



Memorandum

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TO: Senate

FROM: Professor Fabrice Labeau, Co-acting Provost and Vice-Principal (Academic)

SUBJECT: Annual Report of the Academic Policy Committee (2021-2022)

DATE: November 16, 2022

DOCUMENT #: D22-16

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE The annual report of the Academic Policy Committee (the “APC”) on its activities during the 2021-2022 governance year and its plans and priorities for 2022-2023 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 Academic Policy Committee

SUSTAINABILITY CONSIDERATIONS N/A

IMPACT OF DECISION AND NEXT STEPS A report is presented to Senate annually in the fall. The Academic Policy Committee 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 2021-2022

**McGill University
Academic Policy Committee**

Annual Report 2021/2022

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 2021/2022

| | | |
|--|-------------------------------------|-------------------|
| Provost, <i>Chair</i> | C. Manfredi | <i>Ex-officio</i> |
| Associate Provost, Teaching and Academic Programs, <i>Vice Chair</i> | C. Buddle | <i>Ex-officio</i> |
| Deputy Provost (Student Life and Learning) | F. Labeau | <i>Ex-officio</i> |
| Chair, Subcommittee on Courses and Teaching Programs (SCTP) | | |
| Chair, Subcommittee on Teaching and Learning (STL) | | |
| Dean, Graduate and Postdoctoral Studies | J. Nalbantoglu | <i>Ex-officio</i> |
| Chair, Council of Graduate and Postdoctoral Studies (CGPS) | | |
| Associate Vice-Principal (Research and International Relations) | D. Titone | <i>Ex-officio</i> |
| Dean of Continuing Studies | C. Weil | <i>Ex-officio</i> |
| Dean of Libraries or delegate | C. Cook delegate C. Urbain | <i>Ex-officio</i> |
| Director, Teaching and Learning Services (TLS) | L. Winer delegate A. Finkelstein | <i>Ex-officio</i> |
| Board of Governors representative | M. Vennat | 2022 |
| <i>Faculty representatives:</i> | | |

| | | |
|---|--------------------|-------------------|
| Faculty of Agricultural and Environmental Sciences | J. Whalen | 2023 |
| Faculty of Arts | M. Fronda | 2024 |
| Faculty of Dentistry | M. Murshed | 2023 |
| Faculty of Education | S. Ballinger | 2023 |
| Faculty of Engineering | C. Moraes | 2023 |
| Faculty of Law | T. Piper | 2022 |
| Desautels Faculty of Management | E. Sarigöllü | 2022 |
| Faculty of Medicine | H. Durham | 2023 |
| Schulich School of Music | I. Cossette | 2024 |
| Faculty of Science | A. Hundemer | 2024 |
| Students: | | |
| Undergraduate Student | A. Parsons | 2020 |
| Undergraduate Student | A. Ahsan | 2020 |
| Undergraduate Student | A. Mircescu | 2020 |
| Graduate Student | H. Poorhemati | 2020 |
| MacDonald Campus Student representative | S. Huo | 2020 |
| Continuing Education Student | M. Rodriguez Saenz | 2020 |
| Voice but no vote: | G. Nycum | <i>Ex-officio</i> |
| University Registrar and Director of Enrolment Services | | |
| Secretary: Academic Program Officer | P. Colapelle | <i>Ex-officio</i> |

A. Summary of 2021-2022 activities

Meeting dates: regular schedule: September 23rd, 2021; October 21st, 2021; December 9th, 2021; February 24th, 2022; March 17th, 2022; April 14th, 2022. The meeting planned on January 20th, 2022 was cancelled. Two additional meetings were held at the request of the Chair to discuss urgent items on November 5th, 2021 and on May 2nd, 2022. All meetings were held virtually.

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:

| | 2021-2022 | 2020-2021 | 2019-2020 | 2018-2019 |
|--------------------------------|-----------|-----------|-----------|-----------|
| New programs | 10 | 19 | 10 | 20 |
| Program retirements | 25 | 46 | 25 | 41 |
| Major program revisions | 6 | 3 | 8 | 20 |
| Minor program revisions | 142 | 148 | 170 | 164 |
| New courses | 173 | 234 | 154 | 205 |
| Revised courses | 106 | 342 | 304 | 419 |
| Course retirements | 107 | 97 | 51 | 57 |

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

During the 2021/2022 academic year, APC reviewed and approved three faculty-specific student exchange agreements, as follows:

