

Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, April 1, 1999** at 3:00 p.m. in the James Annex Conference Room.

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

REGRETS:

GUEST: Professor David Covo, School of Architecture, Faculty of Engineering

13.01 The Chair added two items to Business Arising: (1) Faculty of Agricultural and Environmental Sciences, Macdonald Summer Field Semester courses; (2) Faculty of Engineering, M.Eng. Chemical Engineering. The Chair added one item to Other Business: Faculty of Medicine, Midwifery Program. The Agenda was approved with these additions. The Chair informed the committee that because Professor Covo of the School of Architecture (Faculty of Engineering) joined the meeting at the beginning, the M.Arch I.(Professional) would be moved up in the Agenda.

13.02 The Minutes of the meeting of March 4, 1999 were approved.

13.03 BUSINESS ARISING

(a) Faculty of Engineering - 99-SCTP-03-60 REVISED

School of Architecture

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

Professor Covo explained that the Master of Architecture program is being revised to include the M.Arch.I(Professional) option, which consists of three semesters, 39 required credits, 6 complementary credits - 3 of which must be architectural, and will eventually phase out the existing two-semester, 34-credit B.Arch. program. The new structure retains the B.Sc.(Arch.) program. The proposed program is similar to an M.Sc.(Applied) (i.e. professional and course oriented). Students who take this program will use it to enter the work force. Upgrading the B.Arch. to an M.Arch for professional accreditation follows a national trend with several other universities across Canada making a similar change.

Following further discussion, the committee approved this program revision and this proposal will be forwarded to FGSR for approval.

B.Sc.(Arch.) (100 cr.)

Professor Covo explained that the revisions to this program consisted of the removal and addition of courses. These revisions will reduce the program from 102 to 100 credits (82 required credits, 18 complementary credits - 12 of which will be architectural and 6 of which will be electives).

Professor Crago suggested that in the table comparing the existing and proposed programs, in the Changes column the course numbers listed should also have listed their corresponding course titles. She also suggested that clarification be added to the Rationale concerning the courses being added to the program are coming from the B.Arch. Program, and the courses being removed are being transferred to the M.Arch. Program. The committee approved these revisions, and will not go to APPC for approval.

The following new courses were proposed:

301-671A Design Research & Methodology (4 cr.)

This new course was approved.

301-675B Professional Practice II (2 cr.)

Professor Capek noted that on the proposal form it was indicated that this course "Requires teaching/physical resources not currently available", but the explanation was not attached. Therefore, the committee requests the explanation, and the Chair will review and approve on behalf of SCTP if all is in order.

301-678A Advanced Construction (3 cr.)

This new course was approved.

The following course revisions were proposed:

301-550A Urban Planning I (3 cr.)

The revisions consisted of: number change from 301-435B and credit increase from 2. These revisions were approved.

301-551B Urban Planning II (3 cr.)

The revisions consisted of: number change from 301-436A and credit increase from 2. These revisions were approved.

301-672B Architectural Design I (6 cr.)

The revisions consisted of: number change from 301-411A, title change, credit increase from 7, and description change. These revisions were approved.

301-673A Architectural Design II (8 cr.)

The revisions consisted of: number change from 301-413B, title change, credit increase from 7, and description change. These revisions were approved.

(b) Faculty of Education - 98-SCTP-08-1

B.Ed.(Inclusive Education) (126 cr.)

This new program consisted of 48 credits of Inclusive Education Component, plus 78 credits of Kindergarten and Elementary Education Concentration OR 78 credits of Secondary (Two-Subject) Education Concentration. Professor Crago reviewed the memo from Dean Ratna Ghosh of the Faculty, and explained that she and Vice-Principal (Academic) T.H. Chan met with the Dean. She clarified for the committee that the University would supply the start-up funds for this new program, and that the University expected that repayment will be obtained within a 3-year period. She explained that this program would furnish teachers with the expertise to work with students in special education. Dean Ghosh's memo indicated that the Quebec Ministry of Education approved a quota of 70 students for the Faculty.

The committee approved this new program, and it will now go to APPC for approval.

The Chair requested that the Secretary verify the course number for Family, School, and Community. It is indicated on the proposal documents as 414-443, but in the calendar this course is indicated as 414-543. The Secretary will report back at the next meeting.

