Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, January 20, 2000** at 2:30 p.m. in the ISR Conference Room (Room 635, James Administration Building).

**PRESENT:** Laura Beraha, Denis Berthiaume, Radan Capek, Martha Crago (Chair), Sam Drury, Cindy Smith (Secretary), Nina Spada

**REGRETS:** Chandra Madramootoo, Xavier Van Chau

09.01 The Agenda was approved with the following additions:

- under Business Arising: Report from the Faculty of Science [99-SCTP-11-18 REVISED], Double-Prefix Issue;
- under Regular Business: Report from the Faculty of Management [00-SCTP-01-30].

09.02 The Minutes of the meeting of January 6, 2000 were approved with the following changes:

- Item 08.03, Business Arising, (a) Faculty of Arts, Department of History, page 1, last paragraph, second line – “… it’s professors …” should read “… its’ professors …”; page 2, first paragraph, fifth line – should read “… Professor Richardson of the Classics Program Committee, Professor Silverthorne, and M. Jean-Luc Gauville, Ph.D. student in Ancient History recently …”; sixth line – should read “… at the Faculty’s Curriculum Committee meeting on …”;
- Item 08.08, Centre for Continuing Education, page 7, course 642-544 – course title should read “Commerce”; course description revision should read “Understanding of data networks, which are …”;
- Item 08.10, Minor Changes, Centre for Continuing Education – the Secretary added a course retirement [619-452 Legal Aspects of Health and Social Services (3 cr.)], which was received after the Minutes were distributed. This minor change was approved by SCTP.

09.03 **BUSINESS ARISING**

(a) Double-Prefix Issue

The Chair informed the committee that APPC, at its meeting of January 13, 2000, decided to allow courses with double prefixes. The APPC motion did not include specific criteria, nor did it include any stipulation that the ruling be reviewed in the future. The discussion at APPC included comments about possible computer problems as a result of double-prefix courses; some professors would not team teach a course unless their department received recognition; there was concern of the closure of smaller departments and loss of identity; and it was no longer primarily driven by FTE concerns. The Chair indicated that she would like to see APPC review this ruling after the next few years.

(b) Report from the Faculty of Dentistry [99-SCTP-11-14]

The Chair noted that the courses offered in the D term would need to be changed in the future by the Faculty, as Banner would not indicate a grade for the course until both halves were completed.

590-305H Dental Public Health (3 cr.)
The course revision consisted of a credit weight change from 4. This course revision was approved.

590-310H Clinical Practice (12 cr.)
The course revisions consisted of: title change and credit weight change from 9. These course revisions were approved. **Secretary’s note:** I requested a revised course title for this course from the Faculty, as it contained the same title as course 590-410. Hélène Hogan in the Faculty of Dentistry responded that 590-310 should be entitled “Clinical Practice I”.

590-315H Orthodontics (2 cr.)
The course revision consisted of a credit weight change from 3. This course revision was approved.
590-316D Pediatric Dentistry (4 cr.)
The course revisions consisted of: credit weight change from 3 and description change. These course revisions were **approved**.

590-319D Dental Pharmacology (3 cr.)
The committee suggested changing the Responsible Instructor to TBA. The course revisions consisted of: title change, credit weight change from 2, and description change. These course revisions were **approved**.

590-320D Removable Prosthodontics (2 cr.)
The course revisions consisted of: split of full course 590-430, credit weight change from 3, and description change. These course revisions were **approved**.

590-410D Clinical Practice (11 cr.)
The course revisions consisted of: title change and credit weight change from 5. These course revisions were **approved**. **Secretary’s note:** I requested a revised course title for this course from the Faculty, as it contained the same title as course 590-410. Hélène Hogan in the Faculty of Dentistry responded that 590-410 should be entitled “Clinical Practice II”.

590-411H Endodontics (1 cr.)
The course revision consisted of a credit weight change from 2. This course revision was **approved**.

590-418D Periodontology (2 cr.)
The course revision consisted of a credit weight change from 3. This course revision was **approved**.

590-423D Oral and Maxillofacial Surgery (2 cr.)
The course revisions consisted of: credit weight change from 3 and description change. These course revisions were **approved**.

590-430D Rotations (1 cr.)
The committee suggested changing the Responsible Instructor to TBA. The course revisions consisted of: split course (with 590-320), credit weight change from 3, and description change. These course revisions were **approved**.

590-437D Clinical Decision Making (2 cr.)
The course revisions consisted of: title change, credit weight change from 1, and description change. These course revisions were **approved**.

