

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, November 30, 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)

GUESTS: Professor Suzanne Morton, Chair – Department of History
Ms. Sylvia Franke, Banner SIS Project Manager

05.01 The Agenda was approved as circulated.

05.02 The Minutes of the meeting of November 2, 2000 were approved as circulated.

05.03 **BUSINESS ARISING**

(a) Report from the Faculty of Arts[00-SCTP-11-14]

Department of History

101-407A,B Topics: Roman History (3 cr.)

101-433A,B Topics: Eastern Europe (3 cr.)

101-550A Seminar: Roman History (3 cr.)

101-551B Research: Roman History (3 cr.)

Professor Crago invited Professor Suzanne Morton to join the discussion on the new History course proposals recently submitted to SCTP. Professor Morton explained that four types of courses existed within the Department: introductory, intermediate, and two advanced sets - one set for Honours students (Part I - seminar and Part II - research) and the other advanced set as topics courses (research experience), which was necessary for topics in graduate courses. She indicated that it was important on students' transcripts to identify their background. Professor Morton agreed with the suggestion that courses be renamed to "Roman History Research" and "Roman History Seminar" as a consistent alternative to the variation of course titles (eg. "Seminar: Roman History", "Research in Roman History" etc.). Professor Hendershot commented that many bulleted courses were listed in the Calendar. Professor Morton responded that courses were taught on a 2-year rotation (alternative years) and this past year had an exceptionally-high number of staff on sabbatic within the Department, but many of the bulleted courses would be offered next year.

Professor Crago explained that minor changes were recently received for courses within the Classics Program offered as part of the Department of History, which contained titles with nomenclature such as "Senior" instead of the commonly-used term "Advanced". Consistency should be used within the University, therefore she suggested that the word "Senior" be omitted from the title. She referred to other departments (eg. Italian Studies) which did not indicate the level in titles, as the course level was indicated in the course number (eg. 132-200, -300, -400 etc.). Professor Morton agreed with the suggestions for both the History and Classics course proposals and she indicated that she would resubmit the proposals with revised titles to SCTP. The committee thanked Professor Morton for attending the meeting.

(b) Report from the Faculty of Science [00-SCTP-10-12]

Department of Mathematics and Statistics

189-525A Sampling Theory & Applications (4 cr.)

The committee reviewed the response from Professor Ivo Klemes, Department of Mathematics and Statistics, listing its argument against adding additional hours per week to justify the credit weight increase from 3 to 4 credits (as per SCTP's request at its meeting of October 19, 2000). The committee has agreed with the argument that students will work outside of class time on a project of surveys, therefore this course was approved as originally submitted.

(c) Banner and Calendar Issues

The Chair invited Ms. Sylvia Franke to join the meeting to discuss possible solutions for existing course titles which were longer than 30 characters. Ms. Franke explained that the existing Legacy System used for courses allowed titles to contain 33 characters, whereas the new Banner System would only allow 30 characters. It was acknowledged that SCTP is enforcing the 30-character policy for new course titles, but a solution was required for the existing courses which were no longer offered (for transcript purposes). One possible solution was the creation of a list of common word abbreviations, which was drafted by the Banner team. This list was reviewed by the committee and additions and changes were suggested. Professor Hendershot suggested that science citation lists be consulted to obtain commonly-used abbreviations, as these were commonly used in scientific journals. In response to a query from Professor Everett, Ms. Franke indicated that no French-language abbreviations currently existed and that the Admissions, Recruitment and Registrar's Office would need to address the need for abbreviations for other language courses also.

