

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, April 6, 2017 at 3:00 pm in Room 302 of the James Administration Building.

**PRESENT:** Ollivier Dyens (Chair), Michael Fronda, Patricia Kirkpatrick, Fiona Lees, Cara Piperni, Carolyn Samuel, Carmen Sicilia, Cindy Smith (Secretary to SCTP), Amy Szuchmacher Blum, Angelia Wagner

**REGRETS:** Jacquie Bede, Guy Ettlin, Richard Hovey

**GUESTS:** Associate Dean Marilyn Scott, Faculty of Agricultural and Environmental Sciences  
Mr. Guy Mineau, School of Continuing Studies  
Professor Wayne Pollard, Faculty of Science

07.01 The Agenda was approved as circulated.

07.02 The Minutes from the last meeting held March 9, 2017 were approved as circulated.

07.03 **BUSINESS ARISING**

None.

07.04 **GRADUATE AND POSTDOCTORAL STUDIES – 16-SCTP-04-17**

Faculty of Medicine

Department of Surgery

**M.Sc. in Experimental Surgery; Non-Thesis (45 cr.)**

This new Concentration/Option of an existing program will provide skills and knowledge in surgical research for students that do not wish to complete a thesis. Due to recent modernization of the experimental surgery curriculum, which includes new concentrations/options of the existing Thesis program having been approved by the University, this program is proposed to meet all students' needs.

SCTP requested:

- revise last sentence of description, as it is not guaranteed that students will acquire skills from the program.
- New Concentration/Option of an existing program approved with this change; it will be reported to APC for approval.

Department of Pharmacology and Therapeutics

**Ph.D. in Pharmacology; Environmental Health Sciences (0 cr.)**

This new Concentration/Option of an existing program will expose students to diverse approaches and research issues in this subject.

SCTP requested:

- a consultation be obtained from both the McGill School of Environment and the School of Public Policy;
- revise “capstone” in rationale to read “foundations”;
- correct course title for PHAR 670;
- delete “each” from “One additional 700-level PHAR courses ...” text, and indicate singular “course”.

New Concentration/Option of an existing program approved with these changes and positive consultations; it will be reported to APC for approval.

07.05 **SCHOOL OF CONTINUING STUDIES – 16-SCTP-04-18**

Department of Translation and Written Communication

**Graduate Certificate in Legal Translation (15 cr.)**

The new program will support professionals/paraprofessionals who handle bilingual or multilingual drafting and translation of legal documents used in organizations. SCTP noted that the courses will only be listed in the eCalendar in English; French titles of courses can be added in Banner to the course section – depending on which course section students register for will determine which course title language will appear on their transcript.

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

**07.06 FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 16-SCTP-04-19**

Mr. Mineau and Associate Dean Scott joined the meeting to present and respond to questions concerning the below two new course proposals. These courses are intended as 2-week intensive summer courses that will be offered to high school students and they will be taken concurrently. In collaboration with the National Society of High School Scholars based in the United States, these courses will provide high school students a summer-school activity that will expose them to the university experience. The Faculty is working with the School of Continuing Studies so that the School can handle the registration and other activities for these students. SCTP noted that there is the potential for government reporting and auditing scrutiny if the University offers CEU and transcript courses to high school students, as these are courses that would not be taken by students in degree programs offered by the University. It was noted that there is potential to offer these courses to incoming Freshmen students attending McGill, which SCTP felt was not appropriate.

School of Dietetics and Human Nutrition

FAES 020 The Melting Pot of Food & Nutr (3 CEUs)

SCTP requested:

- revise this course to be offered as non-credit instead of CEU weight and non-transcript, which means students will receive an attestation of completion instead of a McGill transcript; the School of Continuing Studies will introduce in the near future their new Record software, Destiny One, which may enable these students to receive a more official record of study rather than an attestation.

New course approved with these changes; it will be reported to Class Schedule for entry into Banner.

AES – Dean's Office

FAES 021 Envr Impacts of Food Production (2 CEUs)

SCTP requested:

- revise this course to be offered as non-credit instead of CEU weight and non-transcript, which means students will receive an attestation of completion instead of a McGill transcript; the School of Continuing Studies will introduce in the near future their new Record software, Destiny One, which may enable these students to receive a more official record of study rather than an attestation.

New course approved with these changes; it will be reported to Class Schedule for entry into Banner.

**07.07 FACULTY OF SCIENCE – 16-SCTP-04-22**

Department of Geography

**McGill Arctic Field Study Semester** (15 cr.)

Professor Pollard joined the meeting to present and respond to questions concerning this new Field Study Semester. This new Field Study Semester will train students about the unique nature of the northern physical environment by addressing the rapidly-changing polar environment in a scientifically- and culturally-responsible manner. This will be a full semester that will begin mid-summer and continue into the fall. Students will spend 8-9 weeks at various sites in the Arctic environment, including the McGill Arctic Research Station. The fee for this Field Study Semester is \$12,000, which has been approved by the Fee Advisory Committee. Some student funding will be made available by the University/Faculty.

New Field Study Semester approved; it will be reported to APC for approval.

**07.08 CHAIR'S TOPIC OF DISCUSSION: Online Delivery of Courses – 16-SCTP-04-20**

The Chair discussed the importance of the University being informed when courses or programs are offered online – either wholly or a component of the course, and especially if a course or program changes from completely on campus to completely online [the latter requiring SCTP review and approval]. A memo was sent in March from the SCTP Chair to academic Deans requesting that the Faculties/Schools report to ES any courses/programs that include a significant online component. The main concern for these offerings is related to U.S. Government funding provided to U.S. students – if a required/complementary/elective course within a degree program is offered online or has a significant online component, American students' Government funding may be jeopardized. There are also potential issues for international students, which include not being able to obtain legal documents such as CAQs and study permits. The Chair suggested that the memo also be forwarded to Associate Deans (Academic) within Faculties/Schools for additional circulation.

**07.09 CHAIR'S TOPIC OF DISCUSSION: Course Revisions and Approvals – 16-SCTP-04-21**

The Chair recently received an email from an academic member of staff that criticized the current approval process for course revisions, and it questioned the need for multiple levels of approvals for a simple change to an existing course [such as a slight rewording to the description]. The Chair queried academic members whether the streamlining of course approvals currently in place should be revised to enable minor course revisions to be updated within Banner without official approval by the Department, Faculty/School, and finally ES. SCTP academic members shared their experience with the approval process and they indicated that they appreciate the various levels of approval required, especially the screening done at the departmental level. Having the Minerva online submission of courses speeds up the review process. If an academic unit feels that their course/program proposal takes many months for approval, that unit may want to reconsider their internal approval process for proposals.

**07.10 OTHER BUSINESS**

The following document was received by SCTP – there were no queries.

a) 2016-2017 ES Report 8 to SCTP March 9, 2017.

The meeting ended at 4:40 pm.