(c) Report from the Faculty of Science [99-SCTP-11-18 REVISED]
Department of Physiology
552-550A Molecular Physiology of Bone (3 cr.)
The requested additional information was received from Linda Tracey, Student Affairs Officer, Department of Physiology, concerning the enrolment limit and explanation of “1:2 ratio” in the Instructional Method. Mr. Berthiaume voiced concern over the limited enrolment of this course, which was restricted to U3 Physiology students and graduate students in biomedical departments. He was concerned that the enrolment limitation would create a precedent and that graduate students interested in taking this course would not be able to take this course if the limitation was reached. Professor Crago commented that there were not too many graduate students in Physiology, therefore incorporating the undergraduate students into this course should not be a problem. Mr. Berthiaume commented that 700-level courses were restricted to graduate students, and therefore there were no enrolment problems for graduate students. He queried the purpose of this seminar course at the 500 level, and what would be the insight for U3 students. Professor Crago commented that this seminar course opened to U3 students could perhaps be a model of learning at the graduate level, and that it could attract U3 students into graduate studies. The committee agreed with Mr. Berthiaume’s point, and therefore recommended that this proposal be returned to the Department, and that the Department consider either proposing this course as an undergraduate honours 400-level course for U3 undergraduate students, or propose this course as a graduate seminar and remove the restriction. This proposal will have to be resubmitted to SCTP.
Department of Biochemistry, Faculty of Medicine
B.Sc.; Faculty Program in Biochemistry (55 cr.)
The program revision consisted of: course 507-456B was replaced with course 507-458B in the list of U3 courses. This program revision was approved and it will be forwarded to APPC for information only.

B.Sc.; Major in Biochemistry (67 or 70 cr.)
The program revisions consisted of: at least 3 credits of U3 Complementary Courses to be taken from a list of upper-level Biochemistry courses; U3 Complementary Course 507-456 was replaced by 507-458; and Complementary Courses credits were reduced from 9 to 6 credits (or from 12 to 9 credits for students who take the course 507-460A Advanced Laboratory). Secretary’s note: Point (1) under the Program Changes on the proposal indicated Advanced Laboratory course, 507-404B. Josie D’Amico of the Faculty of Science confirmed that it should have read “507-460B”. These program revisions were approved and they will be forwarded to APPC for information only.

B.Sc.; Honours in Biochemistry (76 cr.)
The program revisions consisted of: U3 Complementary Courses credits were reduced from 9 to 6 credits; at least 3 credits of U3 Complementary Courses to be taken from a list of upper-level Biochemistry courses; U3 Complementary Course 507-456 was replaced by 507-458; and the program credit weight was reduced from 79 to 76 credits. These program revisions were approved and they will be forwarded to APPC for discussion.

507-456B Biochemistry of Membranes (3 cr.)
The course revision consisted of: retirement. This course revision was approved.

507-458B Membranes & Cellular Signaling (3 cr.)
This new course was approved.

Department of Anatomy and Cell Biology
B.Sc.; Faculty Program in Anatomy and Cell Biology (57 cr.)
The program revisions consisted of: course 504-458B was added to the list of “6 credits selected from” Complementary Courses; the 6 credits increased to “9 credits selected from” a list of Complementary Courses; and under Complementary Courses, the “12 credits selected from biological oriented courses (BOC) in the following list” was reduced to “9 credits ....” Professor Beraha noted that the list of required courses contained alternative Required Courses and that they were different levels (i.e. alternative courses 204-204 and 177-373 were both listed as alternatives for 189-203). The Chair noted that alternative required courses were permitted if content for both courses were almost identical. As the courses were at different levels, the committee requested a write-off from the Chair of the Department of Anatomy and Cell Biology as to whether courses 204-204 and 177-373 were essentially identical to 189-203. The committee commented that if these courses were not identical, then the Department should remove courses 204-204 and 177-373 from the list of Required Courses and add them to the list of Complementary Courses. The Chair will approve on behalf of the committee if the write-off is in order. Secretary’s note: Verification received from Associate Dean M.J. Mendelson of the Faculty of Science that the alternative statistics courses were equivalent in content to 189-203. The Chair approved these revisions on behalf of the committee and the proposal will be forwarded to APPC for information only.

