

Minutes of a meeting of the APC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, March 20, 2008** at 3:00 p.m. in Room 310, James Administration Building.

PRESENT: Matthew Belaen, John Hobbins, Fiona Lees, Charlotte Légaré, Mary MacKinnon (Acting Chair), Caroline Riches, David Ronis, Cindy Smith (Secretary)

REGRETS: Morton J. Mendelson, Bruce Minorgan, Yixin Shao

GUEST: Professor Kristine Koski, Faculty of Agricultural and Environmental Sciences

08.01 The Agenda was approved as circulated.

08.02 The Minutes from the meeting of March 6, 2008 were approved with the following addition:
 - item 07.09, Desautels Faculty of Management 07-SCTP-03-36, **M.D./M.B.A.** – omitted were SCTP's requested changes: correct title for course MGCR 629 in proposed column of program layout; and verify whether qualifying portion [the "boot camp"] will be an option for these students; if so, it should be indicated in the program layout.

08.03 **BUSINESS ARISING**

(a) Faculty of Agricultural and Environmental Sciences – 07-SCTP-12-13 REVISED

Department of Food Science and Agricultural Chemistry and School of Dietetics and Human Nutrition

Concurrent B.Sc.(F.Sc.) in Food Science/B.Sc.(Nutr.Sc.) in Nutrition (120 cr.)

Professor Koski joined the meeting to present, and respond to questions about, the revised proposals resubmitted to SCTP. Professor Koski explained that the new concurrent program is in response to the need of having students better trained in both areas.

Secretary's note: Credit weight for each course has been verified in Banner.

SCTP's requested changes:

- fix description in box 8.0 – box was downsized;
- correct credit weight break down on page 2;
- correct Required Courses credits – delete course FDSC 495, as per Professor Koski;
- indicate number of Complementary Courses credits;
- under Complementary Courses, instead of "Select 3 courses ...", indicate "9 credits from the following:";
- correct course title for courses: NUTR 512, AGEC 330, AGEC 450, ENVR 203, NUTR 322, NUTR 446;
- correct credit weight for Complementary Course NUTR 322;
- either increase the Elective Courses credit weight to 12 credits or increase the credit weight for new courses FDSC 497 and NUTR 497.

New program approved; it will be reported to APC for approval.

FDSC 480 Industrial Stage/Food (12 cr.)

New course approved.

FDSC 497 Professional Seminar: Food (1.5 cr.)

SCTP requested:

- verification whether FDSC 480 [stage] or "permission of the instructor" should be indicated as the prerequisite.

Secretary's note: Confirmation received from Dr. Kermasha that a prerequisite is not necessary – the restriction is sufficient.

New course approved.

NUTR 480 Industrial Stage/Nutrition (12 cr.)

New course approved.

NUTR 497 Professional Seminar: Nutrition (1.5 cr.)

SCTP requested:

- verification whether NUTR 480 [stage] or “permission of the instructor” should be indicated as the prerequisite.
- Secretary’s note:* Confirmation received from Dr. Kermasha that a prerequisite is not necessary – the restriction is sufficient.

New course approved.

08.04 **FACULTY OF EDUCATION** – 07-SCTP-03-40

Department of Integrated Studies in Education
EDEC 253 Second Prof Seminar (K/Elem) (1 cr.)

SCTP’s requested changes:

- include brackets “()” around Kindergarten/Elementary in box 9;
- total number of weeks should read “4”, as per Professor Riches.

New course approved with these changes.

EDEC 254 Second Prof Seminar (Sec) (1 cr.)

SCTP’s requested changes:

- spell out the first “Sec” in title in box 7;
- spell out “(Sec)” in title in box 9 – confirmation needed for what it represents;
- indicate hrs/wk as 3;
- indicate number of weeks as “4”.

New course approved with these changes.

EDEC 351 Third Prof Seminar (Sec) (2 cr.)

SCTP’s requested change:

- spell out “(Sec)” in title in box 9 – confirmation needed for what it represents;

New course approved with this change.

EDEE 353 Teach&Learn in the Elem Clssrm (3 cr.)

New course approved.

08.05 **FACULTY OF MEDICINE** – 07-SCTP-03-41

School of Physical and Occupational Therapy
B.Sc.(Physical Therapy); Non-Practicing (90 cr.)

SCTP’s requested changes:

- correct title for POTJ 250 in proposed program column;
- correct typos in existing and proposed program columns, Complementary Courses: “*French courses ...”

Revised program approved with these changes; it will be reported to APC for information only.

B.Sc.(Occupational Therapy); Non-Practicing (90 cr.)

Revised program approved; it will be reported to APC for information only.

POTH 250 Health Care Delivery (3 cr.)

Course revisions:

- credit weight increased;
- title;
- description;
- hrs/wk increased.

Secretary’s note: Effective date will be “200801”.

Revised course approved.

