

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, March 11, 2004** at 3:00 p.m. in Room 609 of the James Administration Building.

**PRESENT:** Jim Brawer, Luc Chouinard, Leah Coutinho, Martha Crago (Chair), Sam Drury, Jane Everett, Charlotte Légaré, Cindy Smith (Secretary)

**REGRETS:** Brian Carrillo, William Hendershot

**GUEST** Professor Hélène Ezer, School of Nursing

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09.01 The Agenda was approved as circulated.

09.02 The Notes of the electronic review held February 5, 2004 were approved as circulated.

09.03 **BUSINESS ARISING**

(a) Report from the Faculty of Arts [03-SCTP-12-17 REVISED]

Department of Russian and Slavic Studies

**Ph.D. in Russian** (0 cr.)

Revised program proposal reviewed by SCTP.

SCTP requested:

- correct course title for RUSS 750 in section 3.2 on page 2 of the program proposal form; SCTP Secretary will revise proposal

Revised program approved with this change; program will be reported to APPC and GPSC for information only

**M.A. in Russian** (48 cr.)

Revised program proposal reviewed by SCTP.

Program revisions approved; program will be reported to APPC and GPSC for information only

RUSS 500 Special Topics (3 cr.)

New course approved by SCTP Chair on behalf of Committee

*Secretary's note:* Revisions to the following courses, reported December 4, 2003, should also have included restriction changes.

RUSS 750 History of Russian Language (0 cr.);

RUSS 760 Pre-Petrine Foundation (0 cr.); and

RUSS 770 18<sup>th</sup> Century Foundation (0 cr.).

(b) Course Titles Issue

SCTP reviewed the example of course titles that Ruth Chen, Arts Senator – SSMU, reported to Dr. Crago. Students are concerned that the generic course titles do not reflect course content accurately on student transcripts. The examples are courses:

CANS 401, CANS 402, CANS 404, CANS 405, CANS 406, CANS 408, CANS 409, CANS 410;  
INTD 497 – Sections 001-007.

SCTP discussed the explanation for these titles. Topics courses change topics annually, therefore titles cannot be specific. When completing applications for graduate studies, students usually include course outlines or indicate, by letter, content of courses that have generic titles. Professor Everett suggested that one possibility would be for departments to supply students with a list of topics for their seminar/topics courses. Information will be forwarded to Ms. Chen, who can contact Dr. Crago if she needs additional information.

09.04 **FACULTY OF LAW** – 03-SCTP-03-30

The following new courses were approved:

LAWG 511 Specialized Topics in Law 1 (1 cr.)

LAWG 512 Specialized Topics in Law 2 (1 cr.)

LAWG 513 Specialized Topics in Law 3 (1 cr.)

LAWG 514 Specialized Topics in Law 4 (1 cr.)

LAWG 515 Specialized Topics in Law 5 (2 cr.)

LAWG 516 Specialized Topics in Law 6 (2 cr.)

LAWG 517 Specialized Topics in Law 7 (3 cr.)

LAWG 518 Specialized Topics in Law 8 (3 cr.)

Dr. Crago explained that one rationale for the need for these topics courses is that one course may not have multiple sections that offer different topics.

WRIT 002D McGill Law Journal-Exec Editor (6 cr.)

Course revision:

- credit weight increase from 4 to 6 cr.

SCTP requested:

- explanation of the Faculty's timeline for aligning their course numbering system (e.g., 001, 002, 003 etc.) with the University's norm (e.g., 200-, 300-, 400-level courses), or a justification for why the present system should be maintained; SCTP has had difficulty interpreting the numbering system used for the McGill Law Journal courses

Revised course approved

WRIT 003D McG Law Jrnl - Managing Editor (6 cr.)

Course revision:

- credit weight increase from 4 to 6 cr.

Revised course approved

WRIT 004D McG Law Jrnl – Senior Board (3 cr.)

Course revision:

- credit weight increase from 2 to 3 cr.

Revised course approved

WRIT 009D McG Law Jrnl–Case Comments Ed (4 cr.)

Course revision:

- credit weight increase from 3 to 4 cr.

Revised course approved

WRIT 010D McG L J Book Reviews Editor (4 cr.)

Course revision:

- credit weight increase from 3 to 4 cr.

Revised course approved

WRIT 011D McG Law Jrnl – Junior Board (3 cr.)

Course revision:

- credit weight increase from 2 to 3 cr.

Revised course approved

WRIT 331D McG Law Jrnl-Citations Editor (4 cr.)

*Secretary's note:* proposal contained incorrect course title; SCTP Secretary has corrected proposal.

Course revision:

- credit weight increase from 3 to 4 cr.

Revised course approved

09.05 **FACULTY OF ARTS** – 03-SCTP-03-31

Department of History  
HIST 353 History of Montreal (3 cr.)  
New course approved

HIST 409 Germany 1918-1945 (3 cr.)  
Proposal withdrawn because this is the second half of split course HIST 435D and it should be submitted on a course revision form. The Faculty of Arts should report this revision as a minor change along with first half of the split [HIST 435, which was returned to the Faculty of Arts because the proposal was completed incorrectly].

HIST 414 Canadian Cultural History (3 cr.)  
New course approved

HIST 431 Topics in U.S. History (3 cr.)  
SCTP's suggested change:  
• revise description to read: “Various topics in United States history”  
New course approved with this change; SCTP Secretary will revise proposal

Women's Studies  
WMST 494 Internship: Women's Studies (3 cr.)  
SCTP's suggested change:  
• revise description to read: “Internship with an approved host institution or organization”  
New course approved with this change; SCTP Secretary will revise proposal

Department of French Language and Literature  
FREN 599 Stage en milieu de travail (3 cr.)  
SCTP's suggested change:  
• revise description to read : « *Stage en milieu de travail dans une institution ou organisation approuvée* »  
SCTP requested:  
• revise Supplementary information, line 3 to indicate: “... comité des études de 2e et 3e cycles et comme crédits supplémentaires en sus de leurs crédits de programme s'il s'agit d'étudiants de M.A. ou de Ph.D. Une description complète ... »  
• revised proposal be submitted to SCTP, quoting document number 03-SCTP-03-31 REVISED  
For expedited approval by SCTP Chair

09.06 **FACULTY OF SCIENCE** – 03-SCTP-03-32

Department of Psychology  
PSYC 488D Special Topics Seminar (3 cr.)  
SCTP's suggested change:  
• revise description to simply read: “Topics in psychology”  
New course approved with this change; SCTP Secretary will revise proposal

Department of Chemistry  
CHEM 688 Assessment (3 cr.)  
SCTP's suggested change:  
• revise description to delete course number, title, credit weight, restriction, and the last sentence, so that it reads: “An evaluation that is completed before the end of the second year of registration”  
SCTP requested:  
• confirmation whether other programs will be revised that will list CHEM 688 as a Required Course [e.g., M.Sc.,

M.Sc.(Applied), and/or Ph.D. – Chemical Biology option]

- Department should notify SCTP Secretary [cindy.smith@mcgill.ca] of which additional program proposals, if any, will be submitted for revision
- For expedited approval by SCTP Chair

CHEM 701 Comprehensive Examination 1 (0 cr.)

SCTP's suggested change:

- revise description to delete course number, title, credit weight, restriction, and the last sentence, so that it reads: "An evaluation that is completed before the end of the third year of registration"

SCTP requested:

- comprehensive exams should not have credits assigned to them, therefore it should not be indicated as 3 cr. on the proposal form
- proposed program revision for the Ph.D. in Chemistry should be revised appropriately [see minor changes]

New course approved with these changes; SCTP Secretary will revise proposals

CHEM 702 Comprehensive Examination 2 (0 cr.)

