

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, February 15, 2001** at 3:00 p.m. in Room 609 of the James Administration Building.

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

**REGRETS:** Shivanand Balram (new PGSS representative), William Hendershot

**GUEST:** Associate Dean Don McLean, Faculty of Music

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09.01 The Agenda was approved as circulated.

09.02 The Minutes of the meeting of January 18, 2001 were approved with the following changes:

- Item 07.06, page 3, Faculty of Science, courses 180-503 and 180-504 should read: "After consultation ...";
- Item 07.08, pages 6 and 7, Minor Changes, courses 549-503 and 549-504 should read: "After consultation ...".

09.03 **BUSINESS ARISING**

- (a) Report from the Faculty of Arts [00-SCTP-12-21 REVISED]  
Department of Jewish Studies

**M.A. in Jewish Studies; Area I – History of Jewish Interpretation of the Bible (45 cr.)**

The program revisions consisted of: course 135-699A,B was added to the list of Required Courses; the Required Courses credit weight increased from 6 to 9 credits; course 135-699D was deleted from the list of Thesis Component - Required courses; and the credit weight for Thesis Component - Required courses decreased from 27 to 24 credits. The committee queried if there was a specific list from which the additional 12 credits of Complementary Courses may be chosen. If this is the case, the committee requested a copy of the list. The Chair of SCTP will approve this program revision on behalf of the committee if all is in order.

**M.A. in Jewish Studies; Area II – East European Jewish Studies (45 cr.)**

The program revisions consisted of: a Required Course list was added, which included course 135-699A,B; course 135-699 was deleted from the list of Thesis Component - Required courses; and the credit weight for Thesis Component - Required courses decreased from 27 to 24 credits. It was suggested by SCTP that the program layout for the M.A. Degree: Non-Thesis Option (45 credits) be removed from this program layout. The committee queried if there was a specific list from which the additional 12 credits of Complementary Courses may be chosen. If this is the case, the committee requested a copy of the list. The Chair of SCTP will approve this program revision on behalf of the committee if all is in order.

**M.A. in Jewish Studies; Non-Thesis (45 cr.)**

This new option of the existing program consisted of: 3 credits of Required Courses and 42 credits of Complementary Courses. The committee suggested that the following sentence be deleted, as it could be misleading to students: "The coursework will be adjusted to the applicant's academic background." This new option was approved and it will be forwarded to APPC for discussion.

135-699A,B Research in Jewish Studies (3 cr.)

The course revisions consisted of: term, title, and description changes. This revised course was approved.

- (b) Report from the Faculty of Arts [00-SCTP-11-16 REVISED]  
Department of Jewish Studies

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

This new course was approved.

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

The committee revised the prerequisite to read: “135-340D Advanced Hebrew or Permission of Instructor”. This new course was approved with this change.

- (c) Report from the Centre for Continuing Education [00-SCTP-09-08 REVISED]  
Department of General Studies

The Chair indicated that these new courses were differentiated from the courses offered in the Graduate Diploma in Clinical Research, Department of Medicine, Division of Experimental Medicine by indicating the Centre for Continuing Education’s terms X,Y.

The following new courses were approved:

675-501X Clinical Trials & Research 1 (2.5 CEUs);  
675-502X Clinical Trials & Research 2 (2.5 CEUs);  
675-503X Clinical Trials & Research 3 (2.5 CEUs) ;  
675-504Y Workshop in Clinical Trials 1 (2.5 CEUs) – the committee suggested that the course description be revised as follows: “... industrial/academic/governmental ...”;  
675-505Y Workshop in Clinical Trials 2 (2.5 CEUs); and  
675-506X Workshop in Clinical Trials 3 (2.5 CEUs).

- (d) Report from the Faculty of Management [98-NRCP-02-40 REVISED]  
276-440A,B Strategies for Sustainable Development (3 cr.)

The committee suggested that the title be shortened, as it was greater than the 30-character limit. The SCTP Secretary, Cindy Smith, should be informed of the revised title (e-mail: [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca)). This new course was approved with this change.

- (e) Report from the Faculty of Management [00-SCTP-11-13 REVISED]  
274-449B Implementing Derivatives Models (3 cr.)

The committee suggested that the title be shortened, as it was greater than the 30-character limit. The SCTP Secretary, Cindy Smith, should be informed of the revised title (e-mail: [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca)). The committee suggested that the course description be revised to read as follows: “Latest techniques for implementing the option pricing models used by leading investment banks, including the binomial method, the trinomial method, finite ...”. This new course was approved with these changes.