B.Sc.; Major in Anatomy and Cell Biology (68 cr.)
The program revisions consisted of: course 504-458B was added to the list of Required Courses; Required Courses credits was increased from 56 to 59 credits; and the Complementary Courses credits were reduced from 12 to 9 credits. Professor Beraha noted that the list of required courses contained alternative Required Courses and that they were different levels (i.e. alternative courses 204-204 and 177-373 were both listed as alternatives for 189-203). The Chair noted that alternative required courses were permitted if content for both courses were almost identical. As the courses were at different levels, the committee requested a write-off from the Chair of the Department of Anatomy and Cell Biology as to whether courses 204-204 and 177-373 were essentially identical to 189-203. The committee commented that if these courses were not identical, then the Department should remove courses 204-204 and 177-373 from the list of Required Courses and add them to the list of Complementary Courses. The Chair will approve on behalf of the committee if the write-off is in order.
Secretary’s note: Verification received from Associate Dean M.J. Mendelson of the Faculty of Science that the alternative statistics courses were equivalent in content to 189-203. The Chair approved these revisions on behalf of the committee and the proposal will be forwarded to APPC for information only.

B.Sc.; Honours in Anatomy and Cell Biology (80 cr.)
The program revisions consisted of: course 504-458B was added to the list of Required Courses; Required Courses credits was increased from 74 to 77 credits; and the Complementary Courses credits were reduced from 6 to 3 credits. Professor Beraha noted that the list of required courses contained alternative Required Courses and that they were different levels (i.e. alternative courses 204-204 and 177-373 were both listed as alternatives for 189-203). The Chair noted that alternative required courses were permitted if content for both courses were almost identical. As the courses were at different levels, the committee requested a write-off from the Chair of the Department of Anatomy and Cell Biology as to whether courses 204-204 and 177-373 were essentially identical to 189-203. The committee commented that if these courses were not identical, then the Department should remove courses 204-204 and 177-373 from the list of Required Courses and add them to the list of Complementary Courses. The Chair will approve on behalf of the committee if the write-off is in order.

Secretary’s note: Verification received from Associate Dean M.J. Mendelson of the Faculty of Science that the alternative statistics courses were equivalent in content to 189-203. The Chair approved these revisions on behalf of the committee and the proposal will be forwarded to APPC for information only.

504-458B Membranes & Cellular Signaling (3 cr.)
This new course was approved.

Secretary's note: The additional information requested by SCTP was received for the following previously-submitted proposals, reviewed by the Chair, and approved on behalf of SCTP.

Faculty of Arts
- new course 135-261A Studies in Jewish Thought I (3 cr.) [00-SCTP-01-22; January 6, 2000];
- new course 135-262B Studies in Jewish Thought II (3 cr.) [00-SCTP-01-22; January 6, 2000];
- new course 135-337A Jewish Thought: Advanced I (3 cr.) [00-SCTP-01-22; January 6, 2000];
- new course 135-338B Jewish Thought: Advanced II (3 cr.) [00-SCTP-01-22; January 6, 2000].

Centre for Continuing Education
- program revisions for the Graduate Certificate in Management; Concentrations in Health Care, International Business, Leadership, Marketing, Operations Management, and Treasury/Finance (15 cr.) [00-SCTP-01-26; January 6, 2000] – it will be forwarded to APPC and FGSR for information only;
- new program: Diploma in Management; Concentration in E-Commerce (30 cr.) [00-SCTP-01-26; January 6, 2000] – it will be forwarded to APPC for approval;
- new program: Graduate Certificate in E-Commerce (15 cr.) [00-SCTP-01-26; January 6, 2000] – it will be forwarded to FGSR for approval;
- new program: Diploma in Management; General (30 cr.) [00-SCTP-01-26; January 6, 2000] – it will be forwarded to APPC for approval.

Faculty of Medicine
- Minor Changes reported at October 28, 1999 meeting: course 582-608A,B Plasticity as a Basis for Rehabilitation (3 cr.) – retirement (number change to 582-508A,B).

Faculty of Science
- Minor Changes reported at January 6, 2000 meeting: course 177-199A FYS: Species Diversity (3 cr.) – retirement;
- program revisions for the B.Sc.; Major in Chemistry; Materials (66 cr.) [00-SCTP-01-23; January 6, 2000] – write-off received from the Faculty of Engineering and the proposal will be forwarded to APPC for discussion;
- program revisions for the B.Sc.; Honours in Chemistry; Materials (78 cr.) [00-SCTP-01-23; January 6, 2000] – write-off received from the Faculty of Engineering and the proposal will be forwarded to APPC for discussion;
- new course 180-647A Physical Chem: Special Topics 1 (4 cr.) [00-SCTP-01-23; January 6, 2000] – write-off received, and 1 hr/wk of “Other” was added to proposal (sections 8 and 7, respectively);  
- new course 180-648B P Physical Chem: Special Topics 2 (4 cr.) [00-SCTP-01-23; January 6, 2000] – write-off received, and 1 hr/wk of “Other” was added to proposal (sections 8 and 7, respectively).

