

Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs (SCTP) held **Thursday, February 10, 2005** at 3:00 p.m. in Room 310 of the James Administration Building.

**PRESENT:** Jim Brawer, Luc Chouinard, Martha Crago (Chair), Sam Drury, Heather Goad, Amanda Jager, Charlotte Légaré, Scott Matter, Cindy Smith (Secretary)

**REGRETS:** William Hendershot

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09.01 The Agenda was approved with the following addition:

- under Business Arising: Report from the Faculty of Science [04-SCTP-01-20].

courses, the impact this may have on Master's thesis courses would need to be examined.

The committee suggested that the idea of using the grade of "IP" [or something similar] would be the best solution, which could be used for such courses as Honours thesis courses, language courses, seminars. A new grade of "OP" or "OG" [ongoing progress] would be a feasible solution. Therefore, it was agreed that Dr. Crago would bring this proposed solution to the next SIS Executive meeting.

Professor Hendershot was unable to attend this meeting, but he queried if SCTP discussed the possible solution of using a mark of "NA", as was suggested in his document "Proposed Alternative to Using Spanned Courses". This document was also reviewed at the January 13, 2005 meeting. The relevant paragraph reads as follows:

*"At the end of the first semester of work, the student would receive a mark of NA (mark not available). When part 2 was finished then the same mark would be given for both parts 1 and 2. If the student failed to finish part 2 they could be given a mark of F for both parts of the course. The mark for part 1 would have to be put into the system manually, but the people in the FAES Student Affairs Office feel this is still less work than dealing with problems that now arise from D1/D2 courses. There are no restrictions on how long a mark of NA can stay on the system, allowing the student and instructor more freedom to make satisfactory arrangements for completion of the second part of the course."*

(c) Faculty of Science – 04-SCTP-01-20

Department of Psychology

PSYC 380D1/D2 Honours Research Project Sem (9 cr.)

Consultation received from Professor Glyne Piggott, Chair of the Curriculum Committee – Faculty of Arts, indicated that the Faculty of Arts did not object to the revisions proposed for this course. SCTP felt that a 9-credit Honours project seemed high, and the aim should be equality across both components of a joint honours program. SCTP suggested that the issue be reviewed during the program review process.

Revised course approved

**B.Sc.; Honours in Psychology** (60 cr.)

Revised program approved

New course approved

Department of Political Science  
POLI 474 Inequality and Development (3 cr.)  
New course approved

POLI 633 Southeast Asian Politics (3 cr.)  
New course approved

09.05 **FACULTY OF MANAGEMENT** – 04-SCTP-02-28

**Ph.D. in Management** (0 cr.)

Program revisions.

SCTP requested:

- explanation why MGMT 720 Research Paper added to list of Required Courses when there is a thesis
- reduce course work to four or five courses [maximum six courses], as 24 credits of course work is too high; consider deleting courses MGMT 706, MGMT 720 or reduce the number of Elective Courses credit weight

SCTP's requested changes:

- Required Course MGMT 706 should read: "MGMT 706 ... OR equivalent approved graduate-level course ..."
- Required Course MGMT 707 should read: "MGMT 707 ... OR equivalent approved graduate-level course ..."
- revise "minimum of 4 courses/seminars" paragraph to read: "The program requires completion of a minimum of 4 graduate-level courses/seminars ..."
- revise "minimum of 2 courses/seminars" paragraph to read: "The program requires completion of a minimum of 2 graduate-level courses/seminars ... advisory committee (6 credits)" – delete last sentence

SCTP suggested:

- Professor Jan Jorgensen attend SCTP when the program revisions are resubmitted for review

Revised program revisions to be reviewed by SCTP [quoting document number 04-SCTP-02-28 REVISED; original plus nine copies to be submitted]

Review of the following new courses was deferred until revised Ph.D. in Management is reviewed at SCTP:  
MGMT 708 General Research Methods (3 cr.);  
MRKT 707 Multilevel Modelling (3 cr.);  
ORGB 706 Group Behaviour and Processes (3 cr.)

INSY 706 IT Acceptance and Usage (3 cr.)