- (f) Report from the Faculty of Arts [Minor Changes from May 11, 2000]  
School of Social Work

407-198A FYS: Families and Social Assistance (3 cr.) – retirement. In response to SCTP’s request for a write-off from the Director of the School of Social Work, Professor Rowe indicated that the professor originally appointed to teach this course has left the University, therefore this course was never taught and there is not a current staff member who would be able to teach it. The Chair noted that former Vice-Principal (Academic) T.H. Chan created a University-wide policy that all academic units should offer a First Year Seminar (FYS). SCTP approved the retirement of this course but suggested that the School of Social Work create another First Year Seminar course to be taught by a current staff member. The committee suggested that the SCTP Chair take the issue of FYS retirements to APPC.

#### 09.04 FACULTY OF EDUCATION – 00(1)-SCTP-02-29

Professor Russell commented that she had some replacement documents to be distributed for this report. Unfortunately, review of this report was deferred until March 1, 2001 as the committee members did not have sufficient time to review the proposals.

#### 09.05 FACULTY OF MUSIC – 00(1)-SCTP-02-31

Associate Dean Don McLean joined the meeting to participate in the discussion of this report.

Department of Performance

**D.Mus.; Performance Studies** (0 cr.)

Professor McLean explained that this program has existed as an *ad hoc* program since 1993 and it has been appealing to international performers. Many performers who pursue the doctorate in performance do so because they desire to teach at the university level. Many performers also have research interests. Professor McLean commented that as this was a new option for an existing program (e.g. D.Mus.; Composition), the Ministère de l'Éducation du Québec (MEQ) agreed that it was not necessary for the University to apply for new degree status. Professor Crago commented that the correspondence between Helen Richard, UPO, and the MEQ should be forwarded to SCTP before this proposal is forwarded to APPC for discussion. To avoid confusion, it was suggested that in the program layout under Graduate Seminars, "Three of the four ..." be revised to read: "One of the four ...". The term "core" should be replaced by "elective", as "core" is not used at McGill. The committee suggested that the following be added to the paragraph on Comprehensive Exams: "Will follow University Comprehensive Policy" and recommend that it should be completed by Ph.D.3. It should be indicated in the Recitals paragraph that the Faculty of Music Failure Policy would be followed. This new option was approved and it will be forwarded to APPC for discussion.

The following new courses were approved with the addition of 15 hrs/wk to "Other" as Practice to equal 4 credits, and the Roman numerals changed to Arabic numerals in the titles:

242-720A,B,C D.Mus. Performance Tutorial 1 (4 cr.);  
242-721A,B,C D.Mus. Performance Tutorial 2 (4 cr.);  
242-722A,B,C D.Mus. Performance Tutorial 3 (4 cr.);  
242-723A,B,C D.Mus. Performance Tutorial 4 (4 cr.);  
242-724A,B,C D.Mus. Performance Tutorial 5 (4 cr.);  
242-725A,B,C D.Mus. Performance Tutorial 6 (4 cr.); and  
242-726A,B,C D.Mus. Performance Tutorial 7 (4 cr.).

The following new courses were approved with the addition of 20 hrs/wk to "Other" as Practice to equal 6 credits, and the Roman numerals changed to Arabic numerals in the titles:

242-730A,B,C D.Mus. Performance Tutorial 8 (6 cr.);  
242-731A,B,C D.Mus. Performance Tutorial 9 (6 cr.);  
242-732A,B,C D.Mus. Performance Tutorial 10 (6 cr.);  
242-733A,B,C D.Mus. Performance Tutorial 11 (6 cr.); and  
242-734A,B,C D.Mus. Performance Tutorial 12 (6 cr.).

The following new courses were approved with the Roman numerals changed to Arabic numerals in the titles:

242-760A,B,C Doctoral Recital 1 (12 cr.);  
242-767A,B,C Doctoral Recital 2 (12 cr.); and  
242-770A,B,C Doc. Lecture-Recital Project (12 cr.).

