

Minutes of a meeting of the APC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, February 7, 2008** at 3:00 p.m. in Room 310, James Administration Building.

PRESENT: Fiona Lees, Charlotte Légaré, Mary MacKinnon, Morton J. Mendelson (Chair), Bruce Minorgan, Caroline Riches, David Ronis, Yixin Shao, Cindy Smith (Secretary), Richard Tseng

REGRETS: Matthew Belaen, John Hobbins

GUESTS: Professor Boz Wing, Faculty of Science
Professor Benjamin Croitoru, Desautels Faculty of Management

06.01 The Agenda was approved as circulated.

06.02 The Minutes from the meeting of January 10, 2008 were approved with the following revisions:

- item 05.03, page 1, Business Arising, Faculty of Arts – revised program for the B.A.; Minor Concentration in Psychology should have read B.A.; Minor Concentration in Behavioural Science;
- item 05.09, page 12, Minor Changes Report, Faculty of Medicine – following the B.Sc.(Nursing) it should have read “Pending submission to, and approval by, SCTP of new course NUR1 311.”

06.03 **BUSINESS ARISING**

(a) Streamlining SCTP Procedures – 07-SCTP-09-03

The Chair discussed the APC January 31 review of this document and the recommended changes that were made. The changes consisted of:

- title of the document should read “Recommendations for Streamlining Course and Program Approval Procedures”;
- page 2, Moderate Revisions to Programs, Proposed Approval Path – summary report to APC should be done regularly; report to Senate for information only should be done in an annual report;
- page 2, Major Revisions to Programs, Proposed Approval Path - summary report to APC should be done regularly; summary report to Senate for information only should be done in an annual report.

The Chair indicated that he would discuss the date of implementation with the Enrolment Services Manager.

(b) Faculty of Science – 07-SCTP-11-10

Department of Earth and Planetary Sciences

EPSC 340 Earth and Planetary Inference (3 cr.)

Professor Wing joined the meeting to elaborate on the Department’s electronic response to SCTP’s queries from the November 15 SCTP meeting, and to respond to additional questions. He explained that with the 1 to 2 weeks of basic statistics taught in this course, students will be prepared for the subject taught in context.

New course approved by SCTP.

Secretary’s note: Revisions/additional information requested by SCTP, or changes made by the Faculty, were received for the following previously submitted proposal(s), reviewed by the Chair, and approved on behalf of SCTP.

Faculty of Arts

- new course ANTH 522 Issues in Biological Anthro (3 cr.) [07-SCTP-01-21; January 10, 2008];
- revised program **M.A. in Jewish Studies** (45 cr.) [Minor Changes Report; December 6, 2007] – it will be reported to APC and CGPS for information only;
- new course JWST 504 Seminar in Jewish Thought (3 cr.) [07-SCTP-12-18; December 6, 2007];
- new course JWST 604 Topics in Jewish Thought (3 cr.) [07-SCTP-12-18; December 6, 2007] – title revised from original submission;
- new course CLAS 320 Reading Ancient Greek (3 cr.) [07-SCTP-01-21; January 10, 2008];
- new course CLAS 418 Advanced Latin: Special Topics (3 cr.) [07-SCTP-01-21; January 10, 2008];
- new course CLAS 427 Adv Ancient Greek:Documents (3 cr.) [07-SCTP-01-21; January 10, 2008];
- new course CLAS 428 Adv Ancient Greek:Spec Topics (3 cr.) [07-SCTP-01-21; January 10, 2008].

Desautels Faculty of Management

- revised program **Graduate Diploma in Public Accountancy** (30 cr.) [07-SCTP-11-09 REVISED; December 6, 2007] – it will be reported to APC and CGPS for information only;
- revised course ACCT 659 Bus. Analysis & Communications (3 cr.) [07-SCTP-11-09 REVISED; December 6, 2007] – description revised also;
- new course ACCT 660 Internship (6 cr.) [07-SCTP-11-09 REVISED; December 6, 2007];
- revised course ACCT 685 Engagement Management (4 cr.) [07-SCTP-11-09 REVISED; December 6, 2007] – prerequisites revised also.

Faculty of Science

- new program **B.Sc.; Major in Pharmacology** (65 cr.) [07-SCTP—12-14; December 6, 2007] – it will be reported to APC for approval;
- new program **B.Sc.; Honours in Pharmacology** (74 cr.) [07-SCTP—12-14; December 6, 2007] – it will be reported to APC for approval.

06.04 **SCHULICH SCHOOL OF MUSIC** – 07-SCTP-02-26

Department of Performance

MUEN 586 Opera Coaching (1 cr.)

Secretary's note: Confirmation received from Ms. Moscato that the proposal was intended as a renumbering of a course that was retired over 1 year ago. Because the retirement took place more than a semester previously, the rationale will indicate that it is a new course proposal.

New course approved.

Department of Music Research

The following new courses were approved. *Secretary's note:* Confirmation received from Ms. Moscato of correct titles.

MUMT 616 Timbre Form-Bearing Dim in Mus (3 cr.);

MUMT 617 Cogn. Dynam. of Mus. Listening (3 cr.);

MUMT 618 Comp. Model of Music Acoustics (3 cr.);

MUMT 619 Input Devices for Music. Expr. (3 cr.);

MUMT 620 Gestural Control of Sound Syn. (3 cr.);

MUMT 621 Mus. Info, Retr., Acq., Preserv. (3 cr.); and

MUMT 622 Time-Freq. & Param. Rep. of Snds (3 cr.).

06.05 **DESAUTELS FACULTY OF MANAGEMENT** – 07-SCTP-02-27

B.Com.; Honours in Investment Management (42 cr.)

