

Approval Paths for New and Revised Courses and Teaching Programs

On 5 March 2008, Senate approved streamlined approval paths for new and revised courses and teaching programs, with the requirement that the procedures be reviewed within three years of implementation. The review took place in 2011-2012, and minor revisions to the Approval Paths document were approved by APC on January 17, 2013 (reported to Senate, February 19, 2013 - 444th APC Report, D12-43).

In September 2013, the Chair of the APC Subcommittee on Courses and Teaching Programs (SCTP) and the Chair of the Council of Graduate and Postdoctoral Studies (CGPS) agreed that the approval process for new graduate programs and major revisions to graduate programs would be more efficient if CGPS review and approval preceded SCTP review and approval. Changes to this approval sequence have been incorporated. These changes will come into effect as of January 2014, as requested by Graduate and Postdoctoral Studies

Principles

- The official archival record of courses and programs for institutional purposes and government reports resides in the Student Information System (SIS) and University Calendars.
- The approval process for new and revised courses and programs as well as the process for updating University Calendars and the course and program tables on the SIS must be efficient. These processes should eliminate unnecessary steps and redundancies without compromising the need for University-level scrutiny in the case of new programs and major program revisions. The goal is to have an evaluation and approval process that is transparent to the McGill community, in terms of the status of each proposal.
- Wherever responsibility is delegated, the body delegating may oversee and request further information and deliberation. Senate is the ultimate step in the University's quality assurance process.
- As much as possible, the procedures should permit local responsibility for approving initiatives while ensuring consistent standards throughout the University.
- Administrative tasks formerly performed by SCTP are now performed by the Program and Degree Evaluation Office in Enrolment Services.

Approval Paths for Programs

New programs – except minors and options added to existing programs

The approval path for new undergraduate programs remains unchanged, but aims to improve operations to expedite the process, for example, by implementing on-line submissions and tracking of program proposals. However, the approval path for new graduate programs is being revised so that CGPS review and approval is obtained prior to SCTP approval. This is to ensure a more timely and efficient process.

Approval path
Offering unit →
Administering faculty or offering faculty in the case of graduate programs →
<u>(CGPS where applicable) →</u>
SCTP →
APC →
Senate →
CREPUQ evaluation and MELS approval, if appropriate →
Update to Calendars/SIS

**Minors and options added to existing programs
and
Major revisions to programs**

The approval path for major revisions to graduate programs is being revised so that CGPS review and approval is obtained prior to SCTP approval. This is to ensure a more timely and efficient process.

Major program revisions include:

- program title changes
- changes that restructure the program in such a way as to have significant academic impact on students or on the program's professional accreditation
- changes to project, thesis and special activity requirements in graduate programs
- changes to Honours requirements in undergraduate programs

Approval path
Offering unit →
Administering faculty →
<u>CGPS (where applicable)</u> →
SCTP →
APC →
Senate (for information in APC's regular reports to Senate)

**Moderate revisions to programs
and
Program Retirements**

Moderate revisions include:

- changes to required course lists in a program
- changes that increase the program's credit weight

Approval path
Offering unit →
Administering faculty →
SCTP Chair/SCTP/CGPS (for approval or information in a summary report)* →
APC (for information in a summary report) →
Senate (for information in a summary report as part of APC's regular reports to Senate)

* Proposals are received for SCTP by the Program and Degree Evaluation Office in Enrolment Services, whose Manager *must* consult the SCTP Chair (or delegate) to resolve questions (e.g., about consultation reports) and determine if SCTP review is needed. When applicable, the Manager of the Program and Degree Evaluation Office must also consult the Dean (GPS) (or delegate), who may refer the matter to SCTP or CGPS.

Minor revisions to programs

Minor revisions to a program include the following:

- changes to complementary course lists that do not affect the credit weight of the program (N.B. New courses must still be approved before they are included in a program.)
- reductions in the number of complementary credits in a program that result in a decrease in the overall program credit weight, providing that the program credit weight is not reduced below the norm for the type of program (e.g., 18 credits for a minor concentration in Arts; 45 credits for a Master's program, etc.)
- program revisions entailing only course changes within the Offering Unit's own subject code
- changes to the minimum program GPA requirement for Honours programs (i.e., raised or lowered) as long as the GPA requirement remains at 3.0 or greater

Approval Path
Offering unit →
Administering faculty →
SCTP Chair/SCTP (for approval or information in a summary report)* →
CGPS /APC/Senate (for information in a summary report, as part of APC's regular reports to Senate)

- * Proposals are received for SCTP by the Program and Degree Evaluation Office, whose Manager *may* consult the SCTP Chair (or delegate) to resolve questions or to determine if a review by SCTP is needed.

Approval Paths for Courses

New courses

Approval Path
Offering unit →
Administering faculty →
SCTP (for approval or for information in a summary report) * →
CGPS/APC (for information in a summary report) →
Senate (for information in a summary report as part of APC's regular reports to Senate)

- * The Program and Degree Evaluation Office will verify that the appropriate supporting documents (e.g., consultation reports) have been submitted. The Office will make minor revisions to a form that are required to comply with established University norms and advise the Offering Unit/Administering Faculty. In cases when the Office questions the new course proposal (e.g. where there is a negative interfaculty consultation report), the Manager will consult the SCTP Chair (or delegate) to resolve questions and determine if SCTP review is needed.

Adding new courses to new programs

New courses for new programs must receive approval prior to, or at the same time as, the new program.

Revised courses

Approval path
Offering unit →
Administering faculty →
SCTP (for approval or information in a summary report)*
→
CGPS/APC (for information in a summary report) →
Senate (for information in a summary report which is part of APC's regular reports to Senate)

- * The Program and Degree Evaluation Office will make minor revisions that may be required in order to comply with established University norms, and advise the Offering Unit/Administering Faculty. In cases where the Office questions the proposed revisions, the Manager will consult the SCTP Chair (or delegate) to resolve questions and to determine if SCTP review is needed.

Adding new and revised courses to existing programs

A notation on a New Course Proposal form, or on a Course Revision form, that a course is complementary in a program is sufficient for adding the course with the unit's subject code to the unit's programs.

Clear notation of whether a course is required or complementary in a program on a consultation report for a New Course Proposal form, which is approved by the appropriate administering faculty, is sufficient for adding a new course to a program offered by the consulting unit. As adding a required course often requires other consequent revisions to a program (i.e., deletion of a required course, increase in required credits etc.), the submission of a program revision proposal will be required as along with the course proposal.

Discontinued/Retired Courses

In each winter term, a list of courses that have had no enrolment for the previous five years or more will be distributed to each administering Faculty, with a request, asking the Faculty to indicate which of the courses should be maintained for one of the following reasons:

- Independent study / research / project courses
- Laboratory-only versions of lecture-lab courses
- Courses required in an academic program, although the Faculty will be asked to consider retiring or revising the program
- Courses that the Faculty indicates will definitely be offered in the following academic year
- Courses for which the Faculty submits another justification that is acceptable to SCTP

Courses on the list, for which no such justification is received, will be retired.

Otherwise, approval for discontinuing or retiring courses rests with the Offering/Administering Faculty, but, as applicable, courses will be discontinued or retired by the Program and Degree Evaluation Office only after the Office consults with other units whose programs would be affected by the change.

Approval process: same as for new and revised courses, above.

SCTP approved: January 10, 2013

APC approved: January 17, 2013

Revised November 27, 2013

APC approval: