Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held Thursday, April 29, 1999 at 3:00 p.m. in the James Annex Conference Room.

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

REGRETS: Chandra Madramootoo, Kenneth Woodman

GUESTS: Associate Vice-Principal (Academic) Nick de Takacsy and Ms. Robin Geller, Director - Admissions, Registrar’s, and Recruitment Office

15.01 The Agenda was approved with the following additions:
- under Business Arising: Joint Programs;
- regular business: Report from the Faculty of Science [99-SCTP-04-81];
- Other Business: course credit weight changes and retirements.

15.02 The Minutes of the meeting of April 15, 1999 were approved, with the following change:
- Item 14.06, page 3, Faculty of Arts, last sentence of the last paragraph should read: “... which direction the Department was heading, and thus would be a good ....”

15.03 BUSINESS ARISING

(a) Faculty of Arts - 99-SCTP-01-39
Department of History
The Chair reported that a memo was received from Professor C. Legrand, Chair of the Department of History, concerning the new course proposed by the Department of History, 101-583A,B Canadian Conservatism, which contained the same title as the Department’s existing course 101-462D Canadian Conservatism. The memo indicated that the Department has decided to put 101-462D in reserve but not to cancel it. The committee requested that the course title for proposed new course 101-583A,B be changed since there cannot be two courses with the same title.

(b) Faculty of Science - 99-SCTP-02-50
Double Prefix Issue
The Chair reported on the discussion from the April 22, 1999 APPC meeting, where Dean Alan Shaver of the Faculty of Science explained the issue of new courses proposed by the Departments of Atmospheric and Oceanic Sciences, and Chemistry, which contained same prefixes and titles (195-219, 180-219, 195-419, 180-419, 195-619, 195-619). Dean Shaver explained that these courses were proposed in this fashion due to courses taught by a professor who is jointly appointed in two departments. The Chair pointed out that the Dean did not mention an FTE issue concerning these courses. The Chair mentioned that it is not possible to bullet one course each year. The Dean’s suggestion for departments with shared professors (i.e. offering courses with double prefixes) would not solve the FTE problem. The Chair communicated that courses are approved at this time, pending review. SCTP has been asked to review the issue and produce a report of consequences for different scenarios, which would aid APPC in devising a solution for this issue. She explained that she will produce a chart over the summer indicating all scenarios and what is involved, and after reviewing it with SCTP she will present the chart to APPC in early fall 1999.

Professor Capek indicated that the Faculty of Medicine has decided to discontinue joint appointments for professors; this decision has come from the Dean, and is not popular with faculty members.

Professor Rytina queried as to why billeting isn’t possible. The Chair stated that should would obtain specifics on this issue and report back to the committee at a future meeting.

The Secretary pointed out that the 400- and 600-level courses contained the identical titles “Advances in
Atmospheric Chem.” The committee stated that the titles should be revised by renaming to include I and II or the upper-level course be designated a seminar course (keeping in mind that course titles are not to be greater than 30 characters). New proposals should be submitted to SCTP (within 1 week of receipt of notification) for courses 195-419B, 180-419B, 195-619B, and 180-619B.

(c) Joint Programs

The Chair reported that after consultation with Associate Vice-Principal (Academic) Nick de Takacsy and the Faculty of Graduate Studies and Research, she was unable to locate an exact definition for what constitutes a joint program. One source indicated that a joint program was indicated by thesis topics. Another source suggested that as little as 6 credits of courses to be taken from another department can constitute a joint program. Professor Rytina stated that joint programs should be interdisciplinary.

Secretary’s note: The revisions requested by SCTP were received for the following previously-submitted course and program proposals, reviewed by the Chair, and approved on behalf of SCTP.

Faculty of Arts
- New course 135-445A,B [99-SCTP-01-39]: appropriate write-off was received from the Chair of the Department of English;
- M.A. in Italian (Thesis Option) and M.A. in Italian (Non-Thesis Option) [99-SCTP-03-58]: requested revisions were made by the Department and appropriate proposal forms submitted, and they will be forwarded to APPC for information only.

Centre for Continuing Education
- course revision for 610-514 [99-SCTP-04-61]: proposal submitted as new course instead of consolidation of courses;
- Diploma in Accounting [99-SCTP-04-61]: revised rationale received, and the proposal will be forwarded to APPC for information only.

