

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, May 6, 2004** at 3:00 p.m., Room 609 of the James Administration Building.

PRESENT: Jim Brawer, Brian Carrillo, Martha Crago (Chair), Sam Drury, Jane Everett, Charlotte Légaré, Cindy Smith (Secretary)

REGRETS: Luc Chouinard, Leah Coutinho, William Hendershot

GUEST: Professor Katherine Gray-Donald, School of Dietetics and Human Nutrition

13.01 The Agenda was approved as circulated.

13.02 The Notes from the electronic review held April 22, 2004 were approved as circulated.

13.03 **BUSINESS ARISING**

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.

Centre for Continuing Education

- revised program **Certificate in Marketing** (30 cr.) [February 5, 2004; Minor Changes] – Professor Martucci agreed not to delete BUSA 464 from list of Complementary Courses; it will be reported to APPC for information only.

13.04 **FACULTY OF MEDICINE – 03-SCTP-05-46**

School of Physical and Occupational Therapy

Secretary's note: Courses originally submitted to SCTP under document number 03-SCTP-01-18, reviewed at the January 8, 2004 SCTP meeting, namely: POTH 601 Statistics in Health Science (3 cr.), POTH 611 Health Research Methods (3 cr.), POTH 672 Health Technology Assessment (3 cr.), POTH 673 Screening for at Risk Drivers (3 cr.), and POTH 674 Assessing Driving Ability 1 (3 cr.), have been resubmitted in this report.

Graduate Certificate in Assessing Driving Capabilities (15 cr.)

This new graduate certificate consists of five on-line Required Courses. The majority of students in this program will be from rural communities and are women. Many have work and family obligations that preclude them from taking time away for on-campus study.

SCTP's requested change:

- remove course descriptions from program layout
- revise date of implementation to read: 200501

New graduate certificate approved with these changes; it will be reported to GPSC for approval

Program revisions submitted for the following programs.

Ph.D. in Rehabilitation Science (0 cr.)

SCTP's requested changes:

- indicate degree title as Ph.D.
- indicate credit weight for the following courses: POTH 602, EDPH 689, POTH 701

Revised program approved with these changes; it will be reported to APPC and GPSC for information only

M.Sc. in Rehabilitation Science; Non-Thesis (45 cr.)

SCTP's requested change:

- revise Group B Complementary Courses, Option 2, to read: “no directed project, 15 credits of graduate-level courses”

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

M.Sc. in Rehabilitation Science (45 cr.)

SCTP requested:

- explanation as to what is meant by Complementary Courses B sentence: “One 3-credit graduate level course in statistics may be required if not already completed in a prior degree”; this statement differs from that in the non-thesis option of this program; verification whether “0-3” credits for this group should be indicated instead
- For expedited approved by SCTP Chair

POTH 601 Statistics in Health Science (3 cr.)

SCTP's requested change:

- revise date of implementation to read: “09/04”

SCTP's suggested change:

- revise description to read: “Principles of univariate and ... sciences research”

Academic content of this new course is approved with these changes; SCTP Secretary will revise proposal; pending financial approval

POTH 611 Health Research Methods (3 cr.)

SCTP's requested change:

- revise date of implementation to read: “Sept. 04”

SCTP's suggested change:

- revise description to read: “Common observational ... care studies, including a framework ... literature”

Academic content of this new course is approved with these changes; SCTP Secretary will revise proposal; pending financial approval

POTH 672 Health Technology Assessment (3 cr.)

SCTP's requested change:

- revise date of implementation to read: “09/2004”

SCTP's suggested change:

- revise description to read: “Rationale, uses, and ... assessment (HTA)”

Academic content of this new course is approved with these changes; SCTP Secretary will revise proposal; pending financial approval

POTH 673 Screening for at Risk Drivers (3 cr.)

SCTP's requested change:

- revise date of implementation to read: “09/2004”

SCTP's suggested change:

- revise description to read: “Principles for ... drivers”

Academic content of this new course is approved with these changes; SCTP Secretary will revise proposal; pending financial approval

POTH 674 Assessing Driving Ability 1 (3 cr.)

SCTP's requested change:

- revise date of implementation to read either: “09/04” or “01/05”; inform SCTP Secretary of preferred date

SCTP's suggested change:

- revise description to read: “Principles of ... populations”

Academic content of this new course is approved with these changes; SCTP Secretary will revise proposal; pending financial approval

POTH 675 Driving Assessment Practicum (3 cr.)

