

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, February 17, 2000** at 2:30 p.m. in the ISR Conference Room (Room 635, James Administration Building).

**PRESENT:** Laura Beraha, Denis Berthiaume, Radan Capek, Martha Crago (Chair), Sam Drury, Chandra Madramootoo, Cindy Smith (Secretary), Nina Spada

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10.01 The Agenda was approved with the following additions:

- under Business Arising: Report from the Faculty of Education [99-SCTP-01-44 REVISED]; and Report from the Centre for Continuing Education [00-SCTP-01-26].

10.02 The Minutes of the meeting of January 20, 2000 were approved.

The Secretary would like it noted that the reports from the Faculty of Science [00-SCTP-01-28 and Minor Changes] submitted to the January 20, 2000 meeting, indicated as "Pending Faculty of Science Approval", were approved by the Faculty of Science Academic Committee at its meeting of February 8, 2000 (as per Josie D'Amico).

10.03 **BUSINESS ARISING**

(a) Undergraduate Diploma

The Chair outlined what was currently offered as short programs: under the category of 1st Cycle (no bachelor) existed the certificate (30 credits); under the category of 2nd Cycle (with bachelor) existed the diploma (30 credits), graduate diploma (30 credits), and graduate certificate (15-29 credits). She stated that there were not any undergraduate diplomas currently offered at the University, and that the term undergraduate diploma was never approved by APPC. Ms. Smith had done a search of past NRCP (now SCTP) Minutes and found the following in the March 3, 1994 Minutes, item 3b) Undergraduate Diploma: "After a long discussion, it was decided that there should not be a first-cycle certificate or diploma program of fewer than 30 credits."

The Chair indicated that SCTP could propose a definition for an undergraduate diploma to APPC, if the committee thought there was need for this type of short program. Mr. Berthiaume queried as to the necessity of a short program at the graduate level but not at the undergraduate level. The Chair responded that the graduate diploma built on an undergraduate degree and it aided in upgrading a career. In response to a question by Professor Spada, the Chair indicated that a diploma, which was administered by the offering faculty, contained 500-level courses and a graduate diploma, which was administered by the Faculty of Graduate Studies and Research, contained 600- and 700-level courses. It was suggested as a possible solution to rename the graduate certificate, to be in line with other Canadian universities. The Chair indicated that she would write a mini report with a better rationale and details on comparisons to other universities for the next SCTP meeting.

(b) McGill School of Environment  
Domain Definition

It was noted that the definition supplied by Professor Marilyn Scott (dated January 24, 2000) was similar to the definition of an "option", it was not necessarily true that "domains may be subdivided into options", and it was not clear if "at least 36 of the credit requirements of the programs" was indeed the domain. The committee requested a more concise definition of a domain with a clearer comparison to the use of the term "option".

(c) Report from the Faculty of Arts [99-SCTP-12-21]  
Department of Anthropology

151-315B Society/Culture: East Africa (3 cr.)

The committee reviewed the write-off received from Professor John Galaty, who is the responsible professor for this course. He addressed SCTP's concerns for this new course, and the committee agreed to Professor Galaty's suggestion of adding the following to the course description: "... a full-term field study program in East Africa." This new course was approved with this change.

151-416B Environment/Development: Africa (3 cr.)

The committee reviewed the write-off received from Professor John Galaty, who is the responsible professor for this course. He addressed SCTP's concerns for this new course, and the committee agreed to Professor Galaty's suggestion of adding the following to the course description: "... a full-term field study program in East Africa." This new course was approved with this change.

(d) Report from the Faculty of Science [99-SCTP-11-18]

Department of Physiology

552-550A Molecular Physiology of Bone (3 cr.)

