



# Memorandum

Office of the Provost and Vice-Principal (Academic)  
James Administration Building, Room 504  
Tel: 514-398-4177 | Fax: 514-398-4768

**TO:** Senate

**FROM:** Professor Christopher Manfredi, Provost and Vice-Principal (Academic) /  
Chair of the Academic Policy Committee

**SUBJECT:** Annual Report of the Academic Policy Committee (2020-2021)

**DATE:** November 17, 2021

**DOCUMENT #:** D21-16

**ACTION REQUIRED:**  INFORMATION     APPROVAL/DECISION

**ISSUE** The annual report of the Academic Policy Committee (the “APC”) on its activities during the 2020-2021 governance year and its plans and priorities for 2021-2022 is presented for information.

**BACKGROUND & RATIONALE** As a standing committee of Senate, the APC is required to report annually to Senate on its activities of the past year and its plans and priorities for the upcoming year.

The APC also presents regular reports at each Senate meeting. Full summaries of approval items can be found on the APC webpage:  
<https://www.mcgill.ca/apc/approval-summaries>.

**PRIOR CONSULTATION** APC

**SUSTAINABILITY CONSIDERATIONS** N/A

**IMPACT OF DECISION AND NEXT STEPS** A report is presented to Senate annually in the fall. APC regularly submits a report on its activities to Senate, in the normal course of the governance year.

**MOTION OR RESOLUTION FOR APPROVAL** This item is presented for information.

**APPENDICES** Appendix A: Academic Policy Committee Annual Report 2020/2021

**McGill University  
Academic Policy Committee  
Annual Report 2020/2021**

***Academic Policy Committee - Terms of Reference***

The Academic Policy Committee (“the Committee”) is a Standing Committee of Senate charged with making recommendations to Senate on all matters regarding academic policy. In particular, it shall, for the University and in consultation with faculties, develop proposals for the establishment and continuous review of academic programs, policies and structures, and proposals relating to teaching, learning, and research. The Committee may create subcommittees or working groups to deal with issues as appropriate.

The Committee shall review academic course and program proposals to determine whether they meet academic standards and are aligned with the academic mission and priorities of the University, whether they are based on an adequate body of knowledge, whether proposed teaching or learning methods and methods of evaluation of student performance are satisfactory, and whether the necessary human and material resources are in place.

***Membership in 2020/2021***

Provost, <i>Chair</i>	C. Manfredi	<i>Ex-Officio</i>
Associate Provost, Teaching and Academic Programs, <i>Vice-Chair</i>	C. Buddle	<i>Ex-Officio</i>
Chair, Subcommittee on Courses and Teaching Programs (SCTP)		
Chair, Subcommittee on Teaching and Learning (STL)		
Deputy Provost (Student Life and Learning)	F. Labeau	<i>Ex-Officio</i>
Dean, Graduate and Postdoctoral Studies	J. Nalbantoglu	<i>Ex-Officio</i>
Chair, Council of Graduate and Postdoctoral Studies (CGPS)		
Associate Vice-Principal (Research and Innovation)	N. Ross	<i>Ex-Officio</i>
Dean of Continuing Studies	C. Weil	
Dean of Libraries or delegate	C. Cook/C. Urbain	<i>Ex-Officio</i>
Director, Teaching and Learning Services (TLS)	L. Winer/ A. Finkelstein	<i>Ex-Officio</i>
Board of Governors representative	M. Vennat	

*Faculty Representatives:*

Faculty of Agricultural and Environmental Sciences	J. Whalen	2023
Faculty of Arts	M. Smith	2021
Faculty of Dentistry	M. Murshed	2023
Faculty of Education	S. Ballinger	2023
Faculty of Engineering	C. Moraes	2023
Faculty of Law	T. Piper	2022
Desautels Faculty of Management	E. Sarigöllü	2022
Faculty of Medicine	H. Durham	2023
Schulich School of Music	I. Cossette	2021
Faculty of Science	A. Hundemer	2021

*Students:*

Undergraduate Student	M.L. Loftus	2021
Undergraduate Student	M.R. Yang	2021
Undergraduate Student	S. Salameh	2021
Graduate Student	E. Wilkinson	2021
Alternate Graduate Student	D. Chan	2021
MacDonald Campus Student Representative	M. Sharma	2021
Continuing Education Student	D. Dias	2021

*Voice but no vote:*

University Registrar and Director of Enrolment Services	G. Nycum	Ex-Officio
---	----------	------------

*Secretary:*

Academic Program Officer	J. Degans
--------------------------	-----------

## A. Summary of 2020-2021 activities

**Meeting dates:** September 17<sup>th</sup>, October 15<sup>th</sup>, November 12<sup>th</sup>, December 10<sup>th</sup>, February 18<sup>th</sup>, April 15<sup>th</sup>, May 3<sup>rd</sup>.