SCTP requested:

- indicate 3 hrs/wk of Seminar as Schedule Type

New course approved with this change; SCTP Secretary will revise proposal

09.06 **FACULTY OF MEDICINE** – 04-SCTP-02-29

Department of Anatomy and Cell Biology

**M.Sc. in Anatomy and Cell Biology; Human Systems Biology Track** (48 cr.)

SCTP requested:

- clarification whether the proposal is a program revision or a new "Human Systems Biology" option, as Rationale indicates "The new Anatomy and Cell Biology track in Human Systems Biology ..." and yet the proposal is submitted on a program revision form
- delete from box 1.4 Category "Major Concentration" and "Other" – Program Revision
- correct listing of existing M.Sc. in Anatomy and Cell Biology [consult Graduate and Postdoctoral Studies Office if necessary]
- remove "Track" as this is not terminology used at the University
- correct course number for D2 version of ANAT 690 under Required Courses – Track A & B
- use Arabic numerals in course titles and not Roman numerals

SCTP suggested:

- submit as program revision to the M.Sc. in Anatomy and Cell Biology program and list Complementary Courses with separate headings and consider them as separate streams [i.e., advise students which courses to take if they desire to focus on a specific area of specialization]
  - consult SCTP Chair/Secretary for example of how to present program revision
- For review by SCTP [quoting document number 04-SCTP-02-29 REVISED; original + nine copies]

**Ph.D. in Anatomy and Cell Biology; Human Systems Biology Track (0 cr.)**

SCTP requested:

- clarification whether the proposal is a program revision or a new “Human Systems Biology” option, as Rationale indicates “The new Anatomy and Cell Biology track in Human Systems Biology ...” and yet the proposal is submitted on a program revision form
- delete from box 1.4 Category “Major Concentration” and “Other” – Program Revision
- remove “Track” as this is not terminology used at the University
- use Arabic numerals in course titles and not Roman numerals

SCTP suggested:

- submit as program revision to the Ph.D. in Anatomy and Cell Biology and list Complementary Courses with separate headings and consider them as separate streams [i.e., advise students which courses to take if they desire to focus on a specific area of specialization]
  - consult SCTP Chair/Secretary for example of how to present program revision
- For review by SCTP [quoting document number 04-SCTP-02-29 REVISED; original + nine copies]

Department of Epidemiology and Biostatistics

**Ph.D. in Epidemiology and Biostatistics (0 cr.)**

SCTP requested:

- box 2.0 should read “Graduate Studies”
- box 1.1 should read “Epidemiology and Biostatistics”
- box 4.0 should read “0 cr.”, as Ph.D. programs at McGill are zero counting
- correct the existing program layout, as EPIB 604 is not listed as part of the existing program
- underline revisions in “Proposed program” column
- forward revised page 1 of proposal to SCTP Secretary [cindy.smith@mcgill.ca]

Revised program approved with these changes; it will be reported to APPC and CGPS for information only

EPIB 613 Intro Computational Stats Epid (1 cr.)

SCTP’s suggested changes:

- remove from box 8 the word “for” as words may not be added to title that appears in box 6
- remove from prerequisite “or permission of instructor”
- revise proposed description to read: “Introduction to ... with reference to other packages”

New course approved with these changes; SCTP Secretary will revise proposal

EPIB 634 Data Analysis Computer Lab (1 cr.)

SCTP’s suggested changes:

- delete I from title, as the program revision and course outline do not indicate the course as “Data Analysis I Comp Lab” and spell out the word “Comp”
- revise proposed description to read: “Computer lab for ... such as SAS”; last sentence is deleted because it is information for the course outline, not the description

New course approved with these changes; SCTP Secretary will revise proposal

EPIB 702 PhD Proposal (0 cr.)

SCTP’s suggested change:

- revise proposed description to read: “Essential skills for thesis writing and defence, including essential elements of research protocols, formul Tf0.0.98 186.36teTm(: 8tivefor descriign,d speltr thgies4 )JTJETEMC /P AMCID

HGEN 695 Psychiatric Genetics (3 cr.)  
SCTP's requested change:

