



# Memorandum

Office of the Provost and Vice Principal (Academic)  
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**TO:** Senate

**FROM:** Professor Christopher P. Manfredi, Provost and Vice-Principal (Academic),  
Chair of the Academic Policy Committee (the “APC”)

**SUBJECT:** Annual Report of the Academic Policy Committee (2014-2015)

**DATE:** October 21, 2015

**DOCUMENT #:** D15-08

**ACTION REQUIRED:**  INFORMATION    APPROVAL/DECISION

**ISSUE:** Annual report of activities for 2014-2015 and statement of the Committee’s plans and priorities for 2015-2016, as required by Senate.

**BACKGROUND & RATIONALE:** As a standing committee of Senate, the APC is required to report annually to Senate on the Committee’s activities of the past year, and on its plans and priorities for the upcoming year. The APC also presents regular reports to Senate at each meeting. Full annual summaries of approvals are posted on the APC’s website: <http://www.mcgill.ca/apc/approvals>

**MOTION OR RESOLUTION FOR APPROVAL:** N/A

**PRIOR CONSULTATION:** Reviewed by the APC at its meeting on October 8, 2015.

**NEXT STEPS:** N/A

**APPENDICES:** Appendix A: Annual Report of the Academic Policy Committee (2014-2015)

**McGill University  
Academic Policy Committee**

**Annual Report 2014/2015**

*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 2014/2015*

Provost, <i>Chair</i>	A.C. Masi	<i>Ex-officio</i>
Associate Provost Policies, Procedures and Equity, <i>Vice Chair</i>	L. White	<i>Ex-officio</i>
Deputy Provost (Student Life and Learning)	O. Dyens	<i>Ex-officio</i>
Chair, Subcommittee on Courses and Teaching Programs (SCTP)		
Chair, Subcommittee on Teaching and Learning (STL)		
Associate Provost, Graduate Education Dean, Graduate and Postdoctoral Studies	M. Kreiswirth	<i>Ex-officio</i>
Chair, Council of Graduate and Postdoctoral Studies (CGPS)		
Associate Vice-Principal (Research and International Relations)	S. Stroud	<i>Ex-officio</i>
Chair, Subcommittee on Continuing Education (SCE)		
Dean of Continuing Studies	J. Potter	<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	<i>Ex-officio</i>

Board of Governors representative	S. McDougall	2016
Faculty of Agricultural and Environmental Sciences	M. Scott	2017
Faculty of Arts	J. Galbraith	2015
Faculty of Dentistry	B. Nicolau	2017
Faculty of Education	A. Asghar	2017
Faculty of Engineering	R. Chromik	2017
Faculty of Law	L. Khoury	2017
Desautels Faculty of Management	E. Sarigöllü	2017
Faculty of Medicine	T. Hebert	2017
Schulich School of Music	S. Huebner	2015
Faculty of Religious Studies	I. Henderson	2016
Faculty of Science	T. Western	2017
SSMU Vice-President, University Affairs	C. Stewart-Kanigan	2015
Undergraduate Student representative	D. Benrimoh	2015
Undergraduate Student	C. Ayukawa	2015
Graduate Student	X. St-Denis	2015
MacDonald Campus Student representative	S. Thibert	2015
Continuing Education Student	L. Gallardo	2015
Academic Program Officer, <i>Secretary</i>	J. Degans	<i>Ex-officio</i>

## A. Summary of 2014-2015 activities

**Meeting dates:** September 18<sup>th</sup>, 2014; October 9<sup>th</sup> and 30<sup>th</sup>, 2014; November 20<sup>th</sup>, 2014; December 11<sup>th</sup>, 2014; January 22<sup>nd</sup>, 2015; February 12<sup>th</sup>, 2015; February 26<sup>th</sup>, 2015; April 16<sup>th</sup>, 2015; May 7<sup>th</sup>, 2015.

