Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, May 11, 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), Chandra Madramootoo, Clara Pérron, Cindy Smith (Secretary), Nina Spada

REGRETS: Sam Drury
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The Chair introduced Ms. Clara Pérron, the new SSMU student representative on SCTP.

13.01   The Agenda was approved.

13.02   The Minutes of the meeting of April 13, 2000 were approved with the following change:

   - Item 12.06, page 4, second to last paragraph, sixth line should read: "… Students need to know what the program
     require<u>s</u>."

13.03   **BUSINESS ARISING**

   (a)   Report from the Faculty of Science [99-SCTP-11-18 REVISED]
         School of Computer Science
         Diploma in Information Technology (30 cr.)
         The Chair explained that the School of Computer Science revised the program title from Graduate Diploma
         in Information Technology, as this program fit the definition of a diploma. The committee made the
         following revisions to the proposal: the Centre for Continuing Education be added to the
         Department/Faculty section on the proposal form; the word "Graduate" be removed throughout the proposal;
         the TOEFL score of 230 (computer) should read <u>213</u>; the word elective on the first page of the program
         description should read complementary; the sentence "Elective courses … (3 credit) courses" should be
         removed from the first paragraph on the first page of the program description; the fifth line of the first
         paragraph on the program description page should be revised to remove "of significant size and complexity",
         as the credit weight for this project was worth 2 credits and the committee felt that it should not be described
         as is; "Pre-requisites" should be changed to Admission Criteria; the list of courses should also indicate the
         credit weight for each course; "Elective Courses in the Program (2 credits each)" should read
         "<u>Complementary</u> Courses (<u>8</u> credits)"; the number of credits should be listed after the heading of "Required
         Courses <u>(22 credits)</u>"; and the Elective Courses heading and the last paragraph should be deleted. The
         revised program proposal and description page should be resubmitted to SCTP for review by the Chair, who
         will approve this program on behalf of the committee if all is in order. *Secretary's note*: The revised
         proposal was received from the School of Computer Science, reviewed the Chair of SCTP, and <u>approved</u>.
         This proposal will be forwarded to APPC for discussion.

         It was noted that terms were not indicated for the following 17 proposals, as these courses would be offered
         through the Centre for Continuing Education. Also, in the Rationale for each of these proposals the word
         "Graduate" should be removed.

         308-576 Algorithms and Data Structures (2 cr.)
         This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. The committee suggested
         removing the last sentence in the course description "Illustrative … allocation", as this material was more
         appropriate in the course syllabus. In the Rationale, "core course" should read "<u>required</u> course". The SCTP
         Secretary will make these changes on the course proposal. This new course was <u>approved</u> with these
         changes.

         308-577 Object Oriented Programming (2 cr.)
         This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "core

course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.
308-578 Systems Programming I (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-579 Information Systems Management (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-580 Theory of Computer Science (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. The colon should be removed after the word "including" in the course description. In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-581 Software Engineering (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. The last sentence in the course description should be removed, as it is material for the course syllabus ("Small … covered"). In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-582 Systems Programming II (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-583 Object Oriented Design (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-584 Web Design and Programming (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-585 Technical Project & Report (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of Research/Reading Project. The last sentence in the course description should be removed, as it is material for the course syllabus ("Projects … Internet"). In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-586 The Life of Projects (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "core course" should read "<u>required</u> course". This new course was <u>approved</u> with these changes.

308-590 Human Computer Interaction (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "elective course" should read "<u>complementary</u> course". This new course was <u>approved</u> with these changes.

308-591 Comp. Graphics & Visualization (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "elective course" should read "<u>complementary</u> course". This new course was <u>approved</u> with these changes.

308-592 Computer Modeling & Simulation (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "elective course" should read "<u>complementary</u> course". This new course was <u>approved</u> with these changes.

308-593 e-info Flow & Management (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "elective course" should read "complementary course". This new course was approved with these changes.

308-594 Network Operation/Programming (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "elective course" should read "complementary course". This new course was approved with these changes.

