

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, October 21, 2004** at 3:00 p.m. in Room 310 of the James Administration Building.

PRESENT: Jim Brawer, Luc Chouinard, Martha Crago (Chair), Sam Drury (Acting Chair as of 16:30), William Hendershot, Charlotte Légaré, Scott Matter, Max Reed, Cindy Smith (Secretary)

REGRETS: Heather Goad

GUESTS: Professor Chandra Madramootoo, Faculty of Agricultural and Environmental Sciences
Associate Dean (Academic) Morton Mendelson, Faculty of Science

The Chair welcomed new SCTP member Mr. Scott Matter - student representative from the Post-Graduate Students' Society [PGSS].

03.01 The Agenda was approved with the following addition:
- under regular business: Report from Faculty of Agricultural and Environmental Sciences [04-SCTP-10-07].

03.02 The Notes from the electronic review held in lieu of the October 7, 2004 meeting were approved as circulated.

03.03 **BUSINESS ARISING**

(a) Spanned Courses

Dr. Crago reported that Cindy had obtained a list of all spanned courses offered throughout the University, both active and inactive courses. As the list was too vast to circulate to committee members, the Chair and Secretary will compile a list of the type of spanned courses and report at the next meeting. A quick glance at the list indicated that it mainly consisted of:

- | | |
|----------------------|-------------------|
| - comprehensives; | - topics; |
| - thesis courses; | - language; |
| - research projects; | - practicums; and |
| - seminars; | - internships. |

Also, some departments have a large number of spanned courses and these departments will be noted on the compilation produced by the Chair and the Secretary.

It was suggested that a meeting be convened with the Associate Dean (Academic) from each faculty to discuss the need to eliminate spanned courses.

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 Agricultural and Environmental Sciences

- revised program **B.Sc.(Ag.Env.Sc.); Minor in Ecological Agriculture** (24 cr.) [Minor Changes; September 9, 2004] – program approval was pending approval of new course SOIL 445, which was obtained at this meeting [see item 03.08];
- revised program **Certificate in Ecological Agriculture** (30 cr.) [Minor Changes; September 9, 2004] – program approval was pending approval of new course SOIL 445, which was obtained at this meeting [see item 03.08];
- revised program **B.Sc.(Ag.Env.Sc.); Major in Agricultural Sciences; Ecological Agriculture** (90 cr.) [Minor Changes; September 9, 2004] – program approval was pending approval of new course SOIL 445, which was obtained at this meeting [see item 03.08];
- revised program **B.Sc.(Ag.Env.Sc.); Major in Agricultural Sciences Internship; Ecological Agriculture**

(96 cr.) [Minor Changes; September 9, 2004] – program approval was pending approval of new course SOIL 445, which was obtained at this meeting [see item 03.08].

Faculty of Education

- new course EDKP 635 Modeling Human Movement (3 cr.) [04-SCTP-09-02; September 9, 2004] – consultation received from Department of Biomedical Engineering, which suggested to revise proposed title from Biomechanical Modeling [suggestion was approved by the Department of Kinesiology and Physical Education];
- revised program **M.Sc. in Kinesiology and Physical Education; Non-Thesis** (45 cr.) [Minor Changes; September 9, 2004] – program approval was pending approval of new course EDKP 635;
- revised program **M.Sc. in Kinesiology and Physical Education** (45 cr.) [Minor Changes; September 9, 2004] – program approval was pending approval of new course EDKP 635.

Faculty of Medicine

- new course NUR2 783 Psychosocial Oncology Research (3 cr.) [04-SCTP-09-03; September 9, 2004] – information reviewed by Chair and expedited approval given because of the strict timeline for the School of Nursing.

03.04 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 04-SCTP-10-01

Department of Bioresource Engineering

The following Canadian universities were contacted to verify what is done for this situation: University of Toronto and the University of British Columbia [UBC]; both do not allow credits for certificates and diplomas to be used toward a Master's degree. Further discussion with UBC revealed that they have "laddered" certificate and Master's programs. This is appealing to students in the certificate who decide not to continue on to a Master's program. Students will obtain either a graduate certificate or a Master's degree. Also noted was that l'École polytechnique does not use credits from certificates and diplomas for Master's program. In response to a query concerning students receiving exemption instead of credits for courses already taken and students being permitted to take other courses, Mme Légaré indicated that it is possible and that the M.B.A. is a good example of this. It was noted that residency is another important consideration since it is three terms of course work for a Master's program.

Graduate Certificate in Bioresource Engineering; Integrated Water Resources Management (IWRM) (15 cr.)