Full annual summaries on APC's activities and SCTP/CGPS/APC/Senate/Board approvals (with all reference details) can be consulted at: <http://www.mcgill.ca/apc/approvals>

### 1. Course and teaching program approvals:

	2014-2015	2013-2014	2012-2013	2011-2012
<b>New programs</b>	18	34	33	9
<b>Program retirements</b>	13	12	18	5
<b>Major program revisions</b>	7	22	6	14
<b>Minor program revisions</b>	124	147	178	99
<b>New courses</b>	200	227	266	228
<b>Revised courses</b>	309	240	315	490
<b>Courses deletions</b>	136	103	1191	123

## **2. International Education: student exchange programs (approved by APC)**

APC reviewed and approved nine faculty-wide exchange agreements with:

- the School of Oriental and African Studies, University of London (UK)
- the University of Maryland (USA)
- the University of Cape Town (South Africa)
- King's College (UK)
- the London School of Economics (UK)
- Durham University (UK)
- Université Paris I- Panthéon Sorbonne (France)
- Sapienze, Università di Roma (Italy)

Seven faculty-specific exchange agreements were also discussed and approved by APC:

- between the Desautels Faculty of Management and the following institutions: the Fundacao Getulio Vargas- EBAPE, School of Public and Business Administration (Brazil) and the School of Business and Economics of the Catolica Lisbon (Portugal),
- between the McGill Institute for the Study of Canada and Université Laval,
- between the Faculty of Law and the following institutions: University of Trento (Italy), Université Paris II- Panthéon Assas, Université Pierre Mendès France, and Aix Marseille Université (France).

## **3. Policies and standards**

- Approval of the Nomenclature of Academic Entities (Guidelines)
- Approval of the Policy on Late Withdrawals
- Revisions to the Policy on Cyclical Academic Reviews, now Regulations on Cyclical Academic Reviews

## **4. Academic Entities**

**New entities:** 1 (Trottier Institute for Science and Public Policy)

**Renaming:** 1 (McGill Centre for the Study of Host Resistance to the McGill International TB Centre)

## **5. Academic Unit Reviews**

In accordance with McGill's Regulations on Academic Unit Reviews, the documents pertaining to cyclical reviews of the following academic units were made available to APC:

- Department of Surgery
- Department of Otolaryngology, Head and Neck Surgery
- Department of Neurology/ Neurosurgery
- School of Dietetics and Human Nutrition
- Department of Anesthesia
- Department of Epidemiology, Biostatistics and Occupational Health
- Department of Diagnostic Radiology
- Department of Kinesiology and Physical Education
- Summer School in Florence

- Department of Natural Resource Sciences
- Department of Sociology
- Department of Atmospheric and Oceanic Sciences
- Department of Social Studies of Medicine
- Ingram School of Nursing

## **6. APC Subcommittee on Teaching and Learning (STL)**

- **Initiatives to enhance the quality of learning**

- STL discussed the usefulness of drafting guidelines for both instructors and students. Teaching and Learning Services should be drafting the guidelines for STL's review in 2015-2016.
- Course outline template: in agreement with SSMU, STL agreed that a statement be added under the optional statement banner on the course outline template used by instructor.
- Updating STL terms of reference: at APC's request, STL's terms of reference will be revised to include online education.
- STL reviewed a report on the survey results on assessment in large classes. An executive summary be prepared for review during the 2015-2016 academic year.

- **University-wide teaching and learning policies recommended to APC**

STL discussed the implementation of policy changes previously approved at STL, and was advised that a proposal to revise the Procedure regarding the Dissemination of Course Evaluation Results had been put on hold until the launch of the Banner upgrade.

- **Maintain communication with the faculties on matters relating to teaching and learning**

STL followed up on the development of MOOCs at McGill, the Library feasibility study, the Tri-Agency Open Access Policy.

## **7. APC Subcommittee on Courses and Teaching Programs (SCTP)**

SCTP focused on its regular review of courses and teaching program proposals. The committee also continued its work to streamline the approval process in collaboration with GPS. Therefore, from September 2015, all course and program proposals administered by GPS will be reviewed at and approved by CGPS/GPS prior to ES consideration.

## **8. APC Subcommittee on Research Policy (SRP) / Research Advisory Council (RAC)**

RAC reviewed the following requests:

- Three applications for status as an officially recognized McGill research Centre:
  - The creation of the McGill Space Institute (MSI) was endorsed on May 5<sup>th</sup>, 2015 and submitted to APC on September 17<sup>th</sup>, 2015.
  - The creation of the Cystic Fibrosis Translational Research Centre was endorsed on May 5<sup>th</sup>, 2015 and submitted to APC on September 17<sup>th</sup>, 2015.
  - RAC has started the review of a proposal to create an Institute for Human Development and Wellbeing (IHDW) in February 2015. A revised proposal should be brought to its attention in the fall 2015.

