Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held Thursday, April 15, 1999 at 3:00 p.m. in the James Annex Conference Room.

PRESENT: Radan Capek, Martha Crago (Chair), Chandra Madramootoo, Steve Rytina, Cindy Smith (Secretary), Nina Spada, Kenneth Woodman

REGRETS:

14.01 The Agenda was approved.

14.02 The Minutes of the meeting of April 1, 1999 were approved, with the following changes:

Item 13.03 (d), page 2, Faculty of Engineering, the program name should be indicated and read: “M.Eng.[Project Option] (45 cr.);

Item 13.03 (f), page 3, Faculty of Management, second sentence should read: “... except that they require a 3.0 ....”;

Item 13.03 (h), page 3, Faculty of Engineering, course name was omitted, therefore it should read: “306-780A,B,C,T Ph.D. Thesis Research Proposal (0 cr.)”;

The secretary noted that she received the following changes to the minor changes for course titles and description, which she requested:

Item 13.08, page 6, Faculty of Engineering, course 306-202A: course title was shortened to read: “Eng. Communication Skills; course 306-308A: course title was shortened to read: “Social Impact of Technology”; Faculty of Science, course 183-199A: course title was shortened to read: “People, Place & Environment; course 204-534A: description shortened.

14.03 BUSINESS ARISING

(a) Faculty of Science - 99-SCTP-02-50

Double Prefixes Issue

The Chair reported that Associate Dean Mendelson from the Faculty of Science was to attend the last APPC meeting, on behalf of Dean Shaver, to present the Faculty of Science’s point-of-view on this issue. Unfortunately, he was unable to attend that meeting and will not be available for the next meeting (April 22), therefore Dean Shaver will attend to present the view of the Faculty of Science on the use of double prefixes for courses offered jointly by two departments within the Faculty of Science.

The Chair reviewed the possible solutions for the use of double prefixes with the committee, which were:

- Double Code, which would flag the course; the Chair indicated that this would not be easy with the new Banner System coming into effect;
- faculty-wide number;
- new and separate prefix;
- and a new solution would be to have two separate courses, with two different titles and numbers, and the same instructor (as is currently practiced in the Department of Psychology).
- FTEs assigned to professors

Professor Rytina commented that the new and separate prefix would be administratively problematic. He explained that the FTEs to the professor would be helpful in determining who is doing what, and that he thought it might be useful. Professor Spada replied that the FTEs going to the professor appeared to be a good solution, as it was straightforward. Professor Crago commented that this would open up the issue of course loads for professors. Professor Rytina agreed that this could be controversial.
The Chair advised the committee that she would report at the next SCTP meeting on the APPC discussion of the double prefixes issue.

14.04 FACULTY OF MEDICINE - 99-SCTP-04-67
M.Sc.(Applied) Rehabilitation Science and Ph.D. Rehabilitation Science
These program revisions were reported (and approved) under Minor Changes of the January 21, 1999 SCTP meeting. The resubmissions contained signatures omitted from the original submissions.

Department of Biochemistry
507-701A,B Junior Research Seminar (0 cr.)
The committee suggested that the title of this course be changed to: “Research Seminar I”, as the proposed title seemed inappropriate. This new course was approved with this change.

507-702A,B Ph.D. Thesis Proposal (0 cr.)
The committee suggested revising the course description to read: “Dissertation presented to the committee.” This new course was approved with this change.

507-703A,B Senior Research Seminar (0 cr.)
The committee suggested that the title of this course be changed to: “Research Seminar II”, as the proposed title seemed inappropriate. Also, it was suggested to revise the course description to read: “Presentation of the planned thesis including central findings and original contribution to knowledge in the field of research.” This new course was approved with these changes.

14.05 FACULTY OF EDUCATION - 99-SCTP-04-70

Department of Culture and Values in Education
423-623A,B Issues I (3 cr.)
The Chair explained that this course revision proposal is actually the first part of the split of full course 423-615D (6 cr.). The committee suggested keeping 423-615 for this portion of the split course. Professor Crago commented that this would make more sense, as it was the general practice of the Faculty of Graduate Studies and Research to keep the original number for one of the two courses in a full course split. The committee indicated that the administering faculty should be indicated as the Faculty of Graduate Studies and Research on the proposal; number change should be removed; course number 423-615D should be indicated under “Reason for change b) Split of full course”; change of credit weight should be removed; and the title change should read: “Selected Issues Cont Ed”, as this is how it is indicated on the timetable, not the title “Selected Issues in Contemporary Education”. The course number in the restriction should be indicated as 423-615D not just 423-615. A corrected course proposal form should be submitted to SCTP (with appropriate signatures). This course revision was approved with these changes.

