Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held Thursday, November 25, 1999 at 2:30 p.m. in the ISR Conference Room (Room 635, James Administration Building).

PRESENT: Denis Berthiaume, Radan Capek, Martha Crago (Chair), Sam Drury, Chandra Madramootoo, Enrica Quaroni, Cindy Smith (Secretary), Nina Spada

GUESTS: Professor Marilyn Scott, McGill School of Environment, and the Institute of Parasitology
Professor Denis Thérien, School of Computer Science
Professor Charles Snow, School of Computer Science

06.01 The Agenda was approved with the following additions:

- under Business Arising: Report from the Faculty or Arts [99-SCTP-11-16]; Report from the Faculty of Engineering [99-SCTP-11-15].

06.02 The Minutes of the meeting of November 11, 1999 were approved.

06.03 BUSINESS ARISING

(a) Report from the Faculty of Science [99-SCTP-06-89 REVISED]
McGill School of Environment
B.Sc.; Major in Environment; Ecological Determinants of Health (57 or 59 cr.; incorrectly indicated as 87 in the past)
The Chair invited Professor Scott to join the meeting to respond to questions concerning the revisions made to the original proposal, which was reviewed by the committee on June 10, 1999. In the requested consultation received from the Faculty of Medicine concerning this domain, the Faculty approved of this program. Professor Crago commented that the memo from Professor Scott attached to the proposal was very clear, and it addressed the committee's concerns from the first review in June. Professor Capek queried why the atmosphere was not covered in this domain. Professor Scott responded that particular focus was on food, toxicants, and infectious agents as factors linking the environment and human health, and that the atmosphere will be the focus of a future domain to be submitted by the McGill School of Environment (MSE). The committee indicated that on page 1 of the program description under the “Intellectual Progression” section, the following changes should be made so that the credits listed read the same as sections D and E on page 2 of the description: “27 credits of required courses” should read 24, “30 credits of complementary courses” should read 33 or 34 credits, and “15 credits may be at the 200 level” should read 18 or 19. The committee approved this new domain with these changes and it will be forwarded to APPC for approval once the corrections are received.

(b) Report from the Faculty of Arts [99-SCTP-11-16]
Department of Jewish Studies
135-355A The Yiddish Canon (3 cr.)
The Department revised the course description to exclude specific authors. This new course was approved.

(c) Report from the Faculty of Engineering [99-SCTP-11-15]
Department of Electrical and Computer Engineering
B.Eng.; Electrical Engineering (110 cr.) and B.Eng.; Electrical Engineering; Honours (110 cr.)
The Chair reported that some of the requested revisions made at the November 11, 1999 meeting were received. The Department should note that courses 189-247 and 189-270 do not have the same titles, as they are indicated on page 1 of the program descriptions: 189-247 is entitled “Linear Algebra” and 189-270 is entitled “Applied Linear Algebra”. The term “elective” is still indicated on the revised version received, therefore the revisions should be corrected and resubmitted to SCTP. Also, the Chair queried the reasoning for the “X” in course number 304-49X (Lab Complementaries), which was listed at the top of both pages of revisions received. The Department should assign an appropriate number.

The Secretary noted that in the calendar (page 386) the Faculty of Science, Mathematics and Statistics listed two
courses with the same title of Linear Algebra: 189-223 and 189-247.  The Chair indicated that this was a situation which the Department of Mathematics and Statistics would need to address by changing the title of either course 189-223 or 189-247. A course proposal/change form should be submitted to SCTP.

06.04 McGill School of Environment Domain Guidelines - 99-SCTP-11-17

Professor Scott explained that these guidelines were developed to aid SCTP and APPC when reviewing proposals submitted by the MSE. The guidelines explained the layout of credits for domains and also the consistent structure of domains. The Chair queried as to why the domains were not referred to as options and how they differ from options. Professor Madramootoo indicated that the MSE used the term domain to differentiate from the Faculty of Science's Environment options. Professor Scott said she would discuss the terminology with the MSE and the Faculty Curriculum Committee, and integrate the distinction between a domain and an option into the guidelines.

06.05 Faculty of Arts - 99-SCTP-11-12

McGill School of Environment

B.A.; Faculty Program in Environment; Ecological Determinants of Health (54 cr.)
The Chair explained that the structure of the program was the same as the Faculty of Science domain but with a different selection of courses. She indicated that she would verify the nomenclature for this new domain, although it appeared to the committee that a 54-credit program in Arts could indeed be a “Faculty Program.” After reviewing the program description, the committee approved this new domain and it will be forwarded to APPC for approval once the program nomenclature is verified. The committee thanked Professor Scott for participating in the discussions concerning the MSE submissions.

