Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held Thursday, November 2, 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, Joan Russell, Cindy Smith (Secretary)

REGRETS: Clara Péron

04.01 The Agenda was approved with the following additions:

- under Business Arising – Report from the Faculty of Science re course 180-277D [00-SCTP-10-12];
- under Other Business – History Classics Course Titles.

04.02 The Minutes of the meeting of October 19, 2000 were approved with the following changes:

- Item 03.03, Business Arising, (a) Report from the Centre for Continuing Education, page 1, the fifth line should read: “… one of the main issues being …”;
- Item 03.03, Business Arising, (b) Internships – Proposal to APPC for Taskforce, page 1, the last sentence should read: “(… program in the School of Translation).”

04.03 BUSINESS ARISING

(a) Report from the Centre for Continuing Education [00-SCTP-09-08]

The committee reviewed responses from Mr. Real Del Degan of the University Planning Office concerning clarification that field trips are a deliverable, and the self-funded courses offered through the Centre can have a fee of whatever the market will bear.

(b) Banner and Calendar Issues

The Chair circulated a document which outlined two concerns involving the University Undergraduate Calendar, namely: the phrase “Awaiting University Approval” and the listing of the responsible instructor after each course description.

The Chair noted that new programs and major revisions to programs would have to be received at SCTP by November 18, 2000 so that it would go before Senate, at the latest, January 18, 2001 to make the Calendar deadline of early February 2001. Programs and courses which do not make it to SCTP/APPC/Senate by the Calendar deadline are often added to the Calendar with the phrase “Awaiting University Approval”; often these programs/courses need to be modified before final approval and therefore the Calendar is not accurate and future versions of the Calendar are not corrected/updated by departments. It was noted that some courses/programs indicated the phrase “Awaiting University Approval” for 2 or 3 years in the Calendar. The Chair indicated that it would be difficult for the new Banner System to list courses/programs as “Awaiting University Approval”. The Chair called a vote as to whether the “Awaiting University Approval” phrase should continue to be allowed in the Calendar: four committee members were for keeping the phrase and three committee members were against it.

Following further discussion, the Chair agreed to discuss the possibility of the Banner System handling the “Awaiting University Approval” items with Associate Vice-Principal (Academic) Nick de Takacsy. If this is a major problem, then the phrase will be abolished. The Chair will report back to the committee.

The committee requested that the word “program” be included in the disclaimer at the beginning of
the University Undergraduate Calendar, as the Calendar was a legal contract with students. Therefore, it should read:

“The University reserves the right to make changes without prior notice to the information contained in this publication, including the alteration of various fees, schedules, conditions of admission and credit requirements, and the revision or cancellation of particular courses or programs.”

The committee agreed unanimously that both the responsible instructor or “Staff” should be removed from each course listed in the Calendar. This decision will be communicated to Marj Russell, Administrator, Calendar, Data and Publications; Admissions, Recruitment and Registrar’s Office.

(c) Motion Proposed by SCTP Re: Departmental Web Sites
The committee requested that APPC immediately circulate to departments the motion proposed by SCTP requesting that APPC ensure that courses and programs listed on departmental Web sites coincide with listings in the University calendars. This motion was passed at APPC and Senate November 18, 1999 and January 19, 2000, respectively. It was noted that a reminder should be sent annually in the fall by APPC.

(d) Hours/Week and Credit Weight for Courses
The committee reviewed an e-mail message sent to Professor Crago by Professor William Hendershot concerning recent discussion at an Academic Committee meeting in the Faculty of Science, which debated adapting into their Faculty a similar credit weight system currently used by the Faculty of Engineering [example: 3 credits (3-0-6) indicated a credit of three units consisting of three lecture hours per week, no other contact hours, and six hours of personal study per week]. The Academic Committee in the Faculty of Science proposed to their Faculty that it consider the following policy: “The credit assigned to a particular course reflects the amount of effort it demands of the student. For an average student, 1 credit will represent an average of 3 hours total work per week over one semester - including a combination of lecture hours and other contact hours such as laboratory periods, tutorials and problem periods, as well as personal study hours.”