The committee reviewed the letter received from Professor Ann Wechsler, Chair – Curriculum Committee for the Department of Physiology. The Chair commented that this course was an undergraduate-based course, and it would be a useful course in aiding students to make the transition to graduate-student level type thinking. The committee agreed that the original enrolment limitation to 15 students be allowed and suggested that the Department take note of the number of graduate students refused registration in this course. *Secretary's note:* The Department of Physiology should note that the course description was revised by SCTP to read as follows: "Bone development and skeletal metabolism; etiology and pathogenesis of disorders of cartilage and bone; molecular and cellular environment of bone; heritable and acquired skeletal defects; research models used to study metabolic bone disease." This new course was approved with this change.

(e) Report from the Faculty of Arts [00-SCTP-01-27]

Department of Geography

B.A.; Minor Concentration in Geographic Information Systems (18 cr.)

The committee reviewed a note of explanation received from Professor Tim Moore, Chair of the Department of Geography, which addressed SCTP's concerns for this proposed new program. This new program was approved and it will be forwarded to APPC for discussion.

(f) Minor Programs in the Faculty of Science

The Chair circulated her memorandum dated February 2, 2000 addressed to APPC concerning minor programs in the Faculty of Science. The memorandum detailed minors offered in the Faculty of Science, enrolment in some minor programs, information on prerequisites, explanatory text in the Calendar concerning prerequisites, and some examples of major programs that could be combined with minor programs. She explained that the memo was the result of discussion at APPC of a new Minor in Biology, reported to APPC by SCTP at the APPC meeting of January 27, 2000. The APPC Chair queried the number of minors offered by the Faculty of Science. Also queried were how new students would fit the 18 credits and prerequisite courses into their program of study, and a concise definition of a minor. As a clear definition could not be given, the Chair of SCTP indicated she would prepare a report for APPC on the characteristics of majors and minors.

Professor Madramootoo commented that prerequisite courses should be clearly indicated to new students in the Calendar. The Chair confirmed that this would indeed be addressed for upcoming Calendars.

(g) Report from the Faculty of Agricultural and Environmental Sciences [99-SCTP-03-59]

Department of Natural Resource Sciences

Macdonald Summer Field Semester (12 cr.)

The Chair explained that the memorandum from the Secretary of APPC, dated February 17, 2000, was the result of discussion which ensued at the APPC meeting of January 13, 2000. The memorandum explained APPC's reservations about the number of hours of academic activity in the four courses that made up the Macdonald Summer Field Semester: 373-381L - 60 hours for 3 weeks worth 3 credits; 373-382L - 60 hours for 6 weeks worth 3 credits; 373-383L - 48 hours for 6 weeks worth 3 credits; and 373-384L - 48 hours for 8 weeks worth 3 credits. APPC noted that this was not consistent with University guidelines, which indicated 39 hours of instruction per

3-credit course. Professor Crago explained that coherence was needed for how credits were assigned. She indicated that the Department would make changes to the course proposals. APPC approved the courses pending the appropriate changes in hours/week and course credit. SCTP needed to be careful to recognize such incoherence in credit weights in the future.

(h) Report from the Faculty of Education [99-SCTP-01-44]

Department of Education and Counselling Psychology

M.A.; Educational Psychology (48 cr.)

The Chair explained that the program revision consisted of the addition of alternative Required Course 416-555.

She stated that alternative Required Courses were only permitted if the course content of both courses were almost identical. Therefore, the committee suggested that the Required Courses be listed as 416-605, 416-676, and

416-682; and courses 416-600 and 416-555 be added to the list of Complementary Courses. The committee requested that side-by-side comparisons contain the entire program, not just the section of the program being revised. Therefore, a complete program side-by-side comparison is requested, revised to include SCTP's correction to the alternative Required Course, and the Chair of SCTP will approve on behalf of the committee if all is in order [faxed: 4768 or e-mailed: [CINDY@UMS1.LAN.MCGILL.CA](mailto:CINDY@UMS1.LAN.MCGILL.CA) to Cindy Smith].