08.06 **FACULTY OF ENGINEERING** – 07-SCTP-03-42

Department of Chemical Engineering
CHEE 561 Intro to Soft Tissue Biophys (3 cr.)

SCTP requested:

- the Department obtain consultations from the following Departments: Kinesiology and Physical Education, Biochemistry, Physics, and Chemistry; forward these to the SCTP Secretary.
For expedited approval by SCTP Chair.

Department of Civil Engineering and Applied Mechanics
CIVE 584 Groundwater Engineering (3 cr.)
New course approved.

08.07 OTHER BUSINESS

(a) Minor Changes Report – 07-SCTP-03-43

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.

Centre for Continuing Education

Department of Career and Management Studies

Certificate in Accounting (30 cr.);

Certificate in Health and Social Services Management (30 cr.);

Certificate in Management (30 cr.); SCTP's requested change: revise Complementary Courses lists so that the first list says: "3-6 credits from the following" and the second group says "6-9 credits from the following";

Diploma in Accounting (30 cr.); SCTP's requested change: Administering Faculty/Unit should read "Centre for Continuing Education";

Diploma in Management; Health Care (30 cr.); SCTP's requested changes: Administering Faculty/Unit should read "Centre for Continuing Education"; in proposed column, revise Complementary Courses descriptive sentence to read "Or any ... level Continuing Education course offered through ...";

Diploma in Management; Taxation (30 cr.);

Graduate Certificate in Accounting Practice (15 cr.); SCTP's requested change: revised effective date to read "200809";

Graduate Certificate in Health Care Management (15 cr.); SCTP's requested change: in proposed column, revise Complementary Courses descriptive sentence to read "Or any ... level Continuing Education course offered through ...";

Graduate Certificate in Taxation (15 cr.);

CHLC 500 Health Care Systems (3 cr.) – description; SCTP's requested change: revise description to read "Present Canadian ... social systems. Essential ... care system";

CHLC 522 Health & Social Services Mgm (3 cr.) – retirement;

CMS2 521 Applied Management Statistics (3 cr.) – description.

Faculty of Education

Department of Integrated Studies in Education

B.Ed. in Kindergarten and Elementary (120 cr.); SCTP's requested changes: adjust Practicum, Pedagogy, and Pedagogical Support subtotals;

B.Ed. in Secondary (120 cr.);

B.Ed. in Kindergarten and Elementary; First Nations and Inuit Studies (120 cr.); SCTP's requested changes: in existing and proposed columns, correct credit weight for course EDFE 200; adjust Practicum, Pedagogy, and Pedagogical Support subtotals.

Faculty of Engineering

Department of Civil Engineering and Applied Mechanics

B.Eng. in Civil Engineering (109 cr.);

CIVE 526 Solid Waste Management (3 cr.) – retirement;
CIVE 541 Rail Engineering (3 cr.) – retirement;
CIVE 576 Hydrodynamics (3 cr.) – retirement;
CIVE 579 Water Power Engineering (3 cr.) – retirement;
CIVE 585 Groundwater Hydrology (3 cr.) – retirement;
CIVE 586 Earthwork Engineering (3 cr.) – retirement.

Faculty of Law

LAWG 513 Specialized Topics in Law 3 (2 cr.) – credit weight increased, hrs/wk increased; *Affected programs: B.C.L./LL.B.; Major Concentration in Commercial Negotiation and Dispute Resolution* (36 cr.), *B.C.L./LL.B.; Major Concentration in International Human Rights and Development* (36 cr.);
LAWG 514 Specialized Topics in Law 4 (2 cr.) – credit weight increased, hrs/wk increased; *Affected programs: B.C.L./LL.B.; Major Concentration in Commercial Negotiation and Dispute Resolution* (36 cr.), *B.C.L./LL.B.; Major Concentration in International Human Rights and Development* (36 cr.);
LAWG 516 Specialized Topics in Law 6 (3 cr.) – credit weight increased, hrs/wk increased; *Affected programs: B.C.L./LL.B.; Major Concentration in Commercial Negotiation and Dispute Resolution* (36 cr.), *B.C.L./LL.B.; Major Concentration in International Human Rights and Development* (36 cr.).

Faculty of Medicine

School of Physical and Occupational Therapy

POTH 434 Biomechanics of Injury (3 cr.) – number [from PHTH 434], title; *Affected programs: B.Sc.(Physical Therapy); Non-Practicing* (90 cr.), *B.Sc.(Occupational Therapy); Non-Practicing* (90 cr.);
PHTH 434 Biomechanics (3 cr.) – retirement;
OCC1 546 Strategies in OT Prof Practice (3 cr.) – title, description.

Faculty of Science

Department of Microbiology and Immunology/Faculty of Medicine

MIMM 386 Lab in Microbiology&Immunology (3 cr.) – description; SCTP's requested change: revise description to read "Introduction to microbiological ... and technology, including bacterial classification, bacterial and ... immunological techniques."

The meeting ended at 4:25 pm.