



Memorandum

Office of the Provost

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TO: Senate

FROM: Anthony C. Masi, Provost
Chair, Academic Policy Committee (APC)

SUBJECT: APC Annual Report and Statement of Plans and Priorities 2010-2011

DATE: 19th January 2011

DOCUMENT #: D10-34

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: The annual report of the Academic Policy Committee (APC), a Senate standing committee, is presented for information.

BACKGROUND & RATIONALE: Section five of the terms of reference for the Academic Policy Committee states:

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.

Pursuant to the terms of reference, the Provost presents the Annual Report and Statement of Plans and Priorities of the Academic Policy Committee.

MOTION OR RESOLUTION FOR APPROVAL: N/A

PRIOR CONSULTATION: N/A

NEXT STEPS: N/A

APPENDICES: Appendix A: Statement on Plans and Priorities for 2010-2011, including three appendices:

1. Brief summary of 2009-2010 activities
2. Terms of reference (approved by Senate, 20th May 2009)
3. Membership 2010-2011

McGill University
Academic Policy Committee

Statement on Plans and Priorities for 2010-2011

Four 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 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;
- **Subcommittee on Research Policy (SRP)**, created by Senate on 5th May 2009 (by amendment of the APC terms of reference, on recommendation by the Senate Nominating Committee) but not yet established;

and

- **Council of Graduate and Postdoctoral Studies (CGPS)**, chaired by Associate Provost (Graduate Education) and Dean, Graduate and Postdoctoral Studies Martin Kreiswirth.

APC also created

- a **Workgroup on Nomenclature of Academic Units**, in March 2009;
- a **Workgroup on Interdisciplinary Programs**, in September 2010.

A) Review of proposals in teaching and research

In addition to its regular business (reviewing proposals for new programs and major revisions to programs, proposals for the creation, amalgamation, changes in name and reporting of all academic units and for revisions to research centre by-laws, policy proposals regarding the conduct of research, student exchange agreements and partnerships, proposals and policies relating to teaching and learning, ongoing continuing education activities throughout the University and proposals for broad policies regarding continuing educations, as well as the role of information systems and technology in the provision, management, and support of academic programs), **APC will review the implementation of the new "Approval Paths for Courses and Teaching Programs", approved by Senate on 5th March 2008 and subject to review in 2011.**

B) Maintaining standards and evaluating the quality of teaching and learning – academic policy proposals

1) Cyclical Academic Unit Reviews

The APC completed the Academic Program Review 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 Deans to Senate. On the basis of lessons gained from the Academic Program Review exercise (2004-2009), discussions were held on how best to structure and conduct future periodic review exercises. A Policy on Cyclical Academic Unit Reviews will be presented to Senate for approval in January 2011, so that the new review exercise may commence in September 2011.

The APC Workgroup on Interdisciplinary Programs foresees bringing to APC the issue of how to integrate Interdisciplinary Programs into Cyclical Academic Unit Reviews. This may result in guidelines to supplement the Policy on Cyclical Academic Unit Reviews.

2) Matters relating to **Graduate Studies**

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

- introducing Program-Milestones to replace current Student Tracking;
- revising and approving Thesis Guidelines;
- undertaking consultations regarding Thesis Examination Procedure;
- undertaking consultations on the Graduate Admission Project (GAP).

3) **Teaching and learning** matters

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

- Teaching awards;
- Graduate attributes;
- Enhancing student engagement;
- Nexus between research/scholarship and teaching;
- Pilot project to extend course evaluation dates
- Review of course evaluation policy
- Academic review;
- *SKILLSETS* and Graduate Student Supervision
- Recognizing and rewarding teaching.

The STL has three working groups currently active:

- the Working Group on MC2 Guidelines
- the Working Group on the Nexus between Teaching and Research/Scholarship
- the Working Group on Graduate Outcomes.

4) **Research** matters

No plans were reported.

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 possible impact of current economic considerations on academic matters.

Appendices:

- **I** **Brief summary of 2009-2010 activities**
- **II** **Terms of reference** (approved by Senate, 20th May 2009)
- **III** **Membership** 2010-2011

Helen M.C. Richard, Secretary to APC, 15^h December 2010

Approved by APC on 4th January 2011

Submitted to Senate, meeting on 19th January 2011

**McGill University
Academic Policy Committee
Brief summary of 2009-2010 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:	26
Program retirements:	20
Major programs revisions:	24
Minor program revisions:	277
New courses:	355
Revised courses:	397
Course deletions:	58

Student mobility and student exchange programs (approved by APC)

APC reviewed and approved ten student mobility and exchange programs and one inter-university partnership (extension of a McGill program, in principle).

Policies and standards

- Policy on Responsible Use of McGill IT Resources;
- Policy on the Conduct of Research;
- Guidelines for the acceptable use of mobile computing and communications (MC2) devices in classrooms.

Academic units

New units:	4
Name changes:	2
Reporting change:	0
Revised by-laws:	1

Academic Program Review Process

APC completed the exercise in accordance with the Academic Program Review Process.

APC Subcommittee on Teaching and Learning (STL)

Initiatives to enhance the quality of teaching and learning

- **Awards:** The inaugural McGill University Lifetime Achievement Award for Leadership in Learning was presented at the Fall 2010 convocation ceremony.