Ph.D.; Educational Psychology

The Chair indicated that in this Ph.D. program, students took a major and a minor (either a Major in Applied Cognitive Science and a Minor in Instructional Psychology, or a Major in Instructional Psychology and a Minor in Instructional Psychology). She commented that eight courses were quite a lot for a Ph.D. program. Mr. Berthiaume commented that many students can take some of the courses while completing their Master's program. Professor Spada commented that it was unusual to have minors and majors in a Ph.D. program. Mr. Berthiaume responded that it was normal to organize studies in terms of a major and minor. He indicated that he was not speaking on behalf of the Department but on experience, as he was entering the program shortly.

Professor Crago indicated that the "9 credits of courses from among the following" listed under the Major in Applied Cognitive Sciences should be listed as Complementary Courses. The courses indicated as "Also recommended" listed under the Major in Instructional Psychology should be listed as Required, Complementary, or Elective Courses. The courses indicated as "and one of the following" listed under the Minor in Instructional Psychology should be listed as Complementary Courses. These revisions should be made to the side-by-side comparison and it should be resubmitted to SCTP [faxed: 4768 or e-mailed: [CINDY@UMS1.LAN.MCGILL.CA](mailto:CINDY@UMS1.LAN.MCGILL.CA) to Cindy Smith]. The committee requested that Professor Bruce Shore, Chair of the Department of Educational and Counselling Psychology, attend the next SCTP meeting. The committee would like to know the justification for minors and majors in a Ph.D. program, as well as the registration in each.

- (i) Report from the Centre for Continuing Education [00-SCTP-01-26]  
Graduate Certificate in E-Commerce (15 cr.)

The Chair informed the committee that the following sentence in the program outline was brought to her attention by the Graduate Studies Office after approval: "The program will have a structured format with students being required to successfully complete the two core courses prior to advancing to the Marketing, Technologies and Logistics courses." This would mean that international students would not be able to register for this program since they need to be registered in four courses to obtain a student visa. Canadian students would not be able to receive financial aid for the same reason. This would result in limiting the number of students in this program, and the Centre for Continuing Education should consider rethinking this procedural issue.

#### 10.04 FACULTY OF SCIENCE – 00-SCTP-02-32

School of Computer Science

**B.Sc.; Joint Major in Computer Science and Music Technology (90 cr.)**

The Chair explained that this new program was designed to fit a market niche. The program description listed existing courses within the two Faculties, indicated a budget of \$343,260 per year, and requested three new professors. The Chair indicated that no new courses were proposed with this new program. She commented that deans can request program financial analysis from UPO before proposals are submitted to SCTP, and that faculty curriculum committees may want to discuss financial resources requested by their departments. The Chair indicated that physical resources seemed necessary for this new program. Professor Drury stated that the Computer Science courses were not numbered correctly. The Computer Science and Mathematics courses should have their credit weight listed for each course. *Secretary's note:* I verified with the Cumulative Course Table the following

information: course 308-310 was listed with the incorrect title; courses 308-311, 308-312, 302-313, and 302-314 do not exist; and course 308-315 was retired in 1983. Professor Spada indicated that Music course 212-211 did not appear in the list of Music courses but it was listed under Music Prerequisites; she queried if the course was incorrectly numbered. Professor Capek noted that Music courses 212-229 and 212-231 contained the same title and this should be changed. [*Secretary's note:* Seven courses (212-129A; 212-129D; 212-131B; 212-229A,B; 212-231A,B; 212-329A,B; and 212-331A,B) listed in the University Calendar (p. 317) all contained the same title, which is not permitted. Also, two courses with the same number but different terms can not be listed as separate courses with different course descriptions (ex. 212-129A,B and 212-129D). These need to be changed by the Faculty of Music as soon as possible.] Professor Crago commented that the Required Resources section of the program description should be clarified to indicate that there are 50 new students per year; it is not clear as it is currently written.

