McGILL UNIVERSITY **SENATE**

# Memorandum

**Office of the Provost and Vice Principal (Academic)**
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| **TO:** | Senate |
| **FROM:** | Professor Christopher Manfredi, Provost and Vice-Principal (Academic), Chair of the Academic Policy Committee (APC) |
| **SUBJECT:** | Annual Report of the Academic Policy Committee (2017-2018) |
| **DATE:** | November 21, 2018 |
| **DOCUMENT #:** | D18-14 |
| **ACTION REQUIRED:** | ☒ INFORMATION ☐ APPROVAL/DECISION |

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| **ISSUE** | The annual report of activities for 2017-2018 and statement of the Committee's plans and priorities for 2018-2019, is presented to Senate for information. |
| **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: https://www.mcgill.ca/apc/approval-summaries |
| **PRIOR CONSULTATION** | Reviewed by the APC at its meeting on November 15, 2018. |
| **SUSTAINABILITY CONSIDERATIONS** | The APC has a sustainable framework in place to fulfill its mandate. |
| **IMPACT OF DECISION AND NEXT STEPS** | N/A |
| **MOTION OR RESOLUTION FOR APPROVAL** | N/A |
| **APPENDICES** | Appendix A: Annual Report of the Academic Policy Committee (2017-2018) |

# McGill University
# Academic Policy Committee

## Annual Report 2017/2018

*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 2017/2018*

| | | |
|---|---|---|
| Provost, *Chair* | C. Manfredi | *Ex-officio* |
| Associate Provost Equity and Academic Policies, *Vice Chair* | A. Campbell | *Ex-officio* |
| Deputy Provost (Student Life and Learning)<br>Chair, Subcommittee on Courses and Teaching Programs (SCTP)<br>Chair, Subcommittee on Teaching and Learning (STL) | O. Dyens | *Ex-officio* |
| Associate Provost, Graduate Education<br>Dean, Graduate and Postdoctoral Studies<br>Chair, Council of Graduate and Postdoctoral Studies (CGPS) | J. Nalbantoglu | *Ex-officio* |
| Associate Vice-Principal (Research and International Relations) | N. Ross | *Ex-officio* |
| Dean of Continuing Studies | J. Potter | *Ex-officio* |
| Dean of Libraries or delegate | C. Cook/C. Urbain | *Ex-officio* |
| Director, Teaching and Learning Services (TLS) | L. Winer/ M. Tovar | *Ex-officio* |
| Board of Governors representative | S. McDougall | 2019 |

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|---|---|---|
| *Faculty representatives:* | | |
| Faculty of Agricultural and Environmental Sciences | P. Rohrbach | 2020 |
| Faculty of Arts | E. Lewis | 2018 |
| Faculty of Dentistry | M. Kaartinen | 2020 |
| Faculty of Education | M. Carter | 2020 |
| Faculty of Engineering | D. Lowther | 2020 |
| Faculty of Law | M. Antaki | 2020 |
| Desautels Faculty of Management | E. Sarigöllü | 2019 |
| Faculty of Medicine | D. Bernard | 2020 |
| Schulich School of Music | W. Caplin | 2018 |
| Faculty of Science | A. Hundermer | 2018 |
| | | |
| *Students:* | | |
| SSMU Vice-President, University Affairs | M. Tojiboeva | 2018 |
| Undergraduate Student | I. Oke | 2018 |
| Undergraduate Student | E. Chen | 2018 |
| Graduate Student | S. Zhou/N. Dunn | 2018 |
| MacDonald Campus Student representative | N. He | 2018 |
| Continuing Education Student | J. Gutman | 2018 |
| | | |
| *Voice but no vote:* | | |
| University Registrar and Director of Enrolment Services | A. Walsh | *Ex-Officio* |
| | | |
| *Secretary:* | | |
| Academic Program Officer | J. Degans | *Ex-officio* |

## A. Summary of 2017-2018 activities

**Meeting dates:** September 21st, 2017; October 12th, 2017; November 16th, 2017; December 14th, 2017; January 18th, 2018; February 8th, 2018; March 15th, 2018; May 9th, 2018.