09.04 FACULTY OF ARTS – 00-SCTP-01-27

Department of Educational and Counselling Psychology, Faculty of Education  
B.A.; Minor Concentration in Educational Psychology (18 cr.)  
The new program consisted of 3 credits of Required Courses and 15 credits of Complementary Courses. The committee agreed that this was a good initiative. It was noted that the Effective Date of Implementation should read September 2000. Professor Beraha noted that the word “in” should be added to the first sentence of the program description, and it should therefore read: “… learning and teaching in classrooms and other ….” This new program was approved with these changes and it will be forwarded to APPC for discussion.

414-543C,L,T,X,Y Family, School and Community (3 cr.)  
The course revisions consisted of: number change from 414-443 and description change. The committee noted that the Effective Date of Implementation should be changed to September 2000. These revisions were approved with this change.

416-335C,L,T,X,Y Instructional Psychology (3 cr.)  
The committee noted that the Effective Date of Implementation should be changed to September 2000. This new course was approved with this change.

416-355C,L,T,X,Y Cognition and Education (3 cr.)  
The committee noted that the Effective Date of Implementation should be changed to September 2000. This new course was approved with this change.

416-510C,L,T,X,Y Learning and Technology (3 cr.)  
The committee noted that the Effective Date of Implementation should be changed to September 2000. This new course was approved with this change.

Department of Geography, Faculty of Science  
B.A.; Minor Concentration in Geographic Information Systems (18 cr.)  
Secretary’s note: The B.Sc.; Minor in Geographic Information Systems (18 cr.) was submitted to SCTP and approved November 25, 1999.

The committee noted that the program name “B.Sc. Minor in Geographic Information Systems” should be removed from this proposal, as only one program should be indicated per proposal. This new program consisted of 15 credits of Required Courses and 3 credits of Complementary Courses. Professor Drury noted that two Complementary Courses contained prerequisites. Professor Crago noted that four of the six Complementary Courses listed were at the 500 level, which was unusual for a B.A. minor. She commented that this was a very science-oriented program for a B.A. minor. The committee requested a write-off from the Chair of the Department of Geography concerning a justification as to whether Arts students would have enough background for the 500-level and prerequisite courses. The write-off from the Chair should be forwarded to the SCTP Secretary, Cindy Smith, fax: 4768 or e-mail: CINDY@UMS1.LAN.MCGILL.CA. The committee will review the write-off.

09.05 FACULTY OF SCIENCE - 00-SCTP-01-28; Pending Faculty of Science approval.

Department of Chemistry  
180-462A Green Chemistry (3 cr.)  
This new course was approved.

09.06 FACULTY OF MANAGEMENT - 00-SCTP-01-29
B.Com.; Stream 1 Concentrations (15 cr.)
The Chair queried as to the Faculty’s definition of a stream, which concentrations were 1 and 2, were these minor concentrations, and what was stream 2. Mr. Berthiaume commented that perhaps stream 2 was offered through the Centre for Continuing Education. The Chair noted that the Faculty signatures were dated 1998. Professor Beraha queried as to the meaning of the asterisks for courses 273-341 and 273-342 in the Information Systems Concentration.

The Chair commented that the term “stream” was not part of the vocabulary used in program descriptions, therefore a clearer explanation of a stream and an indication of how many streams in the B.Com. were requested. The side-by-side comparisons did not clearly indicate the revisions. Therefore, the side-by-side comparisons should be resubmitted with the revisions underlined. This information should be forwarded to the SCTP Secretary, Cindy Smith, fax: 4768, or mailed to: Office of the Vice-Principal (Academic), Room 506 James Administration Building. The committee will review these revisions.

09.07 FACULTY OF MANAGEMENT – 00-SCTP-01-30

273-440A IS Fundamentals in E-Commerce (3 cr.)
The committee recommended that the course description be revised to read as follows: “Information systems concepts, models, tools and applications related to E-commerce.” The words “information systems” were added to explain “IS” in the title. This new course was approved with this change.

