



McGill

Academic Policy Committee

ANNUAL REPORT 2008-2009

TO:	Senate
FROM:	Professor Anthony C. Masi, Provost Chair, Academic Policy Committee
SUBJECT:	Academic Policy Committee Annual Report 2008-2009 and Plans and Priorities 2009-2010
DATE:	19 th November 2009
DOCUMENT #:	D09-30
FOR:	<input type="checkbox"/> DECISION <input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> INFORMATION
BACKGROUND:	The annual report of the Academic Policy Committee, a Senate standing committee, is presented for information. Fourteen (14) meetings were held in 2008-2009 and 15 meetings are scheduled during 2009-2010.
PLANS & PRIORITIES:	Please see attached
APPENDICES:	A. Brief summary of 2008-2009 activities B. Terms of reference (approved by Senate, 15 th October 2008) C. Membership 2009-2010

McGill University
Academic Policy Committee

Statement on Plans and Priorities for 2009-2010

Five subcommittees currently report to APC:

- **Subcommittee on Courses and Teaching Programs (SCTP)**, chaired by Deputy Provost (Student Life and Learning) Morton J. Mendelson;
- **Subcommittee on Teaching and Learning (STL)**, chaired by Deputy Provost (Student Life and Learning) Morton J. Mendelson (Provost's Chair Designate);
- **Subcommittee on Research Policy (SRP)**, chair T.B.A., terms of reference TBD (as per Senate Nominating Committee Report to Senate D08-68, 20th May 2009);
- **Council of Graduate and Postdoctoral Studies (CGPS)**, chaired by Associate Provost (Graduate Education) and Dean, Graduate and Postdoctoral Studies Martin Kreiswirth;
- **Subcommittee on Continuing Education (SCE)**, which, according to its terms of reference, is to be chaired by the Provost or delegate and whose membership has not yet been determined.

In addition, a new **Workgroup on Nomenclature of Academic Units**, created in March 2009, will be reporting to APC in 2009-2010.

A) Review of proposals in teaching and research

APC will continue to review the following:

- 1) Proposals for new or revised **courses and programs** submitted by the Subcommittee on Courses and Teaching Programs (SCTP);
The implementation of the new "Approval Paths for Courses and Teaching Programs", approved by Senate on 5th March 2008, is being monitored.
- 2) Proposals for the creation, amalgamation, changes in name and reporting of **academic units**;

APC reviews

- a) proposals submitted by Deans regarding teaching units (creation, amalgamation, name changes, reporting changes), and
- b) proposals for the creation, retirement, name changes and reporting of new research centres, submitted by the Subcommittee on Research Policy (SRP).

Growing discrepancies between the University's official definitions ("Nomenclature of Entities", 1977, 1999) and current trends in the use of certain terms at McGill prompted APC to set up a **Workgroup on Nomenclature of Academic Units** in March 2009. Having developed a comprehensive listing of existing academic units by category, the Workgroup has identified anomalies with respect to current definitions to determine whether the anomalies are solvable, whether to propose a clarification or change in the definitions and whether to suggest a renaming of particular academic units. The Workgroup is attempting to coordinate its considerations with those of the **Task Force for the Review of Research Centres** set up by the Vice-Principal (Research and International Relations). It may also consider examples of names of types of units at other institutions. In addition to considering whether the definitions in the University's "Nomenclature of Entities" (1977, 1999) should be expanded to reflect new trends and to proposing a set of new definitions, the Workgroup will design guidelines for the preparation and submission of proposals for the creation of academic units other than research centres (for which regulations were approved by Senate and the Board of Governors in May 2005).

In keeping with the Research Centre Regulations approved in May 2005, the Research Policy Subcommittee will continue to review the **By-laws of research centres** with a view to preparing recommendations to APC.

- 3) Policy proposals regarding **research matters**, submitted by the SRP;
- 4) Proposals for **student exchange agreement/collaboration** submitted by the Deputy Provost (Student Life and Learning), which are often, but not always, motivated by academic units.
- 5) Proposals and policies relating to **teaching and learning**.

