

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, January 18, 2001** at 3:00 p.m. in Room 609 of the James Administration Building.

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

07.01 The Agenda was approved with the following additions:

- Business Arising: Master List of Consultations;
- Regular Business: Report from the Faculty of Agricultural and Environmental Sciences [00(1)-SCTP-01-30].

07.02 The Minutes of the meeting of December 14, 2000 were approved with the following change:

- Item 06.07, page 6, Faculty of Science, Department of Earth and Planetary Sciences, course 186-525 - the first sentence should read: "... and it was suggested that a portion of the final grade be given to the project presentation."

07.03 **BUSINESS ARISING**

(a) Banner and Calendar Issues

The committee reviewed e-mail messages received from Sylvia Franke and Cathy Workman, Banner SIS Project, concerning clarification of the SCTP discussion on Banner and Calendar issues at the meeting of November 30, 2000. The committee agreed that Cathy Workman's summary was indeed what SCTP would prefer for procedures concerning updating the legacy database of courses on the current course table (using the list of abbreviations of common words) and historical course titles (removing spaces from in between words and using mixed letter cases as discussed at the SCTP meeting of November 30, 2000). The committee noted that no deviations from the standard list of abbreviations should be allowed without a strong rationale. It was noted that courses were approved by SCTP on behalf of APPC and Senate, and throughout the message received from Cathy Workman the references to APPC should be replaced with SCTP.

(b) Double Credit Counting

The Chair reported that after consulting with Associate Vice-Principal (Academic) Nick de Takacsy concerning the rules pertaining to the double counting of credits, this was not permitted except, for example, in the case of an MBA student who decides to not complete the program and who falls back into a diploma program in the same area. Medical Residents do 12 credits as part of their residency, which they can later count as part of a masters program in epidemiology.

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

Department of History

The committee reviewed a response from Professor Suzanne Morton, Chair of the Department of History, concerning discussion at the SCTP meeting of November 30, 2000 on the titles of new and revised courses submitted to SCTP. The committee agreed with Professor Morton's suggestion of including the level in the title of the Classics Program courses and being more descriptive. The Department of History will submit revised course proposals to SCTP.

(d) Master List of Consultations

The committee clarified what was meant by a master list of consultations. Such a list should be used when there are no objections to the new/revised course or program. It should include the following: "The following department(s) had no objection: [list all departments]." If there are objections, then the original consultation sheets should be submitted to SCTP. It was suggested that if consultations are requested by e-mail, then the e-mail responses including the objection could be pasted onto the master list without retyping comments.

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

Faculty of Engineering

- program revisions for the **B.Sc.(Arch.)** (97 cr.) [00-SCTP-09-06; September 21, 2000].

Correction: Faculty of Engineering submitted a new course proposal for 304-423B Parallel Computing (3 cr.) [00-SCTP-04-17; April 13, 2000], but this number was already in use. Therefore, the Faculty has submitted a revised course proposal for the new course: 304-420B Parallel Computing (3 cr.).

07.04 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 00(1)-SCTP-01-26

Department of Agricultural and Biosystems Engineering

B.Sc.(Agr.Eng.); Agricultural Engineering (109 cr.)

The program revisions consisted of: courses 306-221A,B, 336-491D,N, and 336-492D,N were added to the list of Required Courses; Required Course 336-490D,N (3 cr.) was split into 336-490A,B (2 cr.) and 336-495A,B (3 cr.) and remained in the list of Required Courses; Required Courses credit weight increased from 80 to 85 credits; the Complementary Studies descriptive paragraph was replaced with: “One 3-credit course on the impact of technology on society from the following list: 302-230B, 306-308A, 170-203A,B, 183-302B, and 186-243A,B,L” and “Two 3-credit courses in the humanities and social sciences/administrative studies and law/language courses*”, with the legend: “*Any language course which is deemed by the academic advisor to have a sufficient cultural component or, in the case of a student who was not already proficient in a specific language, program credit will be given for the second of two successfully completed, academically approved 3-credit language courses”; and the program credit weight increased from 106 to 109 cr.