(c) Faculty of Agricultural and Environmental Sciences - 99-SCTP-03-59

Department of Natural Resource Sciences

The Chair reported that the four summer field courses [373-381L Field Research Methods (3 cr.), 373-382L Ecological Monitoring & Anal. (3 cr.), 373-383L Land Use: Redesign & Planning (3 cr.), and 373-384L Field Research Project (3 cr.)], which SCTP approved March 4, 1999, were not approved by APPC and will not be offered this summer. APPC requested clarifications to the rationales and course descriptions, which the Department expects to present next fall directly to APPC.

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

Department of Chemical Engineering

The Chair reported that she had received clarification from the Vice-Principal (Research) that staff teaching various courses involved in this program are from Paprican, which is a research institute and not industry. The committee approved the program revisions, and it will now go to FGSR for approval.

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

Double Prefixes Issue

The Chair reported that APPC did not approve the Faculty of Science's use of double prefixes for courses offered jointly by two departments within the Faculty. APPC requested that SCTP propose a mechanism to accomplish the same goal without using double prefixes. However, Dean Shaver of the Faculty will attend the next APPC meeting to voice his point of view on the issue of double prefixes. The Chair reviewed the responses, re APPC's decision, received from Associate Dean Mendelson of the Faculty and Mr. Del Degan of UPO. She explained Mr. Del Degan's two possible solutions for this issue: 1. the University should discontinue assigning FTEs to the Faculty, instead of assigning FTEs to the professor; 2. Hard Code a course by creating a flag which would split the FTE every year, depending on which professor offered the course - this option would have to be carefully managed by the Faculty to ensure the correct department received the FTE.

The committee agreed that it would defer making a decision on this issue until after the next APPC meeting, where Dean Shaver will present his point-of-view. The Chair will report back at the next meeting.

(f) Faculty of Management - 99-SCTP-02-52

B.Com(Honours in Accounting) (36 cr.)

Professor Crago reported that she received clarification about honours programs from Associate Vice-Principal (Academic) Nick de Takacsy. There is no University-wide criteria for such programs, except that involve a 3.0 average. The Chair also contacted Associate Dean Duff of the Faculty of Management who explained that the Honours Program was used by the Faculty of Management for quality control of students for MBA-type professional programs.

Revision to the program consisted of: reducing the required credits from 30 to 21, and increasing the complementary credits to 15 (dividing the complementary list into two categories: 6 credits from Category A and 9 credits from Category B). This revision would ensure expertise in this field, and there would be more flexibility for students to go into various areas.

The committee approved this revision, and it will now go to APPC for approval.

(g) Faculty of Science - 99-SCTP-03-57

Department of Geography

B.Sc. Major in Geography (58 cr.) and **B.Sc. Honours in Geography** (67 cr.)

The Chair reviewed Associate Dean Mendelson's response concerning the greater than norm credit weight for both programs. The response explains that several Major and Honours Programs within the Faculty have greater credit weights than what is proposed by Geography, and the revisions to the Geography programs should not be held to stricter criteria. The committee agreed with this reasoning, therefore it approved the revisions to these programs, and it will now go to APPC for approval.

(h) Faculty of Engineering - 99-SCTP-01-32 REVISED

Department of Mining and Metallurgical Engineering

306-780A,B,C,T (0 cr.)

The Chair commented that FGSR had suggested the number 306-701 for this new course, to keep in alignment with Ph.D. comprehensive courses in other faculties. The committee requests that the Department change the course number on the proposal, resubmit it, and the Chair will review and approve on behalf of SCTP.

13.04 CENTRE FOR CONTINUING EDUCATION - 99-SCTP-04-61

McGill International Program in Administration and Communication Practices (Graduate Certificate in Management or Diploma in Management; Attestation in Written Business Communication Practices)

The Chair commented that this is not an appropriate title for this new program proposal, as the certificate and diploma already exist, and the Centre was just packaging existing programs and including a new attestation. She

explained that this new program allowed students a choice of one concentration: (1) **Graduate Certificate in Management**; or (2) **Diploma in Management**; along with the opportunity of qualifying for an **Attestation in Written Business Communication Practices** in either English or French.

Professor Woodman indicated that there is a high demand from the international market for this type of program.

