

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, September 29, 2016 at 3:00 pm in Room 302 of the James Administration Building.

PRESENT: Jacquie Bede, Ollivier Dyens (Chair), Guy Ettlin, Michael Fronda, Patricia Kirkpatrick, Fiona Lees, Carmen Sicilia, Cindy Smith (Secretary to SCTP), Amy Szuchmacher Blum

GUESTS: Associate Dean Elizabeth Wood and Professor Alain Breuleux, Faculty of Education
Ms. Inna Popova, School of Continuing Studies
Dr. Carolyn Samuel, Teaching and Learning Services

Legend:

APC = Academic Policy Committee of Senate

CESA = Senate Committee on Enrolment and Student 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*

MEESR = *Ministère de l'Éducation, Enseignement supérieur et Recherche*

PGSS = Post-Graduate Students' Society

SSMU = Students' Society of McGill University

STL = APC Subcommittee on Teaching and Learning

Introductions were made, SCTP's role was reviewed, and SCTP welcomed its newest members: Professor Michael Fronda, Faculty of Arts; Associate Dean Patricia Kirkpatrick, GPS; Professor Amy Szuchmacher Blum, Faculty of Science; and Mr. Guy Ettlin, SSMU student representative.

01.01 The Agenda was approved as circulated.

01.02 The Notes from the last electronic review held May 5, 2016 were approved as circulated.

01.03 **BUSINESS ARISING**

None.

01.04 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 16-SCTP-09-01**

Dean's Office

The following two new program proposals are in line with the University's strategic plan, and multiple faculties have already proposed minor programs in the area of entrepreneurship. In collaboration with the Desautels Faculty of Management, the following units have, throughout the recent past, proposed a minor within their degrees: Agricultural and Environmental Sciences, Arts, Engineering revised their existing minor in this area, Music, and Science; the Faculty of Law is still contemplating the creation of this minor for their students.

Concurrent B.Sc.(F.Sc.) and B.Sc.(Nutr.Sc.); Minor in Agribusiness Entrepreneurship (18 cr.)

SCTP requested:

- correct degree to read "Concurrent B.Sc.(F.Sc.) and B.Sc.(Nutr.Sc.);
- correct rationale so program degree reads "Concurrent B.Sc.(Food Science) and B.Sc.(Nutritional Science)";
- indicate Offering Department as "Dean's Office";
- correct course title for MGPO 438 to indicate "and" instead of "&".

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

01.04 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 16-SCTP-09-01**

[continued]

B.Sc.(Nutr.Sc.); Minor in Agribusiness Entrepreneurship (18 cr.)

SCTP requested:

- indicate Offering Department as “Dean’s Office”;
- correct rationale so program degree reads “B.Sc.(Nutr.Sc.)”;
- correct course title for MGPO 438 to indicate “and” instead of “&”.

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

01.05 **FACULTY OF ARTS – 16-SCTP-09-02**

Department of Languages, Literatures, and Cultures

B.A.; Minor Concentration in Hispanic Studies (18 cr.)

This new minor concentration is proposed to provide students with greater flexibility in choosing courses and to strengthen language skills, if needed. The two existing minor concentrations have been retired.

SCTP requested:

- under complementary courses, delete or correct (as appropriate) the first listing of HISP 210 following “0-12 credits in language courses”;
- clarify in the program requirements where students choose the remaining credits from, if none or less than 12 credits of language courses are taken.

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

01.06 **GRADUATE AND POSTDOCTORAL STUDIES – 16-SCTP-09-03**

Faculty of Education/Dean’s Office

Graduate Certificate in International Leadership in Educational and Administrative Development (15 cr.)

Associate Dean Wood and Professor Breuleux joined the meeting to briefly present and respond to questions concerning this new self-funded program proposal. The new program will target international leaders within higher education, organizations and companies by providing continued leadership development. It is expected that the online courses will be created as a pilot project with Everspring, which is a company that assists in transitioning into the online learning environment. *Secretary’s note:* The Faculty of Education has provided SCTP with a positive financial consultation from Mr. Real Del Degan, Director – Academic Management.

SCTP requested:

- indicate the Offering Department as “Dean’s Office” in box 2.0;
- revise effective date to read “201705”, to ensure that all online courses have been created;
- move sentence relating to the retirement of existing programs to the rationale;
- revise last sentence in the description to read “There will be an intensive summer component on the McGill Campus.”

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

01.07 **SCHOOL OF CONTINUING STUDIES – 16-SCTP-09-04**

Department of Career and Professional Development

Professional Development Certificate in Parliamentary Management (18 CEUs)

Ms. Popova joined the meeting to briefly present and respond to questions concerning this new program proposal. The School currently offers a successful non-credit, non-transcript similar program that provides students with an attestation from the School following completion. This new program will provide students with a transcript and a McGill diploma for their work.

SCTP requested:

- correct program title in rationale or box 1.1, as they do not match.

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

01.08 **OTHER BUSINESS**

None.

The meeting ended at 3:55 pm.