The following new courses were approved with the Roman numerals changed to Arabic numerals in the titles:

253-700A,B,C Doc. Repertoire Coaching 1 (2 cr.);  
253-701A,B,C Doc. Repertoire Coaching 2 (2 cr.);  
253-702A,B,C Doc. Repertoire Coaching 3 (2 cr.); and

253-703A,B,C Doc. Repertoire Coaching 4 (2 cr.).  
09.06 **FACULTY OF ARTS** – 00(1)-SCTP-02-32

Women's Studies

**B.A.; Honours in Women's Studies** (60 cr.)

This new program is in response to an increase of enrolment of students in Women's Studies. The committee requested consultations from the departments of the different components of courses listed under Complementary Courses. SCTP suggested the following revisions to the program layout for clarification purposes: Complementary Courses – the sentence concerning the remaining complementary courses should read “The remaining 24 credits of complementary courses can be chosen from the courses in the Course Distribution list”; the sentence concerning 400- and 500-level courses should read “At least 9 of the complementary credits must be at the 400- or 500-level; no more than 18 of the complementary credits can be at the 200-level.” A revised program layout should be submitted to the SCTP Secretary, Cindy Smith, at fax: 8983 or e-mail: [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca). The Chair will review the consultations and approve this new program on behalf of the committee if all is in order.

**B.A.; Joint Honours in Women's Studies** (36 cr.)

This new program is in response to an increase of enrolment of students in Women's Studies. The committee queried what would be the joint component(s) for this program and requested consultations from the departments of the different components of courses listed under Complementary Courses. SCTP suggested the following revisions to the program layout for clarification purposes: Complementary Courses – the sentence concerning 400- and 500-level courses should read “At least 6 of the complementary credits must be at the 400- or 500-level; no more than 9 of the complementary credits can be at the 200-level.” A revised program layout should be submitted to the SCTP Secretary, Cindy Smith, at fax: 8983 or e-mail: [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca). The Chair will review the consultations and approve this new program on behalf of the committee if all is in order.

**B.A.; Major Concentration in Women's Studies** (36 cr.)

The program revisions consisted of: courses 163-498 and 163-499 were deleted from the list of Required Courses; courses 163-200 and 163-303 were added to the list of Required Courses; the list of Complementary Courses was revised to read “12 credits in two of the following components and 6 credits in the third for breadth: (1) Historical and non-European Component; (2) Literature and the Arts Component; (3) Science and Social Studies Component; (Please see course distribution list.) At least 6 credits must be at the 400 or 500 level.” SCTP suggested that the 400 or 500 level course sentence read as follows: “At least 6 of the complementary credits ...” This revised program was approved with this change and it will be forwarded to APPC for information only.

**B.A.; Minor Concentration in Women's Studies** (18 cr.)

The program revisions consisted of: course 163-498 was deleted from the list of Required Courses; courses 163-200 and 163-303 were added to the list of Required Courses; the Required Courses credit weight increased from 3 to 6 credits; the list of Complementary Courses was revised to read “9 credits one of the following components and 3 credits in another: (1) Historical and non-European Component; (2) Literature and the Arts Component; (3) Science and Social Studies Component; (Please see course distribution list.)” SCTP suggested that the 9 credits specification sentence be revised to read: “9 credits in one of ...”. This revised program was approved with this change and it will be forwarded to APPC for information only.

163-200A,B Introduction to Women's Studies (3 cr.)

As the title was greater than 30 characters, SCTP suggested that the title be shortened to “Intro to Women's Studies”. This new course was approved with this change.

163-303A,B Feminist Theory and Research (3 cr.)

This new course was approved.

163-495D Honours/Joint Hon. Colloquium (3 cr.)

The committee suggested that the terms for this course be indicated as A,B because of Banner constraints. Also, course 163-496A,B should be indicated as corequisite. The course description was revised by SCTP to read as follows: “Students will research, discuss, and present their thesis topics.” This new course was approved with these changes.

163-496D Honours Thesis (3 cr.)

The committee suggested that the terms for this course be indicated as A,B because of Banner constraints. This new course was approved with this change.

Department of German Studies

**M.A. in German Studies** (48 cr.)

**M.A. in German Studies; Non-Thesis** (48 cr.)

The committee noted that the one proposal for these two revised programs must be separated into two proposals: one for the Thesis Option and one for the Non-Thesis Option. In both proposals, the course layout needs to be listed in side-by-side comparison format, with the changes underlined or in bold, as follows: Required Courses (# cr.) – course number, title, and credit weight should be listed; Complementary Courses (# cr.) - course number, title, and credit weight should be listed. Two revised proposals, with all appropriate signatures, should be submitted to SCTP under document number 00(1)-SCTP-02-32 REVISED.