It was agreed by SCTP that the University needed credit weighting guidelines for courses, therefore Professor Crago suggested that either SCTP propose to APPC that the system used by the Faculty of Engineering be used by faculties (except for internships and stages), or SCTP can wait and see how the system used by the Faculty of Science progresses. The Chair suggested that the matter of credit weighting systems be discussed again at the next SCTP meeting (scheduled for November 30, 2000).

(e) Report from the Faculty of Science [00-SCTP-10-12 REVISED]
Department of Pharmacology and Therapeutics
549-503A Drug Design and Development 1 (3 cr.)
The committee reviewed the revised course proposal. The Restriction was modified to read as follows: “… permission of coordinator …” This new course was approved.

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 Science
- course revision for 180-277D Classical Methods of Analysis (3 cr.) [00-SCTP-10-12; October 19, 2000].
- new course 549-303B Principles of Toxicology (3 cr.) [00-SCTP-10-12; October 19, 2000].

Correction: Minor change reported at the October 19, 2000 meeting – the title for course 204-423A should have read “Adv Probs Psychobiol: Motivation”.

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04.04 **FACULTY OF MANAGEMENT – 00-SCTP-11-13**

270-394A Asia/Pacific Management (3 cr.)
The committee noted that this new course was already listed in the Calendar. *Secretary’s note:* This new course proposal was submitted to NRCP (now SCTP) on February 19, 1998 but was not approved. This proposal had the same title and description content as existing course 270-625, and the committee noted that this was not permitted. The word “economy” in the description should have a lowercase “e”. The course outline attached to the proposal contained the incorrect course number and this should be corrected. The Faculty can revise the titles to indicate 270-394 as “Asia/Pacific Management 1” and 270-625 as “Asia/Pacific Management 2”, and the two course descriptions must clearly contain different content. The Faculty will need to submit the revised proposal to SCTP for reconsideration. Also, the Rationale should be different from the other proposals submitted in Report 00-SCTP-11-13.

270-395B European Economy and Business (3 cr.)
The committee noted that this new course was already listed in the Calendar. *Secretary’s note:* This new course proposal was submitted to NRCP (now SCTP) on February 19, 1998 but was not approved. The committee queried whether this should be a title change proposal instead of a new course proposal, as 270-395 was listed in the Calendar as “European Economic & Business Management”. However, since it was not approved this must be a new course. The Faculty should respond to the SCTP Secretary, Cindy Smith at ext. 1224, fax: 4768, or e-mail: CINDY@UMS1.LAN.MCGILL.CA. The committee noted that the wrong number was indicated on the course outline attached to the proposal. Also, the Rationale should be different from the other proposals submitted in Report 00-SCTP-11-13.

270-493B Global Econ. Competitiveness (3 cr.)
The committee noted that this new course was already listed in the Calendar. *Secretary’s note:* This new course proposal was submitted to NRCP (now SCTP) on February 19, 1998 but was not approved. The committee queried if this should be a title change proposal instead of a new course proposal, as 270-493 was listed in the Calendar as “Global Economic Competitiveness”. However, since it was not approved this must be a new course. The Faculty should respond to the SCTP Secretary, Cindy Smith at ext. 1224, fax: 4768, or e-mail: CINDY@UMS1.LAN.MCGILL.CA. The committee noted that the wrong number was indicated on the course outline attached to the proposal. Also, the Rationale should be different from the other proposals submitted in Report 00-SCTP-11-13.

274-449B Implementing Derivatives Model (3 cr.)
The title for this new course proposal was identical as that in the new course proposal for 274-640B, they were offered in the same term, had the same reading list, and were almost identical in content. The committee noted that it was not permitted to offer the same course at two different levels, therefore it was recommended that one proposal at the 500 level be submitted instead of two separate courses (274-449 and 274-640). It was noted that the prerequisite contained the incorrect course title for 274-448 (it should be listed as “Options and Futures”). This new course proposal was returned to the Faculty for revisions.

274-640B Implementing Derivatives Model (3 cr.)
The Secretary noted that this course number was already used for course “Urban Land Economics”. The title for this new course proposal was identical as that in the new course proposal for 274-449B, they were offered in the same term, had the same reading list, and were almost identical in content. The committee noted that it was not permitted to offer the same course at two different levels, therefore it was recommended that one proposal at the 500 level be submitted instead of two separate courses (274-449 and 274-640). This new course proposal was returned to the Faculty for revisions.

