

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, November 11, 1999** at 2:30 p.m. in the ISR Conference Room (Room 635, James Administration Building).

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

REGRETS: Chandra Madramootoo

The Chair welcomed Mr. Denis Berthiaume, the new PGSS student representative to SCTP.

05.01 The Agenda was approved with the following addition to Business Arising:

- Motion to Consider Recommendation from SCTP to APPC [99-SCTP-10-07].

05.02 The Minutes of the meeting of October 28, 1999 were approved with the following change:

- Item 04.03 , Business Arising, (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 indicated that the first sentence should read as follows “ ... had decided to offer the existing graduate certificate and diploma as regular programs, and offer language courses on the side. No new versions would be offered.” She explained that the Centre for Continuing Education made this change because APPC was not comfortable with the same program being offered with two different fee structures: one as regularly funded and the other as self funded.

05.03 BUSINESS ARISING

(a) Double-Prefix Courses

The Chair explained that following discussions at APPC concerning double-prefix courses submitted by the Faculty of Science, a temporary solution was reached for courses with jointly-appointed professors within the Faculty. Last year APPC requested that SCTP come up with a permanent solution for double-prefix courses proposed. The Chair stated that she would produce a report after consulting with the Faculty of Agricultural and Environmental Sciences, which uses a Faculty prefix for courses offered by several departments within that Faculty. She also mentioned that she could produce a questionnaire and distribute it to faculties' curriculum/academic committee chairs soliciting information on whether other faculties use a faculty prefix, and if not, why they did not. Professor Capek stated that a solution was required for courses offered within one faculty and courses offered in more than one faculty. Mr. Berthiaume commented that other Québec universities which he had attended used a university prefix number for courses offered by several faculties, and that students were aware of the meaning of such prefixed courses. Professor Quaroni stated that if faculties were to be encouraged to collaborate with each other, then specific guidelines for such courses were required. Professor Capek queried how difficult it would be for computers to divide FTEs amongst departments which taught same course.

Professor Crago summarized that she would: query all Canadian universities by list serve as to their practice; consult with the Faculty of Agricultural and Environmental Sciences concerning their use of a faculty number; will produce a questionnaire and distribute it to the Chairs of faculties' Curriculum/Academic Committees; and she would also discuss with the Banner Project Manager what the Banner computer system does currently and what it would or would not be able to do in the future. The Chair indicated that she would report back to SCTP after Christmas.

(b) Motion to Consider Recommendation from SCTP to APPC [99-SCTP-10-07]

The Chair explained to the committee that she had decided to bring this motion back to SCTP at this time for a vote, as departments were currently making revisions to their sections of the University calendars. She had decided to also include programs in the motion for the same reason. The committee edited the motion to read as follows:

Be it resolved that the Academic Policy and Planning Committee of Senate require academic units to ensure that their entries of title, number, and description (as applicable) for courses and programs in the University calendars be identical to the original course and program approvals. Furthermore, all information for courses and programs which appear on Web sites be identical to the University calendar entries.

The committee approved this motion, and it will be brought to the next APPC meeting.

Secretary's note: The additional information requested by SCTP was received for the following previously-submitted course proposals, reviewed by the Chair, and approved on behalf of SCTP.

Faculty of Law [99-SCTP-10-11]

- New course 471-200A,B Sale: the restriction was removed;
- New course 471-400A,B Secured Transactions: the restriction was removed.

05.04 **FACULTY OF DENTISTRY - 99-SCTP-11-13**

Regulations Governing Student Promotion

The Chair explained that after consultation with Associate Vice-Principal (Academic) Nick de Takacsy, it was agreed that these revised regulations be reviewed by a Senate committee. Associate Vice-Principal de Takacsy suggested that the review process begin at the SCTP level. Following discussion by SCTP, the committee agreed that the Senate Committee on Student Affairs would be a more appropriate committee to review these regulations, as SCTP's mandate concerned course and program curriculum. It was agreed that the Committee on Student Affairs, which was mainly comprised of Associate Deans of faculties, would have better input as to other existing regulations for students.

