

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, February 13, 2003** at 3:00 p.m. in Room 609 of the James Administration Building.

PRESENT: Luc Chouinard, Vivian Choy, Martha Crago (Chair), Sam Drury, Jane Everett, William Hendershot, Tamara Kelly, Charlotte Légaré, Cindy Smith (Secretary)

REGRETS: Jim Brawer

The Chair welcomed the new PGSS student representative, Ms. Tamara Kelly, to SCTP.

09.01 The Agenda was approved with the following additions:

- under Regular Business – Report from the Faculty of Medicine - 02-SCTP-02-34;
- under Other Business – Chair’s Queries.

09.02 The Minutes of the meeting of January 30, 2003 were approved as circulated.

09.03 **BUSINESS ARISING**

No business arising to discuss.

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 program option **B.Ed. in Kindergarten and Elementary; Jewish Education** (126 cr.) [02-SCTP-10-18; October 31, 2002]; this new option will be reported to APPC for discussion.

Faculty of Engineering

- revised program **B.Eng. in Materials Engineering** (116 cr.) [02-SCTP-01-27 REVISED; January 16, 2003] – program title change from B.Eng. in Metals and Materials Engineering and description change; this program revision will be reported to APPC for information only.

Faculty of Music

- new option **M.Mus. in Performance; Choral Conducting** (55 cr.) [02-SCTP-12-19 REVISED; December 12, 2002]; it will be reported to Graduate Studies for discussion.

CORRECTIONS: Some very minor corrections have been made to the following recently-approved course/programs submitted to SCTP. Quick corrections were made to make the Calendar deadline before it went to printing.

Faculty of Agricultural and Environmental Sciences

B.A.; Faculty Program in Environment; Economics and the Earth’s Environment (54 cr.) [Minor Changes; November 28, 2002]

Correction:

- course MATH 203 should have been deleted from the list of Domain Complementary Courses, group of “5 credits minimum of advanced courses”

Correction approved

Faculty of Arts

B.A.; Honours in Psychology (54 cr.) [Minor Changes; December 12, 2002]

Corrections:

- wrong program layout was used, which resulted in the omission of course PSYC 204 (3 cr.) in the list of U1 Required Courses
- U1 Required Courses should have read 15 credits, not 12 credits
- choice of 300-level or higher Complementary Courses should have read 6 credits, not 9 credits
- Complementary Courses credit weight should have read 24 credits, not 27 credits

Corrections approved

B.A.; Joint Honours – Canadian Studies Component (36 cr.) [02-SCTP-10-10; October 31, 2002]

Corrections:

- course CANS 492 Joint Honours Thesis (3 cr.) added to list of Required Courses [title changed]
- Required Courses credit weight increased from 6 to 9 credits
- list of "3 credits: CANS 491 ... Or CANS 492D ..." deleted from list of Complementary Courses
- Complementary Courses credit weight decreased from 30 to 27 credits

Corrections approved

CANS 491 Joint Honours Thesis (3 cr.)

Course revision:

- retirement

Course retirement approved

CANS 492 Joint Honours Thesis (3 cr.)/CANS 492D1,D2 Joint Honours Thesis (3 cr.)

Course revision:

- title

Revised course approved

Faculty of Science

MATH 578 Numerical Analysis 1 (4 cr.) [Minor Changes; October 17, 2002]

Correction:

- prerequisite MATH 260 should have read MATH 265

Correction approved

09.04 **FACULTY OF LAW** – 02-SCTP-02-30

CMPL 601 Civil Law Perspectives (4 cr.)

SCTP requested:

- the Faculty should consider reducing the credit weight, as 3 hrs/week of graduate seminar is worth 2 or 3 credits; forward response to SCTP Secretary [cindy.smith@mcgill.ca]

SCTP's suggested change:

- revise description to simply read the following, which is indicated in the Rationale: "Provides students from the common law tradition with a graduate-level perspective on the civil law tradition"

Secretary's note: Faculty of Law added 2 hrs/week to "Research/Reading Project"

New course approved by SCTP Chair on behalf of SCTP

CMPL 602 Common Law Perspectives (4 cr.)