Ms. Franke indicated that another possible solution for the greater than 30-character course titles would be to remove the space separating each word. As the Banner System allowed for upper and lower case letters (compared to the Legacy System which only allowed upper case), each new word in course titles would be identified with a capital letter (with the remaining letters of that word in lower-case letters) and spaces between words would be removed (eg. Legacy: "PRINCIPLES OF ECOLOGICAL AGRICULT"; Banner: "PrinciplesOfEcologicalAgricuilt"). It was noted that this solution was not aesthetically pleasing and could be difficult to read on transcripts. Following further discussion, the committee agreed that the Banner Policy Team should circulate a brief list of commonly-used abbreviations to departments, so that course titles contain a limited number of abbreviations, and spaces in between words be removed as a last resort. It is important that departments keep in mind that students' transcripts must be legible. Ms. Franke informed SCTP that the teaching unit in a course number (the prefix) would be replaced by letters and departments will be consulted. The Chair suggested that Anna Walsh of the Banner Policy Team communicate this to the Associate Deans (Academic) in the faculties. The committee voiced their appreciation of the Banner Policy Team's efforts in helping to solve this issue.

(d) Credit Courses for Teaching Assistants

The committee reviewed information compiled by the Graduate Studies Office, Faculty of Graduate Studies and Research, which indicated a minimal amount of courses credited for teaching assistants. Mr. Berthiaume suggested that the Centre for University Teaching and Learning review credits for teaching assistantships. The Chair commented that teaching courses existed which could be taken by students. It was noted that students were receiving credits and a salary for some teaching assistant courses. The committee agreed that clarification was required from the three Departments which offered such courses and that the responsible instructors from these Departments (Political Science, Psychology, and Educational Studies) be invited to a future meeting to explain the Departments' policies on such courses.

(e) Issues of Over Expansion of Courses and Programs

The Chair explained that a list of graduate programs which had no registration of students within the last five years was recently produced by the Graduate Studies Office, Faculty of Graduate Studies and Research for Banner purposes. The committee agreed that departments should retire the following programs by using the current program proposal form (found on the Web at www.mcgill.ca/nrcp), program revision should be indicated, and in the Rationale it should be explained that a program retirement was proposed and the reasoning. Retirement by the end of a specific academic year should be clearly indicated. The programs which appeared on the list, which the Secretary will circulate to the concerned Departments, should be retired by June 2001. Units not in agreement with this should contact the SCTP Chair (via the Secretary, Cindy Smith fax: 4768; e-mail: cindy.smith@mcgill.ca) with a rationale as to why the retirement is not taking place.

The Chair noted that lists of courses and undergraduate programs to be retired are in progress and will be submitted to SCTP at future meetings.

Department of Jewish Studies

135-225A Israel: Literature and Society (3 cr.)

The Chair explained that this new course proposal was in response to the Department hiring a new staff member. The committee queried what old courses would be retired, as many bulleted courses were listed in the Calendar. This issue would need to be addressed by the Department before the committee approved this course. Also, the Rationale needed to be coherent to the course title and description. The first sentence in the Rationale should read: “This ... contemporary Israeli society through literature. The addition of ...” The Department should submit a revised course proposal to SCTP with document number 00-SCTP-11-16 quoted and the correct new course proposal form should be used (see the Web at: www.mcgill.ca/nrcp).

135-502B Contemporary Hebrew Literature (3 cr.)

The Chair explained that this new course proposal was in response to the Department hiring a new staff member. The committee queried what old courses would be retired, as many bulleted courses were listed in the Calendar. This issue would need to be addressed by the Department before the committee approved this course. Also, the Rationale needed to be coherent to the course title and description. It was queried if a book list existed which should be forwarded to the Library. The Department should submit a revised course proposal to SCTP with document number 00-SCTP-11-16 quoted and the correct new course proposal form should be used (see the Web at: www.mcgill.ca/nrcp).

Women’s Studies

163-501A,B Advanced Topics 1 (3 cr.)

The committee noted that “or equivalent” in the prerequisite should be removed. The Roman numeral “I” in the title should be changed to an Arabic numeral “1” in the title. This new course was approved with these changes.

163-502A,B Advanced Topics 2 (3 cr.)

The committee noted that “or equivalent” in the prerequisite should be removed. The Roman numeral “II” in the title should be changed to an Arabic numeral “2” in the title. This new course was approved with these changes.

School of Social Work

407-542B Integrated Studies in HIV (3 cr.)

