SCIENCES CURRICULUM COMMITTEE MEETING  
Friday, November 15, 2019 at 2:00 pm in Governing Council Chamber, Simcoe Hall

MINUTES

Present

Pamela Klassen (Vice-Dean)  Alex Ensminger  Helen Miliotis
Martha Harris  Matt Farish  Cheryl O’Donoghue
Tom Mackay  Corrina Fowlow  Charlotte Pashley
Kevin Mak  Benjamin Gilbert  Marlene Reng
Maria Belais  Katrina Groen  Joe Repka
Gillis Aning  Gillian Hamilton  Ali Salahpour
Hayley Agler  Tamara Jones  Priya Sivathason
Ashley Bruce  Peter Krieger  Vince Tropepe
Rick Collins  David Liu  Ashley Waggener-Denton
Michelle Craig  John Marshall  Bethany White
Andy Dicks  Thierry Mallevaey  Runqun Zheng (Helen)
Philip Ding

Call to Order and Vice-Dean’s Welcome

The meeting was called to order at 2:05 pm by the Vice-Dean, Undergraduate & International, Professor Pamela Klassen, who welcomed everyone.

1. Report from the Vice-Dean, Undergraduate & International

Vice-Dean Klassen addressed the committee on several items.

Arts & Science Curriculum Proposals:

i. Curriculum Process

She briefly explained that the Curriculum Committee is a governance body that deliberates about program and course proposals, with faculty, staff and students. The November round of meetings are predominantly for course proposals (new, modifications, retired), and the February round of meetings are for program modifications- largely systemic, major changes. April meetings are much smaller and are for things like revisions that may arise from the previous two rounds. On occasion, bigger policy issues may come up, and members are invited to bring up any issues that need to be discussed by reaching out to Governance or the Dean’s Office.

ii. Consultation in the Curriculum Process

The importance of student consultation at the academic unit level was highlighted. It is also important that other units are consulted in order to resolve issues prior to proposals being drawn up and in advance of Curriculum Committee Meetings with colleagues. This consultation needs to be shown in CM Proposals from units.
iii. Instructor line in CM Proposals

In a CM Proposal, an instructor needs to be listed, and specifically a continuing faculty member, indicating the teaching resources for the proposed course(s). For questions about a different or special course (e.g. courses with Sessional Instructors), units should reach out to consult with the Dean’s Office.

iv. First-Year Foundations

These proposals should be brought to the November meetings, but can be presented in January if necessary. A meeting held the morning of November 15 will provide units guidance around exclusions (College One courses), waitlists and language for these courses. There will be a memo released shortly.

v. New courses and course retirement

Recommendations for providing a balance between new and retired courses in academic units that matches undergraduate enrolment.

CPAD Memo from November 4, 2019- ROPs, International Programs, and Excursions:

Additional support for faculty leading ICMs has been extended in the amount of $1500. The Dean’s Office is working with Woodsworth College to support faculty who are participating in these international opportunities. Jennifer Bond will help build and support faculty with budgets. There is also a new team member, Christine Obarvic (ROP, International Opportunity portfolio). Vice-Dean Klassen thanked the faculty members in the Sciences, especially Earth Science and EEB, for participating and offering opportunities to students.

2. Approval of Minutes of the April 3, 2019 Meeting of Sciences & Social Sciences Curriculum Committees

The meeting minutes were approved.

3. Presentation: Writing and Interpreting Curriculum for Students- presented by Dr. Martha Harris and Tamara Jones

Dr. Harris and Dr. Jones gave an overview of how curriculum can be written for the Academic Calendar and other systems, with language that is transparent and easily understood by students. They described the process of how curriculum is approved and translated to other systems and how students experience curriculum on ACORN, Degree Explorer, Timetable, etc. They gave some examples of how different language is interpreted. Questions, comments and concerns from all members, in particular student members, were invited.

A member asked about using the three-letter course code designator instead of “religious studies”, for example, for joint courses. Dr. Jones indicated that this would affect the inclusion of joint courses, as the course code designator would not include them.

A member asked about transfer credits and the amount of information an academic unit has surrounding the credit, specifically with 100-level BIO course transfer credits that are granted as BIO*** from secondary schools, but other post-secondary institutions. Dr. Jones confirmed that transfer credits for IB, AP, or GED are applied automatically. A student member stated that there are cut-off scores for receiving transfer credits. For example, an IB credit would only be granted if a student received 5 or more on the 7-point scale. The member added that
knowing the grades of BIO120 and BIO130 for BIO courses could be helpful in predicting future success. Dr. Jones asked whether the higher mark is required, as prerequisites are to facilitate a students’ success. There would need to be data indicating a certain grade is required for success in upper-year courses. Vice-Dean Klassen suggested a discussion about transfer credits in the next curriculum meetings.

4. Program Enrolment Requirement Language—update from Dr. Martha Harris

The changes were approved by Committee on Admissions last year to move away from the use of “types” for programs. Governance will be doing the work to transition to the new language (Open and Limited) and will confirm the interpretation of the language for Type 2, 2L and Type 3 programs. The outcome will be clear reasoning of limitations and requirements for students.