The Faculty of Management should be using the new course proposal form, which can be found on the Web at: www.mcgill.ca/nrcp.
FACULTY OF ARTS - 00-SCTP-11-14

Department of History
101-407A,B Topics: Roman History (3 cr.)
This new course proposal was submitted as a lecture slot course. The committee suggested that the word “Topics” be removed from the title as there already existed many “Topics” courses in the Department, many of which were bulleted. The topic was very narrowly defined in the description. Other History and Roman courses were currently listed in the Calendar, and the committee queried if any of the obsolete courses would be retired. Also, clarification was requested as to why some of the courses were entitled “Topics:” and some were entitled “Topics in”. The committee agreed that this proposal be returned to the Department and suggested that the Department review their course offerings and declare the content of each course. The Chair of the Department, Suzanne Morton, will be invited to the next SCTP meeting to discuss the committee’s concerns about the Department’s courses.

101-433A,B Topics: Eastern Europe (3 cr.)
This new course proposal was submitted as a lecture slot course. The committee suggested that the word “Topics” be removed from the title as there already existed many “Topics” courses in the Department, many of which were bulleted. The topic was very narrowly defined in the description. Other History and Roman courses were currently listed in the Calendar, and the committee queried if any of the obsolete courses will be retired. Also, clarification was requested as to why some of the courses were entitled “Topics:” and some were entitled “Topics in”. The committee agreed that this proposal be returned to the Department and suggested that the Department review their course offerings and declare the content of each course. The Chair of the Department, Suzanne Morton, will be invited to the next SCTP meeting to discuss the committee’s concerns about the Department’s courses.

101-550A Seminar: Roman History (3 cr.)
This new course proposal was submitted as a lecture slot course. The committee queried the difference between a “Seminar: Roman History” course and a “Topics: Roman History” course, and why was this course not proposed as “Seminar in Roman History”. The nomenclature for these courses varied too much and the committee failed to see the reasoning. The committee agreed that this proposal be returned to the Department and suggested that the Department review their course offerings and declare the content of each course. The Chair of the Department, Suzanne Morton, will be invited to the next SCTP meeting to discuss the committee’s concerns about the Department’s courses.

101-551B Research: Roman History (3 cr.)
This new course proposal was submitted as a lecture slot course. The nomenclature for these courses varied too much and the committee failed to see the reasoning. The committee agreed that this proposal be returned to the Department and suggested that the Department review their course offerings and declare the content of each course. The Chair of the Department, Suzanne Morton, will be invited to the next SCTP meeting to discuss the committee’s concerns about the Department’s courses.

FACULTY OF MEDICINE – 00-SCTP-11-15

Division of Experimental Medicine
516-635D Expt. and Clinical Oncology (6 cr.)
The committee suggested that the title be changed to: “Experimental/Clinical Oncology” to avoid abbreviating the word “Experimental”. This new course was approved with this change. The Faculty of Medicine should be using the new course proposal form, which can be found on the Web at: www.mcgill.ca/nrcp.

OTHER BUSINESS

Minor Changes
The secretary reported the following minor changes for the Faculties of Agricultural and Environmental
Sciences and Arts, 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 revisions: (1) the course description for 407-615B was modified to read as follows: “Research design … service evaluation; empirical … outcomes; professional … clinical research”; and (2) the course description for 407-690A,B,C,D,L was modified to read as follows: “An independent study project on a topic of interest.”

Faculty of Agricultural and Environmental Sciences
Department of Animal Science
342-230E Principles of Animal Nutrition (3 cr.) - retirement;
342-515B Muscle Biochemistry (3 cr.) - retirement;
342-603A,B Physiological Genetics of Domestic Animals (3 cr.) - retirement;
342-604B Population Genetics (3 cr.) - retirement;
342-620E,L,T Vertebrate Cell Culture Methods (3 cr.) - retirement;
342-621A,B,E,L,T Experimental Techniques in Protein Chemistry (3 cr.) - retirement;
342-631B Experimental Techniques in Animal Science - Micro (3 cr.) - retirement;
342-670B Animal Research & Production Systems (3 cr.) - retirement;
342-690D Seminar (6 cr.) - retirement;
342-700D Doctoral Preliminary Exam (0 cr.) - retirement;
342-722D Mammalian & Avian Germ Cells (6 cr.) - retirement;
342-730D Colloquium in Nutrition (6 cr.) - retirement.