Those are normally submitted to APC for approval by the Subcommittee on Teaching and Learning (STL), the Council of Graduate and Postdoctoral Studies (CGPS) or the Subcommittee on Courses and Teaching Programs (SCTP). The Committee on Student Affairs (CSA) has also consulted APC on policies that it has intended to submit to Senate for approval, and its replacement, the Committee on Enrolment and Student Affairs, is expected to do so.

Furthermore, in conjunction with the dissolution of two Committees of Senate, the Committee on Continuing Education and the Committee on Information Systems and Technology (approved by Senate on 21st May 2008), APC is assuming two new areas of responsibility and will be reviewing:

- 6) ongoing **continuing education** activities throughout the University and proposals for broad policies regarding continuing education (as per amendment of the APC mandate approved on 15th October 2008).
- 7) the **role of information systems and technology** in the provision, management, and support of academic programs.

B) Maintaining standards and evaluating the quality of teaching and learning

1) Academic Program Review (APR)

The APC will

- complete the APR process by reviewing progress reports submitted to APC by each Faculty, six months after its summary of recommendations and plans of action were presented by the Dean to Senate.
 - discuss directions on how best to structure and conduct future periodic review exercises.
- 2) Review of **international collaboration approval structures at McGill** - for student exchange agreements in particular, on the initiative of the Deputy Provost (Student Life and Learning).
 - 3) Matters relating to **Graduate Studies**

The Council of Graduate and Postdoctoral Studies (CGPS) will be dealing with and reporting to APC on the following:

- finalizing re-revised Supervisory Guidelines;
- introducing Program-Milestones to replace current Student Tracking;
- revising Thesis Guidelines;
- proposing graduate capacity indicators to use in graduate enrolment plans.

4) **Teaching and learning** matters

The APC Subcommittee on Teaching and Learning (STL) will continue to monitor progress on the following issues:

- Academic advising and mentoring
- Graduate attributes
- Nexus between research/scholarship and teaching (Inquiry Network)

Several activities will be undertaken in 2009-2010 as part of the third phase of the project to assist faculty members in developing their own discipline-specific, inquiry-based strategies to link teaching and research/scholarship.

- Student engagement in large classes
- Teaching portfolio and teaching awards

5) **Research** matters

The following work plan for 2009-2010 was submitted:

- a. Review the mandates of and develop terms of reference for the Research Advisory Council (RAC) and the new APC Subcommittee on Research Policy (SRP), *as per Report of Senate Nominating Committee to Senate D08-68, 20th May 2009*;
- b. Continue work on the following VP-RIR Task Forces:
 - Task Force on Indirect Costs of Research
 - Task Force on Research Centres;
- c. Finalize the University Strategic Research Plan;
- d. Review and comment on the Intellectual Property Committee;
- e. Advise on matters pertaining to the Restructuring of the VP-RIR Portfolio;
- f. Consult on matters relating to BRAVO and the Excellence in Research Exhibition.

C) Broad academic issues

As time permits, APC will focus on selected general issues, such as monitoring quality, implementations of goals outlined in the University's Strategic Plan (e.g., interdisciplinarity), and the possibly impact of current economic considerations on academic matters.

Appendices:

- **A. Brief summary of 2008-2009 activities**
- **B. Terms of reference** (approved by Senate, 20th May 2009)
- **C. Membership** 2009-2010

*Prepared by Helen M.C. Richard, Secretary to APC
Approved by APC on 5th November 2009, Revised 19th November 2009*

APPENDIX A

McGill University Academic Policy and Planning Committee Brief summary of 2008-2009 activities

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

Course and teaching program approvals:

New programs:	34
Program retirements:	2
Major programs revisions:	8
Minor program revisions:	304
New courses:	195
Revised courses:	356
Course deletions:	124

Student mobility and student exchange programs (approved by APC)

APC reviewed and approved

- o 15 student mobility and exchange programs and
- o two inter-university partnerships and contracts.

Policies and standards

- Advising Mission Statement: APC consulted by CSA 13th November 2008; statement approved by Senate 21st January 2009.
- Establishment of *McGill University Lifetime Achievement Award for Leadership in Learning*, approved by APC 30th April 2009, Senate 20th May 2009. This Award, recommended by APC's Subcommittee on Teaching and Learning (SCTL), is based on other G13 teaching awards and aligned with the Teaching Portfolio to facilitate moving dossiers forward to the 3M National Teaching Fellowship.