273-645A,B IS Management of E-Commerce (3 cr.)
The committee recommended that the course description be revised to read as follows: “Implications of the E-commerce revolution with regard to important issues such as business-to-customer and business-to-business networking. Students will be expected to develop practical and analytical knowledge and skills stressed in relation to E-commerce management.” It was noted that a capital “E” should be used for E-commerce to be consistent. This new course was approved with this change. Secretary’s note: There was an error in the course number on the proposal; it was indicated as 274-645. Kate Maguire of the Faculty of Management indicated that the number should read 273-645A,B.

09.08 OTHER BUSINESS

Minor Changes
The secretary reported the following minor changes for the Faculties of Agricultural and Environmental Sciences, and Science. One course revision was withdrawn by the Faculty of Agricultural and Environmental Sciences: 394-505A,B Selected Topics in Biotechnology (3 cr.) – number change from 202-505A,B; the Faculty of Science refused to retire course 202-505. The Chair relayed that the Faculty of Science would like the Faculty of Agricultural and Environmental Sciences to propose a new course with their 394 prefix, a different suffix, and a different name. All other minor changes were approved.
Secretary’s note: The minor changes submitted by the Faculty of Science are at this time [January 25, 2000] pending Faculty approval.
Faculty of Agricultural and Environmental Sciences
Institute of Parasitology
330-691E,G Biotechnology Practicum (3 cr.) – retirement;
391-501A,B Bioinformatics (3 cr.) – retirement;
391-620A,B Biotechnology Laboratory Techniques (3 cr.) – retirement;
391-621A,B Biotechnology Management (3 cr.) – retirement;
394-501A,B Bioinformatics (3 cr.) – number change from 391-501A,B;
394-505A,B Selected Topics in Biotechnology (3 cr.) – number change from 202-505A,B; WITHDRAWN
394-620A,B Biotechnology Laboratory (3 cr.) – number change from 391-620A,B and title change;
Secretary’s note: revised description requested, as it was greater than 50 words;
394-621A,B Biotechnology Management (3 cr.) – number change from 391-621A,B;
394-691E,G Biotechnology Practicum (3 cr.) – number change from 330-691E,G.
Faculty of Science – These minor changes are pending Faculty of Science approval.
School of Computer Science
B.Sc.; Major in Computer Science (60 cr.) – courses 308-435B and 308-547 were added to the list of Complementary Courses;

FOR INFORMATION ONLY:
B.A.; Minor Concentration (Stream II) in Computer Science – revisions will be reviewed by the Faculty of Science and submitted by the Faculty of Arts.

Department of Psychology
204-213B Cognition (3 cr.) – prerequisite and description changes;
204-422B Neurochemical Basis of Behavior (3 cr.) – retirement;
204-435B Correlational Techniques (3 cr.) – retirement;
204-436A Human Sexuality & Its Problems (3 cr.) – title, prerequisite, and description changes.

Department of Earth and Planetary Sciences
186-202A Introduction to Geology – Laboratory (3 cr.) - retirement;
186-646D Topics in Advanced Earth Sciences III (6 cr.) – retirement;
186-720D Assigned Readings and Seminar (6 cr.) – retirement.

French Titles for Programs at McGill
The Chair reviewed the document distributed to the committee as “For Information Only”. She stated that the provincial government requested that programs, primarily in literature, be entitled in French as indicated on the document. She indicated that the programs were mostly offered through the English and French Language Centre in the Faculty of Arts and the Department of Second Language Education in the Faculty of Education. The Centre and Department will be forwarded a copy of the document. The Faculties should submit program revision proposals to SCTP for the programs which are entitled incorrectly.

Undergraduate Diploma Definition
The Chair indicated that no official definition existed for an undergraduate diploma, even though this diploma was currently offered at the University. Definitions of a diploma and graduate diploma were circulated (information retrieved from the Course and Program Manual), and the Chair noted that a diploma differed from the undergraduate diploma. Associate Vice-Principal (Academic) Nick de Takacsy had previously defined an undergraduate diploma, but unfortunately the Chair did not have this information with her at this time. The Chair queried as to whether the second-cycle program, which was a part of the graduate diploma definition, actually fit into the diploma definition. The Chair indicated that she would distribute Associate Vice-Principal de Takacsy’s definition of an undergraduate diploma for the next SCTP meeting, and she shall review the Senate-approved definitions of diplomas from 1993/1994.

There being no further business, the meeting adjourned at 4:15 pm.