423-624A,B Issues II (3 cr.)
The Chair explained that this course is the second part of the split of full course 423-615D (6 cr.). The Chair indicated that after speaking with Associate Dean Maguire of the Faculty of Education, the Faculty agreed to assign course number 423-635A,B, as their originally-assigned number was not sequential with 423-615. The committee indicated that the administering faculty should be indicated as the Faculty of Graduate Studies and Research on the proposal; number change should be removed; course number 423-615D should be indicated under “Reason for change b) Split of full course”; change of credit weight should be removed; and the title change should read: “Selected Issues Cont Ed”, as this is how it is indicated on the timetable, not the title “Selected Issues in Contemporary Education”; and change of credit weight should be removed. A corrected course proposal form should be submitted to SCTP (with appropriate signatures). This course revision was approved with these changes.
Department of English

**B.A. Major Concentration Cultural Studies** (36 cr.)
The program revisions consisted of: decreasing the required courses from 12 credits to 9; increasing the complementary courses to 27 credits from 24; and changing how complementary courses are to be chosen. The committee approved these revisions and they will be reported to APPC for information only.

**B.A. Major Concentration Drama and Theatre** (36 cr.)
The program revisions consisted of: decreasing the required courses from 12 credits to 9; increasing the complementary courses to 27 credits from 24; and changing how complementary courses are to be chosen. The committee approved these revisions and they will be reported to APPC for information only.

**B.A. Minor Concentration Cultural Studies** (18 cr.)
The program revisions consisted of: increasing the required courses from 3 credits to 6; decreasing the complementary courses from 15 credits to 12; and changing how complementary courses are to be chosen. The committee approved these revisions and they will be reported to APPC for information only.

**B.A. Minor Concentration Drama and Theatre** (18 cr.)
The program revisions consisted of: decreasing the required courses from 12 credits to 6; increasing the complementary courses from 6 credits to 12; and changing how complementary courses are to be chosen. The committee approved these revisions and they will be reported to APPC for information only.

The committee agreed that the program revision proposals submitted by the Department of English were very well presented and are models of a job well done.

The following new courses were approved:

- 110-317A,B Theory of English Studies I (3 cr.)
- 110-318A,B Theory of English Studies II (3 cr.)

Department of Italian Studies

**B.A. Honours Italian Studies [Literature Option]** (60 cr.)
The program revisions consisted of: decreasing the required courses for 132-470 was indicated as Seminar: Italian Literature in February 1999. The committee suggested that the Department make this change to the program, and approved these revisions and they will be reported to APPC for information only.

**B.A. Joint Honours (Italian Studies Component)** (36 cr.)
The program revisions consisted of: reducing the required courses, for the Italian Studies Component, from 6 credits to 3 (due to modification to course 132-470); increasing complementary courses from 30 credits to 33; and changing how complementary courses are to be chosen. The Secretary commented that the course title for 132-470 was indicated as Seminar: Italian Literature in February 1999. Again, the committee suggested that the Department make this change to the program, and approved these revisions and they will be reported to APPC for information only.

The Chair queried the committee as to their opinion for program revisions to be reported to APPC (i.e. which minor program changes should go for discussion and information). The committee agreed that the revisions from the Department of English were an indication as to which direction the Department was heading, would be a good idea to inform APPC of this.
Department of Anthropology

**M.A. Medical Anthropology** (Thesis 48 cr.; Non-Thesis 45 cr.)
The committee noted that this submission needed to have three separate proposals: one for the M.A. Thesis, one for the M.A. Non-Thesis, and one for the M.A. Special Non-Thesis Options. The committee queried what criteria warrant this as a joint program, as only 6 credits are from the Department of Social Studies of Medicine. Also, the word “Program” should be removed from the title on the proposal form. The Faculty/Department should resubmit these proposals with these changes and appropriate signatures, and refer to SCTP document number 99-SCTP-04-72.

Department of Linguistics

**B.A. Honours in Linguistics** (66 cr.)
The revisions to this program consisted of: decreasing the required courses from 27 credits to 24; and increasing the complementary courses in Linguistics from 18 credits to 21 (specifically, increased credits at the 400/500 level). The Complementary Courses in Related Fields remain at 21 credits. The committee approved these revisions and they will be reported to APPC for information only.

Department of French Language and Literature

**B.A. Concentration Mineure Langue française** (18 cr.)
The Chair explained that this new program is a collaborative program between the English and French Language Centre and the Department of French Language and Literature. This new program consisted of: 6 to 12 credits from the English and French Language Centre, and 6 to 12 credits from the Department of French Language and Literature. The committee noted that the credit weight for this new program was not indicated, therefore the Chair requested that the Secretary verify the credit weight. Secretary’s note: Verification was received from Professor Angenot of the Department of French Language and Literature and Susan Sharpe of the Faculty of Arts that the credit weight for the program is 18 credits. This new program was approved and it will be reported to APPC for discussion.

McGill Centre for Research and Teaching on Women

163-498A Seminar on Women’s Studies I (3 cr.)
This course revision consisted of a number change from 423-498A. The secretary reported that a course retirement for 423-498A will be submitted by the Faculty of Education (as per Susan Sharpe, Faculty of Arts). This course revision was approved.

