



Memorandum

Office of the Provost and Vice-Principal (Academic)
James Administration Building, Room 504
Tel: 514-398-4177 | Fax: 514-398-4768

TO: Senate

FROM: Professor Christopher Manfredi, Provost and Vice-Principal (Academic) /
Chair of the Academic Policy Committee

SUBJECT: Annual Report of the Academic Policy Committee (2019-2020)

DATE: November 18, 2020

DOCUMENT #: D20-16

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE The annual report of the Academic Policy Committee (the “APC”) on its activities during the 2019-2020 governance year and its plans and priorities for 2020-2021 is presented for information.

BACKGROUND & RATIONALE As a standing committee of Senate, the APC is required to report annually to Senate on its activities of the past year and its plans and priorities for the upcoming year.

The APC also presents regular reports at each Senate meeting. Full summaries of approval items can be found on the APC webpage:
<https://www.mcgill.ca/apc/approval-summaries>.

PRIOR CONSULTATION APC

SUSTAINABILITY CONSIDERATIONS N/A

IMPACT OF DECISION AND NEXT STEPS A report is presented to Senate annually in the fall. APC regularly submits a report on its activities to Senate, in the normal course of the governance year.

MOTION OR RESOLUTION FOR APPROVAL This item is presented for information.

APPENDICES Appendix A: Academic Policy Committee Annual Report 2019/2020

**McGill University
Academic Policy Committee**

Annual Report 2019/2020

Academic Policy Committee - Terms of Reference

The Academic Policy Committee (“the Committee”) is a Standing Committee of Senate charged with making recommendations to Senate on all matters regarding academic policy. In particular, it shall, for the University and in consultation with faculties, develop proposals for the establishment and continuous review of academic programs, policies and structures, and proposals relating to teaching, learning, and research. The Committee may create subcommittees or working groups to deal with issues as appropriate.

The Committee shall review academic course and program proposals in order to determine whether they meet academic standards and are aligned with the academic mission and priorities of the University, whether they are based on an adequate body of knowledge, whether proposed teaching or learning methods and methods of evaluation of student performance are satisfactory, and whether the necessary human and material resources are in place.

Membership in 2019/2020

Provost, <i>Chair</i>	C. Manfredi	<i>Ex-officio</i>
Associate Provost Equity and Academic Policies, <i>Vice Chair (until December 2019)</i>	A. Campbell	<i>Ex-officio</i>
Associate Provost, Teaching and Academic Programs, <i>Vice Chair (From January 2020)</i>	C. Buddle	<i>Ex-officio</i>
Deputy Provost (Student Life and Learning) Chair, Subcommittee on Courses and Teaching Programs (SCTP) Chair, Subcommittee on Teaching and Learning (STL)	F. Labeau	<i>Ex-officio</i>
Dean, Graduate and Postdoctoral Studies Chair, Council of Graduate and Postdoctoral Studies (CGPS)	J. Nalbantoglu	<i>Ex-officio</i>
Associate Vice-Principal (Research and International Relations)	N. Ross	<i>Ex-officio</i>
Dean of Continuing Studies	C. Weil	<i>Ex-officio</i>
Dean of Libraries or delegate	C. Cook/C. Urbain	<i>Ex-officio</i>

Director, Teaching and Learning Services (TLS)	L. Winer/ A. Finkelstein	<i>Ex-officio</i>
Board of Governors representative	M. Vennat	2022
<i>Faculty representatives:</i>		
Faculty of Agricultural and Environmental Sciences	P. Rohrbach	2020
Faculty of Arts	M. Smith	2021
Faculty of Dentistry	M. Kaartinen	2020
Faculty of Education	L. Jao	2020
Faculty of Engineering	D. Lowther	2020
Faculty of Law	T. Piper	2022
Desautels Faculty of Management	E. Sarigöllü	2022
Faculty of Medicine	D. Bernard	2020
Schulich School of Music	I. Cossette	2021
Faculty of Science	A. Hundemer	2021
<i>Students:</i>		
Undergraduate Student	S. Duckett	2020
Undergraduate Student	M. Belluci	2020
Undergraduate Student	M. Rong Yang	2020
Graduate Student	S. Soo/D. Chan	2020
MacDonald Campus Student representative	O. Levesque	2020
Continuing Education Student	R. Louisa	2020
<i>Voice but no vote:</i>		
University Registrar and Director of Enrolment Services	G. Nycum	<i>Ex-Officio</i>
<i>Secretary:</i>		
Academic Program Officer	Y. Jouhari/ J. Degans	<i>Ex-officio</i>

A. Summary of 2019-2020 activities

Meeting dates: October 17th, 2019; October 30th, 2019; December 12th, 2019; February 13th, 2020; April 16th, 2020; May 11th, 2020.