SCTP's suggested change:

- revise description to delete course number, title, credit weight, restriction, and the last sentence, so that it reads: "An evaluation that is completed before the end of the fourth year of registration"

SCTP requested:

- comprehensive exams should not have credits assigned to them, therefore it should not be indicated as 3 cr. on the proposal form
- proposed program revision for the Ph.D. in Chemistry should be revised appropriately [see minor changes]

New course approved with these changes; SCTP Secretary will revise proposals

#### 09.07 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 03-SCTP-03-33

Department of Natural Resource Sciences

**Ph.D. in Entomology; Neotropical Environment** (0 cr.)

New program option consists of seven Required Courses and 3 credits of Complementary Courses. This new option is an additional graduate option in Neotropical Environment, with the majority of other options being approved in spring 2001. Dr. Crago commented that STRI in Panama has a strong entomological research unit. New program option approved; it will be reported to GPSC for discussion

**M.Sc. in Entomology; Neotropical Environment** (48 cr.)

New program option consists of 45 credits of Required Courses and 3 credits of Complementary Courses. This new option is an additional graduate option in Neotropical Environment, with the majority of other options being approved in spring 2001. Dr. Crago commented that STRI in Panama has a strong entomological research unit. New program option approved; it will be reported to GPSC for discussion

**B.Sc.(Ag.Env.Sc.); Major in Microbiology; Biotechnology** (90 cr.)

*Secretary's note:* degree incorrectly indicated as B.Sc.(Ag.Env.Sci.) on proposal form.

New program option consists of 51 credits of Required Courses, 12 credits of Complementary Courses, and Elective Courses to complete total of 90 credits. New option provides flexibility for students and allows Department to take advantage of expertise of new staff.

SCTP requested:

- delete from program layout note about "Students must complete ...", as it is confusing

New program option approved with these changes [SCTP Secretary will revise proposal]; program will be reported to APPC for discussion

**B.Sc.(Ag.Env.Sc.); Major in Microbiology; Environment (90 cr.)**

*Secretary's note:* degree incorrectly indicated as B.Sc.(Ag.Env.Sci.) on proposal form.

New program option consists of 51 credits of Required Courses, 12 credits of Complementary Courses, and Elective Courses to complete total of 90 credits. New option provides flexibility for students and allows Department to take advantage of expertise of new staff.

SCTP requested:

- delete from program layout note about “Students must complete ...”, as it is confusing

New program option approved with these changes [SCTP Secretary will revise proposal]; program will be reported to APPC for discussion

**B.Sc.(Ag.Env.Sc.); Major in Microbiology; Ecology (90 cr.)**

*Secretary's note:* degree incorrectly indicated as B.Sc.(Ag.Env.Sci.) on proposal form.

New program option consists of 51 credits of Required Courses, 12 credits of Complementary Courses, and Elective Courses to complete total of 90 credits. New option provides flexibility for students and allows Department to take advantage of expertise of new staff.

SCTP requested:

- delete from program layout note about “Students must complete ...”, as it is confusing

New program option approved with these changes [SCTP Secretary will revise proposal]; program will be reported to APPC for discussion

**MICR 311 Microbiology Seminar 1 (1 cr.)**

SCTP's suggested change:

- revise description to simply read: “Introductory seminar on a selected topic in microbiology”

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

**MICR 412 Microbiology Seminar 2 (1 cr.)**

SCTP's suggested change:

- revise description to simply read: “Advanced seminar on a selected topic in microbiology”

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

*Secretary's note:* When the existing seminar courses in microbiology are retired [example: MICR 495 and MICR 496, the existing B.Sc.(Ag.Env.Sc.); Major in Microbiology should also be retired, as students will no longer register in that program but will register, instead, for one of the options.

**MICR 450 Environmental Microbiology (3 cr.)**

SCTP's suggested change:

- delete last sentence from proposed description, so that description reads: “Focus on ... Emphasis will be ... biological methods”

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

**MICR 481 Microbiology Project 1 (3 cr.)**

SCTP's suggested change:

- revise description to read: “A research project on a topic relevant to the field of microbiology”

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

**MICR 482 Microbiology Project 2 (3 cr.)**

SCTP's suggested change:

- revise description to read: “Continuation of the project begun in MICR 481 on a topic relevant to the field of microbiology”

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

**Department of Plant Science**

**BINF 511 Bioinformatics for Genomics (3 cr.)**

New course approved

Department of Bioresource Engineering  
ABEN 487 Freshman Seminar 1 (0.5 cr.)

SCTP requested:

- explanation as to why 400-level course is entitled “Freshman ...”; if in fact a course for Freshmen, renumber course
- response forwarded to SCTP Secretary [cindy.smith@mcgill.ca]

SCTP’s suggested change:

- revise description to read: “Departmental seminar series”

For expedited approval by SCTP Chair

ABEN 488 Freshman Seminar 2 (0.5 cr.)