163-499B Seminar on Women’s Studies II (3 cr.)
This course revision consisted of a number change from 423-499B. The secretary reported that a course retirement for 423-499B will be submitted by the Faculty of Education (as per Susan Sharpe, Faculty of Arts). This course revision was approved.

McGill School of Environment

**B.Sc. [Earth Sciences and Economics]**
This new program was reported for information only in the Secretary’s Minor Changes report (see Item 14.07 Other Business). The Chair explained that the Faculty of Arts approved this new domain in McGill School of Environment (MSE), which will be submitted shortly by the Faculty of Science. She explained that APPC requires a description of how all the domains within the MSE are linked together, therefore she suggested that the MSE describe how this domain will fit with the other domains already approved by SCTP and APPC.

School of Social Work

407-604A,B Critical Issues in Social Policy (3 cr.)
The Chair commented that the title for this new course was greater than 30 characters. The Secretary responded that revision to the title was requested of Susan Sharpe of the Faculty of Arts on April 9, 1999. A response is pending. The committee suggested the following changes to the course description: first sentence, change the word “argues” to “argued”; last sentence: wording pertaining to “race relations” is inappropriate, therefore should be replaced with “inequalities”. This new course was approved with these changes.
Department of Art History
123-204A,B Introduction to Medieval Art and Architecture (3 cr.)
The Chair commented that the title for this new course was greater than 30 characters. The Secretary responded that revision to the title was requested of Susan Sharpe of the Faculty of Arts on April 9, 1999. A response is pending. This new course was approved with a shortened title.

123-207A,B European Art (1400-1700) (3 cr.)
This new course was approved.

123-433A,B Art & Patronage: Bernini & Poussin (3 cr.)
The Chair commented that the title for this new course was greater than 30 characters. The Secretary responded that revision to the title was requested of Susan Sharpe of the Faculty of Arts on April 9, 1999. A response is pending. This new course was approved with a shortened title.

123-510A,B The Body and Visual Culture (3 cr.)
This new course was approved.

14.07 OTHER BUSINESS
Minor Changes
The secretary reported the following minor changes. The minor changes submitted from the Faculties of Arts, Engineering, and Music were approved.

Faculty of Arts
Department of English
110-318A,B Poetry (3 cr.) - retirement;
110-319A,B Drama (3 cr.) - retirement.

FOR INFORMATION ONLY:
The Faculty of Arts approved, March 23, 1999, the new MSE B.Sc. in Earth Sciences and Economics, which will be submitted in the near future by the Faculty of Science.

Faculty of Engineering
Department of Chemical Engineering
302-530C Structure & Properties of Paper (3 cr.) - retirement;
302-532C Process Engineering of Pulping I (3 cr.) - retirement;
302-533A Process Engineering of Pulping II (3 cr.) - retirement;
302-536A Unit Operations of Papermaking (3 cr.) - retirement;
302-538C Selected Topics in Pulp & Paper (3 cr.) - retirement;
302-572A Process Dynamics & Control (3 cr.) - retirement;

Faculty of Music
Department of Theory
M.A. Theory [Thesis Option] (48 cr.) - deletion of “Language reading examination in German” from the program description;

M.A. Musicology [Thesis Option] (48 cr.) - deletion of “Language reading examinations in German and one additional language related to the candidate’s field of research. Students whose mother tongue is French are exempt from the French Language Reading examination” from the program description;
Non-Thesis M.A. [Options in Music Education, Musicology, and Theory] (45 cr.) - deletion of “Language reading examination (for students in Musicology and Theory; this is normally German; not required for Music Education students)” from the program description.

Courseload Statistics - 99-SCTP-04-73
The Chair explained that this document was put together with figures from the University Planning Office, and was done to present the current statistics on courses per student and per professor for each faculty and their departments. This bank of information on courses would be useful when SCTP begins the cyclical review process, as the committee could question departments on courses and programs. The document contained figures, within each faculty, on the number of undergraduate and graduate students, undergraduate and graduate courses, professors, students/professors, and courses/professors. The breakdown of departmental statistics indicated the number of undergraduate and graduate courses. Professors Rytina and Madramootoo commented that the ratios for the Faculties of Engineering and Science appeared to be off, especially the number of undergraduate students in the Faculty of Science. Professor Madramootoo also commented that the courses/professors numbers are too high. The ensuing discussion involved mainly comments concerning students disliking bulleting; questions which arose during the Faculty of Arts Fast-Track; workload issues for professors and the paying of stipends to professors funded by SSHRC; and shelving courses as an alternative to retirement, enabling them to remain on the system and limit paper work. The Chair suggested another idea would be to have departments create a document of all Masters, Masters [Non-Thesis], and Ph.D. programs. It was suggested that departments would supply more realistic statistics than the present ones. The present statistics did not seem appropriate for circulation.

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