

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, November 12, 2015 at 3:00 pm in Room 301 of the James Administration Building.

PRESENT: Jacquie Bede, France Bouthillier, Emily Buck, Parvesh Chainani, James Clark, Ollivier Dyens (Chair), Louis Hermo, Liette Lapointe, Carmen Sicilia, Cindy Smith (Secretary to SCTP)

REGRETS: Fiona Lees

GUESTS: Professor Andrew Piper, Faculty of Arts
Ms. Sheryl Smith-Gilman, Faculty of Education
Professor Stéphane Lemelin, Schulich School of Music

Introductions were made, and SCTP welcomed new member: Ms. Emily Buck, PGSS student representative.

03.01 The Agenda was approved as circulated.

03.02 The Minutes from the last meeting held October 15, 2015 were approved as circulated.

03.03 BUSINESS ARISING

Secretary's note: Revisions/additional information requested by SCTP, or changes made by the Faculty, were received for the following previously submitted proposal(s), reviewed by the Chair, and approved on behalf of SCTP. They will be reported to APC for final approval.

Graduate and Postdoctoral Studies/Faculty of Medicine

- program revisions to **M.Sc. in Neuroscience** (45 cr.) and **Ph.D. in Neuroscience** (0 cr.) [15-SCTP-09-01; September 24, 2015].

03.04 FACULTY OF EDUCATION – 15-SCTP-11-05

Department of Integrated Studies in Education

B.Ed. in Teaching English as a Second Language - TESL Elementary and Secondary; Teaching Greek Language and Culture (120 cr.)

Ms. Smith-Gilman joined the meeting to briefly present and respond to questions concerning this new concentration of an existing program. She explained that this new concentration idea was suggested to the Department by staff within the Department of History and Classical Studies in the Faculty of Arts. There is great need for teaching personnel in this subject matter within the Hellenic Community of Greater Montreal schools, and other Greek communities across Canada and in the United States.

SCTP requested:

- consider adding a literature course for young adults;
- in Freshman Program text where it is indicated “In consultation with the Program Adviser ...”, include a link so students can view a list of “other courses” they may choose;
- indicate under “Additional Entrance and Language Requirements” that students need to pass the Greek language proficiency test;
- remove HIST 231 from list of Complementary Courses, as it has been retired;
- confirm with the Department of History and Classical Studies their intention of offering the CLAS and HIST courses included in this proposal, as many are indicated as “Not Offered” in the current eCalendar and some have not been offered in a number of years [including required course CLAS 336];
- in Program Requirements text, revise ‘study away’ sentence to remove “strongly”, as not all students would be able to afford this;
- include a clause in the description that indicates that a set number of students will be accepted, to ensure sufficient field placements;
- correct existing program title in rationale;
- be consistent with program title throughout the proposal and supporting document.

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

03.05 **GRADUATE AND POSTDOCTORAL STUDIES** – 15-SCTP-11-06

Schulich School of Music

Graduate Artist Diploma (30 cr.)

Professor Lemelin joined the meeting to present and respond to questions concerning this new program. He explained that the current Artist Diplomas [that are undergraduate programs taken by a large graduate-student clientele] are misleading to graduate students who are interested in this kind of high-level skill program, and they are reluctant to take an undergraduate-level program. Offering the Artist Diploma at the graduate level will facilitate better recruitment. In response to a query, Professor Lemelin confirmed that program retirement proposals will be submitted in the near future for the existing Artist Diploma in Performance (All Instruments) and Artist Diploma in Performance (Voice).

SCTP requested:

- indicate program prerequisite courses as corequisite courses and indicate them as “For Harpsichord students”;
- correct title for MUIN 710 and MUIN 711, as they do not match the course proposals;
- add “Graduate” to titles for courses MUPG 740-745, as their proposed titles of “Artist Diploma ...” is Misleading [also update the course proposals submitted to Enrolment Services for approval].

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

Graduate Diploma in Performance (30 cr.)

Program revisions consisted of: title, description, program prerequisite courses added, required course deleted, credit weight and titles revised for two required courses, required-course credits increased, complementary courses added, titles revised for five complementary courses, how complementary courses chosen revised, complementary-course credits increased, elective-course section deleted and, therefore, their credits decreased.

