



488th REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE on the APC meeting held on October 25th, 2018

I. TO BE APPROVED BY SENATE

(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL - *none*

(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE/AWARDS

Office of the Provost and Vice-Principal (Academic)

Guidelines for Developing a Service Portfolio for Librarians – *appendix A*

On October 25th, 2018, APC approved the Guidelines for Developing a Service Portfolio for Librarians, prepared by the Office of the Provost and Vice-Principal (Academic) in collaboration with the Trenholme Dean of Libraries. These Guidelines are meant to help members of the librarian staff in their preparation of a portfolio related to their service activities, an important component in their application for reappointment, tenure and promotion. They are purely advisory and following them will not be mandatory. These Guidelines will be added to the Regulations Relating to the Employment of Librarian Staff as Appendix B and, once the Guidelines for Developing a Research Portfolio for Librarians (currently in development) have been approved, as Appendix C (in order to be consistent with the Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff).

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed Guidelines for Developing a Service Portfolio for Librarians.

(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES

Faculty of Medicine

Proposal to rename the Department of Ophthalmology – *appendix B*

APC approved, at its meeting of October 25th, 2018, a proposal from the Faculty of Medicine to rename the Department of Ophthalmology to Department of Ophthalmology and Visual Sciences. Members of the Department of Ophthalmology discussed and unanimously approved this new name during a Strategic Retreat led by the Chair in October 2017. It will help recognize the strong research component of the unit alongside its clinical activities, and foster increased collaborations between researchers and scientists. It will also allow the Department to align with its peer institutions in North America, many of whom already use a similar name, and help with student recruitment, hiring and funding.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve and recommend to the Board of Governors for approval the renaming of the Department of Ophthalmology to Department of Ophthalmology and Visual Sciences.

(D) CHANGES IN DEGREE DESIGNATION – *none*

(E) INTER-UNIVERSITY PARTNERSHIPS – *none*

(F) OTHER – *none*

II. TO BE ENDORSED BY SENATE / PRESENTED TO SENATE FOR DISCUSSION – *none*

III. APPROVED BY APC IN THE NAME OF SENATE

(A) DEFINITIONS – *none*

(B) STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS

Office of the Associate Provost (International)

At its meeting of October 25th, 2018, APC reviewed and approved student exchange partnerships:

- With the École Polytechnique, Université Paris-Saclay – Paris, France
- With the Aristotle University – Thessaloniki, Greece
- With the University of Haifa – Haifa, Israel

(C) OTHER - *none*

IV. FOR THE INFORMATION OF SENATE

A) ACADEMIC UNIT REVIEWS – *none*

B) APPROVAL OF COURSES AND TEACHING PROGRAMS

1. Programs

a) APC Approvals (new options/concentrations and major revisions to existing programs)

- i. New Programs- *none*
- ii. Major Revisions of Existing Programs - *none*

b) APC Subcommittee on Courses and Teaching Programs (SCTP) Approvals

(Summary Reports: <http://www.mcgill.ca/sctp/documents/>)

- i. Moderate and Minor Program Revisions
Approved by SCTP on September 27th, 2018 and reported to APC on October 25th, 2018

School of Continuing Studies

Certificate in Applied Marketing (30 cr.)

Certificate in Entrepreneurship (30 cr.)

Diploma in Applied Marketing (30 cr.)

Diploma in Entrepreneurship (30 cr.)

Graduate Certificate in Financial Planning (15 cr.)

Faculty of Science

B.Sc.; Honours in Mathematics (60 or 63 cr.)

B.Sc.; Honours in Applied Mathematics (60 or 63 cr.)

B.Sc.; Honours in Mathematics and Computer Science (72 or 78 cr.)

B.Sc.; Honours in Biochemistry (73 cr.)

B.Sc.; Major in Biochemistry (64 cr.)

B.Sc.; Liberal Program – Core Science Component in Biochemistry (47 cr.)

B.Sc.; Honours in Physiology (75 cr.)

B.Sc.; Major in Physiology (65 cr.)

B.Sc.; Liberal Program – Core Science Component in Physiology (50 cr.)

B.Sc.; Major in Physiology and Mathematics (79 cr.)