Full annual summaries on APC's activities and SCTP/CGPS/APC/Senate/Board approvals (with all reference details) can be consulted [here](#).

### Course and teaching program approvals:

	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
<b>New Programs</b>	19	10	20	23
<b>Program retirements</b>	46	25	41	43
<b>Major program revisions</b>	3	8	20	13
<b>Minor program revisions</b>	148	170	164	174
<b>New courses</b>	234	154	205	243
<b>Revised courses</b>	342	304	419	370
<b>Course retirements</b>	97	51	57	62

#### 1. International Education: student exchange programs

APC reviewed and approved the following:

- Student Exchange Agreement (SEA) – Approval process for new partnerships and renewals on December 10<sup>th</sup>, 2020 (20-APC-12-25)

#### 2. Policies and standards

APC reviewed and approved the following:

- Amendment to the SCTP composition and the 2020-2021 SCTP membership on September 17<sup>th</sup>, 2020 (20-APC-09-01)
- Revision of the composition of the Subcommittee on Teaching and Learning on September 17<sup>th</sup>, 2020 (20-APC-09-06)
- Amendment to the composition of the Council of Graduate and Postdoctoral Studies (CGPS) and its membership for academic year 2020-2021 on October 15<sup>th</sup>, 2020 (20-APC-10-19)
- Revisions to the *Regulations Concerning the Investigation of Research Misconduct* on February 18<sup>th</sup>, 2021 (21-APC-02-29)

- Revisions to *Regulations on Graduate Student Supervision* on February 18<sup>th</sup>, 2021 (21-APC-02-30)
- Revision of Non-Degree Credit Program Definitions on April 15<sup>th</sup>, 2021 (21-APC-04-35)

### **3. Academic Entities**

#### **New entities: 1**

APC reviewed and approved the creation of the following academic entities:

- Department of Critical Care Medicine (Faculty of Medicine and Health Sciences) on October 15<sup>th</sup>, 2020 (20-APC-10-16)

#### **Renaming: 3**

APC approved the renaming of the following academic entities:

- The McGill AIDS Centre to the McGill Centre for Viral Diseases on October 15<sup>th</sup>, 2020 (20-APC-10-17)
- The McGill University Genome Quebec Centre (MUGQIC) to the McGill Genome Centre (MGC) on October 15<sup>th</sup>, 2020 (20-APC-10-18)
- The Department of Civil Engineering and Applied Mechanics to the Department of Civil Engineering on December 10<sup>th</sup>, 2020 (20-APC-12-24)

### **4. Academic Unit Reviews**

In accordance with McGill's Regulations on Academic Unit Reviews, APC reviewed the CURO annual report on October 15<sup>th</sup>, 2020 (20-APC-10-12). The committee received documents pertaining to the following academic units:

- Department of Surgery – Faculty of Medicine and Health Sciences (reviewed on November 4-5, 2019)
- Redpath Museum – Faculty of Science (reviewed on November 11-12, 2019)
- Institute of Health and Social Policy – Faculty of Medicine and Health Sciences, Faculty of Arts, Faculty of Law (reviewed on December 2-3, 2019)
- Department of Anatomy and Cell Biology – Faculty of Medicine and Health Sciences (reviewed on January 27-28, 2020)

### **5. APC Subcommittee on Teaching and Learning (STL)**

- STL addressed initiatives to enhance the quality of teaching and learning

- Members were asked to provide feedback on remote teaching to measure the benefits in comparison to raised concerns.
- Members were consulted on the usefulness and readability of the Course Outline Guide; an updated version was posted to the web for Fall 2021.
- STL discussed how the Peer Coaching Program fits into the formative process of an instructor’s professional development and may be revisited by the Provost’s Office and open for discussion.
- STL discussed how transfer credits are assessed at McGill, it was noted that these are dependant on Faculty, accreditation bodies, Enrolment services and government regulations.
- STL received a draft of the SSMU Academic Wellness proposal which was guided by the Mental Health Commission of Canada’s postsecondary standards and is grounded with the academic aspect of McGill stated mission. Some issues raised were noted and will be integrated in the revised version of the University Student Assessment Policy.

## **6. APC Subcommittee on Courses and Teaching Programs (SCTP)**

SCTP completed its regular review of courses and teaching programs proposals.

