Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, February 18, 1999** at 3:00 p.m. in the Dean’s Committee Room (Arts Building 110).

**PRESENT:** Radan Capek, Martha Crago (Chair), Sam Johnston (Interim SSMU student rep.), Chandra Madramootoo, Steve Rytina, Cindy Smith (Secretary), Nina Spada, Kenneth Woodman

**REGRETS:** Steve Cohen (Interim PGSS student rep.)

**GUESTS:** Associate Dean Morton Mendelson, Faculty of Science  
Mr. Real Del Degan, University Planning Office

11.01 The Chair added to Other Business discussion on minor changes. The Agenda was approved with this addition.

11.02 The Minutes of the meeting of February 4, 1999 were approved, with the following change:

Item 10.02, page 1, should read: “The Minutes of the meeting of January 21, 1999....”

11.03 **BUSINESS ARISING**

The Chair advised the committee that she, Vice-Principal (Academic) T.H. Chan, and Dean Ratna Ghosh (Faculty of Education) met to clarify funding for the B.Ed.(Inclusive Education) program. This proposal will be returned to SCTP for approval at a later date.

(a) Faculty of Education - 99-SCTP-01-44  
Department of Second Language Education  
**M.A. (Second Language Education)** (45 credits)  
The committee reviewed the Faculty’s revised program changes submission. The changes included deletion of one course and adding one course to list of courses, and change in program requirements (students to take 15 additional credits at the graduate level, nine of which to be taken within the Department). The changes to this program were approved, and this proposal will now be forwarded to the Faculty of Graduate Studies and Research (FGSR) for approval.

The following new course was approved, and this proposal will now be forwarded to FGSR for information:  
431-604A,B Reading of SL Research (3 credits).

**M.A. (Second Language Education) - Non-Thesis Option** (45 credits)  
Professor Crago indicated that this new program would replace the M.Ed. Professor Spada explained that this non-thesis option would be geared towards professional-oriented students, and not students interested in pursuing a research-oriented career. She explained that students have been requesting this type of program for many years. This new program was approved, and this proposal will now be forwarded to FGSR for approval.

Department of Educational Studies  
**M.A. (Educational Studies) [Thesis]** (45 credits)  
Program revisions included: name change from M.A. (Administration and Policy Studies); two concentrations (Curriculum and Leadership) instead of one; decrease of credit weight from 48. The revisions to this program were approved, and this proposal will now be forwarded to FGSR for approval.

**M.A. (Educational Studies) [Non-Thesis]** (45 credits)  
The revisions to this program included: name change from M.Ed.(Administration & Policy Studies; Curriculum Studies; Literacy Studies); and two concentrations (Curriculum and Leadership) instead of three. These revisions were approved, and this proposal will now be forwarded to FGSR for approval. The committee agreed that the transition from the M.Ed. to M.A. degree was acceptable.
The following new courses were approved, and these proposals will now be forwarded to FGSR for information. The secretary inquired if Professor Spada knew which semesters these courses were offered, as they were not indicated in the course number on the forms. Professor Spada indicated that she was not certain. Professor Crago requested that the secretary verify with the Faculty and incorporate the information into the Minutes.

[Secretary’s note: Verification of semesters which courses are offered was received from Ms. Maricruz Garcia-Rejon, Administrative Secretary, Faculty of Education.]

411-609A Issues in Educational Studies (3 credits) 411-627D Project II (6 credits)
411-610B Leadership in Action (3 credits) 411-679C Interpretive Inquiry (3 credits).
411-620B Meanings of Literacy (3 credits)

Minor changes for the following courses were approved January 21, 1999, but new forms were received with minor editorial changes suggested by SCTP incorporated. These proposals will now be forwarded to FGSR for information:

411-606B Educational Leadership Issues (3 credits) 411-693T School Improvement Approaches (3 credits)
411-623D Thesis II (6 credits) 425-651A Mathematics Curriculum Issues (3 credits)
411-625A Project I (6 credits) 425-671C Issues in Science Curriculum (3 credits)
411-628B Education Resource Management (3 cr.) 433-660A Social Sciences Curriculum (3 credits)
411-646C Planning and Evaluation (3 credits) 433-661C Global Education (3 credits)
411-675T Special Topics I (3 credits) 455-623B Emergent Literacy (3 credits)
411-677T Special Topics II (3 credits) 455-627A Responding to Texts (3 credits)
411-690A Research Methods (3 credits) 455-630B Assessment of Literacy (3 credits).

