

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, April 7, 2005** at 3:00 p.m. in Room 310 of the James Administration Building.

PRESENT: Jim Brawer, Martha Crago (Chair), Sam Drury, William Hendershot, Amanda Jager, Charlotte Légaré, Scott Matter, Cindy Smith (Secretary)

REGRETS: Heather Goad

GUESTS: Professor Jan Jorgensen, Faculty of Management
Mr. Peter Barry, McGill School of Environment
Professor Brian Lewis, Faculty of Arts
Professor Karin Bauer, Faculty of Arts

11.01 The Agenda was approved with the following change:

- added under Regular Business – Report from the Faculty of Engineering [04-SCTP-04-39].

11.02 The Minutes from the meeting of March 10, 2005 were approved with the following changes:

- page 4, item 10.07, Faculty of Medicine [04-SCTP-03-34] – INDS 304 credit weight should read “4 cr.”;
- page 7, item 10.08, Faculty of Engineering [04-SCTP-03-35] – ARCH 377 credit weight should read “3 cr.” and the first point under course revisions should read “credit weight increase from 2 cr.”; ARCH 550 should have included the following revision: “credit weight revision”, as the consolidation was of two 3-credit courses;
- page 11, item 10.09, Other Business, (a) Minor Changes, Faculty of Medicine – NUR1 233 should not be indicated as title change and the correct title should read “Promoting Young Family Dvlpmnt”.

It was noted that out of all the revised Hispanic Studies graduate courses that revised the titles [pp. 8-10], only 12 have activity. It was queried if five courses on each topic were necessary. It was requested that the Department of Hispanic Studies consider retiring some of the obsolete courses.

11.03 **BUSINESS ARISING**

(a) Faculty of Management – 04-SCTP-02-28 REVISED

Ph.D. in Management (0 cr.)

Professor Jorgensen joined the meeting to further explain the revisions to the program [also known as the Joint Ph.D. in Administration program]. He explained that the changes reflect how the direction of the program has evolved. There are four institutions involved with this program: McGill University, Concordia University, H.E.C., and UQAM. All four institutions coordinate admissions and program requirements, with the four directors reviewing each student’s transcript. The Faculty of Management at McGill does not have a thesis Master’s program and this is the main reason for the more than usual number of courses in this program. In response to a query, Professor Jorgensen indicated that the coursework for the program could be completed in three semesters. SCTP noted with the large number of courses that students need to take with the substantial thesis required, this may prolong the program completion time and it is a serious issue that needs to be reconsidered by the four institutions. It was also noted that H.E.C. and UQAM fold the research paper course into their comprehensive examination course. It was suggested that during the program review process, currently underway at McGill, the Faculty consider offering the program on their own and that new professorial hires also be considered. SCTP thanked Professor Jorgensen for attending.

Revised program approved even though it is aberrant; it will be forwarded to CGPS for discussion

MGMT 708 General Research Methods (3 cr.)

SCTP’s suggested changes:

- indicate Seminar as Schedule Type [box 10]
- revise description to read “Developing a research topic”

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

INSY 706 IT Acceptance and Usage (3 cr.)

SCTP's suggested change:

- indicate Seminar as Schedule Type [box 10]

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

MRKT 707 Multilevel Modelling (3 cr.)

SCTP's suggested change:

- indicate Seminar as Schedule Type [box 10]

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

ORGB 706 Group Behaviour and Processes (3 cr.)

SCTP's suggested change:

- indicate Seminar as Schedule Type [box 10]

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

(b) Spanned Courses Update

Dr. Crago apprised SCTP of the discussion that ensued at a recent meeting of the Banner SIS Executive concerning spanned courses. At the meeting, it was agreed that those directly involved with solving this issue will investigate further into how other universities that use SCT Banner handle year-long courses. Meanwhile, efforts to solve the issue at the technical level will continue at McGill.

11.04 **FACULTY OF EDUCATION** – 04-SCTP-04-36

Graduate School of Library and Information Studies

GLIS 673 Bioinformatics (3 cr.)

SCTP's suggested change:

- revise title to read “Bioinformatics in L.I.S.”

