

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, September 21, 2000** at 3:00 p.m. in Room 609 of the James Administration Building.

**PRESENT:** Denis Berthiaume, Radan Capek, Martha Crago (Chair), Sam Drury, Jane Everett, William Hendershot, Clara Péron, Joan Russell, Cindy Smith (Secretary)

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02.01 The Agenda was approved with the following addition:

- under Other Business – Discussion on the status of undergraduate courses as part of graduate programs.

02.02 The Minutes of the meeting of September 7, 2000 were approved with the following changes:

- item 01.08, page 3, Nested Graduate Certificates [00-SCTP-09-04]: second paragraph, second line should read "...are used to form a ..."; and the last sentence should be removed "In those universities ...";
- item 01.08, page 3, Internships, Cooperative Experiences, Practicums [00-SCTP-09-05]: fifth line should read "... during the summer rather than the school year."

02.03 **BUSINESS ARISING**

There was no business arising to report.

02.04 **FACULTY OF ENGINEERING – 00-SCTP-09-06**

School of Architecture

**B.Sc.(Arch.)** (97 cr.)

The committee commented that the present and proposed program comparisons were very well done and that the revisions were very clearly indicated. The program revisions consisted of: course 303-229A was deleted from the list of U1 Fall Required Courses; the list of U1 Fall Required Courses credits were reduced from 15 to 13 credits; the U1 Summer Required Course 301-327T was deleted from the program; course 303-384A was deleted from the list of U2 Fall Required Courses; course 303-229A was added to the list of U2 Fall Required Courses; a title change and credit weight increase from 2 to 3 credits were made to course 303-388B in the list of U2 Winter Required Courses; the U2 Summer Required Course 301-428T was deleted from the program; and the program credit weight decreased from 100 to 97 credits.

SCTP requested that the retirement of course 303-384 and the credit weight increase from 2 to 3 credits for course 303-388 be listed in the Rationale of the program proposal. The Chair of SCTP will approve the revised proposal on behalf of SCTP if all is in order.

303-388B Foundations & Concrete Design (3 cr.)

The course revisions consisted of: title change, credit weight increase from 2 credits, and description change. These revisions were approved.

Department of Electrical and Computer Engineering

304-496B Telecom. Systems and Services (3 cr.)

The committee suggested that the course description be revised as follows: "Case studies ... scenarios. Issues in network ... Examples from conventional ... distribution." This new course was approved with this change. The committee suggested that the Department consider, for clarity purposes, removing the abbreviation in the course title and renaming the course to "Telecommunications Systems". The Faculty of Engineering should report back to the SCTP Secretary, Cindy Smith, with the Department's decision. The SCTP Secretary will revise the course title on the proposal if necessary.

02.05 **CENTRE FOR CONTINUING EDUCATION - 00-SCTP-09-08**

Department of General Studies

675-501X,Y,U Clinical Trials & Research I (2.5 CEUs)  
675-502X,Y,U Clinical Trials & Research II (2.5 CEUs)  
675-503X,Y,U Clinical Trials & Research III (2.5 CEUs)  
675-504X,Y,U Workshop in Clinical Trials I (2.5 CEUs)  
675-505X,Y,U Workshop in Clinical Trials II (2.5 CEUs)  
675-506X,Y,U Workshop in Clinical Trials III (2.5 CEUs)

The Chair explained that these six new course proposals were very similar to six courses submitted to SCTP (November 26, 1998), with a new program proposal for a Graduate Diploma in Clinical Research, by the Department of Medicine, Division of Experimental Medicine. The courses submitted by the Centre for Continuing Education and the Department of Medicine contained the identical titles, and the Chair commented that she would confirm the similarities in the descriptions in both sets of course proposals. In the past, the Faculty of Dentistry had submitted similar proposals in pain management, in collaboration with the Centre for Continuing Education, designed for dentists who were interested in fulfilling their professional accreditation. Professor Crago recommended that SCTP not approve these proposals at this time, as she would like to gather additional information on these courses by speaking to Professors Price and Eley.

