

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, January 17, 2002** at 3:00 p.m. in Room 615 of the James Administration Building.

PRESENT: Jim Brawer, Martha Cargo (Chair), Michelle Dean, Sam Drury, Jane Everett, William Hendershot, Charlotte Légaré, Ron McTaggart-Cowan, Joan Russell, Cindy Smith (Secretary)

The Chair welcomed the interim PGSS representative, Mr. McTaggart-Cowan, to SCTP. Mr. McTaggart-Cowan indicated that the newly-appointed PGSS representative to SCTP will need to be replaced, as he is unable to attend Thursday afternoon meetings.

05.01 The Agenda was approved with the following addition:

- under Business Arising - Report from the Faculty of Arts [01-SCTP-12-08 REVISED].

05.02 The Minutes of the meeting of December 13, 2001 were approved with the following correction:

- Joan Russell should have been indicated under Regrets for that meeting.

The following corrections were made to the Minutes of the meeting of November 29, 2001:

- Item 03.09, Other Business, page 13, under Minor Changes, Faculty of Agricultural and Environmental Sciences, M.Sc.(Applied) in Human Nutrition; Project (45 cr.) – the added list of Complementary Courses should have been indicated as: “A minimum of 3 credits in statistics at the 500 level or above”;
- Item 03.09, Other Business, page 14, under Minor Changes, Faculty of Medicine, M.D.,C.M. [Doctor of Medicine and Master of Surgery] – credit weight should have been indicated as: “201 cr.”.

05.03 **BUSINESS ARISING**

- (a) Report from the Faculty of Arts [01-SCTP-12-08]
Institute of Islamic Studies
The Institute accepted SCTP’s suggestion that it replace the new course proposal 397-765D Politics of Islam: Iran/Pak (6 cr.) with two new 3-credit courses. The following two new courses were approved:

397-607A,B Islam and Politics: Pakistan (3 cr.);
397-608A,B Islam and Politics: Iran (3 cr.).

Secretary’s note: The revisions/additional information requested by SCTP were received for the following previously-submitted proposals, reviewed by the Chair, and approved on behalf of SCTP.

Faculty of Arts

- new course 135-374A,B Talmud and Law 1: Bava Kamma (3 cr.) [01-SCTP-12-17; December 13, 2001] – no prerequisites;
- new course 135-375A,B Talmud and Law 2: Bava Metzia (3 cr.) [01-SCTP-12-17; December 13, 2001] – no prerequisites;
- new course 135-474A,B Maimonides’ Mishneh Torah (3 cr.) [01-SCTP-12-17; December 13, 2001] – no prerequisites;
- new course 135-475A,B The Responsa Literature (3 cr.) [01-SCTP-12-17; December 13, 2001] – no prerequisite;
- new course 135-576A,B Jewish Family Law (3 cr.) [01-SCTP-12-17; December 13, 2001] – no prerequisites.

05.04 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 01-SCTP-01-18**

McGill School of Environment

B.Sc.; Major in Environment; Land Surface Processes and Environmental Change (60 cr.)

New program consists of 21 credits of Required Courses and 39 credits of Complementary Courses. In this new program, focus is on the integrative science of watershed system dynamics. Students will be introduced to the interacting physical and biogeochemical processes that fashion terrestrial and freshwater aquatic habitats, determine their biological productivity, their “usability” as support for human populations and their response to anthropogenic or natural environmental changes.

Professor Crago explained that last spring there was discussion with McGill School of Environment (MSE) representatives at APPC concerning how the MSE “domains” were integral to themselves and whether completion

of these programs would enable students to continue on to graduate studies. Professor Hendershot responded that

the MSE was currently undergoing a curriculum review, which may result in elimination of certain existing programs.

Professor Brawer commented that a wide variety of courses were offered, and queried if this variety would take away from the main topic, i.e., will it be recognized as a concentration in the field. Professor Crago stated that this had been discussed at length previously. The decision was made to wait and see what the outcome of the

graduating students would be. Professor Hendershot said that it is likely that students will enter into graduate studies based on their grades and not necessarily courses they have taken, and students interested in a field will concentrate on those courses and go into graduate studies in that area.