In addition, SCTP undertook several initiatives to improve its processes:

- SCTP revised non-degree credit program definitions last approved by senate in 1993-1994 to clarify wording used in the definitions and level of programs. Non-degree credit programs revised fall within the following categories: certificate, diploma, graduate certificate, and graduate diploma.
- The SCTP chair circulated a memo addressing the issues and implications of creating zero credit courses.
- SCTP conducted an inventory of courses which had no student enrolment for at least five years. A total of 1060 courses were considered for retirement, SCTP received approval from faculties and schools to retire a total of 771.

## **7. Research and Advisory Council (RAC)**

RAC transitioned to a smaller, more focused group to address and endorse governance items to be put forward to APC and to engage actively on a strategic research planning.

During the year, RAC was informed about various administrative and information dossiers that directly affect McGill researchers. For example, the risks of foreign interference that

may stem from international research collaborations were discussed. The Canadian Security Intelligence Services (CSIS) presented on the safeguarding of Covid research data. RAC members were consulted on the review of the *Regulations on the investigation of Research Misconduct* which was endorsed and moved to the next phase of governance approval and then formally approved on March 25, 2021.

Due to the ongoing consultation process for the revisions to the *Policy on Research Centres*, new proposals have been placed on-hold.

## **8. Council of Graduate and Postdoctoral Studies (CGPS)**

In addition to reviewing and approving new graduate programs, graduate program retirements, major and minor revisions to existing graduate programs, CGPS also reviewed and approved eight Cotutelle agreements between:

- Université La Rochelle and the Department of Natural Resource Sciences
- Université Jean Monnet and the Département de la Langue et littérature françaises
- Université Claude Bernard Lyon 1 and the Department of Geography
- Université de Bordeaux and the Department of Microbiology and Immunology
- Université de Lille and the Schulich School of Music
- École Polytechnique and the School of Computer Science
- University of Campinas and the Department of Chemistry
- University of Genova and the Ingram School of Nursing

CGPS also revised the section on Letters of Understanding (LOU's) in the Graduate Student Supervision of the Graduate Regulations or Policies, making LOU's mandatory between Ph.D. students and supervisors, it also recommends that units implement LOU's for master's students.

## **9. International Student Mobility Advisory Committee/Student Exchange Agreements Committee**

The International Student Mobility Advisory Committee was created in 2021 and held its first meeting on March 19, 2021.

The Office of International Education in the Office of the Deputy Provost has a total of 159 agreements, of which 17 were renewed in the academic year 2020-2021 with the following universities:

- National University of Singapore

- Norwegian Academy of Music
- University of Geneva
- University of Trento
- Lund University
- Humboldt-Universität Zu Berlin
- University of Adelaide
- Charles University
- Central Conservatory of Music Beijing
- University of Maryland
- Kyoto University
- University of Melbourne
- City University of Hong Kong (HKU)
- University of Western Australia
- Université Jean Moulin Lyon 3

**10. APC Subcommittee on Continuing Education (SCE)**

**The Subcommittee on Continuing Education did not meet in 2019/2020.**

**11. APC Subcommittee on Professional Programs (SoPP)**

**The Subcommittee on Professional Programs did not meet in 2019/2020.**

**B. Summary of 2021-2022 activities**

APC will continue its work reviewing and approving course and program changes as they arise.

**1. Academic Unit Reviews**

There are no planned reviews for the 2021-2022 academic year.

The Academic/Administrative Unit Review processes are currently under revision, it is expected that APC will review these in the Winter 2022 term.

**2. Teaching and learning**

STL will continue to work on the following issues:

- Peer coaching of classroom teaching
- Revisions to the University Student Assessment Policy
- Enhancing student engagement
- Data analytics



### **3. Subcommittee on Courses and Teaching Programs**

SCTP will continue its review of new/revised program and courses proposals.

It is expected that a study should be conducted by SCTP concerning potential standardization of credit assignment to internship courses.

SCTP will communicate to faculties/schools the importance of carefully labelling some offerings as programs or courses if they do not fall within those categories (e.g., faculty/school attestation as compared to a McGill diploma/transcript).

### **4. Research matters for APC consideration**

With its new streamlined structure, RAC plans on the following Policy revisions:

- Policy on Research Centres
- Policy on Copyright
- Policy on Inventions and Software
- Policy on the Ethical Conduct of Research Involving Human Participants

### **5. Graduate Studies**

CGPS will continue to consider graduate program revisions and aims to develop new programs.

### **6. International Student Mobility Advisory Committee/Student Exchange Agreements Committee**

The committee plans to continue to regularize the Student Exchange Agreements portfolio and its objective is to review 30 agreements and identify priority countries for new agreement developments.

### **7. Continuing Education**

The terms of reference and mandate of this committee will be reviewed during the 2021-2022 Academic year.

### **8. Professional Programs**

The terms of reference and mandate of this committee will be reviewed during the 2021-2022 Academic year.