

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, September 26, 2013 at 3:00 pm in Room 302 of the James Administration Building.

PRESENT: James Clark, Julie Côté, Ollivier Dyens (Chair), Amber Lannon, Fiona Lees, Yuhan Ma, Fernanda Macchi, Laura Nilson, Cindy Smith (Secretary to SCTP)

REGRETS: Louis Hermo

GUEST: Professor Robert David, Desautels Faculty of Management

Legend:

APC = Academic Policy Committee of Senate

CESA = Senate Committee on Enrolment and Students Affairs

CGPS = Council of Graduate and Postdoctoral Studies

ES = Enrolment Services

GPS = Graduate and Postdoctoral Studies

MELS = *Ministère de l'Éducation, du Loisir et du Sport*

MESRST = *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie*

PGSS = Post-Graduate Students' Society

SSMU = Students' Society of McGill University

STL = APC Subcommittee on Teaching and Learning

Introductions were made, and SCTP welcomed its newest members: Deputy Provost (Student Life and Learning) Ollivier Dyens, SCTP Chair; Professor James Clark, Faculty of Engineering; Ms. Amber Lannon, University Libraries; and Ms. Yuhan Ma, PGSS student representative.

01.01 The revised Agenda was approved as circulated.

01.02 The Minutes from the last meeting, held May 9, 2013, were approved as circulated.

01.03 BUSINESS ARISING

None.

01.04 DESAUTELS FACULTY OF MANAGEMENT – 13-SCTP-09-01

B.Com; Major in Strategic Management (30 cr.)

Professor David joined the meeting to present and respond to questions concerning the proposal for a new Major. As there are existing concentrations in this subject, Professor David explained that staff within the Faculty ensure students are not completing majors and concentrations within the same subject. Ms. Lees agreed to search the eCalendar to ascertain if a statement to this point was already included. If not, SCTP suggested that a general statement be added to the Concentration and Major sections within the eCalendar – wording to be written by the Faculty. In response to a query by Ms. Lees, Professor David agreed to confirm whether this new Major would be made available to evening students of the B.Com. program offered by the School of Continuing Studies. *Secretary's note:* Confirmation received from the APC Secretary, Ms. Helen Richard, that she will consult with the *MESRST* to ascertain if the Ministry will need to be informed and review a dossier on this new Major.

SCTP requested:

- correct title for course MGPO 434 – according to Banner it should read “Topics in Policy 1”.

New program approved; it will be reported to APC for approval.

B.Com.; Major in General Management; Concentration in Strategic Management – Social Business and Enterprise Option (15 cr.)

Professor David explained the rationale for major revisions to this Option within the Concentration. The revisions will make the two options more distinct, and they will allow students to also choose from a limited number of courses offered outside of the Faculty. Program revisions include: title change, revisions to the description, deletion and addition of complementary courses, and revision to how courses are chosen from the last group of courses.

Major revisions to the existing program approved; the proposal will be reported to APC for approval.

01.05 APPROVAL PATHS FOR NEW AND REVISED COURSES AND TEACHING PROGRAMS – 13-SCTP-09-03

This document was circulated for the information of new Subcommittee members. In response to a query by the Chair, the Secretary indicated that APC has the authority to change the approval paths. There were no other questions concerning the approval paths. The Chair will discuss the mandate for each review committee [APC, CGPS, SCTP] at the next meeting of APC.

01.06 OTHER BUSINESS

(a) Chair's Topic of Discussion: APC's Concerns Regarding New Program Admission Requirements – 13-SCTP-09-02

The Chair reported to SCTP APC's suggestion that new program proposal forms contain information on program admission requirements, and he queried whether members felt it appropriate that program admission requirements for new programs be reviewed by SCTP. It was agreed that, because admission requirements are considered to be academic, SCTP should be reviewing them. SCTP will request that offering faculties/departments state program admission requirements in the Rationale of new program proposals – the new program forms will be updated to include this information.

Currently, revisions to program admission requirements are reviewed at the Senate Committee on Enrolment and Student Affairs [CESA], which is also Chaired by Deputy Provost Dyens. The Chair agreed to discuss the process with the Secretary to CESA.

(b) Report 1 from Enrolment Services [ES] to SCTP for September 26, 2013 was circulated electronically. Report 1 was approved by SCTP.

The meeting ended at 4:10 pm.