

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, October 14, 1999** at 2:30 p.m. in the ISR Conference Room (Room 635, James Administration Building).

PRESENT: Radan Capek, Martha Crago (Chair), Sam Drury, Chandra Madramootoo, Cindy Smith (Secretary), Nina Spada, Xavier Van Chau

REGRETS: Enrica Quaroni

03.01 The Agenda was approved.

03.02 The Minutes of the meeting of September 16, 1999 were approved with the following changes:

- Nina Spada's name added to the list of present members;
- Item 02.03, page 2, (d) Faculty of Education, sixth sentence from the bottom of the page, the sentence should read:
 "... tuition fee would be taking the same courses ...".

03.03 BUSINESS ARISING

(a) 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 updated the committee on the status of this program. As indicated in the memorandum dated September 14, 1999 from Professor Bruce M. Shore, Chair – Department of Educational and Counselling Psychology, addressed to Dean Ratna Ghosh and Associate Dean Mary Maguire, Faculty of Education, the Department has decided not to offer this as a self-funded program. Professor Capek queried if point 2 of the Entrance Requirements contained in the program description: "Graduate Record Examination: Verbal, Quantitative, and Psychology results taken within 5 years preceding this application" was permitted. Professor Crago indicated that it was up to departments whether they required GRE scores, even if the program was for students who already had a Ph.D. Furthermore, this proposal was already approved by SCTP.

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

Faculty of Management

M.A.; Economic Policy Management (45 cr.)

SCTP reviewed this proposal, and requested a financial write-off for this self-funded program revision, at the meeting of October 29, 1998. The Chair explained that the program existed with French courses, but as the program would no longer be in collaboration with the World Bank, the language courses were no longer being offered with this program. The financial write-off obtained from the University Planning Office did not correspond to what the Faculty of Management had intended, therefore SCTP had requested additional information from the Faculty of Management. Following several months of not receiving this information, the Secretary contacted Dean Crowston's office in the Faculty of Management. She was informed that the Dean had been in contact with former Vice-Principal (Academic) T.H. Chan. Professor Crago then met with Dean Crowston to discuss the status of this proposed program revision. Dean Crowston informed Professor Crago that he would like this program approved on academic content, and that the Faculty would "shelf" the program until interested students can be found, at which time the program would be priced.

The Chair suggested to the committee that this program be approved as a template, but it would not be offered without financial write-off by the University Planning Office. The committee voiced concern about whether Canadian students would be able to apply for this program without the financial approval. The Chair suggested approval, but the program can not be printed in the University Calendar until funding approval is received from the University Planning Office. The committee suggested revising the first sentence under Financial Information in the program description to read as follows: "The cost of the 45 credit program will be determined ...". Also, the listed courses should be categorized with the University-

approved terms: Required should be used instead of Compulsory; Complementary should be used instead

of Optional. At the bottom of the page which lists examples of other options, the two sentences should be replaced by the following sentence: “Other options can be designed, pending approval.” Professor Drury queried the accuracy of listing courses 273-615 and 280-608 as 0 credit, and he suggested that these courses be indicated as co-requisites. The committee agreed that the courses which were listed as Compulsory, 0 credit, should be indicated as co-requisite courses. The committee approved this program revision with these changes, and stated that the revised program is not to be printed in the University or Faculty Calendars until a financial write-off is obtained from the University Planning Office. This program revision will be reported to APPC once the revised program proposal, with SCTP’s suggested changes incorporated, has been resubmitted to SCTP by the Faculty of Management.

(c) Centre for Continuing Education [99-SCTP-04-61]

Graduate Certificate in Administration and Communication Practices (Graduate Certificate in Management, Attestation in Written Business Communication Practices) (24 cr.); Diploma in Administration and Communication Practices (Diploma in Management, Attestation in Written Business Communication Practices) (30 + 9 cr.)

The Chair updated the committee on the discussion which took place at the most recent Academic Policy and Planning Committee (APPC) meeting concerning these new programs. She explained that there was an active discussion which was not completed by the end of the last meeting. APPC debated whether McGill should be offering a program where two separate groups of students, in the same classes, were paying different fees. The discussion will resume at the next APPC meeting.

SCTP suggested introducing 900-level courses for self-funded programs.

(d) SCTP Membership and Meeting Schedule

The Chair informed the committee that Professor Jane Everett of the Faculty of Arts, who was appointed to SCTP, commencing January 2000, was unable to attend the scheduled SCTP meetings due to unforeseen scheduling problems. Therefore, Professor Laura Beraha of the Faculty of Arts was recommended to APPC as a replacement.

The Winter 2000 meetings have been rescheduled back to 2:30-4:30 pm.

03.04 **FACULTY OF SCIENCE** - 99-SCTP-10-08

Department of Atmospheric and Oceanic Sciences

195-308A Principles of Remote Sensing (3 cr.)

The Chair explained that this new course proposal contained the identical title as the course 183-308A, along with similar numbers but different prefixes. She reiterated that the double prefix issue was discussed at APPC, and that the previous double prefix courses were approved on the basis of jointly-appointed professors in two departments within the Faculty of Science. This was not the case for these two courses. Professor Quaroni (via Professor Crago) voiced concern that this type of course would be setting a precedence, and objected to the approval of the course. Professor Drury mentioned that as departments were slimming down and budgets were tighter, he did not see a problem with these courses. Professor Capek suggested that a faculty number (prefix) should be created for the course. The Chair mentioned that the Faculty of Science was concerned that a faculty number would not be as informative to students. The committee recommended that the Faculty of Science assign a Faculty number to combine courses 195-308A and 183-308A.