SCTP requested:

- revise rationale to indicate that the existing Graduate Diploma in Professional Performance (30 cr.) is being retired via this proposal.

Revised program approved; as the Ministry does not require notification of this title change, APC approval is not necessary.

03.06 **FACULTY OF ENGINEERING** – 15-SCTP-11-07

Dean’s Office

B.Eng.; Minor in Technological Entrepreneurship (18 cr.)

Program revisions consisted of: description, required courses added, required-course credits increased, complementary courses deleted, complementary courses added, how complementary courses chosen revised. Revised program approved; it was determined that, because the revisions are minor, APC approval is not necessary.

03.07 **FACULTY OF ARTS** – 15-SCTP-11-08

Department of Languages, Literatures, and Cultures

B.A.; Joint Honours – German Cultural Studies Component (36 cr.)

Professor Piper joined the meeting to present and respond to questions concerning this new program. He explained that the new program will give students without linguistic competence in German to study German-related material. This new program, along with the program revision proposals, are designed to be more flexible for rotation of courses. SCTP noted that some of the language courses were not appropriate for all of the major concentration programs, and it should be clearly specified in program descriptions which minor concentration can be expanded into which major concentration.

SCTP requested:

- correct required-course credits to read “3”;
- correct complementary-course credits to read “33”, and indicate “33 credits of complementary courses ...”;
- delete GERM 570 from list of complementary courses, as it is required.

NOTE: The Ministry will need to be informed about this new program – it cannot be offered/advertised/listed in the eCalendar until the Ministry confirms that it is accepted.

For review by SCTP.

B.A.; Honours in German Language, Literature, and Culture (60 cr.)

Program revisions consisted of: title, description, required courses deleted, required course added, required-course credits decreased, complementary courses deleted, complementary courses added, complementary-course credits increased.

SCTP requested:

- correct complementary-course credits to read “54”, and revise descriptive sentence to read “54 credits of complementary courses ...”;
- delete GERM 401 and GERM 575 from list of complementary courses, as they are both required;
- indicate complementary headings as “Courses Taught in German” and “Courses Taught in English”;
- revise rationale to indicate that the existing B.A.; Honours in German Studies (60 cr.) is being retired via this proposal.

NOTE: The Ministry will need to be informed about this new program title – it cannot be offered/advertised/listed in the eCalendar until the Ministry confirms that it is accepted.

For review by SCTP.

B.A.; Joint Honours – German Language, Literature, and Culture Component (36 cr.)

Program revisions consisted of: title, description, required courses deleted, required course added, required-course credits decreased, complementary courses added, how complementary courses chosen revised, complementary-course credits increased.

SCTP requested:

- delete GERM 401 and GERM 570 from list of complementary courses, as they are both required;
- indicate complementary headings as “Courses Taught in German” and “Courses Taught in English”;
- revise rationale to indicate that the existing B.A.; Joint Honours - German Studies Component (36 cr.) is being retired via this proposal.

NOTE: The Ministry will need to be informed about this new program title – it cannot be offered/advertised/listed in the eCalendar until the Ministry confirms that it is accepted.

For review by SCTP.

B.A.; Major Concentration in German Cultural Studies (36 cr.)

Program revisions consisted of: title, description, complementary courses deleted, complementary courses added, how complementary courses chosen revised.

SCTP requested:

- revise new description to read “... understanding of historical and present day German culture ...” and include other information instead of referring readers to another program’s description; also, indicate which Minor Concentration this program is an extension of;
- correct existing complementary-course credits to read “36”;
- remove language courses from list of complementary courses;
- revise complementary text to read “... pre-20th century literature”;
- indicate complementary headings as “Courses Taught in German” and “Courses Taught in English”;
- revise rationale to indicate that the existing B.A.; Major Concentration in German Studies; Literature and Culture (36 cr.) is being retired via this proposal.

NOTE: The Ministry will need to be informed about this new program title – it cannot be offered/advertised/listed in the eCalendar until the Ministry confirms that it is accepted.

For review by SCTP.

B.A.; Major Concentration in German Language, Literature, and Culture (36 cr.)

Program revisions consisted of: title, description, required courses deleted, required course added, required-course credits decreased, complementary courses deleted, complementary courses added, complementary-course credits increased, how complementary courses chosen revised.