SCTP requested:

- explanation as to why 400-level course is entitled “Freshman ...”; if in fact a course for Freshmen, renumber course
- response forwarded to SCTP Secretary [cindy.smith@mcgill.ca]

SCTP’s suggested change:

- revise description to read: “Departmental seminar series”

For expedited approval by SCTP Chair

ABEN 625 Water Quality Management (3 cr.)

*Secretary’s note:* Secretary has withdrawn this new course proposal because SCTP approved it on May 1, 2003.

#### 09.08 **FACULTY OF MANAGEMENT** – 03-SCTP-03-34

**B.Com.; Major in Accounting** (30 cr.)

SCTP requested:

- revise choice of Complementary Courses to read for the first group: “3-6 credits from the following”, which lists ACCT 453 [remove the and/or] ACCT 463; second group: “6-9 credits from the following”

New program approved with this change [SCTP Secretary will revise proposal]; it will be reported to APPC for discussion

FINE 630 Fixed Income Markets (3 cr.)

SCTP’s suggested change:

- revise description to read: “Fixed income ...”

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

**M.B.A.** (60 cr.)

Revised program approved as submitted; it will be reported to APPC and GPSC for information only

FINE 691 Topics in Finance 2 (3 cr.)

As description was omitted from this new course proposal, SCTP suggests the following description: “Current topics in finance.”

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

FINE 692 Topics in Finance 3 (3 cr.)

New course approved

#### 09.09 **FACULTY OF MEDICINE** – 03-SCTP-03-35

School of Nursing

**M.Sc.(Applied) in Nursing** (48-60 cr.)

Professor Ezer joined the meeting to discuss the proposed revisions to this program. The revisions are in response

to employers requiring nurses with specialized skills who will be able to fulfill the nurse practitioner role. This revised program has included courses for specialization needed by students. The program weight revision [from 48-52 credits] remains within the parameters for certification and for Master's degrees. Professor Ezer explained that the "Adjunct" component within the revised program refers to non clinical, which is not the best label to use but another one could not be found. Professor Drury queried whether resources are available for the many new courses proposed. Professor Ezer replied that Adjunct Professors within the Faculty of Medicine and the School of Nursing will be called upon for assistance in teaching some of these courses. The School has the support of the Faculty of Medicine for this program. Professor Ezer commented that there are resource implications, but they are currently difficult to ascertain fully. Dr. Crago advised that budget slots should be available for hiring of temporary lecturers to assist in teaching and this should be explored by the School of Nursing with the Dean. Revised program approved; it will be reported to APPC and GPSC for information only

**Graduate Diploma in Nursing (30 cr.)**

New graduate diploma consists of 27 credits of Required Courses and 3 credits of Complementary courses. Professor Ezer explained that this graduate diploma will train nurses for new roles that need to be filled. This program will be very beneficial for the School's graduates to complete and, therefore, take on the new role of nurse practitioner.

New graduate diploma approved; it will be reported to GPSC for discussion

**B.Sc.(Nursing) (106 cr.)**

Revised program approved as submitted; it will be reported to APPC for information only

**B.N. (81 cr.)**

Revised program approved as submitted; it will be reported to APPC for information only

**NUR1 321 Acute Stressors and Coping (2 cr.)**

Course revision:

- credit weight decrease from 3 to 2 cr.

Revised course approved

**NUR1 323 Illness Management 1 (3 cr.)**

Course revision:

- credit weight increase from 2 to 3 cr.

Revised course approved

The following new courses were approved:

NUR2 628 Advanced Assessment (4 cr.)

NUR2 630 Clinical Project 1 (3 cr.)

NUR2 631 Clinical Project 2 (3 cr.)

NUR2 640 Clinical Reasoning 1 (4 cr.)

NUR2 641 Clinical Reasoning 2 (4 cr.)

NUR2 642 Ethics in Advanced Practice (3 cr.)

NUR2 643 Role Development (3 cr.)

NUR2 644 Special Topics 1 (3 cr.)

NUR2 645 Special Topics 2 (3 cr.)