308-595 Internet & Multimedia Content (2 cr.)
This new 2-credit course should be indicated as 2 hrs/wk of lecture, not 3 hrs/wk. In the Rationale, "elective course" should read "complementary course". This new course was approved with these changes.

(b) Report from the Faculty of Arts [99-SCTP-12-21 REVISED]
The following six new course proposals replaced the single joint proposal, submitted by the following six departments, for course XXX-600.

Department of Italian Studies
132-619A,B Topics in Literary Theory (3 cr.)
The committee requested a program revision proposal for any programs which would add course 132-619 to the lists of courses. This new course was approved.

Department of Russian and Slavic Studies
141-619A,B Topics in Literary Theory (3 cr.)
The committee requested a program revision proposal for any programs which would add course 141-619 to the lists of courses. This new course was approved.

Department of East Asian Studies
117-619A,B Topics in Literary Theory (3 cr.)
The committee requested a program revision proposal for any programs which would add course 117-619 to the lists of courses. This new course was approved.

Department of Jewish Studies
135-619A,B Topics in Literary Theory (3 cr.)
The committee requested a program revision proposal for any programs which would add course 135-619 to the lists of courses. This new course was approved.

Department of German Studies
129-619A,B Topics in Literary Theory (3 cr.)
The committee requested a program revision proposal for any programs which would add course 129-619 to the lists of courses. This new course was approved.

Department of Hispanic Studies
144-619A,B Topics in Literary Theory (3 cr.)
The committee requested a program revision proposal for any programs which would add course 144-619 to the lists of courses. This new course was approved.

(c) Report from the Faculty of Arts [00-SCTP-03-37 REVISED (05/1)]
Department of Economics
M.A. in Economics; Non-Thesis - Social Statistics Option (48 cr.)
The Chair explained that a research project can not be worth more than 18 credits; this is a fairly new regulation that was passed after approval of the existing non-thesis programs. Therefore, she suggested that 6 credits be removed from the research project, another 3-credit seminar course be created, and the

credit weight for this program be reduced to 45 credits. The program title at the top of the description page should indicate the title as follows: M.A. in Economics; <u>Non-Thesis – Social Statistics Option</u>. The committee noted that alternative required courses were not permitted, therefore courses 154-665 and 154-662 should be moved to the list of Complementary Courses, and "or equivalent" should be removed from course 154-688. The committee requested that the full width of the page be used for the side-by-side comparison table, as the very narrow table was not easy to read. The number of credits should be indicated after the headings of "Required Courses" <u>(xx credits)</u> and "Complementary Courses" <u>(xx credits)</u>.

Department of Geography
M.A. in Geography; Social Statistics Option (48 cr.)
The committee suggested that the Department should consider creating a non-thesis program. The program title at the top of the comparison title should read "M.A. in Geography; <u>Social Statistics Option</u>". Another 3-credit seminar course should be created, course number 183-697 be used, it be entitled Thesis Preparation–Soc. Stats, and the credit weight for course 183-698 (6 cr.) be reduced to 3 credits. The committee noted that "or equivalent" should be removed from course 183-688. The committee requested that the full width of the page be used for the side-by-side comparison table, as the very narrow table was not easy to read. The number of credits should be indicated after the heading of "Required Courses" <u>(xx credits)</u>. The sentence "attend such additional courses as the chair and the student's committee think fit" should read "attend such additional courses as <u>per recommendation of</u> the Chair and the student's committee."

Department of Political Science
M.A. in Political Science; Non-Thesis - Social Statistics Option (48 cr.)
The Chair explained that a research project can not be worth more than 18 credits; this is a fairly new regulation that was passed after approval of the existing non-thesis programs. Therefore, she suggested that 6 credits be removed from the research project, another 3-credit seminar course be created or 3 more credits be added to the existing seminar course, and this program credit weight be reduced to 45 credits. The program title at the top of the comparison table should read "M.A. in Political Science; <u>Non-Thesis – Social Statistics Option</u>". The committee noted that alternative required courses were not permitted, therefore the "or" courses should be removed from the list of Required Courses and added to the list of Complementary Courses. The sentence "Further courses…" should read "<u>Additional</u> courses …", and these courses should be listed under the heading of "Complementary Courses". The committee requested that the full width of the page be used for the side-by-side comparison table, as the very narrow table was not easy to read. The number of credits should be indicated after the headings of "Required Courses" <u>(xx credits)</u> and "Complementary Courses" <u>(xx credits)</u>.

