Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held Thursday, May 13, 1999 at 3:00 p.m. in the James Annex Conference Room.

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

REGRETS: Radan Capek, Chandra Madramootoo

16.01 The Agenda was approved with the following additions:
- under Business Arising: Faculty of Management [99-SCTP-04-76], and Faculty of Engineering [99-SCTP-04-79];
- under regular business: Report from the Faculty of Medicine [99-SCTP-05-85];

16.02 The Minutes of the meeting of April 29, 1999 were approved, with the following change:

- Item 15.03, Business Arising, (b) Faculty of Science, page 1, last paragraph should read: “... as to why bulleting isn’t possible.”

16.03 BUSINESS ARISING

(a) SCTP Membership Terms

The Chair announced that as Professor Rytina’s membership term is coming to an end in June 1999, she has confirmed with the Faculty of Arts that Professor Jane Everett is willing to serve on SCTP commencing in January 2000. Associate Dean Enrica Rossetti has agreed to serve on SCTP from September to December 1999 in the interim. The Chair will propose these replacements to APPC.

The Chair explained that Professor Capek’s term of membership will end next year.

Professor Woodman’s membership term is also coming to an end in June 1999, therefore the Chair explained that she has been in contact with Associate Dean Mendelson of the Faculty of Science to request suggestions of a possible representative from that Faculty to sit on SCTP. Associate Dean Mendelson will provide the Chair with suggestions in the near future, the Chair will discuss the suggestions with SCTP, and then propose the replacements to APPC.

(b) Faculty of Management - 99-SCTP-04-76

B.Eng. Minor in Technological Entrepreneurship (18 cr.)

The Secretary distributed the requested rationale and write-off received from the Faculties of Management and Engineering, respectively, concerning the query as to the need for this new program. They were both straightforward and addressed the committee’s concerns. Associate Dean Duff of the Faculty of Management confirmed verbally with the Secretary that the degree designation was a B.Eng. The committee approved this new program.

The following new courses were approved:

272-321B Leadership (3 cr.)
275-360A Marketing of Technology (3 cr.).

(c) Faculty of Engineering - 99-SCTP-04-79

The following new course was approved:

300-480A,B,C Tech. Entrepreneurship Project (3 cr.).

Secretary’s note: The revisions requested by SCTP were received for the following previously-submitted course
and/or program proposals, reviewed by the Chair, and approved on behalf of SCTP.
Faculty of Arts
- New course 123-204A,B [99-SCTP-04-72]: shortened title received, which now reads “Intr. to Medieval Art & Arch.”;
- New course 123-433A,B [99-SCTP-04-72]: shortened title received, which now reads “Bernini, Poussin & Patronage”.

Faculty of Graduate Studies and Research
- New courses 204-753A,B; 204-754A,B; 204-755A,B; 204-756A,B; 204-757A,B; 204-758A,B [99-SCTP-04-62]: received requested rationale as to why six slot courses were proposed.

Faculty of Science

16.04 FACULTY OF MEDICINE - 99-SCTP-05-63
The following course revision was approved:
573-616A,C Advanced Clinical Skills (4 cr.) - credit weight change from 2.

