463ʳᵈ REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE
On the APC meeting held on February 26ᵗʰ 2015

I. TO BE APPROVED BY SENATE

(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL (approvals of new minors and options added to existing programs and major revisions to programs are reported in Section IV.A.1.a. for information)

Faculty of Arts
Graduate Certificate in Digital Archives Management (15 cr.) – *Appendix A*
At a meeting on 26ᵗʰ February 2015, APC reviewed and approved a proposal to create a Graduate Certificate in Digital Archives Management, which aims at preparing students to work in the area of digital archives. Courses focus on principles of organization of information, practices in archival studies, strategies for digital curation and enterprise content management. This is an entry level Graduate Program that may lead to another Graduate Certificate or to the M.I.St. program.

Graduate Certificate in Information and Knowledge Management (15 cr.) – *Appendix B*
At a meeting on 26ᵗʰ February 2015, APC reviewed and approved a proposal to create a Graduate Certificate in Information and Knowledge Management, responding to the growing demand for information professionals and knowledge managers in various sectors. This is an entry level Graduate Program that may lead to another Graduate Certificate or to the M.I.St. program.

APC therefore recommends that Senate approve the following resolution:

> *Be it resolved that Senate approve the following proposed programs: the Graduate Certificate in Digital Archives Management and the Graduate Certificate in Information and Knowledge Management.*

(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE/AWARDS - *none*

(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES - *none*

(D) CHANGES IN DEGREE DESIGNATION - *none*

(E) INTER-UNIVERSITY PARTNERSHIPS – *none*

(F) OTHER – *none*

II. TO BE ENDORSED BY SENATE / PRESENTED TO SENATE FOR DISCUSSION – *none*

III. APPROVED BY APC IN THE NAME OF SENATE

(A) DEFINITIONS – *none*

(B) STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS - *none*

(C) OTHER - *none*

IV. FOR THE INFORMATION OF SENATE

A) ACADEMIC UNIT REVIEWS
B) APPROVAL OF COURSES AND TEACHING PROGRAMS

1. Programs

a) APC approvals (new options/concentrations and major revisions to existing programs)

i. New concentrations/options within existing programs

Faculty of Arts
M.I.St.; Non-Thesis; Project (48 cr.)
This new concentration will allow students to develop professional skills and more in-depth research competencies than the M.I.St. program, responding to the growing interest amongst students to do research and to the growing expectation amongst employers that information professionals be able to conduct research in various settings.

Approved by CGPS 12th January 2015; SCTP 5th February 2015; and APC 26th February 2015 (15-APC-02-43)

M.S.W; Non-Thesis; Gender and Women's Studies (45 cr.)
This graduate option in Gender and Women's Studies is an interdisciplinary program for students who meet the requirements in Social Work and wish to take six credits of approved coursework to focus on gender, sexuality, feminist and women's studies and issues in feminist research and methods.

Approved by CGPS 12th January 2015; SCTP 5th February 2015; and APC 26th February 2015 (15-APC-02-43)

ii. Major revisions of existing programs

Faculty of Arts
M.I.St.; Non-Thesis (48 cr.)
The M.I.St.; Non-Thesis program is designed to prepare graduate for the broad field of information studies. The program had to be split in two streams following the creation of the M.I.St.; Non-Thesis; Project program, which prevents students from applying for a FQRSC fellowship, unlike the M.I.St.; Non-Thesis program.

Approved by CGPS 12th January 2015; SCTP 5th February 2015; and APC 26th February 2015 (15-APC-02-43)

M.A.; Classics; Non-Thesis (45 cr.)
APC approved a request from the Classics Program to re-activate its M.A. program (Non-Thesis). The program was re-structured and aligned with GPS norms. The program offers advanced training in the scholarly discipline of classical studies in a variety of fields, is

designed for students who need to strengthen their proficiency in ancient languages and other aspects of classical studies, and places greater emphasis on graduate coursework.