The committee suggested the description be revised as follows: “An examination of HIV prevention, care and treatment with an interdisciplinary focus from health professions.” The committee requested consultations, concerning the offering of this course by the School of Social Work, from the Dean of the Faculty of Medicine, the Chair of the Department of Psychology, and the Director of the School of Nursing. These consultations should be faxed (4768) or e-mailed (cindy.smith@mcgill.ca) to the committee Secretary (Cindy Smith). The SCTP Chair will approve on behalf of the committee if all is in order.

Humanistic Studies

xxx-200A,B The Western Humanist Tradition (3 cr.)

The committee suggested that the description be revised to read as follows: “Study of the Western humanist tradition from Classical ...” The committee noted that Appendix C was not attached to the proposal. The committee requested clarification for Appendix B and asked that a copy of Appendix C be forwarded to the committee Secretary (Cindy Smith, fax: 4768 or e-mail: cindy.smith@mcgill.ca). The committee will review the requested information. Document number 00-SCTP-11-16 should be quoted on all documents.

05.05 **FACULTY OF SCIENCE – 00-SCTP-11-14**

Minor in Education for Science Students (18 cr.)

The Chair noted that this new program was not a B.Sc. program. Professor Russell explained that students would defer obtaining a B.Sc. degree after completing this program, then complete a B.Ed. and obtain a B.Sc./B.Ed. Concurrent degree. She indicated that there was pressure from the Ministry of Research and Development for science teachers in education. The committee requested that the program description clearly indicate that this program would be necessary for students interested in taking the B.Sc./B.Ed. Concurrent program. This new program was approved with this change and will be forwarded to APPC for discussion when the revised program proposal has been received.

Department of Biology
M.Sc. in Biology (45 cr.)

The program revision consisted of changing the courses to be taken from the 300 level to the 500 level and changing “6 course credits number –500 or higher ...”, as the 300-level courses were not appropriate for graduate programs. These program revisions were approved.

Ph.D. in Biology (0 cr.)

The program revision consisted of changing the courses to be taken from the 300 level to the 500 level and changing “6 course credits number –500 or higher ...”, as the 300-level courses were not appropriate for graduate programs. These program revisions were approved.

Department of Psychology
204-528A,L Vulnerability to Depression (3 cr.)
This new course was approved.

05.06 CENTRE FOR CONTINUING EDUCATION – 00-SCTP-11-20

Department of Career and Management Studies
Certificate in Management (30 cr.) – revisions;
407-676 Integration Seminar in Addictions (3 cr.) – revision.

School of Social Work
Graduate Certificate in the Interdisciplinary Field of Aging – revisions;
Graduate Certificate in Addictions – revisions;
407-682 Senior Mistreatment (3 cr.) – new.

Department of Languages and Translation
679-225 Basic Principles of Translation –F (3 cr.) – revision;
679-226 Basic Principles of Translation –E (3 cr.) – revision;
679-325 Traduction I – Français (3 cr.) – revision;
679-326 Translation I – English (3 cr.) – revision;
679-431 Traduction II – Français (6 cr.) – not indicated whether new or revision;
679-432 Translation II – English (6 cr.) - not indicated whether new or revision.

These proposal forms were not properly completed and information was omitted. The SCTP Secretary (Cindy Smith; ext. 1224; cindy.smith@mcgill.ca) should be contacted for details.

The Chair explained that these course and program proposals did not contain the approval signatures of SCCE (Senate Committee on Continuing Education) and SCSCCE (Subcommittee of the Senate Committee on Continuing Education), as is the normal approval process. The Secretary of SCSCCE,

Claudine Lefort, forwarded these proposals directly to SCTP because both SCCE and SCSCCE have not met since spring 2000. The Chair of SCCE, Vice-Principal (Academic) Luc Vinet, will need to address this issue, as it is the mandate of SCCE to approve course and program proposals (see page 34 of the Senate Handbook, 2000). As these proposals have not been through the proper approval process, SCTP

agreed that it did not have the right to review these proposals, decided that they be returned to Claudine Lefort, and suggested that she address this issue with the Dean of the Centre for Continuing Education. It was noted that some of these new courses proposed were currently being offered by the Centre, and SCTP pointed out that the Centre for Continuing Education required the proper approvals by the end of the current semester.

