Minutes of the meeting of the APPC Subcommittee on Courses and Teaching Programs held Thursday, September 2, 1999 at 2:30 p.m. in the James Annex Conference Room.

PRESENT: Radan Capek, Martha Crago (Chair), Sam Drury, Chandra Madramootoo, Enrica Quaroni, Cindy Smith (Secretary), Xavier Van Chau

Introductions were made, and the Chair welcomed new committee members Professor Sam Drury of the Faculty of Science and Professor Enrica Quaroni of the Faculty of Arts.

01.01 The Agenda was approved with the following additions:
- Under Business Arising - Faculty of Arts [99-SCTP-03-58];
- Under Other Business - SCTP Meetings Location.

01.02 The Minutes of the meeting of June 10, 1999 were approved.

01.03 BUSINESS ARISING
(a) Centre for Continuing Education - 99-SCTP-04-61 REVISED
The Chair brought the committee up-to-date on the status of these two programs. She explained to the new committee members that these two new programs are the result of repackaging existing programs within the Centre for Continuing Education, with the addition of existing language courses, to be offered as self-funded programs. SCTP was not comfortable with the format of the programs and communicated the committee’s concerns to Dean Yalovsky of the Centre for Continuing Education. Dean Yalovsky was originally advised by former Vice-Principal (Academic) T.H. Chan to repackage and, therefore, rename the new programs in this format. The Dean then requested in writing that former Vice-Principal Chan approve these programs for a one-year period (the 1999/2000 academic year). Former Vice-Principal Chan approved this request.

Professor Crago has suggested to Dean Yalovsky that after the 1999/2000 academic year, the Centre for Continuing Education should submit a redesigned program for approval. This proposal should not replicate existing regularly-funded programs. Dean Yalovsky has agreed to do this.

(b) Faculty of Science - 99-SCTP-06-89
McGill School of Environment
170-400A,B Environmental Thought (3 cr.)
The Chair reported that over the summer she had received the requested information from the McGill School of Environment, as it was to be offered in September 1999. She approved this new course on behalf of SCTP.

170-401A,B Environmental Research (3 cr.)
Professor Crago explained that the e-mail discussion in August, concerning the requested information received from the McGill School of Environment, produced a majority approval by the members for this course. Therefore, this new course was approved.

The Chair noted that the Faculty of Science had not yet submitted the requested revisions to the McGill School of Environment’s new program proposal for the B.Sc. Environment: Ecological Determinants of Health.
(c) Faculty of Arts - 99-SCTP-03-58
Department of History
101-443A,B China in the Modern World (3 cr.)
Revisions to the course description were reviewed and approved for this new course proposal.

Secretary’s note: The Faculty of Arts submitted a report dated July 12, 1999 to SCTP and requested that Professor Martha Crago, Chair of SCTP, review on behalf of the committee. The Faculty had planned to offer the courses in September 1999, therefore the need for immediate approval. The Chair reviewed the following courses on behalf of SCTP:

Faculty of Arts
Department of Jewish Studies
135-216A Jewish Studies II: 400 B.C.E. to 1000 (3 cr.)
The Chair noted that the course title was greater than 30 characters. The Department has shortened the title to read: “Jewish Studies II: 400 BCE-1000”. This new course was approved.

135-217B Jewish Studies III: 1000 to 2000 (3 cr.)
The Chair noted that the course title was greater than 30 characters. The Department has shortened the title to read: “Jewish St. III: 1000 to 2000”. This new course was approved.

Department of East Asian Studies
117-464A,B Image/Text/Performance (3 cr.)
This new course was approved.

117-564A,B Structures of Modernity: Japan (3 cr.)
This new course was approved.

01.04 FACULTY OF DENTISTRY - 99-SCTP-09-01

Doctoral of Dental Surgery
To better reflect the new curriculum established in 1996-97, the Faculty of Dentistry proposed to change the name of the degree to: Doctor of Medical Dentistry. The name change will reflect the increase in the Faculty’s curricular content of basic sciences and medical courses. The name change will emphasize a curricular approach that not only continues to provide education in the development of technical skills, but a stronger backing in medical disciplines.