SCTP requested:

- the Faculty should consider reducing the credit weight, as 3 hrs/week of graduate seminar is worth 2 or 3 credits; forward response to SCTP Secretary [cindy.smith@mcgill.ca]

SCTP's suggested change:

- revise description to simply read the following, which is indicated in the Rationale: "Provides students from the civil law tradition with a graduate-level perspective on the common law tradition"

Secretary's note: Faculty of Law added 2 hrs/week to "Research/Reading Project"

New course approved by SCTP Chair on behalf of SCTP

09.05 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 02-SCTP-02-32**

Department of Natural Resource Sciences

ENTO 336 Economic Entomology (3 cr.)

New course approved

ENTO 610 Insect Phylogeny & Diversity (3 cr.)

Course revisions:

- title
- change from span to single-term course, credit weight reduction from 6 to 3 cr. [D1,D2 terms retirement]
- description

SCTP's suggested change:

- indicate 3 hrs/wk of lecture, as this information was omitted from proposal

Revised course approved with this change

ENTO 610D1,D2 Advanced Taxonomy and Zoogeography (6 cr.)

Course revision:

- term retirements

Term retirements approved

ENTO 615 Forest Entomology (3 cr.)

SCTP's suggested change:

- revise prerequisite to read: "Permission of instructor"

New course approved with this change

09.06 **FACULTY OF EDUCATION – 02-SCTP-02-33**

Department of Kinesiology and Physical Education

Dr. Crago explained that these program revisions from the B.Ed. degree to the B.Sc.(Kinesiology) have received no arguments from the Faculty of Science, as a B.Sc.(Kinesiology) would not be administered through the Faculty of Science. This type of program does not involve Science students, but rather is developed for Education students.

B.Sc.(Kinesiology); Major in General Kinesiology (90 cr.)

Program revisions:

- program title changed from B.Ed.(Kinesiology)
- admission requirement changed from D.E.C. General to D.E.C. Science or equivalent
- program description revised
- Required Courses credit weight increased from 45 to 51 cr.
- courses ANAT 214, PHGY 201 or PHGY 209, PHGY 202 or PHGY 210, ANAT 315 [as alternative to EDKP 205], EDKP 394, EDKP 443, PSYC 204 added to Required Courses
- courses EDKP 201, EDKP 311, EDKP 331, EDKP 493 deleted from Required Courses

- title changed for Required Courses: EDKP 485, EDKP 492, EDKP 498

- Required Courses renumbered: EDKP 496 to EDKP 396, EDKP 492 to EDKP 393
- groups of “Skill and Technique Courses (6 credits)”, “Practica (9 credits)”, “Foundation Courses (3 credits)”, and “Option Complementary (9 credits)” deleted from program
- Complementary Courses increased in credit weight from 6 to 9 credits, courses deleted from this list: MATH 203 or PSYC 305, EDPT 200 or COMP 102, which were replaced by a list of EDKP courses
- Elective Courses increased in credit weight from 12 to 30 credits
- the following added to the end of the program: “Students are encouraged to enroll in a number of Minor Programs (18-24 credits) available in different faculties throughout the University”

SCTP requested:

- write-offs from the Departments of Physiology and Anatomy, stating that the alternative courses listed in Required Courses are almost identical in content to their respective courses
- write-off from the Department of Psychology stating that course PSYC 204 will be open to students in this program
- responses to be forwarded to SCTP Secretary [cindy.smith@mcgill.ca; Fax: 8983], quoting document number 02-SCTP-02-33

Secretary's note: write-offs received and reviewed by SCTP Chair; approval pending for PSYC 204.

For expedited approval by SCTP Chair

B.Sc.(Kinesiology); Major in Applied Kinesiology (90 cr.)