05.07 OTHER BUSINESS

Minor Changes

The secretary reported the following minor changes for the Faculty of Science, which were approved. The Faculty of Science should note the following: the B.Sc.; Faculty Program in Mathematics and Computer Science and the B.Sc.; Faculty Program in Mathematics, Statistics and Computer Science: these two programs required additional revisions as they contained replacement courses for Required Courses 189-223, 308-202, and 308-203 - the committee stated that if students could replace some Required Courses, this should be done through consultation with an adviser instead of listing potential replacement courses. The SCTP Secretary will delete the list of replacements courses from the program lay out after confirmation from the Chair of the Department. It should also be noted that for course 177-465A the last sentence “Guest speakers discuss specific applied issues” was deleted from the revised description, as this was information for a course outline.

These minor changes will be reported to APPC (and FGSR, if graduate level) for information only.

Faculty of Science

Department of Pharmacology and Therapeutics

B.Sc.; Minor in Pharmacology (24 cr.) – courses 549-301B and 549-599A,B,D,T were deleted from the list of Required Courses; the Required Courses credit weight was reduced from 18 to 9 credits; two lists of Complementary Courses were indicated – list A was the original list of Complementary Courses (6 credits) and list B (9 credits) consisted of courses 549-301B, 549-303B, 549-599A,B,D,T, 549-503A, and 549-504B. **The Department should note the following errors in the list of Complementary Courses B list – 549-303B title should read “Principles of Toxicology”, 549-599 should list the terms A,B,D,T, 549-503A title should read “Drug Design and Development 1”, and 549-504B title should read “Drug Design and Development 2”.**

Department of Physiology

B.Sc.; Joint Major in Physiology and Mathematics (71 cr.) – course 189-223A,B was added to the list of U1 Required Courses; course 189-247A,B was deleted from the list of U1 Required Courses; courses 552-314A and 189-326A were added to the list of U2 Required Courses; course 189-324B was deleted from the list of U2 Required Courses; the U2 Required Courses credit weight was increased from 21 to 24 credits; the list of U2 Complementary Courses (3 credits) was deleted; courses 552-461D, 399-519A, and 189-324B were added to the list of U3 Required Courses; the U3 Required Courses credit weight was increased from 3 to 15 credits; the list of U3 Complementary Courses was revised to read 198-413A or 189-437A, as the following requirements were deleted from that list: “6 credits selected from Physiology courses ...”, “3 credits selected from ...”, “6 credits selected from”; and the U3 Complementary Courses credit weight was decreased from 15 to 3 credits; **Secretary’s note:** A write-off was received from the Chair of Biomedical Engineering concerning the addition of course 399-519A;

B.Sc.; Joint Major in Physiology and Physics (77 cr.) – courses 552-314A and 189-326A were added to the list of U2 Required Courses; course 198-340A was deleted from the list of U2 Required Courses;

the U2 Required Courses credit weight was increased from 21 to 24 credits; courses 198-413A and 189-437A were removed from the list of U2 Complementary Courses; the U2 Complementary Courses credit weight decreased from 6 to 3 credits; course 198-340A was added to the list of U3 Required Courses; the U3 Required Courses credit weight increased from 12 to 15 credits; courses 189-437A or 198-413A were added to the list of U3 Complementary Courses; the requirement “3 credits selected from

upper level Physiology courses” was removed from the list of U3 Complementary Courses; the requirement “6 credits to be approved by Physiology and Physics” was changed to “3 credits to be approved ...”; and the U3 Complementary Courses credit weight decreased from 9 to 6 credits.

