

Notes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, February 1, 2001** at 3:00 p.m. in Room 609 of the James Administration Building.

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Dr. Martha Crago, SCTP Chair, welcomed the SCTP Faculty Contacts to this discussion period concerning faculties' needs and communication between the committee and faculties. These meeting notes will be circulated to the faculties.

#### 08.01 COMMUNICATION WITH FACULTIES AND UNITS

Dr. Crago reviewed what is to be submitted to SCTP and what is to be handled internally at the faculty level.

- Faculties do PDFs, course term changes, or program code requests.
- Any minor course or program changes (e.g. title, number, pre/corequisite, restriction, credit weight, description, split, or number change for courses; and title, admission requirement, description, or changes to the list of courses in a program) must be reported to SCTP.
- SCTP would permit departments to make changes in Complementary Course lists in a simpler way than previously. Now for such changes, departments should submit the usual program revision form without side-by-side lists of current and proposed programs (departments can simply list what has been removed, added, and/or any course numbers which have changed directly on the program proposal form).
- SCTP should simultaneously receive the minor change proposal forms for a course number change and the program minor change that reflects this revision, as SCTP prefers to review these items at the same meeting.
- The following reminder from the Academic Policy and Planning Committee (APPC) was recently circulated to faculties, which contained a resolution passed by APPC and SCTP and it was requested that it be forwarded to academic units within each faculty (correct course titles may be verified on the course table or on CATS):

*"At its meeting of November 18, 1999 the Academic Policy and Planning Committee of Senate resolved to require that academic units ensure that all current course and program descriptions in the University calendars be identical to those approved by APPC. The Academic Policy and Planning Committee further resolved that all course and program descriptions appearing on Web sites must be identical to the University calendar entries but may also include additional information."*

- Recently, guidelines were developed to assist individuals when creating a brand new degree program (e.g. Bachelor in Software Engineering). These guidelines, produced by Helen Richard, will be incorporated into the Course and Program Guidelines and put on the SCTP Web site: [www.mcgill.ca/nrcp](http://www.mcgill.ca/nrcp). It would be ideal if faculty contacts would remind their academic units semi-annually of the Web site for the Guidelines.
- Course/program revisions may not be added to/removed from the Calendars unless they have SCTP approval. Items requiring further approval (APPC and Senate) will be indicated as "Awaiting University Approval".
- From now on, APPC will send out notification of program status for major revisions and new programs (items indicated in the SCTP Minutes as: "will be forwarded to APPC for discussion"). Faculty Contacts will be notified again by APPC once final approval has been granted at Senate.

#### 08.02 STREAMLING OPERATIONS

Course outlines will be requested by SCTP only in cases where SCTP is unclear about the course proposals that have been submitted to the committee. To avoid this, units should ensure that a good rationale is provided on the proposal form.

Consultation summaries can now be on a single sheet of paper. The list should contain units consulted that have approved the proposal (e.g. "The following Departments have approved this proposal: Mathematics and Statistics, Physics, [list all departments]"). If a unit has any objections or concerns, then the original consultation should be included with the list.

Existing course titles (greater than 30 characters) will be shortened to 30 characters by the Banner team. Banner will circulate a list of accepted abbreviations to departments. The historical courses (no longer offered but still on the system) will be shortened to 30 characters by Banner by removing spaces in between words and differentiating new words by using uppercase letters for the beginning of each word.

Minor changes to courses and programs must be reported to SCTP, but SCTP will no longer request omitted information from the proposal (e.g. proposal submitted for a title change will not be required to include the course description if it is not being revised).

Course descriptions should not include information on how the course will be administered. Also not included are the following statements: “Students will understand ...” or “Students will learn ...”, since there is no guarantee what students will learn or understand. SCTP will edit descriptions to delete these statements and suggest some revisions. SCTP has agreed to stipulate in the meeting Minutes that if the department involved does not respond to Cindy Smith, SCTP Secretary, by a specified date, SCTP’s suggested revisions will go into effect.

In response to a question, it was noted that the SCTP faculty contact would ideally be an Administrative Assistant to the associate dean or dean of the faculty or the Curriculum/Academic Committee secretary.

It was noted that the many bulleted courses in the Calendar did not communicate a positive impression to students. A discussion of various ways to eliminate bullets ensued. SCTP will make suggestions about this in the near future.

- Instructors’ names will be removed from the Calendars, with the exception of the Faculty of Engineering.
- Banner will relabel course numbers so that the teaching unit number is removed and replaced by letters (e.g. Geography course 183-190A would change to GEO-190A).

#### 08.03 RETIREMENTS

In the near future, course retirement requests will be distributed to faculties by SCTP. Lists are currently being compiled of courses that have not been offered within the last five years. One of the main reasons for this “clean up” is due to the Québec government’s *Contrat de performance*. McGill would like to report both additions and retirements of courses and programs. A list of low-enrolment graduate programs was discussed at the SCTP meeting of November 30, 2000, which was circulated to those faculties involved on December 19, 2000. A program retirement should be done on a program proposal form by indicating a program revision, specifically a retirement. A brief rationale for the retirement should be included. SCTP would like all faculty contacts to follow-up with the units that are supposed to retire programs.

#### 08.04 PURVIEW OF SCTP

Please report the following to SCTP:

- if the location of where a course or program is offered changes;
- if a course is to be given in an electronic version; or
- if a course is offered by videoconference.

These changes should be reported on the appropriate course/program proposal form. Also, if there are financial implications of such location changes, a write-off is required from the University Planning Office [requested by the department, a copy of the proposal should be directed to Mr. Réal Del Degan, Office of the Vice-Principal (Academic)].

The meeting ended at 4:05 pm.