Faculty of Education
- split of course 423-615D [99-SCTP-04-70]: the Faculty decided to use course numbers 423-615A,B and 423-623A,B, and revised the titles to read “Issues in Education I” and “Issues in Education II”, respectively.

Faculty of Engineering
- course revision for 304-432B [minor change reported April 1, 1999]: title was shortened to read “Phys. Basis of Transistor Dev.”, therefore title change should be indicated in list of minor changes for this course.

15.04 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES - 99-SCTP-04-74

Department of Plant Science
M.Sc. Plant Science (45 cr.)
The existing program consisted of: four 3-credit graduate-level courses or their equivalent; M.Sc. Thesis I, II, and III courses; attendance at courses 367-665, 367-666, 367-767, 367-768, and Research Horizon Seminar; and additional courses may be required at the discretion of the candidate’s supervisory committee. The revisions to the program consisted of: reduction in the number of required graduate-level courses from four to two, therefore reducing required credits from 12 to 6; increase credit weight of courses M.Sc. I and II from 9 to 12 credits each. The committee noted that on the side-by-side comparison page, under the “New Program” column, for the listed changes to M.Sc. courses, course number 367-664A,B,C should read “M.Sc. Thesis I”, not “M.Sc. Thesis”. These revisions were approved with this change, and the proposal will be forwarded to APPC and FGSR for information only.

367-664A,B,C M.Sc. Thesis I (12 cr.)
The revisions to this course consisted of: an increase in credit weight from 9, and description change. These revisions were approved.
367-665A,B,C M.Sc. Thesis II (12 cr.)
The revisions to this course consisted of: an increase in credit weight from 9, and description change. These revisions were approved.

15.05 FACULTY OF SCIENCE - 99-SCTP-04-75

McGill School of Environment

B.Sc. in Environment: Earth Sciences and Economics (90 cr.)

Notification of approval from the Faculty of Arts was reported to SCTP for information only and indicated in the SCTP Minutes of April 15, 1999 under Other Business, Minor Changes.

As requested, an overview was received which described the links between all the “domains” in the B.Sc. in Environment. Professor Crago commented that the MSE appeared to be introducing more “domains” and seemed like there are many being offered; the “domains” appeared to be very enterprising, and there was concern that they were too enterprising. Professor Rytina commented that the MSE had always planned to introduce several “domains”, as in their original proposal. He mentioned concern that when a staff member who is associated with teaching within a “domain” retired, that specific “domain” would need to be revised. There was also concern about how finances would be maintained for the “domain” 4 and 8 years in the future. Professor Crago stated that APPC had, in the past, voiced concern that the MSE took into consideration that the prerequisites for the courses offered in a “domain” were covered. Professor Rytina looked into the prerequisites for the proposed “domain” and found the pathway to be very narrow. The Secretary noted that the program description is greater than 150 words. The Chair stated that the description should be revised to no more than 150 words, and the proposal form be resubmitted to SCTP with appropriate signatures. This new program was approved with this change, and it will be forwarded to APPC for discussion once the revised proposal has been received.

15.06 FACULTY OF MANAGEMENT - 99-SCTP-04-76

Minor in Technological Entrepreneurship (18 cr.)

The Chair requested the degree designation for this new program. If this program is a B.Eng., the committee requested a rationale as to why the proposal was submitted by the Faculty of Management, how this Minor differs from the Minor in Management, why this new Minor is necessary as opposed to that minor. If this proposal is offered to Engineering students, then a write-off is needed by the Faculty of Engineering which indicates the comparison with the Minor in Management Program, and how this proposed new Minor differs. The Faculty of Management should request the write-off from the Faculty of Engineering and provide the comparisons, and report them to SCTP under document number 99-SCTP-04-76.

272-321B Leadership (3 cr.)

The Secretary reported that this new course proposal was originally submitted as a course revision, specifically a number change from 272-521, but the Faculty of Management had changed 272-521 to 272-640 (see Minor Changes). Therefore, Suzanne Sellitto of the Faculty of Management informed SCTP that the course title should be indicated as “Leadership” and the proposal should be indicated as a new course.

The committee decided to postpone approval of this new course until the requested information for the Minor in Technological Entrepreneurship is received, and the entire submission will be reviewed then.