Academic units

New units created:	6 (six institutes, one research centre)
Name changes:	0
Reporting changes:	0

Academic Program Review (APR)

In accordance with the APR process, APC

- a) continued its review of Academic Program Review dossiers. It reviewed **34** more dossiers (self-study reports and external reviewers' reports) in the course of the 2008-2009 session (a total of 72 dossiers reviewed over two years);
- b) submitted a Report on the Academic Program Review process (2004-2008) to Senate in January 2009 (407th Report, D08-38);
- c) received and forwarded to Senate for information the summary of recommendations pertaining to each of the 72 reviews, which were presented to Senate by the Dean or delegate of the Faculty and publicized on the University's APR website, as required.

APC Subcommittee on Teaching and Learning

Nexus between Research and Teaching:

A three-phase project based on a conceptual framework by Jenkins, Healey & Zetter (2007) *Linking teaching and research in disciplines and departments* was proposed. The Nexus Project would consist of: 1) a University-wide survey to find out what is already being done at McGill, 2) a University-wide event to showcase McGill professors who already integrate teaching and research/scholarship in an exemplary fashion and 3) a multidisciplinary network requiring more in-depth involvement of professors (workshops discussing conceptual frameworks, instructional and assessment strategies). The third phase of the project will be undertaken in 2009-2010

Plans for increased graduate student involvement:

Plans for increased graduate student development, which would involve skill development at McGill, such as pedagogical training, IT, technology transfer, entrepreneurship, language writing, and issues of academic integrity, were presented. The plan consisted of three parts: 1) a program on the pedagogical preparation of graduate students, 2) supervisor/supervisee training, and 3) advanced academic integrity training. As part of the pedagogical preparation of graduate students, GPS and TLS offered the Learning to Teach Workshop twice during this academic year; the first on November 8, 2008, attended by 264 graduate students (42% were Teaching Assistants) and the second on March 15, 2009, attended by 255 students (73% were TAs). An extensive program is being planned for 2009-2010, which will also include supervisor/supervisee training and academic integrity training.

Student Owned Laptop Guidelines:

Feedback was obtained on a draft of guidelines regarding student-owned laptops (TL.09-03-14) prepared by the Academic Computing Group, an ad hoc group set up by Teaching and Learning Spaces Working Group (TLSWG). The guidelines are now presented on the Secretariat website: [http://www.mcgill.ca/files/secretariat/Student owned Laptops062209.pdf](http://www.mcgill.ca/files/secretariat/Student%20owned%20Laptops062209.pdf)

Student Response Systems (and use of clickers in exams):

Several reports from Teaching and Learning Services (TLS), regarding the use of Student Response Systems (clickers) in classrooms in the roll-out phase of the *Enhancing Student Engagement in Large Classes* project, showed a high increase in student use of clickers in 2008-09 compared to the previous year. A document from TLS outlining the technological and pedagogical advantages and disadvantages of using clickers for exams as well as a recommendation concerning such use was referred to the Committee on Student Affairs (CSA) Subcommittee on Academic Integrity. Having consulted APC, the CSA formulated a recommendation that clickers not be permitted for use in quizzes and examinations; this recommendation will likely be submitted to Senate in the fall of 2009.

Research Policy Committee

- 1) Regular consultation in relation to the following programs: Canada Excellence Research Chairs (CERC), CRC, CFI Round VI, CFI – LOF and IOF, Tri-council programs
- 2) Regular updates on the following items:
 - a. Restructuring of Research Services Project
 - b. Research indicators and performance
- 3) Ongoing work on the following VP-RIR Task Forces:
 - a. Task Force on Indirect Costs of Research
 - b. Task Force on Research Centres

