

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, November 28, 2002** at 3:00 p.m. in Room 388 of the MacDonald Engineering Building.

**PRESENT:** Vivian Choy, Martha Crago (Chair), Sam Drury, Jane Everett, William Hendershot, Joan Russell, Cindy Smith (Secretary), Alison Thorne

**REGRETS:** Jim Brawer

05.01 The Agenda was approved as circulated.

05.02 The Minutes of the meeting of November 14, 2002 were approved with the following addition:

- Item 04.03, Business Arising, (a) Field Study Semester Definition, page 1 – last sentence of the revised definition that will be recommended to APPC for approval should read: "... courses in a field study semester ... academic program."

05.03 **BUSINESS ARISING**

There was no business arising to report.

*Secretary's note:* The revisions/additional information requested by SCTP, or changes made by the Faculty, were received for the following previously submitted proposal(s), reviewed by the Chair, and approved on behalf of SCTP.

Faculty of Education

- new course EDKP 453 Research Pract. in Kinesiology (3 cr.) [01-SCTP-02-31; February 28, 2002];
- revised program **B.Ed.; Faculty Program in Kinesiology** (90 cr.) [01-SCTP-02-31; February 28, 2002].

05.04 **FACULTY OF LAW – 02-SCTP-11-14**

CMPL 701 Comprehensive-Comparative Law (0 cr.)

New course approved

05.05 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 02-SCTP-11-16**

McGill School of Environment

The programs offered by the MSE are offered by all three faculties. Since the Faculty of Agricultural and Environmental Sciences changed the degree B.Sc.(Agr.) to B.Sc.(Ag.Env.Sc.) [Agricultural and Environmental Sciences], it is an appropriate degree for the McGill School of Environment programs in the Faculty of Agricultural and Environmental Sciences.

The following new programs were approved; they will be reported to APPC for information only:

**B.Sc.(Ag.Env.Sc.); Major in Environment; Biodiversity and Conservation** (63 cr.);

**B.Sc.(Ag.Env.Sc.); Major in Environment; Ecological Determinants of Health – Population Stream** (63 cr.);

**B.Sc.(Ag.Env.Sc.); Major in Environment; Ecological Determinants of Health – Cellular Stream** (63 cr.);

**B.Sc.(Ag.Env.Sc.); Major in Environment; Environmetrics** (63 cr.);

**B.Sc.(Ag.Env.Sc.); Major in Environment; Food Production and Environment** (66 cr.);

**B.Sc.(Ag.Env.Sc.); Major in Environment; Land Surface Processes and Environmental Change** (63 cr.);

**B.Sc.(Ag.Env.Sc.); Major in Environment; Renewable Resource Management** (63 cr.);

**B.Sc.(Ag.Env.Sc.); Major in Environment; Water Environments and Ecosystems – Biological Stream** (57 cr.);

**B.Sc.(Ag.Env.Sc.); Major in Environment; Water Environments and Ecosystems – Physical Stream** (60 cr.);

ENVR 301 Environmental Research Design (3 cr.)

SCTP's suggested changes:

- add restriction: "Not open to students who have taken ENVR 380 Topics in Environment 1 in 2002/09"; Ms. Choy commented that the content of course ENVR 380, which she is currently taking, is identical to the content of this new course
- consider broadening the references to include health issues, as the current references are focused on epidemiological aspects

New course approved with this change; SCTP Secretary will revise proposal

05.06 **FACULTY OF ARTS – 02-SCTP-11-17**

School of Social Work

**M.S.W.; Non-Thesis – International** (45 cr.)

This new option of the MSW; Non-Thesis consists of 24 credits of Required Courses and 21 credits of Complementary Courses. Dr. Crago commented that a BSW is the usual admission requirement for the MSW; Non-Thesis, but that is not the case for this program. Students will complete a qualifying period worth 9 credits, which would assist in improving students' English as well as learn basics of social work in the Canadian context.

Among the issues discussed, the following questions arose concerning this proposal.

- Will practice opportunities be available in all students' communities?
- Will graduates be qualified to be social workers in Canada?
- As professional accreditation is usually awarded to students with a BSW, what would the Canadian order accept for accreditation with these students?
- What are the safe guards for students where their home community is a war zone and they are expected to complete a practicum?