16.05 FACULTY OF MEDICINE - 99-SCTP-05-85
Department of Surgery
Diploma in Health Care Assessment in Surgery (30 cr.)
The Chair explained that this new program was aimed at surgery residents, and it consisted of 9 credits for the research dissertation, 12 credits of Required Courses, and 9 credits of Elective Courses. The committee suggested changing “research dissertation” to “research project” throughout the proposal. The Required Courses should be changed to read 9 credits (519-605A and 519-601D), 3 credits of Complementary Courses should be indicated and course 513-656C should be listed under this category, along with courses 513-679C, 516-631L, 513-633L, and 513-631L. It was noted that courses 513-631L and 513-633L are both only 2 credits, they are not sufficient to be taken on their own, and that the Department should address this. The information indicated under list of Required Courses concerning course 513-656C (Health Care Technology Assessment) should be removed and an appropriate course change proposal form should be submitted which indicated this information (prerequisites or permission of instructor). The footnotes after the list of Elective Courses should be removed, and the appropriate course change proposal forms should be submitted for: courses 513-635A and 513-621B, which indicated their prerequisites 513-606A and 513-607A; and courses 513-633L and 513-631L should be indicated as corequisites for each other. Given that these courses belong to the Department of Epidemiology, that Department will have to submit the course change forms. The phrase “For students in the Health Care Assessment in Surgery, approval of the instructor is needed” should be indicated as a prerequisite. The description for the “Dissertation” should be revised to read as the following: “Research Project: (9 credits). The students will undertake ... The presentation will be 25-30 minutes long, followed by a 20-25 minute question period.” The third sentence of the paragraph under the Time-Line heading (“However this course ... clinical work”) should be removed and the Department should reschedule this course. The Summary of Credits should be revised appropriately so that it indicated: Required Courses 9 credits, Complementary Courses 3 credits, Elective Courses 9 credits, and Research Project 9 credits. The Chair commented that the title for the program appeared quite wordy and queried if there was a limit of characters for program titles. As no response was made by the committee, the Chair requested that the Secretary confirm with the Transcripts Office if any limits existed, as this information would be useful. The committee suggested shortening the program title to: Diploma in Assessment of Surgery or Diploma in Surgical Health Care Research. The Chair commented that the existing Diploma in Epidemiology is not convenient time-wise for Surgery residents, therefore the need for this program existed. Also, the course revisions
should be submitted by the Department of Epidemiology to the Faculty of Medicine for appropriate signatures. The Chair will review the revised submission (which should quote document number 99-SCTP-05-85 REVISED) and approve on behalf of the committee if all is in order, and the proposal will be forwarded to APPC for discussion once revised proposal and all course change proposal forms are received.

16.06 **FACULTY OF MANAGEMENT - 99-SCTP-05-77**

276-704A,B Organizational Theory Seminar (3 cr.)
The committee discussed the approval dates on the proposal: the Department Chair signed the proposal on November 16, 1995, the Curriculum/Academic Committee signed on May 16, 1997, and the Faculty signed on April 9, 1999. The Secretary noted that Ms. Stella Scalia, Administrative Coordinator of the Ph.D. Program in the Faculty of Management, explained that this new course proposal had been misplaced within the Faculty of Management, and that the course had been offered under a temporary number since 1997 (reason for the effective date of implementation: Fall 1997). The committee suggested that the course description be shortened to read: “To provide participants with an overview of the organizational theory literature.” The remaining sentences should be deleted, as they contained information which should be included in a course syllabus. This new course was approved.

277-704A,B Business Survey Methods (3 cr.)
Again, the committee discussed the approval dates on the proposal: the Department Chair signed the proposal on November 1, 1996, the Curriculum/Academic Committee signed on May 16, 1997, and the Faculty signed on April 9, 1999. The Secretary noted that Ms. Stella Scalia, Administrative Coordinator of the Ph.D. Program in the Faculty of Management, explained that this new course proposal had been misplaced within the Faculty of Management, and that the course had been offered under a temporary number since 1997 (reason for the effective date of implementation: Fall 1997). The committee noted that the course description page attached to the proposal indicated a course prerequisite of an applied statistics course. The Faculty is requested to inform the course name and number of this statistics course to the SCTP Secretary, who will indicate it on the proposal form. This new course was approved with the addition of the prerequisite.

16.07 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES - 99-SCTP-05-80**

Institute of Parasitology
391-710A,B,C Parasitology Seminar, Ph.D. (2 cr.)
The Chair noted, as per the rationale on the proposal form, that the Ph.D. program in the Institute of Parasitology will need to be revised to incorporate this new course, and that this program revision should contain a side-by-side comparison of existing and proposed programs and be submitted to SCTP for the next meeting. The committee suggested that the title of this course read: “Parasitology Ph.D. Seminar I.” This new course was approved with this change.