- **Graduate attributes:** STL is continuing its work in developing undergraduate attributes at McGill, ensuring that they are broad yet flexible enough to enable individual faculty members, departments/schools, and faculties to adapt them as appropriate.

- **Nexus between research and teaching:** An Inquiry Network was formed to exchange, develop and promote links between undergraduate teaching and research/scholarship. The Nexus project has undertaken to develop a website highlighting inspired teaching and a documentary video.

University-wide teaching and learning policies recommended to APC

- **Enhancing student engagement** – Student Response System (Clickers): Notice to all instructors not to use the clickers for quizzes and examinations was approved by Senate on 2nd December 2009.

- **Guidelines for the acceptable use of mobile computing and communications (MC2) devices.** An STL workgroup was established to develop guidelines that address the appropriate pedagogical and technical use of mobile devices by students in classrooms. Following consultation with ESAAC, APG, and Legal Services, guidelines and suggested strategies were formally approved by APC on 27th May 2010 and were disseminated in advance of the Fall 2010 term.

- **Pilot project for extended course evaluation dates:** A pilot project to extend the period of course evaluations was approved by APC (6th May 2010) and Senate (19th May 2010). It will run in Fall 2010 with the participation of the Faculty of Religious Studies and of several [department/departments](#) in the Faculty of Education and in the Faculty of Agricultural and Environmental Sciences.

APC Subcommittee on Courses and Teaching Programs (SCTP)

On-line submissions: The majority of faculties are using the on-line Minerva submission for new and revised course proposals. Feedback from the faculties has been positive.

SCTP Process Mapping: Enrolment Services, which is responsible for monitoring and processing course proposals and minor/moderate program revisions that have been approved by the faculties, has initiated a process-mapping exercise. Any changes made to existing procedures and processes will be communicated to APC, CGPS and the faculties.

APC Subcommittee on Research Policy (SRP)

Revised by-laws for the Alan Edwards Centre for Research on Pain were submitted to APC for approval (18th March 2010).

Research policies: the Policy on the Conduct of Research was referred by Senate to APC for consideration and approval (25th February 2010). Senate approved it on 24th March 2010.

Council of Graduate and Postdoctoral Studies (CGPS)

Dashboard: Council was informed of a beta version of a dashboard, providing demographic information on the ratio of graduate versus undergraduate students, international versus

domestic students and the ratio of Ph.D.s versus Masters students and research versus non-research graduate students. This would help the units fulfill their enrolment management goals.

Extending Eligibility for Graduate Research Enhancement and Travel Awards (GREAT Awards): The eligibility requirements for the GREAT Awards were questioned by Council members. After consultation, it was agreed that the eligibility requirements would be adjusted to allow for third year masters students and Ph.D. students in their 6th year to be awarded a GREAT Award.

Graduate Admissions Project (GAP): Council was presented with a Power Point presentation introducing the GAP, its goals, the background, the project structure and the timeline. The project will move the current paper-based graduate admissions process to a model where information is collected and stored electronically, allowing access from various points in the process workflow.

ACADEMIC POLICY COMMITTEE (APC)

Terms of Reference

Academic Policy Committee
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-honorific 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 undergraduate 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

Academic Policy Committee of Senate

2010-2011 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)
Martin Kreiswirth	Chair of the Subcommittee on Teaching and Learning (SCTL) 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 / Interim Vice-Principal (Research and International Relations), Subcommittee on Research Policy representative
Judith Potter	Dean of Continuing Education
Carole Urbain	Director of Libraries delegate
Cynthia Weston	Director, Teaching and Learning Services
Sally McDougall (2010)	Board of Governors
Christopher Buddle (2011)	Department of Natural Resource Sciences, FAES
Wendy Thomson (2012)	School of Social Work, Faculty of Arts
Mari Kaartinen (2011)	Faculty of Dentistry
Bronwen Low (2013)	Department of Integrated Studies in Education, Faculty of Education
Jorge Angeles (2011)	Dept of Mechanical Eng./ Ctre for Intelligent Machines, Faculty of Engineering
Ram Jakhu (2011)	Faculty of Law
Paola Perez-Aleman (2013)	Desautels Faculty of Management
Moshe Szyf (2011)	Department of Pharmacology and Therapeutics, Faculty of Medicine
Marcelo Wanderley (2013)	Department of Music Research, Schulich School of Music
Ian Henderson (2013)	Faculty of Religious Studies
Gregory Brown (2011)	Department of Biology, Faculty of Science
Joshua Abaki	Vice-President (University Affairs), SSMU
Andrew Doyle	Undergraduate student
Peter Li	Undergraduate student
Alexander Deguise	Graduate student
Stephanie Williams to Oct 2010	Student, Macdonald Campus
Rafael Mayor-Mora	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.

Fall 2010 meetings in Room 310, James Bldg

Meetings from 20th January onward in Room 326, Wilson Hall

September: 9 and 23

October: 7 and 21

November: 11 and 25

December: 9

January: 20

February: 3 and 17

March: 10 and 24

April: 7 and 21

May: 5 and 26