

Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, March 4, 1999** at 3:00 p.m. in the James Annex Conference Room.

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

REGRETS: Steve Cohen (Interim PGSS student rep.), Chandra Madramootoo, Nina Spada

GUEST: Professor John Henning, Faculty of Agricultural and Environmental Sciences

12.01 The Chair added two items to Business Arising: (1) Faculty of Graduate Studies and Research, Economic Policy Management Program [Faculty of Management]; (2) Faculty of Graduate Studies and Research, Graduate Diploma in Public Accountancy [Faculty of Management], originally reported by FGSR as Chartered Accountancy Program. The Agenda was approved with these additions. The Chair informed the committee that Professor Henning of the Faculty of Agricultural and Environmental Sciences would join the meeting at 3:30 pm to participate in the discussion of the Macdonald Summer Field Semester.

12.02 The Minutes of the meeting of February 18, 1999 were approved.

12.03 **BUSINESS ARISING**

Secretary's note:

Faculty of Graduate Studies and Research - 99-SCTP-01-37

Faculty of Science, Department of Physiology. I received the requested clarification to the rationales for courses 552-618A Research Topics I (3 credits) and 552-619B Research Topics II (3 credits). The Chair has reviewed the revised proposals and approved both proposals on behalf of the committee.

(a) Faculty of Science - 99-SCTP-02-50

The Chair explained that after the electronic vote concerning the Faculty's use of double prefixes for courses being proposed, SCTP continued to voice concerns concerning this practice. Therefore, she will bring the issue before APPC, at its meeting of March 11, 1999, for a decision and will report to SCTP at the next meeting. The Chair requested that the secretary distribute a copy of her memorandum to APPC.

(b) Faculty of Graduate Studies and Research - 98-SCTP-10-12

Economic Policy Management Program [Faculty of Management]

Professor Crago discussed correspondence between Mr. Real Del Degan, University Planning Office, and Dean Wallace Crowston, Faculty of Management, concerning funding for this Program. She explained that Dean Crowston requests that SCTP approve the academic merit of this Program, while the Faculty explores various funding possibilities. The committee agreed that they would not consider the academic merit until the specifics on the costing for this Program have been reviewed by the University Planning Office and it has granted financial approval. The Chair indicated she would write Dean Crowston concerning this decision.

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

Graduate Diploma in Public Accountancy [Faculty of Management]

The Chair reviewed the latest revision sent by Professor Philippe Levy, Associate Director, Chartered Accountancy Program - Graduate Diploma, Faculty of Management, incorporating SCTP's revisions to the Program. This program is now approved.

(d) Faculty of Engineering - 99-SCTP-01-33 REVISED

Department of Chemical Engineering

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

Professor Crago reviewed an e-mail from Professor Richard Munz, Chair of the Department, which addressed SCTP's concerns pertaining to nature of relationship between companies associated with students' projects in the

M.Eng.(Project Option). Professor Munz addressed the issue, which involves Paprican (a research institute) and the Ecole nationale supérieure de pétrole et des moteurs (the university collaborating with McGill in this program). He stated that this is a long-standing arrangement. The committee agreed that this arrangement should be reviewed, and it was suggested that the committee recommend that the Dean of the Faculty review this during their next cyclical review process.

Professor Woodman suggested that the Chair bring this arrangement to the attention of Vice-Principal (Research) Pierre Bélanger. Professor Rytina stated that this graduate program prepared students to work in industry, therefore it would be useful for Chemical Engineering students.

The committee agreed that a course proposal form should be submitted for a Thesis Proposal and Thesis Defense course. The Chair stated that she had previously suggested a number for the Comprehensive to the Department, therefore it should be used for this new course.

SCTP suggested that on the program description page “Master of Engineering (Project Option)”, items C and D should specify the minimum level of undergraduate courses. Professor Crago recommended that the last sentence of the fifth point listed under notes should read: “Courses taken ... for an earlier degree or diploma, may be” She also mentioned that there was ambiguity in courses taken more than 6 years before completion of the requirements. Clarification is required if this is in terms of 6 years after starting the program, as it could be misunderstood by students. The committee suggested the following wording for the sentence: “Courses taken more than 6 years before entry to the program are not permitted” The committee agreed that when the course and program revisions are received, the Chair can review and approve on behalf of the committee, then will be forwarded to FGSR for approval.