391-711A,B,C Parasitology Research Seminar, Ph.D. (2 cr.)
Again the Chair noted, as per the rationale on the proposal form, that the Ph.D. program in the Institute of Parasitology will need to be revised to incorporate this new course, and that this program revision should contain a side-by-side comparison of existing and proposed programs and be submitted to SCTP for the next meeting. The committee suggested that the title of this course read: “Parasitology Ph.D. Seminar II.” This new course was approved with this change.

*Secretary’s note*: The program revision proposal for the Ph.D. in Parasitology will only be submitted in Fall 1999, as the Curriculum Committee for the Faculty of Agricultural and Environmental Sciences will next meet in the fall of 1999 (verbal notification received from Toni Smith, Office of Student Affairs, Macdonald Campus).

Department of Natural Resource Sciences
373-515B Parasitoid Behavioral Ecology (3 cr.)
This new course was approved.
The Chair explained the program revisions consisted of title change from M.Arch.(Thesis), and changes to list of courses in the four options. She informed the committee that both APPC and FGSR Council were not happy with the nomenclature of I and II for the M.Arch. programs, and that APPC approved the M.Arch.I (Professional) pending a name change. The Chair suggested that this program be called M.Arch.(Project). She will discuss this with Professor Covo of the School of Architecture and suggest that the M.Arch. be named I and II, or Professional and Project.

The committee noted that a statement on admissions should be submitted by the School of Architecture (i.e. what degree is required before entering this program, as this proposal is for a non-thesis degree). Also, course titles should be shortened in the program proposal to reflect the title revisions for courses 301-650A and 301-651B. Professor Spada pointed out that on the first page of the program description attached to the proposal, the second to last paragraph indicated that “a slightly adjusted budget might provide for a new permanent or visiting member of Faculty, who would be responsible for new courses proposed for this program.” The Chair indicated that the Dean of the Faculty of Engineering should provide a letter stating the need for additional teaching resources. This letter and revised proposal should be resubmitted to SCTP under document number 99-SCTP-05-83 REVISED.

The committee suggested that on page 6 of the program description, under New courses heading, 2.1) Research Methods, the last sentence “This is a revised ... Research I course” should be removed. Also, 2.2) Project Preparations, the last sentence “Candidates ... method” should be removed.

301-627A Research Methods (3 cr.)
The committee suggested the removal of the last sentence in the description “This is a revised ....” This new course was approved with this change.

301-650A History Seminar I (8 cr.)
The course revision consisted of credit weight increase from 5. The committee noted that a title change from Architectural History Seminar I should be indicated. This appeared to be a large teaching load for a department with limited staff. The committee requested a rationale as to why a seminar course had such a heavy credit weight, and queried the 16 hrs/wk of “Other” (a brief description of “Other” is needed). Document number 99-SCTP-05-83 should be quoted on the rationale.

301-651B History Seminar II (8 cr.)
The course revision consisted of credit weight increase from 5. The committee noted that a title change from Architectural History Seminar II should be indicated. This appeared to be a large teaching load for a department with limited staff. The committee requested a rationale as to why a seminar course had such a heavy credit weight, and queried the 16 hrs/wk of “Other” (a brief description of “Other” is needed). Document number 99-SCTP-05-83 should be quoted on the rationale.

301-623B Project Preparation (3 cr.)
The committee suggested deleting the last sentence of the course description “Candidates ... research methods.” The rationale for this new course was not clear, therefore the committee requested clarification as to why “… introduction of the Ph.D.” is indicated in the rationale.

301-622A Critical Writing (3 cr.)
The committee queried the meaning of the first sentence in the course description: “On-site exploration of ethics and poetics”, specifically what is meant by “on-site”. An explanation should be submitted to SCTP in writing.