Approved by CGPS 12th January 2015; SCTP 5th February 2015; and APC 26th February 2015 (15-APC-02-43)

b) APC Subcommittee on Courses and Teaching Programs (SCTP) approvals (Summary reports: http://www.mcgill.ca/sctp/documents/)

i.   Moderate and minor program revisions

   Faculty of Medicine
   M.D.; C.M. (199-203 cr.)
   Approved by SCTP on 5th February 2015; reported to APC on 26th February 2015

ii.   Program retirements - *none*

2. Courses

a)   New Courses
   Reported as having been approved by SCTP on 5th February 2015: 10
   Faculty of Arts: 3
   Faculty of Medicine: 7

b)   Course Revisions
   Reported as having been approved by SCTP on 5th February 2015:11
   Faculty of Arts: 3
   Faculty of Medicine: 8

c)   Course retirements – *none*

(B) OTHER

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APC APPENDIX B 15-APC-02-43

New Program/Major or Minor/Concentration Proposal Form

(2013)

1.0 Degree Title
Please specify the two degrees for concurrent degree programs

> Graduate Certificate

1.1 Major (Legacy= Subject)(30-char. max.)

> Digital Archives Management

1.2 Concentration (Legacy = Concentration/Option)
If applicable to Majors only (30 char. max.)

> [blank]

1.3 Minor (with Concentration, if Applicable) (30 char. max.)

> [blank]

2.0 Administering Faculty/Unit

> Graduate and Postdoctoral Studies

Offering Faculty/Department

> Arts/School of Information Studies

3.0 Effective Term of Implementation
(Ex. Sept. 2004 = 200409)
Term

> 201509

4.0 Rationale and Admission Requirements for New Proposal

The SIS Curriculum Committee will soon conduct a program revision of two existing programs affected by low enrolment: the existing Graduate Certificate in Library and Information Studies (15 credits) and the Graduate Diploma in Library and Information Studies (30 credits). Both programs are offered at the post-master level and as such do not attract a large number of students. Their revision may lead to the retirement of these programs or to their modification. The two new Graduate certificates that are presented for approval to STCP do not require a master's degree and should attract more students. SEE APPROVALS PAGE FOR CONTINUATION OF RATIONALE

5.0 Program Information
Please check appropriate box(es)

5.1 Program Type
- Bachelor's Program
- ☐ Master's
- M.Sc. (Applied) Program
- Dual Degree/Concurrent Program
- Certificate
- Diploma
- X Graduate Certificate
- Graduate Diploma
- Ph.D. Program
- Doctorate Program
- (Other than Ph.D.)
- Private Program
- Off-Campus Program
- Distance Education Program
- (By Correspondence)
- Other (Please specify)

5.2 Category
- Faculty Program (FP)
- Major
- Joint Major
- Major Concentration (CON)
- Minor
- Minor Concentration (CON)
- Honours (HON)
- Joint Honours Component (HC)
- Internship/Co-op
- Thesis (T)
- Non-Thesis (N)
- Other
- Please specify

> [blank]

5.3 Level
- Undergraduate
- Dentistry/Law/Medicine
- Continuing Studies (Non-Credit)
- Collegial
- X Masters & Grad Dips & Certs
- Doctorate
- Post-Graduate Medicine/Dentistry
- Graduate Qualifying
- Postdoctoral Fellows

5.4 FQRSC (Research) Indicator
(for GPS) Yes   No

6.0 Total Credits

> 15

7.0 Consultation with
Related Units   Yes ☐   No X
Financial Consult   Yes   No X
Attach list of consultations.

P1-1

8.0 Program Description (Maximum 150 words)

This Graduate Certificate in Digital Archives Management (15 credits) is intended to prepare students to work in the area of digital archives. The graduate courses in the program focus on principles of organization of information, practices in archival studies, strategies for digital curation and enterprise content management. This is an entry-level graduate program that may lead to another graduate certificate or to the M.I.St. program, however, none of the courses taken in the graduate certificate can be credited towards the M.I.St. program once a graduate certificate has been completed.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

If new concentration (option) of existing Major/Minor (program), please attach a program layout (list of all courses) of existing Major/Minor.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

PROPOSED: GRADUATE CERTIFICIATE IN DIGITAL ARCHIVES MANAGEMENT (15 credits)

Required courses (6 credits)
GLIS 607 Organization of Information (3 cr.)
GLIS 649 Digital Curation (3 cr.)