The committee agreed that two separate program proposal forms should be submitted for both concentrations. The committee indicated that on pages 4 and 5 of the detailed program descriptions, the English and French Options should have credit weight for courses indicated instead of the hours listed.

The Chair queried as to what would be indicated on the diploma the student receives, as the last paragraph of page 6 (Graduation) was not clear. The Chair indicated she would contact Dean Morty Yalovsky of the Centre for Continuing Education for clarification.

Department of Career and Management Studies

Diploma in Accounting

The Chair explained that this diploma qualifies non-B.Com. students to enter the Graduate Diploma in Public Accountancy. The revisions to this program will meet the needs of the three professional groups: CA, CGA, CMA. The revisions include: separating the ten required courses to list as six required, adding the four remaining course plus four additional courses to the complementary list.

The committee agreed that the Rationale in the proposal needs to be revised to indicate what the initials of the three professional groups define (i.e. CA, CGA, and CMA). Clarification is required for the list of CGA requirement/exigences CGA list of courses on the proposed revision page. The committee queried if all six courses indicated with the box symbol were required for students to become a CGA.

The Chair agreed to review the revised proposal and approve on behalf of SCTP if all is in order.

610-514 Accounting Theory and Practice (3 cr.)

This course is indicated as a consolidation of courses, but it is not indicated which courses are being consolidated. Therefore, the committee requested that this proposal be resubmitted as a new course. The committee also suggested the removal of the last sentence in the course description ("The course will use"), as this material should be contained in the course syllabus.

The Chair agreed to review the revised proposal and approve on behalf of SCTP if all is in order.

13.05 FACULTY OF GRADUATE STUDIES AND RESEARCH - 99-SCTP-04-62

The following new courses were approved:

Faculty of Medicine, Experimental Surgery
519-684A Signal Transduction (3 cr.)

Centre for Continuing Education, Languages and Translation Department
679-500 Translation Practicum (3 cr.)

Faculty of Management
270-669A,B,C,T Managing Values (5 cr.)

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Faculty of Science, Department of Psychology

The Faculty submitted the following six slot courses, but SCTP requests rationale for why the Department needed six slot courses in the same topic. The Chair requested that the implementation date on the six forms be changed, and she agreed to approve on behalf of SCTP if rationale for six courses is sensible.

204-753A,B Health Psychology Seminar I (3 cr.)

204-756A,B Health Psychology Seminar IV (3 cr.)

204-754A,B Health Psychology Seminar II (3 cr.)

204-757A,B Health Psychology Seminar V (3 cr.)

204-755A,B Health Psychology Seminar III (3 cr.)

204-758A,B Health Psychology Seminar VI (3 cr.)

13.06 FACULTY OF SCIENCE - 99-SCTP-04-66

School of Computer Science

308-435B Introduction to Computer Networks (3 cr.)

The committee noted that the course title was greater than the permitted 30 characters. The Secretary commented that she had contacted the Faculty and requested a correction. The committee approved this new course with a corrected title. *Secretary's note:* Revised title received: Basics of Computer Networks.

308-547A Cryptography and Data Security (3 cr.)

The committee noted that the course description was greater than the permitted 50 words. The Secretary commented that she had contacted the Faculty and requested a correction. The committee approved this new course with a corrected description. *Secretary's note:* Revised course description was received and is in order.

13.07 FACULTY OF ENGINEERING - 99-SCTP-04-69

Department of Electrical & Computer Engineering

B.Eng. Computer Engineering Program (110 cr.)

The program revisions consisted of the removal of course 198-271 (Quantum Physics) and the addition of course 304-321 (Intro. to Software Engineering). The committee reviewed the write-off from the Department of Physics, and suggested that Engineering discuss the removal of Quantum Physics from this program so the Department can adjust their courses. This proposal was approved, and the Chair indicated it would be reported to APPC for information only.

Minor in Software Engineering (24 cr.)

This new program proposal consisted of 15 credits of required courses, 9 credits of elective courses (at least three of which are to be selected from a list of engineering courses; maximum 6 credits from list of School of Computer Science courses). The Chair noted that B.Sc. should be indicated on the program proposal form in the Name & Type of Program, to read: B.Sc. Minor in Software Engineering. This new program was approved, and will be reported to APPC for approval.

