435th REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE
on APC meetings held on 19th January and 2nd February 2012

I.   **TO BE APPROVED BY SENATE**

(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL (approvals of new minors and options added to existing programs and major revisions to programs are reported in Section IV.A.1.a. for information) - *none*

(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE/AWARDS - *none*

(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES

McGill University–Qatar Institute for Oral Health (Appendix A)

At a meeting on 2nd February 2012, APC reviewed and approved a proposal from the Faculty of Dentistry to create the McGill University–Qatar Institute for Oral Health whereby the Faculty would offer: 1) a research program in oral health and provision of care, including research training, leading to a McGill Masters in Dental Sciences; 2) a graduate clinical dental training program leading to a McGill credential; and 3) continuing dental education and professional development based on that already delivered through the Faculty of Dentistry at McGill. McGill's Faculty of Dentistry was approached by the Qatar Foundation for entering into such a partnership. As stated in the proposal, "The model for such partnerships is that the partner university retains control over the hiring of academic staff, the admission of students, the program curricula and the evaluation, promotion, graduation and credentialing of students." The proposed McGill University-Qatar Institute for Oral Health, a new campus for McGill based in Qatar, is intended to become "an international centre for outstanding oral health education and research that is a leader in these fields in Qatar, the Gulf Region and internationally." The Institute is intended to aid Qatar "develop the knowledge, workforce and health policies to drive the health care interventions and services needed to provide the population with excellent oral health and oral health care." The project constitutes an outstanding opportunity for the Faculty of Dentistry and for McGill University for the reasons outlined in Section IV of the proposal. The resources and conditions necessary for the successful operation of the programs will be part of the agreement that will be required prior to the initiation of the project. The proposed Institute, once created, will be subject to the Academic Unit Review process in place at McGill University.

APC therefore recommends that Senate approve the following resolution:

> *Be it resolved that Senate approve the proposal for the creation of the McGill University-Qatar Institute of Oral Health, contingent on the necessary resources being provided by the Qatar Foundation and on the conditions for the successful operation of the programs being agreed on, and so recommend to the Board of Governors.*

(D) CHANGES IN DEGREE DESIGNATION - *none*

II.   TO BE ENDORSED BY SENATE / PRESENTED TO SENATE FOR DISCUSSION

Revised Thesis Review Procedures

On 7th December, Senate considered APC's conclusion (in APC's 433rd Report - D11-27) that "the Revised Thesis Review Procedures met the requirements of the University's policy regarding external thesis reviews and avoided conflicts of interest." As also stated in the Senate minutes, "Some Senators questioned the practice of having a supervisor personally call on an external evaluator." By stating that "Once the potential examiner is decided upon, an academic from the Unit, according to internal procedures, must determine the willingness of the examiners to serve…," the "Procedure for Securing and External Thesis Examiner" allows the thesis supervisor to make the contact. Some Senators thought that the "academic" should not be the thesis supervisor. At the meeting of Senate, the Provost stated that APC was not asked to review the Procedures, only to ascertain whether they reflected the Policy requiring external thesis review. He nevertheless agreed to take the issue raised regarding contact with a prospective external thesis examiner to APC. APC was therefore asked to consider whether the procedures regarding contact between thesis supervisors and potential external thesis examiners necessarily constituted a conflict of interest. In the ensuing discussion at APC, the following points were made:

- While some thesis supervisors may be reluctant to ask a colleague to contact external examiners on their behalf (a process that may be viewed as increasing the workload of all concerned), other thesis supervisors may find this to be a desirable option. The Procedures allow units flexibility in the selection of a faculty member for this duty. Indeed, many peer universities requiring external thesis examiners ask that supervisors be the ones to initiate contact.
- The Procedures have been improved by defining conflicts of interest and making the process more transparent. A discussion between a thesis supervisor and a prospective external examiner may be viewed positively, given the commitment that is being asked of the prospective examiner.
- APC is still of the view that the Revised Procedures reflect the Policy and therefore that the Revised Procedures should stand. If future concerns arise, appropriate revisions will be considered.

APC reiterates to Senate its view that the Revised Thesis Review Procedures (that went into effect on 1st September 2011 and are posted on the GPS website) conform to the existing Thesis Review Policy; they are the result of a long and thorough consultation and should be allowed to be applied as stated.

III.   APPROVED BY APC IN THE NAME OF SENATE

(A) DEFINITIONS – *none*

(B) STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS

Student Exchange Partnerships proposed by McGill's Desautels Faculty of Management

At a meeting on 2nd February 2012, APC reviewed and approved three proposals from the McGill Desautels Faculty of Management for McGill to enter into student exchange partnerships for graduate students with the institutions listed below, whose objectives are consistent with the programs and courses offered by the MBA program in the Desautels Faculty of Management:

1) University of Texas Austin – McCombs Business School

The McCombs School of Business at the University of Texas, Austin, is a member of the Partnership for International Management (PIM), a consortium of top business schools that provides a framework for international cooperation, primarily at the graduate level. The flagship

institution of the University of Texas System, the University of Texas Austin, was founded in 1883. The University of Texas at Austin was named one of the original eight Public Ivy institutions and was inducted into the American Association of Universities in 1929. It is a major centre for academic research. McCombs, the oldest public business school in Texas, was established in 1922. Approximately 1,500 of its 6,000 students are graduate students; 17% of them come from outside the United States. McGill currently has 13 bilateral exchange agreements with institutions in the United States.

