

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Friday, May 21, 2004** at 11:00 a.m., Room 388 of the Macdonald Engineering Building.

PRESENT: Jim Brawer, Andrew Bryan, Brian Carrillo, Luc Chouinard, Martha Crago (Chair), Jane Everett, William Hendershot, Charlotte Légaré, Cindy Smith (Secretary)

REGRETS: Sam Drury

The Chair welcomed Mr. Andrew Bryan, interim student representative from the Student Society of McGill University, to the meeting.

- 14.01 The Agenda was approved with the following addition:
- under Regular Business, Report from the Faculty of Law [03-SCTP-05-57].
- 14.02 The Minutes from the meeting of May 6, 2004 were approved with the following correction:
- Item 13.09, Other Business, (a) Minor Changes, Faculty of Education, page 9 – title for course EDFE 251 should read: “Second Year Field Experience” [typo in the word “field”].

14.03 **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.

Faculty of Arts

- new program **B.A.; Minor Concentration in Anthropology** (18 cr.) [May 6, 2004; 03-SCTP-05-50] – how courses to be chosen in program layout was revised by Department; *Note:* SCTP suggested at the May 6, 2004 meeting that the two existing programs that this new program will replace be retired in 2006, but confirmation was received from Ms. Marjorie Russell of the Calendar Office that this is not necessary because if the program is retired for 200409 the programs remain “open” for existing students to complete and no new registrations into these programs are permitted; because this new program requires approval by APPC and Senate, the Date of Effective Implementation should read: January 2005; it will be reported to APPC for approval;
- new course ANTH 305 Arctic Prehistory (3 cr.) [May 6, 2004; 03-SCTP-05-50] – Department revised originally-proposed number from ANTH 304;
- new course ANTH 422 Contemp Latin Amer Cult & Soc (3 cr.) [May 6, 2004; 03-SCTP-05-50].

Faculty of Education

- new course EDKP 208 Applied Biomechanics (3 cr.) [May 6, 2004; 03-SCTP-05-52] – originally proposed title of “Qualitative Biomechanics” was not approved by SCTP and suggested title of “Human Biomechanics” was not preferred by Department; therefore, alternative title of “Applied Biomechanics” proposed by the Department was approved by SCTP Chair;
- revised program **B.Ed. in Teaching French as a Second Language** (120 cr.) [May 6, 2004; Minor Changes] – program revision withdrawn, as incorrect program proposal submitted; Department of Integrated Studies in Education submitted program revision for the following: **Baccalauréat en enseignement du français langue seconde** (120 cr.), as per Professor Jon Bradley, [joint program with the Université de Montréal], which was approved by the SCTP Chair; it will be reported to APPC for information only.

14.04 **FACULTY OF ENGINEERING – 03-SCTP-05-53**

Department of Mining, Metals and Material Engineering

B.Eng. in Materials Engineering (Co-op) (114 cr.)

Secretary's note: The program revision proposal for this program submitted to SCTP April 22, 2004 was not approved, as the existing program was incorrectly listed. This proposal has been corrected accordingly.

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

School of Architecture

ARCH 515 Sustainable Design (3 cr.)

SCTP's suggested change:

- delete last sentence from description

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

Faculty

FACC 500 Tech Business Plan Design (3 cr.)

SCTP requested:

- propose a more comprehensive title, for example: "Engineering Business Plan"; also, revise title for FACC 501 to "Engineering Business Project"
- Faculty of Engineering should address the comment by the Faculty on Management in their consultation
- forward revised title to SCTP Secretary [cindy.smith@mcgill.ca]

SCTP's suggested change:

- revise description to read: "Bringing ... combined with creativity, engineering ... communications. Students ..."

Secretary's note: The Faculty revised title from originally proposed "Eng In: Des an Eff Bus Plan", as per SCTP's request; also, SCTP's suggested description revision was revised to read as follows: "This course combines several management functional areas such as marketing, financial, operations and strategy with the skills of creativity, engineering innovation, leadership and communications. Students learn how to design an effective and winning business plan around a technology or engineering project in small, medium or large enterprises." These revisions submitted by the Faculty were reviewed and approved by the SCTP Chair.

New course approved with these changes

Department of Mechanical Engineering

MECH 669 CSE Seminar (1 cr.)

New course approved

14.05 FACULTY OF ARTS – 03-SCTP-05-54

Department of Art History and Communication Studies

ARTH 208 Introductory Sem in Art History (3 cr.)

SCTP's suggested change:

- revise title to read: "Intro Seminar in Art History"
- revise description to read: "An ... and social sciences, with focus on issues ... methods"

SCTP requested:

- verification whether the following restriction should be added: "Open to art history students only", as this is indicated in the Rationale
- forward response to SCTP Secretary [cindy.smith@mcgill.ca]

Secretary's note: Confirmation received from Karin Bourgeois, Administrative Assistant, that the restriction should be added to proposal.