SCTP's suggested changes:

- revise program description as follows: "Specific ... countries. International students ..."
- revise program rationale as follows: "Increasingly ... cohorts for graduate level education so that the cohorts have ..."
- list courses SWRK 650, 651, 660 individually, with proper titles and credit weight
- revise home community statement to read: "During Second Year Normally in Home Community"

SCTP requested:

- someone from the School of Social Work attend the next SCTP meeting [December 12 @ 3 pm] to address the committee's questions [inform the SCTP Secretary ([cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca)) who this will be]
- revised proposal should be submitted before the next SCTP meeting

Department of French Language and Literature

FREN 710 Séminaire de doctorat 1 (1.5 cr.)

Course revision:

- second half of split course FREN 711 (3 cr.)

Revised course approved

FREN 711 Séminaire de doctorat 2 (1.5 cr.)

Course revisions:

- title
- prerequisite
- split of 3 cr. course
- 2 hrs/wk changed to 2 hrs/second wk
- description

Revised course approved

05.07 **FACULTY OF EDUCATION – 02-SCTP-11-18**

Graduate School of Library and Information Studies

**Master in Library and Information Studies [MLIS]; Non-Thesis (48 cr.)**

Program revisions:

- courses GLIS 661, GLIS 662, GLIS 663 added to list of Complementary Courses

SCTP's requested change:

- “Elective Courses (24 cr.)” should read “Complementary Courses (24 cr.)”; SCTP Secretary will revise proposal

Revised program approved; it will be reported to APPC and Graduate Studies for information only

GLIS 661 Knowledge Management (3 cr.)

SCTP's requested change:

- Offering Faculty should read “Education”

New course approved with this change

GLIS 662 Intellectual Capital (3 cr.)

SCTP's requested change:

- Offering Faculty should read “Education”
- description be shortened to: “Understanding the strategic ...”; NOTE: descriptions must be 50 words or less

New course approved with these changes

GLIS 663 Knowledge Taxonomies (3 cr.)

SCTP's requested change:

- Offering Faculty should read “Education”

New course approved with this change

05.08 **OTHER BUSINESS**

Minor Changes

The Secretary reported the following minor changes from the Faculties of Agricultural and Environmental Sciences, Arts, Law, and Science, which were approved [with exceptions from the Faculty of Science: Department of Chemistry and the School of Computer Science; see below]. These minor changes will be reported to APPC (and Graduate Studies, if graduate level) for information only.

Faculty of Agricultural and Environmental Sciences

McGill School of Environment

**B.A.; Faculty Program in Environment; Ecological Determinants of Health in Society (54 cr.)**

Program revisions:

- course ENVR 301 added to list of Core Required Courses
- course ENVR 401 deleted from list of Core Required Courses
- list of “Core Complementary Courses (3 credits\*), Senior Research Project” added, listing courses ENVR 401 (3 cr.), ENVR 451 (6 cr.), ENVR 466 (6 cr.), with legend “\*Note: only 3 credits will be applied to the program. Extra credits will count as electives.”
- course SOCI 234 added to list of Domain Required Courses
- Domain Required Courses credit weight increased from 3 to 6 cr.
- Domain Complementary Courses credit weight decreased from 33 to 27 cr.
- first grouping of courses formerly listed as “List A” renamed to “Fundamentals”; credits reduced from 15 to 12 cr.; courses SOCI 222 or SOCI 234 deleted from list; and “(Maximum 3 credits from any one category):” added, with the lists divided into the following categories: “Health and Pollution”, “Economics”, “Nutrition”, “Statistics”

- second grouping of courses formerly “List B” renamed to “9 credits from List A (Maximum 3 credits from any one category):”, with lists divided into the following categories: “Hydrology and Climate”, “Agriculture”, “Decision Making”, “Biology Fundamentals”, “Development and Ecology”, course AGRI 250 deleted from “Agriculture” list, course AGRI 340 added to “Agriculture” list
- third grouping of courses formerly “9 credits from List C” renamed to “6 credits from List B (Maximum 3 credits from any one category):”, with lists divided into the following categories: “Advanced Ecology”, “Pest Management”, “Techniques and Management”, “Social Change”, “Immunology and Infectious Disease”, “Populations and Place”; course BIOL 553 added to Advanced Ecology list; courses rearranged accordingly; course ENVR 465 added to list of “Social Change”; courses CANS 407 and SOCI 565 added to list of Populations and Place;