SCTP's suggested change:

- delete last two sentences from description and revise first sentence so that it reads: “Directed practical ... evaluations”

Academic content of this new course is approved with this change; SCTP Secretary will revise proposal;
pending
financial approval

POTH 676 Adaptive Equipment and Driving (3 cr.)

SCTP's requested change:

- use uppercase letters for the words “equipment” and “driving” in the title

SCTP's suggested change:

- revise description so that it reads: “Prescription of complex ... addressed”

Academic content of this new course is approved with these changes; SCTP Secretary will revise proposal;
pending financial approval

POTH 677 Retraining Driving Skills (3 cr.)

SCTP's suggested change:

- revise description so that it reads: “Pinciples of retraining ... techniques”

Academic content of this new course is approved with this change; SCTP Secretary will revise proposal;
pending
financial approval

13.05 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 03-SCTP-05-49**

School of Dietetics and Human Nutrition

M.Sc. in Human Nutrition; Registered Dietitian Credentialing (45 cr.)

M.Sc.(Applied) in Human Nutrition; Registered Dietitian Credentialing – Non-Thesis (45 cr.)

Graduate Diploma in Registered Dietitian Credentialing (30 cr.)

Professor Gray-Donald joined the meeting to discuss these new options of existing programs and new graduate diploma. She explained that the new options consist of a course added to the existing programs. This new course will provide students, who have an undergraduate degree in another area, with the appropriate background

to prepare them to become clinicians. After completion of one of the new Master's-level programs proposed here, students may opt to complete the associated Graduate Diploma to obtain registered dietitian credentialing. In response to a query concerning the existing M.Sc.(Applied) program potentially being used as the credentialing program, Professor Gray-Donald reported that the enrolment for the existing M.Sc. program is increasing, but this is not the case for the M.Sc.(Applied) program; often, students enrolled in the M.Sc.(Applied)

will switch into the M.Sc. program. It was queried whether it was important to name the two options this specifically, to which Professor Gray-Donald responded that it was done to better control the courses. The course

added to the new options is restricted to students who are registered in a Master's-level program within the School of Dietetics and Human Nutrition. Students who have already completed a Master's program within the School, may take the course as a special student. When questioned, Professor Gray-Donald said that a separate diploma, which could be taken after a Master's degree, was a viable solution. SCTP thanked Professor Gray-Donald for attending this meeting.

M.Sc. in Human Nutrition; Registered Dietitian Credentialing (45 cr.)

This new program option was not approved. Instead, SCTP suggested the following:

- revise existing M.Sc. in Human Nutrition by adding course NUTR 611 to list of Complementary Courses as follows: “0-3 credits from the following: NUTR 611 Grad Prof Practice 1 (3 cr.)”, “9-12 credits of graduate-level courses”
- submit M.Sc. in Human Nutrition revision proposal to SCTP for approval [following usual program revision

approval process]

M.Sc.(Applied) in Human Nutrition; Registered Dietitian Credentialing – Non-Thesis (45 cr.)

This new program option was not approved. Instead, SCTP suggested the following:

- revise existing M.Sc.(Applied) in Human Nutrition by adding course NUTR 611 to list of Complementary Courses as follows: “0-3 credits from the following: NUTR 611 Grad Prof Practice 1 (3 cr.)”, “9-12 credits of graduate-level Nutrition courses”
- submit M.Sc.(Applied) in Human Nutrition revision proposal to SCTP for approval [following usual program revision approval process]

Graduate Diploma in Registered Dietitian Credentialing (30 cr.)

SCTP’s requested changes:

- remove referral to the Dietitian Credentialing options throughout proposal
- add as admission requirement that this Graduate Diploma is open to students who have completed a Master’s degree within the School of Dietetics and Human Nutrition

New graduate diploma approved with these changes; it will be reported to GPSC for approval

NUTR 611 Grad Prof Practice 1 (3 cr.)

SCTP’s suggested change:

- revise description to use lowercase letters for the words “Graduate Professional Practice” and remove the last seven words so that it reads as follows: “Theoretical ... graduate professional practice. Includes ... quality assurance procedures”

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

NUTR 612 Grad Prof Pract 2 Management (8 cr.)

New course approved

NUTR 613 Grad Prof Pract 3 Clin Nutr (14 cr.)

SCTP queried whether 50 hrs/wk is accurate, as stages are usually 40 hrs/wk; School of Dietetics and Human Nutrition may want to revise the number of hrs/wk and advise the SCTP Secretary.

New course approved

NUTR 614 Grad Prof Pract 4 Comm Nutr (8 cr.)