Program revisions:

- program title change from B.Ed.(Kinesiology)
- admission requirement change from D.E.C. General to D.E.C. Science or equivalent
- program description revised
- Required Courses credit weight increased from 45 to 51 cr.
- courses ANAT 214, PHGY 201 or PHGY 209, PHGY 202 or PHGY 210, ANAT 315 [as alternative to EDKP 205], EDKP 394, EDKP 443, PSYC 204 added to Required Courses
- courses EDKP 201, EDKP 311, EDKP 331, EDKP 493 deleted from Required Courses
- title changed for Required Courses: EDKP 485, EDKP 492, EDKP 498
- Required Courses renumbered: EDKP 496 to EDKP 396, EDKP 492 to EDKP 393
- groups of “Skill and Technique Courses (6 credits)”, “Practica (9 credits)”, “Foundation Courses (3 credits)”, and “Option Complementary (9 credits)” deleted from program
- Complementary Courses increased in credit weight from 6 to 18 credits, courses deleted from this list: MATH 203 or PSYC 305, EDPT 200 or COMP 102, which were replaced by a list of EDKP courses
- Elective Courses increased in credit weight from 12 to 21 credits
- the following added to the end of the program: “Students are encouraged to enroll in a number of Minor Programs (18-24 credits) available in different faculties throughout the University”

Secretary's note: write-offs received and reviewed by SCTP Chair; approval pending for PSYC 204.

For expedited approval by SCTP Chair

B.Sc.(Kinesiology); Honours in Kinesiology (90 cr.)

Program revisions:

- program title change from B.Ed.(Kinesiology)
- admission requirement change from D.E.C. General to D.E.C. Science or equivalent
- program description revised
- Required Courses credit weight increased from 45 to 54 cr.
- courses ANAT 214, PHGY 201 or PHGY 209, PHGY 202 or PHGY 210, ANAT 315 [as alternative to EDKP 205], EDKP 394, EDKP 443, EDKP 453, PSYC 204 added to Required Courses
- courses EDKP 201, EDKP 311, EDKP 331, EDKP 493 deleted from Required Courses
- title changed for Required Courses: EDKP 485, EDKP 492, EDKP 498
- Required Courses renumbered: EDKP 496 to EDKP 396, EDKP 492 to EDKP 393

- groups of “Skill and Technique Courses (6 credits)”, “Practica (9 credits)”, “Foundation Courses (3 credits)”,

- and “Option Complementary (9 credits)” deleted from program
- Complementary Courses increased in credit weight from 6 to 12 credits, courses deleted from this list: MATH 203 or PSYC 305, EDPT 200 or COMP 102, which were replaced by a list of EDKP courses
- Elective Courses increased in credit weight from 12 to 24 credits
- the following two paragraphs added to the end of the program: “Students must obtain a CGPA of 3.3 after two years in kinesiology to qualify for the honours program and must obtain this GPA until graduation”; “Students are encouraged to use the 24 credits of electives to follow a minor program of interest within the University”

SCTP requested:

- verification if the CGPA paragraph should instead read: “Students ... and must retain this CGPA until ...”; forward response to SCTP Secretary [cindy.smith@mcgill.ca; Fax: 8983]; *Secretary’s note:* Verification received from Ms. Susan Reichman that the CGPA paragraph should indeed read: “Students ... and must retain this CGPA until ...”;

Secretary’s note: write-offs received and reviewed by SCTP Chair; approval pending for PSYC 204.

For expedited approval by SCTP

EDKP 303 Advanced Biomechanics (3 cr.)

SCTP’s suggested change:

- revise description to read: “Functional ... with emphasis on mechanics, ... control strategies”; delete last two sentences, as modality of course is info for course syllabus

New course approved with this change

EDKP 443 Research Methods (3 cr.)

SCTP’s suggested change:

- revise description to read: “How to ... activity, including a ... process, statistical and ...”

New course approved with this change

EDKP 444 Ergonomics (3 cr.)

New course approved

EDKP 445 Exercise Metabolism (3 cr.)

SCTP’s suggested change:

- revise description to read: “The ... pathways related ... gender-related differences and exercise metabolism”

New course approved with this change

EDKP 446 Physical Activity and Ageing (3 cr.)

SCTP’s suggested changes:

- revise course title and description to use the Canadian spelling of “aging” – should read “ageing”

New course approved with these changes

EDKP 447 Motor Development 2 (3 cr.)

SCTP’s suggested changes:

- revise description to use the Canadian spelling of “aging” – should read “ageing”

New course approved with this change

EDKP 448 Exercise and Health Psychology (3 cr.)

SCTP requested:

- write-off from the Department of Psychology which states that they do not offer the same course or that content of this course does not overlap with content of one of their courses
- write-off should be forwarded to SCTP Secretary [cindy.smith@mcgill.ca; Fax: 8983]

Secretary’s note: write-off received and reviewed by SCTP Chair.

