issues in Science Curriculum (3 credits) - title and course description changes;
433-660 Social Sciences Curriculum (3 credits) - title and course description changes;
433-661 Global Education (3 credits) - course description change;
455-623 Emergent Literacy (3 credits) - course description change;
455-627 Responding to Texts (3 credits) - title and course description changes;
455-630 Assessment of Literacy (3 credits) - title and course description changes.

Department of Educational and Counselling Psychology

412-542 Counselling Role of the Teacher (3 credits) - number and course description change;
412-680 Seminar/Field Practice in Research (6 credits) - course description change.

Department of Second Language Education

431-663 Perspectives in SL Education (3 credits) - course retirement.

School of Nursing (see 99-SCTP-01-43)

573-627A,B Nursing Practicum (3 credits) - course description change.

School of Physical and Occupational Therapy

M.Sc.(Applied), Rehabilitation Science

Program revision: 582-602A,B or equivalent to be changed from an elective course to a required course.

Ph.D., Rehabilitation Science

Program revision: 582-602A,B or equivalent to be added to list of required courses.

Cyclical Reviews

On another matter, the Chair informed the committee that APPC would like SCTP to review units' cyclical reviews and comment on courses and curriculum. It is proposed that SCTP will advise units of questions for their curriculum.

Hopefully at the next SCTP meeting the committee will review the document on cyclical reviews from APPC's Subcommittee on Planning and Priorities. The secretary will look into obtaining a copy for distribution.

There being no further business, the meeting adjourned at 5:00 pm.