Department of Educational and Counselling Psychology
The Chair informed the committee that the revised submissions from this Department are forthcoming.

(b) Faculty of Science - 99-SCTP-02-50
The Chair informed the committee that she had invited Associate Dean Morton Mendelson from the Faculty of Science and Mr. Real Del Degan of the University Planning Office to join the meeting at 4:30 pm to participate in the discussion of the double prefix issue for courses offered in the Faculty of Science. This is a result of resource sharing by departments (i.e. joint appointment of a professor in two departments). The courses concerned at this meeting are proposed by the following departments:

Department of Earth & Planetary Sciences  Department of Anatomy and Cell Biology
186-205A Astrobiology (3 cr.) 504-205A Astrobiology (3 cr.)
instructor: Dr. H. Vali instructor: Dr. H. Vali

Department of Atmospheric & Oceanic Sciences  Department of Chemistry
[these course titles, in consultation with the instructor (Professor P.A. Ariya), have been shortened to fit 30 characters]
195-219A Intro. to Atmospheric Chem. (3 cr.) 180-219A Intro. to Atmospheric Chem. (3 cr.)
195-419B Advances in Atmospheric Chem. (3 cr.) 180-419B Advances in Atmospheric Chem. (3 cr.)
195-619B Advances in Atmospheric Chem. (4 cr.) 180-619B Advances in Atmospheric Chem. (4 cr.)

The committee reviewed an e-mail received from Professor Jeanne Paquette of the Department of Earth & Planetary Sciences, which explained that Department’s explanation for the double prefixes.

Professor Madramootoo commented that the Faculty of Agricultural and Environmental Sciences had similar courses, which contained 330 as the unit number. He inquired if faculty-wide numbers exist for courses.
Associate Dean Mendelson and Mr. Del Degan joined the meeting. Associate Dean Mendelson explained that double prefixes for similar courses was initiated when the Faculty encouraged departments to form relations with other departments within the Faculty, and due to the fact that some professors have joint appointments with two departments. This would enable both departments credit for WSUs and credit for courses taught. He explained that departments could offer similar courses in alternating years (i.e., one department would offer the course in even years, the other in odd years), or a unit number could be assigned to the course which both departments would retain. This arrangement would be beneficial for the Department of Atmospheric and Oceanic Sciences, as they do not teach as many courses as the Department of Chemistry.

Mr. Del Degan explained that from an academic perspective, a course number should belong to a discipline instead of departments. Another solution would be to have the Department of Chemistry course (containing Chemistry unit number) listed in the Atmospheric and Oceanic Sciences program. He indicated that there would be no programming complications involved, as the number used is not used in cost of WSUs. He also suggested a mechanism of an interdisciplinary three-digit unit number, which would be assigned to a faculty (ex. 330 used for environmental sciences courses). But if enrolment in the courses is less than thirty, then this wouldn’t be worth all which is involved. Associate Dean Mendelson pointed out that courses should be assigned to a discipline, but many disciplines span different faculties. Professor Madramootoo suggested that when an interdisciplinary course is offered by a department, the dean of the faculty could transfer funds to that department for that year only. Professor Spada commented that the most logical solution would be to have a faculty number for this type of course. Professor Madramootoo indicated that was the case with the McGill School of Environment.

After some discussion, Associate Dean Mendelson suggested that if the submission from the Faculty of Science was not approved at this meeting, an alternative as to how to offer these courses was needed. Otherwise, SCTP could approve the submission at this time, then the issue could be settled at a later date with APPC and Senate. The Chair explained that since it was 5:00 pm and some committee members had already left, an electronic vote would be held the next day and she would report the results at the next meeting. The committee thanked Associate Dean Mendelson and Mr. Del Degan for their input concerning this issue.