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

Department of History

HIST 194 FYS: Jewish Concepts of Others (3 cr.)

SCTP requested:

- correct course title at the top of the "Tentative Bibliography" page

New course approved

14.06 **FACULTY OF MEDICINE** – 03-SCTP-05-55

Department of Psychiatry

PSYT 615 Advanced Studies in Addiction (3 cr.)

Secretary's note: A new course number was submitted, as originally-proposed course number [PSYT 610] was already in use.

SCTP requested:

- consultations from the Departments of Psychology and Pharmacology and Therapeutics, and Neurological Sciences within the Department of Neurology and Neurosurgery
- forward consultations to SCTP Secretary [cindy.smith@mcgill.ca]

SCTP's suggested change:

- revise description to read: "Critical assessment of research tools, reported ... approaches"

New course approved by SCTP Chair on behalf of Committee with this change; SCTP Secretary will revise proposal

Department of Human Genetics

HGEN 694 Microarray Statistical Analysis (3 cr.)

SCTP's requested change:

- revise Administering Faculty to read: "Graduate Studies"

SCTP's suggested change:

- delete last sentence from description, as this is information that belongs in a course outline

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

14.07 **FACULTY OF SCIENCE** – 03-SCTP-05-56

Department of Geography

GEOG 380 Adaptive Envr Management (3 cr.)

SCTP requested :

- correct typo in corequisites: GOEG 202 should read GEOG 202
- consultation from the Department of Mathematics and Statistics; forward to SCTP Secretary [cindy.smith@mcgill.ca]

New course approved with this change

GEOG 503 Location & Spatial Development (3 cr.)

Course revisions:

- title
- prerequisites
- description

Secretary's note: Course GEOG 311 should have been indicated as Old prerequisite; I have indicated this on the proposal.

Revised course approved

Department of Agricultural Economics/Faculty of Agricultural and Environmental Sciences

AGEC 503 Location & Spatial Development (3 cr.)

SCTP queried why this course revision proposal was submitted to SCTP by the Faculty of Science, as it is administered by the Faculty of Agricultural and Environmental Sciences. SCTP noted that there are no departmental or faculty signatures on the proposal.

Secretary's note: The Faculty of Agricultural and Environmental Sciences confirmed that the course revisions for AGECE 503 were approved at SCTP on May 6, 2004. A course revision proposal is, therefore, not necessary.

Department of Atmospheric and Oceanic Sciences

ATOC 669 CSE Seminar (1 cr.)

New course approved

Department of Mathematics and Statistics

MATH 669 CSE Seminar (1 cr.)

Course revision:

- description

Revised course approved

School of Computer Science

COMP 655 Distributed Simulation (4 cr.)

SCTP requested:

- indicate Schedule Type of this course
- explanation as to why this course is 4 cr. for 3 hrs/wk instead of 3 cr.
- forward responses to SCTP Secretary [cindy.smith@mcgill.ca]

Secretary's note: Response received from Associate Dean Mendelson indicated that 3 hrs/wk of Lecture and 3 hrs/wk of Project should be indicated as the Schedule Types.

New course approved by SCTP Chair on behalf of Committee

SCTP noted that course outlines should contain the Senate-approved Policy on Plagiarism and the Academic Integrity Policy.

COMP 669 CSE Seminar (1 cr.)

New course approved

14.08 **FACULTY OF LAW** – 03-SCTP-05-57

SCTP queried whether all McGill Law Journal courses should indicate in restriction: “Students must be accepted

by the McGill Law Journal before registering for course.” Forward response to SCTP Secretary [cindy.smith@mcgill.ca].

WRIT 004D MLJ – Senior Editorial Board (3 cr.)

Course revisions:

- title
- description
- restriction

SCTP's suggested change:

- revise description to read: “Participation ... which students obtain advanced practical ... scholarly writing”; remove last two sentences from description and add them to the Restriction in the Supplementary Information box

Revised course approved by SCTP Chair on behalf of Committee

WRIT 011D MLJ – Junior Editorial Board (3 cr.)

Course revisions:

- title
- description
- restriction

SCTP's suggested change:

- revise description to remove last two sentences from description and add them to the Restriction in the Supplementary Information box

Revised course approved by SCTP Chair on behalf of Committee

WRIT 332D MLJ – Junior Management Board (2 cr.)

SCTP's requested change:

- add restriction "Students must be accepted by the McGill Law Journal before registering for course"

SCTP's suggested change:

- remove last two sentences from description and add them to the Restriction in the Supplementary Information box

New course approved, with these changes, by SCTP Chair on behalf of Committee; SCTP Secretary will revise Proposal

WRIT 333D MLJ – Senior Management Board (2 cr.)