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

GLIS 679 Information Literacy (3 cr.)

New course approved

GLIS 701 Comprehensive Examination (0 cr.)

SCTP's suggested change:

- revise description to read “Defence of a comprehensive research proposal”

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

11.05 **FACULTY OF ARTS** – 04-SCTP-04-38

Sexual Diversity Studies

B.A.; Minor Concentration in Sexual Diversity Studies (18 cr.)

New program consists of 3 credits of Required Courses and 15 credits of Complementary Courses. Professor Lewis

joined the meeting to discuss this new minor concentration proposal. He explained that the motivation behind this proposal is the new research and teaching currently being conducted in this area within the Faculty of Arts. Students would focus on the diverse area. Some of the Complementary Courses will be offered every year, while others will be offered in alternating years. Professor Lewis noted that Complementary Course ISLA 385 is being removed from the list of courses. A Steering Committee within the Faculty will oversee the program, while the Area Studies Office will oversee the administrative aspects of this program [because no formal unit on Sexual Diversity Studies currently exists]. In response to a query in regards to concern on structuring the program, Professor Lewis indicated that at this time it is not possible because there are not enough Complementary Courses at various levels and that some of the courses are offered in alternating years. SCTP thanked Professor Lewis for

his participation in the discussion.

SCTP requested:

- consultation from the Department of Psychology [forwarded to SCTP Secretary (cindy.smith@mcgill.ca) quoting document number 04-SCTP-04-38
 - correct course number for ENGL 439, as it should read “ENGL 493”
 - remove ISLA 385 from list of Complementary Courses
 - verify course titles using Banner, as some titles are not correct [examples: MUAR 374, RELG 339, RELG 356]
- New program approved with these changes; it will be reported to APPC for approval once the requested changes are received (forward revised program layout to SCTP Secretary [cindy.smith@mcgill.ca], quoting document number 04-SCTP-04-38)

SDST 250 Intro: Sexual Diversity St (3 cr.) [**NOTE TO ARR: New subject code**]

New course approved

Departments of English, French Language and Literature, German Studies, Hispanic Studies, Italian Studies, Russian and Slavic Studies

B.A.; Minor Concentration in European Literature and Cultures (18 cr.)

New program consists of 18 credits of Complementary Courses. Professor Bauer joined the meeting to briefly explain the new minor concentration proposal. The motivation for this proposal is to have closer collaboration between the literature and language departments within the Faculty. The aim is to offer students the opportunity to gain broad insight into European literature and culture. The idea of developing a capstone course was discussed, but

it was unclear as to which department would finance/offer it. SCTP noted that it is important to clearly indicate that students that are competent speakers of a language require instructor’s approval when taking courses in their native language. SCTP thanked Professor Bauer for attending.

SCTP requested:

- remove “Required Courses (18 credits)”, as none exist for this program
- update list of Complementary Courses, as per Professor Bauer’s comment that the list needs to be updated
- indicate credit weight for all courses
- use Arabic numerals [example: 1, 2, 3] for all course titles, instead of Roman numerals

New program approved with these changes; it will be reported to APPC for approval once the requested changes are received (forward revised program layout to SCTP Secretary [cindy.smith@mcgill.ca], quoting document number 04-SCTP-04-38)

McGill School of Environment

Mr. Barry joined the meeting. He explained that program revision maintenance is done annually by the McGill School of Environment (MSE) to update and refresh programs when new courses are available to add to the program

and to revise courses appropriately. Two stream domains in the Faculty of Science are being retired, because domains are not recognized in Banner, and four new programs will be proposed that appear the same. The new Honours proposals add 6 credits of coursework to the final year and the GPA is increased.