The committee suggested that the Complementary Studies list of courses be renamed “Complementary Courses” and indicate course sets II and III under a single list of “Complementary Courses (24 cr.)”, indicating “9 credits from ...[list the courses]” and “15 credits selected in consultation with Academic Adviser”. The asterisk legend should be rewritten as follows: “The student ... who is not proficient in a specific language ...” It was queried why the current program did not add up to the minimum of 106 credits in the program side-by-side comparison. A revised program proposal should be submitted to SCTP with document number 00(1)-SCTP-01-26 REVISED indicated.

336-519A,B Advanced Food Engineering (3 cr.)

The committee suggested that the Prerequisite be indicated as follows: “336-325A Food Engineering and 305-346B Heat Transfer; or permission of instructor.” The SCTP Secretary will revise the course proposal. This new course was approved with this change.

Department of Food Science and Agricultural Chemistry

333-491A,B Research Project 2 (3 cr.)

The course revisions consisted of: term change from D,N; addition of prerequisite; credit weight decrease from 4 cr.; and description change. The committee revised the course description to read: “A laboratory research project.” These course revisions were approved with this additional change.

07.05 FACULTY OF MANAGEMENT – 00(1)-SCTP-01-27

274-702A,B Continuous-Time Finance (3 cr.)

The course revision consisted of: title change. It was noted that on the course proposal form, the Administering Faculty should be listed as Faculty of Graduate Studies and Research. The committee revised the course description to read as follows: “Financial markets ... time, modeling techniques used, and tools to evaluate assets in continuous-time.” Approval of this revised course is pending submission, to SCTP, of a program revision proposal for the Ph.D. in Management.

277-706A Management Research Statistics (3 cr.)

It was noted that on the course proposal form, the Administering Faculty should be listed as Faculty of Graduate Studies and Research. The course description was revised as follows: “Fundamental ... in the field of management.” Approval of this new course is pending submission, to SCTP, of a program revision proposal for the Ph.D. in Management.

277-707B Advanced Research Statistics (3 cr.)

It was noted that on the course proposal form, the Administering Faculty should be listed as Faculty of Graduate Studies and Research. The committee revised the prerequisite to include the course number and change “Equivalent Exam” to “permission of department or instructor”. The committee requested clarification about how the equivalent exam would be administered and what the passing grade would be. A response should be forwarded to the SCTP Secretary (Cindy Smith, fax: 8983; e-mail: cindy.smith@mcgill.ca) with document number 00(1)-SCTP-01-27 quoted. The committee revised the course description to read as follows: “Theory ... research. Topics ... design.” Approval of this new course is pending submission, to SCTP, of a program revision proposal for the Ph.D. in Management.

277-709A,B Manufacturing Systems (3 cr.)

It was noted that on the course proposal form, the Administering Faculty should be listed as Faculty of Graduate Studies and Research. The committee revised the course description to read as follows: “Manufacturing ... operations.” Approval of this new course is pending submission, to SCTP, of a program revision proposal for the Ph.D. in Management.

277-710A,B Systems Optimization (3 cr.)

It was noted that on the course proposal form, the Administering Faculty should be listed as Faculty of Graduate Studies and Research. The committee revised the course description to read as follows: “Algorithmic development ... modelling.” Approval of this new course is pending submission, to SCTP, of a program revision proposal for the Ph.D. in Management.

07.06 **FACULTY OF SCIENCE** – 00(1)-SCTP-01-28

Department of Chemistry

180-503A Drug Design and Development 1 (3 cr.)

The committee suggested that the course description be revised as follows: “Interdisciplinary course in drug design and development covering chemistry, mechanisms of action and steps in drug development, principles and problems in drug design. Joint contributions from the Departments of Chemistry and Pharmacology and Therapeutics.” This new course was approved with these changes. *Secretary’s note:* A response to SCTP’s suggested description revision was received from Professor Pat Farrell, Department of Chemistry. After consultation with Professor Dusica Maysinger, Department of Pharmacology and Therapeutics, it was agreed that the description simply read: “Interdisciplinary course in drug design and development covering chemistry, mechanisms of action and steps in drug development, principles and problems in drug design.”

180-504B Drug Design and Development 2 (3 cr.)