The Chair reiterated that a financial analysis of this new program should be requested from UPO and the program description should be revised according to SCTP's suggestions, and this proposal should be resubmitted to SCTP. *Secretary's note:* I have requested a financial analysis from Mr. Real Del Degan of UPO. Mr. Del Degan has requested additional information from the departments involved.

**10.05 FACULTY OF MEDICINE - 00-SCTP-02-33**

Department of Surgery

519-637D Diploma Research Project (9 cr.)

The committee suggested removing the first, third, and fourth sentences of the course description so that it simply read as follows: "Students will be ... 12 months." This new course was approved with this change.

**10.06 MOTION BY SCTP TO APPC - 00-SCTP-02-34**

The Chair explained that the following motion was the result of self-funded program issues, specifically the example of the Centre for Continuing Education proposing to repackage existing courses and offer as a self-funded program. The motion read as follows:

*"Be it resolved that the Academic Policy and Planning Committee of Senate create 800- and 900-level courses, which would be used to designate courses that are offered only in self-funded programs. The 800-level courses would include any courses that are equivalent to 100- to 400-level courses. The 900-level courses would include any courses that are equivalent to 500- to 700-level courses."*

The Chair amended the motion to indicate that 800-level courses would include the 100- to 500-level courses and the 900-level courses would include the 600- and 700-level courses. Therefore, the motion should read as follows:

*"Be it resolved that the Academic Policy and Planning Committee of Senate create 800- and 900-level courses, which would be used to designate courses that are offered only in self-funded programs. The 800-level courses would include any courses that are equivalent to 100- to 500-level courses. The 900-level courses would include any courses that are equivalent to 600- and 700-level courses."*

The amended motion was approved by SCTP and it will be forwarded to APPC for discussion.

**10.07 OTHER BUSINESS**

Minor Changes

The secretary reported the following minor changes for the Faculties of Education and Science, which were approved.

Faculty of Education

Department of Educational and Counselling Psychology

414-443 Family, School and Community (3 cr.) – retirement.

Department of Culture and Values in Education

422-400A,B Teaching the Jewish Liturgy (3 cr.) – addition of prerequisite and “or permission of the instructor”, and description change;

435-206B 2nd Year Field Exp. (Music) (2 cr.) – description change;

435-306B 3rd Year Field Exp. (Music) (7 cr.) – description change;

435-405A 4th Year Field Exp. (Music) (8 cr.) – description change;

Department of Educational Studies

411-394 Administration of Education in Quebec (3 cr.) – retirement;

433-372 Teaching Science (3 cr.) – title change.

Faculty of Science

Department of Mathematics and Statistics

B.Sc.; Faculty Program in Mathematics, Chemistry, and Physics (56 cr.) – course 180-313 was deleted from list of Required Courses; the number of Required Courses credits was decreased from 50 to 47; the number of Mathematics, Chemistry, or Physics courses increased from 3 to 6 credits of courses in the list of Complementary Courses; the number of Complementary Courses credits increased from 6 to 9.

189-140A,B Calculus I (3 cr.) – addition of 1 hr/wk of Tutorial.

Department of Atmospheric and Oceanic Sciences

195-199B FYS: Weather, Climate, History (3 cr.) – title and description changes.

Department of Psychology

204-495B Psychology Research Project (3 cr.) – addition of restriction and description change.

Department of Chemistry

180-313A Intermediate Physical Chemistry I (3 cr.) – retirement.

New Course Proposals

SCTP was queried by the Faculty of Science if a course outline should accompany a new course proposal. The committee agreed that every new undergraduate course proposal, seminar slot courses excluded, should be accompanied by a course outline, which should include topics covered in the course and a specific reading list.

The

McGill Student Rights and Responsibilities Handbook (1999-2000 Edition: page 2, section 10.2) should be referred to for information to be included.

Major Changes to Courses

The Chair commented that SCTP should be cautious when approving credit weight changes for courses, as they may

result in program credit weight changes.

There being no further business, the meeting adjourned at 4:10 pm.