

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, February 10, 2005** at 3:00 p.m. in Room 310 of the James Administration Building.

**PRESENT:** Jim Brawer, Luc Chouinard, Martha Crago (Chair), Sam Drury, Heather Goad, Amanda Jager, Charlotte Légaré, Scott Matter, Cindy Smith (Secretary)

**REGRETS:** William Hendershot

09.01 The Agenda was approved with the following addition:

- under Business Arising: Report from the Faculty of Science [04-SCTP-01-20].

09.02 The Notes from the Electronic Review held January 27, 2005 were approved with the following change:

- Item 08.03, Faculty of Education – 04-SCTP-01-26, new courses EDFE 255 2nd Yr Field Experience (TESL) (3 cr.) and EDSL 315 3rd Year Professional Seminar (2 cr.) – “Pass” should be indicated as the passing score for the prerequisite.

**CORRECTION:** For the January 13, 2005 SCTP meeting, the Faculty of Science reported a program credit weight decrease for the **B.Sc.; Joint Honours in Physics and Chemistry** (77 cr.) [see item 07.04, report number 04-SCTP-01-20, page 3, Department of Physics]. In the program side-by-side comparison on the proposal form, the current program was incorrectly listed with 29 credits of U2 Required Courses [whereas the 2004-2005 Undergraduate Calendar indicates 26 credits of U2 Required Courses]. The main program revision consisted of removing PHYS 253 from the list of U2 Required Courses, but the original program approved by Senate in May 2002 did not contain this course, nor have there been any program revisions since to add this course to this list. All parties involved [Josie D’Amico, on behalf of Faculty of Science; Marjorie Russell, on behalf of Calendar Office; and Cindy Smith, on behalf of SCTP] agree that it is just an editorial correction that needs to be done to the Calendar. Therefore, PHYS 253 has been deleted from the list of U2 Required Courses, the U2 Required Courses credit weight remains at 26 credits, and the program credit weight remains at 80 credits. The program revision approved at the January 13, 2005 meeting has been withdrawn.

**CORRECTION:** Program revision to **M.Sc.(A.) in Nursing** (48-60 cr.), Item 01.06 Minor Changes, Faculty of Medicine, approved September 9, 2004 – revision to the description of which students take which Complementary Courses was omitted and should have read: “30 cr. for NBE students (Nurse Practitioner)” and “18 cr. for NBE students (other interest areas)”.

#### 09.03 **BUSINESS ARISING**

(a) Faculty of Agricultural and Environmental Sciences – 04-SCTP-10-01

**Graduate Certificate in Bioresource Engineering; IWRM** (15 cr.)

**M.Sc. in Bioresource Engineering; Non-Thesis – IWRM** (45 cr.)

Existing program layout of the M.Sc. in Bioresource Engineering (46 cr.) reviewed.

New programs approved; they will be reported to CGPS for approval

(b) Spanned Courses

Dr. Crago explained that she received justifications from various departments within the Faculty of Arts as to why spanned courses are important. She reiterated the main issue concerning year-long courses is that Banner handles them quite awkwardly and the financial implication of updating the “work around” is a significant burden to the University, i.e., resources spent to correct this could be advantageously spent elsewhere. Academically, spanned courses are not desirable because if a student needs to take a leave from their studies during the second semester of a spanned course, then the whole year-long course is lost. Some possible solutions discussed consisted of:

- pass/fail for first half of a split spanned course is not feasible because this would affect students’ GPA;
- grade of “HH” is not feasible for first half of split spanned course because this mark is reserved for project and comprehensive examination courses;
- grade of “IP” [in progress] is reserved for graduate thesis courses; if this grade is to be used for other

courses, the impact this may have on Master's thesis courses would need to be examined.

The committee suggested that the idea of using the grade of "IP" [or something similar] would be the best solution, which could be used for such courses as Honours thesis courses, language courses, seminars. A new grade of "OP" or "OG" [ongoing progress] would be a feasible solution. Therefore, it was agreed that Dr. Crago would bring this proposed solution to the next SIS Executive meeting.