SCTP requested:

- curricular review report be forwarded to SCTP, which will in turn forward it to APPC.

New program approved and it will be reported to APPC for approval.

05.05 **FACULTY OF SCIENCE – 01-SCTP-01-19**

Department of Physiology

B.Sc.; Faculty Program in Physiology (55 [59] cr.)

Program revisions:

- Required Course 177-301 increased in credit weight from 3 to 4 credits
- Required Courses credit weight increased from 33 to 34 credits
- program credit weight increased from 54 [58] to 55 [59] cr.

Program revisions approved and the proposal will be reported to APPC for information only.

B.Sc.; Major in Physiology (64 or 65 [69 or 70] cr.)

Program revisions:

- Required Course 177-301 increased in credit weight from 3 to 4 credits
- U2 and U3 Required Courses credit weight increased from 18 to 19 credits
- program credit weight increased from 63 or 64 [68 or 69] to 64 or 65 [69 or 70] cr.

Program revisions approved and the proposal will be reported to APPC for information only.

B.Sc.; Honours in Physiology (75 [79] cr.)

Program revisions:

- Required Course 177-301 increased in credit weight from 3 to 4 credits
- Required Courses credit weight increased from 56 to 57 credits
- program credit weight increased from 74 [78] to 75 [79] credits

Program revisions approved and the proposal will be reported to APPC for information only.

05.06 OTHER BUSINESS

Minor Changes

The secretary reported the following minor changes from the Faculties of Agricultural and Environmental Sciences, Arts, and Science, which were approved [with the exception of the B.Sc.; Honours in Mathematics submitted by the Faculty of Science; see below for the additional revisions requested]. These minor changes will be reported to APPC (and FGSR, if graduate level) for information only.

Faculty of Agricultural and Environmental Sciences

Department of Natural Resource Sciences

B.Sc.(Agr.); Major in Applied Zoology (90 cr.) – title changed for Complementary Course 375-420A;

B.Sc.(Agr.); Major in Wildlife Biology (90 cr.) – title changed for Complementary Course 375-420; and number changed for Complementary Course 373-421;

372-602A Advanced Soil Ecology 1 (3 cr.) – title and description;

372-603B Advanced Soil Ecology 2 (3 cr.) – title and description;

373-421B Wildlife Conservation (3 cr.) – retirement;

375-420A Ornithology (3 cr.) – title;

375-421B Wildlife Conservation (3 cr.) – number and restriction.

Department of Agricultural and Biosystems Engineering

330-305B Barbados Agro-Ecosystems (3 cr.) – title and description;

SCTP's suggested change: remove from description information on how course will be taught, as this information should be indicated in course syllabus; description should read as follows: "An examination ... Bellairs Research Institute, Barbados."

Faculty of Arts

Department of Italian Studies

B.A.; Honours in Italian Studies (54 cr.) – course 132-199B added to Group C in list of Complementary Courses;

B.A.; Joint Honours – Italian Studies Component (36 cr.) – course 132-199B added to Group C in list of Complementary Courses;

B.A.; Major Concentration in Italian Studies (36 cr.) - course 132-199B added to Group C in list of Complementary Courses;

B.A.; Minor Concentration in Italian Civilization (18 cr.) - course 132-199B added to Group C in list of Complementary Courses;

B.A.; Minor Concentration in Italian Studies (18 cr.) - course 132-199B added to Group C in list of Complementary Courses.

Department of Linguistics

B.A.; Joint Honours – Linguistics Component (36 cr.) – minor changes made to the following Required Courses: 104-230 – number from 104-250, 104-331 – number from 104-351, 104-371 – number from 104-360, 104-440 – title, 104-481 – title; and Joint Honours standing descriptive paragraph revised to read: "A B+ ... Joint Honours standing ... grade of B+ must normally be obtained in each ... courses. As per ... CGPA of 3.00 must be maintained. The normal ... CGPA of 3.60 and a minimum

grade of A- in the Joint Honours Thesis (104-481) course. Inquiries ... to the department office or to the adviser ... studies”;

