McGill

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TO:	Senate
FROM:	Professor Anthony C. Masi, Provost Chair, Academic Policy Committee
SUBJECT:	Annual Report of the Academic Policy Committee (APC)
DATE:	7 December 2011
DOCUMENT #:	D11- 28
ACTION REQUIRED:	☒ INFORMATION ☐ APPROVAL/DECISION

ISSUE:	An annual report of the Academic Policy Committee, a standing committee of Senate, as well as a statement of the Committee's plans and priorities for 2011-2012, are presented for information.
BACKGROUND & RATIONALE:	Section 5 of the terms of reference on 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 these terms of reference, attached are the plans and priorites for 2011-2012 (Appendix A), a brief summary of 2010-2011 activities (Appendix B), the Committee's terms of reference (Appendix C) and the Committee membership for 2011-2012 (Appendix D). Full annual summaries of approvals are posted on APC's website http://www.mcgill.ca/apc/approvals
MOTION OR RESOLUTION FOR APPROVAL:	N/A
PRIOR CONSULTATION:	Academic Policy Committee.
NEXT STEPS:	N/A
APPENDICES:	Appendix A: Report on the Committee's Plans and Priorities for 2011-2012 Appendix B: Brief summary of 2010-2011 activities Appendix C: Terms of reference (approved by Senate, 20th May 2009) Appendix D: Membership 2011-2012

McGill University
Academic Policy Committee

Report on the Committee's Plans and Priorities for 2011-2012

The following 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 (as Provost's Chair Delegate);
- **Subcommittee on Continuing Education (SCE),** which, according to its terms of reference is to be chaired by the Provost or delegate, but 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; the Research Advisory Council (RAC) currently reports to APC on matters relating to research units and research policies;
- **Subcommittee on Academic Unit Reviews**, created by APC on 10th November 2011 and chaired by Professor Ian Henderson, Faculty of Religious Studies;
- **Council of Graduate and Postdoctoral Studies (CGPS),** chaired by Associate Provost (Graduate Education) and Dean, Graduate and Postdoctoral Studies Martin Kreiswirth;
- **Workgroup on Nomenclature of Academic Units,** created in March 2009;
- **Workgroup on Interdisciplinary Programs**, created in September 2010.

A) Review of proposals in teaching and research

APC's regular business includes 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.

Approval procedures for courses and programs: as soon as circumstances permit, a review of the implementation of the *Approval Paths for Courses and Teaching Programs*, approved by Senate on 5th March 2008 and subject to review in 2011, will be conducted and presented to APC.

B) Maintaining standards and evaluating the quality of teaching and learning – academic policy proposals
1) **Academic Unit Reviews**

After the completion of the Academic Program Review Process in 2010-2011, and on the basis of lessons gained from that exercise (2004-2009), discussions were held on how best to structure and conduct future periodic review exercises. A Policy on **Cyclical Academic Unit Reviews** was approved by APC on 25th November 2010 and presented to and approved by Senate on 19th January 2011 (in APC's 425th Report, D10-45), so that the new review exercise could commence in September 2011. APC has created a four-member Subcommittee on Academic Unit Reviews,

which includes two constant members (the Chair and the Associate Director of the Cyclical Unit Review Office) and two rotating members, either from APC or from the broader McGill University community (professors and students). The expected workload for the APC Subcommittee and APC is the examination of two or three ad hoc reviews in the Fall 2011 term and two regular reviews per month thereafter.

The APC Workgroup on **Interdisciplinary Programs** submitted a progress report to APC in May 2011. The Workgroup expanded the list of questions that had been initially suggested and sought to solicit information by means of a questionnaire. Teaching and Learning Services offered to carry out the thematic analysis of the qualitative responses received. A final report is expected to be presented to APC in Fall 2011. The objective of the exercise is to scan the field, highlight major issues and common themes for APC and determine how to integrate Interdisciplinary Programs into Cyclical Academic Unit Reviews and what academic dimensions to consider.

2) Matters relating to **Graduate Studies**

In 2011-2012, CGPS will be dealing with the following:
   o Introducing Program-Milestones to replace current Student Tracking
   o Pursuing work on the Graduate Admission Project (GAP) to replace the current admission structure
   o Discussing programs to use an "early admit" structure to recruit and ease transition for undergraduate students
   o Considering Graduate Enrolment Management Initiatives for 2011-12
   o Reviewing regulations and procedures

3) **Teaching and learning** matters

In 2011-2012, STL will continue to work on the following issues:
   o Undergraduate outcomes
   o Nexus between teaching and research/scholarship
   o Enhancing student engagement
   o Guidelines on distance education
   o Streamlining communication with instructors
   o Academic unit review
   o Recognizing and rewarding teaching
   o The formative assessment of student learning, including technology enhanced approaches

The STL has three active working groups:
   o Working Group on the Nexus between Teaching and Research/Scholarship
   o Working Group on Undergraduate Outcomes
   o Working Group on Distance Education

4) **Research** matters for APC consideration

The Research Advisory Council (RAC), chaired by the Vice-Principal (Research and International Relations), is the committee that currently deals with research-related policy items and research centre proposals, pending formalization of the composition and terms of reference of a joint APC-RAC Subcommittee on Research Policy.