06.06 Faculty of Science - 99-SCTP-11-18

Department of Chemistry

B.Sc.; Major in Chemistry: Environmental Chemistry (66 cr.)
The Chair explained the revisions to the existing program consisted of: a name change from B.Sc. Major in Chemistry with Environmental Option; two U2 Required Courses were deleted from the list of courses, the credit weight of the list was reduced from 29 to 23 credits; three U3 Required Courses were deleted from the list of courses, the credit weight of the list was reduced from 18 to 15 credits; two courses were added to the list of U3 Required Courses; the list of U3 Complementary Courses (3 credits) was deleted; and the overall program credit weight was reduced from 78 to 66 credits. The Chair commented that it was a good idea that the program credit weight was reduced. Some committee members were concerned that students entering in January would have difficulty completing the 28 credits of U1 Required Courses. Professor Drury commented that CEGEP students would have taken many of the U1 Required Courses. Professor Madramootoo indicated that this program structure was not unique to the Faculty of Science, that the Faculty of Engineering had programs which were similarly structured. Secretary’s note: I noticed that the two new U3 Required Courses added to the list did not contain the revised course titles; therefore, courses 180-219A should read “Intro. to Atmospheric Chem.” and 180-419B should read “Adv. in Chem. of Atmosphere”. I will make these changes to the proposal and the Department/Faculty should also make these changes to the file copy(ies). The committee approved these revisions and they will be forwarded to APPC for approval.

B.Sc.; Honours in Chemistry; Environmental Chemistry (78 cr.)
The Chair explained the program revisions consisted of: a name change from B.Sc. Honours in Chemistry with Environmental Option; two U2 Required Courses were deleted from the list of courses, the credit weight of the list was reduced from 29 to 23 credits; three U3 Required Courses were deleted from the list of courses; two courses were added to the list of U3 Required Courses, the credit weight of the list was reduced from 24 to 21 credits; the U3 Complementary Courses list was restructured, the credit weight of the list was reduced from 9 to 6 credits; and the overall program credit weight was reduced from 90 to 78 credits. Secretary’s note: I noticed that the two new U3 Required Courses added to the list did not contain the revised course titles; therefore, courses 180-219A should read “Intro. to Atmospheric Chem.” and 180-419B should read “Adv. in Chem. of Atmosphere”. I will make these changes to the proposal and the Department/Faculty should also make these changes to the file copy(ies). The committee approved these revisions and they will be forwarded to APPC for approval.
180-150B World of Chem: Food (3 cr.)
Revisions consisted of: title and restriction changes. This revised course was approved.

180-160A World of Chem: Technology (3 cr.)
Revisions consisted of: title, restriction, and description changes. This revised course was approved.

180-170B World of Chem: Drugs (3 cr.)
Revisions consisted of: title, restriction, and description changes. This revised course was approved.

180-180A World of Chem: Environment (3 cr.)
The committee requested that the Department obtain a consultation write-off from the McGill School of Environment for this new course proposal. It should be e-mailed to Cindy Smith (CINDY@UMS1.LAN.MCGILL.CA). The Chair will review the requested document and approve on behalf of the committee if all is in order.

Department of Biochemistry/Faculty of Medicine
B.Sc.; Faculty in Biochemistry (55 cr.)
The Chair noted that the word “Program ≅” was omitted from the program title; therefore it should read: “B.Sc.; Faculty Program in Biochemistry”. The Chair explained that the program revision consisted of: the course 507-456B was replaced with 507-458B in the list of U3 Complementary Courses. The committee decided not to approve this revision at this time, as new course proposal 507-458 had the same title as, and double prefix with, course 504-458 (Membranes & Cellular Signaling). The committee agreed that the Department would have to rectify the use of double prefixes for course 507-458 and resubmit this program revision proposal, since APPC decided last year that the use of double prefixes would be restricted to courses taught by a jointly-appointed professor. The double-prefix issue is presently under investigation. The Department will be advised if there is a change in policy.

B.Sc.; Major in Biochemistry (70 cr.)
The Chair explained that the program revisions consisted of: U3 Complementary Course credits were reduced from 9 to 6 credits (or from 12 to 9 credits for students opting for advanced course 507-404B); at least three U3 Required credits to be taken from an upper-level Biochemistry course beyond the required ‘core’ Major U3 courses; course 507-456B was replaced with 507-458B in the list of U3 Complementary Courses. The committee decided not to approve this revision at this time, as new course proposal 507-458 had the same title as, and double prefix with, course 504-458 (Membranes & Cellular Signaling). The committee agreed that the Department would have to rectify the use of double prefixes for course 507-458 and resubmit this program revision proposal, since APPC decided last year that the use of double prefixes would be restricted to courses taught by a jointly-appointed professor. The double-prefix issue is presently under investigation. The Department will be advised if there is a change in policy. Secretary’s note: The Department did not submit a side-by-side comparison for the proposed revisions to the list of U3 Required Courses. Therefore, it is requested that the Department list the entire program structure in the side-by-side comparison when the program revisions are resubmitted to SCTP.