275-360 Marketing of Technology (3 cr.)

Approval of this new course is postponed until the requested information for the Minor in Technological Entrepreneurship is received, and the entire submission will be reviewed then.
FACULTY OF SCIENCE [99-SCTP-04-78]

B.Sc. & B.Ed. Major in Biology and Mathematics for Teachers (67 cr.)
The committee noted that on the page where courses in this new program proposal are listed, under Complementary Science courses, Biology List A and B are indicated as revised. If this proposal was for a new program, SCTP queried as to what were being revised. Therefore, a rationale should be submitted to SCTP concerning the nature of the revised Biology courses (document number 99-SCTP-04-78 should be noted), the Chair will review and approve on behalf of the committee, and then this proposal will be forwarded to APPC for information only.

FACULTY OF ENGINEERING - 99-SCTP-04-79

Department of Mechanical Engineering
B.Eng. Regular and Honours [Mechatronics Option] (18 cr.)
The revisions to the programs consisted of: name change from B.Eng. [Automation Option], and changes to list of courses. The committee noted that the side-by-side comparison was well presented. This revised program is an excellent example of what SCTP should bring to the attention of the Admissions, Registrar’s, and Recruitment Office [ARR] (i.e. recruiting issue and a closure). Therefore, the committee requested that the Secretary forward a copy to Robin Geller, Director - ARR. These revisions were approved, and this proposal will be forwarded to APPC for discussion.

300-480A,B,C Tech. Entrepreneurship Project (3 cr.)
As this new course proposal is associated with the Minor in Technological Entrepreneurship submitted by the Faculty of Management, the committee decided to defer reviewing this proposal until clarification is received from the Faculty of Management.

FACULTY OF SCIENCE - 99-SCTP-04-81

B.Sc. & B.Ed. Major in Biology and Geography for Teachers (67 cr.)
The program revisions consisted of: the addition of a 4-credit course to the Required Science Courses, therefore increasing these credits to 43; and the deletion of a 3-credit course from Biology List A of the Complementary Science Courses, therefore decreasing these credits from 24 to 21. These revisions increased the program credit weight from 66. The Chair noted that a write-off was received from the Department of Biology, but a write-off from the Department of Geography was not included. Therefore, SCTP requested that the Faculty of Science submit a write-off from the Department of Geography, the Chair will review and approve on behalf of the committee, and the proposal will be forwarded to APPC for information only.

OTHER BUSINESS

Minor Changes
The secretary reported the following minor changes. The minor changes submitted from the Faculties of Agricultural and Environmental Sciences, Engineering, Management, and Science were approved. The program revisions will be forwarded to APPC for information only.

Faculty of Agricultural and Environmental Sciences
Department of Natural Resource Sciences
B.Sc(Agr.) Major in Wildlife Biology (90 cr.) - removal of two required courses (one 3 credits, one 4 credits); the addition of two 3-credit required courses; credit weight increase from 3 to 4 credits for required course 356-204A; courses removed and added to Complementary Courses list (minimum of 26 credits), with the following added in the Complementary Courses description: “a minimum of which should be at the 300 level or above”; one course added to Biology Complementary Courses list.

Department of Plant Science
367-766A,B,C Ph.D. Thesis I (0 cr.) - description;
367-767A,B,C Ph.D. Thesis II (0 cr.) - description;
367-768A,B,C Ph.D. Thesis III (0 cr.) - description.

Faculty of Engineering
Department of Mechanical Engineering
305-554A Microprocessors for Mech. Sys. (3 cr.) - title, prerequisite, and description;
305-557B Mechatronic Design (3 cr.) - title and description;
305-572A Introduction to Robotics (3 cr.) - title;
305-573B Mechanics of Robotic Systems (3 cr.) - title;
305-632A Theory of Elasticity (4 cr.) - title.

Faculty of Management
Masters of Manufacturing Management (56 cr.) - rearrangement of how required courses 277-602 and 272-632 are to be taken; the following requirement is added to the MMM curriculum: “MMM students are required to take one of the courses in the Manufacturing Electives category and one of the courses in the Management Electives category.
Manufacturing Electives:
277-602 Manufacturing Strategy
MET 6.904 Strategic Planning and Technological Forecasting
Management Electives:
272-632 Group Dynamics and Interpersonal Behavior
272-640 Leadership, Power & Influence”

270-465B Technological Entrepreneurship (3 cr.) - title;
272-640 Leadership, Power & Influence (3 cr.) - number, title, and description.

