

2000/SCTP/02

Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, September 16, 1999** at 2:30 p.m. in the ISR Conference Room (Room 635, James Administration Building).

**PRESENT:** Radan Capek, Martha Crago (Chair), Sam Drury, Enrica Quaroni, Cindy Smith (Secretary), Xavier Van Chau

**REGRETS:** Chandra Madramootoo, PGSS student representative

---

02.01 The Agenda was approved with the following additions:

- Under Business Arising - Faculty of Education [99-SCTP-01-44];
- Under Regular Business - Faculty of Arts [99-SCTP-09-04];
- Under Other Business - Minor Changes Report.

02.02 The Minutes of the meeting of September 2, 1999 were approved with the following changes:

- Item 01.04, page 2, Faculty of Dentistry - degree title should read: Doctor of Dental Surgery; second paragraph, third sentence: "and Faculty of Graduate Studies and Research" should be deleted from the sentence.

02.03 **BUSINESS ARISING**

(a) Faculty of Engineering [99-SCTP-05-83 REVISED]

School of Architecture

**M.Arch.II** (45 cr.)

The Chair explained that the proposed revisions to the degree would change it from a thesis to a project degree. The Chair observed that requested changes were made to the proposal, as suggested by SCTP on May 13, 1999. These revisions would aid students to complete the degree in a timely manner. Mr. Van Chau commented that this degree would be beneficial in aiding students to decide which direction to take for their careers. The committee approved these revisions, and this proposal will be reported to the Faculty of Graduate Studies and Research for approval.

301-627A Research Methods (3 cr.)

The secretary noted that this course was approved May 13, 1999.

301-650A History Seminar I (8 cr.)

The committee recommended removing "16 hrs/wk of Other", as the amount of work required by students for written papers is not normally listed. Professor Quaroni pointed out that the title should be clarified so that students do not confuse this course with courses offered by the Department of History. Therefore, SCTP recommended that the title be revised to read: "Arch. History Seminar I". This revised course was approved with these changes.

301-651B History Seminar II (8 cr.)

Again, the committee recommended removing "16 hrs/wk of Other", as the amount of work required by students for written papers is not normally listed. The title should also be clarified so that students do not confuse this course with courses offered by the Department of History. Therefore, SCTP recommended that the title be revised to read: "Arch. History Seminar II". This revised course was approved with these changes.

301-623B Project Preparation (3 cr.)

The committee recommended removing "6 hrs. of Other". Also, the words: "to be undertaken by the candidate in the third term" should be removed from the course description, as that information is only appropriate for a course syllabus. This new course was approved with these changes.

301-622A Critical Writing (3 cr.)

The committee recommended removing “6 hrs/wk of Other”. Also, the course description should be changed to read: “Seminar to critically review an architectural topic.” This new course was approved with these changes.

301-624C History & Theory Project (15 cr.)

The committee recommended that the first sentence of the course description be revised to read: “Visit of a chosen city for a minimum of 2 weeks.” The second sentence remains the same. This new course was approved with this change.

(b) Faculty of Agricultural and Environmental Sciences [99-SCTP-09-02]

Department of Plant Science

330-305B Tropical Food Systems (3 cr.)

The Chair reviewed information received, by the Chairs of the Departments of Biology and Geography and the Associate Dean (Student/Academic Affairs) from the Faculty of Agricultural and Environmental Sciences, concerning how field courses are handled in their areas; specifically, information on:

- when the off campus period of the course is taken [i.e. before course begins, during course, or during summer/winter/study breaks];
- how the department/faculty accommodates students' missed exams.

The consensus was that it was preferable to avoid having students miss exams of other courses, and that no more than one missed day of classes takes place at present in the Departments of Geography and Biology.

The committee suggested that this course be offered in the following terms: A, B, C, T, L. Also, SCTP requested that the following be added to the course description: “The timing of the field trip in this course will not conflict with students’ other courses/exams; or at the most, a maximum of one (1) day of other classes will be missed.”

The Chair will review and approve (if all is in order) the requested revisions on behalf of the committee.

(c) Meeting Schedule

The Chair queried the committee members if they would be available from 12:00-2:00 pm for SCTP meetings in the Winter session 2000 (commencing in January). Mr. Van Chau replied that he would not be available for that time. The Chair stated that as the majority of SCTP members were available for that time period, we would reschedule SCTP meetings from 12:00-2:00 pm from January-June 2000. She suggested to Mr. Van Chau that SSMU appoint a replacement student representative for the Winter 2000 session.

