McGill University
Academic Policy Committee

Statement on plans and priorities for 2007-2008

Four committees currently report to APC:

- **SCTP, Subcommittee on Courses and Teaching Programs**, chaired by Deputy Provost (Student Life and Learning) Morton J. Mendelson;
- **SCTL, Subcommittee on Teaching and Learning**, chaired by Deputy Provost (Student Life and Learning) Morton J. Mendelson (Provost’s Chair designate);
- **RPC, Research Policy Committee**, chaired by Vice-Principal (Research and International Relations) Denis Thérien and to which Hospital Directors have been added as observers (this decision will be reviewed for them to be granted full membership status);
- **CGPS, Council of Graduate and Postdoctoral Studies**, chaired by Associate Provost (Graduate Education) and Dean, Graduate and Postdoctoral Studies Martin Kreiswirth.

The **Workgroup on McGill’s Grading Policies**, created on 1st September 2005, has met and will be reporting to APC on its findings.

**A) Review of proposals in teaching and research**

APC will continue to review the following:

1) proposals for new or revised courses and programs submitted by the Subcommittee on Courses and Teaching Programs (SCTP);

2) proposals for the creation, amalgamation, changes in name and reporting of academic units;

   This includes proposals for the creation, retirement, changes in name and reporting of new research centres, submitted by the Research Policy Committee (RPC). The RPC will furthermore continue its review of McGill’s research centres, developing evaluation criteria and procedures, and its work relating to a re-organization of funding for research centres and new initiatives for the internal funding of new research projects.

3) policy proposals regarding the conduct of research, submitted by the RPC;

   Two new policies will be developed (tentative names) and submitted to APC:
   a) Ethical Conduct of Research
   b) Conflict of Interest in Research
   Improvement of human and animal ethics processes and procedures were also planned.

4) proposals for student exchange agreement/collaboration submitted by the Deputy Provost (Student Life and Learning).

**B) Maintaining standards and evaluating the quality of teaching and learning** – academic policy proposals

1) **Academic Program Review Process** (approved by Senate October 6, 2004 and 23rd May 2007).

   The APC will continue to review the Academic Program Review reports, 19 in Fall 2007 and 22 more in Winter and Spring 2008 (for a total of 72 over two years). It will thereafter receive the summary of
recommendations pertaining to each review and forward all the summaries to Senate for information. A report on the Academic Program Review process will be prepared and directions on how best to structure and conduct future program review exercises will be discussed.

2) Review of **international collaboration approval structures at McGill** - for student exchange agreements in particular, on the initiative of the Deputy Provost (Student Life and Learning).

APC will be considering a proposed Three-Year Action Plan regarding University Bilateral Student Exchange Agreements.

3) Matters relating to **Graduate Studies**

The Council of Graduate and Postdoctoral Studies (CGPS) will be dealing and reporting to APC on the following:

a) Supervisory Guidelines: approve re-revised supervisory Guidelines.

b) Reformulate GPS-distributed funding model: consult and approve.

c) David Thomson and Carrie M. Derick Awards for Graduate Teaching and Supervision: finalize changes to the Awards Guidelines and Scoring Worksheet.

d) Introduce Program-Milestones to Replace Current Student Tracking: consult and approve.

e) Duties and Responsibilities of GPDs: consult and approve.

4) **Teaching and learning** matters

The APPC Subcommittee on Teaching and Learning (SCTL) will continue its review of the following:

- course evaluations: in particular finalizing a new end-of-term course evaluation policy for submission to APC and Senate;
- teaching awards;
- student engagement in large classes;
- pedagogical preparation for graduate students.

The work of the SCTL is currently aided by four working groups:

- Working Group on Teaching Large Classes (or Student Engagement in Large Classes)
- Working Group on the Nexus between Research and Teaching
- Working Group on Teaching Awards
- Working Group on Teaching and Learning Spaces (TLSWG).

**Appendices:**

- **A. Annual Report on 2006-2007 activities**
- **B. Terms of reference** (approved by Senate, 23rd May 2007)
- **C. Membership** 2007-08

Prepared by Helen M.C. Richard, Secretary to APC
Approved by APC at its meeting on 22nd November 2007
Submitted to Senate, meeting on 5th December 2007
McGill University
Academic Policy and Planning Committee

2006-2007 activities

**APPC name change and revisions to terms of reference**

The name of the Committee was changed from Academic Policy and Planning Committee back to Academic Policy Committee, the name it had until 1981 at which time the University’s Planning Commission became the Subcommittee on Planning and Priorities of APC/APPC. The change of name was approved by Senate on 23rd May 2007, on recommendation by APPC (29th March 2007) and the Nominating Committee of Senate. The Committee’s terms of reference were revised accordingly.

**Course and teaching program approvals:**

- New programs: 111 (73 graduate; 38 undergraduate)
- Program retirements: 16 (4 graduate, 12 undergraduate)
- Major programs revisions: 12
- Minor program revisions: 355
- New courses: 336
- Revised courses: 452
- Course deletions: 442

**Student mobility and student exchange programs (approved by APPC)**

APPC reviewed and approved seven student mobility and exchange programs

**Policies and standards**

*Review of graduate student supervision evaluation process.* On 18th January 2007, APPC received the Final Report on the Graduate Thesis Student Questionnaire survey and submitted it to Senate for information on 14th February 2007.