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

### 1. Course and teaching program approvals:

| | *2017-2018* | *2016-2017* | *2015-2016* | *2014-2015* |
|---|---|---|---|---|
| **New programs** | 23 | 39 | 24 | 18 |
| **Program retirements** | 43 | 25 | 16 | 13 |
| **Major program revisions** | 13 | 7 | 9 | 7 |

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|---|---|---|---|---|
| **Minor program revisions** | 174 | 263 | 92 | 124 |
| **New courses** | 243 | 301 | 186 | 200 |
| **Revised courses** | 370 | 486 | 319 | 240 |
| **Course retirements** | 62 | 113 | 121 | 103 |

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

On February 8th, 2018, APC reviewed and approved:

- Two faculty-specific exchange agreements, as follows:
  - between the Faculty of Law and the National University of Ireland Galway (Galway, Ireland)
  - between the Schulich School of Music and the Norwegian Academy of Music (Oslo, Norway)

**3. Policies and standards**

APC reviewed the following:
- Program Development Flow Chart on November 16th, 2017
- Processes for new Academic Programs on December 14th, 2017

APC reviewed and approved the following:

- Several revisions to the nomination guidelines for the Principal's Prize for Excellence in Teaching (PPET) on December 14th, 2017
- The Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff: Guidelines for Developing a Service Portfolio on January 18th, 2018
- A proposal to expand the membership of its Subcommittee on Continuing Education (SCE) on February 8th, 2018
- A proposal to revise the Terms of Reference for the Subcommittee on Professional Programs (SoPP) on May 9th, 2018

**4. Academic Entities**

**New entities: 4**
- The creation of the Yan P. Lin Centre for the Study of Freedom and Global Orders in the Ancient and Modern Worlds (Faculty of Arts) was approved on January 18th, 2018
- The creation of the Azrieli Centre for Autism Research (ACAR – Faculty of Medicine) was approved on February 8th, 2018
- The creation of the Bensadoun School of Retail Management (BSRM- Faculty of Management) was approved on March 15th, 2018
- The creation of a Provisional Department of Emergency Medicine (Faculty of Medicine) was approved on May 9th, 2018

**Closure: 1**
APC approved, on December 14th, 2017, the closure of the McGill Summer Institute for the Study of Montreal and Quebec.

**5. Academic Unit Reviews**

In accordance with McGill's Regulations on Academic Unit Reviews, the documents pertaining to the following unit reviews were made available to APC on November 16th, 2017:

- Department of Mathematics and Statistics
- Institute for the Study of International Development
- Department of Geography
- School of Information Studies
- Department of Ophthalmology
- School of Physical and Occupational Therapy
- McGill Writing Centre
- Department of Educational and Counselling Psychology
- Department of Music Research
- Department of Animal Science
- Department of Family Medicine

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

- STL revised the nomination guidelines for the Principal's Prize for Excellence in Teaching (PPET), further detailing the eligibility criteria and the course evaluation data to be submitted, and making changes to the course evaluation comments accompanying the dossier.
- STL heard that the functionality of the *mycourses* platform does not meet the requirements of the University and that a business case for a new platform has been submitted to IT.
- STL discussed a proposal by TLS to host an Undergraduate Research Conference at McGill.
- STL was also updated on the development of online offerings at McGill following the contract breakdown with Everspring.
- STL reviewed the proposed pedagogical principles drafted by ESAAC that will be used to guide the revision of the Student Assessment Policy. The Subcommittee also discussed the Faculty of Medicine's Strategic Education Plan.

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

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

**8. Research Advisory Council (RAC)**

RAC received two applications for status as an officially recognized McGill Research Centre:

- The Azrieli Centre for Autism Research (Faculty of Medicine), which was endorsed by RAC on December 7th, 2017. It received its official McGill status at a meeting of the Board of Governors on March 29th, 2018.