SCTP requested:

- delete GERM 401 from list of complementary courses, as it is required;
- indicate complementary headings as “Courses Taught in German” and “Courses Taught in English”;

- revise rationale to indicate that the existing B.A.; Major Concentration in German Studies; Language and Literature (36 cr.) is being retired via this proposal.

NOTE: The Ministry will need to be informed about this new program title – it cannot be offered/advertised/listed in the eCalendar until the Ministry confirms that it is accepted.

For review by SCTP.

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

Program revisions consisted of: title, description, complementary courses deleted, complementary courses added, how complementary courses chosen revised.

SCTP requested:

- indicate complementary headings as “Courses Taught in German” and “Courses Taught in English”;
- revise rationale to indicate that the existing B.A.; Minor Concentration in German Literature and Culture in Translation (18 cr.) is being retired via this proposal.

NOTE: The Ministry will need to be informed about this new program title – it cannot be offered/advertised/listed in the eCalendar until the Ministry confirms that it is accepted.

For review by SCTP.

As result of these program title changes, the following programs are being retired:

B.A.; Honours in German Studies (60 cr.);

B.A.; Joint Honours - German Studies Component (36 cr.);

B.A.; Major Concentration in German Studies; Literature and Culture (36 cr.);

B.A.; Major Concentration in German Studies; Language and Literature (36 cr.); and

B.A.; Minor Concentration in German Literature and Culture in Translation (18 cr.).

B.A.; Minor Concentration in German Language (18 cr.)

Program revisions consisted of: description, complementary courses deleted, complementary courses added, how complementary courses chosen revised.

SCTP requested:

- indicate complementary heading as “Courses Taught in German”;
- correct program title under “Program Requirements” in the proposed column – new title needs to be indicated.

Revised program approved with these changes; as the revisions are minor, APC approval is not required.

03.08 CHAIR’S TOPIC OF DISCUSSION: Streamlining Approval of New Programs – 15-SCTP-11-04

A draft document was circulated that outlined some ideas for streamlining the approval of new programs. [The Chair noted that any streamlining approval would not apply to new programs proposed by the School of Continuing Studies, as they do in-depth testing of program needs before they are proposed.] The Chair indicated that he is gathering information and ideas on how the University can expedite the approval of new programs to make it a more efficient and productive process. Any expedited approval process would not exclude departmental and faculty/school approvals. His initial idea consisted of: following appropriate internal faculty/school approval, the proposal would then be submitted to a small University-wide committee that would grant conditional approval of new programs. This committee would consist of the Deputy Provost, Dean of the proposing faculty/school, Dean of GPS [if graduate level], an academic member from the proposing faculty/school, Secretaries to SCTP and APC, and a student nominated by the proposing faculty/school. Following the graduation of the first cohort of students, the University would be in a better position to determine if the new program should be proposed and reported via the usual approval process [SCTP, APC, Senate, Ministry (if applicable)] to become an official new program.

Much discussion ensued on whether the current review done by all committees is redundant. It was noted that a good idea would be to assess all new programs following 3 years of being in effect. There was concern about offering a program that does not have the Ministry’s approval. The Chair indicated that he would bring more ideas to SCTP at a later date.

03.09 CHAIR’S TOPIC OF DISCUSSION: How a Program is Conducive to a Healthy Learning Environment – 15-SCTP-11-09

The Chair explained that there has been recent discussion at other committees that he Chairs concerning how the University can promote a healthy learning environment for students. One idea was to ask units to include information on the program proposal form, perhaps in the rationale, that addresses whether the program provides students with a healthy learning environment. The Chair indicated that he is working on creating a definition for healthy environment for students, and that the Faculty of Education will create principles for it. One suggestion was to have workshops available to professors on this subject, which the Chair indicated that Teaching and Learning Services would be asked to look into.

03.10 OTHER BUSINESS

a) 2015-2016 ES Report 2 to SCTP October 15, 2015

There were no questions from SCTP members concerning this report.

b) 2015-2016 SCTP Annual Report to APC

As it was 5:00 pm, the Chair deferred review of this item until the next meeting.

The meeting ended at 5:00 pm.