



**459th REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE
On APC meeting held on October 30th, 2014**

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*

**APC Workgroup on Nomenclature of Academic Units
Guidelines on Definitions of Academic Entities – Appendix A**

The Workgroup on Nomenclature of Academic Units was created by the Academic Policy Committee in March 2009 in response to concern about growing discrepancies between the definitions in the University's official "Nomenclature of Entities" document (approved by Senate on March 9, 1977 and May 26, 1999) and the names assigned to academic units in more recent years. Guidelines are now proposed to bring consistency to the way academic units at McGill are named, by providing a better match between definitions and the criteria attached to each generic name. It is proposed that in future, whenever a new academic entity is created or a name change is proposed, these guidelines should be applied by both APC and Senate.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed Guidelines on Definitions of Academic Entities

(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES - *none*

(D) CHANGES IN DEGREE DESIGNATION - *none*

(E) INTER-UNIVERSITY PARTNERSHIPS – *none*

(F) OTHER – *none*

II. TO BE ENDORSED BY SENATE / PRESENTED TO SENATE FOR DISCUSSION – *none*

III. APPROVED BY APC IN THE NAME OF SENATE

(A) DEFINITIONS – *none*

(B) STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS

a) Faculty-wide partnerships

b) Faculty-specific partnerships

(C) OTHER - *none*

IV. FOR THE INFORMATION OF SENATE

A) ACADEMIC UNIT REVIEWS

B) APPROVAL OF COURSES AND TEACHING PROGRAMS

1. Programs

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

i. Major revisions of existing programs - *none*

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

i. Moderate and minor program revisions

School of Continuing Studies

Approved by SCTP on 25th September 2014, reported to APC on 30th October 2014
Professional Development Certificate; Condominium Management (16 CEUs.)

ii. Program retirements

School of Continuing Studies

Approved by SCTP on 25th September 2014, reported to APC on 30th October 2014
Certificate; Condominium Management (16 CEUs.)

2. Courses

a) New Courses – *none*

Reported as having been approved by SCTP on 25th September 2014:3
School of Continuing Studies: 3

b) Course Revisions

Reported as having been approved by SCTP on 25th September 2014:5
Faculty of Engineering: 3
Desautels Faculty of Management: 2

c) Course retirement

(B) OTHER - *none*

APC Workgroup on Nomenclature of Academic Units Guidelines on Definitions of Academic Entities

Preamble

The Workgroup on Nomenclature of Academic Units was created by the Academic Policy Committee in March 2009 in response to concern about growing discrepancies between the definitions in the University's official "Nomenclature of Entities" document (approved by Senate on March 9, 1977 and May 26, 1999) and the names assigned to academic units in more recent years. Guidelines are now proposed to bring consistency to the way academic units at McGill are named, by providing a better match between definitions and the criteria attached to each generic name.

It is proposed that, when new academic entities are created or name changes are proposed, the suggested nomenclature and definitions be applied by APC and Senate. In the event that an academic unit falls under more than one potential definition, the unit should specify, with reasons, which name is preferred.

A. Major Academic Entities:

Faculty:

An academic administrative division of the University headed by a Dean, composed of professors, associate professors, assistant professors and faculty lecturers appointed to it by the Board of Governors, and focused on a disciplinary area or related disciplinary areas. Depending on scope and size, a faculty may be further divided into departments, schools, and institutes.

Department:

An academic administrative entity within a faculty, directed by a Chair, reporting to a Dean, offering courses and teaching programs.

School:

An academic administrative entity, headed by a Director and reporting to one or more deans, or headed by a Dean, offering courses and teaching programs. Entities that teach professional subjects recognized by the profession are schools.

Institute:

An academic administrative entity, reporting to one or more deans. The following categories of institutes are found at McGill:

- An academic administrative entity that functions like a School or Department, offering courses and teaching programs, typically at the graduate level.
- An administrative entity that, by default, does not have tenure-track academic staff appointed to it. It does not offer courses and teaching programs, but supports the academic enterprise by fostering collaboration, lending visibility and focus to a discipline. It may have an outreach/think tank aspect of service to the broader community.
- A hospital institution affiliated with McGill.

Research Centre/Centre:

Under the purview of one or more Deans, and the Vice-Principal Research and International Relations, a McGill-based research centre is an entity engaged in research, approved by the Board of Governors. It is subject to the Policy on Research Centres. A research centre does not offer for-credit courses or teaching programs. Students are not registered in research centres. Members of a research centre hold appointments in academic teaching units. (Note: Research centres in McGill affiliated hospitals are not subject to McGill's Policy on Research Centres.)

APC Workgroup on Nomenclature of Academic Units Guidelines on Definitions of Academic Entities

Programs:

- An area of research, teaching or outreach with a specific focus, with a home base in a department, institute, school or faculty.
- An interdisciplinary, interfaculty program, without a home base, overseen by an interfaculty program committee.

B. Other Academic Entities

Unit:

An academic administrative entity in the Faculty of Medicine.

Division:

A subset of a Department in the Faculty of Medicine.

Area:

An academic subdivision of a Department or Faculty without Departments, according to focus of study.

Research Unit, Group, Network, Initiative, Laboratory, Project, Clinic:

Entities within which teams of researchers choose to work together and which do not require formal University approval.

Facility, Observatory, Nature Reserve, Arboretum, Herbarium, Farm, Research Station, Museum, Archives, Library, Studio:

Locations and resources for the pursuit of teaching and research.

C. Non Academic Entities

Centre, Office, Service(s):

Entities that are not within the purview of APC or Senate and that provide support to the University's teaching or research activities.

Consortium

A University entity that has an advocacy function and normally includes external participants.

D. Recommendations

Recommendation 1: for new entities, the appropriate term should be required.

Recommendation 2: for existing entities with anomalous names, the entity should be invited to consider a name change.