SCTP's requested change:

- add restriction "Students must be accepted by the McGill Law Journal before registering for course"

SCTP's suggested change:

- revise description to read: "Participation ... which students obtain advanced practical ... scholarly writing;"
remove last two sentences from description and add them to the Restriction in the Supplementary Information box

New course approved, with these changes, by SCTP Chair on behalf of Committee; SCTP Secretary will revise proposal

14.09 OTHER BUSINESS

(a) Minor Changes

The Secretary reported the following minor changes from the Faculties of Agricultural and Environmental Sciences, Arts, Education, Engineering, and Science, which were approved [with an exception and 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 Animal Science

M.Sc.(Applied) in Animal Science (45 cr.)

SCTP's requested change:

- remove 400-level courses from second group of Complementary Courses

Secretary's note: Revised proposal received and it has been reviewed by the SCTP Chair.

Revised program approved by SCTP Chair

Faculty of Arts

Department of Art History and Communication Studies

B.A.; Minor Concentration in Art History (18 cr.);

B.A.; Major Concentration in Art History (36 cr.);

B.A.; Honours in Art History (60 cr.);

B.A.; Joint Honours - Art History Component (36 cr.);

ARTH 203 Methods in Art History (3 cr.) – retirement;

ARTH 305 Methods in Art History (3 cr.) – number [from ARTH 203], prerequisite, restriction;

ARTH 400 Selected Methods: Art History (3 cr.) – number [from ARTH 500], title, prerequisites, restriction;

SCTP's suggested change: as proposed title was greater than 30 characters, it was revised from "Selected Methods in Art History";

ARTH 500 Pro-Seminar (3 cr.) – retirement.

McGill Institute for the Study of Canada

CANS 407 Regions of Canada (3 cr.) – title, prerequisites, corequisites, description; SCTP's suggested change:

revise proposed description to read: “Canadian regionalism ... public policy, focusing on one region in Canada”.

Faculty of Education

Department of Integrated Studies in Education

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

Faculty of Engineering

Faculty

Minor in Technological Entrepreneurship (18 cr.);

FACC 480 Technological Entrepreneurship Project (3 cr.) – retirement;

FACC 501 Tech Business Plan Project (3 cr.) – number [from FACC 480], title, prerequisites, description, restriction; SCTP’s suggested change: revise proposed title to read: “Engineering Business Project”; revise proposed description to read: “Comprehensive business project based on a technological or engineering innovation”; *Secretary’s note*: The Faculty revised title from originally proposed “Eng Innovation: Bus Plan Proj”; also, Faculty revised SCTP’s suggested description, so that it includes information for accreditation purposes, to read: “Students work in teams to develop a comprehensive business plan project based on a technological or engineering innovation while utilizing site visits”; these revisions were reviewed and approved by the SCTP Chair.

Department of Mechanical Engineering

M.Eng. in Mechanical Engineering; Computational Sci & Eng (46 cr.);

MECH 314 Dynamics of Mechanisms (3 cr.) – prerequisite.

Department of Mining, Metals and Materials Engineering

MIME 280 Industrial Training 1 (2 cr.) – prerequisite, description; SCTP’s suggested change: delete last sentence from description; also, SCTP suggested to revise the existing description of the other Industrial Training courses accordingly.

Faculty of Science

Department of Atmospheric and Ocean Sciences

M.Sc. in Atmospheric and Oceanic Sciences; Computational Sci & Eng (46 cr.); SCTP’s requested change: revise Complementary Courses descriptive paragraph as follows: “Two courses ... Two complementary courses, at the 500- or 600-level, must be ... Department of Atmospheric and Oceanic Sciences”; forward revised page 2 of the proposal to SCTP Secretary [cindy.smith@mcgill.ca].

Department of Mathematics and Statistics

M.Sc. in Mathematics and Statistics; Computational Sci & Eng (47 cr.); SCTP’s requested change: revise Complementary Courses descriptive paragraph as follows: “Two courses ... Two complementary courses, at the 500-, 600-, or 700-level, must be ... Department of ...”; forward revised page 1 of the proposal to SCTP Secretary [cindy.smith@mcgill.ca].

School of Computer Science

M.Sc. in Computer Science; Computational Sci & Eng (50 cr.); SCTP’s requested changes: revise program title in box 1.5 to read: “M.Sc. in Computer Science; Computational Sci & Eng”; revise Complementary Courses descriptive paragraph as follows: “Two courses ... Two complementary courses, at the 500-, 600-, or 700-level, must be ... School of ...”; forward revised page 1 of the proposal to SCTP Secretary [cindy.smith@mcgill.ca].

Department of Integrated Studies/Faculty of Education

B.Sc.; Minor in Education for Science Students (18 cr.).

The meeting ended at 11:40 am.