129-197A FYS: Images of Otherness (3 cr.)

This new course was approved.

129-353A,B 19th Century Literary Topics (3 cr.)

SCTP suggested that the following be removed from the prerequisite: “or equivalent”. The committee revised the course description to read as follows: “Varying topics of 19th century literature.” The specific year’s topic should not be included in the description of a topics course. Instead, it should be included in the course description distributed to students. This new course was approved with these changes.

129-367A,B Topics in German Thought (3 cr.)

The committee revised the course description to read as follows: “A variety of issues significant to the development of German cultural and intellectual life.” The specific year’s topic should not be included in the description of a topics course. Instead, it should be included in the course description distributed to students. This new course was approved with this change.

129-570A,B Joint Honours Thesis (3 cr.)

The committee suggested that the course description be changed to: “Supervised reading and preparation of a Joint Honours thesis under the direction of a member of staff.” This new course was approved with this change.

129-575A,B Honours Thesis (6 cr.)

The committee suggested that the course description be changed to: “Supervised reading and preparation of an Honours thesis under the direction of a member of staff.” This new course was approved with this change.

The following course revisions were approved with the Roman numeral in the titles changed to Arabic numerals:

129-680A,B Research Paper 1 (6 cr.) - title change and credit weight increase from 3 cr.;

129-681A,B Research Paper 2 (6 cr.) - title change and credit weight increase from 3 cr.;

129-682A,B Research Paper 3 (12 cr.) - title change and credit weight increase from 3 cr.;

129-690A,B Thesis Research 1 (9 cr.) – title change and credit weight increase from 3 cr.;

129-691A,B Thesis Research 2 (9 cr.) - title change and credit weight increase from 3 cr.; and

129-692A,B Thesis Research 3 (12 cr.) - title change and credit weight increase from 3 cr.

Department of Political Science

160-362A,B Political Theory and IR (3 cr.)

The committee revised the course description to read as follows: “Key contributions of ...”. This new course was approved with this change.

160-447A,B Can. Constitutional Politics (3 cr.)

The committee revised the course title to read as follows: “Cdn Constitutional Politics”. This new course was approved with this change.

160-632A,B Voting Behavior/Public Opinion (3 cr.)

This new course was approved.

Department of Economics

154-301A,B Economics of the Arts (3 cr.)

The committee suggested that “the more advanced courses in microeconomics” be deleted from the prerequisite. It was queried whether the word “visual” would be more appropriate, instead of “plastic”, in the first sentence of the course description: “Economic analysis of performing and plastic arts ...”. A response should be sent to the SCTP Secretary, Cindy Smith, who will make any necessary changes to the proposal. This new course was approved with the prerequisite change.

Faculty of Religious Studies

260-439A,B Religious Dialogues (3 cr.)

The committee revised the course description to read as follows: “A comparative survey of the literature of Western religious dialogues, addressing the ...” This new course was approved with this change.

Department of Russian and Slavic Studies

141-510A,B High Stalinist Culture (3 cr.)

As the course description was greater than 50 words, SCTP revised it to read as follows: Novels, films, art, architecture, pageantry, rhetoric and routine of the Stalinist 1930s-40s, including socialist ...”. This new course was approved with this change.

Department of Jewish Studies

135-254A,B The Jewish Holy Days (3 cr.)

This new course was approved.

135-315A,B Modern Liberal Jewish Thought (3 cr.)

The committee stated that if this course was redundant to courses 135-358 and 135-359, the Department should consider retiring the bulleted course 135-358. The committee suggested that the course description be revised as follows: “The work of Mordecai Kaplan, followed by a study of several ...”. This new course was approved with this change.

135-552A,B Judaism and Poverty (3 cr.)

This new course was approved.

## 09.07 FACULTY OF ENGINEERING – 00(1)-SCTP-02-33

Department of Electrical and Computer Engineering

**B.Eng.; Faculty Program in Computer Engineering** (110 cr.)

The program revisions consisted of: course 304-435 was added to the list of Lab Complementary Courses; course 308-435 was added to the list of Technical Complementary Courses; and course 308-535 was deleted from the list of Technical Complementary Courses. The committee suggested that the Required Courses with an alternative

course be moved to the list of Complementary Courses if the content of both courses are not identical. A revised program side-by-side comparison should be submitted to the SCTP Secretary, Cindy Smith (fax: 8983; e-mail: [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca)). This revised program was approved with this change and the proposal will be reported to APPC for information only.