The committee recommended the following changes to the regulations before the Faculty of Dentistry submits them to the Committee on Student Affairs: a side-by-side chart should be included to compare the existing and proposed regulations; the term Probationary Status does not have a University official definition, therefore it was suggested that the grade of "K" be used instead.

05.05 **FACULTY OF ARTS – 99-SCTP-11-16**

Department of History

114-320C Readings in Ancient Greek (3 cr.)

The committee suggested that the following in the course description be indicated in section "10. Restriction(s)" on the proposal form: "intended for students who have completed one year of Greek." A more specific course description is requested, and it should be indicated in the Rationale how this course differs from course 114-322. This proposal should be resubmitted to SCTP with these changes.

McGill Centre for Research and Teaching on Women

163-301A Current Topics in Women's Studies I (3 cr.)

The Secretary reported that the Centre revised the title to read as follows: "Women's St. Current Topics I", as the title was more than 30 characters. The committee agreed that "Women's Studies" was not necessary in the title because the course prefix "163" was indication that this was a Women's Studies course. Therefore, the committee suggested that the title should read as follows: "Current Topics I", as listed by other departments. This new course

was approved with this change. The SCTP Secretary will make this change to the proposal form.

163-302B Current Topics in Women's Studies II (3 cr.)

The Secretary reported that the Centre revised the title to read as follows: "Women's St. Current Topics II", as the title was more than 30 characters. Again, the committee agreed that "Women's Studies" was not necessary in the title because the course prefix "163" was indication that this was a Women's Studies course. Therefore, the committee suggested that the title should read as follows: "Current Topics II", as listed by other departments. This new course was approved with this change. The SCTP Secretary will make this change to the proposal form.

163-401A Special Topics in Women's Studies I (3 cr.)

The Secretary reported that the Centre revised the title to read as follows: "Women's St. Special Topics I", as the title was more than 30 characters. The committee agreed that "Women's Studies" was not necessary in the title because the course prefix "163" was indication that this was a Women's Studies course. Therefore, the committee suggested that the title should read as follows: "Special Topics I", as listed by other departments. It was also suggested to change the restriction to read as follows: "... Major/Minor Concentration", as "Majors and Minors" were not correct. This new course was approved with these changes. The SCTP Secretary will make these changes to the proposal form.

163-402B Special Topics in Women's Studies II (3 cr.)

The Secretary reported that the Centre revised the title to read as follows: "Women's St. Special Topics II", as the title was more than 30 characters. The committee agreed that "Women's Studies" was not necessary in the title because the course prefix "163" was indication that this was a Women's Studies course. Therefore, the committee suggested that the title should read as follows: "Special Topics II", as listed by other departments. It was also suggested to change the restriction to read as follows: "... Major/Minor Concentration", as "Majors and Minors" were not correct. This new course was approved with these changes. The SCTP Secretary will make these changes to the proposal form.

163-461A Tutorial in Women's Studies I (3 cr.)

The Secretary reported that the omitted information of hrs/wk for tutorial should be indicated as 3. In section 10. Restriction(s), Majors should be indicated as "Major Concentrations." This new course was approved with these changes. The SCTP Secretary will make these changes to the proposal form.

163-462B Tutorial in Women's Studies II (3 cr.)

The Secretary reported that the omitted information of hrs/wk for tutorial should be indicated as 3. In section 10. Restriction(s), Majors should be indicated as "Major Concentrations." This new course was approved with these changes. The SCTP Secretary will make these changes to the proposal form.

English and French Language Centre

128-590A,B Writing for Graduate Students (3 cr.)

Professor Quaroni explained that the Faculty of Arts' Curriculum Committee suggested to the English and French Centre that information on assignments in the course description be removed, but the Centre rationalized that the assignments information was indicated to attract students to the course. Mr. Berthiaume indicated that potential students would be able to obtain a detailed course outline from the professor. The committee agreed that the course proposal be returned to the Centre to have the description revised to exclude information on assignments. In section 10. Restriction(s), it is indicated "capped"; the committee suggested "limited enrolment" be indicated instead. Professor Drury commented that if enough sections were offered for courses they would not need to have limited enrolment. The revised proposal will need to be resubmitted to SCTP.