B.Sc.; Honours in Biochemistry (79 cr.)
The Chair reviewed the program revision, which consisted of: the U3 Complementary Courses were reduced from 9 to 6 credits; at least three U3 Required credits to be taken from an upper-level Biochemistry course beyond the required ‘core’ Honours U3 courses; course 507-456B was replaced with 507-458B in the list of U3 Complementary Courses. The committee decided not to approve this revision at this time, as new course proposal 507-458 had the same title as, and double prefix with, course 504-458 (Membranes & Cellular Signaling), since APPC decided last year that the use of double prefixes would be restricted to courses taught by a jointly-appointed professor. The double-prefix issue is presently under investigation. The Department will be advised if there is a change in policy. The committee agreed that the Department would have to rectify the use of double prefixes for course 507-458 and resubmit this program revision proposal. Secretary’s note: The Department did not submit a side-by-side comparison for the proposed revisions to the list of U3 Required Courses. Therefore, it is requested that the Department list the entire program structure in the side-by-side comparison when the program revisions are resubmitted to SCTP.
507-456B Biochemistry of Membranes (3 cr.)
This course was replaced by 507-458, but as 507-458 was not approved at this time, approval of this minor change (retirement) was deferred until a decision is made on 507-458.

507-458B Membranes & Cellular Signaling (3 cr.)
Approval of this new course was deferred until a ruling is made by APPC concerning the double-prefix issue, because this course contained the same title as, and double prefix with, course 504-458 and was taught by two different instructors. The Chair indicated that the double-prefix issue was under review with APPC. Professor Quaroni commented that course 507-311 was listed under Prerequisites as “recommended” and queried the accuracy of this. The Chair stated that the Department should indicate course 507-311 as a prerequisite or remove it from the list of prerequisites.

Department of Anatomy and Cell Biology
The following program revision proposals were withdrawn (as per Josie D’Amico, Assistant to the Dean, Faculty of Science):

B.Sc.; Faculty Program in Anatomy and Cell Biology (57 credits);
B.Sc.; Major in Anatomy and Cell Biology (68 cr.); and
B.Sc.; Honours in Anatomy and Cell Biology (80 cr.).

504-458B Membranes & Cellular Signaling (3 cr.)
Again, approval of this new course was deferred until a ruling is made by APPC concerning the double-prefix issue, because this course contained the same title as, and double prefix with, course 507-458 and was taught by two different instructors. The Chair indicated that the double-prefix issue was under review with APPC. Professor Quaroni commented that course 507-311 was listed under Prerequisites as “recommended” and queried the accuracy of this. The Chair stated that the Department should indicate course 507-311 as a prerequisite or remove it from the list of prerequisites.

Department of Physiology
The following program revision proposals were withdrawn (as per Josie D’Amico, Assistant to the Dean, Faculty of Science):

B.Sc.; Faculty Program in Physiology (57 cr.);
B.Sc.; Major in Physiology (66 or 67 cr.); and
B.Sc.; Honours in Physiology (74 cr.).

552-314A Integrative Neuroscience (3 cr.)
Review of this new course proposal was deferred until the above-mentioned program revisions are resubmitted to SCTP.

552-550A Molecular Physiology of Bone (3 cr.)
Review of this new course proposal was deferred until the above-mentioned program revisions are resubmitted to SCTP.

Department of Mathematics and Statistics
B.Sc.; Joint Honours in Mathematics & Computer Science (72 cr.)
The program revisions consisted of: the course 189-387 was removed from the list of Required Courses and added to a short list of Complementary Courses; the range of Complementary Courses in Mathematics was broadened, 12 of which must come from the specific short list; the statement on Required Course 308-202 was clarified to indicate that it counts for elective credit only; and instead of the Computer Science courses being listed individually, this was replaced by “any 400- and 500-level Computer Science courses will be allowed as complementary credits.” This proposal was approved and it will be forwarded to APPC for information only.

Department of Geography/Faculty of Arts
B.Sc.; Minor in Geographic Information Systems (18 cr.)
Professor Quaroni queried whether this program was a minor concentration as it had a credit weight of 18. Professor Drury indicated that a minor in the Faculty of Science could be 18 or 24 credits. The Chair clarified that when the same program is proposed by the Faculty of Arts it will be a minor concentration. The committee approved this new program and it will be forwarded to APPC for approval.

The Chair commented that she would ensure that minor concentrations were clearly defined in the new Course and Program Guidelines.

School of Computer Science/Centre for Continuing Education
Graduate Diploma in Information Technology (30 cr.)
Professors Thérien and Snow joined the meeting to participate in the discussion of this new, self-funded program proposal. The Chair stated that the financial write-off was received from Mr. Real Del Degan of the University Planning Office, which indicated that it was sound from a financial perspective. The committee noted their appreciation to Mr. Del Degan for his prompt financial assessment of this program.