NUR2 650 Practitioner Internship (8 cr.); *Secretary's note*: confirmation received from Professor Ezer that incorrect title of "Special Topics 3" was indicated on course proposal form.

Department of Physiology  
PHGY 701D PhD Comprehensive Examination (0 cr.)

Course revisions:

- credit weight decrease from 6 cr.
- type of course [from span to single term]

SCTP requested:

- the Committee agreed to Ms. Légaré's suggestion that the course become a single-term course rather than a D course

Revised course approved with this change

#### 09.10 FACULTY OF ENGINEERING – 03-SCTP-03-37

School of Architecture  
ARCH 514 Community Design Workshop (4 cr.)

SCTP's suggested change:

- revise description to read: "A design-build ...on real sites. Exploration of selected ..."

SCTP requested:

- explanation as to what else the students will be doing [studio] in the course because the number of hrs/wk is quite high
- confirmation whether this course will be added to a specific list of courses [example: required or complementary] in a graduate program; if yes, a program revision proposal is required
- responses to be forwarded to SCTP Secretary [cindy.smith@mcgill.ca], quoting document # 03-SCTP-03-37

For expedited approval by SCTP Chair

Department of Electrical and Computer Engineering  
ECSE 570 Automatic Speech Recognition (3 cr.)

SCTP requested:

- Department to provide SCTP with a consultation from the Department of Linguistics
- forward to SCTP Secretary, quoting document # 03-SCTP-03-37

For expedited approval by SCTP Chair

ECSE 618 Haptics (4 cr.)

SCTP suggested:

- the Department inform other departments [as listed in box 20 on proposal form] of the existence of this course

New course approved

Department of Mechanical Engineering  
MECH 553 Design & Manuf of Microdevices (3 cr.)

SCTP's suggested change:

- revise description to read: "Introduction ... Process Integration. Design of microdevice ..."

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

MECH 636 Mech of Random/Multiscale Mat (4 cr.)

SCTP requested:

- remove from box 8 the word "and" in the title because the Calendar version of the title may not have additional words from the title in box 6

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

School of Urban Planning  
URBP 201 Planning the 21<sup>st</sup> Century City (3 cr.)

SCTP requested:

- URBP be used in course number and not indicated as "Urban Planning 201"



- capitalize the first letter in the words “century” and “city” in the course title  
SCTP’s suggested change:
- revise description to read: “The study ... world-wide. Urban problems ...”  
New course approved with these changes; SCTP Secretary will revise proposal

URBP 629 Cities in a Globalizing World (3 cr.)

SCTP requested:

- capitalize the first letter in the words “globalizing” and “world” in course title  
New course approved with these changes; SCTP Secretary will revise proposal

## 09.11 OTHER BUSINESS

### Minor Changes

The Secretary reported the following minor changes from the Faculties of Agricultural and Environmental Sciences, Arts, Education, Engineering, Law, Management, Medicine, Religious Studies, and Science, which were approved as submitted [with a few changes – see below]. These minor changes will be reported to APPC (and GPSC, if graduate level) for information only.

### Faculty of Agricultural and Environmental Sciences

Department of Natural Resource Sciences

**Ph.D. in Entomology** (0 cr.);

**Ph.D. in Microbiology** (0 cr.);

**Ph.D. in Renewable Resources** (0 cr.);

MICR 200 Laboratory Methods in Microbiology (3 cr.) – retirement;

MICR 230 Introductory Microbiology (3 cr.) – title;

MICR 300 Microbial Physiology Lab (3 cr.) – number [from MICR 200], title, prerequisite, restriction, description;

MICR 331 Microbial Ecology (3 cr.) – description;

SCTP’s suggested change: use lowercase letters for the words “Bacteria” and “Archaea” in proposed description.

### Faculty of Arts

School of Computer Science

**B.A.; Minor Concentration in Computer Systems** (18 cr.).

Social Studies of Medicine

**B.A.; Minor Concentration in Social Studies of Medicine** (18 cr.); SCTP’s suggested change: revise Effective Term of Implementation to read “200409”; *Secretary’s note:* requested consultation from Geography. Confirmation received from Susan Sharpe that course revision to add GEOG 407 to list of Medical Humanities and Social Sciences Complementary Courses has been deleted from proposal.