Professor Hendershot was unable to attend this meeting, but he queried if SCTP discussed the possible solution of using a mark of "NA", as was suggested in his document "Proposed Alternative to Using Spanned Courses". This document was also reviewed at the January 13, 2005 meeting. The relevant paragraph reads as follows:

*"At the end of the first semester of work, the student would receive a mark of NA (mark not available). When part 2 was finished then the same mark would be given for both parts 1 and 2. If the student failed to finish part 2 they could be given a mark of F for both parts of the course. The mark for part 1 would have to be put into the system manually, but the people in the FAES Student Affairs Office feel this is still less work than dealing with problems that now arise from D1/D2 courses. There are no restrictions on how long a mark of NA can stay on the system, allowing the student and instructor more freedom to make satisfactory arrangements for completion of the second part of the course."*

(c) Faculty of Science – 04-SCTP-01-20

Department of Psychology

PSYC 380D1/D2 Honours Research Project Sem (9 cr.)

Consultation received from Professor Glyne Piggott, Chair of the Curriculum Committee – Faculty of Arts, indicated that the Faculty of Arts did not object to the revisions proposed for this course. SCTP felt that a 9-credit Honours project seemed high, and the aim should be equality across both components of a joint honours program. SCTP suggested that the issue be reviewed during the program review process.

Revised course approved

**B.Sc.; Honours in Psychology** (60 cr.)

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

[Minor Changes; January 13, 2005]

**B.Sc.; Major in Psychology** (54 cr.)

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

*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

- revised course RUSS 460 Russian Novel 1860-1900 1 (3 cr.) [Minor Changes; November 25, 2004] – proposed description revised to differentiate from RUSS 461;
- revised course RUSS 461 Russian Novel 1860-1900 2 (3 cr.) [Minor Changes; November 25, 2004] – proposed description revised to differentiate from RUSS 460.

09.04 **FACULTY OF ARTS** – 04-SCTP-02-27

Department of Anthropology

ANTH 309 Prehistory of Northern Europe (3 cr.)

SCTP requested:

- consultation from the Department of History

*Secretary's note:* Consultation received – no objections.

New course approved

ANTH 319 Inka Arch. & Ethnohistory (3 cr.)

New course approved

Department of Political Science  
POLI 474 Inequality and Development (3 cr.)  
New course approved

POLI 633 Southeast Asian Politics (3 cr.)  
New course approved

09.05 **FACULTY OF MANAGEMENT – 04-SCTP-02-28**

**Ph.D. in Management** (0 cr.)

Program revisions.

SCTP requested:

- explanation why MGMT 720 Research Paper added to list of Required Courses when there is a thesis
- reduce course work to four or five courses [maximum six courses], as 24 credits of course work is too high; consider deleting courses MGMT 706, MGMT 720 or reduce the number of Elective Courses credit weight

SCTP's requested changes:

- Required Course MGMT 706 should read: "MGMT 706 ... OR equivalent approved graduate-level course ..."
- Required Course MGMT 707 should read: "MGMT 707 ... OR equivalent approved graduate-level course ..."
- revise "minimum of 4 courses/seminars" paragraph to read: "The program requires completion of a minimum of 4 graduate-level courses/seminars ..."
- revise "minimum of 2 courses/seminars" paragraph to read: "The program requires completion of a minimum of 2 graduate-level courses/seminars ... advisory committee (6 credits)" – delete last sentence

SCTP suggested:

- Professor Jan Jorgensen attend SCTP when the program revisions are resubmitted for review

Revised program revisions to be reviewed by SCTP [quoting document number 04-SCTP-02-28 REVISED; original plus nine copies to be submitted]

Review of the following new courses was deferred until revised Ph.D. in Management is reviewed at SCTP:  
MGMT 708 General Research Methods (3 cr.);  
MRKT 707 Multilevel Modelling (3 cr.);  
ORGB 706 Group Behaviour and Processes (3 cr.)

INSY 706 IT Acceptance and Usage (3 cr.)

