Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held Thursday, October 19, 2000 at 3:00 p.m. in Room 609 of the James Administration Building.

PRESENT: Denis Berthiaume, Radan Capek, Martha Crago (Chair), Sam Drury, Jane Everett, William Hendershot, Clara Péron, Joan Russell, Cindy Smith (Secretary)

03.01 The Agenda was approved with the following addition:

- under Other Business – Issues of Over Expansion of Courses and Programs.

03.02 The Minutes of the meeting of September 21, 2000 were approved as circulated.

03.03 BUSINESS ARISING

(a) Report from the Centre for Continuing Education [00-SCTP-09-08]
The committee reviewed the write off received from Mr. Real Del Degan of the University Planning Office concerning the $350.00 fee attributed to each of the newly-proposed courses. It explained that financial write-offs were not necessary for courses where additional fees were not charged (i.e. where no deliverable goods were provided). Professor Crago explained that there was a complex set of issues involved with these courses, one of the main issue being that administering faculties received the course fee distribution for courses at the 600 level, unless they were labelled X,Y,Z, and the Centre for Continuing Education received financial compensation for courses at the 500 level. Professor Hendershot queried if it would be possible through Banner to develop another code for fee distribution. Professor Crago responded that a flag for fee distribution would be a good idea, and that she would discuss this idea with the Banner team. It was requested that the Chair verify the policy for charging fees for field trips.

(b) Internships - Proposal to APPC for Taskforce [00-SCTP-09-05]
The committee reviewed a document submitted by Ms. Clara Péron which recommended that the Academic Policy and Planning Committee of Senate (APPC) consider the creation of a taskforce to review the feasibility of the University offering internships. Following further discussion, it was agreed that if APPC was agreeable with the creation of the taskforce, it should suggest a mandate which would include the following: clarification of terminology (CREPUQ should be consulted), resources required to run internships, different formats, credit weighting, and consider if students should be remunerated. It was suggested that the Internship Year in Engineering and Science (IYES) Coordinator, Catherine Gerols, be added to the taskforce composition. Also, the taskforce should compare what was offered at other universities (a good example would be the University of Ottawa’s internship program in the Department of Translation).

(c) Credit Weight of McGill Ph.D. Programs
The Chair reviewed the circulated explanation from Ms. Charlotte Legaré, Director - Graduate Studies Office, which explained why McGill’s Ph.D. programs had a credit weight of zero. It indicated that:

“In 87-88, the MEQ asked that Master’s programs be allocated credits for all universities. They did not insist that credits be given to doctoral programs. In French universities, at that time, most of the doctoral programs were ad hoc and they were offering very few of them. The same for Concordia. The French system of education being more rigid than the English one, it was relatively easy to put credits on their doctoral programs. McGill would not do so and the argument to the MEQ was that we had many programs and they were very diversified in terms of requirements. Some of our programs have a lot of coursework and some have none (some students depending on the background can get a doctoral degree by submitting only a thesis). The accepted value of a doctoral program is 90 credits and that is recognized for RECU and funding purposes.”

The Chair noted that graduate studies deans in Québec wanted it indicated in Ph.D. programs what portion
of credits were assigned to supervision. She also commented that in the future when this committee reviewed cyclical reviews submitted by departments, SCTP would have input and output on academic programs. Formats for Ph.D. programs needed to be somewhat more standardized, and program time to completion statistics would be reviewed and compared to other Canadian universities.

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

Faculty of Arts
- new option in existing program: B.A.; Double Spécialisation - Composante langue et littérature françaises; Lettres (36 cr.) [00-SCTP-05-55; May 25, 2000];
- new option in existing program: B.A.; Double Spécialisation - Composante langue et littérature françaises; Lettres et traduction (36 cr.) [00-SCTP-05-55; May 25, 2000].