- ii. Program Retirements – *none*

2. Courses

- a) New Courses

Reported as having been approved by SCTP on September 27th, 2018: 15

School of Continuing Studies: 11

Faculty of Medicine: 2

Faculty of Science: 2

- b) Course Revisions

Reported as having been approved by SCTP on September 27th, 2018: 17

Faculty of Agricultural and Environmental Sciences: 2

School of Continuing Studies: 3

Faculty of Dentistry: 1

Faculty of Medicine: 1

Faculty of Science: 10

- c) Course Retirements

Reported as having been approved by SCTP on September 27th, 2018: 3

Faculty of Medicine: 1

Faculty of Science: 2

3. Other

APPENDIX B

Guidelines for Developing a Service Portfolio for Librarian Staff

The present document is intended to help members of the librarian staff in the preparation of a portfolio related to their service activities, formally referred to as “other contributions to the University and scholarly communities.” At McGill, service is a core academic duty, alongside position responsibilities and professional and scholarly activities. Hence, a service portfolio, reflecting contributions to professional and scholarly communities both internal and external to the University, is an essential component of applications for reappointment, tenure and promotion.

These guidelines are advisory; following them is not compulsory. Indeed, service portfolios will vary from one colleague to the next, within and across the McGill University Libraries. The orientation and emphasis of a service portfolio will also vary depending on career stage. For example, a pre-tenure academic colleague will not be expected to hold the same level of service leadership or responsibility as a colleague who is applying for promotion to the rank of full librarian.

Librarian staff members are typically called upon to serve the University community not only by their respective branch head, unit head or the Director or Dean of Libraries, but also from other areas of the Libraries and University. Moreover, other forms of service contributions that reflect leadership and motivation to make a difference within academic communities will arise where staff members initiate activities themselves or in collaboration with others. Such contributions merit recognition and value.

Some academic activities will have a hybrid quality and may be properly qualified as service and/or as position responsibilities or professional and scholarly activities. Candidates can determine where to include information about such activities, providing justification where different aspects of the same activity are discussed in more than one part of a reappointment, tenure or promotion dossier.

A. STATEMENT OF SERVICE CONTRIBUTIONS

A statement of service should provide a narrative about the candidate’s approach and commitment to service, notably by;

- demonstrating how the candidate’s contributions exhibit:
 - a sense of citizenship,
 - initiative and capacity for leadership,
 - the community’s confidence in the candidate’s capacities, commitment, integrity and judgment; and/or
 - value and reach of service contributions, notably by explaining their influence and impact on the University and wider communities;

- describing whether and how a candidate's service activities have influenced their position responsibilities and professional and scholarly activities, and vice versa.

It is often helpful to committees charged with evaluating service portfolios if the latter is structured to include separate sections addressing contributions to: (i) the Libraries, (ii) the University, and (iii) the wider scholarly community.

Within each of these sections, candidates should for each service activity:

- explain the nature of the mandate/role
- identify the term or duration of the mandate/role
- briefly describe the work undertaken and its contribution or impact, including efforts that demonstrate leadership and initiative

Contributions to the Library

Here, service activities may include:

- Membership or leadership in standing or ad hoc committees of the Library, other than those included in area (i) of academic duties for librarians, position responsibilities.
- Initiatives to establish new working groups or committees within the Libraries
- Creation or convening of professional development workshops, research groups, or lecture or speakers' series
- Service as a mentor within unit or Library led mentorship programs
- Organizing or convening seminars, conferences or colloquia within the Libraries

The foregoing are examples, and do not comprise an exhaustive list.

Contributions to the University

Here, service activities may include:

- University governance roles (e.g., membership in Senate or the Board of Governors)
- Membership or leadership in standing or ad hoc committees of the University (examples are abundant, and may include committees related to: academic programs, research, equity, student life and learning, faculty development or promotion, campus resources/space/planning, alumni relations)
- Service on Senate-nominated and appointed committees (e.g., Committee on Student Discipline, University Tenure Appeals Committee, Committee on Staff Grievances and Disciplinary Procedures)
- Service as an Assessor appointed under the Policy on Harassment, Sexual Harassment & Discrimination Prohibited by Law

- Service on cyclical unit review committees
- Initiatives to establish or lead centres, institutes, working groups or committees within the University
- Service as a mentor within a University-led mentorship program
- Service as an examiner on theses or juries for McGill students (a candidate may decide that this is more properly placed in their Teaching Portfolio)
- Organizing or convening research panels, conferences or colloquia within the University
- Leadership and work within the faculty association (MAUT or MAUT-LS)

The foregoing are examples, and do not comprise an exhaustive list.