A member expressed some concern about eliminating specific types. Tom Mackay clarified that the change to using Open or Limited instead of the types would be student facing, providing a better understanding and rationale of program limitations. A shorthand would exist on the backend for the OFR and academic units, and this would be for administrative purposes.

A member asked who will be involved in the rewriting of the enrolment language. Tom Mackay stated that Governance will work with academic units, and a subgroup within Committee on Admissions will look at the proposed changes. Type 2s and 3s will carry into the next term, Type 1s will be a quicker process.

No further questions or comments were raised.

5. Course and Program Modifications for Full Review

Biochemistry:

Alex Ensminger, Undergraduate Associate Chair, presented the proposals. 1 new course and 1 course retirement proposed. BCH450H1 was formerly a 300-level program elective and will now be a new 400-level course. The prerequisites will remain the same, similar to other 400-level courses.

No questions were raised, proposal approved.

Cell and Systems Biology:

Vince Tropepe, Department Chair, presented the proposals. There were 9 minor program modifications and 2 course retirements. Program modifications include removing courses that are no longer offered and adding other courses to provide more options for students. Focuses for the Specialist/Major are no longer using CGPAs, and language is being modified to encourage students who want to be in the programs. Added BIO255H1 to programs as an enrolment requirement so as not to exclude these students (it is essentially the same as BIO230H1). Genome Biology Major added an EEB research course option.

No questions were raised, all proposals approved.
**Chemistry:**

Andy Dicks, Undergraduate Associate Chair, presented the proposals. 2 course modifications proposed. Both courses highlight mandatory attendance in safety training. Professional development added to CHM499Y1, changes to registration process were made. Vice-Dean Klassen asked the department to reconsider the use of CGPA. A question about students being able to make up the safety training (for late enrolment) was asked. It was confirmed that students will be able to make up the training.

No further questions, all proposals approved.

**Computer Science:**

Michelle Craig, Undergraduate Associate Chair, presented the proposals. 4 new program modifications, 2 new courses, 13 course modifications, 4 course retirements, and a preview of new course proposals presented for information. APSC prerequisites were added to several courses (IDT), allowing them to be coded properly in Degree Explorer. STA414H1 added as a course alternative to CSC412H1. CSC317H1 (Computer Graphics) and CSC417H1 (Physics-Based Animation) are two new courses. CSC317H1 is a renumbering of CSC418H1, which should not have been a 400-level course based on curriculum review. CSC417H1 was put together by new department hires, and the instructor will be from one of the new hires.

No further questions, these proposals were approved.

**Supplement for CSC110Y1F (Foundations of Computer Science I) and CSC111H1S (Foundations of Computer Science II) presented for information.** Previously, students took CSC108H1, CSC148H1 and CSC165H1, with 148 and 165 used for program admission. These courses provide theory and programming, but many students only want the programming. The new course proposals address this and other issues. Benefits of the new courses will include cohort building, same sets of deadlines and experiences, help to manage stress and mental health. The course set up would be a 1.0 credit course in the Fall term, and the 0.5 credit course in the Winter term. The Department will advise students to reduce their course loads in the Fall term, recognizing this is a high stakes course. As such, students will be closely monitored. Committee on Admissions is looking at 77% as the grade threshold for CSC111H1S to get into the program. The Department thinks about 80% of students will get into the program.

Vice-Dean Klassen commented that at this time, Computer Science and Rotman Commerce are the only admissions streams that determine a student’s program. Each of these streams is unique, and currently, students who enter the Computer Science (CS) stream believe they are in the program and only see this one pathway. The effort here with these proposals is to help students get onto the path of success to make it into the program. Vice-Dean Klassen asked Dr. Jones if there are any other Y1F courses in FAS. Y1F courses are normally in 400-level seminar courses. Questions, comments and concerns from members were asked.

There were a few members who asked whether Computer Science thought of having the Y1F offered as a full year course or changing the order of the course offerings. There had been discussions about this, however most students seem to take two CSC courses in the Fall term. Students would also have the opportunity to meet each other right away. Vice-Dean Klassen inquired about creating two H1F courses, but members were told that the material does not split evenly into two courses, and Y1F and H1S was the best curricular and pedagogical option. It was noted that students cannot be granted credit for half of the Y1F course. A member asked how many students are expected, and there will be 350 (two groups of 175). A member asked what would happen with the rest of the students’ courses, and whether there would be a balance of effort, what the impact for the rest of
the year would be. The Department is tracking students right now, but they need to investigate the research protocols. Student members asked for clarification about the minimum 77% in the first half and the guarantee, as students currently take three CSC 0.5 credit courses and apply to the programs. Michelle Craig clarified that students will need to get 77% (B+) in the second course to get into the program. If students do not get in, they are able to go back and take the other CSC courses (CSC148H1+CSC165H1). Students also need to get a 70% in CSC110Y1F to keep the guarantee. Otherwise they will apply to the program as students who are not in the CS Stream. A question was raised about how many students skip CSC108H1, and how Computer Science will deal with the differences in programming background for students in CSC110Y1F. There are hundreds of students who skip CSC108H1, however this has gone down due to the competitiveness of the program. In terms of the proposed new course, this would not be skipped. They will mitigate the differential in programming experience by integrating CS theory instead, which is beneficial. Students may have programming backgrounds, but not necessarily theory and analysis in Computer Science.