Department of Sociology
M.A. in Sociology; Non-Thesis - Social Statistics Option (45 cr.)
The Chair explained that a research project can not be worth more than 18 credits; this is a fairly new regulation that was passed after approval of the existing non-thesis program. Therefore, she suggested that 6 credits be removed from the research project, another 3-credit seminar course be created, and 3 credits be added to the list of Complementary Courses. The program title at the top of the comparison table should read "M.A. in Sociology; <u>Non-Thesis – Social Statistics Option</u>". The committee noted that "or equivalent" should be removed from course 166-688. The committee requested that the full width of the page be used for the side-by-side comparison table, as the very narrow table was not easy to read. The number of credits should be indicated after the headings of "Required Courses" <u>(xx credits)</u> and "Complementary Courses" <u>(xx credits)</u>. The Complementary Courses should be listed and the credit weight for each course indicated.

SCTP requested a complete set of signatures for these proposals (i.e. Departmental Meeting, Department Chair, and Curriculum Committee signatures indicated for each Department).

Secretary's note: The revisions/additional information requested by SCTP were received for the following previously-submitted proposal, reviewed by the Chair, and <u>approved</u> on behalf of SCTP.

Faculty of Education
- new program **Graduate Certificate in Library and Information Studies** (15 cr.) [00-SCTP-04-41; April 13, 2000].

13.04   **FACULTY OF DENTISTRY** – 00-SCTP-05-48

Graduate Certificate in Multidisciplinary Residency Program in Dentistry (52 cr.)
Graduate Certificate in Multidisciplinary Residency Program in Dentistry; Advanced Residency in General Dentistry and Stomatology Option (52 cr.)
The Chair explained that certificates were not offered for Residencies at McGill. As these were Residency programs, program proposal forms were not necessary.

The committee reviewed the Multidisciplinary Residency Program in Dentistry description and suggested that the last paragraph on the first page be removed, and the application form should indicate "<u>Permanent Resident</u>" instead of "Landed immigrant".

13.05   **FACULTY OF MANAGEMENT -** 00-SCTP-05-49

Minor in Technological Entrepreneurship (18 cr.)
The Chair commented that in the Faculty of Engineering there already existed a Technological Entrepreneurship Minor (18 cr.). She queried why the Science students could not take the Engineering Minor. The committee commented that the Management new Minor proposal was extremely overlapping with the existing Engineering Minor. Therefore, SCTP requested that the Faculty of Management obtain a write-off from the Dean of Engineering, and the Faculty of Management provide a rationale as to why this new Minor was needed. These two documents should be sent to the SCTP Secretary (Cindy Smith, fax: 4768; e-mail: CINDY@UMS1.LAN.MCGILL.CA).

Review of the two proposed new courses (270-466 and 271-210) was deferred until SCTP approved the Minor in Technological Entrepreneurship.

13.06   **FACULTY OF ARTS** – 00-SCTP-05-52

Department of History/Faculty of Graduate Studies and Research
M.A. in History (45 cr.)
The program revisions consisted of: reduction of the program credit weight from 48 to 45 and a detailed listing of the Required and Complementary Courses. The committee suggested that the Complementary Courses and their credit weight be listed. The committee queried if "the list of departmental graduate course offerings" referred to every History graduate course, if not then the course level should be indicated. The Chair will review and approve the revised proposal on behalf of the committee if all is in order.

M.A. in History; Non-Thesis (45 cr.)
Professor Beraha commented that the proposed program title of "M.A. – by course" was considered more positive than "non-thesis". The Chair indicated that the accepted University nomenclature was "non-thesis", but she had received a request from Associate Dean E. Quaroni of the Faculty of Arts to consider changing the nomenclature. The committee has taken this under advisement.

