



**518<sup>th</sup> REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE  
on the APC meeting held on March 16<sup>th</sup>, 2023, and an electronic vote held on March 20<sup>th</sup>,  
2023.**

**I. TO BE APPROVED BY SENATE**

**(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL**

**Faculty of Agricultural and Environmental Sciences**

B.Sc.(Nutr.Sc.); Honours in Nutrition (90 cr.) – *appendix A*

At its meeting of March 16<sup>th</sup>, 2023, APC reviewed a proposal to create a new Bachelor of Science Honours in Nutrition program and on March 20<sup>th</sup>, 2023, APC approved the proposal by electronic vote. This new program will meet increased student interest, and it will serve as a path for students to apply for graduate studies in this discipline. APC confirmed that there is sufficient lab space for the projected number of students.

*Be it resolved that Senate approve the creation of the proposed B.Sc.(Nutr.Sc.); Honours in Nutrition (90 cr.).*

**(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE / AWARDS**

**Office of the Provost and Vice-Principal (Teaching and Academic Planning)**

Online/Blended Courses and Programs: Definitions and Approvals – *appendix B*

At its meeting of March 16<sup>th</sup>, 2023, APC reviewed the proposed terminology relating to online/blending learning, the proposed approval and notification pathways relating to blended/hybrid courses, the proposed definitions of program types, and the proposed definition of experiential learning. On March 20<sup>th</sup>, 2023, via electronic vote, APC approved the proposed items, which were developed in part from the work conducted by the [Ad Hoc Advisory Committee on COVID Academic Planning and Policies](#). The proposed items also highlight the need for flexibility, and aim to balance the varying needs of online and in-person classes within programs, as is applicable. Once approved by Senate, they will be utilized and included in the [New Models of Academic Program Delivery](#) report, to be presented to Senate at a future meeting.

*Be it resolved that Senate, on the recommendation of the Academic Policy Committee, approve the proposed terminology relating to online/blending learning, the proposed approval and notification pathways relating to blended/hybrid courses, the proposed definitions of program types, and the definition of experiential learning, as presented in Appendix B.*

**(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES - none**

**(D) CHANGES IN DEGREE DESIGNATION – none**

**(E) INTER-UNIVERSITY PARTNERSHIPS – none**

**(F) OTHER – none**

**II. TO BE ENDORSED BY SENATE / PRESENTED TO SENATE FOR DISCUSSION – none**

**III. APPROVED BY APC IN THE NAME OF SENATE**

**(A) DEFINITIONS – none**

**(B) STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS - none**

**(C) OTHER – none**

**IV. FOR THE INFORMATION OF SENATE**

**I. ACADEMIC UNIT REVIEWS – none**

**II. APPROVAL OF COURSES AND TEACHING PROGRAMS - none**

**1. Programs**

a) APC Approvals (new options/concentrations and major revisions to existing programs)

i. New Programs - none

ii. Major Revisions of Existing Programs

*Approved by SCTP on January 5<sup>th</sup>, 2023; reported to APC on March 16<sup>th</sup>, 2023*

**Graduate and Postdoctoral Studies**

Faculty of Science

M.Sc. in Computer Science; Non-Thesis (45 cr.)

b) APC Subcommittee on Courses and Teaching Programs (SCTP) Approvals  
(Summary Reports: <http://www.mcgill.ca/sctp/documents/>)

i. Moderate and Minor Program Revisions

*Approved by SCTP on January 5<sup>th</sup>, 2023; reported to APC on March 16<sup>th</sup>, 2023*

**Faculty of Agricultural and Environmental Sciences**

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

**Desautels Faculty of Management**

B.Com.; Concentration in Entrepreneurship; (15 cr.)

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

**Faculty of Science**

B.A. & Sc.; Interfaculty Program in Sustainability, Science, and Society (54 cr.)

*Approved by SCTP on January 26<sup>th</sup>, 2023; reported to APC on March 16<sup>th</sup>, 2023*

**Faculty of Agricultural and Environmental Sciences**

B.Sc.; Minor in Applied Ecology (24 cr.)