The following items of relevance to APC are included in the RAC's workplan for 2011-2012:
- o Reviewing the mandates of, and developing terms of reference for, the Research Advisory Council (RAC) and the Research Policy Committee (RPC)
- o Continuing work on the VP (RIR)'s Task Force on Research Centres and policy review
- o Reviewing the proposals for the creation of research centres with a view to preparing recommendations to APC

C) Broader 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.

APC also intends to
- o Form and activate its Subcommittee on Continuing Education
- o Resume its work on the nomenclature of academic units, with the assistance of its Workgroup on Nomenclature of Academic Units.

Helen M.C .Richard, Secretary to APC, 23rd November 2011
Approved by APC on 24th November2011
Submitted to Senate, meeting on 7th December 2011

McGill University
Academic Policy Committee
Brief summary of 2010-2011 activities

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

Course and teaching program approvals:

	2010-11	(2009-2010)
New programs:	15	(26)
Program retirements:	21	(20)
Major programs revisions:	9	(24)
Minor program revisions:	197	(277)
New courses:	234	(355)
Revised courses:	440	(397)
Course deletions:	101	(58)

Student mobility and student exchange programs (approved by APC)

APC reviewed and approved 15 student mobility and exchange partnerships.

Policies and standards

- Elimination of the Dean's Honours List for Research Master's Students
- Policy on Cyclical Academic Unit Reviews
- University Student Assessment Policy
- Review of the "Policy on official end-of-term course evaluations
- Policy on the Study and Care of Animals
- Strategic Enrolment Management Plan 2011-2016

Academic units

New units:	3
Merger of units:	1
Name changes:	6
Reporting change:	0
Revised by-laws:	0

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

Principal's Prize for Excellence in Teaching (PPET): First awarded in 2000, the PPET was established to promote excellence in teaching at all levels (faculty lecturer, assistant professor, associate professor and full professor). At its meeting of 14th September 2010, STL members agreed that, although individual instructors could be nominated multiple times at each level of the professoriate, they could be awarded the PPET only once at each level.

Undergraduate outcomes: An update regarding undergraduate outcomes was presented to members. It was noted that communication of purpose and collaboration with individual units and faculties will be essential for the successful development and adoption of undergraduate outcomes at McGill.

Nexus between research and teaching: STL received reports related to initiatives in this area. An Inquiry Network was formed as a result of previous discussions at STL about the nexus between teaching and research/scholarship. The Inquiry Network met monthly to exchange, develop and promote links between undergraduate teaching and research/scholarship. This year the Inquiry Network launched a documentary video series entitled *Sowing the Seeds of Inquiry* which focused on profiles of instructors who engage their undergraduate students with the methods and process of research within coursework. In addition, a website entitled *Teaching Snapshots* was developed as a forum for McGill instructors to share their reflections on teaching and learning.

University-wide teaching and learning policies recommended to APC

Course evaluations

Revision of the Course Evaluation Policy: As mandated by Senate, a scheduled review of the Course Evaluation Policy was undertaken during academic year 2010-2011. The revised "Policy on official end-of-term course evaluations" was approved by APC on 10th March 2011 and Senate on 23rd March 2011. (http://www.mcgill.ca/tls/teaching/course-evaluations/policy)

Pilot project for extended course evaluation dates: A pilot project to extend the period of course evaluations was presented to STL at its meeting of 27 April 2010. The pilot ran in Fall 2010, with the participation of the Faculty of Religious Studies and of several departments in the Faculties of Education and of Agricultural and Environmental Sciences. Analysis determined that, although the responses did not increase significantly, 40% of students took advantage of the extension and responded during the exam period. The option to extend course evaluation dates was rolled into the revised course evaluation policy noted above.

University Student Assessment Policy

The University Student Assessment Policy was approved by Senate on 16th February 2011 to take effect as of 1st September 2011. STL members were invited to communicate information about the Policy to their Faculty to ensure that it receives as broad a distribution as possible.