The committee suggested that the course description be revised as follows: “Interdisciplinary course in drug design and development in which teams compound, design the analogues, propose the preclinical and clinical studies, present possible untoward effects, and reasons for drug (dis)approval.” This new course was approved with these changes. *Secretary’s note:* Responses to SCTP’s suggested description revision were received from Professor Radan Capek, SCTP committee member, and Professor Pat Farrell, Department of Chemistry. After consultation with Professor Dusica Maysinger, Department of Pharmacology and Therapeutics, it was agreed that the description read as follows: “Interdisciplinary course in drug design and development in which teams of 2-4 students select a lead chemical compound, design the analogues, propose the preclinical and clinical studies, present possible untoward effects, and reasons for drug (dis)approval.”

180-629B Organic Synthesis (5 cr.)

This new course was approved.

07.07 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES** – 00(1)-SCTP-01-30

Department of Agricultural and Biosystems Engineering

336-490A,B Design 1 (2 cr.)

The course revision consisted of: split of course 336-490D,N (3 cr.) [second half being 336-495A,B (3 cr.)], title change, and addition of restriction. This revised course was approved.

336-495A,B Design 2 (3 cr.)

The course revision consisted of: split of course 336-490D,N. The committee revised the course description to read as follows: “The ... in the Design 1 course.” This revised course was approved with this change.

07.08 **OTHER BUSINESS**

Minor Changes

The secretary reported the following minor changes from the Faculties of Agricultural and Environmental Sciences and Science, which were approved. The Faculty of Agricultural and Environmental Sciences should note the suggested revision to the course description for course 333-490A,B made by SCTP. The Faculty of Science should note the suggested revision made to the course description for courses 549-503 and 549-504 made by SCTP.

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

Faculty of Agricultural and Environmental Sciences

Department of Agricultural and Biosystems Engineering

330-550B Sustained Tropical Agriculture (3 cr.) – number, title and description changes;

336-450B Conserving the Neotropics (3 cr.) – retirement;

336-530B Fermentation Engineering (3 cr.) - title and description changes.

School of Dietetics and Human Nutrition

382-208B Professional Practice Stage 1a (1 cr.) – split of course 382-208J (other half 382-209G), title, restriction, and description changes;

382-209G Professional Practice Stage 1b (3 cr.) – second half of split course 382-208J and restriction change.

Department of Food Science and Agricultural Chemistry

333-415A,B Directed Studies in Food Science (3 cr.) – retirement;

333-490A,B Research Project 1 (3 cr.) – number and description changes. SCTP revised the description to read as follows: “A course designed to give final year undergraduate students research experience.”

Department of Plant Science

367-445A Horticultural Industry Systems Seminar (2 cr.) – retirement.

Department of Animal Science

342-697D,N Animal Science Seminar III (6 cr.) – retirement;

342-698D Animal Science Seminar IV (2 cr.) – retirement.

FOR INFORMATION ONLY:

The Faculty of Agricultural and Environmental Sciences, at its Council meeting of January 19, 2001, reviewed and approved the following program revision proposals (which were submitted to SCTP by the Faculty of Science for this meeting):

B.Sc.; Major in Environment; Environmetrics (60 cr. minimum);
B.Sc.; Major in Environment; Biodiversity and Conservation (60 cr.).

Faculty of Science

Department of Psychology

B.Sc.; Faculty Program in Psychology (54 cr.) – the “Areas of Specialization” descriptive paragraph was revised as follows: “The study ... are divided into six areas of specialization. Some courses are included in two or more areas of specialization. These courses may only be counted for credit in one area. The areas are listed below.”; courses 204-334, 204-335, 204-340, 204-401, 204-428, 204-437, 204-501, and 204-513 were deleted from the list of Areas of Specialization of the Complementary Courses, specifically Cognitive Psychology; courses 204-311, 204-343, 204-353, 204-410, and 204-473 were added to the list of Areas of Specialization of the Complementary Courses, specifically Cognitive Psychology; courses 204-316, 204-332, 204-505, and 204-530 were added to the list of Areas of Specialization of the Complementary Courses, specifically Health Psychology and Psychopathology; course 204-431 was deleted from the list of Areas of Specialization of the Complementary Courses, specifically Behavioural Neuroscience; course 204-354 was deleted from the list of Areas of Specialization of the Complementary Courses, specifically Social and Personality; courses 204-332, 204-414, and 204-474 were added to the list of Areas of Specialization of the Complementary Courses, specifically Social and Personality; courses 204-412 and 294-413 were added to the list of Areas of Specialization of the Complementary Courses, specifically Developmental; course 204-400 was deleted from the list of Areas of Specialization of the Complementary Courses, specifically Research and Measurement; and courses 204-310, 204-351, 204-352, and 204-353 were added to the list of Areas of Specialization of the Complementary Courses, specifically Research and Measurement;