SCTP’s suggested change:

- indicate list of Senior Research Project courses as Core Complementary Courses; SCTP Secretary will revise proposal

**B.A.; Faculty Program in Environment; Economics and the Earth’s Environment (54 cr.)**

Program revisions:

- course ENVR 301 added to list of Core Required Courses
- course ENVR 401 deleted from list of Core Required Courses
- list of “Core Complementary Courses (3 credits\*), Senior Research Project” added, listing courses ENVR 401 (3 cr.), ENVR 451 (6 cr.), ENVR 466 (6 cr.), with legend “\*Note: only 3 credits will be applied to the program. Extra credits will count as electives.”
- course EPSC 243 deleted from Domain Required Courses
- Domain Required Courses credit weight decreased from 19 to 16 cr.
- Domain Complementary Courses, list of “3 credits of impact assessment” and courses CHEE 430 and WILD 437 deleted
- added to list of Domain Complementary Courses “3 credits of statistics”, listing courses AEMA 310, GEOG 202, MATH 203 or equivalent”, with legend: “\*Credit given for statistics courses is subject to certain restrictions, see Faculty Degree Requirements section 3.6.1”
- courses AGRI 550, CHEE 430, ENVR 465, GEOG 404, GEOG 498, WILD 437 added to list of “5 credits minimum of advanced courses:”

SCTP’s suggested change:

- indicate list of Senior Research Project courses as Core Complementary Courses; SCTP Secretary will revise proposal

**B.A.; Faculty Program in Environment; Environment and Development (54 cr.)**

Program revisions:

- course ENVR 301 added to list of Core Required Courses
- course ENVR 401 deleted from list of Core Required Courses
- list of “Core Complementary Courses (3 credits\*), Senior Research Project” added, listing courses ENVR 401 (3 cr.), ENVR 451 (6 cr.), ENVR 466 (6 cr.), with legend “\*Note: only 3 credits will be applied to the program. Extra credits will count as electives.”
- course BIOL 208 deleted from Domain Required Courses
- Domain Required Course ECON 313D (6 cr.) split into ECON 313 (3 cr.) [with a title change] and ECON 314 (3 cr.)
- Domain Required Courses credit weight decreased from 15 to 12 cr.
- Domain Complementary Courses, list of “3 credits of microeconomics” that contained courses AGECE 200 and ECON 208 added
- courses AEMA 310 and GEOG 202 added to list of Domain Complementary Courses, “3 credits of statistics”, and course SOCI 350 deleted from that list
- list of “3 credits of ecology” added to Domain Complementary Courses, which listed AEBI 205 and BIOL 208
- “6 credits chosen from” list revised to “6 credits of advanced development courses”

- “12 credits from:” list revised to “3 credits of natural sciences”, to which were added courses: AGRI 550 and NUTR 403, and from which the following courses were deleted: AGRI 411, NUTR 406, URBP 505
- “3 credits of social sciences” added as heading for rest of courses, to which were added courses: CANS 407, ENVR 465, GEOG 201, SOCI 565, and from which the following courses were deleted: AGECE 430, ANTH 349, ANTH 358, ECON 208, ECON 412, ECON 416, GEOG 500, GEOG 502, HIST 292, HIST 473, MGPO 567, NUTR 406, NUTR 501, POLI 338, POLI 422, POLI 522, SOCI 354, SOCI 550, SWRK 532, WILD 375, WILD 415;

SCTP’s suggested change:

- indicate list of Senior Research Project courses as Core Complementary Courses; SCTP Secretary will revise proposal

Administered by the Faculties of Agricultural and Environmental Sciences, Arts, and Science

**Diploma in Environment (30 cr.)**

Program revisions:

- course ENVR 401 deleted from list of Core Required Courses
- Core Required Courses credit weight decreased from 18 to 15 cr.
- list of “Core Complementary Courses (6 credits)” added, listing courses ENVR 301, ENVR 401, ENVR 451, ENVR 466
- Complementary Courses credit weight decreased from 12 to 9 credits, with descriptive paragraph revised to read: “3 credits must ...”;

SCTP’s requested change:

- the three Faculties (Agricultural and Environmental Science, Arts, and Science) should offer one Diploma in Environment, which is administered by the three Faculties (as is done in the African Field Study Semester); SCTP Secretary will revise proposal

Department of Agricultural Economics and the Faculty of Management

**MSc/MBA in Agricultural Economics (45 cr.)**

Program revision:

- retirement

Rationale:

- Department of Agricultural Economics is unable to support the teaching requirements of the program, and tuition is a barrier for international students.