03.04 FACULTY OF MEDICINE – 00-SCTP-10-09
School of Physical and Occupational Therapy
582-618A,B,C Topics in Rehabilitation (3 cr.)
This new course was approved.

03.05 FACULTY OF DENTISTRY - 00-SCTP-10-10
M.Sc. in Oral and Maxillofacial Surgery (45 cr.)
The program revisions included a revised structure and specific listing of Required and Thesis Component Courses; courses 590-611D, 590-612D, 590-613D, 590-621D, 590-622D, 590-623D, 590-624D, 590-625D, 590-626D, 590-633D, 590-643D, and 590-644D were deleted from the program; course 513-607A was added to the program, listed under Required Courses; courses 590-631D, 590-632D, 590-641D, 590-642D, and 513-607A were specified under Required Courses; courses 590-631D, 590-641D, and 590-642D had credit weight changes to 3 credits (formerly indicated as 9, 9, 18, respectively), and a list of Thesis Component (30 credits) courses was specified. The committee noted the Required Courses credit weight should be indicated as 15 and not 45, as 45 was the total program credit weight. The equivalent course 513-607 should be removed from the list of Required Courses and put into a list of Complementary Courses, as alternative required courses are only permitted in the case where the content of both courses are identical. There was a typographical error in Thesis Component list, course 590-653 should read “Thesis Research Course IV”, and the terms in which these three courses were offered should be listed. The Chair commented that courses indicated as D term are 6-credit courses but all the D courses listed in the proposed column are 3 credits. The committee requested clarification whether the courses were meant to be offered during any time throughout the year (in which case the various terms should be listed, ex. A,B,C,L,T). Otherwise, they can not be 3-credit courses. The committee queried if the courses deleted from the program were to be retired or if they are included in other programs. If they are to be retired, course proposals should be submitted to SCTP. Course proposals were requested for the courses where the credit weights were changed and for the courses whose titles needed to be shortened to 30 characters.

The revised proposal should be resubmitted to SCTP, indicated as 00-SCTP-10-10 REVISED, for reconsideration.

Note from the SCTP Chair: The Faculty is requested to resubmit this proposal at the same time as the certificates concerning residency are submitted to SCTP.

03.06 FACULTY OF ARTS – 00-SCTP-10-11
Faculty of Religious Studies
260-635A,B Christology and Ecclesiology (3 cr.)
The committee recommended that the uppercase “T” in theological contained in the description be changed to a lowercase letter. This new course was approved with this change.

Department of History
101-579A,B The Arts of Healing in China (3 cr.)
Statements in the description of what students will obtain from courses should be avoided. Therefore, the description was modified to read: “An historical … Emphasis on healing as ...” Also, the word “Medicine” in the description should have a lowercase “m”. This new course was approved with these changes.

03.07 **FACULTY OF SCIENCE** – 00-SCTP-10-12

Department of Physics
**B.Sc.: Joint Honours in Physics and Chemistry** (80 cr.)
It was noted that a write-off from the Admissions, Recruitment and Registrar’s Office (ARR) was omitted from this submission. As new undergraduate programs required such a write-off from ARR, the Department should obtain a write-off which should indicate admission requirements accuracy.

Professor Drury commented that a similar joint program existed in Physics and Mathematics, which had a very heavy course load; a number of students found it too heavy a load. He queried if there was a fall back mechanism for students who were unsuccessful in completing the new program. The Chair queried if this new program was sufficient to prepare a student for graduate studies in chemistry or physics, and why it was preferable to propose this new program as a joint program instead of as a major or minor in physics or chemistry. It was suggested that Professor Jean Barrette, Chair of the Department of Physics, be invited to participate in the next discussion of this proposal. This proposal required some revisions, namely: the credit weight for the U2 Required Courses was not accurate, some of the courses’ credit weights were not listed (198-257A and 198-258B), and the B term in U1 Required Courses appeared to have a very heavy course load. This proposal assumed that students had taken the Calculus III course, and it was queried if that course should be listed as a program prerequisite. Professor Barrette will be invited to attend the SCTP meeting which will review the revised proposal (document number 00-SCTP-10-12 REVISED should be indicated on the revised proposal).