- between the Schulich School of Music and École supérieure de musique Bourgogne-Franche-Comté (France) on May 12th 17h, 2022 (22-APC-05-40)
- between the Schulich School of Music and the Rostock University of Music and Drama (Germany) on May 12th 17h, 2022 (22-APC-05-40)
- between the Desautels Faculty of Management and the University of Michigan (USA) on May 12th 17h, 2022 (22-APC-05-40)

2. Policies and standards

APC reviewed and approved the following:

- Revisions to the Policy on Inventions and Software on September 23rd, 2021 (21-APC-09-04)
- Revisions to the Policy on Copyright on September 23rd, 2021 (21-APC-09-04)
- Revisions of the Graduate Student Supervision Regulations on September 23rd, 2021 (21-APC-09-06)
- Creation of the Working Group on Teaching Evaluations on September 23rd, 2021 (21-APC-09-03) and nominations to said Working Group on November 18th, 2021 (21-APC-11-21)
- Course Delivery Parameter for the Winter 2022 Academic Term on November 5th, 2021 (21-APC-11-19)
- Revisions to the Guidelines for Developing a Service Portfolio on February 24th, 2022 (22-APC-02-23)
- Revisions to the Policy on the Ethical Conduct of Research Involving Human Participants on February 24th, 2022 (22-APC-02-25)
- Revisions to the Policy of Study and Care of Animals on April 14th, 2022 (22-APC-04-33)
- Addition of a new section to the e-calendar on April 14th, 2022 (22-APC-04-32)

The following items were submitted to APC for information:

- Clarifications to Graduate Student Research Progress Tracking Regulation on March 17th, 2022 (22-APC-02-28)
- Revisions to the Ph.D. Comprehensive Policy on May 12th, 2022 (22-APC-05-41)

3. Academic Entities

New entities: 4

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

- On October 21st, 2021, the creation of the Department of Equity, Ethics and Policy (21-APC10-16)
- On October 21st, 2021, the creation of the Department of Global and Public Health (21-APC10-16)

- On April 14th, 2022, the creation of the McGill Institute of Genomic Medicine (22-APC-04-31)
- On April 14th, 2022, the creation of the Centre for Business Ethics (22-APC-04-34)

Renaming: 1

On February 13th, 2020, the renaming of the Faculty of Dentistry to the Faculty of Dental Medicine and Oral Health Sciences (21-APC-10-17).

Restructuring: 2

- On September 23rd, 2021, the transfer of the McGill Writing Centre (MWC) from the School of Continuing Studies to the Faculty of Arts (21-APC-09-05)
- On September 23rd, 2021, revisions to the structure of the School of Continuing Studies (21-APC-09-05)

4. Academic Unit Reviews

The Academic Reviews have been suspended during the pandemic; therefore, APC did not receive any annual report from OAR (formerly CURO). OAR has worked to review its processes in 2021/2022, and revised regulations will be submitted to APC in 2021/2022. Academic reviews resumed in September 2022.

5. APC Subcommittee on Teaching and Learning (STL)

- STL discussed new Models of Academic Delivery (NewMAD).
- The members of STL were provided with an overview of an initiative led by the Office of Sustainability to integrate sustainability in the curriculum.
- STL was also updated on:
 - The implementation of the Policy on Student Assessment of Learning, which was approved by Senate in May 2022 and will come into effect in fall 2024 after a two-year implementation period.
 - The progress of the Working Group on Teaching Evaluation, which was set up in Fall 2021.
 - The activities of the Office of Science Education (OSE).
 - The launch of a HyFlex Pilot, that will help signal the differences between in-person and online teaching.
- STL was also consulted on the establishment of TLS new strategic plan, which should be presented to its members in Fall 2022.

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

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

7. Research Advisory Council (RAC)

RAC continued its work to revise and update the current Policy on Research Centres. Several meetings were held to that effect in 2021/2022, and a benchmark report was completed. The consultation and revision process will continue in 2022/2023.

RAC did not review any applications for status as an officially recognized McGill Research Centre in 2021/2022, as this process is on hold while the Policy on Research Centres is being reviewed.

RAC submitted to APC revisions to the Policy on Copyright and the Policy on Inventions and Software in September 2021 (subsequently approved by the Senate and the Board of Governors). Minor revisions to the Policy on the Ethical Conduct of Research Involving Human Participants were presented to APC in February 2022 (and subsequently approved by Senate and the Board of Governors). The consultation and revision process on this Policy is ongoing and will continue in 2022/2023.