B.A.; Honours in Linguistics (51 cr.) – minor changes made to the following Required Courses: 104-230 – number from 104-250, 104-331 – number from 104-351, 104-371 – number from 104-360, 104-440 – title, 104-480 – number [from 104-482] and title; and Honours standing descriptive paragraph revised to read: “A B+ ... and a minimum grade of B+ must normally be obtained in each ... courses. As per ... CGPA of 3.00 must be maintained. The normal ... CGPA of 3.60 and a minimum grade of A- in the Honours Thesis (104-480) course. Inquiries ... to the department office or to the adviser ... studies”;

B.A.; Minor Concentration in Theoretical Linguistics (18 cr.) – minor changes made to the following Required Courses: 104-230 – number from 104-250, 104-371 – number from 104-360; and minor changes made to these Complementary Courses: 104-331 – number from 104-351, 104-440 – title; *Secretary’s note*: program title corrected, as there was an error in what was indicated in minor changes report to committee;

B.A.; Major Concentration in Linguistics (36 cr.) – minor changes made to the following Required Courses: 104-230 – number from 104-250, 104-331 – number from 104-351, 104-371 – number from 104-360, and 104-440 – title.

Department of Anthropology

151-402B Topics in Ethnography (3 cr.) – prerequisite;

SCTP’s suggested change:

- revise title to read: “Topics in Ethnography 1”, as course 151-405 has same title

SCTP requested:

- course proposal change for 151-405 Topics in Ethnography to change title to: “Topics in Ethnography 2”

Department of Economics

154-205A,B Intro to Political Economy (3 cr.) – restriction.

Department of French Language and Literature

125-004D French Reading Course (0 cr.) – retirement;

125-300A,B,C,L Français commercial (3 cr.) – retirement;

125-378A Le conte québécois (3 cr.) – retirement;

125-401A,B Français juridique (3 cr.) – retirement;

125-451A,B Essai littéraire français (3 cr.) – retirement;

125-463B Histoire de la pensée française II (3 cr.) – retirement.

Department of Jewish Studies

135-262B Studies in Jewish Thought II (3 cr.) – retirement.

Faculty of Science

Department of Mathematics and Statistics – Reminder: Arabic numerals to be used in course titles

B.Sc.; Honours in Applied Mathematics (68 cr.) – Complementary Course 308-251 replaced with 308-252;

B.Sc.; Honours in Mathematics (60 cr.) - Complementary Course 308-251 replaced with 308-252.

SCTP requested:

- revise list of Required Courses to remove alternative courses “189-375 or 189-574” and add them to list of Complementary Courses; according to Professor Drury, content of these courses are not identical
- submit revised side-by-side to SCTP Secretary (e-mail: cindy.smith@mcgill.ca or fax: 8983) for

expedited approval by SCTP Chair

Banner's Proposed New Course Proposal Form

The committee reviewed the revised course proposal form submitted by Ms. Cathy Workman, Banner SIS Team. The Chair commented that it was suggested at the SCTP Information Session that a graphic artist be hired to aid in the lay out of the proposal form; the committee agreed with this suggestion. The revised version has incorporated information pertinent for the new Banner system. The following suggested changes were made by committee members:

- have four separate proposal forms – one for new courses, one for course revisions, one for new programs, and one for program revisions
- rewrite “Note” in box 10A
- be consistent with capitalization of letters following numbers (example: “10A”, “33a”)
- allow enough room for breakdown of hours to be indicated in box 12 and ask for total number of weeks
- too much space allowed for box 1 and not enough for box 17
- box 15 assumes that there is only one prerequisite, which is not always the case; item 2 in box 15 makes it a corequisite, so rewrite so that it reads: “Can prerequisite be taken as corequisite?”
- information requested in box 33a) was additional information SCTP wanted to avoid in description
- boxes 15 and 16 should also ask for title of prerequisites/corequisites
- boxes 18, 20, 21, 29, 30 do not require the parentheses
- remove “(e.g. 500 level courses)” from GQ in box 12A, as this is not correct
- retain from the current SCTP course proposal form the box that asks: “Will this course revision affect a current program? If yes, indicate here if a program change form has concurrently been submitted.”
- have different font size/type in the space available in boxes for information to be completed

The SCTP Chair and Secretary will meet with Ms. Workman to discuss these suggested changes.

The meeting ended at 3:45 pm.