Graduate Diploma in Bioresource Engineering; IWRM (30 cr.)

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

Professor Madramootoo joined the meeting to respond to questions concerning these three new program proposals. He explained the nature of this enterprise is in response to the large amount of national (especially from Quebec) and international interest in this area. Water must be looked at holistically, not just at the agricultural or municipal aspects; their intention is to integrate all aspects. Training within the government is very important, but the training currently is not offered within Canada (some international training is available). McGill would be ideal because of its breadth of expertise from the following Faculties: Law, Agricultural and Environmental Sciences, Engineering.

Students who have completed a bachelor's program would enrol in the graduate certificate (15 credits), then continue with the graduate diploma (30 credits, of which 15 credits will be courses taken in the graduate certificate), and finally the non-thesis Master's program (45 credits, of which 30 credits will be courses taken in the graduate diploma). It was queried whether students in the graduate diploma would have appropriate experience to do the project. Professor Madramootoo responded that indeed, the students would have background to complete a 3-credit project, which may be desk-top studies rather than in the field. There was some concern that the graduate diploma may be diluted for students who have completed the graduate certificate,

but it was suggested that a statement be added to the Calendar that students would choose the courses in consultation with their supervisor, which would ensure that students take the appropriate courses. Professor Madramootoo commented that he foresees some students, after taking five courses within the graduate certificate, skipping on to the graduate diploma [as is often done within the Faculty of Law]. In response to Professor Madramootoo's query, it was explained that students who skip the current program they are registered in and go on to the next level is not considered a withdrawal for them, but rather a transfer where no extra fees are charged and credit is given to the graduate diploma. It was noted that the Graduate Certificate in Biotechnology has had increased enrolment since the introduction of the M.Sc.(A.) in Biotechnology. Professor Madramootoo informed the Committee that Quebec farmers are very interested in the graduate certificate, so there is the market for both the graduate certificate and the Master's program. It was advised that if the Master's program candidates will, on majority, be doing the program part time, then a number of courses should be made available during the summer [including a project course], as perhaps 2 or 3 week-intensive courses. As for distance education, it is currently being attempted by another faculty to offer a program by distance education and they are finding it very costly to produce enough courses. The Committee thanked Professor Madramootoo for his attendance at this meeting.

Following further discussion, Professor Hendershot moved approval, seconded by Professor Chouinard, of the following:

Graduate Certificate in Bioresource Engineering; IWRM (15 cr.) – approved; and
M.Sc. in Bioresource Engineering; Non-Thesis – IWRM (45 cr.) – approved. These two new programs will be forwarded to CGPS for approval, once information requested below has been received.

SCTP requested:

- the Department reconsider renumbering the three 400-level courses listed within the program to either 500 or 600 level, because the 400-level courses should be considered as additional requirements for the program and not counted as program credits
- existing program layout for the M.Sc. in Bioresource Engineering, because the M.Sc. in Bioresource Engineering; Non-Thesis – IWRM is proposed as a new non-thesis option of the thesis program [to be forwarded to SCTP Secretary (cindy.smith@mcgill.ca)]

The Committee agreed that if in the future the demand for the graduate diploma is high, the Department of Bioresource Engineering resubmit the proposal for the Graduate Diploma in Bioresource Engineering; IWRM (30 credits) to the Faculty of Agricultural and Environmental Sciences for reconsideration.

BREE 673 Project 3 (3 cr.)

SCTP's requested change:

- hrs/wk should be indicated as 9

SCTP's suggested change:

- revise description to simply read: "Supervised research project"

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

Department of Natural Resource Sciences

NRSC 512 Water: Ethics, Law and Policy (3 cr.)

New course approved

NRSC 514 Freshwater Ecosystems (3 cr.)

New course approved

SOIL 445 Agroenviron Fertilizer Use (3 cr.)

New course approved

Institute of Parasitology

PARA 515 Water, Health and Sanitation (3 cr.)

New course approved

03.05 **FACULTY OF ARTS** – 04-SCTP-10-06

Department of East Asian Studies

EAST 370 History of Sexuality in Japan (3 cr.)

SCTP's suggested change:

- revise description to read: "Social and cultural ... Japan. Possible topics include ..."

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

Department of History

HIST 323 History and Sexuality 1 (3 cr.)

SCTP suggested:

- revise description to read "... Possible topics include ..." unless topics listed are strictly those to be discussed

New course approved with this change [unless SCTP hears otherwise from Department]; SCTP Secretary will revise proposal

HIST 347 History and Sexuality 2 (3 cr.)