The following new courses were approved:

304-321A Intro. to Software Engineering (3 cr.)

304-522A Asynchronous Circuits & Systems (3 cr.)

304-424A Human-Computer Interaction (3 cr.)

304-530B Logic Synthesis (3 cr.)

304-435A,B Mixed-Signal Test Techniques (3 cr.)

304-610B Wireless Telecommunications (4 cr.).

13.08 OTHER BUSINESS

Minor Changes

The secretary reported the following minor changes. The minor changes submitted from the Centre for Continuing Education, Faculties of Engineering, and Science were approved.

Centre for Continuing Education

Certificate of Proficiency (English) - course 684-247 Fundamentals of English is added to list of required courses.

Faculty of Engineering

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301-411A Design and Construction VI (7 cr.) - retirement;
301-413B Design and Construction VIII (7 cr.) - retirement;
301-429T Summer Project III (1 cr.) - retirement;
301-430T Sketching School II (1 cr.) - retirement;
301-435B Urban Planning I (2 cr.) - retirement;
301-436A Urban Planning II (2 cr.) - retirement;
301-446A Mechanical Services (2 cr.) - retirement;
301-448B Environmental Acoustics (2 cr.) - retirement;
301-449A Professional Practice (2 cr.) - retirement;
301-450B Specifications and Building Costs (2 cr.) - retirement;
301-554A Mechanical Services (2 cr.) - number change from 301-446A;
301-555B Environmental Acoustics (2 cr.) - number change from 301-448B;
301-674A Professional Practice I (2 cr.) - number change from 301-449A and title change;
301-676A Specifications and Bldg. Costs (2 cr.) - number change from 301-450B, title and descr. changes;
301-679A Architectural Journalism (1 cr.) - number change from 301-429T, title and descr. changes;
301-680A Sketching School II (1 cr.) - number change from 301-430T;
303-554A Environmental Engineering Seminar (3 cr.) - retirement;
303-615A Environmental Eng. Seminar (3 cr.) - number change from 303-554A;
304-330A,B Electronic Circuits I (3 cr.) - corequisite change;
304-353A Electromagnetic Fields & Waves (3 cr.) - prereq. change;
304-428B Software Engineering Practices (3 cr.) - title, prereq., and descr. changes;
304-432B Physical Basis of Transistor Devices (3 cr.) - prereq. change;
304-505B Nonlinear Control Systems (3 cr.) - title change;
306-202A Engineering Communication Skills (2 cr.) - title and descr. changes;
306-308A Social & Economic Impacts of Technology (3 cr.) - descr. change;
306-465A Ceramic Engineering (3 cr.) - prereq. change.

Faculty of Science

182-451 Environmental Studies Seminar (3 cr.) - retirement;
183-199A FYS: People, Place and Environment (3 cr.) - title and descr. changes;
204-534A Community Psychology (3 cr.) - prereq. change;
308-421B Database Systems (3 cr.) - prereq., title, and descr. changes [title change because too long];
308-538B Person-Machine Communication (3 cr.) - prereq. change;
308-647B Advanced Cryptography (4 cr.) - title, prereq., and descr. changes.

Faculty of Medicine - 98-SCTP-08-03

Midwifery Program. The Chair updated the committee on the status of the Midwifery Program. She explained that the Québec Ministry of Education awarded funding for the program to the Université du Québec à Trois-Rivières. The Ministry requested that these students be allowed to use McGill's teaching hospitals, as there is no medical school at the Université du Québec à Trois-Rivières.

Ill-Prepared Reports Submitted from Faculties

The Chair requested the committee's advice concerning ill-prepared reports received from faculties. The committee agreed that reports requiring revisions should be returned to faculties. This means that faculty curriculum committees will, in future, request departments to make appropriate corrections/revisions before the faculty resubmits to SCTP. This way faculties can stay informed as to the issues raised at SCTP and use their closer contact with the departments to have changes made. It should also prove informative to faculties in terms of future preparation of documents and approval of courses and programs. This should, in future, mean that there will be less delay at the SCTP stage of progress. Professor Rytina commented that education and the production of an educational manual were the keys to reducing ill-prepared documents. The Chair confirmed that it is her intention to produce such a guide this summer.

There being no further business, the meeting adjourned at 5:10 pm.