Department of Pharmacology and Therapeutics
549-303B Principles of Toxicology (3 cr.)
The committee requested clarification for the following: the prerequisites were not clear as listed on the proposal - they should be indicated as on the course outline attached to the proposal; and resources requested that are not currently available - a write-off was requested by the Chair of the Department which should indicate the availability of sufficient resources. A revised proposal should be submitted to the SCTP Secretary, Cindy Smith fax: 4768 or e-mail: CINDY@UMS1.LAN.MCGILL.CA and the document number 00-SCTP-10-12 REVISED should be indicated. The Chair of SCTP will approve on behalf of the committee if all is in order.

549-503A Drug Design and Development 1 (3 cr.)
The committee suggested that the Roman numeral “I” in the title be changed to the Arabic number “1”, since course title length limitations are leading to a change from Roman to Arabic numerals. The restriction indicated limited enrolment and therefore a priority statement should be added to the Restriction. The description was more than 50 words and it was requested that it be revised. In the course outline attached to the proposal, it was indicated “Both Advanced (U3, U4) undergraduate students …” - the term “U4” should be replaced by “graduate”, since the term “U4” did not exist at McGill. The last paragraph in the course outline was not clear and required clarification. It was noted that 30% seemed high for class participation. A revised proposal should be submitted to the SCTP Secretary, Cindy Smith fax: 4768 or e-mail: CINDY@UMS1.LAN.MCGILL.CA and the document number 00-SCTP-10-12 REVISED should be indicated. The committee will review the revised proposal.
549-504B Drug Design and Development 2 (3 cr.)
The committee suggested that the Roman numeral “II” in the title be changed to the Arabic number “2”. The committee noted that the first sentence of the course description should not be bold. This new course was approved with these changes.

School of Computer Science
308-558B Fundamentals of Comp. Vision (3 cr.)
The committee recommended that the title be revised to spell out “Comp.” and abbreviate Fundamentals to “Fund.”, or rename the course to “Intro. to Computer Vision”. This new course was approved with this change. The School should communicate to the SCTP Secretary [Cindy Smith fax: 4768 or e-mail: CINDY@UMS1.LAN.MCGILL.CA] its decision concerning the title and she will make the change to the course proposal.

Department of Chemistry
180-277D Classical Methods of Analysis (3 cr.)
The course revision consisted of: credit weight change from 4 to 3 credits. The committee queried why this course was indicated in the D term since that implied 6 credits; if the A,B,C,L,T terms would be more accurate; and why only 2 hrs/wk were indicated for 3 cr. The “Note: …” should be removed from the course description. The Chair of the Department should send the response to the committee’s queries to the SCTP Secretary, Cindy Smith fax: 4768 or e-mail: CINDY@UMS1.LAN.MCGILL.CA and the document number 00-SCTP-10-12 should be quoted. The Chair of SCTP will approve on behalf of the committee if all is in order.

180-547B Laboratory Automation (3 cr.)
This course revision consisted of: credit weight change from 5 to 3 credits. This course revision was approved.

Department of Mathematics and Statistics
189-525A Sampling Theory & Applications (4 cr.)
The course revisions consisted of: number, title, and description changes, and credit weight increase from 3 to 4 credits. The committee noted that the number of hrs/wk for a course should be determined by an increase in credit weight and not additional topics in the course content. SCTP requested that additional hrs/wk be indicated on the course proposal and the Department should inform the SCTP Secretary, Cindy Smith fax: 4768 or e-mail: CINDY@UMS1.LAN.MCGILL.CA, of the requested information. This revised course was approved with this change.