Department of Food Science and Agricultural Chemistry
376-695N Graduate Seminar I (1 cr.) - retirement;
377-600D Selected Topics in Food Science (3 cr.) - retirement.

Department of Natural Resource Sciences
338-301A Biothermodynamics (3 cr.) - retirement;
338-308B Biometeorology (3 cr.) - retirement;
349-316B Biology of Inland Waters (3 cr.) - retirement;
349-490T Project (3 cr.) - retirement;
350-380A,B Food Systems and the Environment (3 cr.) - retirement;
350-632A,B Soil Ecology (3 cr.) - retirement;
350-660A,B History of Entomology (3 cr.) - retirement;
350-727D General Insect Ecology and Population Dynamics (6 cr.) - retirement;
350-733D Soil Zoology (6 cr.) - retirement;
354-307A Français Fonctionnel - Agriculture (3 cr.) - retirement;
362-750A Bioenergetics (3 cr.) - retirement;
362-751B Cell Membranes and Transport (3 cr.) - retirement;
362-767D Reading & Conference 2B (3 cr.) - retirement;
370-341B Urban Community (3 cr.) - retirement;
372-250B Geology and Geomorphology (3 cr.) - retirement;
372-420A,B Soil Survey (4 cr.) - retirement;
372-430A Soil Biochemistry (3 cr.) - retirement;
373-602A,B,C M.Sc. Thesis Research II (12 cr.) - retirement;
373-603A,B,C M.Sc. Thesis Research III (12 cr.) - retirement;

374-310A Dendrology and Silvics (3 cr.) - retirement;
374-602B Conservation Ecology (3 cr.) - retirement;
375-201B Renewable Resources (3 cr.) - retirement;
375-411B Resource Management for Outdoor Recreation (3 cr.) - retirement.
Institute of Parasitology
391-605A,B,C,D Parasitology Seminar (3 cr.) - retirement.

Department of Plant Science
360-613A,B Nonparametric Statistical Methods (3 cr.) - retirement;
367-610A Cytology (3 cr.) - retirement;
367-611B Cytogenetics (3 cr.) - retirement;
367-613A Mutation & Environ. Mutagenesis (3 cr.) - retirement;
367-630B Diseases of Field & Forest Crops (3 cr.) - retirement;
367-631B Diseases of Horticultural Crops (3 cr.) - retirement;
367-638A,B History of Plant Pathology (3 cr.) - retirement;
367-672D Seminar in Agronomy (4 cr.) - retirement;
367-674D Seminar in Agronomy (4 cr.) - retirement.

Faculty of Arts
Faculty of Religious Studies
260-651A,B Indian Buddhist Epistemology (3 cr.) - title change.

Department of Art History
123-601A,B Masters Comprehensive Preparation/Exam (6 cr.) - retirement;
123-602A,B Masters Comprehensive Preparation/Exam (6 cr.) - retirement.

School of Social Work
407-340D Integrative Seminar (3 cr.) - title, prerequisite, restriction, and description changes;
407-344B Anti-Oppression S.W. Practice (3 cr.) - title and description changes;
407-615B Current Research in S.W. (3 cr.) - addition of restriction, title, and description changes;
407-667B Family Policy (3 cr.) - retirement;
407-690A,B,D,L Independent Study Project (9 cr.) – addition of restriction and description change.

The Chair noted that minor course revisions were received for some History Classics courses but the nomenclature used was irregular (e.g. “Senior” instead of “Advanced”). She referred to the distributed page of the 2000-2001 Undergraduate Calendar and indicated that often other departments listed titles differently than how the History Classics courses were listed (e.g. “Intermediate Latin: Historians” should be listed as “Historians” and have the intermediate level specified in the description and/or in the 300 level of the course). The committee agreed with the suggestion that Suzanne Morton of the Department of History discuss these course titles with the committee when she would attend to discuss the History courses (see item 04.05). Secretary’s note: It is written on the first page of the Calendar that no course description will be listed if the course is not given in the current year.

There being no further business, the meeting adjourned at 4:40 pm.