Catholic Studies

**B.A.; Minor Concentration in Catholic Studies** (18 cr.).

Department of Anthropology

ANTH 302 New Horizons in Medical Anth (3 cr.) – restriction.

English and French Language Centre

EAPR 250 Research Essay & Rhetoric (3 cr.) – Subject Code change from EFRL 250, title, restriction, description.

Department of History

HIST 436 Topics: European History (3 cr.) – title, prerequisite, description.

Department of Linguistics

LING 590 Lang Acquisition & Breakdown (3 cr.) – title, prerequisite, description.

Faculty of Education

Department of Integrated Studies in Education

**B.Ed. in Teaching English as a Second Language** (120-121 cr.).

Department of Educational and Counselling Psychology

EDPI 309 Exceptional Students (3 cr.) – prerequisite.

Faculty of Engineering

Department of Civil Engineering and Applied Mechanics

**B.Eng. in Civil Engineering** (109 cr.).

Department of Electrical and Computer Engineering

ECSE 414 Intro to Telecom Networks (3 cr.) – prerequisites.

Department of Mechanical Engineering

MECH 573 Mechanics of Robotic Systems (3 cr.) – prerequisites.

Faculty of Law

**B.C.L./LL.B.; Major Concentration in International Governance and Development** (36 cr.) - *Secretary's note*: Effective Term of revision should read "200409";

**B.C.L./LL.B.** (105 cr.).

Faculty of Management

**B.Com. in General Management; Concentration in Accounting** (15 cr.);

**B.Com.; Major in Finance** (30 cr.)

SCTP requested:

- remove 600-level courses from list of Complementary Courses, as they are not permitted in undergraduate programs; SCTP Secretary will revise proposal;

Ms. Légaré noted that in the 2004-2005 Calendar under 6.7 Management Science Concentration (page 240), it is noted "Concentration revision is awaiting University approval". SCTP queried when the program revision will be submitted for approval. Please forward response to SCTP Secretary [cindy.smith@mcgill.ca].

MGPO 445 Industry Analy & Comp Strat (3 cr.) – prerequisite, restriction.

Faculty of Medicine

Department of Physiology

**Ph.D. in Physiology** (0 cr.)

SCTP requested:

- PHGY 701 in proposed column not be listed as a span course
  - correct title for PHGY 720 in both existing and proposed columns [see Banner for correct title]
- SCTP Secretary will revise proposal;

**M.Sc. in Physiology** (49 cr.)

SCTP requested:

- correct title for PHGY 623 in both existing and proposed columns [see Banner for correct title]
- SCTP Secretary will revise proposal.

Department of Epidemiology and Biostatistics

**M.Sc. in Epidemiology and Biostatistics** (48 cr.)

SCTP requested:

- indicate before list of courses “Required Courses (42 cr.)”
- correct “Remaining 7 credits ...” to read “Remaining 6 credits ... elective graduate-level courses”

SCTP Secretary will revise proposal;

**M.Sc. in Epidemiology and Biostatistics; Non-Thesis** (48 cr.)

SCTP requested:

- indicate before list of courses “Required Courses (24 cr.)”
- revise “24 credits ...” to read “24 credits ... elective graduate-level courses”

SCTP Secretary will revise proposal;

EPIB 621 Data Analysis in Health Sci (4 cr.) – title, credit weight [from a total of 6 credits], consolidation [EPIB 621 and EPIB 681], prerequisites, description; *Secretary’s note*: proposed title was greater than 30 characters, therefore it was revised from “Data Analysis in Health Sciences”;

EPIB 681 Data Analysis Health Sciences 2 (3 cr.) – retirement.

School of Nursing

NUR2 626 Professional Issues in Nursing (3 cr.) – title.

Faculty of Religious Studies

**B.Th.** (90 cr.).

Faculty of Science

Department of Chemistry

**Ph.D. in Chemistry** (0 cr.)

SCTP requested:

- CHEM 701 and CHEM 702 should be indicated as 0 credits

SCTP Secretary will revise proposal.

2004-2005 SCTP Meeting Schedule

The meeting schedule for the next academic year was received.

The meeting ended at 4:25 pm.