Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held Thursday, June 10, 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, Andrew Tischler, Aaron Windsor, Kenneth Woodman

REGRETS: Chandra Madramootoo

The Chair welcomed Mr. Andrew Tischler, student representative from the Students’ Society of McGill University, and Mr. Aaron Windsor, student representative from the Post-Graduate Students’ Society.

18.01 The Agenda was approved with the following additions:

- under regular business: Report from the Faculty or Arts [99-SCTP-06-90]; Report from the Faculty of Engineering [99-SCTP-06-91].

18.02 The Minutes of the meeting of May 27, 1999 were approved.

18.03 BUSINESS ARISING

(a) Centre for Continuing Education - 99-SCTP-04-61 REVISED


The Chair explained that the Dean of the Centre for Continuing Education consulted Vice-Principal (Academic) T.H. Chan concerning the Centre’s desire to have these programs exist as self-funded programs for international students. Vice-Principal Chan’s suggestion was to rename the existing programs, as the Québec government did not like having existing programs made into self-funded programs. The Centre has added 9 credits of language courses, which are over and above the number of credits for a certificate or diploma. Mr. Real Del Degan of the University Planning Office provided financial comments on the programs, which indicated that he agreed with the figures. Mr. Del Degan indicated that these programs would be allowed by Québec for a short period to a small amount of students as self-funded versions of the existing certificate and diploma.

The committee was not entirely sure what needed to be approved, as these programs were in existence. The Chair clarified that the proposed new programs contained the same content as existing programs but would be offered to international students as self-funded programs. The committee voiced much concern that procedures were not being followed in this situation, since no formal approval by FGSR, APPC, or Senate was possible and that they were not comfortable with this. Therefore, SCTP requested that the Centre for Continuing Education revise the programs to make them slightly different from existing programs, rename programs, clearly indicate the language credits as required, and have these new programs commence in January 2000. The existing programs will need to seek approval for self funding from Vice-Principal Chan for the September 1999 cohort of students. The committee did not feel it could give such exceptional approval.

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 101-583A,B [99-SCTP-01-39]: revised title now reads “Conservatism in Canada”;
- New course 160-650A,B [99-SCTP-05-84]: Department revised course title to read “Seminar in Peacebuilding.”
FACULTY OF MEDICINE - 99-SCTP-06-87

Department of Human Genetics
521-701D Ph.D. Comprehensive Exam (0 cr.)
The committee noted that this should not be a D course, instead terms A,B,C,T should be indicated. This new course was approved with this change.

FACULTY OF SCIENCE - 99-SCTP-06-89

McGill School of Environment
B.Sc. in Environment: Ecological Determinants of Health (87 cr.)
The Chair explained the MSE “domains” to the two student representatives. This latest “domain” involved mainly the areas of dietetics and human nutrition, and parasitology. The Chair explained that the MSE used the term “domain” because it differed from a concentration (which was the University’s standard term), and “domain” was specifically used for MSE programs. Professor Spada inquired as to the purpose of the different streams for the different Campuses (Montréal and Macdonald). The Chair explained that students took a slightly campus-adjusted stream. Professor Rytina commented that this “domain” had a unique way of designing and laying out a program, but concern was voiced if this presentation would be discernable to students. The committee requested assurance in the Rationale that all prerequisites for courses have been figured out and are workable for the students.

The committee would like the following revisions made to the new program proposal. The implementation date must be changed, as the program will not be approved by APPC and Senate by September 1999. The asterisks after courses listed on pages 3, 4, 5, and 6 contained in the program description required an explanation. Explanation of the different streams was required. On page 3 of the program description, an “or” was missing before course 330-250B. On page 9 of the program description, item “I”, last sentence indicated: “This domain has a higher science content than the parallel domain targeted for students in the Faculty of Arts” - the committee would prefer to review this proposal and review the new proposed “domain” targeted for students in the Faculty of Arts together. An official write-off must be requested of the Faculty of Medicine’s Curriculum Committee by the Faculty of Science/MSE. The Faculty of Science should resubmit the proposal in fall 1999.

170-400A,B Environmental Thought (3 cr.)
Page 2 of the program description for the B.Sc. in Environment: Ecological Determinants of Health, course 170-400 was entitled “Environmental Research”. This should be corrected in the program description. The consultation from the Department of Philosophy was ambiguous, therefore the Faculty of Science/MSE should request clarification from that Department. A write-off, to be requested by the Faculty of Science/MSE, was required from the Faculty of Religious Studies. The Chair will review these consultations and approve on behalf of the committee if all is in order.

170-401A,B Environmental Research (3 cr.)
On page 2 of the program description for the B.Sc. in Environment: Ecological Determinants of Health, course 170-401 was entitled “Environmental Thought”. This should be corrected in the program description. The committee suggested removing the words “real world” from the first sentence of the course description. Item 2(4) of the course outline indicated “tutorials related to strategy and methodology in environmental research”, therefore the committee queried if the tutorial teaching resources would be supplied by the Faculty of Sciences. The Dean of the Faculty of Science should address this issue to SCTP in writing. The committee queried as to why the projected enrolment of this course was 50 and the projected enrolment for the indicated corequisite course 170-400A,B was 100. SCTP requested that the Faculty or MSE provide an explanation concerning the research projects (i.e. what are the areas, how will students be assigned to groups). Also, it should be indicated how professors will be assigned teaching credits and where teaching resources will come from. This new course proposal will need to be resubmitted to SCTP for revision and therefore can not be offered in September 1999.

