

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, October 28, 1999** at 2:30 p.m. in the ISR Conference Room (Room 635, James Administration Building).

PRESENT: Radan Capek, Sam Drury, Chandra Madramootoo, Enrica Quaroni, Cindy Smith (Secretary),
Nina Spada (Acting Chair)

REGRETS: Martha Crago, Xavier Van Chau

04.01 The Agenda was approved with the following addition:

- Centre for Continuing Education [99-SCTP-04-61]

04.02 The Minutes of the meeting of October 14, 1999 were approved with the following changes:

- Item 03.06 , Other Business, Minor Changes, Institute of Parasitology, Ph.D. in Parasitology: the program revisions were reported incorrectly. They should have been reported as follows: The revisions consisted of two new graduate seminar courses (391-710A,B,C and 391-711A,B,C, approved by SCTP May 13, 1999) to replace existing graduate seminar courses in the Ph.D. degree. Previously, M.Sc. and Ph.D. students registered for the seminar courses 391-606 and 391-607 as requirements for their degrees, but a student who completed a Masters degree in the Institute of Parasitology, wishing to register in the Ph.D. in the Institute of Parasitology, would not be able to register for courses 391-606 and 391-607 to meet the Ph.D. requirements. These two new 700-level courses (391-710A,B,C and 391-711A,B,C) were created to solve this situation. The committee approved these revisions.
- Item 03.06, Other Business, Minor Changes, Institute of Parasitology, course 391-410B Environment and Infection: the following sentence was added "This revision was approved."

04.03 **BUSINESS ARISING**

- (a) Faculty of Agricultural and Environmental Sciences
Faculty Course

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

The committee reviewed the e-mail message from Professor Katrine Stewart, Department of Plant Science, who would be the instructor for this course. Professor Stewart stated the difficulties of scheduling this course for other terms. The only possible solution would be to offer the course at the end of April (B term), and she has requested that the examination timetable for the Faculty of Agricultural and Environmental Sciences be organized such that students would have their examinations set in the first week of the examination period, therefore leaving the second week free for the course. This new course was approved.

- (b) SCTP Membership

The Acting Chair informed the committee that APPC approved the appointment of Professor Laura Beraha of the Faculty of Arts as a member of SCTP for a period of three years, commencing January 2000.

- (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.)

Professor Spada informed the committee that the Centre for Continuing Education had decided to offer these programs as regular-funded programs for the present time, instead of offering them as self-funded programs. She indicated that Professor Crago would in the future prepare a report on self-funded programs and present it to SCTP.

Secretary's note: An electronic discussion was held for the following submission. SCTP approved this proposal.

Faculty of Management [99-SCTP-09-05]

B.Com. (90 cr. – CEGEP Students; 120 cr. – High School Students from Outside Québec) – the revision consisted of the removal of the optional required course 455-205. This program revision will be reported to APPC for information only.

The Chair transmitted the following information by e-mail.

Faculty of Agricultural and Environmental Sciences [Minor Changes discussed October 14, 1999]
Institute of Parasitology

Graduate Certificate in Biotechnology (15 cr.) - Professor Scott indicated that the words "each of" were missing from the paragraph which replaced the list of prerequisite courses. Therefore, the paragraph should now read as follows: "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 each of the respective areas mentioned." Professor Scott also indicated that admission preference will be given to more advanced students. This program revision was approved.

04.04 **FACULTY OF LAW** - 99-SCTP-10-11

471-200A,B Sale (4 cr.)

Professor Capek indicated that the restriction indicated as "Limited to upper-year students" should be changed to "... U3 or U4 students." The committee requested clarification from the Faculty of Law concerning the restriction. This clarification should come from the Faculty's Dean or Curriculum/Academic Committee, sent care of Ms. Cindy Smith (e-mail: CINDY@UMSI.LAN.MCGILL.CA). The committee indicated that Professor Crago, Chair of SCTP, may approve on behalf of SCTP if the clarification is in order.

471-400A,B Secured Transactions (4 cr.)

Again, the restriction was indicated as "Limited to upper-year students" and should be changed to "... U3 or U4 students." The committee requested clarification from the Faculty of Law concerning the restriction. This clarification should come from the Faculty's Dean or Curriculum/Academic Committee, sent care of Ms. Cindy Smith (e-mail: CINDY@UMSI.LAN.MCGILL.CA). The committee indicated that Professor Crago, Chair of SCTP, may approve on behalf of SCTP if the clarification is in order.

04.05 **FACULTY OF ARTS** – 99-SCTP-10-10

Professor Spada noted that the new option to the Ph.D. program in Linguistics proposal was removed from the Faculty's submission because the Faculty of Graduate Studies and Research will gather changes from the four faculties involved, incorporate changes, and submit the final proposal to SCTP.

Professor Spada also noted that the new MSE domain proposal was removed from the Faculty's submission as a program proposal form was omitted. The MSE courses (170-400 and 170-401) were removed also because they were already approved by SCTP.

