

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, October 20, 2005**, 3:00 p.m. in Room 310 of the James Administration Building.

PRESENT: Jim Brawer, Luc Chouinard, Bob Hebdon, William Hendershot, John Hobbins, Charlotte Légaré, Scott Matter, Morton J. Mendelson (Chair), Cindy Smith (Secretary), Jennifer White

REGRETS: Sylvia Franke, Heather Goad

GUEST: Professor Rosaire Mongrain, Department of Mechanical Engineering

Introductions were made and the Chair welcomed new committee member: Ms. Jennifer White, student representative from SSMU.

03.01 The Agenda was approved with the following addition:

- added to Item 7, Other Business: (c) Minor Changes Report and Program Revisions.

03.02 The draft Minutes from the meeting held October 6, 2005, were approved and revised with the following correction:

- Item 02.06 Other Business, (c) Slot Research Courses for Visiting Students – 05-SCTP-10-09: second sentence revised to suggest that three 500-level courses be proposed by interested faculties – one at 3 credits, one at 6 credits, and one at 12 credits.

The Secretary requested clarification on what was agreed upon for Item 02.06 Other Business, (d) Course Retirements and Requesting Program Revisions. The Chair responded that he would draft scenarios for when retirements would require program revisions and report back to SCTP.

CORRECTION: Program revision to the Certificate in Marketing, approved at SCTP May 6, 2004, indicated the incorrect course number for added Complementary Course; course added should have read “MGCR 382 International Business (3 cr.)” and not “MGCR 384 International Business (3 cr.)”. This correction will be transmitted to APPC.

03.03 **BUSINESS ARISING**

(a) Faculty of Engineering – 04-SCTP-04-40 REVISED
Department of Mining, Metals and Materials Engineering
B.Eng.; Minor in Mining Engineering (24 cr.)

SCTP’s requested changes:

- remove from list of Required Courses: Prerequisites for MIME 291, the information concerning Complementary Courses, and “Total 24 credits”
 - correct errors in course listings; SCTP Secretary will forward details to the contact person
- New program approved with these changes; it will be reported to APPC for approval

It was agreed that a statement be obtained from the Faculty of Engineering concerning their policy regarding their minor programs. The policy issue concerning minors programs will be forwarded to APPC for discussion.

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 approved on behalf of SCTP.

Faculty of Arts

- new course QCST 336 Québec Studies Summer Seminar (6 cr.) [04-SCTP-03-33; March 10, 2005]; proposal for new course FRSL 336 Québec Studies Summer Seminar (6 cr.) submitted at the same meeting was withdrawn.

03.04 **FACULTY OF ENGINEERING – 05-SCTP-10-11**

Department of Biomedical Engineering, Faculty of Medicine

B.Eng.; Minor in Biomedical Engineering (21 cr.)

Professor Mongrain joined the meeting to present the program and answer questions.

SCTP requested:

- revise “Required Introductory Course in Life Sciences (3 cr.)” to read “Complementary Introductory Courses in ... (3-7 cr.)”
- add CHEM 212 [title] (4 cr.) and BIOL 200 [title] (3 cr.) to list of Complementary Introductory Courses in Life Science; indicate as a note at the end of the program layout that “Students who have completed the equivalent of CHEM 212 do not have to replace it.”
- obtain consultations from the Departments of Chemistry and Biology to add their courses to the program
- add the list of Introductory Complementary Courses (3-7 cr.) in each stream
- indicate program credit weight as “21-25 credits”
- correct errors in course listings; SCTP Secretary will forward details to the contact person

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

Department of Mining, Metals and Materials Engineering

MIME 313 Mining Sci and Techno Seminar (1 cr.)

SCTP’s suggested change:

- revise description to read “Review of mining-related technological ... and ground control.”

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

03.05 **FACULTY OF SCIENCE** – 05-SCTP-10-12

Department of Mathematics and Statistics

M.Sc. in Mathematics; Bioinformatics (48 cr.)

SCTP’s requested changes:

- correct program major [box 1.1] to read “Mathematics”
- correct program title for the proposed and existing programs before program layouts
- correct title for Complementary Course BMDE 652 to read “Bioinformatics: Proteomics”

SCTP requested:

- submit revised proposal to SCTP Secretary [cindy.smith@mcgill.ca], quoting document number 05-SCTP-10-12 REVISED

New option approved with these changes; it will be reported to CGPS for approval

Ph.D. in Mathematics; Bioinformatics (0 cr.)

SCTP’s requested changes:

- correct program major [box 1.1] to read “Mathematics”
- correct program title for the proposed and existing programs before program layouts
- revise first sentence in program layout to read “Students will meet ... and Statistics and the following requirements for the option:”
- correct title for Complementary Course BMDE 652 to read “Bioinformatics: Proteomics”

SCTP requested:

- submit revised proposal to SCTP Secretary [cindy.smith@mcgill.ca], quoting document number 05-SCTP-10-12 REVISED

New option approved with these changes; it will be reported to CGPS for approval

03.06 **FACULTY OF ARTS** – 05-SCTP-10-14

Department of History

HIST 383 Eighteenth-Century Britain (3 cr.)

SCTP’s suggested change:

- revise proposed description to read “Cultural ... and social history of Britain ...”

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

HIST 425 European Food History (3 cr.)

New course approved

HIST 478 Pre-modern Chinese Law/Society

SCTP's suggested change:

- revise proposed title to read “Pre-modern Chinese Law&Society”

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

HIST 680 Graduate Colloquium 1 (3 cr.)

