

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, March 16, 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, Cindy Smith (Secretary), Nina Spada

REGRETS:

Chandra Madramootoo

11.01 The Agenda was approved with the following additions:

- under Business Arising: Report from the Faculty of Education [99-SCTP-01-44 REVISED]; Report from the Faculty of Management [00-SCTP-01-29 REVISED]; and Report from the Faculty of Arts re linked courses [99-SCTP-12-21];
- under Regular Business: Report from the Faculty of Science [00-SCTP-03-39].

11.02 The Minutes of the meeting of February 17, 2000 were approved.

11.03 **BUSINESS ARISING**

(a) Non-Degree Programs

The Chair thanked Mr. Berthiaume for compiling the data on 1st and 2nd cycles non-degree programs in Québec French-language universities. The committee reviewed the Chair's memorandum, which indicated that, in general, McGill's certificate and diplomas (both undergraduate and graduate) conform to the nomenclature and description for those at other Québec universities. Following further discussion, the committee agreed not to introduce a definition for an undergraduate diploma (as there was not currently a demand for this type of short program) and to retain the current system of short programs.

(b) New Course Proposals

The committee reviewed feedback received from Professors Lydia White and Faith Wallis concerning the decision made by SCTP at the February 17, 2000 meeting, which stipulated that new undergraduate course proposals (except seminar slot courses) should have a course outline attached. The Chair explained that among the major concerns were providing an outline for slot courses, lack of prerogative to approve outlines, and the amount of additional paper as a result of producing outlines. Professor Beraha commented that the Faculty of Arts was concerned that SCTP would not be able to judge the various disciplines and that reading list items would change periodically. Professor Crago replied that a rough draft of the outline was all that was required to assess basic course content, and it would be a good idea to include this type of course outline sample in the Course and Program Guidelines. Following further discussion, it was agreed that course outlines provided with a new course proposal should be brief (not more than two or three pages), include the mission or overall objectives of the course, and indicate a reading list. The Chair indicated that the course outlines are only for information at SCTP and will not be forwarded to other committees.

Mr. Berthiaume commented that, as a student, he thought a committee which reviewed course content/outlines would be a good idea. It was noted that this was supposed to happen at the departmental level. Mr. Berthiaume suggested that faculty curriculum committees consider acting as advisors to departments.

(c) Report from the Faculty of Arts [99-SCTP-11-16]

McGill Centre for Research and Teaching on Women

The committee reviewed an e-mail message received from Professor Grace Fong, Chair – Women's Studies, querying SCTP's decision of November 11, 1999 to change the proposed titles for the following four courses:

163-301A Current Topics in Women's Studies I (3 cr.), 163-302B Current Topics in Women's Studies II (3 cr.),

163-401A Special Topics in Women's Studies I (3 cr.), and 163-402B Special Topics in Women's Studies II (3 cr.). The proposed titles were greater than 30 characters, therefore SCTP suggested Current Topics I & II

and

Special Topics I & II as titles because the course number prefix 163 was indicative that the courses were in the Women's Studies program. The Women's Studies Advisory Committee did not agree with the title changes and suggested abbreviating "Women's" to "Wom". Mr. Berthiaume commented that as a student he would prefer to have Women's Studies written out on a transcript. The committee agreed with this point and therefore suggested that the word "Current" or "Topics" be abbreviated in the titles, or the word "Topics" be deleted from all four titles.

As the proposals were approved with SCTP's suggested titles, Women's Studies would need to submit minor course changes, to the Faculty of Arts, for the titles if they wish to change the current titles.

(d) Report from the Faculty of Arts [99-SCTP-12-21]

Department of History/Classics Program

The committee reviewed an e-mail message received from Professor Faith Wallis, Department of History, concerning the following five new linked courses, which were submitted to SCTP for the meeting of December 9, 1999: 114-490A,B Supervised Reading (1.5 cr.), 114-491A,B Topics in Ancient Greek I (1.5 cr.), 114-492A,B Topics in Ancient Greek II (1.5 cr.), 114-493A,B Topics in Latin I (1.5 cr.), and 114-494A,B Topics in Latin II (1.5 cr.). The message requested a clarification of SCTP's request of additional information, specifically concerning the discussion of the credit weight for the courses. SCTP would like the credit weight for these courses to conform with the University system, therefore the credit weight should be indicated as either 1 or 2 credits. The Chair queried which program these five courses were a part of, and she commented that the additional information requested by SCTP had not been submitted to the committee.