(c) Faculty of Arts - 99-SCTP-01-39
McGill Centre for Research and Teaching on Women
XXX-513B Gender, Race and Science (3 credits)
An e-mail was received from Ms. Susan Sharpe, Assistant to the Dean, Faculty of Arts, indicating the three-digit unit number for this course would be 163. Therefore, the complete course number is 163-513B. This new course is now approved, and this proposal will now be forwarded to FGSR for information.

d) Cyclical Review Guidelines - 99-SCTP-02-54
Professor Crago explained that APPC had added some details to the Subcommittee on Planning and Priorities’ guidelines for cyclical reviews document. Under the heading of Submissions to the Review Committee, APPC agreed to add to the sentence: “The Dean and APPC {with input from SCTP} may also prepare a list of questions ...” Professor Crago commented that after SCTP reviewed annual reports from departments, she would submit to APPC a report containing questions which could be asked at the review process (e.g., request lists of programs offered, why amount of courses offered, suggest offering non-thesis program).

Professor Spada inquired as to the number of cyclical reviews last year. Professor Crago responded that over the last three years there were almost none, and CREPUQ is requesting these reviews.

Professor Crago explained another addition to the guidelines document under the heading of Follow-up, which now reads: “Issues of an academic nature ... shall be referred to ... (SCTP) and eventually to APPC.”

Professor Rytina inquired as to the sequence of the departments responding to requests from different parties
Conflict could arise. He suggested that SCTP’s review takes place after the dean’s review of the unit. He questioned who SCTP would report to: the dean or department. Professor Crago commented that SCTP would advise APPC only and report any concerns relating to the unit to APPC.

The committee reviewed the mandate for SCTP.

11.04 FACULTY OF ENGINEERING - 99-SCTP-02-53

School of Architecture
301-364B Architectural Modeling (3 credits)
The revisions to this course included: change to prerequisite, change of credit weight from 2, and change to course description. These revisions were approved.

301-520B Morphology of the Metropolis: Montreal (3 credits)
The secretary noted that the course title was greater than 30 characters and the course description was greater than 50 words. She has contacted the Faculty and requested that they make the appropriate changes. The Chair noted that she will approve this new course on behalf of the committee after reviewing the requested changes. Secretary’s note: The revised course proposal form was received from Ms. Mary Lanni-Campoli, Student Advisor, School of Architecture, and reviewed by the Chair. The course title now reads: “Montreal: Urban Morphology”. This new course is approved, and this proposal will now be forwarded to FGSR for information.

11.05 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES - 99-SCTP-02-54

Department of Plant Science
B.Sc.(Agr.) Botanical Sciences (90 credits)
Revisions to this program included: changes to required and complementary course lists and a reduction to required credits. These revisions were approved.

Department of Natural Resource Sciences
B.Sc.(Agr.) Soil Science (90 credits)
The revisions to this program included: elimination of General Soil Science and Soil Research orientations and changes to list of complementary courses. The committee suggested that on the supporting document outlining these changes, the term “about ... credits” should be replaced by “minimum ... credits”. The secretary will contact the faculty contact person requesting this suggested change. The revisions were approved.

375-382A Fish and Wildlife Propagation (3 credits)
This new course was approved.

11.06 OTHER BUSINESS

Minor Changes
The Chair queried the committee as to the minor changes which the secretary currently reports. She informed the committee that she and the secretary review all minor changes prior to the secretary reporting them. The committee agreed that this was appropriate, and suggested that the secretary bring documents containing minor changes to the meetings in case members have questions on changes reported.

The secretary reported the following minor changes. The minor changes submitted from the Faculties of Agricultural and Environmental Sciences and Arts were approved.

Faculty of Agricultural and Environmental Sciences (see 99-SCTP-02-54)
Minor in Ecological Agriculture (24 credits) - course changes to required and complementary lists;
Certificate in Ecological Agriculture (30 credits) - course changes to required and complementary lists.
Faculty of Arts (see 99-SCTP-01-48)

**Major Concentration and Honours in Latin-American and Caribbean Studies** (60 credits) - addition of 101-580D to list of complementary History courses.

**CUP Reports**
For information only, the Chair reviewed a memo from Associate Vice-Principal (Academic) Nick de Takacsy dated February 5, 1999 re Commission universités sur les programmes Reports and McGill Responses: Summary II, which was discussed at APPC. This report concerned the Sub-commission #9: Earth, Water, and Atmospheric Sciences. The secretary noted that if committee members would like a copy of this memo, she could distribute by e-mail. The committee members requested a copy.

**1999-2000 SCTP Meetings**
The Chair inquired if the committee would agree to meetings scheduled from 2:30 - 4:30 pm for next session. All members indicated agreement to this change in scheduling.

There being no further business, the meeting adjourned at 5:00 pm.