SCTP requested:

- indicate 3 hrs/wk of Seminar as Schedule Type

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

09.06 **FACULTY OF MEDICINE – 04-SCTP-02-29**

Department of Anatomy and Cell Biology

**M.Sc. in Anatomy and Cell Biology; Human Systems Biology Track** (48 cr.)

SCTP requested:

- clarification whether the proposal is a program revision or a new "Human Systems Biology" option, as Rationale indicates "The new Anatomy and Cell Biology track in Human Systems Biology ..." and yet the proposal is submitted on a program revision form
- delete from box 1.4 Category "Major Concentration" and "Other" – Program Revision
- correct listing of existing M.Sc. in Anatomy and Cell Biology [consult Graduate and Postdoctoral Studies Office if necessary]
- remove "Track" as this is not terminology used at the University
- correct course number for D2 version of ANAT 690 under Required Courses – Track A & B
- use Arabic numerals in course titles and not Roman numerals

SCTP suggested:

- submit as program revision to the M.Sc. in Anatomy and Cell Biology program and list Complementary Courses with separate headings and consider them as separate streams [i.e., advise students which courses to take if they desire to focus on a specific area of specialization]
  - consult SCTP Chair/Secretary for example of how to present program revision
- For review by SCTP [quoting document number 04-SCTP-02-29 REVISED; original + nine copies]

**Ph.D. in Anatomy and Cell Biology; Human Systems Biology Track (0 cr.)**

SCTP requested:

- clarification whether the proposal is a program revision or a new “Human Systems Biology” option, as Rationale indicates “The new Anatomy and Cell Biology track in Human Systems Biology ...” and yet the proposal is submitted on a program revision form
- delete from box 1.4 Category “Major Concentration” and “Other” – Program Revision
- remove “Track” as this is not terminology used at the University
- use Arabic numerals in course titles and not Roman numerals

SCTP suggested:

- submit as program revision to the Ph.D. in Anatomy and Cell Biology and list Complementary Courses with separate headings and consider them as separate streams [i.e., advise students which courses to take if they desire to focus on a specific area of specialization]
  - consult SCTP Chair/Secretary for example of how to present program revision
- For review by SCTP [quoting document number 04-SCTP-02-29 REVISED; original + nine copies]

Department of Epidemiology and Biostatistics

**Ph.D. in Epidemiology and Biostatistics (0 cr.)**

SCTP requested:

- box 2.0 should read “Graduate Studies”
- box 1.1 should read “Epidemiology and Biostatistics”
- box 4.0 should read “0 cr.”, as Ph.D. programs at McGill are zero counting
- correct the existing program layout, as EPIB 604 is not listed as part of the existing program
- underline revisions in “Proposed program” column
- forward revised page 1 of proposal to SCTP Secretary [cindy.smith@mcgill.ca]

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

EPIB 613 Intro Computational Stats Epid (1 cr.)

SCTP’s suggested changes:

- remove from box 8 the word “for” as words may not be added to title that appears in box 6
- remove from prerequisite “or permission of instructor”
- revise proposed description to read: “Introduction to ... with reference to other packages”

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

EPIB 634 Data Analysis Computer Lab (1 cr.)

SCTP’s suggested changes:

- delete I from title, as the program revision and course outline do not indicate the course as “Data Analysis I Comp Lab” and spell out the word “Comp”
- revise proposed description to read: “Computer lab for ... such as SAS”; last sentence is deleted because it is information for the course outline, not the description

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

EPIB 702 PhD Proposal (0 cr.)

SCTP’s suggested change:

- revise proposed description to read: “Essential skills for thesis writing and defence, including essential elements of research protocols, formulation of research objectives, the design, and strategies”

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

Department of Human Genetics

HGEN 695 Psychiatric Genetics (3 cr.)

SCTP's requested change:

- indicate Effective Term of Implementation as “200509”

SCTP's suggested change:

- revise proposed description to read: “A seminar on current knowledge in the field of complex trait genetics as it applies to psychiatric disease”

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

Department of Physiology

PHGY 603 Systems Biology and Biophysics (3 cr.)

SCTP's requested change:

- revise Effective Term of Implementation to read “200509”

SCTP's suggested change:

- delete last sentence, “Students will be expected to present a term paper, give a seminar, and participate in class discussion”, from proposed description as it is information for the course outline

Verification received from Professor Swain that a current program will not be affected by this course, but rather a new option being proposed in the near future will be affected.

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

#### 09.07 **FACULTY OF SCIENCE – 04-SCTP-02-30**

With Faculty of Arts

School of Computer Science and Departments of Linguistics, Philosophy, Physiology, Psychology

COGS 401 Research Cognitive Science 1 (6 cr.)