SCTP suggested:

- revise description to read "... Possible topics include ..." unless topics listed are strictly those to be discussed

New course approved with this change [unless SCTP hears otherwise from Department]; SCTP Secretary will revise proposal

Department of Political Science

POLI 603 History of Political Thought 1 (3 cr.)

New course approved

POLI 604 History of Political Thought 2 (3 cr.)

SCTP's requested change:

- Administering Unit should read "Graduate Studies"

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

POLI 618 Advanced Empirical Methods (3 cr.)

SCTP's requested change:

- Administering Unit should read "Graduate Studies"

SCTP's suggested change:

- revise description to read: "An introduction ... science, including applied multiple ..."

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

POLI 652 Ethnic Strife & World Politics (3 cr.)

SCTP's suggested change:

- revise description to read: "Interplay between ethnic conflicts within countries and international relations."

SCTP queried:

- title is broad and description is narrow – either broaden description or narrow the title; forward response to SCTP Secretary [cindy.smith@mcgill.ca]

For expedited approval by SCTP Chair

03.06 **FACULTY OF MEDICINE** – 04-SCTP-10-08

School of Physical and Occupational Therapy

POTH 682 Promoting Healthy Activity (3 cr.)

SCTP's requested change:

- indicate Campus [box 4] as "Downtown"

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

03.07 FACULTY OF SCIENCE – 04-SCTP-10-09

Departments of Atmospheric and Oceanic Sciences, Earth and Planetary Sciences, and Geography
B.Sc.; Major in Earth System Science (57 or 58 cr.)

Associate Dean Mendelson joined the meeting. This new program, which consists of 33 credits of Required Courses and 24 or 25 Complementary Courses, is an amalgamation of existing courses from the three departments involved and four new courses proposed with a new ESYS subject code. Associate Dean Mendelson explained that the three units involved do not have a large number of students enrolled in their programs, considering the quality of research and expertise of professors. One of the three departments [Geography] became involved with the McGill

School of Environment [MSE], but the other two departments have not. Therefore, the departments coordinated a program that is intended to provide students with an integrated knowledge of how the earth system operates. As this is a purely Science program, it would not overlap with any of the MSE programs.

As Dr. Crago departed at 16:30, Professor Drury took over as Acting chair.

The Committee thanked Associate Dean Mendelson for his attendance. SCTP is prepared to approve the proposal on academic merit, but would like a response on the following:

SCTP suggested:

- add a sentence or two to the Rationale that indicates Associate Dean Mendelson's explanation of why the three departments coordinated to propose this new major
- the Faculty contemplate renaming an existing major program that has low enrolment instead of proposing this new major; because this is a proposal for a new major, the proposal will need to go to Quebec Ministry of Education for approval; at the very least, the Ministry of Education will be contacted to request that this new major be fast-tracked through CREPUQ, as more than 2/3 of the courses within the program are existing; in all, the process may take up to 1 year; *Secretary's note:* Helen Richard, Office of the Provost, spoke with M. Guy Demers of the MEQ - given that 80% of the program credits are made up of existing courses, M. Demers advised that a letter be sent to him in order for McGill to seek approval from the MEQ; Helen Richard will prepare that letter when she is given all the necessary information and will report back to SCTP

SCTP's requested changes:

- remove from degree title [box 1.0] on proposal form "Earth System Science"
- add a sentence or two to the Rationale that indicates Associate Dean Mendelson's explanation of why the three departments coordinated to propose this new major
- correct departments title on page 1, second paragraph in corresponding document entitled "Earth System Science" for "Atmospheric and Oceanic Sciences" and "Earth and Planetary Sciences"

SCTP requested:

- consultations from the following Departments: Bioresource Engineering, Natural Resource Sciences, and Sociology, to ensure that students in this new major would be able to take the courses listed from these Departments

For expedited approval by SCTP Chair

ESYS 200 Earth System Processes (3 cr.)

SCTP's suggested change:

- consider rewriting description to be more informative
- Approval of new course pending approval of new program

ESYS 300 Investigating the Earth System (3 cr.)

Approval of new course pending approval of new program

ESYS 301 Earth System Modelling (3 cr.)

Approval of new course pending approval of new program

ESYS 500 Earth System Applications (3 cr.)

SCTP's suggested change:

- revise description to read: “Research projects that ...”

Approval of new course pending approval of new program

Department of Mathematics and Statistics

MATH 335 Computational Algebra (3 cr.)