**Academic units**

- New units: none
- Name changes: two

**Academic Program Review Process**

As stated in APPC’s report to Senate on the Committee’s plans and priorities for 2005-2006 (Senate, 16th November 2005), APPC/APC “oversees adjustments to the Detailed Procedural Guidelines and is expected to consider faculty plans for conducting academic program reviews and to review reports, referring items to SCTL and SCTP whenever appropriate.”

In accordance with the Academic Program Review Process, APPC reviewed 31 program review dossiers (self-study reports and external reviewers’ reports) in the course of the 2006-2007 session. It developed criteria and guidelines for assessing the reviews and has been dividing the task of reading the reports (72 reports in total), assigning each dossier to two readers who review it in depth and present it to APPC/APC.

On 5th December 2006, several members of APPC participated in the site visit by the *Commission de vérification de l’évaluation des programmes* (CVEP) of CREPUQ. APPC reviewed the draft report of CVEP on McGill’s review process and revised McGill’s Academic Program Review Process policy (revisions approved by Senate on 23rd May 2007) and the accompanying Detailed Procedural Guidelines. CVEP’s final report was finalized in July 2007 and made public.
ACADEMIC POLICY COMMITTEE (APC)

Terms of Reference

(approved by Senate 23rd May 2007)

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 and continuous review of academic programs, policies and structures, and proposals relating to teaching, learning, and research. The Committee may create subcommittees or working groups to deal with issues as appropriate.

The Committee shall review academic course and program proposals in order to determine whether they meet academic standards and are aligned with the academic mission and priorities of the University, whether they are based on an adequate body of knowledge, whether proposed teaching or learning methods and methods of evaluation of student performance are satisfactory, and whether the necessary human and material resources are in place.

Specific Areas of responsibility:

1. The Committee or its subcommittees shall review:
   a. existing programs and proposals for new or revised courses and academic programs, considering, as appropriate, the resources needed to offer these in line with the University's academic standards;
   b. proposals for the creation, assessment, renewal, restructuring, dissolution and non-honorific name changes of academic entities;
   c. issues and proposals relating to international education;
   d. proposals for teaching and learning policies for the University and for initiatives that enhance the quality of teaching and learning.

2. The Committee shall advise Senate and the appropriate officers of the University on developments that have implications for the long-term academic planning of the University, on the probable consequences of such developments, and on appropriate responses to them. In order to carry out these functions, the Committee shall keep informed of matters that have implications for academic planning, including developments in the field of higher education and in the public and private sectors.

3. The Committee shall report regularly to Senate on the following matters approved in the name of Senate:
   a. creation, revisions and deletions of courses that are approved by the unit proposing them and by the faculty or faculties in which they are taught;
   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 Committee 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 the conduct of research that have been approved by the Research Policy Committee;
   f. adoption and amendment of policies relating to other academic matters under the purview of the Committee.

5. The Committee shall report at least annually to Senate on matters dealing with teaching and learning and other academic matters, and on its activities, concerns and plans for the academic year.

Composition: (3-year renewable terms)
Provost (Chair)
Deputy Provost (Student Life and Learning)-Vice Chair
Vice-Principal (Research and International Relations) or delegate
Director of Libraries or delegate
Associate Provost (Graduate Education)
Board of Governors representative
Sub Committee Chairs
Director, Teaching and Learning Services
One member from each of the faculties
Student members:
Three undergraduates
One graduate student
One student representative of Macdonald campus
Committee Secretary

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
Academic Policy Committee of Senate

2007-2008

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)
Chair of the Subcommittee on Teaching and Learning (SCTL)
Martin Kreiswirth  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 (Research and International Relations)
Research Policy Committee representative
Janine Schmidt  Trenholme Director of Libraries
Cynthia Weston  Director, Teaching and Learning Services
Sally McDougall (2010)  Board of Governors
William H. Hendershot (2010)  Department of Natural Resource Sciences, FAES
Sarah Stroud (2008)  Department of Philosophy, Faculty of Arts
Jocelyne Feine (2010)  Faculty of Dentistry
Lynn Butler-Kisber (2010)  Department of Integrated Studies in Education, Faculty of Education
Ghyslaine McClure (2010)  Dept of Civil Engineering and Applied Mechanics, Faculty of Engineering
Daniel Jutras (2008)  Faculty of Law
Vihang Errunza (2010)  Faculty of Management
Paul C. Holland (2010)  Department of Neurology and Neurosurgery, Faculty of Medicine
Moshe Szyf (2008)  Department of Pharmacology and Therapeutics, Faculty of Medicine
William Caplin (2010)  Department of Theory, Schulich School of Music
Douglas Farrow (2010)  Faculty of Religious Studies
Gregory Brown (2008)  Department of Biology, Faculty of Science
Adrian Angus  Vice-President (University Affairs), SSMU
Aneerudha Borkotoky  Undergraduate student
Daniel King  Undergraduate student
Alexander deGuise  Graduate student
Hana Goto  Student, Macdonald Campus
Helen M.C. Richard  Academic Planning Officer, Office of the Provost (Secretary to the Committee)

Meeting dates

Thursdays, from 3:00 to 5:00 p.m., in Room 310, James Bldg unless otherwise indicated:

August 30
Sept 13*, 27 (cancelled)
Oct 11, 25
Nov 8, 22*
Dec 13
Jan 17, 31*
Feb 14, 28
March 13*, 27
April 10 (cancelled), 24
May 8, 22

* meetings held in Room 160 (Arts Council Room), Arts Building.