334-688 MSc Thesis – Stage 1 (2 cr.) – retirement;

334-689 MSc Thesis – Stage 2 (3 cr.) – retirement.

Department of Animal Science

ANSC 251 Comparative Anatomy (3 cr.) – title.

Department of Natural Resource Sciences

SOIL D21 Soil Fertilization (8 cr.) – retirement;

SOIL 602D1,D2 Advanced Soil Ecology 1 (3 cr.) – retirement of D term only;

SOIL 603D1,D2 Advanced Soil Ecology 2 (3 cr.) – retirement of D term only;

SOIL 610D1,D2 Pedology (3 cr.) – change from full-term to single-term; retirement of D term only;

SOIL 630D1,D2 Soil Mineralogy (3 cr.) – retirement of D term only;

MICR D80 Microbiology (6 cr.) – retirement;

MICR 337D1,D2,N1,N2 Frontiers in Microbiology (1 cr.) – retirement of D and N terms only;

NRSC 651D1,D2,N1,N2 Graduate Seminar 3 (1 cr.) – retirement of D and N terms only;

NRSC 751D1,D2,N1,N2 Graduate Seminar 4 (1 cr.) – retirement of D and N terms only;

WILD 380 Law and Land Use Policy (3 cr.) – retirement;

WILD 402 Conservation (3 cr.) – retirement;

WILD 615 Ecological Communities (3 cr.) – retirement;  
ZOOL 496D1,D2,N1,N2 Seminar & Literature Review (3 cr.) – retirement.

Farm Management Technology Program

AEHM D12 English for FMT 1 (2 cr.) – retirement;  
AEHM D22 English Intro to Literature (4 cr.) – retirement;  
AGEC D11 Introduction to Economics (4 cr.) – retirement;  
AGEC D21 Farm Business Management (7 cr.) – retirement;  
AGRI D13 Health and Farm Safety (6 cr.) – retirement;  
AGRI D21 Farm Practice 2 (4 cr.) – retirement;  
AGRI D42 Farm Practice 5 (3 cr.) – retirement.

Faculty of Arts

Department of French Language and Literature

**PhD in French Language and Literature** [French version: Doctorat en langue et littérature françaises] (0 cr.)

Program revisions:

- Required Course FREN 711 (3 cr.) split into FREN 710 (1.5 cr.) and FREN 711 (1.5 cr.)
- title changed for Required Course FREN 711
- PhDI descriptive paragraph revised to read: “Trois ... que les Séminaires de doctorat 1 et 2 (FREN 710 et FREN 711) qui sont obligatoires.”
- Required Course FREN 707 title changed
- PhDIII descriptive paragraph revised to read: “Élaboration ... Examen préliminaire (FREN 707). Après l’élaboration du projet de thèse, celui-ci est soumis au Comité des études de 2<sup>e</sup> et 3<sup>e</sup> cycles ... puis l’Examen préliminaire, qui consiste en la rédaction et la défense orale d’un document d’une cinquantaine de pages, a lieu ...”; *Secretary’s note*: this last change is already reflected in the GPS Calendar, but it was not officially submitted to SCTP by the Department for approval;

FREN 212 Introduction à la littérature française 1 (3 cr.) – retirement;  
FREN 213 Introduction à la littérature française 2 (3 cr.) – retirement;  
FREN 425 Civilisation française 6 (3 cr.) – retirement;  
FREN 707 Examen préliminaire (0 cr.) – title, description.

Department of Chemistry

**BA; Minor Concentration in Science for Arts Students** (18 cr.)

Program revisions:

- courses CHEM 180, CHEM 281, CHEM 381, CHEM 334, CHEM 307 added to list of Complementary Courses
- course CHEM 350 deleted from list of Complementary Courses.

Faculty of Law

**Doctor of Civil Law [D.C.L.]** (0 cr.)

Program revision:

- course CMPL 701 Comprehensive-Comparative Law (0 cr.) added to Required Courses.

Faculty of Science

Department of Biology

BIOL 540 Ecology of Species Invasions (3 cr.) – restriction.