It was noted that the number of hours (12) and the credits did not correspond with a 1-day workshop. The term(s) when these workshops would be offered was(were) omitted. (*Secretary's note:* Diana Iasenza from the Centre for Continuing Education confirmed that the terms for these courses should be: X, Y, U.) It was queried whether students from both the diploma program and Continuing Education would physically be in the same classroom. Professor Capek noted that a financial consultation was not obtained from the University Planning Office, as there was a fee of \$350.00 associated with each course. The Centre for Continuing Education should obtain the financial consultation from Mr. Réal Del Degan of the University Planning Office, which should indicate the feasibility of the \$350.00 fee. The missing information, financial consultation, and response to the query should be forwarded to the SCTP Secretary, Cindy Smith, at fax number 4768 or [CINDY@UMS1.LAN.MCGILL.CA](mailto:CINDY@UMS1.LAN.MCGILL.CA). SCTP Document number 00-SCTP-09-08 should be quoted on all responses.

## 02.06 OTHER BUSINESS

### Minor Changes

The secretary reported the following minor changes for the Faculties of Engineering and Medicine, which were approved. These minor changes will be reported to APPC (and FGSR, if graduate level) for information only. The Faculty of Engineering should note the suggested change by SCTP to the course revision for 304-414.

#### Faculty of Engineering

##### School of Architecture

301-327T Summer Project I (1 cr.) – retirement;  
301-428T Summer Project II (1 cr.) – retirement;  
303-384A Soil Mechanics & Foundations (2 cr.) – retirement.

#### Department of Electrical and Computer Engineering

304-414A Intro. to Telecom. Networks (3 cr.) – prerequisite and description changes. The Secretary noted that the revised description included the word “etc.” following a list of examples. SCTP suggested that “etc.” be removed and it be indicated instead: “examples include: ... Ethernet.” The SCTP Secretary can make the change to the proposal form, if the Department is agreeable to this suggestion.

#### Department of Mechanical Engineering

305-412B Dynamics of Systems (3 cr.) – prerequisite change and addition of corequisite.

Faculty of Medicine

Department of Pathology

**Ph.D. in Pathology** (0 cr.) – program description has been revised to read as follows: “..., plus any three graduate-level courses offered by the Department”;

**M.Sc. in Pathology** (45 cr.) - program description has been revised to read as follows: “..., plus any two graduate-level courses offered by the Department.”

In response to a question from Professor Russell, Professor Crago indicated that Ph.D. programs at McGill were not assigned credit weight. Professor Everett inquired as to the rationale for this. Professor Crago responded that she would obtain the policy from the Graduate Studies Office.

#### Course Revisions and Program Revisions

The Chair discussed with the committee the potential problems arising from course revisions being submitted to SCTP without the appropriate program revision. Program revisions should be simultaneously submitted to SCTP to reflect the revised courses [in the case of term, title, number, credit weight, split, and/or pre/corequisite change(s)]. The Chair indicated that the new course proposal form would be modified to include a section that would confirm that the course revision would result in a program revision, therefore, the program revision would be submitted together with the course revision. The committee agreed with this addition to the course proposal form, and suggested that the Secretary circulate this extract to the faculty contacts.

Professor Hendershot mentioned that the Curriculum Committee of the Faculty of Agricultural and Environmental Sciences recently discussed revising programs as a result of course revisions, and it was suggested that program revisions be submitted once a year. Professor Crago responded that this was not recommended, as graduate students graduated at different times during the year and programs needed to be accurate at the time of graduation.

#### Undergraduate Courses as Part of Graduate Programs

The Chair reviewed an aspect of program requirements which SCTP should be aware of. A recent minor program change to the M.Eng.; Thesis had indicated that one undergraduate course could be taken for a requirement. Personnel in the Graduate Studies Office stated that the undergraduate course should be stipulated at the 400 level. Lower-level undergraduate courses were not appropriate as required courses in graduate programs.

If there is a concern that certain students do not have similar sufficient background for some programs, these students may be asked to take undergraduate courses that are over and above the required graduate course load.

There being no further business, the meeting adjourned at 3:50 pm.