The following new program proposals were approved; they will be reported to APPC for approval:

B.A. & Sc.; Faculty Program in Environment (54 cr.) – consisted of 18 credits of Required Courses and 36 credits of Complementary Courses;

B.A. & Sc.; Honours in Environment (60 cr.) – consisted of 24 credits of Required Courses and 36 credits of Complementary Courses;

B.A.; Honours in Environment (60 cr.) – consisted of 24 credits of Required Courses, 3 credits of Complementary

Course, and 33 credits of Required and Complementary Courses of domain standard program;

B.Sc.; Major in Environment; Ecological Determinants of Health – Population (63 cr.) – consisted of 18 credits of Core Required Courses, 3 credits of Core Complementary Course, 6 credits of Domain Required

Courses, 36 credits of Domain Complementary Courses; SCTP requested: remove course EPIB 637 from list of

Immunology and Infectious Disease Complementary Courses;

B.Sc.; Major in Environment; Ecological Determinants of Health – Cellular (63 cr.) - consisted of 18 credits of Core Required Courses, 3 credits of Core Complementary Course, 6 credits of Domain Required Courses, 36 credits of Domain Complementary Courses;

B.Sc.; Major in Environment; Water Environments and Ecosystems - Biological (57 cr.) - consisted of 18 credits of Core Required Courses, 3 credits of Core Complementary Course, 3 credits of Domain Required Course, 33 credits of Domain Complementary Courses;

B.Sc.; Major in Environment; Water Environments and Ecosystems – Physical (60 cr.) - consisted of 18 credits of Core Required Courses, 3 credits of Core Complementary Course, 9 credits of Domain Required Courses, 30 credits of Domain Complementary Courses;

B.Sc.; Honours in Environment (63-72 cr.) – consisted of 24 credits of Core Required Courses, 3 credits of Core Complementary Course, and 36-45 credits of Required and Complementary Courses, depending on domain;

B.Sc.(Ag.Env.Sc.); Major in Environment; Ecological Determinants of Health – Population (63 cr.) – consisted of 18 credits of Core Required Courses, 3 credits of Core Complementary Course, 6 credits of Domain Required Courses, 36 credits of Domain Complementary Courses; SCTP requested: remove course EPIB 637 from

list of Immunology and Infectious Disease Complementary Courses;

B.Sc.(Ag.Env.Sc.); Major in Environment; Ecological Determinants of Health – Cellular (63 cr.) – consisted of 18 credits of Core Required Courses, 3 credits of Core Complementary Course, 6 credits of Domain Required Courses, 36 credits of Domain Complementary Courses;

B.Sc.(Ag.Env.Sc.); Major in Environment; Water Environments and Ecosystems – Physical (60 cr.) – consisted of 18 credits of Core Required Courses, 3 credits of Core Complementary Course, 9 credits of Domain Required Courses, 30 credits of Domain Complementary Courses;

B.Sc.(Ag.Env.Sc.); Major in Environment; Water Environments and Ecosystems – Biological (57 cr.) – consisted of 18 credits of Core Required Courses, 3 credits of Core Complementary Course, 3 credits of Domain Required Course, 33 credits of Domain Complementary Courses;

B.Sc.(Ag.Env.Sc.); Honours in Environment (63-66 cr.) - consisted of 24 credits of Core Required Courses, 3 credits of Core Complementary Course, and 36-42 credits of Required and Complementary Courses, depending on domain;

ENVR 490 Independ. Study in Environment (3 cr.)

SCTP's suggested change:

- revise title to include the word “in”, as indicated in box 8, as it fits 30-character maximum
- New course approved

ENVR 491 Independ. Proj. in Environment (1 cr.)

- revise title to include the word “in”, as indicated in box 8, as it fits 30-character maximum
- New course approved

ENVR 495D1/ID2, N1/N2 Honours Research (6 cr.)

SCTP's suggested change:

- revise proposed description to read: “Preparation of an honour's thesis”
- New course approved with this change

ENVR 496 Honours Research Part 1 (3 cr.)

SCTP's suggested change:

- revise proposed description to read: “Preparation of an honour's thesis”
- New course approved with this change

ENVR 497 Honours Research Part 2 (3 cr.)

SCTP's suggested change:

- revise proposed description to read: “Continuation of the preparation of an honour’s thesis”
New course approved with this change

11.06 FACULTY OF ENGINEERING – 04-SCTP-04-39

Department of Biomedical Engineering

BMDE 506 Molecular Biology Techniques (3 cr.)