2) Asian Institute of Management

The Asian Institute of Management (AIM) is a member of the Partnership for International Management (PIM), a consortium of top business schools that provides a framework for international cooperation, primarily at the graduate level. AIM was established in 1968 in Makati City, Metro Manila, Philippines, in partnership with Harvard Business School, the Ford Foundation, and members of the Asian academic and business communities. AIM has three schools: W. SyCip Graduate School of Business (WSGSB) which offers the Master in Business Administration (MBA) and Master in Management (MM) that are global in scope and content, Asian in context and delivery, and designed with an emphasis on practitioner-oriented learning; Executive Education and Lifelong Learning Center (EXCELL) which is AIM's executive development arm, offering degree programs (Executive MBA and Evening Executive MBA), non-degree or certificate programs, and in-house or customized programs; the Center for Development Managers (CDM) which is AIM's response to the challenge of sustaining Asian development, offering a Master in Development Management and certificate programs that seek to produce development catalysts capable of implementing programs with the largest impact on the poorest and focused on building strong institutions for sustainability.

3) ESSEC (Ecole Supérieure des Sciences Economiques et Commerciales) Business School

The ESSEC Business School is a top-ranked international business school among the best in France. Given that McGill's partnership with HEC-Paris allows only one student per year to participate, it was necessary to add ESSEC as a second partner in France. ESSEC, one of France's Grandes Ecoles, was established in Paris by Jesuits in 1907 and relocated to CERGY-Pontoise in 1973. It is known for its international outlook. In 2006, ESSEC established a campus in Singapore. Approximately 1,300 of the 3,000 graduate students at ESSEC's three campuses are international students. Languages of instruction are both English and French. ESSEC has partnerships with 120 prestigious universities, including many of McGill's student exchange partners. Graduate programs offered by ESSEC Business School include: MBA, Executive MBA, Master of Finance, Master of Technology, Master of Human Resources, Master of International Management/Business, Master of Marketing, and Master of Electronic Commerce / Information Systems. The School is accredited by the Association to Advance Collegiate Schools of Business (AACSB), the European Quality Improvement System (EQUIS) and the European Foundation for Management Development (EFMD).

IV.   FOR THE INFORMATION OF SENATE

(A) APPROVAL OF COURSES AND TEACHING PROGRAMS

1. Approval Process

a) Program Name Changes

Since the approval by Senate on 5th March 2008, subject to review in 2011, of the document *Approval Paths for Courses and Teaching Programs*, attention has been drawn to the issue of program name changes. Consideration of this issue could not be delayed until the review of the entire document, which APC will conduct and present to Senate, as soon as circumstances

permit. Since adoption of the *Approval Paths* document, the APC Subcommittee on Courses and Teaching Programs (SCTP) has considered changes to program names as minor revisions, which are not reviewed by APC. Therefore, APC does not receive any clear indication or justification for name changes in the reports from SCTP. This has resulted in a number of problems, because some program name changes are not minor: some have required that the Ministry of Education, Leisure and Sport (MELS) be consulted, and others have been questioned by MELS. Name changes can be very important and contentious. The process leading to their approval should therefore be open and transparent, involving APC approval, so that APC may report them to Senate for information.

At a meeting on 2nd February 2012, APC therefore approved a recommendation that **all changes to the names of programs (ad hoc programs included) should be presented to APC as major revisions requiring APC's approval and be reported to Senate for information**.

b) Course descriptions

At a meeting on 19th January 2012, APC endorsed, as principles to be reported to Senate for information, a set of recommendations concerning course descriptions, presented by the APC Subcommittee on Courses and Teaching Programs, which aim to correct the current situation whereby 1,560 of McGill's courses have no description. Such course outlines should be available to students in the first week of class, in the course add/drop period, prior to course registration. The principles, approved by APC, read as follows:
1. All McGill courses should contain a course description.
2. Where possible in the case of missing descriptions, generic descriptions will be suggested to academic units for approval.
3. The allowable length of a course description should be increased, possibly from 50 to 100 words.
4. A style guide should be provided for proposing course descriptions [see attached for current style guide contained in the Course and Program Guidelines].
5. On-line access to course outlines should be provided to students, even if they are not registered in the courses.
6. The Notes tool within Banner should be updated each term by academic units to indicate the topic for each slot course for the term.

2. Programs

a) APC approvals (new options/concentrations and major revisions to existing programs)

i. New concentrations/options within existing programs

Faculty of Agricultural and Environmental Studies

- M.Sc.; Food Science and Agricultural Chemistry; Non-Thesis - Food Safety (45 cr.)