Maintaining communication with the Faculties on matters relating to teaching and learning

Webpage & communications with instructors: STL provided advice on communications forwarded to instructors during their pre-term preparation. It was recommended that there be a webpage or consolidated newsletter with all the required information, including relevant links to webpages for additional information that might be needed by instructors.

Inclusive language guidelines: Drafted by the Joint Senate-Board Committee on Equity in 2009, the guidelines were developed to inform the McGill community, both staff and student, about the use of language. The guidelines were presented to STL at its meeting of 26th October 2010. Feedback was provided, and the guidelines were presented to Senate on 19 January 2011.

Guidelines on distance education: In the Fall of 2010, STL mandated a Work Group on Distance Education to review the guidelines on distance delivery of graduate programs, which were originally drafted in 2004. Although it was anticipated that a final recommendation would be brought to STL before the end of the academic year, the Working Group tabled a progress report.   Presented at the 3rd May 2011 meeting of STL, the report indicates that distance delivery of programs is now much broader in

scale than when originally considered in 2004. In order to continue its work, the Working Group requested a clarification of the scope of its mandate.

APC Subcommittee on Courses and Teaching Programs (SCTP)

In addition to its regular review of courses and teaching program proposals, SCTP continues to focus on the following:
- o Course descriptions: an investigation into courses that are lacking a description with a view to rectify these omissions is being conducted.
- o On-line submission: given the positive feedback from the faculties regarding on-line Minerva submission of new and revised course proposals, the possibility of on-line submission of program proposals is being envisaged.
- o 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. The task is expected to be completed during the fall of 2011. Any changes in existing procedures or processes will be communicated to APC, CGPS, and the faculties.

APC Subcommittee on Research Policy (SRP) / Research Advisory Council (RAC)

In 2010-2011 the RAC considered the following items of relevance to APC:
- o Policy on Research Centres (i.e., revisions to the Research Centre Regulations, which had been approved by APC, Senate and Board of Governors in May 2005)
- o Policy on the Study and Care of Animals, which was approved by APC on 21st April 2011, by Senate on 18th May and by the Board of Governors Executive on 21st June 2011)
- o Three research centre proposals, two of which were recommended for approval to APC in Fall 2011

RAC also discussed a committee structure to deal with those research matters that require reporting to Senate through APC.

Council of Graduate and Postdoctoral Studies (CGPS)

The Council of Graduate and Postdoctoral Studies (CGPS) reported on the following 2010-2011 activities:
- o New graduate funding plan to increase McGill's competitiveness with its major peer competitors
- o Elimination of the Dean's Honours List for research Master's students
- o Modification of the thesis examination timeline, to comply with the government's reporting requirements and ensure equal treatment of all graduate students
- o Revision of the Thesis Examination Procedures
- o Implementation of a mandatory Academic Integrity Tutorial for students entering a graduate program

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 Studies 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 Studies student
Committee Secretary

Academic Policy Committee of Senate
2011-2012

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)
Rose Goldstein	Vice-Principal (Research and International Relations)
Judith Potter	Dean of Continuing Studies
C. Colleen Cook/Carole Urbain	Dean of Libraries or delegate
Cynthia Weston	Director, Teaching and Learning Services
Sally McDougall (2010)	Board of Governors
William Hendershot (2014)	Faculty of Agricultural and Environmental Sciences
Wendy Thomson (2012)	School of Social Work, Faculty of Arts
Laura Stone (2014)	Faculty of Dentistry
Kimiz Dalkir (2014)	School of Information Studies, Faculty of Education
Arun Misra (2014)	Faculty of Engineering
Wendy Adams (2014)	Faculty of Law
Paola Perez-Aleman (2013)	Desautels Faculty of Management
Craig Mandato (2014)	Faculty of Medicine
Marcelo Wanderley (2013)	Department of Music Research, Schulich School of Music
Ian Henderson (2013)	Faculty of Religious Studies
Laurie Hendren (2014)	Faculty of Science
Emily Yee Clare	Vice-President (University Affairs), SSMU
Haley Hatch-Dinel	Undergraduate student
Max Luke	Undergraduate student
Adam Bouchard	Graduate student
Olivier Gautheron	Student, Macdonald Campus
Rafael Mayor-Mora	Continuing Studies Student
Helen M.C. Richard	Academic Planning Officer (Secretary to the Committee)

Meeting dates

Thursdays, from 3:00 to 5:00 p.m. unless otherwise announced.
Meeting place: until 6th October, in Room 326, Wilson Hall.
From 27th October onwards: Room 302, James Administration Building.

September:	1 and 15
October:	6 and 27
November:	10 and 24
December:	8
January:	19
February:	2 and 16
March:	15
April:	5 and 19
May:	3 and 24