New course approved by SCTP Chair on behalf of committee

EDKP 449 Exercise Pathophysiology 2 (3 cr.)

New course approved

09.07 **FACULTY OF MEDICINE – 02-SCTP-03-34**

School of Physical and Occupational Therapy

POTH 661 Research Project 1 (7 cr.)

Course revisions:

- restriction
- credit weight increase from 6 to 7 cr.

Revised course approved

09.08 **OTHER BUSINESS**

Minor Changes

The Secretary reported the following minor changes from the Faculties of Agricultural and Environmental Sciences and Education, which were approved. These minor changes will be reported to APPC (and Graduate Studies, if graduate level) for information only.

Faculty of Agricultural and Environmental Sciences

Multidisciplinary

B.Sc.(Agr.); Major in Agricultural Sciences Internship; Ecological Agriculture (102 cr.)

Program revisions:

- Required Course AEBI 205 number changed
- Complementary Course NRSC 521 number changed;

B.Sc.(Agr.); Major in Agricultural Sciences; Ecological Agriculture (90 cr.)

Program revisions:

- Required Course AEBI 205 number changed
- Complementary Course NRSC 521 number changed;

B.Sc.(Agr.); Major in Agricultural Sciences Internship; Soil Science (102 cr.)

Program revision:

- Complementary Course NRSC 521 number changed;

B.Sc.(Agr.); Major in Agricultural Sciences; Soil Science (90 cr.)

Program revision:

- Complementary Course NRSC 521 number changed;

Certificate in Ecological Agriculture (30 cr.)

Program revisions:

- Complementary Courses AEBI 205, NRSC 521, ZOOL 311 numbers changed;

Minor in Ecological Agriculture (24 cr.)

Program revisions:

- Complementary Courses AEBI 205, NRSC 521, ZOOL 311 numbers changed.

Department of Agricultural Economics

B.Sc.(Agr.); Major in Agricultural Economics; Natural Resource Economics (90 cr.)

Program revisions:

- changes to Option Required Course: AEBI 205, WILD 333, WILD 437 numbers changed
- Option Complementary Course AEPH 201 number changed;

334-620A Strategic Management & the Environment (3 cr.) – retirement;

334-640X Agri- & Food Marketing (3 cr.) – term retirement only;

334-640Y Agri-Marketing (3 cr.) – term retirement only;
334-646X Agri-Marketing (3 cr.) – retirement;
334-680A Perspectives in Intl Dev. (3 cr.) – retirement;
334-681B International Agri-Finance & Market (3 cr.) – retirement.

Department of Animal Science

B.Sc.(Agr.); Major in Animal Biology (90 cr.)

Program revisions:

- Complementary Courses: ZOOL 307, ZOOL 311, ZOOL 424 numbers changed.

Department of Natural Resource Sciences

B.Sc.(Agr.); Major in Applied Zoology (90 cr.)

Program revisions:

- changes to Required Courses: AEBI 200 number and title changed, AEBI 205 number changed, WILD 491D1,D2 split into NRSC 491 and 492 and title changed, ZOOL 312 number and title changed
- changes to List A Complementary Courses: ZOOL 307, ZOOL 424 numbers changed
- changes to List B Complementary Courses: NRSC 330 number changed, course ENTO 336 added to list, and numbers changed for ENTO 525, NRSC 515, NRSC 520, NRSC 550
- changes to List C Complementary Courses: NRSC 497D1,D2 split into NRSC 497 and NRSC 498, and number changed for ZOOL 311, ZOOL 315, ZOOL 313 [title also];

B.Sc.(Agr.); Major in Environmental Biology (90 cr.)

Program revisions:

- changes to Required Courses: courses AEBI 495D1,D2 and FDSC 212 deleted from list, courses NRSC 491 and NRSC 492 added to list, AEBI 205 number changed, AEBI 200 number and title changed, and credit weight changed from 29 to 27 cr.
- changes to Complementary Courses: course NRSC 496D1,D2 deleted from list, courses NRSC 497, NRSC 498, NUTR 420, SOIL 335 added to list, numbers changed for AEPH 201, ZOOL 315, WILD 333, WILD 437, ZOOL 307, ZOOL 311, and ZOOL 313 [title also];

B.Sc.(Agr.); Major in Microbiology (90 cr.)