**Faculty of Science**

B.Sc.; Minor in Atmospheric Science (18 cr.)

ii. Program Retirements

*Approved by SCTP on January 5<sup>th</sup>, 2023; reported to APC on March 16<sup>th</sup>, 2023*

**Graduate and Postdoctoral Studies**

School of Continuing Studies

Graduate Certificate in Digital Marketing (15 cr.)

**2. Courses**

**c) New Courses**

*Reported as having been approved by SCTP on January 5<sup>th</sup>, 2023: 7*

Faculty of Agricultural and Environmental Sciences: 4 School of Continuing Studies: 1

Faculty of Science: 2

*Reported as having been approved by SCTP on January 26<sup>th</sup>, 2023: 2*

School of Continuing Studies: 2

**d) Course Revisions**

*Reported as having been approved by SCTP on January 5<sup>th</sup>, 2023: 24*

Faculty of Engineering: 6

Desautels Faculty of Management: 14 Faculty of Science: 4

**e) Course Retirements**

*Reported as having been approved by SCTP on January 5<sup>th</sup>, 2023: 3*

Faculty of Engineering: 1

Desautels Faculty of Management: 2

*Reported as having been approved by SCTP on January 26<sup>th</sup>, 2023: 3*

School of Continuing Studies: 2 Faculty of

Science: 1





(2019)

<p><b>1.0 Degree Title</b> Please specify the two degrees for concurrent degree programs</p> <input type="text" value="B.Sc.(Nutr.Sc.)"/>	<p><b>2.0 Administering Faculty or GPS</b></p> <input type="text" value="Agricultural and Environmental Sciences"/>
<p><b>1.1 Major (Subject/Discipline)(30-char. max.)</b></p> <input type="text" value="Nutrition"/>	<p><b>Offering Faculty &amp; Department</b></p> <input type="text" value="AES, School of Human Nutrition"/>
<p><b>1.2 Concentration (Option)</b> (30 char. max.)</p> <input type="text"/>	<p><b>3.0 Effective Term of Implementation</b> (Ex. Sept. 2019 or 201909)</p> <p>Term</p> <input type="text" value="202305"/>
<p><b>1.3 Complete Program Title (from boxes 1 and 5)</b></p> <input type="text" value="B.Sc.(Nutr.Sc.); Honours in Nutrition"/>	

**4.0 Rationale and Admission Requirements for New Program/Concentration**

B.Sc.(Nutr.Sc.); Honours in Nutrition is intended for students who are interested in gaining a concentrated research experience in Human Nutrition. Students in the B.Sc.(Nutr.Sc.) Nutrition Major program who have a CGPA of at least 3.6, and a grade of at least A- in all NUTR courses can apply to transfer in Winter U2 term. It is the responsibility of each student to find a professor to support and supervise a research project. Graduation requires completion of a minimum of 90 credits, with CGPA of at least 3.6, and a grade of at least A- in all NUTR courses. Students who do not maintain Honours standing may transfer registration to the B.Sc (Nutr.Sc.) Nutrition Major.

**5.0 Program Information**  
Please check appropriate box(es)

<p><b>5.1 Program Type</b></p> <input checked="" type="checkbox"/> Bachelor's Program <input type="checkbox"/> Master's <input type="checkbox"/> M.Sc.(Applied) Program <input type="checkbox"/> Dual Degree/Concurrent Program <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Graduate Certificate <input type="checkbox"/> Graduate Diploma <input type="checkbox"/> Ph.D. Program <input type="checkbox"/> Doctorate Program (Other than Ph.D.) <input type="checkbox"/> Self-Funded/Private Program <input type="checkbox"/> Off-Campus Program <input type="checkbox"/> Professional Development Cert <input type="checkbox"/> Distance Education Program Other (Please specify)	<p><b>5.2 Category</b></p> <input type="checkbox"/> Faculty Program (FP) <input type="checkbox"/> Major <input type="checkbox"/> Joint Major <input type="checkbox"/> Major Concentration (CON) <input type="checkbox"/> Minor <input type="checkbox"/> Minor Concentration (CON) <input checked="" type="checkbox"/> Honours (HON) <input type="checkbox"/> Joint Honours Component (HC) <input type="checkbox"/> Internship/Co-op <input type="checkbox"/> Thesis (T) <input type="checkbox"/> Non-Thesis (N) <input type="checkbox"/> Other Please specify <input type="text"/>	<p><b>5.3 Level</b></p> <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Dentistry/Law/Medicine <input type="checkbox"/> Continuing Studies (Non-Credit) <input type="checkbox"/> Collegial <input type="checkbox"/> Masters & Grad Dips & Certs <input type="checkbox"/> Doctorate <input type="checkbox"/> Post-Graduate Medicine/Dentistry <input type="checkbox"/> Graduate Qualifying <input type="checkbox"/>
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**5.4 Requires Centrally-Funded Resources** Yes  No