This course was submitted to SCTP by the Faculty of Medicine for the March 10/05 meeting, but could not be formally approved until it was reviewed and approved by the Faculty of Engineering [administering faculty] and submitted to SCTP for approval.

SCTP’s requested change:

- remove from title in box 8 “for Physical Scientists” as words may not be added to title in box 6
New course approved with this change

11.07 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 as submitted (with an exception from the Faculty of Agricultural and Environmental Sciences, two exceptions from the Faculty of Arts, and some suggested/requested changes – see 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 Agricultural Economics

M.Sc. in Agricultural Economics (46 cr.)

SCTP’s requested changes:

- revise a) to read “Two 3 credit courses, at the 500- or 600-level, in economic theory” and it should be listed under “Complementary Courses (18 credits)” with a specific list of most-often used courses [this information is needed for degree audit purposes]
- revise b) to read “One 3 credit course, at the 500- or 600-level, in quantitative methods” and it should be listed under “Complementary Courses (18 credits)”
- revise c) to read “Three 3-credit courses, at the 500- or 600-level, at least one in ...”
- Required Courses (28 cr.) should list AGECE 690 and AGECE 691-695
- revise last paragraph in the Rationale to read “We follow ... to GPGS as soon as course work is completed. We will ...”

Submit revised layout to SCTP Secretary [cindy.smith@mcgill.ca]; for expedited approval by SCTP Chair

Department of Animal Science

B.Sc.(Ag.Env.Sc.); Major in Animal Science (90 cr.);

B.Sc.(Ag.Env.Sc.); Major in Animal Biology (90 cr.);

ANSC 495 Seminar 1 (1 cr.) – first half of split of spanned course ANSC 495D1/D2 (2 cr.), title, restriction;
SCTP’s suggested change: revise existing description to simply read: “Preparation, presentation and discussion of critical reviews”;

ANSC 496 Seminar 2 (1 cr.) – second half of split of spanned course ANSC 495D1/D2 (2 cr.); SCTP requested: confirmation whether ANSC 495 should be prerequisite.

Faculty of Arts

Department of Psychology

B.A.; Minor Concentration in Behavioural Science (18 cr.); SCTP requested: use Canadian spelling of “Behavioural” in program title [to be consistent with what is in the Calendar]; also, Administering Faculty for the B.A. program should be indicated as “Arts” and not “Science”;

B.A.; Major Concentration in Psychology (36 cr.); SCTP requested: Administering Faculty for the B.A. program should be indicated as “Arts” and not “Science”.

Department of Geography

B.A.; Honours in Geography (60 cr.); SCTP requested: revise Effective Term of Implementation to read “200509”; also, Administering Faculty for the B.A. program should be indicated as “Arts” and not “Science/Arts”;

B.A.; Joint Honours – Geography Component (36 cr.); SCTP requested: revise Effective Term of Implementation to read “200509”; also, Administering Faculty for the B.A. program should be indicated as “Arts” and not “Science/Arts”.

Department of Anthropology

B.A.; Honours in Anthropology (60 cr.); SCTP requested: program layout should be consistent with other programs by listing courses under the following headings: Required Courses (# cr.), Complementary Courses (# cr.), and Elective Courses (# cr.); revised program revision to be reviewed and expedited approval by SCTP;

B.A.; Joint Honours – Anthropology Component (36 cr.); SCTP requested: program layout should be consistent with other programs by listing courses under the following headings: Required Courses (# cr.), Complementary Courses (# cr.), and Elective Courses (# cr.); revised program revision to be reviewed and expedited approval by SCTP;

McGill School of Environment

B.Sc.; Major in Environment; Atmospheric Environ and Air Qlty (60 cr.);

B.Sc.; Major in Environment; Earth Science and Economics (66 cr.);

B.Sc.; Major in Environment; Biodiversity and Conservation (63 cr.);

B.Sc.; Major in Environment; Environmetrics (63 cr.);

B.Sc.; Major in Environment; Food Production & Environment (63 cr.);

B.Sc.; Major in Environment; Land Surf Proc & Envir Chnge (63 cr.);

B.Sc.; Major in Environment; Renewable Resource Mgmt (63 cr.);

B.Sc.; Major in Environment; Ecol Determinants of Health – Population Stream (63 cr.)