Department of Art History

B.A.; Major Concentration in Art History (36 cr.)

The program revision consisted of: the Complementary Courses listed by fields and course levels. Professor Quaroni explained that 27 credits of Complementary Courses were more specifically indicated how they were to be taken, with a list of possible courses to be taken in the five fields. Professor Drury queried if it was a good idea to list the Complementary Courses in this manner. Professor Quaroni responded that it was. The committee approved this revision, which will be reported to APPC for information only.

Department of Italian Studies

Ad Hoc Ph.D. in Italian Studies

Professor Spada explained that it is unusual for us to receive revisions to ad hoc programs because normally, ad hoc programs do not have a predetermined structure in the same way that regular Ph.D. programs do.

However, Charlotte Légaré informed Professor Spada prior to the meeting that because the format for the Italian ad hoc Ph.D. was approved many years ago by the Faculty of Graduate Studies and Research [FGSR], SCTP needs to approve these revisions for the purposes of the degree audit. Professor Spada also informed the committee that the Department of Italian Studies submitted a proposal in 1996 for a regular program but that this was not approved. Given that FGSR had recently established a policy that ad hoc Ph.D. programs will only be permitted to continue for 5 years and that a proposal for a regular program must be submitted during this time period, the Department of Italian Studies will be submitting another proposal for a Ph.D. program by September 2000.

Professor Spada noted that on page 1 of the program description, Admission Requirements was listed as point 4, but should be listed as point 1. The committee compared the Program Profile (total of 36 cr.) to the Distribution of Ph.D. Program Requirements on page 2, and queried Professor Quaroni for an explanation of how the list on page 2 added up to 36 cr. Following some discussion, Professor Quaroni stated that it appeared that a 590 or 620 course was missing from the list on page 2, and instead of listing 9 additional credits on page 1, it should be indicated 15 additional credits. Professor Madramootoo queried Professor Quaroni what the credit weight for this program was based on. Professor Spada replied that this program was an ad hoc program, and therefore a foundation for credits did not exist. Professor Madramootoo commented that the Department should indicate more clearly that the requirement of 36 credits was for a student going into Ph.D.1, whereas a student with an M.A. would go into Ph.D.2 and would be required to complete 6 credits of courses and the Comprehensive Examination. The current program description does not clearly state this. The committee agreed to return the proposal to the Department, and that the Department of Italian Studies should address these concerns and resubmit the proposal to SCTP.

Department of Jewish Studies

135-309A,B Jews in Film (3 cr.)

Professor Capek queried if the 2 hrs/wk of lecture were sufficient for 3 credits. Professor Quaroni explained that students would have to view films outside of class time. The committee suggested that the Secretary contact the Department to inform them that additional hrs/wk were required under “f. Other” for this course. The committee approved this new course with this addition. *Secretary’s note:* After consultation with Professor Hundert, Chair of the Department of Jewish Studies, 2 hrs/wk have been indicated under “f. Other” on the course proposal form.

04.06 OTHER BUSINESS

Minor Changes

The secretary reported the following minor changes submitted by the Faculties of Agricultural and Environmental Sciences, Dentistry, Management, and Medicine, which were approved.

Faculty of Agricultural and Environmental Sciences

Faculty Course

330-591G Biotechnology Practicum (3 cr.) – retirement.

Faculty of Dentistry

Interdisciplinary: Faculty of Dentistry, Medicine, Psychiatry, Family Medicine

590-106H Introduction to the Patient (5 cr.) – number change from 524-161P; no course retirement involved because course 524-161H will continue to be taken by Medicine students.

Interdisciplinary: Faculty of Medicine and Department of Medicine, Family Medicine

590-207A Intro. to Practice of Dent. (2 cr.) – number change from 524-203P and title change; no course retirement involved because course 524-203A will continue to be taken by Medicine students.

Faculty of Management

274-648A Applied Corporate Finance (3 cr.) – title and description changes.

Faculty of Medicine

Department of Physiology

552-611A Physiology Graduate Exam I (3 cr.) – retirement;

552-612B Physiology Graduate Exam II (3 cr.) – retirement;

552-613B Physiology Graduate Exam III (3 cr.) – retirement.

School of Physical and Occupational Therapy

582-508A,B Plasticity in Rehabilitation (3 cr.) – title change and number change from 582-608.

Information Only

Professor Spada indicated that the first draft of the course and program guidelines are being distributed to SCTP for feedback and comments. She explained that Professor Crago communicated to her that the timeline is January 1, 2000 to put the guidelines on to the McGill Web site. Professor Crago is requesting that the committee members review the drafts and point out any obvious errors of fact at this time and submit these changes to Martha by the next SCTP meeting. Later, in the spring, there will be another opportunity to revise the documents and make whatever changes are needed in terms of overall organization, presentation etc.

There being no further business, the meeting adjourned at 3:15 pm.