The program revisions consisted of: reduction of the program credit weight from 48 to 45 credits and a detailed listing of the Required and Complementary Courses. The committee suggested that the Complementary Courses and their credit weight be listed. The committee queried if "the list of departmental graduate course offerings" referred

to every History graduate course, if not then the course level should be indicated. The Chair noted that the Research Paper can not be greater than 18 credits, and she indicated that the extra 3 credits from the Research Paper should be added to the Complementary Courses (21 credits). The following sentence should be removed: "6 credits in undergraduate language courses may be considered", as it is not permitted to have undergraduate courses in a graduate program, and language courses may not be listed in a non-language program. The revised program proposal will need to be reviewed by SCTP.

Faculty of Religious Studies
M.A. in Religious Studies; Non-Thesis (45 cr.)
The Chair explained that this was a new option in an existing program. The committee agreed that the grade should not be listed in the program description and comprehensive examinations should be indicated as three research papers, reading courses, or special topics courses. The courses should be listed as: Required Courses (36 cr.) and Research Papers or three Special Topics Courses (9 credits). The three courses listed at the end of the description should be listed as "*three Research Papers" or "*three Special Topics Courses". The Rationale should be revised to read: "The proposed program is designed for an increasing number of students …" The required three Research Paper courses were new courses, therefore new course proposals should be submitted to SCTP with the suggested following titles and descriptions:

260-660 Research Paper I; description: First of three papers to be written in religious tradition;
260-661 Research Paper II; description: Second of three papers to be written in religious tradition; and
260-662 Research Paper III; description: Third of three papers to be written in religious tradition.

Another suggestion would be to use the existing Comparative Religion courses (260-687 and 260-697) [see page 293of the Graduate Calendar].

Catholic Studies Program
B.A.; Minor Concentration in Catholic Studies (18 cr.)
The Chair explained that the Faculty of Arts recently received funding for an endowed Chair in Catholic Studies. She noted that the course number prefix was pending, as a new prefix number would need to come from the Admissions, Recruitment, and Registrar's Office. In the letter of May 5 from Professor Douglas Farrow of the Faculty of Religious Studies, it was indicated that the Faculty of Religious Studies' course prefix 260 should be used for these courses. Mr. Berthiaume remarked that according to a recent provincial Report of the Commission des universités sur les programmes (CUP), it was recommended that the religious faculties of the Université de Montréal and Concordia University should be the universities which offer Catholic Studies Programs. Professor Beraha responded that the Faculty of Arts would not be offering a theological program, but rather an interdisciplinary program. The Arts program would have its own course prefix. Consultation reports were received from various departments, including the Faculty of Religious Studies. Courses were designed, and the program envisaged, as a non-theological program. Associate Dean (Academic) Anthony Masi of the Faculty of Arts indicated that all aspects of this proposed program were considered. Mr. Berthiaume commented that if the Faculty of Religious Studies offered this program and the proposed courses, they would be the same as those offered by Concordia University. This was a good argument for why the proposed program and courses should be offered by the Faculty of Arts.

The committee agreed to invite Professor John Zucchi of the Faculty of Arts and Professor Douglas Farrow of the Faculty of Religious Studies to attend SCTP, when the revised proposal is submitted, to discuss each faculty's view and reasoning for this program and these courses. *Secretary's note*: Associate Dean Masi of the Faculty of Arts will be invited instead of Professor Zucchi.

The program proposal submitted to SCTP will have to be revised once the course prefix is assigned for the Catholic Studies Program. The following changes should be made to the proposal: course prefix should be indicated, the number of credits should be indicated after the headings of "Required Courses (xx credits)," "I. Catholicism and the Arts (3 credits)", "II. Catholic Social and Intellectual Traditions (3 credits)", and the credit weight should be indicated after each course.