The committee would like it noted that it strongly believes it is important for the University academic units to offer enough sections in courses so that restricted enrolment is not necessary.

Department of Jewish Studies
135-355A The Yiddish Canon (3 cr.)

The prerequisite was indicated as “Any 200-level course in literature”, and the committee queried what, in fact, was meant: “any literature course” or “a literature course in Jewish Studies”. The Department should be more specific on the proposal. The course description should be broadened to include works by authors listed on reading list attached to proposal. In that case, the Department should add authors’ names quoted in the course description to the reading list. Alternatively, the description can be written more inclusively and not list particular authors. A revised proposal should be resubmitted to SCTP.

05.06 **FACULTY OF DENTISTRY** – 99-SCTP-11-14

The Chair explained to the committee that numerous course revisions were submitted for the Faculty’s fourth year of the DMD program. Unfortunately, a program revision proposal was not submitted and therefore it was difficult to understand the purpose of all the changes without a rationale with a program revision proposal. The Chair indicated that the Faculty has been requested to expand their DMD program, but the Québec Ministry of Education has stipulated the restriction of a four-year program. The students have a very heavy load at present, and with these course revisions the program credit weight has increased. The committee queried how the Faculty came up with the credit system, and why course 590-430D was not indicated as A, B, C, T, L instead of D. SCTP will review the following course revision proposals when a program revision proposal for the fourth-year DMD program is submitted: 590-310H, 590-319D, 590-305H, 590-315H, 590-316D, 590-320D, 590-437D, 590-410D, 590-411H, 590-423D, 590-418D, and 590-430D. The committee suggested listing courses in the program proposal in numerical order, and that a side-by-side comparison of the existing and proposed programs be included.

05.07 **FACULTY OF ENGINEERING** – 99-SCTP-11-15

Department of Electrical and Computer Engineering
B.Eng. in Electrical Engineering (110 cr.)

The program revisions consisted of the deletion of course 303-382 from the list of Required Courses, increasing the credits of Technical Complementaries in the list of Elective Courses from 15 to 18, and adding two courses to the list of Elective Courses – Telecommunications. The committee noted that the Department incorrectly used the term Elective for their Complementary Courses, and this should be corrected in the program description attached to the proposal. Professor Quaroni commented that the Faculty of Arts does not list required courses where there is a choice between two or three courses under “Required”. She indicated that Political Science had come up with an effective solution to listing this type of courses, and that the Department of Electrical and Computer Engineering should refer to the Undergraduate Calendar (see page 138). The committee noted that some Required Courses had the same name and prefixes but that same-titled courses were not permitted (examples: 189-261 and 189-325 Diff. Equations; 189-265 and 189-248 Advanced Calculus; and 189-270 and 189-247 Linear Algebra). The Department will need to address this, revise the program description, and resubmit to SCTP. (Please note that course 189-248 is listed differently in the program description for B.Eng in Electrical Engineering; Honours.) The committee noted that the program revision was very well presented.

B.Eng. in Electrical Engineering; Honours (110 cr.)

The program revisions consisted of the deletion of course 303-382 from the list of Required Courses, increasing the credits of Technical Complementaries in the list of Elective Courses from 12 to 15, and adding one course to the list of Elective Courses – Telecommunications. Again, the Department incorrectly used the term Elective for their Complementary Courses, and this should be corrected in the program description attached to the proposal. The committee noted that optional Required Courses should not be listed as Required Courses, but perhaps could be listed under Complementary Courses I, then change the term Elective for Complementary Courses II, and list the Complementary Studies under Complementary Courses III. Required Courses 189-247 and 189-270 have the same title, Linear Algebra, and this is not permitted. The Department will have to have this rectified. The Department will need to revise the program description and resubmit it to

SCTP.

304-413B Communications Systems II (3 cr.)

The committee noted that 9 hrs/wk seemed high for a 3-credit course. The committee requested an explanation of what the 6 hrs/wk of “Other” consisted of for this course. The explanation should be e-mailed to Cindy Smith (CINDY@UMS1.LAN.MCGILL.CA). The committee suggested that the Chair review the explanation and approve on behalf of SCTP if all is in order.