- 4) Policy reviews:
 - a. Policy on the Conduct of Research
 - b. Policy on Transfers/Disposal of Major Scientific Equipment
- 5) Consultation and implementation of a process to revise the University Strategic Research Plan
- 6) Reviews of and Resolutions were submitted to APC:
 - a. Approval of By-laws of the Quebec Research Centre of Private and Comparative Law (QRCPL);
 - b. Approval of By-laws of the Centre for Interdisciplinary Research in Music, Media and Technology (CIRMMT);
 - c. Approval of the proposal to create the McGill Biodiversity Research Centre (MBRC);
 - d. Approval of the proposal to create the Centre for International Peace and Security Studies (CIPSS) / Centre d'études pour la paix et la sécurité internationales (CEPSI);
 - e. RPC membership - the involvement of Scientific Directors (or Delegates) of Hospital Research Institutes, and undergraduate students.
- 7) Presentation on BRAVO 2009, on September 10, 2008
- 8) Report on the Animal Care Policy, on January 28, 2009
- 9) Overview of the Québec Fonds funding landscape, on June 10, 2009
- 10) Discussions pertaining to nomenclature: Research Policy Subcommittee (RPS) and Research Advisory Council (RAC)

Council of Graduate and Postdoctoral Studies

U21 Memorandum of Agreement – Jointly Awarded Ph.D. Degree

A proposed U21 Memorandum of Agreement was presented to Council as a general framework for jointly awarded Ph.D. degrees. Council approved the Memorandum of Agreement with an understanding that the departments, CGPS and APC will approve individual joint Ph.D. proposals. Agreements with a specific university on a case-by-case basis will be developed to cover issues which vary from jurisdiction to jurisdiction. This proposal was approved by APC on 30th April 2009.

Time Limitation Policy

Council was presented with a clarified version of the existing time limitation policy. The policy was revised to emphasize GPS' role in ensuring that students graduate in a timely fashion.

New Travel Funds

Council was presented with a graduate student travel fund proposal. Funding for this program will be shared equally amongst the Office of the Provost, the Graduate and Postdoctoral Studies and the Faculties. The new matching travel fund will be known as the Research Travel and Dissemination of Research Program.

On-Line GPS Orientation

Council approved the proposed redesign of graduate orientation sessions to avoid duplication with other orientations at McGill and to ensure all necessary information is disseminated.

Appendix B

Academic Policy Committee (APC) Terms of Reference

(Approved by Senate 20th May 2009)

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.

SPECIFIC AREAS OF RESPONSIBILITY:

1. The Committee or its subcommittees shall review:
 - a. existing programs and proposals for new or revised courses and academic programs, considering, as appropriate, the resources needed to offer these in line with the University’s academic standards;
 - b. proposals for the creation, assessment, renewal, restructuring, dissolution and non-honorific name changes of academic entities;
 - c. issues and proposals relating to international education;
 - d. proposals for teaching and learning policies for the University and for initiatives that enhance the quality of teaching and learning;
 - e. ongoing continuing education activities throughout the University and proposals for broad policies regarding continuing education;
 - f. the role of information systems and technology in the provision, management, and support of academic programs.

2. The Committee shall advise Senate and the appropriate officers of the University on developments that have implications for the long-term academic planning of the University, on the probable consequences of such developments, and on appropriate responses to them. In order to carry out these functions, the Committee shall keep informed of matters that have implications for academic planning, including developments in the field of higher education and in the public and private sectors.

3. The Committee shall report regularly to Senate on the following matters approved in the name of Senate:
 - a. creation, revisions and deletions of courses that are approved by the unit proposing them and by the faculty or faculties in which they are taught;
 - b. revisions and deletions of academic programs that are approved by the unit proposing them and by the faculty or faculties in which they are taught;
 - c. initiatives for enhancing teaching and learning for the University that are approved by the unit proposing them and by the relevant faculty or faculties;
 - d. new student exchange agreements that are proposed by the Office of the Provost.

4. The Committee shall report to Senate on all academic matters relating to teaching, learning, and research, with recommendations on the following:

- a. creation, restructuring, dissolution, and non-honoric name changes of academic entities that have been approved by the faculty or faculties proposing them, and by the Research Policy Subcommittee in the case of new research units;
- b. creation of academic programs that have been approved by the unit, faculty, and, where appropriate, the Council of Graduate and Postdoctoral Studies and that, in the Committee's opinion, have met established criteria for the University;
- c. changes in degree designations;
- d. adoption and amendment of policies and regulations relating to teaching, learning, and research that have been approved by the University committees proposing them;
- e. adoption and amendment of policies relating to research matters that have been approved by the Research Policy Subcommittee;
- f. adoption and amendment of policies relating to other academic matters under the purview of the Committee.