03.08 OTHER BUSINESS

Minor Changes
The secretary reported the following minor changes for the Faculties of Arts, Management, and Science, which were approved. These minor changes will be reported to APPC (and FGSR, if graduate level) for information only. The Faculty of Arts should note the following two points: (1) revised B.A.; Minor Concentration in Computer Sciences – Stream I & II – the committee noted that 2/3 of the courses to be taken were at the 200 level and queried if the Faculty was agreeable with this (a response should be communicated to the SCTP Secretary, Cindy Smith fax: 4768 or e-mail: CINDY@UMS1.LAN.MCGILL.CA); and (2) SCTP suggested a description revision for course 101-496B (see this change below).

Faculty of Arts
School of Computer Science
B.A.; Minor Concentration in Computer Science – Stream I (18 cr.) – course 308-206A,B was added
to the list of Required Courses; course 308-273A,B was deleted from the list of Required Courses; and course 308-273A,B was added to the list of Complementary Courses, Group A;

**B.A.; Minor Concentration in Computer Science – Stream II** (18 cr.) – course 308-206A,B was added to the list of Required Courses; course 308-305A was deleted from the list of Required Courses; course 308-305A was added to the list of Complementary Courses, Group A; course 308-537B was added to the list of Complementary Courses, Group A; and course 308-537B was deleted from the list of Complementary Courses, Group B.

Department of History
101-399A,B History and Historical Methods (3 cr.) – title and description changes;
101-466A Seminar: Medieval Medicine (3 cr.) – split of 101-466D (second half being 101-496B); title, restriction, and description changes;
101-496B Research: Medieval Medicine (3 cr.) – second half of split of full course 101-466D (first half being 101-466A) – **SCTP SUGGESTED THAT THE DESCRIPTION READ AS FOLLOWS:**
“Supervised design, research, writing, and discussion of a theme in history of western European medicine, 400-1500 AD.”

Faculty of Management
274-639A Derivatives & Risk Management (3 cr.) – title change.

Faculty of Science
School of Computer Science
**B.Sc.; Minor in Computer Science** (24 cr.) – course 308-206A,B was added to the list of Required Courses; course 308-273A,B was deleted from the list of Required Courses; and courses 308-273A,B and 308-435B were added to the list of Complementary Courses;

**B.Sc.; Major in Computer Science** (60 cr.) – course 308-305A was deleted from the list of Required Courses; credit weight for Required Courses was reduced from 45 to 42 credits; courses 308-305A and 308-558B were added to the list of Complementary Courses; and credit weight for Complementary Courses was increased from 15 to 18 credits;

**B.Sc.; Honours in Computer Science** (72 cr.) – course 308-305A was deleted from the list of Required Courses; credit weight for Required Courses was reduced from 48 to 45 credits; courses 308-305A and 308-558B were added to the list of Complementary Courses; and credit weight for Complementary Courses was increased from 24 to 27 credits;

308-273A,B Intro. to Computer Systems (3 cr.) – title and prerequisite changes and deletion of corequisite;
308-310B Comp. Systems and Organization – title and prerequisite changes.

Department of Atmospheric and Oceanic Sciences
**Ph.D. in Atmospheric and Oceanic Sciences** (0 cr.) – course 195-700A,B,C was specified in the program description.