SCTP's suggested change:

- rewrite description to be more informative on the topic and omit information on how course is taught; either revise description to read “Selected topics in history and practical issues of professional development” or “Practical issues of professional development”

SCTP requested:

- submit revised proposal to SCTP Secretary [cindy.smith@mcgill.ca]

For expedited approval by SCTP Chair

HIST 681 Graduate Colloquium 2 (3 cr.)

SCTP's suggested change:

- rewrite description to be more informative on the topic and omit information on how course is taught; either revise description to read “Selected topics in history and practical issues of professional development” or “Practical issues of professional development”

SCTP requested:

- submit revised proposal to SCTP Secretary [cindy.smith@mcgill.ca]

For expedited approval by SCTP Chair

Institute of Islamic Studies

ISLA 581 Special Topics 1 (3 cr.)

SCTP's suggested changes:

- revise proposed description to read “Selected topics in Islamic studies”
- move information in box 12 “Course Description” to box 13

SCTP requested:

- submit revised proposal to SCTP Secretary [cindy.smith@mcgill.ca], quoting document number 05-SCTP-10-14 REVISED
- submit course revisions to revise the title for courses ISLA 736, ISLA 749D1/D2, ISLA 789, to read “Special Topics 3”, “Special Topics 4”, “Special Topics 5”, respectively [these proposals must follow the usual approval process: unit => faculty => SCTP]

New course approved with these changes

ISLA 681 Special Topics 2 (3 cr.)

SCTP's suggested changes:

- revise proposed description to read “Selected topics in Islamic studies”
- move information in box 12 “Course Description” to box 13

SCTP requested:

- submit revised proposal to SCTP Secretary [cindy.smith@mcgill.ca], quoting document number 05-SCTP-10-14 REVISED

New course approved with these changes

03.07 **OTHER BUSINESS**

(a) Minor Changes Report – 05-SCTP-10-15

The Secretary reported the following minor changes, which were approved, with requested/suggested changes indicated below. These minor changes will be reported to APPC (and CGPS, if graduate level) for information only.

Faculty of Agricultural and Environmental Sciences

Department of Natural Resource Sciences

M.Sc. in Microbiology (45 cr.);

M.Sc. in Renewable Resources (45 cr.)

SCTP's requested changes: a description revision should be indicated, which is the same as listed for the M.Sc. in

Microbiology; revise Complementary Courses "One 3-credit graduate level course" to read "One 3-credit 500

level or higher course"

Revised program approved with these changes; submit revised form to SCTP Secretary

[cindy.smith@mcgill.ca]

Faculty of Arts

Department of East Asian Studies

B.A.; Major Concentration in East Asian Studies (36 cr.)

SCTP's requested change: revise title for existing Complementary Courses EAST 307 and EAST 308, as they contain the same title, and EAST 491 and EAST 492, as they contain the same title; the four course revision proposals must follow the usual approval process: department => faculty => SCTP;

B.A.; Honours in East Asian Studies (60 cr.).

McGill Centre for Research and Teaching on Women

B.A.; Minor Concentration in Women's Studies (18 cr.);

B.A.; Major Concentration in Women's Studies (36 cr.);

B.A.; Honours in Women's Studies (57 cr.);

B.A.; Joint Honours – Women's Studies Component (57 cr.).

Faculty of Education

Graduate School of Library and Information Studies

GLIS 660 Records Management (3 cr.) – prerequisite;

GLIS 664 Communities of Practice (3 cr.) – prerequisite, corequisite.

Faculty of Engineering

Department of Mechanical Engineering

MECH 292 Design 1 (3 cr.) – prerequisite;

MECH 452 Math Methods in Eng 1 (3 cr.) – retirement;

MECH 552 Advanced Applied Mathematics (3 cr.) – prerequisite;

MECH 562 Advanced Fluid Mechanics (3 cr.) – prerequisite;

MECH 576 Comp Graphics&Geom Modelling (3 cr.) – prerequisites.

Faculty of Science

Department of Anatomy and Cell Biology, Faculty of Medicine

B.Sc.; Faculty Program in Anatomy and Cell Biology (57 cr.);

B.Sc.; Major in Anatomy and Cell Biology (67 cr.);

B.Sc.; Honours in Anatomy and Cell Biology (73 cr.);

ANAT 321 Circuitry of the Human Brain (3 cr.) – restriction;

ANAT 322 Neuroendocrinology (3 cr.) – prerequisites.

Department of Psychology

B.Sc.; Faculty Program in Psychology (54 cr.);

PSYC 352 Cognitive Psychology Lab (3 cr.) – title, description, corequisite.

Department of Biology

BIOL 416 Genetics of Mammalian Devel. (3 cr.) – number [from BIOL 516], restriction; **NOTE TO ARR: revisions should be made to pp. 324 and 325 of the 2005-2006 UG Calendar;**

BIOL 516 Genetics of Mammalian Devel. (3 cr.) – retirement.

(b) Websites Referred to in the 2005-2006 Undergraduate Calendar – 05-SCTP-10-13

This item was deferred until the next meeting.

(c) Minor Changes Report and Program Revisions

The SCTP Secretary was requested to scan and distribute minor program revision proposals' side-by-side comparisons [and page that contains program description, if being revised] to members when circulating the minor changes report. The Chair will verify with APPC whether they want to see all program revisions listed in the SCTP meeting report to APPC.

The meeting ended at 4:20 pm.