<p><b>6.0 Total Credits or CEUs (if latter, indicate "CEUs" in box)</b></p> <input type="text" value="90"/>	<p><b>7.0 Consultation with Related Units</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><b>Financial Consult</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Attach list of consultations.</p>
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## 8.0 Program Description (Maximum 150 words)

The B.Sc.(Nutr.Sc.); Honours in Nutrition focuses on original research in human nutrition, specifically, its design, execution, interpretation, and reporting. The research project will cover a specific area of human nutrition, such as clinical nutrition, metabolism, public health, or epidemiology. Research skills will include formulation of testable hypotheses, experimental design, analytical methods, and data analysis and interpretation. The program also emphasizes developing proficiency in communicating science, advanced theoretical and technical concepts, and demonstrating complex scientific ideas both orally and in writing.

## 9.0 List of proposed new Program/Concentration

If new concentration (option) of an existing program, a program layout (list of all courses) of existing program must be attached.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit Weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

B.Sc.(Nutr.Sc.); Honours in Nutrition (90 credits)

Required Courses (75 credits)

AEMA 310 Statistical Methods 1 (3 credits)  
ANSC 234 Biochemistry 2 (3 credits)  
ANSC 323 Mammalian Physiology (3 credits)  
ANSC 424 Metabolic Endocrinology (3 credits)  
FDSC 200 Introduction to Food Science (3 credits)  
FDSC 251 Food Chemistry 1 (3 credits)  
FDSC 305 Food Chemistry 2 (3 credits)  
LSCI 204 Genetics (3 credits)  
LSCI 211 Biochemistry 1 (3 credits)  
LSCI 230 Introductory Microbiology (3 credits)  
NUTR 207 Nutrition and Health (3 credits)  
NUTR 214 Food Fundamentals (4 credits)  
NUTR 307 Metabolism and Human Nutrition (3 credits)  
NUTR 322 Applied Sciences Communication (3 credits)  
NUTR 337 Nutrition Through Life (3 credits)  
NUTR 344 Clinical Nutrition 1 (4 credits)  
NUTR 401 Emerging Issues in Nutrition (1 credit)  
NUTR 450 Research Methods: Human Nutrition (3 credits)  
NUTR 491 Honours Research 1 (3 credits)  
NUTR 492 Honours Research 2 (3 credits)  
NUTR 493 Honours Research 3 (3 credits)  
NUTR 494 Honours Research 4 (3 credits)  
NUTR 507 Advanced Nutritional Biochemistry (3 credits)  
NUTR 537 Advanced Human Metabolism (3 credits)  
NUTR 551 Analysis of Nutrition Data (3 credits)

Elective Courses (15 credits)

15 credits chosen in consultation with the research supervisor; a limited number of credits may be taken at other Quebec and/or Canadian universities.