SCTP queried whether 50 hrs/wk is accurate, as stages are usually 40 hrs/wk; School of Dietetics and Human Nutrition may want to revise the number of hrs/wk and advise the SCTP Secretary.

New course approved

Department of Bioresource Engineering

The Department has proposed to change the existing Subject Code for all of their courses from ABEN to BREE, which will more accurately reflect the Department’s name change from Department of Agricultural and Biosystems Engineering [name change approved by Senate May 14, 2003].

Subject Code change for courses approved.

Ph.D. in Bioresource Engineering (0 cr.)

Program revision:

- program name change from Ph.D. in Agricultural and Biosystems Engineering
- Program revision approved: it will be reported to APPC and GPSC for information only

Ph.D. in Bioresource Engineering; Neotropical Environment (0 cr.)

Program revision:

- program name change from Ph.D. in Agricultural and Biosystems Engineering; Neotropical Environment

Program revision approved: it will be reported to APPC and GPSC for information only

M.Sc. in Bioresource Engineering (46 cr.)

Program revisions:

- program name change from M.Sc. in Agricultural and Biosystems Engineering
- description

Revised program approved: it will be reported to APPC and GPSC for information only

M.Sc. in Bioresource Engineering; Neotropical Environment (46 cr.)

Program revision:

- program name change from M.Sc. in Agricultural and Biosystems Engineering; Neotropical Environment

Program revision approved; it will be reported to APPC and GPSC for information only

M.Sc.(Applied) in Bioresource Engineering (45 cr.)

Program revisions:

- program name change from M.Sc.(Applied) in Agricultural and Biosystems Engineering
- description

SCTP's requested change:

- revise non-project paragraph to read as follows: "The candidate ... 12 of the 31 500- or 600-level non-project credits ... in the collaborative departments can be taken for additional credits towards ..."

SCTP requested:

- revised page 2 of the proposal be submitted to the SCTP Secretary [cindy.smith@mcgill.ca]

Program revisions approved with these changes: it will be reported to APPC and GPSC for information only

M.Sc.(Applied) in Bioresource Engineering; Neotropical Environment (45 cr.)

Program revision:

- program name change from M.Sc.(Applied) in Agricultural and Biosystems Engineering; Neotropical Environment

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

M.Sc.(Applied) in Bioresource Engineering; Environmental Engineering (45 cr.)

Program revision:

- program name change from M.Sc.(Applied) in Agricultural and Biosystems Engineering; Environmental Engineering

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

13.06 **FACULTY OF ARTS – 03-SCTP-05-50**

Department of Anthropology

B.A.; Minor Concentration in Anthropology (18 cr.)

New program consists of 18 credits of Complementary Courses. The Department is consolidating the two existing minor concentrations: Socio-Cultural and Anthropological Archaeology.

SCTP requested:

- revise the program layout to precisely indicate how courses are to be chosen from each group; it was suggested to list the courses as follows: "0-9 credits from the following: [200-level course list]", "3 credits from either Group A [Ethnography list] or Group B [Archaeology list]", and "3-15 credits from any 300-, 400-, or 500-level Anthropology courses"
- submit revised program layout to SCTP Secretary [cindy.smith@mcgill.ca]

SCTP noted that the retirement of the existing minor concentrations should become effective in 2006 to ensure all students currently in the programs have completed them

For expedited approval by SCTP Chair

ANTH 304 Arctic Prehistory (3 cr.)

Secretary's note: A description revision for ANTH 319 cannot be done because ANTH 319 was retired in 2001.

SCTP requested:

- propose new number for this new course, as ANTH 304 is already in use
- inform SCTP Secretary [cindy.smith@mcgill.ca] of the new number and she will revise proposal

For expedited approval by SCTP Chair

ANTH 344 Quant Approaches to Anth (3 cr.)

SCTP's suggested change:

- delete last sentence from description

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

ANTH 422 Contemp Latin Amer Cult & Soc (3 cr.)

SCTP requested:

- consultations from the following Departments: Political Science, Sociology, and Geography

For expedited approval by SCTP Chair

ANTH 500 Chinese Diversity & Diaspora (3 cr.)

New course approved

ANTH 575 Concepts of Race (3 cr.)

SCTP's suggested change:

- revise description to read: "Examination of the evolution of the idea of race ..."

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

Department of Psychology

B.A.; Joint Honours – Psychology Component (36 cr.)