New course approved

**NOTICE TO ARR:** Newly-proposed Subject Code COGS to be approved by ARR.

COGS 402 Research Cognitive Science 2 (6 cr.)

New course approved

**NOTICE TO ARR:** Newly-proposed Subject Code COGS to be approved by ARR.

#### 09.08 **OTHER BUSINESS**

(a) Minor Changes

The Secretary reported the following minor changes from the Faculties of Arts, Education, Management, Medicine, and Science, which were approved as submitted. These minor changes will be reported to APPC (and CGPS, if graduate level) for information only.

Faculty of Arts

Department of Political Science

**B.A.; Minor Concentration in Political Science** (18 cr.);

**B.A.; Minor Concentration in Comparative Politics** (18 cr.).

Department of Anthropology

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

**B.A.; Major Concentration in Anthropology** (36 cr.).

Faculty of Education

Department of Kinesiology and Physical Education

EDKP 250 Practicum 1 (3 cr.) – corequisite;

EDKP 342 Phys Ed Methods (3 cr.) – prerequisite.

Faculty of Management

INDR 705 PhD Seminar in Mgmt & Econ (3 cr.) – retirement;  
INSY 615 Computers for Policy Analysis (3 cr.) – retirement;  
INSY 631 Management Information Systems (3 cr.) – retirement;  
INSY 634 Implementation of a DSS (3 cr.) – retirement;  
INSY 705, D1/D2 Seminar in Information Systems (3 cr.) – retirement;  
MGMT 673 Business Statistics (3 cr.) – retirement;  
MGMT 686 Intro to Intl Business (3 cr.) – retirement;  
MGMT 690, D1/D2 Topics: Intl Business (3 cr.) – retirement;  
MGMT 701 Comprehensive Examination (0 cr.) – credit weight decrease from 3 cr.;  
MGMT 704 Fundamentals of Admin Thought (3 cr.) – retirement;  
MGMT 720 Research Paper (3 cr.) – title, description;  
MGSC 702 Operations Management Seminar (3 cr.) – description;  
MGSC 704 Business Survey Methods (3 cr.) – retirement;  
FINE 638 Financial Mgmt for Policy (3 cr.) – retirement;  
FINE 640 Urban Land Economics (3 cr.) – retirement;  
FINE 641 Finance 1 (3 cr.) – retirement;  
FINE 642 Mortgage Finance (3 cr.) – retirement;  
FINE 643 Real Estate Investment (3 cr.) – retirement;  
FINE 644 Cdn Financial Institutions (3 cr.) – retirement;  
FINE 650 Finance 2 (3 cr.) – retirement;  
FINE 676 International Financial Mgmt (3 cr.) – retirement;  
MGPO 631, D1/D2 Management Policy (4 cr.) – retirement;  
MGPO 632 Mgmt in the Public Sector (3 cr.) – retirement;  
MGPO 634 Managerial Decision Making (3 cr.) – retirement;  
MGPO 661, D1/D2 Management Policy (4 cr.) – retirement;  
MGPO 668, D1/D2 Consulting Seminar (3 cr.) – retirement;  
MGPO 671 Applied Corporate Strategy (3 cr.) – retirement;  
MGPO 678 Simulation (3 cr.) – retirement;  
MGPO 680 Strategy, Commitment & Choice (3 cr.) – retirement.

Faculty of Medicine

School of Nursing

**B.N.** (81 cr.).

Department of Epidemiology and Biostatistics

**M.Sc. in Epidemiology and Biostatistics** (48 cr.);

**M.Sc. in Epidemiology and Biostatistics; Non-Thesis** (48 cr.);

EPIB 601 MSc Non-Thesis Compreh Exam (5 cr.) – retirement.

Department of Pharmacology and Therapeutics

PHAR 602, D1/D2 Principles of Pharmacology (3 cr.) – retirement;

PHAR 603 Drug Discovery and Development (6 cr.) – retirement;

PHAR 604 Research Project 1 (9 cr.) – retirement;

PHAR 605 Research Project 2 (9 cr.) – retirement.

Faculty of Science

With the Faculty of Arts

**B.A. & Sc.; Faculty Program in Cognitive Science** (54 cr.).

The meeting ended at 4:15 pm.