(d) Faculty of Education [99-SCTP-01-44]

Department of Educational and Counselling Psychology

**Graduate Diploma in School/Applied Child Psychology (Doctoral Respecialization)** (30 cr. minimum)

The Chair reviewed the letter and revised program description submitted by Professor Bruce Shore, Chair - Department of Educational and Counselling Psychology. Rationale to keep “Doctoral Respecialization” in the degree title was accepted. All requested changes by SCTP to the program description were made by the Department. The Chair commented that the Faculty would need to assess the market value of the program in keeping with the cost of \$60,000, which was forthcoming from Mr. Real Del Degan of the University Planning Office (date September 9, 1999). Also, students who have to pay the \$60,000 tuition fee would be taking same courses as students who are not paying the self-funded tuition, which could lead to a troubled situation. The Chair commented that SCTP is receiving a higher number of program proposals of this type (where students not paying the self-funded tuitions are in the same classes with self-funded tuition students). The committee suggested changing the date of implementation to January 2000. This new program was approved with this change, and it will be reported to the Faculty of Graduate Studies and Research for approval.

*Secretary's note:* The revisions requested by SCTP were received for the following previously-submitted course and/or program proposal(s), reviewed by the Chair, and approved on behalf of SCTP.

Faculty of Education

Department of Educational and Counselling Psychology

**Graduate Certificate in Counselling Applied to Teaching** (15 cr.). SCTP requested that the TOEFL > 550 requirement be added to the program description. This new program will be reported to the Faculty of Graduate Studies and Research for approval.

Faculty of Engineering

Department of Mining and Metallurgical Engineering

- New course 306-701A,B,C,T Ph.D. Thesis Research Proposal (0 cr.): course number and description revised.

02.04 **FACULTY OF ENGINEERING** - 99-SCTP-09-03

Department of Chemical Engineering

**M.Sc. in Chemical Engineering** (45 cr.)

The Chair explained that B.Sc. students would take this program. The Faculty of Engineering has an M.Eng. program, and an M.Sc. in Civil Engineering and Mining and Metallurgical Engineering. The Department of Chemical Engineering indicated in the Rationale that "The M.Sc. is not a new degree in the Faculty of Engineering", and are of the belief that this new program does not have to be forwarded to the MEQ. The Chair contacted Helen Richard in the University Planning Office, who has indicated that the Faculty of Engineering will have to submit a four- or five-page report to the MEQ for advisement on whether the program has to be approved at the MEQ. It would need to address:

- the needs for this program;
- justify demand of this program;
- compare similarities of this new program with the M.Eng. and other M.Sc. programs in the Faculty, and what is the case for another M.Sc. in the Faculty.

The Chair indicated that the number of research credits (33) compared to the course credits (12) was too high, out of line with the other two M.Sc. programs in the Faculty, and suggested that the research (thesis) credits be decreased to 27 credits and the course credits be increased to 18 credits. She queried whether minimum of 8 credits in chemical engineering was sufficient for a degree in Engineering. It should be specified that these 8 credits should be maximum at the 500-level. It is noted that the proposed number of students for this program seemed quite low to take this proposal to the MEQ for formal program approval. The committee agreed that a revised program proposal should be resubmitted to SCTP after a response is received from the MEQ. The expanded version for the MEQ should be sent to the Chair of SCTP, who will route it to the MEQ through Helen Richard. Professor Misra was also asked by the Chair to look into the history of approval for the two existing M.Sc. programs.

02.05 **FACULTY OF ARTS** - 99-SCTP-09-04

Department of Italian Studies

132-780A,B Student Staff Seminar (3 cr.)

The course revision consisted of a credit weight change from 6. This course revision was approved.

02.06 **OTHER BUSINESS**

Minor Changes

The secretary reported the following minor changes submitted by the Faculty of Arts. The minor changes submitted by the Faculty of Arts were approved.

Faculty of Arts

School of Social Work

407-664B Practice in a Multicultural Context (3 cr.) - description change; the title is greater than 30 characters and I have requested a title revision; *Secretary's note:* Professor Rowe, Director of the School of Social Work,

indicated that the revised title should read as follows: “Multicultural Context Practice”;

407-655A Seminar on Aging (3 cr.) - title and description changes.

Department of French Language and Literature

125-464D,N Mémoire de spécialisation (6 cr.) - title and prerequisite changes.

**FOR INFORMATION ONLY**

The following course was reviewed by the Faculty of Arts Curriculum Committee, but will be submitted to SCTP by the Faculty of Science.

Department of Geography

183-301A Geography of Nunavut (3 cr.) - title and description changes.

There being no further business, the meeting adjourned at 3:47 pm.