5. The Committee shall report at least annually to Senate on matters dealing with teaching and learning and other academic matters, and on its activities, concerns and plans for the academic year.

6. The Committee shall meet at least three times per semester during the academic year and may meet during the summer months.

COMPOSITION:

Provost (Chair)

Deputy Provost (Student Life and Learning) – Vice Chair

Vice-Principal (Research and International Relations) or delegate

Director of Libraries or delegate

Associate Provost (Graduate Education)

Dean of Continuing Education or delegate

Board of Governors representative

Chairs of APC subcommittees

Director, Teaching and Learning Services

One member from each of the faculties (named by Senate Nominating Committee).

Student members:

Three undergraduates students

One graduate student

One student representative of Macdonald campus

One Continuing Education student

Committee Secretary

Source: Senate Minute 98, May 13, 1981

Amendments:

Senate Minute 8, September 22, 1993

Senate Minute 49, December 7, 1994

Senate Minute 120, May 15, 1996

Senate Minute 10, November 5, 1997

Senate Minute 7, January 31, 2001

Senate Minute 7, May 14, 2003

Senate Minute 11, October 6, 2004

Senate Minute 6, September 28, 2005

Senate Minute 12, October 31, 2005

Senate Minute 7, March 8, 2006

Senate Minute 8, May 23, 2007

Senate Minute..., October 15, 2008

Senate Minute IIB4.2, May 20, 2009

APPENDIX C

Academic Policy Committee of Senate 2009-2010

Membership

Anthony C. Masi	Provost, Chair of the Committee
Morton J. Mendelson	Deputy-Provost (Student Life and Learning), Vice Chair Chair of the Subcommittee on Courses and Teaching Programs (SCTP) Chair of the Subcommittee on Teaching and Learning (SCTL)
Martin Kreiswirth	Associate Provost (Graduate Education) & Dean of Graduate and Postdoctoral Studies, Chair of the Council of Graduate and Postdoctoral Studies (CGPS)
Rima Rozen	Associate Vice-Principal (Research and International Relations) Research Policy Subcommittee representative
Judith Potter	Dean of Continuing Education
Janine Schmidt	Trenholme Director of Libraries
Cynthia Weston	Director, Teaching and Learning Services
Sally McDougall (2010)	Board of Governors
William H. Hendershot (2012)	Department of Natural Resource Sciences, FAES
Wendy Thomson (2012)	School of Social Work, Faculty of Arts
Mari Kaartinen (2011)	Faculty of Dentistry
Julie Côté (2011)	Dept of Kinesiology and Physical Education, Faculty of Education
Jorge Angeles (2011)	Dept of Mechanical Eng./ Ctre for Intelligent Machines, Faculty of Engineering
Denis Klinck (2011)	Faculty of Law
Vihang Errunza (2010)	Desautels Faculty of Management
Paul C. Holland (2010)	Department of Neurology and Neurosurgery, Faculty of Medicine
Moshe Szyf (2011)	Department of Pharmacology and Therapeutics, Faculty of Medicine
William Caplin (2010)	Department of Music Research, Schulich School of Music
Douglas Farrow (2010)	Faculty of Religious Studies
Gregory Brown (2011)	Department of Biology, Faculty of Science
Rebecca Dooley	Vice-President (University Affairs), SSMU
Mitran Mehta	Undergraduate student
Sarah Woolf	Undergraduate student
Alexander DeGuise	Graduate student
Ariane Gauthier	Student, Macdonald Campus
Engelbert Gayagoy	Continuing Education Student
Helen M.C. Richard	Academic Planning Officer (Secretary to the Committee)

Meeting dates

Thursdays, from 3:00 to 5:00 p.m., in Room 310, James Bldg, unless otherwise indicated:

3rd and 24th September 2009

8th and 22nd October (*moved to Rm 456, Ferrier Bldg*)

5th and 26th November (*Council Room, M48, ground floor, Anatomy and Dentistry Building*)

10th December 2009

21st January 2010

11th and 25th February

18th March

8th and 22nd April

6th and 27th May 2010