Revisions were received for the following courses:

302-611B Heat and Mass Transfer (4 cr.)

Revisions included: credit weight increase from 3; course description change. These revisions were approved, and this proposal will now be forwarded to FGSR for information.

302-621B Thermodynamics (4 cr.)

The revisions included: credit weight increase from 3; course description change. These revisions were approved, and this proposal will now be forwarded to FGSR for information.

302-630T Structure & Properties of Paper (4 cr.)

The revisions included: number change from 302-530C; removal of prerequisite and corequisite; credit weight increase from 3; and course description change. These revisions were approved, and this proposal will now be forwarded to FGSR for information.

302-631A Foundations of Fluid Mechanics (4 cr.)

The revision included: credit weight increase from 3. This revision was approved, and this proposal will now be forwarded to FGSR for information.

302-632T Pulping Engineering (4 cr.)

The revisions included: number change from 302-532C; title change; removal of prerequisite and corequisite; credit weight increase from 3; and course description change. These revisions were approved, and this proposal will now be forwarded to FGSR for information.

302-636T Unit Operations of Papermaking (4 cr.)

The revisions included: number change from 302-536A; removal of prerequisite and corequisite; credit weight increase from 3; and course description change. These revisions were approved, and this proposal will now be forwarded to FGSR for information.

302-641A Chemical Reaction Engineering (4 cr.)

The revision included: credit weight increase from 3. This revision was approved, and this proposal will now be forwarded to FGSR for information.

302-652T Drying: Principles & Practice (2 cr.)

The revisions included: term change from C; credit weight decrease from 3; and course description change. These revisions were approved, and this proposal will now be forwarded to FGSR for information.

302-662A Computational Methods (4 cr.)

The revisions included: credit weight increase from 3; course description change. These revisions were approved, and this proposal will now be forwarded to FGSR for information.

302-672A Process Dynamics and Control (4 cr.)

The revisions included: number change from 302-572A; credit weight increase from 3; and course description change. These revisions were approved, and this proposal will now be forwarded to FGSR for information.

12.04 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES - 99-SCTP-03-59

Department of Natural Resource Sciences

Macdonald Summer Field Semester (12 credits)

Professor Henning joined the meeting to participate in the discussion of this proposal. The Chair pointed out that even though this new proposal was submitted on a program proposal form, it is not a program. Professor Henning agreed and indicated that Associate Dean Eric Norris of his Faculty suggested this form to submit the proposal. The Chair agreed with this decision as no form currently exists for this type of submission. The Chair reviewed the supporting documents and indicated that the University Planning Office had approved the proposed additional fee which will be charged to students for course materials. The Chair noted that this fee is indicated in UPO's memo as deliverable. She inquired as to the projected enrolment for this Summer Field Semester. Professor Henning replied that 20-24 students are projected, and they are promoting this idea to CEGEP-level instructors. The Chair queried if there was the possibility of offering this Field Semester as a certificate. Professor Henning stated that he would be looking into this, but because a certificate was 15 credits this proposal would suffice for now. Professor Capek queried how students would be evaluated. Professor Henning indicated field books, exams, self-evaluation with a journal, and oral presentations would be the tools for evaluation. Following further discussion, the committee thanked Professor Henning for participating in the discussion.

The committee decided to review the courses and submit those which are approved to APPC as courses and not as a program.

373-381L Field Research Methods (3 cr.)

The committee suggested removing the last sentence of the course description, therefore it should read: "Field work and ... and analysis." This new course was approved with this change.

373-382L Ecological Monitoring & Anal. (3 cr.)

This new course was approved.

373-383L Land Use: Redesign & Planning (3 cr.)

This new course was approved.

373-384L Field Research Project (3 cr.)

The committee suggested editing the course description to read: "Small group field research project." This new course was approved with this change.

12.05 **SCHOOL OF NURSING** - 99-SCTP-03-55

B.N. (80 cr.)

The Chair commented that she was hesitant to review the proposed revisions to the admission criteria before knowing the point of view of the University Admissions Committee, as SCTP does not normally review admission criteria. The committee agreed to review and forward suggestions to the School of Nursing.

The committee commented that there was a discrepancy between the CEGEP admission overall average (75%) and other college or diploma nursing programs (80%), which isn't explained in the rationale. It should be explained why the different overall averages are used, or the CEGEP and other college overall scores should be made coherent with each other.