Program revisions:

- changes to Required Courses: course numbers changed for AEBI 200 [title also], AEBI 205, and ZOOL 424;

B.Sc.(Agr.); Major in Resource Conservation (90 cr.)

Program revisions:

- changes to Required Courses: WILD 491D1,D2 split into NRSC 491 [title changed] and NRSC 492, and number changed for courses AEBI 205, WILD 437, and ZOOL 315
- changes to Complementary Courses: number changed for courses: AEPH 201, WILD 333, NRSC 521;

B.Sc.(Agr.); Major in Wildlife Biology (90 cr.)

Program revisions:

- changes to Required Courses: WILD 491D1,D2 split into NRSC 491 [title changed] and NRSC 492, number changed for courses AEBI 200 [title also], AEBI 205, ZOOL 307, ZOOL 312 [title also]
- changes to Complementary Courses: course NRSC 497D1,D2 split into NRSC 497 [title changed] and NRSC 498, course NUTR 420 added to List B, and number changed for courses ZOOL 311, ZOOL 424, ZOOL 315, WILD 437, ZOOL 313 [title also];

AEBI 200 Biology of Organisms (3 cr.) – retirement;

AEBI 205 Principles of Ecology (3 cr.) – retirement;

AEBI 495D1,D2,N1,N2 Environmental Biology Seminar (2 cr.) – retirement;

AEPH 201 Introductory Meteorology (3 cr.) – retirement;

AEPH 510 Agricultural Micrometeorology (3 cr.) – retirement;

ENTO 330 Insect Biology (3 cr.) – number, restriction, description;

SCTP's suggested change:

- delete last sentence from proposed description, as methodology of course is information for course syllabus

ENTO 425 Insect Ecology (3 cr.) – number, prerequisite, restriction, description;

ENTO 515 Parasitoid Behavioral Ecology (3 cr.) – number, restriction;

ENTO 520 Insect Physiology (3 cr.) – number, restriction;

ENTO 525 Insect Ecology (3 cr.) – retirement;

ENTO 550 Veterinary&Medical Entomology (3 cr.) – number, restriction;

NRSC 201 Introductory Meteorology (3 cr.) – number, restriction;

NRSC 315 Science of Inland Waters (3 cr.) – number, restriction;

NRSC 330 Insect Biology (3 cr.) – retirement;

NRSC 333 Phys&Biol Aspects of Pollution (3 cr.) – number, restriction;

NRSC 350 Biological Illustration I (3 cr.) – retirement;

NRSC 351 Biological Illustration II (3 cr.) – retirement;

NRSC 383 Land Use: Redesign & Planning (3 cr.) – prerequisite;

NRSC 384 Field Research Project (3 cr.) – prerequisite;

NRSC 437 Assessing Environmental Impact (3 cr.) – number, restriction;

NRSC 491 Scientific Communication 1 (1 cr.) – number, split of WILD 491D1,D2,N1,N2, title, restriction, description;

NRSC 492 Scientific Communication 2 (1 cr.) – second half of split course WILD 491D1,D2,N1,N2;

SCTP's suggested change:

- revise description to differentiate from NRSC 491 as follows: “Advanced synthesis ...”

NRSC 496D1,D2,N1,N2 Project 1 (3 cr.) – retirement;

NRSC 497 Research Project 1 (2 cr.) – split of NRSC 497D1,D2,N1,N2, title, restriction, description;

NRSC 497D1,D2,N1,N2 Project 2 (5 cr.) – term retirements;

NRSC 498 Research Project 2 (3 cr.) – second half of split course NRSC 497D1,D2,N1,N2

SCTP's suggested change:

- delete last sentence from proposed description, as methodology of course is information for course syllabus

NRSC 510 Agricultural Micrometeorology (3 cr.) – number, restriction;

NRSC 515 Parasitoid Behavioral Ecology (3 cr.) – retirement;

NRSC 520 Insect Physiology (3 cr.) – retirement;

NRSC 521 Soil Microbiology&Biochemistry (3 cr.) – retirement;

NRSC 550 Veterinary&Medical Entomology (3 cr.) – retirement;