195-315A Water in the Atmosphere (3 cr.)

This new course was approved.

195-402A Atmosphere-Ocean Transports (3 cr.)

This new course was approved.

195-414B Applications of Remote Sensing (3 cr.)

The committee suggested that in future, the professor consider broadening the course content to include crop management. Also, the title seemed a bit misleading, and therefore the professor should consider addressing the applications in the course contents. This new course was approved.

Department of Geography

183-308A Principles of Remote Sensing (3 cr.)

The revisions consisted of: name and description changes. The committee recommended that the Faculty of Science assign a Faculty number to combine courses 183-308A and 195-308A.

03.05 MOTION BY SCTP TO APPC - 99-SCTP-10-07

The motion read as follows: *“Be it resolved that the Academic Policy and Planning Committee of Senate ensure that academic staff list information on Web sites for courses as they appear in the official University calendars (i.e., course title, number, and description should read identically).”*

Professor Spada suggested that the motion be changed to read: *“... (i.e., course title, number, and description) should read identically.”*

The Chair explained that Associate Vice-Principal (Academic) Nick de Takacsy brought to her attention the case of a course on a McGill Web site which did not correspond to what was printed in the University Calendar. Therefore, he suggested that SCTP request that APPC pass a motion which would ensure a coherence between faculty/departamental Web sites and the University Calendar. The Chair mentioned that a similar motion would need to be made for programs, but would not be done until February; therefore, she suggested that SCTP defer approval of the motion until February 2000 to have it include programs. Professor Capek queried who would be policing this motion. Professor Crago stated that if this motion was communicated to the University community, it was hoped that faculties/departments would clean up their Web sites without needing to be policed. The committee agreed to defer the recommendation to APPC of this motion, which will be rewritten to include programs, until February 2000.

03.06 OTHER BUSINESS

Memo re Credit Weight/Hour Graduate Seminars

The Chair reviewed the memo from Professor Nina Spada to Associate Dean Mary Maguire (both of the Faculty of Education), concerning graduate seminars in their Faculty. Associate Dean Maguire responded directly to the Chair that there were other faculties which attributed 3 hours of graduate seminar as 3 credits. The Chair explained that no University rule existed for the credit weight and required hours for graduate seminars. Professor Spada stated that some faculties attributed 3 credits to 2-hour graduate seminars, while others attributed 3 credits to 3-hour graduate seminars.

SCTP would like it noted that the committee continues to approve graduate seminars for 2 or 3 hours with a credit weight of 3.

Minor Changes

The secretary reported the following minor changes submitted by the Faculty of Agricultural and Environmental Sciences, and Science.

Faculty of Agricultural and Environmental Sciences

General Agriculture (Faculty Course)

330-691E,G Biotechnology Practicum (3 cr.) – the term “E” added to number, number change from 330-591G, and addition of prerequisite. This course revision was approved.

Department of Animal Science

B.Sc.(Agr.) Animal Biology (90 cr.) – The Chair commented that the correct title on the program change/proposal form should be as follows: “B.Sc. in Agriculture; Animal Biology”. The revisions consisted of: addition of two courses to the list of Complementary Courses; also, the following paragraph was added after the list of Complementary Courses: “The student may replace up to 12 credits of the complementary courses listed above by choosing, with the student advisor’s approval, any course offerings (300 level or higher) in Anatomy and Cell Biology, Biochemistry, Biology, Microbiology and Immunology, Neurology and Neurosurgery, Pharmacology and Therapeutics, Physiology, and Psychology. Any prerequisites for these courses must be taken as electives.” These revisions were approved and will be reported to APPC for information only.

Institute of Parasitology

Ph.D. in Parasitology – course titles and numbers changed for courses 391-606A,B and 391-607A,B (approved by SCTP May 13, 1999); also, C term added to both courses (391-710A,B,C and 391-711A,B,C). These revisions were approved and will be reported to APPC for information only.

Graduate Certificate in Biotechnology (15 cr.) – the revisions consisted of: deleted list of prerequisite courses and replaced by the following paragraph: “Students are required to have sufficient background in Biochemistry, Cellular Biology and Molecular Biology, equivalent to at least a 200 level course at McGill in the respective areas mentioned.” The terms A, B, or E were added to the following courses: 391-620A,B; 391-621A,B; 202-505A,B; 391-501A,B; 330-591E,G. The alternative course 177-524A was deleted from the list of Required Courses, and added to the list of Complementary Courses - General Topics; deleted courses 336-518A and 356-501A,B from the list of Complementary Courses – Environmental and Food; added course 356-500A,B to the list of Complementary Courses – Environmental and Food.

The Chair had questions concerning the revision to the list of program prerequisite courses, therefore the committee reviewed the list and the proposed single paragraph which replaced the list. Professor Madramootoo stated that the revision is proposed to bring students up to par on biotechnology techniques, and that the Faculty’s Admissions Committee would be responsible for ensuring students had the necessary prerequisites before entering the program.

The Chair stated that she would request additional information from Professor Marilyn Scott of the Institute of Parasitology, and report back at the next meeting.

The committee agreed that revisions made to program prerequisites were not minor changes and that they should be reviewed by the committee in the future.

391-410B Environment and Infection (3 cr.) – change of prerequisites.

Faculty of Science

Department of Geography

183-301A Geography of Nunavut (3 cr.) – title and description changes (Faculty of Arts has reviewed this course revision and SCTP took note of this at the September 16, 1999 meeting). These revisions were approved.

There being no further business, the meeting adjourned at 4:02 pm.