Professor Crago stated that she was not aware of the criteria for the Re-entry (Mature) Students Section. Professor Capek commented that according to the Bill of Rights, age is not permitted to be mentioned. The School of Nursing should query if the indication of age is an infringement of the Bill of Rights. Professor Crago suggested that a definition of number of years post-graduation is an alternative. She commented that the Post-MBA caps the amount of mature students at not more than 25% in a program, and suggested that the School of Nursing consider this. Professor Rytina pointed out that two very different standards are indicated for DEC and mature students. Professor Crago agreed, and commented that Category C (mature students) was an academically-different type of student than Categories A and B (CEGEP and other college students); a strong justification is needed for the admission criteria.

The committee agreed with Category D (transfer student/second degree student) admission criteria.

These comments will be forwarded to the University Admissions Committee for integration into their approval process.

12.06 **FACULTY OF ARTS** - 99-SCTP-03-58

Department of Art History

Major Concentration in Art History (36 cr.)

The revision to this program included: change to amount of complementary courses at the 300 and 400 levels, specifically minimum of credits in specific fields. The committee agreed that the revisions to this program were poorly presented. Under "Program Changes" a brief description of the program revisions should be listed and a side-by-side comparison of existing program and proposed program should be attached. The list of complementary courses at the 200 level should be indicated, as should the list of complementary courses at the 300 and 400 level. This proposal is being returned to the Faculty, requesting a new submission. The Chair suggested that if the Faculty requires further clarification as to what is required, they should contact her directly.

Department of Italian Studies

M.A. in Italian (48 cr.)

The program revisions included: reducing course 132-680 to 3 credits; require a 3-credit course in Literary Criticism; require a 3-credit course in Literary Theory; reducing the thesis credit weight from 24 to 21 credits.

Professor Crago commented that two separate program proposal/change forms are needed for the program revisions: one for the thesis option, one for the non-thesis option. She pointed out that it is indicated on the form received that "Consulted the Dept. of English", but this document is not attached to the submission. The committee requests input from the Department of English on these submissions. The committee agreed that a side-by-side comparison of existing and proposed programs is required, which will clearly indicate the proposed revisions to the programs. The Chair suggested that the Secretary forward to the Department of Italian Studies such a comparison, which was recently submitted by the Faculty of Education, as an excellent example of how the proposal should be depicted. The committee queried the level of course which will be required in Literary Theory. The Chair indicated the government rule for a thesis in a graduate degree is 24 credits, therefore it cannot be reduced to 21 credits. She also indicated that

a doctored hand-written copy of the program description is unacceptable. This submission is being returned to the Faculty for revisions, and new proposals are to be submitted.

Department of French Language and Literature

Concentration majeure en linguistique du français (36 cr.)

The committee indicated that Item 3 of list of Complementary Courses contained on the “Grille des cours” page is confusing. It was suggested that “from other linguistic courses” be added to item 3. This new program was approved with this change.

Department of Geography/Faculty of Science

B.A. Minor Concentration in Geography (Urban Systems) (18 cr.)

The Secretary reported that the Faculty of Science approved these revisions (see Report on Minor Changes). The revisions included: addition of Geography courses under Complementary Courses listed (9-12 credits are required); removal of four Management courses listed under Complementary Courses. The committee would like to signal to the Faculty that there are three first-level urban planning courses offered under different headings in the list of Complementary Courses: one under Architecture (301-435), one under Civil Engineering (303-433), and one under Urban Planning (409-501); the difference described between 301-435 and 303-433 is mentioned, but 409-501 is not described. SCTP noted that the Faculty of Engineering is currently retiring courses 301-435 and 301-436. These revisions were approved.

Department of History

101-370A/B Canada: 20th C Political Hist. (3 cr.)

This new course was approved.

101-443A/B China in the Modern World (3 cr.)

The use of the words “trajectories” and “periphery” are not clear in the course description. The committee requested that the proposal be resubmitted with a clarification of these words in the description. The Chair indicated that she would review the new proposal and approve on behalf of the committee.

Department of English

110-319A/B Theory of English Studies III (3 cr.)

The Secretary notes that this course number is already in use and has requested a new number from the Chair of the Department. This new course was approved, once a new number is assigned.

110-355A/B The Poetics of Performance (3 cr.)