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

Department of Educational and Counselling Psychology

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

The committee reviewed the revised program side-by-side comparison. The program revisions consisted of: Required Course 416-600 was deleted; the Required Courses credits were reduced from 12 to 9; the following was added to the list of Complementary Courses "course 416-600 or 416-555"; the Complementary Courses credits were increased from 12 to 15; and changes were made to the description of the Complementary Courses. These revisions were approved and the proposal will be reported to FGSR and APPC for information only.

Ph.D. in Educational Psychology

The committee reviewed the letter received from Professor Bruce Shore, Chair – Department of Educational and Counselling Psychology, which indicated the reasons for minors and majors within the Ph.D. program.

Professor Crago summarized that as the one Ph.D. program in the Department contained subcomponents, the majors and minors were introduced. The program revisions consisted of: Major in Applied Cognitive Science (15 cr.) – Required Courses 416-555 and 416-655 were removed; course 416-666 was added to the list of Required Courses; "6 credits from ..." was changed to Complementary Courses (9 credits); courses 416-635 and 416-666 were removed from the list of Complementary Courses; and course 416-655 was added to the list of Complementary Courses; Major in Instructional Psychology (15 cr.) – first five courses specified as Required Courses, of which

416-670 was removed; course 416-666 was added to the list of Required Courses; and "also recommended ..." was changed to Elective Courses, of which 416-670 was added; Minor in Instructional Psychology (9 cr.) – courses

416-666 and 416-648 were listed as Required Courses (6 cr.); and courses 416-535, 416-635, and 416-645 listed as Complementary Courses (3 cr.).

The committee recommended that courses 416-670 and 416-687, listed as Elective Courses (recommended ...), should be changed to Complementary Courses. It was noted that these two courses had not always been offered.

The committee therefore recommended that the Department ensure that these courses be routinely offered if they are recommended.

These program revisions were approved and the proposal will be forwarded to FGSR and APPC for information only.

(f) Report from the Faculty of Management [00-SCTP-01-29 REVISED]

B.Com. Stream 1 – Concentrations

The program revisions consisted of increasing the credits for Concentrations 1 and 2 in Stream 1 from 12 to 15 credits. The Chair commented that it was still not clear as to why the term “stream” was used in this program. As Stream 1 was a program, the committee queried why the term Major was not used. This would conform with the University’s nomenclature. The Stream 2 would then become an Honours program. The proper terminology to be used for the various streams is: General Management Option, International Management Option, Majors, Honours.

Following further discussion, the committee agreed that the nomenclature used by the Faculty of Management was problematic as it was not the accepted terms presently used by the University, and it was very confusing in light of major and minor concentration programs in the Faculty of Arts. Therefore, the committee suggested changing the term concentration for option, or increase the concentrations by 3 credits and create Minors. Professor Beraha suggested that faculties’ Curriculum Committees should ensure that the proper nomenclature used at the University be followed. As this proposal did not contain any signatures, the Faculty was reminded that all proposals submitted to SCTP should contain the appropriate signatures (Department Chair, Curriculum/Academic Committee, and Faculty). If the Faculty requires further clarification, please contact Associate Vice-Principal Martha Crago, SCTP Chair, at ext. 3175.

Secretary’s note: The additional information requested by SCTP was received for the following previously-submitted proposals, reviewed by the Chair, and approved on behalf of SCTP. [Note: The Faculty of Science first 11 proposals were pending APPC’s decision on the double-prefix issue. APPC decided to allow the use of double prefixes for courses at its meeting of January 13, 2000. These proposals have been reported to APPC at the meeting of January 27, 2000.]

Faculty of Medicine

- new program **Graduate Diploma in Surgical Health Care Research** (30 cr.) [99-SCTP-05-85 REVISED]. It will be forwarded to FGSR for discussion.

Faculty of Science

- **B.Sc.; Major in Atmospheric Science** (61 cr.) [00-SCTP-01-23; January 6, 2000];
- **B.Sc.; Minor in Atmospheric Science** (18 cr.) [00-SCTP-01-23; January 6, 2000];
- new course 195-250A Natural Disasters (3 cr.) [00-SCTP-01-23; January 6, 2000];
- new course 195-308A Principles of Remote Sensing (3 cr.) [99-SCTP-10-08; October 14, 1999];
- 183-308A Principles of Remote Sensing (3 cr.) [99-SCTP-10-08; October 14, 1999];
- new course 186-250A Natural Disasters (3 cr.) [00-SCTP-01-23; January 6, 2000];
- Minor Change reported January 6, 2000: **B.Sc.; Major in Environment; Atmospheric Environment and Air Quality** (57-58 cr.);
- Minor Change reported January 6, 2000: **B.Sc.; Major in Environment; Water Environments and Ecosystems** (54-55 cr.);
- Minor Change reported January 6, 2000: **B.Sc.; Honours in Atmospheric Science** (70 cr.);
- Minor Change reported January 6, 2000: **B.Sc.; Joint Major Atmospheric Science and Physics** (70 cr.);
- Minor Change reported January 6, 2000: **Diploma in Meteorology** (30 cr.);
- new course 180-180A World of Chem: Environment (3 cr.) [99-SCTP-11-18; November 25, 1999]; write-off received from Professor Marilyn Scott of the MSE.