304-414B Intro. to Telecom. Networks (3 cr.)

Again, the committee would like an explanation as to what specifically the 6 hrs/wk of “Other” consisted of for this course. The explanation should be e-mailed to Cindy Smith (CINDY@UMS1.LAN.MCGILL.CA). The committee suggested that the Chair review the explanation and approve on behalf of SCTP if all is in order.

304-509A Probability and Random Sig. II (3 cr.)

This new course was approved.

05.08 **OTHER BUSINESS**

Minor Changes

The secretary reported the following minor changes submitted by the Faculties of Dentistry, Engineering, and Music, which were approved.

Faculty of Dentistry

590-317D Oral Pathology and Medicine (3 cr.) – title change;

590-324A Anaesthesiology (1 cr.) – retirement;

590-337B Clinical Decision Making (2 cr.) – title and description changes;

590-405D Dental Public Health (3 cr.) – consolidation of courses 590-412B and 590-417D; *Secretary's note:* I informed Helen Hogan of the Faculty of Dentistry that when consolidating courses, one of the two original numbers should be used; her reply was that the Faculty wanted the number 405 to be consecutive with the second and third years of the Dental Public Health courses (205 and 305, respectively);

590-412B Dental Jurisprudence (1 cr.) – retirement;

590-417D Practice Administration (2 cr.) – retirement.

Faculty of Engineering

304-305B Probability and Random Sig. I (3 cr.) – title change;

304-352A EM Waves and Optics (3 cr.) – title and prerequisite changes;

304-411A Communications Systems I (3 cr.) – title and description changes;

304-451B EM Transmission & Radiation (3 cr.) – title and description changes;

304-510B Random Processes (3 cr.) – prerequisite and description changes;

304-511A Intro. to Digital Comm. (3 cr.) – title and prerequisite changes;

304-521A Digital Communications I (3 cr.) – addition of corequisite;

304-528A Telecom. Network Architecture (3 cr.) – addition of prerequisite;

306-565B Introduction to Ceramic Engineering (3 cr.) – retirement;

306-568B Topics in Advanced Materials (3 cr.) – number change from 306-665, title and description changes.

Faculty of Music

Department of Performance

M.Mus.; Performance; Piano Accompaniment (45 cr.) – under Recital/Exam, course 242-660 was replaced with course 242-665, and the word “first” was removed from the following sentence: “(... successfully completed before the ~~first~~ recital is performed)”;

M.Mus.; Performance; Church Music (45 cr.) – two optional courses were removed from the list of Performance Tutorials courses; two courses added to list of “One of ... Performance Practice” courses; three courses removed from the list of Courses and replaced by the following: “one graduate seminar with the prefix 211-, 213-, 214-, 215-, 219-, 222 (3 credits)”, “one additional graduate seminar (3 cr.)”, and

“Choral Ensemble for three terms (6 cr.)”.

Course Prerequisites

The Chair queried the committee whether they thought changes in course prerequisites should continue to be reported to the committee by the Secretary, or if the committee would like to review them in the future. The committee agreed that the Secretary should continue to report course prerequisite changes as minor, but that she decide if any course prerequisite revision should be reviewed by SCTP.

Self-Funded Program Issues

The committee reviewed the Chair's notes on a recent meeting of the Canadian Association of Graduate Studies Conference (CAGS document) which she attended. Some of the topics covered in the conference were focussed on defining the national issues which should be addressed by CAGS, what its future role and structure need to be in order to address these issues, and a number of issues about courses and programs.

Professor Crago specifically noted to SCTP the topics of Certificates and Diplomas, the University of Phoenix's offering of electronic programs, and distance courses. Professor Quaroni commented that the Faculty of Arts is currently not approving proposals for distance courses as no guidelines currently exist. Rules, barriers, and guidelines were needed for these courses. The Chair stated that Vice-Principal (Information Systems and Technology) Pennycook has formed a Task Force on this subject and that she would be a member of it.

There being no further business, the meeting adjourned at 4:20 pm.