Complementary courses (9 credits)
GLIS 609 Metadata and Access (3 cr.)
GLIS 633 Multimedia Systems (3 cr.)
GLIS 641 Archival Description and Access (3 cr.)
GLIS 642 Preservation Management (3 cr.)
GLIS 645 Archival Principles and Practice (3 cr.)
GLIS 657 Database Design and Development (3 cr.)
GLIS 660 Enterprise Content Management (3 cr.)

Existing: Graduate Certificate in Library and Information Studies (15 credits)
Complementary Courses (15 credits)
9-15 credits, three to five GLIS courses chosen in consultation with the student's adviser with the exception of the following courses:
GLIS 647 (6) Research Project 3
GLIS 689 (3) Selected Topics
GLIS 695 (6) Research Paper 1
GLIS 696D1 (6) Research Paper 2
GLIS 696D2 (6) Research Paper 2

Note: students who wish to register for:
GLIS 694 (3) Certificate Project

must first have their research proposal approved by the Committee on Student Standing and Academic Affairs.

0-6 credits of non-GLIS courses with a maximum of 3 credits from outside McGill. All such courses must be at a graduate level and receive prior approval of the student's adviser(s) and the School's Director.

Attach extra page(s) as needed

lC-14-34

10 0 Approvals			
Routing Sequence	Name	Signature	Date
Department	x FRANVIE BOUTHILLIER	x	x NOV 7, 2014
Curric/Acad Committee	Susan Sharpe	Susan Sharpe	NOV 17 2014
Faculty 1			
Faculty 2			
Faculty 3			
CGPS	SCTP APPROVED	CGPS APPROVED	01/12/15
SCTP			Feb.5,2015
APC			
Senate			

Submitted by

Name		To be completed by ARR:
Phone		CIP Code
Email		
Submission Date		

RATIONALE: [continued]

There is a growing demand for information professionals in the area of digital archives management. This is an area of specialization that is available in the Master of Information Studies (MISt). A graduate certificate in this area would attract students who do not want to do a full master's program and who have finished a bachelor in any disciplines and/or those who have a master in information studies or in other disciplines. This certificate may serve as a stepping stone for the MISt as students may be interested in switching to the MISt program while doing a certificate (completed courses can be counted towards MISt). However, once students have completed a certificate and then decide to do the MISt the understanding is that the courses completed in the certificate cannot be counted in the MISt. There are no costs associated with this proposal as the courses already exist and are being developed. **Admission requirements**: bachelor degree in any discipline, CGPA 3.0/4.0. **Length**: two semesters full-time or three years part-time.

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APC APPENDIX C 15-APC-02-43

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(2013)

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> Graduate Certificate

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> Information and Knowledge Management

1.2 Concentration (Legacy = Concentration/Option)
If applicable to Majors only (30 char. max.)

>

1.3 Minor (with Concentration, if Applicable) (30 char. max.)

>

2.0 Administering Faculty/Unit

> Graduate and Postdoctoral Studies

Offering Faculty/Department

> Arts/School of Information Studies

3.0 Effective Term of Implementation
(Ex. Sept. 2004 = 200409)
Term

> 201509

4.0 Rationale and Admission Requirements for New Proposal

The SIS Curriculum Committee will soon conduct a program revision of two existing programs affected by low enrolment: the existing Graduate Certificate in Library and Information Studies (15 credits) and the Graduate Diploma in Library and Information Studies (30 credits). Both programs are offered at the post-master level and as such do not attract a large number of students. Their revision may lead to the retirement of these programs or to their modification. The two new Graduate certificates that are presented for approval to STCP do not require a master's degree and should attract more students. SEE APPROVALS PAGE FOR CONTINUATION OF RATIONALE