The following new course proposals were <u>approved</u> pending a course prefix.

xxx-200A,B Introduction to Catholicism (3 cr.)
xxx-310A,B Catholic Intellectual Traditions (3 cr.)
xxx-315A,B Catholicism and Moral Culture (3 cr.)
xxx-320A,B Scripture and Catholicism (3 cr.)
xxx-340A,B Catholic Social Thought (3 cr.)
xxx-370A,B Topics in Catholic Studies (3 cr.)
xxx-460A,B Catholic Studies Seminar (3 cr.)

13.07   **FACULTY OF EDUCATION -** 00-SCTP-05-53

Department of Educational Studies
Graduate Certificate in Educational Leadership (15 cr.)
The Chair indicated that there existed a good public market for this type of certificate. Professor Spada noted that the consultation response from Professor J. Gradwell on the Faculty of Education indicated concern whether there were enough current staff members to teach this type of program. She queried if new staff had been hired in the field of leadership. The Chair commented that a write-off from the University Planning Office should be obtained, and if costs were associated with this new certificate then confirmation should be received from the Dean of the Faculty of Education that funding is available from the Faculty for this certificate. The committee suggested that "or 5 half courses" be deleted from the first sentence of the program description on the program proposal form. The number of credits should be indicated after the headings of "Required Courses <u>(xx credits)</u>" and "Two Electives …" should read "<u>Complementary Courses (xx credits)</u>", and the credit weight should be listed for each individual course. The Note on the second page of the program description should read: "Note: Other <u>500- and 600-level</u> courses may be taken …" On the second page of the program description and lay out attached to the proposal, item 4 should indicate the TOEFL score of 550. On the third page of the description, the total credits in the comparison of the M.A. and Graduate Certificate do not add up to what was indicated. The committee queried if course 411-628 should appear in the right column instead of the left column. Under the Certificate in Leadership column, the Complementary Courses should be listed (followed by the credit weight), therefore "see list above" should be removed. The committee queried if the bulleted courses in this proposed program would be offered; the Dean of the Faculty of Education would need to address this concern in writing [forwarded to the SCTP Secretary, Cindy Smith, fax: 4768 or e-mail: CINDY@UMS1.LAN.MCGILL.CA].   The revised program proposal should be resubmitted to SCTP and document number "00-SCTP-05-53 <u>REVISED</u>" should be indicated. *Secretary's note*: Mr. Del Degan of the University Planning Office reviewed the proposal and reported that no financial resources were required for this new certificate.

13.08   **SCTP MEETING SCHEDULE 2000-2001** – 00-SCTP-05-50

The SCTP meeting schedule for the next academic year was received.

13.09   **OTHER BUSINESS**

<u>Minor Changes</u>
The secretary reported the following minor changes for the Faculties of Arts and Medicine. All were <u>approved</u>, with one exception: the School of Social Work, retirement of course 407-198 FYS: Families and Social Assistance. SCTP requested a write-off from the Director of the School concerning the reasoning for this retirement. These minor changes will be reported to APPC (and FGSR, if graduate level) for information only.

Faculty of Arts
Department of Political Science
B.A.; Minor Concentration in International Relations (18 cr.) - courses 160-450 and 160-451 were added to the list of Complementary Courses, Thematic Courses;

160-244A International Politics: State Behaviour (3 cr.) - description;
160-469A Politics of Regulation (3 cr.) - prerequisite change;
160-524B Seminar: Developed Areas (3 cr.) – term change from A, addition of prerequisite, and description change;
160-575B Seminar:International Politics (3 cr.) - prerequisite and description changes.

Department of Art History
123-200A,B Introduction to Art History I (3 cr.) - title change;
123-201A,B Introduction to Art History II (3 cr.) - title change.

Faculty of Religious Studies
260-303B Literature: Ancient Israel II (3 cr.) - title change;
260-630A,B Theological Foundations (3 cr.) - number change from 260-730, title, and restriction changes;
260-635A,B Christology and Ecclesiology (3 cr.) - title change;
260-730A,B Seminar in Patristic Theology (3 cr.) – retirement.