Program revision:

- retirement;

B.Sc.; Major in Environment; Ecol Determinants of Health – Cellular Stream (63 cr.)

Program revision:

- retirement;

B.Sc.; Major in Environment; Water Environment & Ecosystems – Biological Stream (60 cr.)

Program revision:

- retirement;

B.Sc.; Major in Environment; Water Environment & Ecosystems – Physical Stream (60 cr.)

Program revision

- retirement;

B.Sc.(Ag.Env.Sc.); Major in Environment; Biodiversity and Conservation (63 cr.);

B.Sc.(Ag.Env.Sc.); Major in Environment; Environmetrics (63 cr.);

B.Sc.(Ag.Env.Sc.); Major in Environment; Food Production & Environment (63 cr.);

B.Sc.(Ag.Env.Sc.); Major in Environment; Land Surf Proc & Envir Change (63 cr.);

B.Sc.(Ag.Env.Sc.); Major in Environment; Renewable Resource Mgmt (63 cr.);

B.Sc.(Ag.Env.Sc.); Major in Environment; Ecol Determinants of Health – Population Stream (63 cr.)

Program revision:

- retirement;

B.Sc.(Ag.Env.Sc.); Major in Environment; Ecol Determinants of Health – Cellular Stream (63 cr.)

Program revision:

- retirement;

B.Sc.(Ag.Env.Sc.); Major in Environment; Water Environment & Ecosystems – Physical Stream (60 cr.)

Program revision:

- retirement;

B.Sc.(Ag.Env.Sc.); Major in Environment; Water Environment & Ecosystems – Biological Stream (57 cr.)

Program revision:

- retirement;

ENVR 540 Ecology of Species Invasions (3 cr.) – prerequisite, description.

Department of Art History and Communication Studies

ARTH 340 Arch & Urban: Late Middle Ages (3 cr.) – title, description; SCTP requested: the Department obtain a consultation from the Schools of Architecture and Urban Planning; forward consultations to SCTP Secretary [cindy.smith@mcgill.ca]; for expedited approval by SCTP Chair

Faculty of Education

Department of Integrated Studies in Education

EDSL 629 Second Language Assessment (3 cr.) – title, description; SCTP requested: additional words in box 13 title that do not appear in box 12 be removed, as words may not be added to the title in box 12.

Graduate School of Library and Information Studies

M.L.I.S. (48 cr.);

GLIS 616 Information Retrieval (3 cr.) – title, description, prerequisite;

GLIS 617 Information System Design (3 cr.) – description;

GLIS 634 Web System Design & Management (3 cr.) – prerequisites;

GLIS 636 Government Information (3 cr.) – prerequisites;

GLIS 637 Sci. & Technical Information (3 cr.) – title, prerequisites;

GLIS 638 Business Information (3 cr.) – corequisites;

GLIS 646 Research Project (12 cr.) – prerequisite;

GLIS 647 Independent Study (6 cr.) – prerequisite;

GLIS 651 Humanities & Soc. Sci. Info. (3 cr.) – prerequisites;

GLIS 655 Language and Information (3 cr.) – prerequisite;

GLIS 661 Knowledge Management (3 cr.) – prerequisite, corequisite;

GLIS 663 Knowledge Taxonomies (3 cr.) – prerequisites;

GLIS 671 Health Sciences Information (3 cr.) – prerequisites;

GLIS 672 Law Information (3 cr.) – prerequisites;

GLIS 689 Selected Topics (3 cr.) – title, prerequisite;

GLIS 699 Practicum (3 cr.) – title.

Faculty of Science

Department of Physiology

B.Sc.; Faculty Program in Physiology (55 cr.);

B.Sc.; Major in Physiology (64-65 cr.);

B.Sc.; Honours in Physiology (75 cr.);

B.Sc.; Joint Major in Physiology and Physics (80 cr.);

B.Sc.; Joint Major in Physiology and Mathematics (77 cr.);

B.A. & Sc.; Major Concentration in Biomedical Sciences (36 cr.).

The meeting ended at 5:05 pm.