Faculty of Science
B.Sc. & B.Ed. Major in Biology and Chemistry for Teachers (65 cr.) - move course 177-304 from Biology List A of Required Courses in Science to Biology List B Required Courses in Science, therefore reducing Biology List A from 24 credits to 21, and increasing Biology List B from 6 credits to 9.

Department of Biology
177-204A Evolution (3 cr.) - retirement;
177-308B Ecology (3 cr.) - retirement.

Department of Mathematics and Statistics
189-220A,B Vectors & Matrices for Management Students (3 cr.) - retirement.

Course Credit Weight Changes and Retirements
The Chair queried the committee if they wished to continue to review credit weight changes and have the Secretary report retirements as minor changes. The committee responded yes to both.

Admissions Issues
Associate Vice-Principal (Academic) de Takacsy and Ms. Geller joined the meeting to participate in the discussion of how Admissions, Registrar’s, and Recruitment [ARR] issues were dealt with at SCTP when the committee reviewed new and revised program proposals. The Chair explained that SCTP mainly reviewed the academic issues of proposals, and she hoped that Associate Vice-Principal de Takacsy and Ms. Geller would inform the committee of possible ARR issues. Ms. Geller stated that the ARR Office would like input when ARR issues are concerned and her office needs to be informed, when proposals contain certain issues, before the proposals get forwarded to APPC. She explained the type of recruitment issue to inform her office was the closure of programs; recruiters required this information to be incorporated into their literature. An admissions issue concerning joint programs would consist of why a program had been created and what the prerequisites were. Registrar’s issue would be what transcripts would look like, and fee issues for programs. Professor Capek queried Ms. Geller of what possible solutions would be to informing her office of these issues. Ms. Geller suggested that the SCTP Minutes be flagged and brought to her
attention. Associate Vice-Principal (Academic) de Takacsy explained that the Minutes would not be sufficient information, therefore suggested that a copy of proposals be forwarded to Ms. Geller. Professor Rytina commented that it would be easy to recognize, and inform the ARR Office of, closures and credit changes, but the committee would require written guidelines or a check list for student records and fee assessment. Professor Crago suggested that for admissions issues, departments could write-up what the admissions requirements are for the program and include in their proposal, perhaps on an appended “subform” created by SCTP, including existing and proposed admissions requirements. Associate Vice-Principal (Academic) de Takaesy commented that coding for program fees and self-funded programs are important issues which the ARR Office needed to be informed about. Professor Crago suggested that self-funded programs would be directed to the ARR Office simultaneously as they are forwarded to UPO for a financial write-off. Associate Vice-Principal (Academic) de Takacsy suggested that some minor revisions to programs would be worthwhile flagging to the ARR Office. Ms. Geller stated that the ARR Office would like input for program closures. Professor Crago suggested that SCTP would forward the proposal to her in the ARR Office; this would delay the approval process, but the committee was attempting to inform faculties of deadlines and the time frame of getting approval for their proposals (i.e. proposals forwarded to APPC and Senate for approval). The committee thanked Associate Vice-Principal (Academic) de Takacsy and Ms. Geller for their informative input, and indicated that SCTP would, in future, be on alert for admissions, registrar’s, and recruitment issues.

In summary:

**Admissions:** Information requested on proposal subform with write-off procedure.

**Registrar’s:** Check list to be provided.

**Recruitment:** New programs and closures will be signalled in the Minutes and brought to ARR’s attention.

**Committee Members’ Terms**

The Chair queried the committee members as to their length of membership on SCTP, and if they thought it necessary to have a representative from the Faculty of Science. Professors Rytina and Capek both believed that they were completing their third year on the committee. The committee agreed that a member from Science would be useful, but not necessarily an Associate Dean. The Chair queried if nominations should come from faculties’ Nominating Committees. The committee responded they should, or perhaps from faculties’ Planning Committee. The Chair suggested that if Professors Rytina and Capek both stepped down at the end of this session, she would request a representative from the Faculties of Arts and Science, and that they be introduced in a staggered manner.

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