5.0 Program Information
Please check appropriate box(es)

5.1 Program Type	5.2 Category	5.3 Level
Bachelor's Program	Faculty Program (FP)	Undergraduate
☐ Master's	Major	Dentistry/Law/Medicine
M.Sc. (Applied) Program	Joint Major	Continuing Studies (Non-Credit)
Dual Degree/Concurrent Program	Major Concentration (CON)	Collegial
Certificate	Minor	x Masters & Grad Dips & Certs
Diploma	Minor Concentration (CON)	Doctorate
X Graduate Certificate	Honours (HON)	Post-Graduate Medicine/Dentistry
Graduate Diploma	Joint Honours Component (HC)	Graduate Qualifying
Ph.D. Program	Internship/Co-op	Postdoctoral Fellows
Doctorate Program	Thesis (T)	5.4 FQRSC (Research) Indicator
(Other than Ph.D.)	Non-Thesis (N)	(for GPS) Yes No
Private Program	Other	
Off-Campus Program	Please specify	
Distance Education Program		
(By Correspondence)		
Other (Please specify)		

6.0 Total Credits

> 15

7.0 Consultation with
Related Units	Yes ☐	No X
Financial Consult	Yes	No X

Attach list of consultations.

P1-1

8.0 Program Description (Maximum 150 words)

This Graduate Certificate in Information and Knowledge Management (15 credits) is intended to prepare students to work as information and knowledge managers in a variety of sectors. The graduate courses in the program will focus on the information behaviour of individuals, networks and organizations, the nature of tacit and explicit knowledge services and strategies for identifying, capturing, organizing, storing, sharing and using knowledge throughout the IM/KM lifecycle in order to learn and improve. Tools and techniques for codifying knowledge and facilitating collaboration in networks are also covered. This is an entry-level graduate program that may lead to another graduate certificate or to the M.I.St. program, however, none of the courses taken in the graduate certificate can be credited towards the M.I.St. program once a graduate certificate has been completed.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

If new concentration (option) of existing Major/Minor (program), please attach a program layout (list of all courses) of existing Major/Minor.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

PROPOSED: GRADUATE CERTIFICATE IN INFORMATION AND KNOWLEDGE MANAGEMENT (15 credits)

Required courses (6 credits)

GLIS 619 Information Behaviour and Resources (3 cr.)
GLIS 661 Knowledge Management (3 cr.)

Complementary courses (9 credits)

GLIS 607 Organization of Information (3 cr.)
GLIS 620 Managing Information Organizations (3 cr.)
GLIS 662 Intellectual Capital (3 cr.)
GLIS 663 Knowledge Taxonomies (3 cr.)
GLIS 664 Knowledge Networks (3 cr.)
GLIS 665 Competitive Intelligence (3 cr.)

Existing: Graduate Certificate in Library and Information Studies (15 credits)
Complementary Courses (15 credits)
9-15 credits, three to five GLIS courses chosen in consultation with the student's adviser with the exception of the following courses:
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0-6 credits of non-GLIS courses with a maximum of 3 credits from outside McGill. All such courses must be at a graduate level and receive prior approval of the student's adviser(s) and the School's Director.

Attach extra page(s) as needed

CC-14-35

10.0 Approvals			
Routing Sequence	Name	Signature	Date
Department	x FRANCE BOUTHILLIER	x _(signature)_	x Nov 7 2014
Curric/Acad Committee	Susan Sharpe	Susan She	NOV 17 2014
Faculty 1			
Faculty 2			
Faculty 3			
CGPS	SCTP	CGPS	01/12/15
SCTP	APPROVED	APPROVED	Feb. 5, 2015
APC			
Senate			

Submitted by

Name		To be completed by ARR:
Phone		CIP Code
Email		
Submission Date		

RATIONALE: [continued]
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Length: two semesters full-time or three years part-time.