Minutes of a meeting of the APC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, October 29, 2009** at 3:00 p.m. in Room 310, James Administration Building.

PRESENT: Laura Gougeon, Miranda Hickman, Anna Walsh (Acting Secretary with Michael Mitchell), Charlotte Légaré, Morton J. Mendelson (Chair), David Ronis, Yixin Shao

REGRETS: Fiona Lees, Caroline Riches, Cindy Smith

GUESTS: Professor Lucienne Kroha, Faculty of Arts
Associate Dean David Lametti, Faculty of Law
Professor Tina Piper, Faculty of Law

The Chair welcomed the new academic member from the Faculty of Arts: Professor Miranda Hickman, Department of English.

In Ms. Lees's and Ms. Smith's absence, Ms. Anna Walsh from Enrolment Services was Acting Secretary.

02.01   The Agenda was <u>approved</u> with the following additions:.
- under Other Business, Research/Non-Research Flags on Program Proposal Forms;
- under Other Business, Auditors for Courses.

02.02   The Minutes from the meeting of September 10, 2009 were <u>approved</u> with the following change:
- item 01.03, Faculty of Arts [Report to ES], **B.A; Supplementary Minor Concentration in East Asian Language** (18 cr.) – was amended to read "… revised propo<u>sal</u> reviewed by …"

02.03   **BUSINESS ARISING**
(a) **Faculty of Arts** – 09-SCTP-10-09
Department of Italian Studies
B.A.; Minor Concentration in Italian Studies (18 cr.)
B.A.; Major Concentration in Italian Studies (36 cr.)
Professor Kroha joined the meeting to present, and respond to questions concerning, the student enrolment statistics for Complementary Courses within these revised programs. One of the major concerns that SCTP has is the long list of courses in the programs, of which many are not offered regularly. This can be frustrating to students – it is felt that undergraduate students should be able to take courses that are listed in programs. One suggested solution would be to revise courses as topics courses that have slot status. The statistics of course enrolment reveal that courses in the second semester have full enrolment. *Secretary's note*: Topics courses may indicate the specific topic for a specific term in the Schedule Notes section in Minerva – this is done by the department and not done via course revision proposal. It was agreed that the courses that have not been offered in the last 3 years will be made inactive. The Department may do this via memo/e-mail to the Class Schedule Office = classschedule.arr@mcgill.ca [with c.c. to Ms. Cindy Smith, SCTP Secretary].
Revised programs <u>approved</u>; they will be reported to APC for information only.

(b) **Faculty of Law** – 09-SCTP-10-08
Associate Dean Lametti and Professor Piper joined the meeting to present, and respond to questions concerning, the recent credit weight revisions to some of the Faculty's WRIT courses. The main concern SCTP has is the same credit weight given to courses that have different hrs/wk indicated. It was noted by the Faculty of Law that the credit weight for courses reflect the amount of prestige with the position. A level of hierarchy of the course is associated with the credit weight appended to the course.
<u>SCTP requested</u>:
• confirmation whether a Faculty member is overseeing the students' work in the various courses;
• a simpler account of the credit weights and a clearer definiton of how they are applied to courses.
For expedited approval of the SCTP Chair.

Secretary's note: 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 <u>approved</u> on behalf of SCTP.
<u>Faculty of Arts</u>
- program retirement **B.A.; Minor Concentration in Italian Civilization (18 cr.)** [Report to ES May 7, 2009];
- program retirement **B.A.; Major Concentration in Italian Civilization (36 cr.)** [Reprot to ES May 7, 2009].

02.04 **FACULTY OF SCIENCE** – 09-SCTP-10-07
School of Computer Science
M.Sc. in Computer Science (45 cr.)
<u>SCTP's requested changes</u>:
• revise "Note" to read "Students <u>with an appropriate background</u> can substitute …";
• delete "Required Courses None";
• indicate Complementary Courses as <u>45</u> credits.
Revised program <u>approved</u> with these changes; it will be reported to CGPS for approval.

M.Sc. in Computer Science; Computational Science and Engineering (46 cr.)
<u>SCTP's requested changes</u>:
• revise proposal so that program credit weight is 45 credits;
• indicate Complementary Courses as <u>44</u> credits;
• indicate "<u>6-8 credits from List A</u>", "<u>6-8 credits from List B</u>";
• revise proposal to indicate whether or not Complementary Courses from List A and List B can all be
    Computer
   Science courses;
• revise "Note" to read "Students <u>with an appropriate background</u> can substitute …"
Revised program <u>approved</u> with these changes; it will be reported to CGPS for approval.

M.Sc. in Computer Science; Bioinformatics (45 cr.)
<u>SCTP's requested changes</u>:
• revise "Note" to read "Students <u>with an appropriate background</u> can substitute …";
• revise Complementary Courses to read "<u>42</u> credits", and instead of "three 4-credit …" indicate "<u>12 credits</u> of
  4-credit courses …"
Revised program <u>approved</u> with these changes; it will be reported to CGPS for approval.

M.Sc. in Computer Science; Non-Thesis (45 cr.)
<u>SCTP's requested changes</u>:
• revise Required Courses credit weight to read "<u>15</u> credits".
Revised program <u>approved</u> with this change; it will be reported to CGPS for approval.

Department of Geography
SCTP requested proposal forms for Master's options that were omitted, namely:
- Development Studies;
- Gender and Women's Studies; and
- Social Statistics.
SCTP also requested to view the proposals for courses GEOG 631 and GEOG 696.
Secretary's note: As these three options are all M.A. programs, the Department of Geography submitted these proposals to the Faculty of Arts for approval, incorrectly believing that the M.A. programs required Faculty of Arts approval. They should be submitted to SCTP for approval shortly. All Geography program revisions will be reviewed at the next SCTP meeting.

02.05 **OTHER BUSINESS**

(a) TOPIC OF DISCUSSION: Course Deliver Quality Assurance
Professor Ronis queried how the University can be assured of course delivery quality. It was agreed that the responsibility lies with the Chair/Director of the unit that hires sessionals to deliver courses.

(b) Research/Non-Research Programs and Proposal Forms
Ms. Légaré requested an update to her request for a flag on the proposal forms that indicates if a proposal is for a research or non-research program. *Secretary's note*: Enrolment Services will ensure that this is done.

(c) Auditing Courses
The Director of GPS received a query from the Department of Biology concerning auditors in graduate-level courses. McGill does not allow auditing of courses.

(d) Report 3 [one for courses and one for programs] from Enrolment Services [ES] to SCTP were circulated electronically for October 29, 2009. The reports were approved by SCTP – [some proposals required additional information/revisions (see reports)].

The meeting ended at 4:45 pm.