New program consists of 24 credits of Required Courses and 12 credits of Complementary Courses. It is intended for students who wish a less specialized program than those in the Honours program.

SCTP's requested changes:

- Administering Faculty should be indicated as Arts
- indicate the credit weight for each course

SCTP requested:

- submit revised pages 1 and 2 of proposal to SCTP Secretary [cindy.smith@mcgill.ca]

New program approved with these changes; it will be reported to APPC for approval

B.A. & Sc.; Joint Honours – Psychology Component (36 cr.)

New program consists of 24 credits of Required Courses and 12 credits of Complementary Courses. It is intended for students who wish a less specialized program than those in the Honours program. It is a part of the Bachelor of Arts and Science degree program, which is an interdisciplinary degree that is aimed at students wishing to simultaneously pursue a program offered by the Faculty of Arts and one offered by the Faculty of Science.

New program approved; it will be reported to APPC for approval

Department of Italian Studies

ITAL 560 Topics in 19th and 20th C Lit (3 cr.)

New course approved

Department of History

HIST 315 Themes in World History (3 cr.)

SCTP's suggested change:

- delete last sentence from description

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

Department of German Studies

GERM 203D German for Reading Knowledge (6 cr.)

SCTP's suggested changes:

- revise title to read "German for Reading"
- revise description to simply read: "Reading German"

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

13.07 FACULTY OF SCIENCE – 03-SCTP-05-51

Department of Geography

GEOG 507 Advanced Social Geography (3 cr.)

SCTP's suggested change:

- revise description to read: "Current theories and themes in social geography, such as relations between ..."

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

GEOG 509 Qualitative Methods (3 cr.)

New course approved

SCTP noted that the following course split is a Minor Change and should have been reported as such; also, credit weight change should not be indicated on either proposal and number change should not be indicated on the proposal for GEOG 689.

GEOG 688 Social Statistics 1 (1.5 cr.)

Course revisions:

- split of GEOG 688 (3 cr.)
- title

SCTP requested:

- program revision proposal, which reflects these changes, be submitted to SCTP for each Social Statistics option [for review by SCTP]

For expedited approval by SCTP Chair

GEOG 689 Social Statistics 2 (1.5)

Course revision:

- split of GEOG 688 (3 cr.)

SCTP requested:

- program revision proposal, which reflects this change, be submitted to SCTP for each Social Statistics option [for review by SCTP]

For expedited approval by SCTP Chair

13.08 FACULTY OF EDUCATION – 03-SCTP-05-52

Department of Integrated Studies in Education

EDEC 248 Multicultural Education (3 cr.)

SCTP's suggested change:

- delete last sentence from the description

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

Department of Kinesiology and Physical Education
EDKP 208 Qualitative Biomechanics (3 cr.)

SCTP requested:

- rationale why proposed title is “Qualitative Biomechanics”; *Secretary’s note*: “Biomechanics of Human Movement” course title exists
- forward rationale to SCTP Secretary [cindy.smith@mcgill.ca]

SCTP’s suggested change:

- revise description to read as follows: “Nature and mechanical ...”
- For expedited approval by SCTP Chair

EDKP 395 Exercise Physiology (3 cr.)

SCTP’s suggested change:

- revise description to read as follows: “Examination of the physiological ...”
- New course approved with this change; SCTP Secretary will revise proposal

13.09 OTHER BUSINESS

(a) Minor Changes

The Secretary reported the following minor changes from the Faculties of Agricultural and Environmental Sciences, Arts, Education, and Science, which were approved [with a few suggested/requested 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 Bioresource Engineering

B.Eng.(Bioresource) in Bioresource Engineering (111 cr.);

ABEN 514 Drain Pip&Envelope Materials (3 cr.) – retirement;
ABEN 516 Prep&Appraisal of Drainage Pr (3 cr.) – retirement;
ABEN 517 Drainage Project Contracts (3 cr.) – retirement.

Department of Agricultural Economics

AGEC 503 Location & Spatial Development (3 cr.) – title, prerequisites, description.

Department of Animal Science

ANSC 623 Tech Molec Genetics:DNA Sequenc (3 cr.) - retirement;
ANSC 624 Tech Molec Genetics:DNA Fngrprn (3 cr.) – retirement;
ANSC 625 Tech Molec Genetics: PCR (3 cr.) – retirement.

Faculty of Arts

Department of Anthropology

B.A.; Minor Concentration in Socio-Cultural Anthropology (18 cr.); SCTP’s suggested change: revise date of implementation to 2006;

B.A.; Minor Concentration in Anthropological Archaeology (18 cr.) SCTP’s suggested change: revise date of implementation to 2006.

