

Office of the Provost

James Administration Bldg., Room 504

Tel.: 514-398-4177 / Fax: 514-398-4768

TO: Senate

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

**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:	

- **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 process,

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

- 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.

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