11.04 **FACULTY OF EDUCATION – 00-SCTP-03-31**

Department of Educational and Counselling Psychology

414-041A,B,C,L,T Volunteer Special Needs Tutors (0 cr.)

Professor Drury queried why students would take a 0-credit course. The Chair responded that students would have

this type of course indicated on their transcript. Professor Spada stated that it was important for students to receive recognition for this type of field experience/personal development. Professor Drury commented that in this type of course it would be difficult to evaluate the students, therefore the 0 credit weight. He queried if there would be a grade indicated on students' transcripts and how would the evaluation be formulated. The Chair queried the desirability of a 0-credit course and noted that this course was not part of a program requirement. She requested additional information

from the Department, specifically: what other 0-credit courses existed in the Faculty, whether they were awarded FTEs,

how they functioned, and were they a part of a program requirement. This information should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768.

Office of Student Teaching

435-351A Third Year Field Experience (8 cr.)

The Chair noted that this course had the same title as the following proposal (435-359A) and this was not permitted.

She suggested that this course be renamed to Field Experience 1. The committee requested the rationale as to why the nomenclature of "field experience" was used instead of "practicum". This information should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768. Professor Spada commented that the professional seminar courses listed in the Calendar should also be indicated as 1 and 2 (or I and II) (the 30-character maximum for course titles should be observed). The committee agreed, and therefore requested that the titles of the courses listed on pages 219 and 220 of the 2000/2001 Calendar be corrected in the future. The Department should be consistent when abbreviating or numbering. Minor course change proposals should be submitted to SCTP.

435-359A Third Year Field Experience (8 cr.)

It was noted that this course had the same title as the previous proposal (435-351A) and this was not permitted. It was suggested that this course be renamed to Field Experience 2. The committee requested the rationale as to why the nomenclature of "field experience" was used instead of "practicum". This information should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768.

435-451B Fourth Year Field Experience (7 cr.)

It was noted that this course had the same title as the following proposal (435-459B) and this was not permitted. It was suggested that this course be renamed to Field Experience 3. The committee requested the rationale as to why the nomenclature of "field experience" was used instead of "practicum". This information should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768.

435-459B Fourth Year Field Experience (7 cr.)

It was noted that this course had the same title as the previous proposal (435-451B) and this was not permitted. It was suggested that this course be renamed to Field Experience 4. The committee requested the rationale as to why the nomenclature of "field experience" was used instead of "practicum". This information should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768.

Department of Culture and Values in Education

B.Ed. in Music; Education in the Arts (Elementary) Option (21 cr.)

The Chair noted that the program description attached to the proposal indicated "Note that C&I courses are usually offered in a 'block' in the first half of the semester, and is normally followed by their 3rd year Field Experience", and therefore queried if the course should be indicated in the program. The committee requested an overview of the entire B.Ed. in Music program and an explanation as to how this option corresponded to the program. Professor Spada commented that "C&I" was no longer a department, that it was not appropriate to use the old nomenclature, and that the nomenclature to be used should be "DES", which represented the Department of Educational Studies. The additional information should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768.

B.Ed. in Music; Moral and Religious Education (Elementary) Option (21 cr.)

The committee requested an overview of the entire B.Ed. in Music program and an explanation as to how this option corresponded to the program. Professor Capek queried why it was indicated "Protestant or Catholic" instead of

“Protestant and Catholic”. The Chair suggested that “Protestant or Catholic” be removed or two separate proposals be submitted: one for a Protestant Option and one for a Catholic Option. The Department should provide SCTP with a rationale as to why the “Protestant or Catholic” nomenclature was specified in the program title on the program description, which indicated the courses to be taken. The Department should indicate if the field experience courses are part of this program. The additional information should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768.

11.05 FACULTY OF ENGINEERING - 00-SCTP-03-35

Department of Mechanical Engineering

B.Eng. in Mechanical Engineering (112 cr.)