The committee suggested removing the following from the course description: “This course, normally ... to Theatre Studies”, therefore having the description read as follows: “Examines and tests theories ... exercises.” This new course was approved with this change.

110-359A/B The Poetics of the Image (3 cr.)

The committee suggested removing the following from the course description: “This course, normally ... to Cultural Studies”, therefore having the description read as follows: “Examines contemporary debates ... features.” This new course was approved with this change.

Department of Art History

123-435A/B Rubens, Van Dyck and Velasquez (3 cr.)

This new course was approved.

English and French Language Centre

127-105A/B Intensive Beginners’ French (6 cr.)

The committee indicated that restrictions and prerequisites are not to be repeated in the course description. Also, the last sentence should be removed. Therefore, the course description should read as follows: “Comprehensive

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introduction to ... knowledge of French.” This new course was approved with these changes.

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127-208A/B Intensive Elementary French (6 cr.)

Again, the committee indicated that restrictions and prerequisites are not to be repeated in the course description. Also, the last sentence should be removed. Therefore, the course description should read as follows: "Review and further ... comprehension." This new course was approved with these changes.

Department of Italian Studies

132-361C Italian Prose After 1945 (3 cr.)

This new course was approved.

132-412C Pirandello & Contemp. Theatre (3 cr.)

This new course was approved.

Department of Anthropology

151-407A/B Anthropology of the Body (3 cr.)

This new course was approved.

151-413A/B Gender in Archaeology (3 cr.)

This new course was approved.

12.07 FACULTY OF SCIENCE - 99-SCTP-03-57

Department of Geography

B.Sc. Major in Geography (58 cr.)

The revision to this program is the addition of a 3-credit course to the list of Required Courses, therefore increasing the credit weight of the program from 55 credits. The Chair noted that this revised program is 3 credits above the norm already, and is an excessive number of credits for a Major. The committee agreed to return this proposal to the Faculty because it is not a valid increase, and requests that a 3-credit course be deleted. It was suggested by Professor Rytina that the Department allow students to select their own interdisciplinary courses outside of the Major requirements.

B.Sc. Honours in Geography (67 cr.)

The revision to this program is the addition of a 3-credit course to the list of Required Courses, therefore increasing the credit weight of the program from 64 credits. The committee recommended deleting a course in consequence to the addition of the 3-credit required course, attempting to remain closer to 60 credits. Therefore, this proposal will be returned to the Faculty for revision.

12.08 FACULTY OF ENGINEERING - 99-SCTP-03-60

School of Architecture

M.Arch.(Professional) (45 cr.)

The committee was not clear as to what was happening to the B.Arch., if the new program meant the deletion of this program. Clarification is needed. Professor Woodman queried as to what is being added to the 400-level courses to warrant them being designated 600 level. The Chair commented that the committee would like to review the document concerning the 37 Student Performance Criteria as published by the Canadian Architectural Certification Board. The Chair stated that she would contact Professor Covo, Director of the School of Architecture, and request a meeting with him to help clarify this proposal, and when he is ready to resubmit the proposal he attend the SCTP meeting. She also stated that the minor changes will be withdrawn as they require clarification.

Professor Crago received a request for advice from Professor Arun Misra of the Faculty of Engineering re M.Arch.(Professional) being a prerequisite for the M.Arch.(Post-professional). The committee agreed that this is not possible. The Chair will look into this further.

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12.09 COURSE NOMENCLATURE (dated December 21, 1994) - 99-SCTP-03-56

The committee reviewed the definitions for Required, Complementary, and Elective Courses, which were approved by APPC. It was agreed that SCTP would affirm these definitions, as lengthy consideration went into them, they should be brought to the attention of academic units, and indicate that future proposals contain these terms. Listed below are the definitions.

Category 1: Courses absolutely required in a program. All students in that program must take this(these) course(s) unless they are granted exemption(s). Now known variously as obligatory, core, required, and additional required courses. Standard term chosen: **required course**.

Category 2: Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these in order to meet program requirements. Now known variously as optional, elective, performance elective, complementary studies, laboratory electives, technical electives, etc. Standard term chosen: **complementary course**.

Category 3: Courses chosen freely (sometimes with advice and approval of the departmental advisor). Now known variously as electives, free electives, or non-required courses. Standard term chosen: **elective course**.

The Secretary will circulate this extract of the Minutes to all Faculty Curriculum Committees and to Marj Russell, who is in charge of the calendar.