SOIL 521 Soil Microbiology&Biochemistry (3 cr.) – number, restriction;

WILD 200 Comparative Zoology (3 cr.) – number, title, restriction, description;

WILD 205 Principles of Ecology (3 cr.) – number, restriction;

WILD 212 Evolution and Systematics (3 cr.) – number, title, restriction, description;

WILD 307 Natural History of Vertebrates (3 cr.) – number, restriction;

WILD 311 Ethology (3 cr.) – number, restriction;

WILD 313 Phylogeny and Zoogeography (3 cr.) – number, title, prerequisite, restriction, description;

WILD 333 Phys&Biol Aspects of Pollution (3 cr.) – retirement;

WILD 424 Parasitology (3 cr.) – number, restriction;

WILD 437 Assessing Environmental Impact (3 cr.) – retirement;

WILD 491D1,D2,N1,N2 Seminar (2 cr.) – retirement;

ZOOL 307 Natural History of Vertebrates (3 cr.) – retirement;

ZOOL 311 Ethology (3 cr.) – retirement;

ZOOL 312 Zoological Systematics&Evolut (3 cr.) – retirement;

ZOOL 313 Zoogeography (3 cr.) – retirement;

ZOOL 315 Science of Inland Waters (3 cr.) – retirement;

ZOOL 424 Parasitology (3 cr.) – retirement.

Department of Plant Science

B.Sc. (Agr.); Major in Botanical Science; Ecology (90 cr.)

Program revisions:

- changes to Required Courses: AEBI 200 number and title changed, AEBI 205 number changed
- changes to Complementary Courses: ZOOL 315 and NRSC 437 numbers changed;

B.Sc.(Agr.) ; Major in Botanical Science; Molecular (90 cr.)

Program revisions:

- changes to Required Courses: AEBI 200 number and title changed, AEBI 205 number changed.

Faculty of Education

Department of Kinesiology and Physical Education

EDKP 485 Exercise Pathophysiology 1 (3 cr.) – title, prerequisite, description;

EDKP 505 Sport in Society (3 cr.) – title, prerequisite, corequisite, description;

EDKP 553 Physiological Assessment: Sport (3 cr.) - prerequisite;

EDKP 566 Biomechanical Assessment (3 cr.) – title, prerequisite, description;

EDKP 568 Biomechanics Instrumentation (3 cr.) – number, title, restriction, description;

EDKP 668 Data Acquisition in Sports Sci (3 cr.) – retirement.

Chair's Queries

Dr. Crago queried how programs should be reported to SCTP when the exact existing program is offered in another location. For example, the Faculty of Education is preparing to offer the Graduate Certificate in Educational Leadership 1 in Trinidad and Tobago. SCTP received an excellent chart that listed the various Off-Site Local and Off-Site International locations for both the Graduate Certificate in Educational Leadership 1 and 2. The committee agreed that the Faculty of Education's chart is sufficient format to inform

SCTP of changes to location sites for existing programs. It was suggested that annual updates of location reporting be submitted to SCTP. *Chair's note:* In consultation with the Faculty of Education, it was decided that it was more appropriate to have a program form, statement of rationale, and a financial write-off submitted.

On another matter concerning courses offered in the Faculty of Management, the Chair communicated to SCTP her concerns of courses' modality and/or scheduling type being changed. The Faculty of Management has E³ courses where 2 hrs/week are taken away from lecture time and are used for on-line activities. As these

course revisions have not been submitted to SCTP, the committee is concerned that the hrs/week accurately reflect the courses' credit weight. Therefore, SCTP agreed to ask the Dean of the Faculty of Management to list which B.Com. courses this effects, as this sort of change to courses should be reported to the University.

Concerning a query Dr. Crago received on the subject of fees policy on a course offered in Jerusalem, she explained that the Fee Policy Group and the Student Accounts Office were concerned that there is no guideline or checklist for courses not offered locally. She queried if a checklist should be developed concerning: a disclaimer, insurance, inoculations etc. The committee agreed with this suggestion. The committee queried the wisdom of offering a single course in another location unless it is an entire semester of

the student's program. SCTP requested that a representative from the Faculty of Religious Studies attend a future SCTP meeting to discuss course RELG 550.

The meeting ended at 3:47 pm.