- One proposal for a name change
  - The renaming of the Centre for the Study of Reproduction to the Centre for Research on Reproduction and Development was endorsed on May 5, 2015 and presented to APC for on September 17<sup>th</sup>, 2015.
- RAC also approved the establishment of three provisional centres:
  - Centre for Additive Manufacturing (Faculty of Engineering)
  - Centre for Interdisciplinary Research in Montreal (Faculty of Arts)
  - Centre for Participatory Research on War and Violence (Faculty of Arts)

## **9. Council of Graduate and Postdoctoral Studies (CGPS)**

CGPS reviewed and approved the following:

- Joint Doctoral Degree between McGill University and École Polytechnique, France
- Joint Doctoral Degree between McGill University and Université Paul Sabatier, France
- Joint Doctoral Degree between McGill University and Université Toulouse III Paul Sabatier, France
- Ad Hoc Master's in Digital Humanities

CGPS also discussed the Policies and Guidelines on Graduate Student Advising and Supervision, the Graduate Option Programs – Enrolment, and the GPS failure Policy.

## **10. Subcommittee on Continuing Education (SCE)**

SCE worked on the following issues:

- Assessment of what is currently being done across the University in terms of continuing education. The Faculty of Dentistry (September 25<sup>th</sup>, 2015) and the Faculty of Engineering and the Desautels Faculty of Management (January 29<sup>th</sup>, 2015) presented the activities offered by their units in terms of continuing education.
- Development and adoption of a common reporting template that could be used by all units to gather data on continuing education at McGill, to help identify patterns and gaps as well as to demonstrate the total extent and impact of such activities.
- Discussion of the success of the McGill MOOCs and the creation of future similar courses.

## **11. Subcommittee on Professional Programs (SPP)**

The Subcommittee identified three priorities to work on:

- Accreditation issues
- Logistics issues arising with the organization of field placements
- The remuneration of field placements

## **B. APC plans and priorities for 2015/2016**

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

### **1. Academic Unit Reviews**

In 2015/2016:

The following academic units will be undergoing a cyclical unit review:

- Faculty of Law
- McGill Institute for the Study of Canada
- Languages and Intercultural Communication
- Department of English
- Department of History and Classical Studies
- Department of Food Science and Agricultural Chemistry
- Department of Performance
- Department of Pharmacology and Therapeutics
- Department of Obstetrics and Gynaecology
- Department of Pediatrics

The CURO will also be conducting the review of the following administrative units:

- Student Services
- Information Technology Services
- Office of the Deputy Provost

### **2. Graduate Studies**

CGPS will be discussing the following:

- Operationalizing the Milestones project
- Implementation of supervision orientations
- Thesis Working Group recommendations
- Ongoing review of regulations and procedures
- Initial e-thesis submission and examination

CGPS will also be dealing with new Graduate Programs proposals as they arise.

### **3. Teaching and learning**

STL will work on the following issues:

- Online education
- Survey on the classroom environment
- Undergraduate outcomes
- Enhancing student engagement
- Streamlining communication with instructors
- Recognizing and rewarding teaching
- Developing students' learning skills

#### **4. Research matters for APC consideration**

RAC's workplan includes:

- Review of the Conflict of Interest Policy and the Intellectual Property Policy
- Planning of the next competition of the Canada Research Excellence Chairs (CERC), the Canada Foundation for Innovation (CFI) and the Canada First Research Excellence Fund (CFREF) grants.
- Developing a framework for Research Institutes

RAC will also look at proposals to establish new Research Centres as they arise.

#### **5. Professional Programs**

APC is planning to restructure the Subcommittee on Professional Programs to readjust its composition and refocus its mandate, especially on professional accreditation. A new Chair will be appointed once APC approved the revised terms of reference

#### **6. Continuing Education**

Subcommittee on Continuing Education will be looking into:

- ensuring the completion of the reporting template by all units offering Continuing Education activities at McGill;
- summarizing and analyzing those data
- developing and moving toward implementation of a common Continuing Education web portal
- reaching out to the faculties not represented on the subcommittee to learn more about their Continuing Education activities

#### **7. Broader academic issues**

APC also intends to work on its Transfer Credit Policy and to create three levels of approval (institution, program and courses). The committee will work on identifying a network of universities, recognized as McGill's peers with which credit transfers would be automatic, with no required approval.