

Minutes of the meeting of the **Academic Policy Committee** held on Thursday 25<sup>th</sup> October 2018, from 4:00 to 5:00 p.m., James Administration Building, room 301

Present: A. Campbell (Acting Chair), M. Antaki, M. Carter, I. Cossette, A. Hundemer, S. Joshi, R. Louisa, D. Lowther, J. Nalbantoglu, G. Nycum, D. Rogers, P. Rohrbach, N. Ross, E. Sarigöllü, J. Shapiro, M. Smith, C. Urbain, C. Weil, L. Winer, S. Zhou, J. Degans (*Secretary to APC*)

Regrets: M. Kaartinen, F. Labeau, C. Manfredi (Chair), S. McDougall

Guests: D. Eidelman, K. Kruczowyj, P. Oxhorn, G. Zabowski

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*Prof. Campbell chaired the meeting as the Chair was unable to attend.*

## **1. Agenda**

The agenda was approved, with the discussion on the renaming of the Department of Ophthalmology (item ii) being moved up to accommodate APC's guests.

## **2. Minutes of meeting of 9<sup>th</sup> May 2018**

The minutes were approved.

## **3. New business**

### **i. International Education**

- Prof. Oxhorn and Ms. Kruczowyj presented three new student exchange agreements:
  - with the highly regarded Ecole Polytechnique in Paris (France), which will first target students from the Faculty of Science and could be extended to the Faculty of Engineering in future,
  - with the Aristotle University in Thessaloniki (Greece), with a view to strengthen our existing Summer School in Greece,
  - with the University of Haifa (Israel), which complements our current partnerships with other institutions in the country.

*APC approved the three student exchange agreements proposed by the Associate Provost (International). These will be reported in APC's 488<sup>th</sup> report, for its meeting of November 21<sup>st</sup>, 2018.*

- Prof. Oxhorn proposed to revise part of the approval process for student exchange agreements. The revised process would give the Office of the Associate Provost (International) the authority to approve, on behalf of APC, the expansion of faculty-specific exchange agreements approved by APC to the whole institution. The Associate Provost (International) would report these approvals annually to APC. APC decided to postpone its decision until the committee has been provided with a list of the criteria used to decide which institutions McGill partners with, and with an

intake plan, that includes decision-making criteria, regarding the bilateral movement of students.

**ii. Faculty of Medicine**

Dean Eidelman presented a proposal from the Faculty of Medicine to change the name of the Department of Ophthalmology to Department of Ophthalmology and Visual Sciences. It will allow the Department, who is over 100 years old, to align with its peer institutions in North America, many of whom already use a similar name, and will help recognize the strong research component of the unit alongside its clinical activities, and foster increased collaborations between researchers and scientists.

*APC endorsed the renaming of the Department of Ophthalmology to Department of Ophthalmology and Visual Sciences. The proposal will be submitted to Senate with a recommendation to approve in APC's 488<sup>th</sup> report, for its meeting of November 21<sup>st</sup>, 2018.*

**iii. Office of the Dean of Students**

The Office of the Dean of Students is overseeing the review of the *Code of Student Conduct and Disciplinary Procedures*. The proposed revisions were brought to APC as part of an extensive consultation phase. Associate Dean of Students Glenn Zabowski explained that objective of the revisions is to improve the clarity and language in the text and specify timeframes. He highlighted a few of the main changes:

- The definition of “university context”, expanded beyond the physical campus
- The revision of the language regarding sexual violence, to align with the McGill *Policy against Sexual Violence*
- The addition of time limits for disciplinary officers, to ensure that students have enough time to prepare and that a decision is made within a reasonable timeframe.

APC suggested:

- Clarifying the training requirements for both Disciplinary Officers and their Deputies (Section II, A, (b) and (c))
- Revising this sentence as follows: “(...) will ensure that questioners treat witnesses in a manner that reasonably respects their dignity, **more imperatively** when that witness is the object of the alleged offence” (Section IV, B2, 67 (d))
- Clarifying the meaning of “university-sponsored” (Section I, A, (o)), to avoid any confusion with student-sponsored events, programs, activities etc...

**iv. APC's subcommittees annual reports**

APC reviewed the annual reports of its subcommittees:

- Subcommittee on Courses and Teaching Programs – SCTP
- Subcommittee on Continuing Education - SCE – *note: a revised version will be circulated at a later point.*
- Subcommittee on Teaching and Learning – STL
- Research and Advisory Council – RAC

- Council of Graduate and Postgraduate Studies – CGPS

APC had no comments.

**v. APC's subcommittees membership**

- APC approved the proposed membership for SCTP in 2018/2019, and agreed to query the Chair of SCTP on the lack of student representation from MCSS on the subcommittee.
- APC approved the proposed membership for CGPS in 2018/2019.

**vi. APC's annual report to Senate**

APC approved its annual report for 2017/2018. It will be presented to Senate for approval on November 21<sup>st</sup>, 2018.

**vii. Subcommittee on Courses and Teaching Programs**

- SCTP report #1 on the meeting of September 27<sup>th</sup> 2018
- APC had no comments on this SCTP report presented for information.

**viii. Office of the Provost and Vice-Principal Academic**

The Office of the Provost and Vice-Principal Academic presented the Guidelines for Developing a Service Portfolio for Librarian Staff, meant to help members of the librarian staff in their preparation of a portfolio related to their service activities, an important component in their application for reappointment, tenure and promotion.

*APC approved the proposed Guidelines for Developing a Service Portfolio for Librarian Staff. They will be submitted to Senate with a recommendation to approve in APC's 488<sup>th</sup> report, for its meeting of November 21<sup>st</sup>, 2018.*

*The meeting was adjourned at 5:03 p.m.*