Contributions to the Wider Scholarly Community

Here, service activities may include:

- Membership or leadership in inter-university academic committees
- Membership or leadership in disciplinary or professional committees and associations
- Membership or leadership in conference organizing committees
- Membership or leadership in committees within the private, public or nongovernmental sector, where the candidate is called upon to bring their academic expertise and insights
- Community engagement, particularly opportunities arising from the candidate's expertise and experience, for example, participation in community-based events (whether within the academy or outside) or engagement with the media, all furthering knowledge dissemination
- Service as a reviewer on tenure and promotion dossiers from institutions other than McGill
- Membership in journal editorial committees
- Service as an examiner on theses or juries for students outside of McGill (although a candidate may feel this is more properly placed in their Teaching Portfolio)
- Membership in juries convened to assess research funding applications
- Peer review for granting councils, journals, publishers or conference proceedings
- Teaching a professional development course or workshop

The foregoing are examples, and do not comprise an exhaustive list.

**McGill**Faculty of
Medicine3605 de la Montagne
Montréal, QC H3G 2M1Tel.: 514- 398-3524
Fax: 514- 398-4423

MEMORANDUM

TO: Professor Christopher Manfredi
Provost and Vice-Principal Academic
Chair of Academic Promotions Committee (APC)

FROM: Dr. David Eidelman, M.D., CM
Vice-Principal (Health Affairs)
Dean of Medicine

c.c.: Julie Degans
Academic Program Officer

DATE: October 3, 2018

SUBJECT: Request for the name change of the Department of Ophthalmology

For: information discussion decision

As Dean of the Faculty of Medicine, I am putting forward a request to the Academic Promotions Committee (APC) to consider and approve a request to change the name of our Department of Ophthalmology.

Background and Rationale/issues to address

On October 12, 2017, the Department of Ophthalmology held a full day Strategic Research Retreat, led by Dr. Leonard Levin, the Chair of Ophthalmology. It was during this retreat that the proposal to add the term “Visual Sciences” to the Department name was discussed and unanimously approved. The name change was suggested as part of an overarching strategy to both recognize and promote the department’s large vision research component, highlighting this element as distinct but equally important as clinical ophthalmology.

Clear recognition of Ophthalmology’s joint mission (clinical and research) would help improve the culture of collaboration between clinicians and scientists as well as help assist in unifying the department. This name change will certainly also aid in recruitment, funding, and attracting students.



McGill

Faculty of
Medicine

3605 de la Montagne
Montréal, QC H3G 2M1

Tel.: 514- 398-3524
Fax: 514- 398-4423

Many leading departments in Canada already use this name:

- University of Toronto - Department of Ophthalmology & Vision Sciences
- University of British Columbia - Department of Ophthalmology & Visual Sciences
- Dalhousie University - Department of Ophthalmology & Visual Sciences
- University of Alberta - Department of Ophthalmology & Visual Sciences

Many leading departments in the USA use this name as well:

- University of Wisconsin
- Yale University
- University of Michigan
- University of Iowa
- Washington University at St. Louis
- Vanderbilt University
- University of Chicago
- Albert Einstein College of Medicine
- Case Western Reserve University
- and many more

It is now time for McGill's Department of Ophthalmology to adopt a name that accurately reflects and properly promotes its true joint mission.

Alignment with mission and strategic priorities

The change of name to the **Department of Ophthalmology and Visual Sciences** will immediately allow the Department to underscore its strong research focus and interest, thereby helping attract leading academic faculty, graduate students, and postdoctoral fellows.

Consultations

Upon obtaining unanimous approval at the strategic research retreat, Dr. Levin submitted a letter (attachment) to myself and Vice Dean Academic Affairs, Dr. Ludwig, requesting the name change. This request was coordinated through established due process of the Faculty of Medicine governance mechanisms. To this end, Dr. Levin was invited to present the proposal to our Deanery Executive Committee. This was done on November 20, 2017, and the proposal was unanimously approved (see minutes: [Deanery Executive Committee Minutes](#)).

Upon approval by the Deanery Executive Committee, the proposal was then scheduled for presentation to our Faculty Council on May 23, 2018, where it was unanimously approved (see minutes: [Faculty Council Minutes](#)).