**B.Eng.; Honours in Electrical Engineering (110 cr.)**

The program revisions consisted of: course 304-492 was added to the list of Lab Complementary Courses; courses 304-501 and 304-509 were added to the list of Technical Complementary Courses, Control and Automation section; course 304-451 was added to the list of Technical Complementary Courses, Telecommunications section; and courses 304-592 and 304-593 were deleted from the list of Technical Complementary Courses, Telecommunications section. The committee suggested that the Required Courses with an alternative course be moved to the list of Complementary Courses if the content of both courses are not identical. A revised program side-by-side comparison should be submitted to the SCTP Secretary, Cindy Smith (fax: 8983; e-mail: [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca)). This revised program was approved with this change and the proposal will be reported to APPC for information only.

**B.Eng.; Faculty Program in Electrical Engineering (110 cr.)**

The program revisions consisted of: course 304-492 was added to the list of Lab Complementary Courses; and course 304-428 was deleted from the list of Technical Complementary Courses, Computer Systems Technology section. The committee suggested that the Required Courses with an alternative course be moved to the list of Complementary Courses if the content of both courses are not identical. A revised program side-by-side comparison should be submitted to the SCTP Secretary, Cindy Smith (fax: 8983; e-mail: [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca)). This revised program was approved with this change and the proposal will be reported to APPC for information only.

304-489A,B Telecommunication Network Lab (2 cr.)

This new course was approved.

09.08 **FACULTY OF MANAGEMENT – 00(1)-SCTP-02-34**

275-620B Service Marketing Management (3 cr.)

The committee suggested that the Effective Date of Implementation be changed to September 2001. The course description was revised to read as follows: “Aspects of marketing and management of particular importance to service-producing as opposed to goods-producing organizations.” This new course was approved with these changes.

277-615B The Internet and Manufacturing (3 cr.)

The committee revised the course description to read as follows: “Emergent concepts in the field of electronic commerce.” The term “elective” in the rationale should be replaced with “complementary course”. This new course was approved with these changes.

09.09 **FACULTY OF MEDICINE – 00(1)-SCTP-02-35**

Department of Epidemiology and Biostatistics

**Ph.D. in Epidemiology and Biostatistics (0 cr.)**

The program revision consisted of: Required Course 513-640 was removed from the program. This revised program was approved and it will be reported to APPC for information only.

The committee suggested that course 513-640 be retired if it is not used in other programs. The Department should communicate a response to this suggestion to the SCTP Secretary, Cindy Smith, e-mail: [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca).

09.10 **FACULTY OF LAW** – 00(1)-SCTP-02-36

483-145A Land Use Planning (3 cr.)

The course revisions consisted of: credit weight increase from 2 credits and description change. This revised course was approved.

09.11 **OTHER BUSINESS**

Minor Changes

The secretary reported the following minor changes from the Faculties of Agricultural and Environmental Sciences, Engineering, and Management, which were approved. 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 Economics

334-230B Agricultural & Food Marketing (3 cr.) – title and description changes.

Faculty of Engineering

School of Computer Science

**B.Eng.; Minor in Computer Science** (24 cr.) – courses 304-222A,B, 308-206A,B, and 308-251A,B were added to the Category A (12 cr.) list of Complementary Courses.

Department of Electrical and Computer Engineering

304-428B Software Engineering Practice (3 cr.) – prerequisite change;

304-492A Optical Communications Lab (2 cr.) – prerequisite change;

304-496B Telecom. Systems and Services (3 cr.) – deletion of corequisite.

Faculty of Management

**Masters in Manufacturing Management** (56 cr.) – course 280-615 was deleted from the list of Management Segment - Required Courses; course 280-641 was added to the list of Management Segment – Required Courses; course 277-601 was deleted from the list of Manufacturing Segment – Required Courses; the credit weight of the Manufacturing Segment – Required Courses decreased from 18 to 15 credits; “One of the following two courses” indicated in the list of Manufacturing Segment – Complementary Courses was changed to “Two of the following four courses”; courses 277-601 and 277-615 were added to the list of Manufacturing Segment – Complementary Courses; and the credit weight of the Manufacturing Segment – Complementary Courses increased from 3 to 6 credits.

The meeting ended at 5:25 pm.