Department of Psychology
204-201C Psych: Perspectives on Human Nature (3 cr.) – retirement;
204-210A Motivation (3 cr.) – retirement;
204-306A Comparative Psychology (3 cr.) – retirement;
204-309A Human Knowledge and Human Action (3 cr.) – retirement;
204-313A Reading Ability and Disability (3 cr.) – retirement;
204-323 Emotion (3 cr.) – retirement;
204-339A Women & Men: Psych Sex Differences (3 cr.) – retirement;
204-404B Attention and Memory (3 cr.) – retirement;
204-405B Aging (3 cr.) – retirement;
204-409B Methodology for Non-Lab Research (3 cr.) – retirement;
204-421A Perceptual Development (3 cr.) – retirement;
204-423A Adv Probs Psychobiol: Motivation (3 cr.) – retirement;
204-428A Human Commun & Its Disorders (3 cr.) – retirement;
204-455D Research Meth Psycholinguistics (6 cr.) – retirement;
204-457A Psych Deafness/Phys Disability (3 cr.) – retirement;
204-458B Methods of Behaviour Change (3 cr.) – retirement;
204-460B Cogn & Reason-Human & Other Anal (3 cr.) – retirement;
204-502A Exp Meth: Physiological Psychology (3 cr.) – retirement;
204-506L Field Study of Primate Behavior (6 cr.) – retirement;
204-540A Computational Modelling-Reasoning (3 cr.) – retirement;
204-550B Special Topics in Experi Psych (3 cr.) – retirement.

FOR INFORMATION ONLY:
The Faculty of Science Academic Committee has reviewed the following program proposals:
Faculty of Arts - M.A. in Economics; Non-Thesis - Social Statistics Option;
M.A. in Geography; Social Statistics Option;
M.A. in Political Science; Non-Thesis - Social Statistics Option;
M.A. in Sociology; Non-Thesis - Social Statistics Option.

Faculty of Engineering - B.Eng.; Minor in Computer Science.

The Faculty of Arts Screening Committee has reviewed the following course proposals submitted by the Faculty of Science:
189-322A,B,C,L,T 204-412A
189-326A 204-422B
189-376A 204-435B
189-382A,B,C,L,T 204-436A
189-525A 204-495B
204-211B 204-505A
204-213B 204-522B
204-308A 204-536B
204-318B

Issues of Over Expansion of Courses and Programs
The committee discussed a recent comment made by Principal Bernard Shapiro concerning new courses and programs. He queried whether appropriate retirements were being made for existing courses and programs to be replaced by new proposals. Professor Crago indicated that Associate Vice-Principal (Academic) Nick de Takacsy last fall initiated a clean-up of the course table by requesting that the Timetable Office circulate to faculties a notice which requested that the 3,000 “non-active” courses be retired. To date, a certain number of course retirements has been received at SCTP, and the committee Secretary recently requested from the Timetable Office updated statistics of the remaining “non-active” courses. The committee will begin to query whether departments are retiring a “non-active” course when a new course is proposed.

A similar situation exists for programs, and programs offered to one or two students every 5 or 6 years should be retired. These almost inactive programs impose timetable constraints. The Chair commented that cyclical reviews would be a very good opportunity to recommend program retirements. A statement to APPC by SCTP should be made which suggested that programs with small enrolment be retired. The
committee agreed that the memorandum circulated to faculties should indicate “non-active” courses and low-enrolment programs be retired.

Banner and Calendar Issues
The Chair discussed some recent issues which involved courses and programs, the undergraduate Calendar, and Banner. Specifically, she requested that committee members consider whether SCTP should recommend that Arabic numerals be used in place of Roman numerals, whether spaces be removed from between words in course titles (each word would be distinguished by its first letter being in upper case), and whether the statement “Awaiting University Approval” continue to be used by departments in the Calendar. It was noted that the University Calendar was a legal contract. The committee stressed the importance that departmental Web sites list courses and programs as printed in the University Calendar, as stipulated in the following motion proposed to APPC by SCTP November 11, 1999, approved at APPC November 18, 1999, and approved at Senate January 19, 2000:

“Be it resolved that the Academic Policy and Planning Committee of Senate require academic units to ensure that their entries of title, number, and description (as applicable) for courses and programs in the University calendars be identical to the original course and program approvals. Furthermore, all information for courses and programs which appear on Web sites be identical to the University calendar entries.”

The Banner issues will be discussed again at a future SCTP meeting when the Banner Team leader, Sylvia Franke, will attend to participate in the discussion.

There being no further business, the meeting adjourned at 5:00 pm.