SCTP's requested change:

- rewrite description, as it is greater than 50 words; forward revised second page of proposal to SCTP Secretary [cindy.smith@mcgill.ca]

For expedited approval by SCTP Chair

School of Computer Science

COMP 417 Intro Robots&Intelligent Sys (3 cr.)

SCTP's requested change:

- remove “to” from title in box 8, as words may not be added to or deleted from title in box 6

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

COMP 512 Distributed Systems (4 cr.)

Secretary's note: As per Judy Kenigsberg, the Effective Term of Implementation should read “200501”.

New course approved; SCTP Secretary will make the change to the proposal form

COMP 614 Distributed Data Management (4 cr.)

SCTP's requested change:

- Administering Unit should read “Graduate Studies”

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

COMP 680 Mining Biological Sequences (4 cr.)

SCTP's requested change:

- remove “Algorithms for” from title in box 8, as words may not be added to or deleted from title in box 6
- rewrite description, as it is greater than 50 words; forward revised second page of proposal to SCTP Secretary [cindy.smith@mcgill.ca]

For expedited approval by SCTP Chair

COMP 692 Approximation Algorithms (4 cr.)

SCTP's requested change:

- revise prerequisite to read “COMP 362 or MATH 350 or permission of instructor”

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

03.08 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 04-SCTP-10-07**

School of Dietetics and Human Nutrition

M.Sc. in Human Nutrition (45 cr.)

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

M.Sc.(Applied) in Human Nutrition (45 cr.)

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

03.09 **OTHER BUSINESS**

(a) Minor Changes

The Secretary reported the following minor changes from the Faculties of Arts, Arts, Medicine, and Science, which were approved [with one 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 Arts

Department of East Asian Studies

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

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

Department of Linguistics

LING 706 PhD Evaluation 1 (0 cr.) – credit weight decreased from 6 cr. [appropriate reduction because course is considered a comprehensive course];

LING 707 PhD Evaluation 2 (0 cr.) – credit weight decreased from 6 cr. [appropriate reduction because course is considered a comprehensive course].

Faculty of Medicine

School of Physical and Occupational Therapy

M.Sc. in Rehabilitation Science; Non-Thesis (45 cr.);

M.Sc. in Rehabilitation Science (45 cr.);

Ph.D. in Rehabilitation Science (0 cr.).

Faculty of Science

Department of Mathematics and Statistics

B.Sc.; Major in Mathematics (54 cr.); PENDING APPROVAL OF NEW COURSE

MATH 335;

MATH 235 Algebra 1 (3 cr.) – title;

MATH 236 Algebra 2 (3 cr.) – title;

MATH 243 Analysis 2 (3 cr.) – title;

MATH 247 Honours Applied Linear Algebra (3 cr.) – title;

MATH 248 Honours Advanced Calculus (3 cr.) – title;

MATH 249 Honours Complex Variables (3 cr.) – title;

MATH 251 Honours Algebra 2 (3 cr.) – title;

MATH 255 Honours Analysis 2 (3 cr.) – title;

MATH 316 Complex Variables (3 cr.) – title, restriction;

MATH 323 Probability (3 cr.) – title;

MATH 325 Honours ODEs (3 cr.) – title;

MATH 354 Honours Analysis 3 (3 cr.) – title;

MATH 355 Honours Analysis 4 (3 cr.) – title;

MATH 356 Honours Probability (3 cr.) – title;

MATH 357 Honours Statistics (3 cr.) – title;

MATH 370 Honours Algebra 3 (3 cr.) – title;

MATH 371 Honours Algebra 4 (3 cr.) – title;

MATH 375 Honours PDEs (3 cr.) – title;

MATH 376 Honours NLD & Chaos (3 cr.) – title;

MATH 377 Honours Number Theory (3 cr.) – title;

MATH 380 Honours Differential Geometry (3 cr.) – title;

MATH 397 Honours Matrix Num Analysis (3 cr.) – title;

MATH 420 Independent Study (3 cr.) – title;

MATH 480 Honours Independent Study (3 cr.) – title;

MATH 487 Honours Math Programming (3 cr.) – title.

School of Computer Science

B.Sc.; Minor in Computer Science (24 cr.);

B.Sc.; Major in Computer Science (60 cr.);

B.Sc.; Major in Software Engineering (69 cr.);

SCTP's requested change: revise Effective Term of Implementation to read "200501".

(b) Course Titles Query

It was agreed to defer discussion of this item until the next meeting, so that Dr. Crago will be present.

The meeting ended at 5:02 pm.