Professor Thérien explained that this intensive, one-year program was in collaboration with the Centre for Continuing Education, and was aimed at students with minimal computer experience, with an undergraduate degree, and a CGPA of greater than 3.0. This proposal resulted from pressure by industry and the government wishing to have more employees with computer skills. Vice-Principal (Academic) L. Vinet, Dean A. Shaver of the Faculty of Science, and Dean J. Gruzleski of the Faculty of Engineering met with the School to encourage the development of this program. Professor Thérien commented that other new computer science programs would be proposed in the future. Instructors would be Ph.D. students and industry people, with professors from the School in an advisory capacity. Professor Snow set the courses, which consisted of 22 credits of Required Courses and 8 credits of Complementary Courses. Professor Drury queried whether the level of the program was too low. Professor Snow indicated that the Université de Montréal had a similarly-structured program and it also aimed at students with minimal computer experience. Professor Capek commented that no 600- or 700-level courses were included. Professor Snow reasoned that 500-level courses were used to reflect the introductory level of courses. He commented that this diploma would not be useful for students wishing to enter into graduate studies. The Chair queried as to why the courses were only worth 2 credits. Professor Snow replied that this was done so they could all be done in one year. Professor Drury queried as to who would ensure that the courses taught by graduate students and industry people would have appropriate material and pedagogy. Professor Snow indicated that various McGill academic staff members would be responsible for advising on each course.

Professor Snow indicated that he received notification from Associate Dean Baker of the Faculty of Law that the Complementary Course 389-578 (Computers and the Law) would not be offered as a Complementary Course in this program. Professor Crago commented that no TOEFL score was indicated as an admission requirement. Professor Snow stated that he would add the TOEFL score requirement normally listed. Professor Madramootoo queried as to why this diploma was not proposed as a certificate. Professor Thérien commented that the level of computer science courses in the present certificates offered through the Centre for Continuing Education was too low. Mr. Berthiaume commented that a graduate diploma should be more than technical training. Professor Crago indicated that there was no indication of the fee structure. Professor Snow replied that the program cost was $13,800 and non refundable, which did not include the usual student and administration fees. Professor Snow indicated that the University of Toronto and Simon Fraser University offered this type of program and both were used to model this proposal. He also indicated that the Québec Minister of Education was allotting funding for this type of program, and McGill did not want to be excluded from this opportunity. The committee thanked Professors Thérien and Snow for their presence at the meeting.

The committee suggested that this program be reviewed again by the School 1 or 2 years after offering this diploma. Following further discussion, the committee decided not to approve this proposal until it received the following revisions and additional information from the School of Computer Science:

- consultation write-off from the Department of Electrical and Computer Engineering;
- explanation as to why this program was not proposed as a certificate;
- teaching modalities required;
- TOEFL requirement to be added to Admission Requirements;
- nature of monitoring by responsible academic staff member;
- course outlines should be provided for each course proposal;
- justification of why courses were truly 2 credits and not 3.

Approval of the following courses was deferred until the required program revisions and additional information are received for the Graduate Diploma in Information Technology. No terms are listed for courses, as they will be taught through the Centre for Continuing Education.

308-576 Algorithms and Data Structures (2 cr.) 308-575 Technical Project & Report (2 cr.)
308-577 Object Oriented Programming (2 cr.) 308-586 The Life of Projects (2 cr.)
308-578 Systems Programming I (2 cr.) 308-590 Human Computer Interaction (2 cr.)
308-579 Information Systems Management (2 cr.) 308-591 Comp. Graphics & Visualization (2 cr.)
308-580 Theory of Computer Science (2 cr.) 308-592 Computer Modeling & Simulation (2 cr.)
308-581 Software Engineering (2 cr.) 308-593 E-info Flow & Management (2 cr.)
308-582 Systems Programming II (2 cr.) 308-594 Network Operation/Programming (2 cr.)
308-583 Object Oriented Design (2 cr.) 308-595 Internet & Multimedia Content (2 cr.)
308-584 Web Design and Programming (2 cr.)

Department of Psychology
204-536B Correlational Techniques (3 cr.)

As the time was late, review of this report was deferred until the next SCTP meeting (December 9, 1999).

06.07 FACULTY OF ARTS - 99-SCTP-11-19

As the time was late, review of this report was deferred until the next SCTP meeting (December 9, 1999).

06.08 FACULTY OF GRADUATE STUDIES AND RESEARCH – 99-SCTP-11-20

As the time was late, review of this report was deferred until the next SCTP meeting (December 9, 1999).

06.09 OTHER BUSINESS

Minor Changes
As the time was late, review of this report was deferred until the next SCTP meeting (December 9, 1999).

The meeting adjourned at 4:40 pm.