- The Yan P. Lin Centre for the Study of Freedom and Global Orders in the Ancient and Modern Worlds (Faculty of Arts) which was endorsed by RAC on December 7th, 2017. It received its official McGill status at a meeting of the Board of Governors on March 29th, 2018.
  RAC was also consulted on diverse regulations and policies that relate to research, such as the Research Asset Management Regulation, the Strategic Research Plan (2019-2023), the Policy on Research Centres, the Regulations on the Conduct of Research and the Equity, Diversity and Inclusion Plan.
  As per the its mandate, RAC members were consulted and/or updated on McGill's involvement in several major grant competitions and government research initiatives throughout the year.

**9. 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 the following:

- A Joint Doctoral Degree between McGill University and the Communauté Université Grenoble Alpes, France for students registered in the Ph.D. in Mathematics and Statistics (at McGill) and students registered in the Doctorat en mathématiques, sciences et technologie de l'information, informatique MSTII (at Communauté Université Grenoble Alpes).

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

SCE submitted a proposal to expand its membership to APC in an effort to better reflect the diversity and number of continuing education activities across the university's academic units. APC approved its request on February 8th, 2018 and members from the Faculties of Agricultural and Environmental Sciences, Arts, Education and Law should be appointed to SCE shortly. SCE also held two half-day discussions around professional development and online platforms.

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

The Subcommittee on Professional Programs did not meet in 2017/2018. Its terms of reference and composition were revised and approved by APC on May 9th, 2018.

## B. APC plans and priorities for 2017/2018

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, the documents pertaining to the following unit reviews will be made available to APC in 2018/2019:

- Department of Languages, Literatures and Cultures

- Faculty Partnerships and Summer Studies
- Department of Jewish Studies
- Desautels Faculty of Management
- Department of Diagnostic Radiology
- Department of Human Genetics
- Department of Plant Science
- Department of Bioresource Engineering
- Department of Medicine
- Department of Oncology

In 2018/2019, the following academic units will be undergoing a cyclical unit review:
- Medical Physics Unit
- Department of Art History and Communication Studies
- Department of Linguistics
- Biomedical Ethics Unit
- Langue et littérature françaises
- McGill School of Environment
- School of Computer Science
- Department of Pediatric Surgery
- Department of Political Science

The review of the following administrative units will also be conducted:
- The Office of Investment
- Student Housing and Hospitality Services

**2. Graduate Studies**

CGPS will work on establishing a framework for joint programs and degrees. New Graduate Programs proposals will be considered as they arise.

**3. Teaching and learning**

STL will work on the following issues:
- Online education
- Enhancing student engagement
- Peer assessment
- Streamlining communication with instructors
- Recognizing and rewarding teaching
- Developing students' learning skills

**4. Research matters for APC consideration**

RAC's work plan includes:
- The Regulations on the Conduct of Research
- The procedures related to the Policy on Research Centres
- The Strategic Research Plan

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

the status of provisional Research Centres as necessary.

**5. Professional Programs**

A call for nominations has been made recently and the membership of the Subcommittee on Professional Programs should be submitted to APC shortly. It is expected that SoPP will hold its first meeting in a near future.

**6. Continuing Education**

SCE will focus on:

- Inviting guests to present Continuing Education activities and developments at McGill
- Connecting with the existing McGill Online Working Group.
- Turning the reporting template into a LimeSurvey and collecting data for 2015-16, 2016-17 and 2017-18
- Discussing the potential use of Destiny at McGill and the need for a University Policy on the use of such a software for non-credit offerings at McGill.
- Exploring the different online platforms used throughout the university, via presentations, and drawing up an inventory of systems used at McGill to deliver online content.
- Increasing the visibility of the subcommittee's work and the profile of continuing education activities at McGill.