301-624C History & Theory Project (15 cr.)
The committee suggested deleting the second sentence in the course description: “Visit the ... in mid-May.” The committee requested an explanation as to what point 3) in the course description meant: “alternative guide”. The explanation should be submitted to SCTP in writing.

301-628A,B,C Housing Project Report (15 cr.)
This new course was approved.

16.09  **FACULTY OF ARTS - 99-SCTP-05-84**

Department of Political Science
160-650A,B Peacebuilding (3 cr.)
The committee requested confirmation that prerequisites should not be listed on the proposal form, as the document attached to the course proposal form indicated prerequisites for the new course included previous courses in comparative politics/developing areas and international relations. This new course was approved with the prerequisite clarification.

16.10 **OTHER BUSINESS**

**Minor Changes**
The secretary reported the following minor changes. The minor change submitted from the Faculty of Medicine was approved. The report from the Faculty of Arts for information only was noted.

Faculty of Medicine
School of Nursing
573-627A,B Nursing Practicum (3 cr.) - description change.

**FOR INFORMATION ONLY:**
The Faculty of Arts approved, on March 29, 1999, revisions to the following program (which was submitted to SCTP by the Faculty of Music, and approved by SCTP November 26, 1998):

**B.A. Minor Concentration in Music Technology.**

The Faculty of Arts reviewed, on March 29, 1999, the following revised programs (which were submitted to SCTP by the Faculty of Music, and approved by SCTP November 26, 1998):

**B.Mus. Honours in Music Technology;**
**B.Mus. Minor in Music Technology;**
**B.Sc. Minor in Music Technology.**

**Microprogrammes**
The Chair discussed the document concerning microprogrammes received from the Vice-Principal (Academic) of Université Laval. She explained the purpose of this type of program is to put in place a program (usually worth 15 credits) in short order, which would have a limited lifetime. An example would be the School of Nursing’s need for a Death and Dying program, which would exist for a limited number of years then be discontinued. Professor Spada queried what would constitute a microprogramme. The Chair explained that a microprogramme consisted of: 9-15 course credits; need existed for the topics, but a limit would be applied to the lifespan; and courses would already exist. Microprogrammes are similar to McGill certificates offered by the Centre for Continuing Education. Professor Rytina commented that introducing microprogrammes at McGill would have the University leaning towards a Continuing Education concept, which would not be a good idea because of integration problems and burden to professors. Professor Spada noted that in her field, which is an applied field, they are looking into encouraging practising teachers to return and take existing courses to upgrade their skills. This does not require extra resources, but it could mean that the courses have a mixed group of students. The Chair decided that further research into this
type of program is not necessary.

**Time-Lines Report**
The Chair indicated that as of next year she would prepare a report at the end of the academic year to submit to Senate, which would provide statistics and examples of the average length of time it took for courses and programs to go through the entire approval process [department → faculty → SCTP → (FGSR) → APPC → Senate]. The committee agreed with this idea.

**Mapping Process**
The Chair informed the committee that a mapping process customized workshop (in collaboration with herself, McGill 2000, the APPC Secretary [Claudine Lefort], the SCTP Secretary [Cindy Smith], and academic and support staff from some of the larger faculties and the administration) will be held for two days, which will document faculties’ current course and program processes. The first day will provide a common understanding to all participants of their current process, as well as providing them with performance indicators. The second day will be spent problem solving, with the goal of improving the current process. The Chair hopes this exercise will help to iron out wrinkles in the University’s current process.

**Course and Program Manual**
The Chair requested that each committee member comprise a list of about 12 items which should be included in the course and program manual, which is currently being developed. The items should be faxed (4768) or e-mailed (CINDY@UMS1.LAN.MCGILL.CA) to Cindy before June 2, 1999. Thank you, members, for your assistance.

There being no further business, the meeting adjourned at 4:40 pm.