

Minutes of the meeting of the **Academic Policy Committee** held on Thursday, November 23<sup>rd</sup>, 2023, from 4:00 to 5:00 p.m. in room 301 of the James Administration Building.

**Present:** C. Buddle (Vice-Chair), A. Finkelstein (delegate), I. Cossette, A. Hundemer, K. Joseph, B. Low, C. Lyons, M. Manikis, J. Nalbantoglu, G. Nycum, N. Pastrana Mankovitz, S. Phillips, D. Titone, V. Wright, K. Tiitson (secretary)

**Regrets:** C. Manfredi (Chair), K. Baybayon, L. Bornstein, J-P Ferguson, M. Fronda, D. Thomas, M. Vennat, C. Weil, E. Zimmermann

**Guests:** A. Campbell, J. Fishman, P. Smith

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The meeting was chaired by Prof. Christopher Buddle, Associate Provost (Teaching and Academic Planning), Vice-Chair of APC.

**1. Agenda**

Members in attendance approved the agenda.

**2. Minutes**

Members in attendance approved the minutes for the meeting of October 26<sup>th</sup>, 2023.

**3. New business**

**i. Office of the Provost and Vice-Principal (Academic)**

• **Revisions to the Regulation on Conflict of Interest (COI)**

- Prof. Angela Campbell provided a high-level overview of the revisions made to the COI Regulations, explaining that the decision to reconstruct the forms and process for reporting COIs has been an ongoing issue. During the 2022-2023 academic year, a working group was created to make the process for reporting COIs more efficient to the institution while maintaining its rigours and standards. One of the biggest revisions was the distinction of reports from non-financial and financial COIs to a more logical distinction of non-research related and research related COIs. This change was primarily done to alleviate confusion about what forms to complete.
- Additionally, the companion document, *Recognizing Conflicts*, has also been updated to include more contemporary examples that give rise to COI in the University.

*APC engaged in discussion concerning this item. This will be reported in APC's 522<sup>nd</sup> report to Senate, for its meeting of December 6<sup>th</sup>, 2023.*

**ii. Office of the Associate Provost (Teaching and Academic Planning)**

• **Academic Review Tracker**

- The Vice Chair and Associate Director from the Office of Academic Reviews (OAR), Dr. Philip Smith, presented on the APC Academic Review that was announced in the previous year. The purpose of the tracker is to provide better accountability of the academic reviews that are occurring within the institution during the current academic year. The tracker is also

meant to act as a mechanism for ensuring there is better follow up with units concerning unit reviews and recommendations. Dr. Smith explained that the tracker is an internal APC document solely available to members. The tracker will be updated at least once in the fall semester and once in the winter semester to ensure that members can view the progress of each individual action item with the various unit reviews.

iii. **Office of the Provost and Vice-Principal (Academic)**

- **Proposal to establish a Working Group on “contact hours”**
- Prof. Buddle provided a brief overview of the proposal, explaining that the Provost and Vice-Principal (Academic) has requested that APC oversee the creation of a working group mandated with establishing a clear operational definition of “contact hours” due to the inconsistency in defining contact hours across the University. It has prompted the need for a working group to examine various definitions, review the status of contact hours within the institution, propose solutions and provide greater granularity on the definition of “contact hours.” The mandate is geared towards developing a collective understanding and advancing a standardized language for the discussion on contact hours within the University.
- Prof. Buddle emphasized that the working group shouldn’t only include APC members, other subject matter experts within the institution should be included too. The goal is to formalize a mandate for the working group, including membership, at the January APC meeting.

iv. **Subcommittee on Courses and Teaching Programs**

- The SCTP report #2 on the meeting of October 12<sup>th</sup>, 2023.

**Graduate and Postdoctoral Studies**

Faculty of Medicine and Health Sciences

**M.Sc. in Bioethics (45 cr.)**

**M.Sc. in Bioethics; Non-Thesis (48 cr.)**

APC reviewed a proposal to create a new M.Sc. in Bioethics and a new M.Sc. in Bioethics; Non-Thesis, presented by Prof. Fishman. The decision to offer both programs stems from recognizing that not all students desire the additional workload of a thesis, while the thesis program caters to those considering further studies at the Ph.D. level. The new programs will better align with student needs and future career prospects in research ethics oversight, health policy, clinical ethics, and related fields.

*APC approved the creation of the proposed M.Sc. in Bioethics and M.Sc. in Bioethics; Non-Thesis. It will be submitted to Senate for approval in APC’s 522<sup>nd</sup> Report to Senate for its meeting of December 6<sup>th</sup>, 2023.*

- **Revised guidelines for proposing concentrations/options**

APC reviewed a proposal from SCTP to revise the guidelines for creating concentrations/options. The revised Guidelines include allowing academic units to propose concentrations/options of a doctoral/Ph.D. program provided it is a distinct program of study and has a minimum of 12 different credits selected from a list of required and complementary courses. The revised Guidelines will allow doctoral/Ph.D. programs to become more competitive for students from other institutions, as previously this option is typically only offered at the Master level and not the doctorate level within the University.

*APC approved the request for the Revised Guidelines for proposing concentrations/options in the name of Senate. It will be submitted to Senate for information in APC's 522<sup>nd</sup> Report to Senate for its meeting of December 6<sup>th</sup>, 2023.*

*The meeting was adjourned at 4:54 p.m.*