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 2022 Transformation, the Canada Foundation for Innovation, Innovation Fund 2023, the Canada First Research Excellence Fund (CFREF) 2022 competition, the Canada Biomedical Research Fund (CBRF) and Bioscience Research Infrastructure Fund (BRIF), and the Alliance Grants program (partnership programs for NSERC).

RAC members were also informed of developments in particular areas affecting McGill researchers such as:

- McGill's Research Data Management (RDM) Strategy
- Equity, Diversity and Inclusion (EDI)
- Research Funding Performance

8. Council of Graduate and Postdoctoral Studies (CGPS)

CGPS carried out its usual review of proposals for new graduate program proposals, major and minor graduate program revisions and graduate program retirements.

CGPS also reviewed and approved 10 Cotutelle agreements between:

- Université Paris Saclay and the Department of Electrical Engineering
- Université de la Sorbonne and the Schulich School of Music
- Ecole centrale de Lyon and the Department of Mechanical Engineering
- Ecole des hautes études en sciences sociales and the Department of History and Classical Studies
- Université de Lille and the Schulich School of Music
- Université de Lausanne and the Faculty of Law
- Université de la Sorbonne and the Department of LLC
- Université de Bordeaux and the Department of Physics
- Institut National de la recherche agronomique and the Department of Animal Science
- Université de Clermont Auvergne and the Department of Physiology

CGPS also oversaw one joint Ph.D. program (with Kyoto University) and five Dual Master's programs.

CGPS reviewed and approved revisions to the following sections of the Graduate Regulations or Policies:

- Clarifications to the Regulation on Graduate Student Research Progress Tracking
- Clarifications to the Ph.D. Comprehensive Policy
- New Regulations on courses taken as an admission requirement

9. APC Subcommittee on Continuing Education (SCE)

SCE activities have been put on hold until further notice, and the Subcommittee on Continuing Education did not meet in 2021/2022.

10. APC Subcommittee on Professional Programs (SoPP)

SoPP met informally on April 26th, 2022, since membership is out of date and the committee composition, mandate, and Terms of Reference require updating. This will be pursued in the coming academic year.

B. APC plans and priorities for 2022/2023

APC will continue its work reviewing and approving program creations and revisions as they arise, academic unit creations, revisions and retirements as they arise, as well as Policies and Regulations on academic matters as they arise.

1. Academic Unit Reviews

The Office of Academic Reviews (OAR) will present its revised Regulations on Academic Regulations to APC on October 20th, 2022.

In accordance with these regulations, the documents pertaining to the following unit reviews should be made available to APC in 2022/2023:

- DMD program, Faculty of Dental Medicine and Oral Health Sciences
- Department of Biochemistry, Faculty of Medicine and Health Sciences

The following reviews are scheduled to take place in 2022/2023:

- DMD program, Faculty of Dental Medicine and Oral Health Sciences
- Department of Biochemistry, Faculty of Medicine and Health Sciences
- Department of Islamic Studies, Faculty of Arts
- Graduate Diploma in Legal Translation, School of Continuing Studies
- M.Sc. and Residency programs, Faculty of Dental Medicine and Oral Health Sciences
- Mining Engineering programs, Faculty of Engineering
- M.M.A. program, Desautels Faculty of Management
- IMPM program, Desautels Faculty of Management
- B.Mus. Faculty program, Schulich School of Music
- Department of Psychology, Faculty of Science

2. Graduate Studies

CGPS will consider new graduate program proposals and graduate program revisions as they arise. CGPS also plans on promoting and implement the Individual Development Plans and work to review and improve supervision and mentorship.

3. Teaching and learning

STL will continue working on the following issues:

- New models of academic delivery
- Teaching evaluations
- Implementation of the Policy on Assessment of Student Learning
- Enhancing student engagement

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 also implement changes to the approval process for changing a course's grading from letter/percentage to pass/fail, approved by the Senate Committee on Enrolment and Student Affairs in May 2022. Enrolment Services will now need SCTP approval before implementing these changes to the system for an individual course.

5. Research matters for APC consideration

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

- The Policy on Research Centres
- The Policy on Study and Care of Animals
- The Policy on the Ethical Conduct of Research Involving Human Participants

RAC will oversee the government and granting agency and planning and administrative dossiers that fall under its purview.

RAC has streamlined its composition in 2021/2022 and will continue to operate on that model in 2022/2023. Members will be queried to assess whether they would like to continue with this format.

6. Continuing Education

SCE's activities have been suspended until further notice and no meetings are scheduled for 2022/2023.

7. Professional Programs

The mandate, Terms of Reference and composition of the Subcommittee on Professional Programs will be reviewed and updated in 2022/2023.