Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held Thursday, May 27, 1999 at 3:00 p.m. in the James Annex Conference Room.

PRESENT: Martha Crago (Chair), Chandra Madramootoo, Cindy Smith (Secretary), Nina Spada, Xavier Van Chau, Kenneth Woodman

REGRETS: Radan Capek, Steve Rytina

The Chair welcomed Mr. Xavier Van Chau, student representative from the Student Society of McGill University, who will attend the remaining meetings for the 1998-99 session.

17.01 The Agenda was approved with the following additions:
- under Business Arising: Course & Program Manual; Faculty of Science re MSE B.Sc. in Environment: Earth Sciences and Economics [99-SCTP-04-75].

17.02 The Minutes of the meeting of May 13, 1999 were approved, with the following change:
- Item 16.05, Faculty of Medicine, page 2, last sentence should read: “... and the proposal will be forwarded to FGSR for approval once revised proposal ....”

17.03 BUSINESS ARISING

(a) Program Title Limitations
The committee reviewed the electronic-mail correspondence between Cindy Smith and Assaad Zakka, Admissions, Recruitment, and Registrar’s Office, and Danielle Roby, Information Systems Resources, which was a request from SCTP for policy for program title limitations. The Chair indicated that the responses received required clarification, therefore she would seek assistance through FGSR and report back to the committee at a future meeting.

(b) Faculty of Agricultural and Environmental Sciences - 99-SCTP-05-80
Department of Natural Resource Sciences
B.Sc. Minor in Environmental Forestry (23 cr.)
This program revision, which was submitted to SCTP for the meeting of May 13, 1999, was overlooked. The Chair reviewed the submission May 20, 1999 and approved on behalf of SCTP. The revisions consisted of: reduction of credit weight for the program from 24 to 23 credits; changes to list of Required Courses (removal and addition of one course, decreasing the amount of credits from 15 to 14); changes to list of Complementary Courses (removal of one course and addition of eight courses), credits remaining at 9; and the addition of the sentence “Maximum overlap of 6 credits with major program” after lists of courses. This revised program will be forwarded to APPC for information only.

(c) Faculty of Science - 99-SCTP-04-75
McGill School of Environment
B.Sc. in Environment: Earth Sciences and Economics (18 cr.)
The Chair reported that APPC had not approved the latest “domain” proposed by the Faculty of Science, due to the rule that not more than 18 credits at the 200 level be permitted. Mr. Van Chau queried the concern of the limit for 200-level courses; he commented that some courses may be renumbered to higher levels. The Chair commented that the prerequisite courses which are taken were also considered as part of the total of 18 credits at the 200 level. The committee commented that Mr. Van Chau’s suggestion of renumbering some of the courses to a higher level could be a plausible solution and that it should be suggested to departments. Professor Crago will make this suggestion to the McGill School of Environment.

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 Agricultural and Environmental Sciences
- New course 391-710A,B,C [99-SCTP-05-80]: course description was revised at the last SCTP meeting (May 13, 1999), but details were omitted from the Minutes, therefore, the description should read “Present seminars covering topics in Parasitology, in areas relevant to Ph.D. students’ research interests”;
- New course 391-711A,B,C [99-SCTP-05-80]: course description was revised at the last SCTP meeting (May 13, 1999), but details were omitted from the Minutes, therefore, description should read “Seminars on the results of student Ph.D. thesis research.”

Faculty of Science
- B.Sc. & B.Ed. Major in Biology and Mathematics for Teachers [99-SCTP-04-78]: explanation received concerning revised Biology courses;
- B.Sc. & B.Ed. Major in Biology and Geography for Teachers [99-SCTP-04-81]: write-off from the Department of Geography received.

17.04 FACULTY OF MANAGEMENT 99-SCTP-05-86

B.Com. Internship Program (1 cr.)
The Chair explained that other internships, which were proposed in the past from other departments (ex. Political Science), were proposed as courses and not programs. Professor Madramootoo suggested that the Internship course be 3 credits and include an Internship Project; it is not possible to have a 1-credit program. This proposal was returned to be converted from a program into a course.

270-499A Case Analysis & Presentation (3 cr.)
This new course was approved.

17.05 SCTP MEETING DATES 1999-2000 - 99-SCTP-05-88

The committee advised that the time of meetings should be indicated as 2:30-4:30 pm.

17.06 OTHER BUSINESS

Minor Changes
The secretary reported the following minor changes. The minor changes submitted from the Faculty of Education were approved.

FACULTY OF EDUCATION
DEPARTMENT OF CULTURE AND VALUES IN EDUCATION
423-498A Seminar on Women’s Studies I (3 cr.) - retirement;
423-499B Seminar on Women’s Studies II (3 cr.) - retirement.

Course and Program Manual
The Chair requested that committee members submit their list of 12 items to her or Cindy by June 3, so that she can compile a document with all the suggestions for the next meeting. The Chair reported that the only list so far was submitted by Professor Spada. The committee requested a copy of her list, so that they did not duplicate her suggestions. The secretary will distribute Professor Spada’s suggestions to committee members.

There being no further business, the meeting adjourned at 3:40 pm.