Department of Linguistics

B.A.; Minor Concentration in Linguistics (18 cr.);

B.A.; Minor Concentration in Theoretical Linguistics (18 cr.).

Education for Arts Students

B.A.; Minor Concentration in Education for Arts Students (18 cr.); SCTP's requested change: proposed revision should read: "Straight forward course substitution for required course EDEM 405 by EDEC 247".

Department of Political Science

B.A.; Minor Concentration in South Asia (18 cr.);

B.A.; Minor Concentration in Politics, Law and Society (18 cr.).

Department of Sociology

SOCI 321 Gender and Work (3 cr.) – title, description; SCTP's suggested change: use the Canadian spelling of "labor" within the description so that it reads "labour";

SOCI 565 Social Change in Panama (3 cr.) – prerequisites.

Faculty of Education

Department of Integrated Studies in Education

B.Ed. in Music (120-121 cr.);

B.Ed. in Secondary (120 cr.);

Concurrent B.Ed. in Music/B.Mus. in Music Education (143-144 cr.);

Concurrent B.Sc./B.Ed. in General Secondary; 2 Subject Option (120 cr.);

B.Ed. in Kindergarten and Elementary (120 cr.);

B.Ed. in Kindergarten and Elementary; Jewish Studies (126 cr.);

B.Ed. in Teaching French as a Second Language (120 cr.);

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

EDEC 410 Multi-Cult/Multi-Racial Class (3 cr.) – retirement;

EDER 464 Intercultural Education (3 cr.) – retirement.

Department of Kinesiology and Physical Education

B.Ed. in Physical and Health Education (120 cr.);

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

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

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

B.Ed. in Physical Education (120 cr.);

B.Ed. in Physical Education (123 cr.);

B.Ed. in Physical and Health Education (120 cr.);

B.Ed. in Physical and Health Education (120 cr.);

EDKP 391 Physiology in Sport & Exercise (3 cr.) – title, prerequisite, description; SCTP's suggested change: revise description to read: "Examination of the responses of the ...".

Office of Student Teaching

EDFE 251 Second Year Field Experience (2 cr.) – corequisites;

EDFE 303 Third Field Exp (K/Elem) (7 cr.) – prerequisites;

EDFE 351 3rd Yr Field Exp (Sec) (8 cr.) – prerequisites;

EDFE 377D Field Experience Sec Sch(2 Subj) (15 cr.) – retirement;

EDFE 451 4th Yr Field Exp (Sec) (7 cr.) – prerequisites, corequisites;

EDFE 214 Aboriginal Education Practicum 1 (3 cr.) - title, number [from EDFE 444], description, restriction; SCTP's suggested change: revise proposed description to read: "Observation and limited teaching in an elementary school";

EDFE 325 Aboriginal Education Practicum 2 (3 cr.) – title, number [from EDFE 422], description, restriction; SCTP's suggested change: revise proposed description to read: "Supervised teaching of designated subject areas in an elementary school";

EDFE 326 Aboriginal Education Practicum 3 (3 cr.) – title, number [from EDFE 423], description, restriction;

SCTP's suggested change: revise proposed description to read: “Supervised teaching of designated subject areas in an elementary school, including assuming more responsibility for student learning, classroom management and formative and summative evaluation”;

EDFE 394 Field Experience Elem & Sec (3 cr.) – retirement;

EDFE 422 Aboriginal Education Practicum 1 (3 cr.) – retirement;

EDFE 423 Aboriginal Education Practicum 2 (3 cr.) – retirement;

EDFE 425 Aboriginal Education Practicum 4 (3 cr.) – title, number [from EDFE 394], description, restriction;

SCTP's suggested change: revise proposed description to read: “Teaching and classroom management skills at the elementary and secondary levels”;

EDFE 444 Field Experience Elementary School (3 cr.) – retirement.

Office of First Nations and Inuit Education

Certificate in Education for First Nations and Inuit (60 cr.).

Graduate School of Library and Information Studies

GLIS 618 Collection Development (3 cr.) – title, description; SCTP's suggested change: revise proposed description to remove the “s” from the word “examinations”.

Faculty of Science

Department of Psychology

PSYC 728 Ethics and Professional Issues (3 cr.) – title, description;

PSYC 729 Theory of Assessment (3 cr.) – title, description;

PSYC 730 Clinical Neuroscience Methods (3 cr.) – title, description.

The meeting ended at 4:30 pm.