Department of Biology
177-444A Genetic Basis of Life Span (3 cr.)
The committee suggested that the instructor consider adding plants to the “topics that will be covered” list. This new course was approved.
Department of Geography
183-501A,B,C Modeling Environmental Systems (3 cr.)
Verification was received from Josie D’Amico of the Faculty of Science that the word “Modeling” in the course title should contain only one “l”. The committee suggested removing the “x” and “0.0” in HRS/WK where 0.0 hours were indicated. An “x” should be indicated at e. Tutorial, as 0.6 HRS/WK was indicated. The first sentence of the course description “Most problems ... systems” should be removed. This new course was approved with these changes. (The Secretary will make the changes to the course proposal, therefore the Department does not need to resubmit the form.)

18.06 **FACULTY OF ENGINEERING** - 99-SCTP-06-91

The following new courses were approved:

School of Architecture
301-352A Art and Theory of House Design (3 cr.)

Department of Electrical & Computer Engineering
304-623B Digital Communications II (4 cr.)
304-625B Telecom. Network Design (4 cr.)

18.07 **FACULTY OF ARTS** - 99-SCTP-06-90

The following new courses were approved:

Department of Sociology
166-270A,B Gender, Family & Social Change (3 cr.)

Department of Political Science
160-450A,B Peacebuilding (3 cr.)

18.08 **OTHER BUSINESS**

**Minor Changes**
The secretary reported the following minor changes, and added minor changes to the report during the meeting submitted by the Faculties of Arts and Engineering. The minor changes submitted by the Faculties of Arts, Engineering, Medicine, and Science were approved.

**Faculty of Arts**
Department of Political Science
It was noted that for the following three programs, the dates of approval were indicated as follows: Dept. Chair - January 1999; Curriculum Committee - March 01, 1999; and then reported to SCTP June 2, 1999.
- **B.A. - Minor: Political Economy** (18 cr.) - added one course to the list of Complementary Political Science Courses;
- **B.A. - Minor: Canada/Québec** (18 cr.) - added one course and removed one course to the list of “12 Complementary credits from ... which 3 credits must be Québec politics”;
- **B.A. - Minor: Political Science** (18 cr.) - added two courses to the “6-9 Complementary Political Science Courses at 200-level ... Comparative Politics Field” list, removed one course from and added one course to the “9-12 Complementary Political Science Courses ... Canadian Field” list, and changed title for course 160-473 [approved by SCTP February 4/99] indicated under “9-12 Complementary Political Science Courses ... Comparative Field” list.

Department of French Language and Literature
125-384A Le récit bref (3 cr.) - title change; it was noted that the dates of approval on the course proposal were indicated as follows: Dept. Chair - Feb. 12, 1999; Curriculum Committee - March 08, 1999; and reported to SCTP June 2, 1999.
125-464D,N Mémoire de spécialisation (6 cr.) - title change; it was noted that the dates of approval on the course proposal were indicated as follows: Dept. Chair - April 6, 1999; Curriculum Committee - April 12, 1999; and reported to SCTP June 2, 1999.

Department of History
101-358A,B China: Middle Empires 221-1279 (3 cr.) - title change; it was noted that on the course proposal, the dates of approval were indicated as follows: Departmental Meeting - February 15, 1999; Curriculum Committee - March 8, 1999; and reported to SCTP June 2, 1999.

Faculty of Engineering
Department of Electrical & Computer Engineering
304-511A Communications Systems (3 cr.) - description change;
304-511A Digital Signal Processing I (3 cr.) - title and description changes;
304-521A Digital Communications I (3 cr.) - description change;
304-523B Speech Communications (3 cr.) - description change;
304-527A,B Optical Engineering (3 cr.) - title change;
304-528A Telecom. Network Architecture (3 cr.) - prerequisite and description changes;
304-571A Optoelectronic Devices (3 cr.) - title change;
304-615B Digital Signal Processing II (4 cr.) - title and prerequisite changes;
304-620A Information Theory and Coding (4 cr.) - prerequisite and description changes;

Faculty of Medicine
Department of Occupational Health
392-630A-88 Occupational Diseases for OHNs (3 cr.) - number, title, and description changes.

Faculty of Science
School of Nursing
576-308 Issues in Women’s Health (3 cr.) - title and description changes;
576-309 Women’s Reproductive Health (3 cr.) - title and description changes.

Faculty of Science’s Revised Course Proposal/Change Form
The committee reviewed the revision to the course proposal/change form prepared by Josie D’Amico of the Faculty of Science. The proposal was on one page and the contents were too closely bunched together, but the Chair indicated that the Faculty requested a one-page form. Comments were made that there were types of courses listed which SCTP had not listed and were a good idea to have; boxes for information should be expandable when copied from the web; if information requested on the form is not applicable to a certain course, this should be clearly indicated by the departments. It was decided that this form be used as the basis for the new course form which is being developed. The committee expressed gratitude to Ms. D’Amico and her Faculty for this initiative.

Process Mapping
The Chair briefly explained the recent workshop attended by herself and the Secretary, which mapped out the process of courses and programs approval. She indicated that statistical information was currently being compiled concerning the length of time courses and programs were currently taking to be approved, and reasons for proposals being returned to faculties. This information will be useful when the workshop is continued at the end of the month, where solutions to some problematic areas will be developed.

Course and Program Manual
As it was already after 5:00 pm, the Chair requested that the committee members review the handout of the outline of the manual and contact herself or the Secretary with any suggestions. There was one comment about the Program Approval section, in item 6.2 it should be indicated that types of programs were not limited to the examples indicated.

There being no further business, the meeting adjourned at 5:12 pm.