Department of Chemistry

**BSc; Major in Chemistry; Bio-Organic (66 cr.)**

Program revisions:

- descriptive paragraph revised to read: “The Bio-organic ... Chemistry consists of the required courses as listed above with the replacement of PHYS 242 by BIOL 200 and BIOL 201, plus CHEM 402, and 3 credits chosen from the following: BIOL 202, BIOL 301, MIMM 211, PHGY 201, PHGY 202, PHGY 209, PHGY 210”;

SCTP requested:

- in proposed side-by-side comparison clarify revisions by indicating: “Required Course PHYS 242 (title and credit weight) replaced by BIOL 200 (title and credit weight) and BIOL 201 (title and credit weight) etc.”; is CHEM 402 added to list of Required Courses? Does Required Courses credit weight increase?
- indicate addition to Complementary Courses list of “3 credits chosen from the following:” and list courses completely: BIOL 202 title and credit weight, BIOL 301 etc.

For expedited approval by SCTP Chair

**BSc; Major in Chemistry; Materials (65 cr.)**

Program revisions:

- descriptive paragraph revised to read: “The Materials Option of Major in Chemistry is the 56 credits of ... added CHEM 455, CHEM 334 plus 3 credits chosen from the following: CHEM 531, CHEM 534, CHEM 543, CHEM 571, CHEM 585” [courses CHEE 487, MIME 260, MIME 367 deleted from paragraph];

SCTP requested:

- in proposed side-by-side comparison clarify revisions by indicating: “added to list of Required Courses CHEM 455 (title and credit weight) and CHEM 334 (title and credit weight)”;
- does Required Courses credit weight increase?
- indicate addition to Complementary Courses list of “3 credits chosen from the following:” and list courses completely: CHEM 531 (title and credit weight), CHEM 534 etc.

For expedited approval by SCTP Chair

**BSc; Honours in Chemistry; Materials (77 cr.)**

Program revisions:

- descriptive paragraph revised to read: “The Materials Option of Honours in Chemistry consists ... by CHEM 455, CHEM 334, plus 6 credits chosen from the following: CHEM 531, CHEM 534, CHEM 543, CHEM 571, CHEM 585, plus 3 credits chosen from MIME260, MRKT 360, CHEE 481” [courses CHEE 487 and MIME 367 deleted from paragraph].

SCTP requested:

- in proposed side-by-side comparison clarify revisions by indicating if courses CHEM 455 (title and credit weight) and CHEM 334 (title and credit weight) are added to list of Required Courses; does Required Courses credit weight increase?
- indicate revision to Complementary Courses list of “6 credits chosen from the following:” and list courses completely: CHEM 531 (title and credit weight), CHEM 534 etc.

For expedited approval by SCTP Chair

School of Computer Science

**PhD in Computer Science (0 cr.)**

The revisions submitted were NOT approved and the School is requested to resubmit a revised proposal.

SCTP noted that the revisions are not appropriate for a program proposal, but rather an internal document presented to students by the School of Computer Science. Proposal submitted to SCTP should list descriptive paragraph and course (COMP 700) currently taken by students and in the revised column revisions to the descriptive paragraph and Required Courses changes [i.e., COMP 700 (title and credit weight) replaced by COMP 701 (title and credit weight)].

SCTP also noted that it is problematic that these procedures were posted on the School's Web site, since they contain very misleading information.

Dr. Crago indicated that she, as Dean of Graduate and Postdoctoral Studies, will arrange a meeting to discuss procedures with members of the School of Computer Science, since a number of the procedures are problematic as listed.

Some editorial comments:

- indicate program credit weight as “0 credits”
- revised programs are not to be placed on units' Web sites until they have obtained University approval
- Web site should be corrected to indicate “Six full-time terms ...”
- “Thesis oral defense” should read “Thesis oral defence”
- correct the following typo: “A student must ... Ph.D. Committeee.”
- “At least two professors should be from the computer science department” should read: “At ... the School of Computer Science”
- last paragraph, delete the word “either”

COMP 208 Computers in Engineering (3 cr.) – restriction

COMP 425 Topics: Artificial Intelligence 2 (3 cr.) – retirement;

COMP 608 Advanced Computational Geometry (4 cr.) - retirement;

COMP 700 PhD Comprehensive Examination (0 cr.) – retirement.

The meeting ended at 3:50 pm.