Department of Mathematics and Statistics

B.Sc.; Joint Major in Mathematics and Computer Science (72 cr.) – course 308-206 was added to the list of Required Courses; course 308-305 was removed from the list of Required Courses; the requirement “12 credits from the set of courses recommended for a Major or Honours Program in Mathematics” was modified to read “12 credits from the set of courses recommended for a Major or Honours Program in Mathematics, excluding 189-240 and 189-340”; and the following sentence was removed from the end of the list of Complementary Courses “Students will not receive credit for 189-240”;

B.Sc.; Joint Honours in Mathematics and Computer Science (72 cr.) – course 308-206 was added to the list of Required Courses; course 308-305 was deleted from the list of Required Courses; and courses 308-303 and 308-305 were added to the list of Complementary Courses, 12 credits in Computer Science;

B.Sc.; Faculty Program in Mathematics and Computer Science (54 cr.) – course 308-206 was added to the list of Required Courses; course 308-305 was deleted from the list of Required Courses; alternative course 189-240 was deleted from the list of Required Courses; and courses 308-305 and 189-240 were added to the list of Complementary Courses; *Secretary’s note*: the asterisk were removed from Required Courses 189-223, 308-202, and 308-203 and their list of replacement courses deleted;

B.Sc.; Faculty Program in Mathematics, Statistics and Computer Science (54 cr.) – course 308-206 was added to the list of Complementary Courses, specifically to the list of “at least 6 credits in Computer Science selected from”; *Secretary’s note*: the asterisk were removed from Required Courses 189-223, 308-202, and 308-203 and their list of replacement courses deleted.

Department of Biology

177-365A Conservation Biology (3 cr.) – retirement;
177-416B Developmental Mammalian Genetics (3 cr.) – retirement;
177-420B Gene Activity in Development (3 cr.) – retirement;
177-430B Neural Basis of Behaviour (3 cr.) – retirement;
177-431A Neurobiology Learning Memory (3 cr.) – retirement;
177-442B Marine Biology (3 cr.) – retirement;
177-444A Genetic Basis of Life Span (3 cr.) – retirement;
177-451A Molecular Biology: Cell Cycle (3 cr.) – retirement;
177-453B Neotropical Environments (3 cr.) – retirement;
177-460A Aquatic Conservation (3 cr.) – retirement;
177-462B Evolution of Life Cycles (3 cr.) – retirement;
177-465A Conservation Biology (3 cr.) – number change from 177-365A, restriction addition, and description change;
177-472A Molecular Evolution (3 cr.) – retirement;
177-516B Genetics of Development (3 cr.) – number change from 177-416B, title change, and restriction addition;

177-520B Gene Activity in Development (3 cr.) – number change from 177-420B and restriction addition;
177-530B Neural Basis of Behaviour (3 cr.) – number change from 177-430B and restriction addition;
177-531A Neurobiology Learning Memory (3 cr.) – number change from 177-431A and restriction addition;
177-542B Marine Biology (3 cr.) – number change from 177-442B and restriction addition;

177-544A Genetic Basis of Life Span (3 cr.) – number change from 177-444A, restriction addition, and description change;

177-551A Molecular Biology: Cell Cycle (3 cr.) – number change from 177-451A and restriction addition;

177-553B Neotropical Environments (3 cr.) – number change from 177-453B and restriction change;

177-560A Aquatic Conservation (3 cr.) – number change from 177-460A, prerequisite and restriction changes;

177-562B Evolution of Life Cycles (3 cr.) – number change from 177-462B and restriction addition;

177-572A Molecular Evolution (3 cr.) – number change from 177-472A, restriction addition, and description change.

Department of Psychology

204-207A Psych of Knowledge & Values (3 cr.) – retirement.

Course Nomenclature

The committee reviewed the nomenclature for courses and agreed that alternative required courses should be mentioned in the definition of Complementary Courses. The Chair indicated that she would revise Category 2: Complementary Courses to clarify the definition. She commented that the new Minor in Education for Science Students was a very good example of how alternative Required Courses should be listed under Complementary Courses (taken into consideration was the original proposal submitted and the modified proposal requested by the SCTP Secretary).

There being no further business, the meeting adjourned at 5:10 pm.