English and French Language Centre
127-433A,B Français Fonctionnel (3 cr.) - retirement;
127-434D Français Fonctionnel Intensif (6 cr.) - retirement.

Department of Linguistics
104-321A Language Acquisition I (3 cr.) - title and description changes;
104-400A,B Historical Linguistics (3 cr.) - prerequisite change;
104-440A Morphology I (3 cr.) - prerequisite change;
104-491B Linguistic Theory (3 cr.) - prerequisite change;
104-555B Language Acquisition II (3 cr.) - title and description changes.

Department of English
110-327A,B Canadian Prose Fiction I (3 cr.) - split of course 110-327D;
110-339A,B Canadian Prose Fiction II (3 cr.) - split of course 110-327D;
110-430A,B Studies in Drama I (3 cr.) - addition of "Permission of instructor required. Password card required" as the restriction;
110-431A,B Studies in Drama II (3 cr.) - addition of "Permission of instructor required. Password card required" as the restriction;
110-432D Studies in Drama (6 cr.) - addition of "Permission of instructor required. Password card required" as the restriction. *Secretary's note*: This course lists only 3 HRS/WK, therefore I have requested that additional hrs/wk be indicated.

Department of Italian Studies
132-232A,B The Italian Short Story (3 cr.) - title and description changes;
132-304B Translation II (3 cr.) - retirement;
132-341A,B The Art of Essay Writing (3 cr.) - number change from 132-441, title, and description changes;
132-356A,B Medieval Discourses on Love (3 cr.) - title and description changes;
132-365A,B The Italian Renaissance (3 cr.) - description change;
132-400A,B Translation II (3 cr.) - number change from 132-304 and title change;
132-401 Translation IV (3 cr.) - retirement;
132-412A,B Pirandello & European Theatre (3 cr.) - title and description changes;

132-441 Italian Stylistics and Composition (3 cr.) - retirement;
132-464A,B Machiavelli (3 cr.) - description change;
132-470A Honours Thesis (3 cr.) - title change.

Department of Anthropology
151-320A,B Social Inequality (3 cr.) - description change;
151-352A,B History of Anthropological Theory (3 cr.) - addition of prerequisite;
151-355A,B Theories of Culture & Society (3 cr.) - title change and addition of prerequisite;
151-357A,B Archaeological Methods (3 cr.) - prerequisite change;
151-358A,B Process of Anthropological Research (3 cr.) - addition of prerequisite;
151-359A,B History of Archaeological Theory (3 cr.) - prerequisite change.

School of Social Work
407-198A FYS: Families and Social Assistance (3 cr.) - retirement; *Secretary's note***: First Year Seminar**;
407-535 Women and Social Policy in Canada (3 cr.) - retirement;
407-604A Critical Issues: Social Policy (3 cr.) - title change;
407-615 Current Research in Social Work (3 cr.) - retirement;
407-647 Social Services Administration (3 cr.) - retirement.

Department of History
101-234A German History to 1648 (3 cr.) - split of course 101-235D;
101-235B German History since 1648 (3 cr.) - split of course 101-235D, title, and description changes;
101-293A History of Japan I (3 cr.) - retirement;
101-294B History of Japan II (3 cr.) - retirement;
101-318A History of Japan I (3 cr.) - number change from 101-293 and title change;
101-351A,B Themes in U.S. History s. 1865 (3 cr.) - title and description changes;
101-359B History of Japan II (3 cr.) - number change from 101-294;
101-393A,B Civil War & Reconstruction (3 cr.) - number change from 101-431 and title change;
101-431A,B U.S. Civil War & Reconstruction (3 cr.) – retirement.

Department of Islamic Studies
397-523D Higher Intermediate Arabic (6 cr.) - number change from 397-623 and description change.
Secretary's note: This course lists only 3 HRS/WK, therefore I have requested that additional hrs/wk be indicated.

Faculty of Medicine
Department of Surgery
519-637D Research Project (9 credits) – title change.

There being no further business, the meeting adjourned at 5:15 pm.