The program revisions consisted of: Required Course 305-261 (2 cr.) was replaced by 305-262 (3 cr.) in the list of Departmental Courses; the credit weight of Required Course 305-463, in the list of Departmental Courses, was increased from 4 to 6 credits; Required Courses, Departmental Courses credits were increased from 61 to 64 credits; and a list was specified for the 6 credits of Complementary Courses of which “2 courses at the 300 level or higher to be selected from Mechanical Engineering, one of which must be selected from the list of courses below.” These program revisions were approved, pending requested clarification for course 305-262, and will be reported to APPC for information only. SCTP commented that the program revisions were very concise and well presented, and thanked SCTP’s Faculty of Engineering contact, Ms. Edda Di Ciocco, for her efforts.

305-262B,C Statistics and Measurement Lab (3 cr.)

The Chair noted that the credit weight for this new course was low for the amount of hours/week indicated (Lecture: 3 hrs/wk; Laboratory: 3 hrs/wk; and Other: 3 hrs/wk); usually this amount of hours/week would merit 4 credits. Therefore, a rationale is requested as to why the credit weight is only indicated as 3. This information should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768. The Chair will approve on behalf of the committee if all is in order.

305-463D Mechanical Engineering Project (6 cr.)

The course revisions consisted of: credit weight change from 4 and description change. These revisions were approved.

Department of Mining and Metallurgical Engineering

B.Eng. in Metallurgical Engineering (113 cr.)

The program revisions consisted of: course 306-361 was removed from the list of Required Courses; course 306-456 was added to the list of Required Courses; course 306-456 was removed from the list of Technical Complementary Courses; course 306-361 was added to the list of Technical Complementary Courses; Technical Complementary Courses credits were reduced from 9 to 6 credits; and the program credit weight was reduced from 116 to 113 credits. These revisions were approved and will be forwarded to APPC for information only.

Department of Civil Engineering and Applied Mechanics

M.Eng. in Environmental Engineering (45 cr.)

The program revision consisted of the removal of the prerequisite in the program description. The course 303-225B or equivalent became an admission requirement. The Chair indicated that a write-off was received from Ms. Charlotte Légaré, Director of the Graduate Studies Office, FGSR, which approved this revision to the graduate program. The program revision was approved by SCTP and it will be forwarded to FGSR and APPC for information only.

11.06 FACULTY OF SCIENCE – 00-SCTP-03-39

School of Computer Science

308-206A Intro to Software Systems (3 cr.)

The course revisions consisted of: title change, change the corequisite (course 308-203 or 308-250) to be the prerequisite, credit weight increase from 1, and description change. These revisions were approved.

11.07 FACULTY OF SCIENCE – 00-SCTP-03-36

School of Computer Science
308-525A Formal Verification (3 cr.)
This new course was approved.

11.08 FACULTY OF ARTS – 00-SCTP-03-37

Departments of Economics, Geography, Political Science, and Sociology
M.A. in Economics; Social Statistics Option (48 cr.)
M.A. in Geography; Social Statistics Option (48 cr.)
M.A. in Political Science; Social Statistics Option (48 cr.)
M.A. in Sociology; Social Statistics Option (45 cr.)

The Chair explained that students in the new Social Statistics Option in the four different Master's programs would register in their "home" department (i.e. students registered in the M.A. in Economics would be based in the Department of Economics). She conveyed the opinion of the Graduate Studies Office that the Options be renamed to Areas, but SCTP did not agree with this opinion and agreed that the term Option was the appropriate nomenclature. The Chair noted that the Research Paper in all four Options had a credit weight of 24, which was not permitted by FGSR; she explained that a Research Paper can not have a credit weight of more than 18. It was noted that the formatting was off for the side-by-sides (i.e. credits were not aligned).

The Chair explained that each Option contained a seminar course with quadruple prefixes and same suffix, which would be taken by students only in the same department (i.e. 154-688 would be taken by students in the Department of Political Science, 183-688 would be taken by students in the Department of Geography etc.). Mr. Berthiaume queried why a Physical Geography course was included in the Social Statistics Option.

The committee suggested that the credits for shared courses offered be increased and the credits for the Research Papers be decreased, although this would create a problem for Geography with its 24-credit thesis. A solution could be that Geography remove other course work. A write-off from FGSR should be included with the submission concerning costs of the program, stating the award of the course reduction.

Department of Sociology
166-688A,B Seminar on Social Statistics (3 cr.)