B.Sc.; Major in Psychology (54 cr.) – the “Areas of Specialization” descriptive paragraph was revised as follows: “The study ... are divided into six areas of specialization. Some courses are included in two or more areas of specialization. These courses may only be counted for credit in one area. The areas are listed below.”; courses 204-334, 204-335, 204-340, 204-401, 204-428, 204-437, 204-501, and 204-513 were deleted from the list of Areas of Specialization of the Complementary Courses, specifically Cognitive Psychology; courses 204-311, 204-343, 204-353, 204-410, and 204-473 were added to the list of Areas of Specialization of the Complementary Courses, specifically Cognitive Psychology; courses 204-316, 204-332, 204-505, and 204-530 were added to the list of Areas of Specialization of the Complementary Courses, specifically Health Psychology and Psychopathology; course 204-431 was deleted from the list of Areas of Specialization of the Complementary Courses, specifically Behavioural Neuroscience; course 204-354 was deleted from the list of Areas of Specialization of the Complementary Courses, specifically Social and Personality; courses 204-332, 204-414, and 204-474 were added to the list of Areas of Specialization of the Complementary Courses, specifically Social and Personality; courses 204-412 and 294-413 were added to the list of Areas of Specialization of the Complementary Courses, specifically Developmental; course 204-400 was deleted from the list of Areas of Specialization of the Complementary Courses, specifically Research and Measurement; and courses 204-310, 204-351, 204-352, and 204-353 were added to the list of Areas of Specialization of the Complementary Courses, specifically Research and Measurement;

B.Sc.; Honours in Psychology (54 cr.) – the “Areas of Specialization” descriptive paragraph was revised as follows: “The study ... are divided into six areas of specialization. Some courses are included in two or more areas of specialization. These courses may only be counted for credit in one area. The areas are listed below.”; courses 204-334, 204-335, 204-340, 204-401, 204-428, 204-437, 204-501, and 204-513 were deleted from the list of Areas of Specialization of the Complementary Courses, specifically Cognitive Psychology; courses 204-311, 204-343, 204-353, 204-410, and 204-473 were added to the list of Areas of Specialization of the Complementary Courses, specifically Cognitive Psychology; courses 204-316, 204-332, 204-505, and 204-530 were added to the list of Areas of

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Complementary Courses, specifically Health Psychology and Psychopathology; course 204-431 was

deleted from the list of Areas of Specialization of the Complementary Courses, specifically Behavioural Neuroscience; course 204-354 was deleted from the list of Areas of Specialization of the Complementary Courses, specifically Social and Personality; courses 204-332, 204-414, and 204-474 were added to the list of Areas of Specialization of the Complementary Courses, specifically Social and Personality; courses 204-412 and 294-413 were added to the list of Areas of Specialization of the Complementary Courses, specifically Developmental; course 204-400 was deleted from the list of Areas of Specialization of the Complementary Courses, specifically Research and Measurement; and courses 204-310, 204-351, 204-352, and 204-353 were added to the list of Areas of Specialization of the Complementary Courses, specifically Research and Measurement;

204-211B Intro Behavioural Neuroscience (3 cr.) – title change;

204-308A Behavioural Neuroscience 1(3 cr.) – prerequisite change;

204-318B Behavioural Neuroscience 2 (3 cr.) – prerequisite change;

204-354B Interpersonal Relationships (3 cr.) – retirement;

204-474B Interpersonal Relationships (3 cr.) – number and prerequisite changes, and addition of restriction.