Members were invited to reach out to Michelle Craig or David Liu with any other questions or recommendations.

Ecology and Evolutionary Biology:

Benjamin Gilbert, Undergraduate Associate Chair, presented the proposals. 8 minor program modifications, 2 new courses, 2 course modifications, and 2 course retirements proposed. The program modifications are keeping track of course changes and include new EEB and CSB courses. STA288H1 added as one of the statistics course options in the prerequisite lists. EEB320H1 (Dynamics of Ecosystem Processes) and EEB491H1 (Seminar in Biodiversity and Conservation Biology) are new courses. EEB320H1 has a new hire who will be able to offer a course in this area.

No questions were raised, all proposals approved.

Economics:

Gillian Hamilton, Undergraduate Associate Chair. 1 minor program modification, 47 course modifications. STA220H1 and STA255H1 removed from second year requirements. STA237H1 and STA238H1 added, making it comparable to the Statistics Major programs (move lockstep with Statistics). Moving courses from notes to requirements to be transparent for students pursuing programs in Economics. MAT235Y1 and MAT237Y1 added as exclusions for ECO210H1. Exclusions for ECO220Y1 and ECO227Y1 updated, along with descriptions.

No questions were raised, all proposals approved.

Geography and Planning:

Matt Farish, Undergraduate Associate Chair, presented the proposals. 1 minor program modification and 2 course modifications proposed. Instructor for GGR340H1 wants to create prerequisites that fit Geography students and Health Studies courses. Bethany White of Statistics open to discussing what students need, probability vs statistics courses (based on the addition of "HST250H1 + STA220H1 or equivalent" in the prerequisite for GGR340H1). Vice-Dean Klassen suggested that this can be discussed at a later time.

No further questions, proposals approved.
**Human Biology:**

Ashley Bruce, Program Director, presented the proposals. 5 minor program modifications. General housekeeping, retired courses removed, descriptions added, addition of EEB225H1 and HMB490Y1 to programs. A member commented that there is immense pressure from students wanting to take PSY201H1 to meet the statistics requirement, Vice-Dean Klassen suggested setting up a meeting to discuss statistics-related courses.

No further questions, all proposals approved.

**Immunology:**

Thierry Mallevaey, Associate Chair, presented the proposals. 2 minor program modifications, 2 new courses proposed. STA288H1 added as the statistics option for the major and specialist. New courses proposed are IMM199H1 (Immunology in the News Today) and IMM360H1 (Scientific Methods and Research in Immunology). Department confirmed they would like to build IMM360H1 in as a program requirement for the Specialist program, especially for students who are considering graduate school, but would not add this to the total credit count at this time.

No further questions were raised, all proposals approved.

**Physics:**

Peter Krieger, Undergraduate Associate Chair, presented the proposals. 1 course modification, 4 course retirements. MAT235Y1 added as a prerequisite option. It was an oversight to have left it off the list of courses. Retired courses have not been taught for many years or have become FYF courses.

No questions were raised, all proposals approved.

**Statistical Sciences:**

Bethany White, Undergraduate Associate Chair, Priya Sivathason, Undergraduate Administrator, presented the proposals. General housekeeping, with 4 minor program modifications, 11 course modifications and 2 new courses (STA and ACT courses). CSC121H1 removed from programs as it is being retired by Computer Science. Wording clarified in the Specialist (individual vs average marks), and updates made to the wording of the Minor. New courses include STA197H1 (Thinking Better with Statistics) and STA475H1 (Survival Analysis). Program Modifications will be updated during the next round of Curriculum once STA475H1 approved. 3 Actuarial Science courses removing CR/NCR option. These courses are taught by industry professionals, and there were issues as a result of students who would choose to take the course as a CR/NCR.

No questions were raised, all proposals approved.

**University College:**

John Marshall, Vice-Principal, presented the proposals. 2 minor program modifications proposed. Requirements updated for the Health Studies Major and Specialist. A question about the requirement “STA220H1 or equivalent”. They have no issue evaluating this requirement manually. They will also consult with Anthropology for ANT courses.

No further questions.
6. Course and Program Modifications for Abbreviated/Expedited Review

No issues were raised.

7. Other Business

Vice-Dean Klassen extended the invite to a Luncheon for Associate Chairs and Program Directors (for Monday, November 18, 2019). There was a question about residual items from the Life Sciences Planning Meeting, and the admission to programs that currently use a ranking system (specific to Life Science programs in the Faculty of Medicine).

Meeting was adjourned at 4:01 pm.

Minutes prepared by Maria Belais, Governance and Curriculum Coordinator, Faculty of Arts & Science

Date of next meeting: January 30, 2020, 9:30-11:30 am