Full annual summaries on APC's activities and SCTP/CGPS/APC/Senate/Board approvals (with all reference details) can be consulted [here](#).

Course and teaching program approvals:

	<i>2019-2020</i>	<i>2018-2019</i>	<i>2017-2018</i>	<i>2016-2017</i>
New programs	10	20	23	39
Program retirements	25	41	43	25
Major program revisions	8	20	13	7
Minor program revisions	170	164	174	263
New courses	154	205	243	301
Revised courses	304	419	370	486
Course retirements	51	57	62	113

1. International Education: student exchange programs (approved by APC)

During the 2019/2020 academic year, APC reviewed and approved:

- Two faculty-specific student exchange agreements, as follows:
 - between the Schulich School of Music and the Conservatorio Statale Verdi (Turin, Italy) on October 17^h, 2019 (19-APC-10-06)
 - between the Faculty of Arts and Vancouver Island University (Vancouver, Canada) on October 31st, 2019 (19-APC-10-11)
- Three University-wide student exchange agreements as follows:
 - With KU Leuven (Leuven, Belgium) on October 17th, 2019 (19-APC-10-04)
 - With the American University of Beirut (Beirut, Lebanon) on October 17th, 2019 (19-APC-10-05)
 - With Macquarie University (Sydney, Australia) on October 31st, 2019 (19-APC-10-12)

2. Policies and standards

APC reviewed and approved the following:

- Revisions to the advertising rules for new programs not requiring MEES approval on October 17th, 2019 (19-APC-10-07)
- Revisions to the SCTP mandate on October 31st, 2019 (19-APC-10-02)
- Revisions to the Guidelines for the University Teaching Awards on December 12th, 2019 (19-APC-12-23)
- Guidelines for proposing new options/concentrations on February 13th, 2020, amended on April 16th, 2020 (20-APC-02-17)
- Framework for the implementation of cumulative Master's degrees on February 13th, 2020 (20-APC-02-26)

3. Academic Entities

New entities: 3

APC reviewed and approved the creation of the following academic entities:

- The McGill Cancer Institute (Faculty of Medicine and Health Sciences) - electronically approved on December 16th, 2019 (19-APC-12-22).
- The School of Biomedical Sciences (Faculty of Medicine and Health Sciences) - approved on February 13th, 2020 (20-APC-02-27).
- The School of Medicine (Faculty of Medicine and Health Sciences) - approved on February 13th, 2020 (20-APC-02-27).

Renaming: 1

APC approved, on February 13th, 2020, the renaming of the Faculty of Medicine to the Faculty of Medicine and Health Sciences (20-APC-02-27).

Change of status: 1

APC granted permanent status to the Department of Emergency Medicine (Faculty of Medicine and Health Sciences) on October 17th, 2019 (19-APC-10-08).

4. Academic Unit Reviews

In accordance with McGill's Regulations on Academic Unit Reviews, APC reviewed the CURO annual report on February 13th, 2020 (20-APC-02-28). The committee received the documents pertaining to the review of the following academic units:

- Medical Physics Unit – Faculty of Medicine and Health Sciences (reviewed on November 8-9, 2018)
- Department of Art History and Communication Studies – Faculty of Arts (reviewed on November 28-29, 2018)
- Department of Linguistics – Faculty of Arts (reviewed on December 13-14, 2018)
- Biomedical Ethics Unit – Faculty of Medicine and Health Sciences (reviewed on January 31-February 1, 2019)
- Département de langue et littérature françaises - Faculty of Arts (reviewed on February 25-26, 2019)
- McGill School of Environment - Faculties of Agricultural and Environmental Sciences/Science/Arts/Law (reviewed on March 11-12, 2019)
- School of Computer Science – Faculty of Science (reviewed on April 1-2, 2019)
- Department of Pediatric Surgery - Faculty of Medicine and Health Sciences (reviewed on April 8-9, 2019)
- Department of Political Science – Faculty of Arts (reviewed on 15-16, 2019)

5. APC Subcommittee on Teaching and Learning (STL)

- STL proceeded to revise the guidelines for the Principal's Prize for Excellence in Teaching (PPET) and the Lifetime Achievement Award for Leadership in Learning.

- STL discussed the peer observation of classroom teaching; especially the use of formative vs. summative feedback, and continued the discussion started in 2018/2019 on the Student Assessment Policy.
- STL also had the opportunity to reflect on the 2020 Winter Term and to provide feedback and input to the Remote Delivery Task Force.
- STL was also updated on:
 - The development of online offerings at McGill, particularly the Bachelor in Nursing Integrated program (BNI), which will welcome its first cohort in Fall 2021.
 - The proposed Grader Policy in the Desautels Faculty of Management, which has been designed to ensure the confidentiality of exams and grades, notably by outlining the responsibilities of both the instructor and the grader.