McGill School of Environment

B.Sc.; Major in Environment; Environmetrics (60 cr. minimum) – course 189-525 was added to the list of Complementary Courses, specifically statistics and mathematics list; in the list of Complementary Courses, the number of credits to be chosen from the statistics and mathematics list changed from 6 credits to 6 or 7 credits; and the number of Complementary Courses credits changed from 39 credits to 39 or 40 credits;

B.Sc.; Major in Environment; Biodiversity and Conservation (60 cr.) – Required Course 177-365 was renumbered to 177-465; “9 credits, interface between ...” was revised to “6 credits, interface between ...”, listed under Domain – Required Courses; course 151-418 was deleted from the list of Domain - Required Courses, specifically “6 credits, interface between science, policy and management”; Domain – Required Courses was reduced from 18 to 15 credits; the following list was added to the list of Domain – Complementary Courses: “3 credits chosen from: 151-418, 183-408, 183-410”; and Domain – Complementary Courses 177-442 and 177-460 were renumbered to 177-542 and 177-560, respectively, to be chosen from “6 credits from List I ...”.

Department of Physics

198-200A Space, Time & Matter (3 cr.) – restriction and description changes.

Department of Mathematics and Statistics

189-133A,B Vectors, Matrices and Geometry (3 cr.) – restriction change;

189-139A,B Calculus (4 cr.) – restriction change;

189-140A,B Calculus 1 (3 cr.) – restriction change;

189-141A,B Calculus 2 (4 cr.) – title and restriction changes;

189-150A Calculus A (4 cr.) – restriction change;

189-151B Calculus B (4 cr.) – restriction change.

Department of Pharmacology and Therapeutics

549-503A Drug Design and Development 1 (3 cr.) – restriction and description changes; SCTP revised the description, to coincide with course 180-503, to read as follows: “Interdisciplinary course in drug design and development covering chemistry, mechanisms of action and steps in drug development, principles and problems in drug design. Joint contributions from the Departments of Chemistry and Pharmacology and Therapeutics”; *Secretary’s note:* A response was received from Professor Pat Farrell of the Department of Chemistry. After consultation with Professor Dusica Maysinger of the Department of Pharmacology and Therapeutics, it was

agreed that the description simply read: “Interdisciplinary course in drug design and development covering chemistry, mechanisms of action and steps in drug development, principles and problems in drug design.”

549-504B Drug Design and Development 2 (3 cr.) – restriction and description changes. SCTP revised the description, to coincide with course 180-504, to read as follows: “Interdisciplinary course in drug design and development in which teams compound, design the analogues, propose the preclinical and clinical studies, present possible untoward effects, and reasons for drug (dis)approval.” *Secretary’s note:* Responses to SCTP’s suggested description revision were received from Professor Radan Capek, SCTP committee member, and Professor Pat Farrell of the Department of Chemistry. After consultation with Professor Dusica Maysinger of the Department of Pharmacology and Therapeutics, it was agreed that the description read as follows: “Interdisciplinary course in drug design and development in which teams of 2-4 students select a lead chemical compound, design the analogues, propose the preclinical and clinical studies, present possible untoward effects, and reasons for drug (dis)approval.”

Department of Chemistry

180-646A Advanced Statistical Mechanics (4 cr.) – title change;

180-661A Literature Review and Proposal (3 cr.) - title and description changes;

180-662A Research Report 1 (3 cr.) – title and description changes;

180-763A Research Report 2 (3 cr.) – title and description changes.

FOR INFORMATION ONLY:

The Faculty of Science, at its Academic Committee meeting of January 9, 2001, reviewed the following program revisions which will be submitted to SCTP by the Faculty of Arts:

B.A.; Major Concentration in Psychology;

B.A.; Honours in Psychology;

B.A.; Minor Concentration in Behavioural Science;

B.A.; Minor Concentration in Psychology.

Next SCTP Meeting

The Chair reminded committee members that the next meeting, scheduled for February 1, 2001, will include the SCTP Faculty Contacts to discuss faculties’ needs concerning the course and program approval process.

There being no further business, the meeting adjourned at 4:20 pm.