12.10 OTHER BUSINESS

Minor Changes

The secretary reported the following minor changes. The minor changes submitted from the School of Architecture in the Faculty of Engineering were withdrawn by the Chair, as clarification was needed. The minor changes submitted from the Faculties of Arts, Engineering (Chemical Engineering), and Science were approved.

Faculty of Arts

B.A. Minor Concentration in Socio-Cultural Anthropology (18 cr.) - addition of 151-407 Anthropology of the Body to list of "Area" [Anthropology] Complementary Courses; deletion of "400 level - 0 credits" from list of Complementary Courses in Anthropology.

B.A. Minor Concentration in Anthropological Archaeology (18 cr.) - change to how required courses in Anthropology are listed; addition of 151-413 Gender in Archaeology to list of "Any level" Complementary Courses in Anthropology.

B.A. Major Concentration in Anthropology (36 cr.) - addition of course 151-407 to Ethnography of "Area courses" of Complementary Courses list; addition of course 151-413 to Archaeology of "Area courses" of Complementary Courses list; removal of "Non-Anthro - 0 credits".

127-101D Beginners' French (6 cr.) - change to restriction;
127-207D Elementary French (6 cr.) - change to restriction.

Faculty of Engineering

Department of Chemical Engineering

302-633A Bleaching and Recovery (3 cr.) - number change from 302-533A, prerequisite, title, and description changes;

302-638T Topics in Pulp and Paper (4 cr.) - number change from 302-538C, removal of pre and corequisite, and description changes;

302-674B Control in Pulp and Paper (3 cr.) - number change from 302-573B, prerequisite and description changes.

Department of Civil Engineering and Applied Engineering
303-511B Structural Dynamics (3 cr.) - retirement.

Faculty of Science

B.Sc. Faculty Degree in Biochemistry (55 cr.) - replace 177-204A with 528-211A in list of U1 Complementary Courses; add 528-211A to U3 Complementary Courses list; replace 177-204A with 177-304A in U3 Complementary Courses list.

B.Sc. Honours in Biochemistry (79 cr.) - replace 177-204A with 528-211A in U1 Complementary Courses list; add 177-304A to U3 complementary Courses list.

B.Sc. Major in Biochemistry (70 cr.) - replace 177-204A with 528-211A in U1 Complementary Courses list; add 177-304A to U3 Complementary Courses list.

B.Sc. Honours in Anatomy and Cell Biology (80 cr.) - Biologically-oriented courses (300-level or higher) that can be used as electives (complementary courses) are listed individually; elimination of Psychology courses; addition of 382-307B Human Nutrition.

B.Sc. Major in Anatomy and Cell Biology (68 cr.) - Biologically-oriented courses (300-level or higher) that can be used as electives (complementary courses) are listed individually; elimination of Psychology courses; addition of 382-307B Human Nutrition.

B.Sc. Faculty Program in Anatomy and Cell Biology (57 cr.) - Biologically-oriented courses (300-level or higher) that can be used as electives (complementary courses) are listed individually; elimination of Psychology courses; addition of 382-307B Human Nutrition.

B.Sc. Faculty Degree in Microbiology and Immunology (57 cr.) - addition of five courses to U2 Complementary Courses list; addition of three courses to the "6 credits chosen from Complementary Courses listed for U2, with the addition of" list.

B.Sc. Major in Microbiology and Immunology (67 cr.) - addition of six courses to U3 Complementary Courses list.

B.Sc. Honours in Microbiology and Immunology (73 required cr.) - rewording of paragraph concerning students intending to apply to Honours and graduation in Honours; addition of seven courses to U3 Complementary Courses list.

183-203A Environmental Systems (3 cr.) - course description change;
183-351B Quantitative Methods (3 cr.) - course description change;
204-533A Psychology and World Health (3 cr.) - change to prerequisite;
549-563B General Pharmacology II (3 cr.) - change to prerequisite and course description.

FOR INFORMATION ONLY:

The Faculty of Science approved, February 9, 1999, revisions to:

B.A. Minor Concentration in Geography (Urban Systems)

B.Sc. Minor in Music Technology.

Query from Faculty of Music

The Chair discussed a query received from the Faculty of Music concerning their students obtaining credit for teaching courses, as many of the students take a long time completing their programs. The committee agreed that this is not permitted. The Secretary will communicate this to Professor Minorgan in the Faculty.

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