Having now obtained unanimous governance approvals within the Faculty of Medicine, we are now ready to present this proposal to the APC for university approval.



McGill

Faculty of
Medicine

3605 de la Montagne
Montréal, QC H3G 2M1

Tel.: 514- 398-3524
Fax: 514- 398-4423

Risk factors

We believe there are no risk factors associated to this request. Conversely, we believe that not adopting this name change will put the Department of Ophthalmology out of step with peers across the country and globally, keeping them at a significant competitive and strategic disadvantage.

Impact of Decision, next steps

There is a clear sense among Ophthalmology faculty that effecting this name change will help elevate the sense of academic value among Department members, thereby becoming a unifying element. I and the Faculty of Medicine leadership are in full support and agreement of this request.

Following approval by APC, then Senate and the Board of Governors, the Department Chair will immediately adjust all internal and external communication media (including website and Faculty letterhead, etc.) to reflect the new department name. We will ensure communication of a succinct but impactful supporting statement as to the purpose and intent of this change.

Formal and final approval of this name change will be announced at the next Faculty of Medicine Faculty Council meeting scheduled for December 5, 2018, and communicated via med-E news and other news media within the Faculty of Medicine. I note here that the last meeting of the Board of Governors in 2018 is on December 13.

On behalf of the Faculty of Medicine, I hope that the APC will be favorable to our request.

Sincerely,

David Eidelman, M.D., C.M.

Attachments (supporting documents):

1. Letter from Dr. Leonard Levin to Dean Eidelman and Vice Dean Ludwig (Nov. 2017)

November 7, 2017

Dean David H. Eidelman, Vice-Principal (Health Affairs)
Dr. Mara Ludwig, Vice-Dean, Academic Affairs
Faculty of Medicine
3605 de la Montagne
Montreal, QC
H3G 2M1

Re. Request for a change in departmental name to "Department of Ophthalmology & Visual Sciences"

Dear Deans Eidelman and Ludwig:

At our recent Strategic Research Retreat, held on October 12, 2017, attended by all but one research faculty, we spoke about the department as a research-intense faculty, with a combination of our basic scientists, clinicians who also do research, and clinician-scientists. At our retreat, we also worked on strategic planning towards expanding and deepening our research-related activities over the next few years.

One of the topics that we discussed was the name of the department. Although our name is "Department of Ophthalmology," most of the research that we do is in the visual sciences, not simply ophthalmology. If one looks at ophthalmology departments in the United States and Canada, there is the frequent naming of "Ophthalmology and Visual Sciences" at departments which have strong research components. In Canada, four ophthalmology departments have the name "Ophthalmology and Visual/Vision Sciences," and these departments are very research-intense.

- 1. University of Toronto - Department of Ophthalmology & Vision Sciences**
- 2. University of British Columbia - Department of Ophthalmology & Visual Sciences**
- 3. Dalhousie University - Department of Ophthalmology & Visual Sciences**
- 4. University of Alberta - Department of Ophthalmology & Visual Sciences**

In the United States, the use of the name "Ophthalmology and Visual Sciences" is common, and include the following universities (this is not a complete list): University of Wisconsin, Yale University, University of Michigan, University Iowa, Washington University in St. Louis, Vanderbilt University, University of Chicago, Albert Einstein College of Medicine, Case Western Reserve University, and many more.

Changing our name to the “Department of Ophthalmology and Visual Sciences” would better reflect the unified nature of our department, which includes both state-of-the-art clinical care and world-renowned researchers in visual sciences with strong funding and exceptionally high publication success. It would also help in improving our culture of collaboration between clinicians and scientists.

I presented this by email to our executive committee and then our faculty, and the following comments were made:

“An excellent idea.”

“It never occurred to me to consider any name change but now that you have mentioned this, it seems funny that we didn’t do this earlier!”

“I am in support.”

“So let it be written...
So shall it be done.”

Based on this, I would appreciate the approval of the Dean and Executive Committee, and if approved, ratification by the Faculty Council, and followed finally by the appropriate steps within the University.

Sincerely yours,

Leonard A. Levin MD, PhD, FRCSC
Professor and Chair of Ophthalmology

c.c. Demetra Kafantaris, Senior Advisor to the Vice-Principal and Health Affairs & Dean