Minutes of a meeting of the APPC Subcommittee on Courses and Teaching Programs held **Thursday, November 11, 1999** at 2:30 p.m. in the ISR Conference Room (Room 635, James Administration Building).

PRESENT: Denis Berthiaume, Radan Capek, Martha Crago (Chair), Sam Drury, Enrica Quaroni, Cindy Smith (Secretary), Nina Spada, Xavier Van Chau

REGRETS

- Motion to Consider Recommendation from SCTP to APPC [99-SCTP-10-07].

05.02 The Minutes of the meeting of October 28, 1999 were approved with the following change:

- Item 04.03 , Business Arising, (c) Centre for Continuing Education [99-SCTP-04-61], **Graduate Certificate in Administration and Communication Practices (Graduate Certificate in Management, Attestation in Written Business Communication Practices)** (24 cr.); **Diploma in Administration and Communication Practices (Diploma in Management, Attestation in Written Business Communication Practices)** (30 + 9 cr.): the Chair indicated that the first sentence should read as follows " … had decided to offer the existing graduate certificate and diploma as regular programs, and offer language courses on the side. No new versions would be offered." She explained that the Centre for Continuing Education made this change because APPC was not comfortable with the same program being offered with two different fee structures: one as regularly funded and the other as self funded.

05.03 **BUSINESS ARISING**

(a) Double-Prefix Courses
The Chair explained that following discussions at APPC concerning double-prefix courses submitted by the

al and Environmental Sciences concerning their use of a faculty number;
ibute it to the Chairs of faculties' Curriculum/Academic Committees; and
er Project Manager what the Banner computer system does currently and
do in the future. The Chair indicated that she would report back to

was approved with this change. The SCTP Secretary will make this change to the proposal form.

163-302B Current Topics in Women's Studies II (3 cr.)
The Secretary reported that the Centre revised the title to read as follows: "Women's St. Current Topics II", as the title was more than 30 characters. Again, the committee agreed that "Women's Studies" was not necessary in the title because the course prefix "163" was indication that this was a Women's Studies course. Therefore, the committee suggested that the title should read as follows: "Current Topics II", as listed by other departments. This new course was approved with this change. The SCTP Secretary will make this change to the proposal form.

163-401A Special Topics in Women's Studies I (3 cr.)
The Secretary reported that the Centre revised the title to read as follows: "Women's St. Special Topics I", as the title was more than 30 characters. The committee agreed that "Women's Studies" was not necessary in the title because the course prefix "163" was indication that this was a Women's Studies course. Therefore, the committee suggested that the title should read as follows: "Special Topics I", as listed by other departments. It was also suggested to change the restriction to read as follows: "… Major/Minor Concentration", as "Majors and Minors" were not correct. This new course was approved with these changes. The SCTP Secretary will make these changes to the proposal form.

163-402B Special Topics in Women's Studies II (3 cr.)
The Secretary reported that the Centre revised the title to read as follows: "Women's St. Special Topics II", as the title was more than 30 characters. The committee agreed that "Women's Studies" was not necessary in the title because the course prefix "163" was indication that this was a Women's Studies course. Therefore, the committee suggested that the title should read as follows: "Special Topics II", as listed by other departments. It was also suggested to change the restriction to read as follows: "… Major/Minor Concentration", as "Majors and Minors" were not correct. This new course was approved with these changes. The SCTP Secretary will make these changes to the proposal form.

163-461A Tutorial in Women's Studies I (3 cr.)
The Secretary reported that the omitted information of hrs/wk for tutorial should be indicated as 3. In section 10. Restriction(s), Majors should be indicated as "Major Concentrations." This new course was approved with these changes. The SCTP Secretary will make these changes to the proposal form.

163-462B Tutorial in Women's Studies II (3 cr.)
The Secretary reported that the omitted information of hrs/wk for tutorial should be indicated as 3. In section 10. Restriction(s), Majors should be indicated as "Major Concentrations." This new course was approved with these changes. The SCTP Secretary will make these changes to the proposal form.

English and French Language Centre
128-590A,B Writing for Graduate Students (3 cr.)
Professor Quaroni explained that the Faculty of Arts' Curriculum Committee suggested to the English and French Centre that information on assignments in the course description be removed, but the Centre rationalized that the assignments information was indicated to attract students to the course. Mr. Berthiaume indicated that potential students would be able to obtain a detailed course outline from the professor. The committee agreed that the course proposal be returned to the Centre to have the description revised to exclude information on assignments. In section 10. Restriction(s), it is indicated "capped"; the committee suggested "limited enrolment" be indicated instead. Professor Drury commented that if enough sections were offered for courses they would not need to have limited enrolment. The revised proposal will need to be resubmitted to SCTP.

The committee would like it noted that it strongly believes it is important for the University academic units to offer enough sections in courses so that restricted enrolment in not necessary.

Department of Jewish Studies
135-355A The Yiddish Canon (3 cr.)
The prerequisite was indicated as "Any 200-level course in literature", and the committee queried what, in fact, was meant: "any literature course" or "a literature course in Jewish Studies". The Department should be more specific on the proposal. The course description should be broadened to include works by authors listed on reading list attached to proposal. In that case, the Department should add authors' names quoted in the course description to the reading list. Alternatively, the description can Urttee9,a2.459 -oJely7(,)-3d6

SCTP.

"Choral Ensemble for three terms (6 cr.)".

Course Prerequisites

The Chair queried the committee whether they thought changes in course prerequisites should continue to be reported to the committee by the Secretary, or if the committee would like to review them in the future. The committee agreed that the Secretary should continue to report course prerequisite changes as minor, but that she decide if any course prerequisite revision should be reviewed by SCTP.

Self-Funded Program Issues

The committee reviewed the Chair's notes on a recent meeting of the Canadian Association of Graduate Studies Conference (CAGS document) which she attended. Some of the topics covered in the conference were focussed on defining the national issues which should be addressed by CAGS, what its future role and structure need to be in order to address these issu