The committee queried why the other three seminar courses were not submitted with this proposal. The committee noted that there was no mention of the multidisciplinary aspect of this course in the description. It was also noted that there was an error in the course restriction (166-688 was listed instead of 154-688). This proposal should be corrected and resubmitted to SCTP along with the other three seminar proposals.

McGill School of Environment

B.A.; Faculty Program in Environment; Economics and the Earth's Environment (54 cr.)

Clarification was requested as to whether this program was a new Faculty Program or a Domain, as both were used in the title on the program description attached to the proposal. It was noted by the committee that students who completed this program would not meet the admission requirements for graduate studies in Economics, and therefore would have to take extra courses to be admitted into graduate school in Economics. This clarification should be forwarded to the SCTP Secretary, Cindy Smith, CINDY@UMS1.LAN.MCGILL.CA or faxed to 4768. The Chair will approve on behalf of the committee if all is in order.

11.09 FACULTY OF ARTS – 00-SCTP-03-38

Department of English
110-360A,B Literary Criticism (3 cr.)

The course revision consisted of a credit weight decrease from 6 credits. This course revision was approved. The Secretary requested a write-off from the Chair of the Department of English as to whether this credit weight change would effect any programs offered by the Department. If it does, a program revision should be submitted to SCTP

immediately. The Chair of the Department of English may contact the SCTP Secretary, Cindy Smith, at CINDY@UMS1.LAN.MCGILL.CA.

11.10 OTHER BUSINESS

Minor Changes

The secretary reported the following minor changes for the Faculties of Arts, Education, Engineering, and Science, which were approved. These minor changes will be reported to APPC (and FGSR, if graduate level) for information only.

Faculty of Arts

North American Studies

B.A.; Major Concentration in North American Studies (36 cr.) – courses 110-325 and 110-422 were added to the list of “Arts and Letters” Complementary Courses (24 credits from courses at intermediate and senior levels ...).

Department of Anthropology

B.A.; Minor Concentration in Anthropological Archaeology (18 cr.) – Required Course 151-359 was removed and added to the list of “Any Level” Complementary Courses; Required Courses credits were reduced from 6 to 3; Complementary Courses credits were increased from 12 to 15; and “Any Level” Complementary Courses credits were increased from 9 to 12 credits;

B.A.; Minor Concentration in Socio-Cultural Anthropology (18 cr.) – courses 151-207 and 151-214 were added to the list of “200-level” Complementary Courses; the list of “Core/350” Complementary Courses (3 credits) was deleted; and the list of “Any level” Complementary Courses was changed from 6 credits to 6-9 credits.

School of Social Work

407-241 Introduction to the Welfare State (3 cr.) – retirement.

Faculty of Education

Department of Second Language Education

431-624A,B Educational Sociolinguistics (3 cr.) – title change.

Faculty of Engineering

Department of Mechanical Engineering

305-210A,B Mechanics I (4 cr.) – description change;

305-220A,B Mechanics II (3 cr.) – description change;

305-240A,B Thermodynamics I (3 cr.) – description change;

305-331A,B Fluid Mechanics I (3 cr.) – description change;

305-346A,B Heat Transfer (3 cr.) – description change.

Faculty of Science

Department of Atmospheric and Oceanic Sciences

B.Sc.; Joint Major in Atmospheric Science and Physics (70cr.) – originally [January 6, 2000] reported as: removed the following courses from the list of Required Courses: 195-310, 195-330, and 198-331; added the following courses to the list of Required Courses: 195-308 or 183-308, and 195-315. The Department had made an error and the program revisions should read as follows: two courses were removed from the list of Required Courses [195-310, 195-330]; the following courses were added to the list of Required Courses: 195-308 or 183-308, and 195-315.

School of Computer Science

B.Sc.; Major in Computer Science (60 cr.) – course 308-206A was added to the list of Required Courses; the Required Courses credits were increased from 42 to 45; the Complementary Courses credits were reduced from 18 to 15; and “15 credits from” was changed to “12 credits from” for the first list indicated under Complementary Courses.

Department of Biology

177-304A Evolution (3 cr.) – prerequisites changed to 170-202 or 177-205B or 177-208A;

177-305B Diversity of Life (3 cr.) – addition of 170-202 or 177-205B or 177-208A as a prerequisite.

Department of Earth and Planetary Sciences

186-632A Topics in Advanced Geophysics I (3 cr.) – retirement;

186-633B Topics in Advanced Geophysics II (3 cr.) – retirement.

Department of Psychology

204-211B Learning and Motivation (3 cr.) – description change.

There being no further business, the meeting adjourned at 4:40 pm.