Professor Croitoru joined the meeting to present, and answer questions about, this new program. He explained that all but one course currently exist. Those helping with the recruiting for this program are external practitioners/investors, most of which are alumni. They will assist in the interviewing of candidates, consulting, provide internship positions within their companies for students, and aid in the development of a mock fund management company that will be set up by the Faculty. Students would be expected to attend a weekly seminar, which is not currently listed in the program.

Secretary's note: Given that this program will be incorporated into the B.Com., a highly structured degree, the proposal will not be submitted to CREPUQ and the Ministry of Education, Leisure and Sport for evaluation and approval.

SCTP requested:

- weekly seminar needs to be worked into the program under a course number;
- program entrance requirements need to be included in the program description;
- explanation needed in the description concerning that students in U3 that do not complete this Honours program will only receive a B.Com.; Major in General Management degree;
- candidate interviews should be outlined, specifying who will be conducting them and how information from interviews will be reported to Faculty;
- description of the mock fund management company should be included, which should outline where and how students will do this work;

- the program course layout should be revised to include the internship, seminar, and fund management courses.

Forward all responses and revised program to SCTP Secretary [cindy.smith@mcgill.ca]; for review by SCTP.

BUSA 201 Writing Seminar in Management (3 cr.)

SCTP requested:

- consultations be obtained from the Director of the Centre for the Study and Teaching of Writing and the Interim Dean of the Faculty of Education;
- comments on the relation of this course to EDEC 205 and EDEC 305;
- explanation on the low-expected number of student enrolment;
- confirmation of the number of sections to be taught in this course;
- verification of who will be teaching this course;
- explanation why the Desautels Faculty of Management is going to offer this course.

Forward responses to SCTP Secretary [cindy.smith@mcgill.ca]; for review by SCTP.

FINE 455 Hedge Fund Investing (3 cr.)

Review of this course was deferred until the revised program proposal is resubmitted to SCTP. Unless the Faculty would like to offer this course to students in other programs within the Faculty, in which case SCTP will review this proposal at the next meeting – please confirm with the SCTP Secretary [cindy.smith@mcgill.ca].

06.06 **FACULTY OF SCIENCE – 07-SCTP-02-28**

Memo from the Dean Concerning Course Descriptions for On-Line Calendar

Dean Martin Grant indicated that the Faculty of Science wishes to take advantage of the opportunities for more detailed descriptions afforded by the University's move to an on-line version of the Calendar.

Ms. Lees informed SCTP that the 50-word description limit may be a technical issue, which she is verifying. The limit was set because of budgetary and space constraints. Student Records is looking into this issue. As it was agreed that additional information was required, the Chair asked Ms. Lees to compile information on best practice in other universities, what industry standards are [if any], and that she consult with Ms. Massey [University Registrar and Executive Director of Enrolment Services].
For review at SCTP.

06.07 **FACULTY OF LAW – 07-SCTP-02-29**

Institute of Air and Space Law

ASPL 690 Master's Thesis 1 (4 cr.)

Course revision:

- credit weight increased.

Revised course approved.

06.08 **OTHER BUSINESS**

(a) Minor Changes Report – 07-SCTP-02-30

The Secretary reported the following minor changes, which were approved with requested changes – see below. These minor changes will be reported to APC (and CGPS, if graduate level) for information only.

Faculty of Agricultural and Environmental Sciences

Institute of Parasitology

Graduate Certificate in Biotechnology (16 cr.).

M.Sc. in Bioresource Engineering; Non-Thesis – IWRM (47 cr.); SCTP's requested changes: correct box 1.5 to read "M.Sc. in Bioresource Engineering; Non-Thesis – Integrated Water Resources Management"; revise Complementary Courses descriptive paragraph to read "The remaining credits, at the 500 level or higher, to a total of 30, from ..."

AEPH 112 Introductory Physics 1 (4 cr.) – schedule types, prerequisites, corequisites, restriction;

AEPH 114 Introductory Physics 2 (4 cr.) – schedule types, prerequisites, corequisites, restriction.

Centre for Continuing Education

Department of Career and Management Studies

CCCS 303 Computer Structure & Assembly (3 cr.) – retirement; SCTP's requested change: indicate "NO" for query of whether this retirement affects a program because affected program has already been revised to delete this course;

CCCS 311 File Structures (3 cr.) – retirement; SCTP's requested change: indicate "NO" for query of whether this retirement affects a program because affected program has already been revised to delete this course;

CCCS 322 Software Design (3 cr.) – retirement; SCTP's requested change: indicate "NO" for query of whether this retirement affects a program because affected program has already been revised to delete this course;

with Desautels Faculty of Management

FINE 345 Marketg&Negotiation:Real Estate (3 cr.) – retirement.

with School of Nursing

NUR2 520 Health Assessment in Elderly (3 cr.) – retirement.

with School of Social Work

SWRK 677 Ethical and Legal Issues (3 cr.) – retirement.

Faculty of Law

LL.M. in Air and Space Law (45 cr.);

ASPL 694 Master's Thesis 5 (3 cr.) – retirement.

Desautels Faculty of Management

FINE 441 Investment Management (3 cr.) – title;

FINE 448 Financial Derivatives (3 cr.) – title.

Schulich School of Music

M.A. in Music; Music Technology (48 cr.);

MUMT 610 Music Technology Seminar 1 (3 cr.) – title;

MUMT 611 Music Technology Seminar 2 (3 cr.) – title;

MUMT 612 Music Technology Seminar 3 (3 cr.) – title;

MUMT 613 Music Technology Seminar 4 (3 cr.) – title;

MUMT 614 Music Technology Seminar 5 (3 cr.) – title;

MUMT 615 Music Technology Seminar 6 (3 cr.) – title.

Faculty of Religious Studies

B.Th. (90 cr.).

The meeting ended at 4:25 pm.