In the Rationale, SCTP suggested removing the following words in the seventh line: “... as well as educating individuals in becoming physicians of the head and neck.” This program revision was approved, however this will only be reported to APPC and Faculty of Graduate Studies and Research, for information only, once the revised proposal is received by the Faculty of Dentistry with appropriate signatures.

The Chair commented that she would verify with Helen Richard in the University Planning Office if this program change will need to be reported to the Québec government.

The Secretary will report the program revision to ARR.

01.05 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES - 99-SCTP-09-02

Department of Plant Science
330-305B Tropical Food Systems (3 cr.)
The Chair observed that the signature dates on the course proposal were as follows:
- Department Chair: 99-05-04;
- Curriculum/Academic Committee: 99-01-22;
- Faculty: 99-02-12.
The Chair commented that the Department of Plant Science should obtain a financial write-off, concerning the fees charged to students for this new course, from Mr. Real Del Degan of the University Planning Office. Professor
Madramootoo observed that this was an optional course, and students who took this course would be aware of the extra fee and would be able to afford the cost. The Chair advised that she would contact Mr. Del Degan to verify if in the past he had received proposals for optional courses for financial write-offs. If he hadn’t, then SCTP will not request the Department of Plant Science obtain a financial write-off. If Mr. Del Degan requires a financial write-off is required, then the Department will need to supply a justification and list of expenses.

The Chair noted that the course description was greater than 50 words. This will have to be shortened to not greater than 50 words, and the proposal resubmitted (the Faculty should indicate document number 99-SCTP-09-02 REVISED).

Discussion ensued concerning the information contained in the appendix to the course proposal that students would be away from the University for 12 days during the spring examination period, and that students would have to make their own arrangements regarding final exams. Professor Madramootoo commented that available lodging at the Bellair’s Research Institute was an issue, and therefore there was difficulty arranging the 12-day session during summer, winter, or study breaks. He also pointed out that he was under the impression that at the Faculty’s Academic Meeting, the course would be offered in the A,B,C terms and not just the B term, as indicated on the course proposal. He will clarify this with Associate Dean (Academic and Student Affairs) Eric Norris. Professor Crago suggested that SCTP stipulate that the Faculty of Agricultural and Environmental Sciences or the Department of Plant Science ensure that the course be offered during a time period when students will not miss more than 1 week of courses. It was observed that other departments at the University held field courses away from the campuses (ex. Departments of Biology and Geography, and departments on the Macdonald Campus). The Chair requested that the Secretary contact the Departments of Biology, Geography, and Associate Dean Eric Norris of the Faculty of Agricultural and Environmental Sciences, to verify how existing courses accommodate missed exams and when students go on the field trips. The Chair will report back at the next meeting.

**01.06 OTHER BUSINESS**

**SCTP Meeting Schedule for Winter 2000**
The Chair explained that Professor Jane Everett, representative from the Faculty of Arts, who will join SCTP in January 2000, will not be available for the SCTP meetings scheduled at 2:30 pm. Therefore, the Chair suggested that the time of the meetings be rescheduled to an early-morning (8:30-10:30 am) or early-afternoon (12-2 pm) meeting. SCTP members are requested to bring their Winter 2000 schedules with them to the SCTP meeting of September 16.

**SCTP Meetings Location**
The Chair reported that the current location (James Annex Conference Room) of SCTP meetings will be used for offices for the ARR staff. As construction will begin shortly, the Secretary has relocated the remaining Fall 1999 meetings to: ISR Conference Room (Room 635 James Administration Building) [left from the elevators, first left once in ISR, then left again down short corridor]. The Winter 2000 meetings can not be booked in that location until mid-September, and Cindy will confirm bookings at that time.

**Course and Program Manual**
Professor Crago reported that the manual was almost complete, and she expected to have the final version by mid-September. The Course and Program Manual is planned to be distributed to faculties in October 1999.

There being no further business, the meeting adjourned at 3:30 pm.