At a meeting on 2nd February 2012, APC approved the proposed Non-Thesis M.Sc. program which seeks to achieve the Faculty's stated objective to establish Food Safety as a strategic priority, with development of an education component. The program was discussed with the food industry as well as with food safety regulatory agencies. The program is intended to train graduate students as specialists in food safety with the expectation that graduates will be well prepared academically to take on challenging food safety events and issues that emerge both in Canada and globally. The program will cover food safety through the entire food supply chain from food production through processing/manufacturing to the food consumer; the courses which make up the program reflect food safety considerations at the different stages of the farm-to-table food supply chain. The program was approved by SCTP on 1st

December 2011 and by the Council of Graduate and Postdoctoral Studies on 16th January 2012.

ii. Major revisions of existing programs

Program name changes

Faculty of Science

- B.Sc.; Minor in Geographical Information Systems (18 cr.)
  to B.Sc.; Minor in Geographical Information Systems <u>and Remote Sensing</u> (18 cr.)

At a meeting on 2nd February 2012, APC approved the change of program name for the B.Sc.; Minor in Geographic Information Systems. The title of this Minor program has been changed to reflect the revisions made to the program. Courses that are no longer offered were replaced with others that will provide students with a well-rounded interdisciplinary program. The new title reflects the broader content of the courses, to include expanded expertise in diverse remote sensing technologies in addition to GIS.

b) APC Subcommittee on Courses and Teaching Programs (SCTP) approvals Summary reports: http://www.mcgill.ca/sctp/documents/

i. Moderate and minor program revisions

Faculty of Agricultural and Environmental Sciences
Approved on 1st December 2011
   - B.Sc. (Ag.Env.Sc.); International Agriculture; Specialization (24 cr.)
   - B.Sc. (Ag.Env.Sc.); International Agriculture; Minor (24 cr.)
   - B.Eng. (Bioresource); Bioresource Engineering; Major (113 cr.)
   - B.Eng. (Bioresource); Bioresource Engineering; Professional Agrology; Major (113 cr.)

Faculty of Arts
Approved on 1st December 2011
   - B.A.; Computer Science; Major Concentration (36 cr.)
Approved on 12th January 2012
   - B.A.; Canadian Ethnic and Racial Studies; Minor Concentration (18 cr.)

Faculty of Education
Approved on 1st December 2011
    - B.Ed.; Teaching English as a Second Language (120 cr.)

Faculty of Engineering
Approved on 1st December 2011
   - B.Eng.; Environmental Engineering; Minor (21-22 cr.)
   - B.Eng.; Mechanical Engineering; Major (141-147 cr.)
   - B.Eng.; Mechanical Engineering; Honours (141-147 cr.)
Approved on 12th January 2012
   - B.Eng.; Mechanical Engineering; Major (142-148 cr.)
   - B.Eng.; Mechanical Engineering; Honours (142-148 cr.)

Faculty of Law and Desautels Faculty of Management
Approved on 1st December 2011
   - Joint MBA/BCL/LLB; Non-Thesis (144 cr.)

Desautels Faculty of Management
Approved on 1st December 2011
- M.B.A.; Non-Thesis (57 cr.)
- M.B.A. Japan (57 cr.)

Schulich School of Music
Approved on 12th January 2012
- Artist Diploma; Performance Voice; Major (65 cr.)
- Artist Diploma; Performance (All Instruments); Major (62 cr.)
- B.Mus.; Performance Voice; Major (123 cr.)
- B.Mus.; Freshman Program (non-performance programs) (33 cr.)

Faculty of Religious Studies
Approved on 12th January 2012
- B.Th.; Religious Studies (120 cr.)

Faculty of Science
Approved on 12th January 2012
- B.Sc.; Neuroscience; Minor (24-25 cr.)
- B.A.& Sc.; Software Engineering; Major Concentration (36-37 cr.)
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ii. Program retirements - *none*

3. Courses

a) New Courses: 12 (1st Dec 2011); 20 (12th Jan 2012);
   AES:8 (1st Dec 2011); 1 (12th Jan 2012);
   Arts: 12 (12th Jan 2012);
   Continuing Education: 1 (12th Jan 2012);
   Education: 2 (1st Dec 2011);
   Engineering: 1 (1st Dec 2011; 2 (12th Jan 2012);
   Management: 1 (1st Dec 2011);
   Medicine: 2 (12th Jan 2012);
   Science: 1 (1st Dec 2011); 2 (12th Jan 2012);

b) Course Revisions: 17 (1st Dec 2011); 4 (12th Jan 2012);
   AES: 4 (1st Dec 2011);
   Arts: 5 (1st Dec 2011); 1 (12th Jan 2012);
   Education: 8 (1st Dec 2011);
   Engineering: 1 (12th Jan 2012);
   Science: 2 (12th Jan 2012);

c) Course retirements: 9 (1st Dec 2011);
   AES: 8 (1st Dec 2011);
   Arts: 1 (1st Dec 2011);

(B) OTHER - *none*