6. APC Subcommittee on Courses and Teaching Programs (SCTP)

SCTP completed its regular review of courses and teaching programs proposals.

In addition, SCTP undertook several initiatives to improve its processes:

- SCTP created and implemented guidelines for proposing a new concentration/option in order to provide units with clearer and more detailed information.
- SCTP clarified the budget assessment requirements for new programs. A budget assessment conducted by APB and approved by the Provost and Vice-Principal (Academic) is now requested for all new credit programs, and must be submitted to SCTP with the program proposal.
- SCTP reviewed and revised its mandate.
- SCTP also discussed the definition and use of zero-credit courses in McGill programs, the timeline of the consultation process, and the possibility of standardizing the allocation of credits in McGill's internship courses.

Some of these initiatives were put on hold because of the COVID crisis and will resume in 2020/2021

7. Research Advisory Council (RAC)

RAC did not review any applications for status as an officially recognized McGill Research Centre in 2019/2020, as this process is on hold while the current Policy on Research Centres is being reviewed.

RAC was consulted on diverse regulations and policies that relate to research, such as the Regulation on Conflict of Interest and the Policy on Research Centres, which is currently under revision.

As per its mandate, RAC heard about McGill's involvement in several major grant competitions and government research initiatives throughout the year, notably the New Frontiers in Research Fund 2020 Transformation Stream, the Canada Foundation for Innovation 2020 Innovation Fund, and the Alliance Grants program (partnership programs for NSERC).

8. Council of Graduate and Postdoctoral Studies (CGPS)

In addition to reviewing and approving new graduate programs, graduate program retirements, and major and minor revisions to existing graduate programs, CGPS also reviewed and approved eight Cotutelle agreements between:

- Université de la Sorbonne and the Département de langue et littérature françaises
- Université de Bordeaux and the Department of Microbiology and Immunology
- Université de Cergy-Pontoise and the Department of English
- Université de Lille and the School of Social Work
- The University of Sharjah and the Department of Experimental Medicine
- Université de Bordeaux and the Department of Experimental Medicine
- Université Toulouse Paul Sabatier and the Institute of Parasitology
- Université de Bordeaux and the Faculty of Law

CGPS also revised the Ph.D. Comprehensives Policy.

9. APC Subcommittee on Continuing Education (SCE)

Following its presentation to APC in April 2019, SCE revised its survey designed to collect data on Continuing Education and Lifelong Learning activities and programs across the University. Plans to submit the revised survey to APC and circulate it to academic unit heads in the spring 2020 were put on hold because of the COVID-19 crisis.

B. APC plans and priorities for 2020/2021

APC will continue its work reviewing and approving course and program changes as they arise.

1. Academic Unit Reviews

In accordance with McGill's Regulations on Academic Units Reviews, relevant documents pertaining to the following unit reviews will be made available to APC in 2020/2021 (on October 15th, 2020):

- Department of Surgery, Faculty of Medicine and Health Sciences
- Redpath Museum, Faculty of Science
- Institute for Health and Social Policy (Faculties of Medicine and Health Sciences, Arts & Law)
- Department of Anatomy and Cell Biology (Faculty of Medicine and Health Sciences)

The Academic/Administrative Unit Review processes are currently under revision. At the moment, there are no unit reviews scheduled to take place in 2020/2021.

2. Graduate Studies

CGPS will consider new graduate program proposals and graduate program revisions as they arise. CGPS also aims to develop new interdisciplinary Master's programs in the Faculty of Arts and to review and establish university-wide standards for graduate funding.

3. Teaching and learning

STL will continue working on the following issues:

- Peer assessment of classroom teaching
- Revisions to the University Student Assessment Policy
- Enhancing Student Engagement
- Remote delivery of classes
- Data analytics

4. Subcommittee on Courses and Teaching Programs

SCTP will review proposals for the creation/revision of programs and courses as they arise. These will be submitted to APC for information/approval as necessary.

SCTP will work on revising and clarifying the definition of certain program types (e.g. certificate, diploma, graduate certificate and graduate diploma).

5. Research matters for APC consideration

The Research and Advisory Council will look at revising its composition and streamlining its operations.

The Research and Advisory Council aims to submit revisions to the following policies/guidelines to APC:

- The Regulations pertaining to the Investigation of Research Misconduct
- The Policy on Research Centres
- The Policy on Copyright

RAC will also look at proposals to establish new Research Centres and review the status of provisional Research Centres as necessary. These will be submitted to APC/Senate as they arise.

6. Continuing Education

SCE will focus on:

- Circulating its survey on Continuing Education and Lifelong Learning activities at McGill
- Analyzing and reporting to APC the collected data.