10.0 Approvals			
Routing Sequence	Name	Signature	Meeting Date
Department	Linda Wykes	Linda J Wykes, PhD <small>Digitally signed by Linda J Wykes, PhD Date: 2022.10.28 11:48:50 -04'00'</small>	May 3, 2022
Curric/Acad Committee	A. Cherastes	A. Cherastes/le	Nov. 3/22
Faculty 1	Joanne Ten Eyck	J Ten Eyck	Nov. 18/22
Faculty 2			
Faculty 3			
CGPS			
SCTP	Cindy Smith, SCTP Secretary		January 5, 2023
APC	Approved by APC		March 20, 2023
Senate			

  

Submitted by		To be completed by ES:	
Name	Linda Wykes		
Phone	514-398-7843	CIP Code	
Email	linda.wykes@mcgill.ca		
Submission Date	October 28, 2022		

**REMINDERS:**

\*Box 5.4 - Must be completed; see section 6.5.4 within the New Program Guidelines at: <https://www.mcgill.ca/sctp/guidelines>.

\*\*All new program proposals must be accompanied by a 2-3 page support document.

**Major Nutrition - Metabolism, Health and Disease (90 credits) - NOTE this is the program most similar to the Honours in Nutrition. It is included for reference. It is not to be retired. A separate request to retire the Major Nutrition – Nutritional Biochemistry has been submitted.**

**Offered by:** Human Nutrition    **Degree:** Bachelor of Science (Nutritional Sciences)

### **Program Requirements**

This Major offers a core emphasis on the scientific fundamentals of nutrition and metabolism throughout the lifespan from the molecular to the organismal level. This concentration emphasizes the influence of diet and nutrition on human health and the pathophysiology of inherited and acquired chronic disease. The links of nutrigenomics, nutrigenetics, and biotechnology with human health and regulation of metabolism are explored. This program does not lead to professional licensure as a dietitian/nutritionist.

### **Required Courses (63 credits)**

All required courses must be passed with a minimum grade of C.

AEMA 310 Statistical Methods 1 (3 credits)  
ANSC 234 Biochemistry 2 (3 credits)  
ANSC 323 Mammalian Physiology (3 credits)  
ANSC 424 Metabolic Endocrinology (3 credits)  
FDSC 200 Introduction to Food Science (3 credits)  
FDSC 251 Food Chemistry 1 (3 credits)  
FDSC 305 Food Chemistry 2 (3 credits)  
LSCI 204 Genetics (3 credits)  
LSCI 211 Biochemistry 1 (3 credits)  
LSCI 230 Introductory Microbiology (3 credits)  
NUTR 207 Nutrition and Health (3 credits)  
NUTR 214 Food Fundamentals (4 credits)  
NUTR 307 Metabolism and Human Nutrition (3 credits)  
NUTR 322 Applied Sciences Communication (3 credits)  
NUTR 337 Nutrition Through Life (3 credits)  
NUTR 344 Clinical Nutrition 1 (4 credits)  
NUTR 401 Emerging Issues in Nutrition (1 credit)  
NUTR 450 Research Methods: Human Nutrition (3 credits)  
NUTR 507 Advanced Nutritional Biochemistry (3 credits)  
NUTR 512 Herbs, Foods and Phytochemicals (3 credits)  
NUTR 537 Advanced Human Metabolism (3 credits)

### **Complementary Courses (12 credits)**

12 credits of complementary courses are selected as follows:

#### **Common Complementary Courses**

6 credits from the following:

ANSC 433 Animal Nutrition and Metabolism (3 credits)  
ANSC 560 Biology of Lactation (3 credits)  
FDSC 537 Nutraceutical Chemistry (3 credits)  
FDSC 545 Advances in Food Microbiology (3 credits)



NUTR 501 Nutrition in Developing Countries (3 credits)  
NUTR 503 Nutrition and Exercise (3 credits)  
NUTR 505 Public Health Nutrition (3 credits)  
NUTR 511 Nutrition and Behaviour (3 credits)  
NUTR 545 Clinical Nutrition 2 (4 credits)  
NUTR 546 Clinical Nutrition 3 (4 credits)  
NUTR 551 Analysis of Nutrition Data (3 credits)  
PARA 438 Immunology (3 credits)

6 credits from the following courses:

ANAT 214 Systemic Human Anatomy (3 credits)  
ANAT 261 Introduction to Dynamic Histology (4 credits)  
ANAT 262 Introductory Molecular and Cell Biology (3 credits)  
ANAT 322 Neuroendocrinology (3 credits)  
ANSC 312 Animal Health and Disease (3 credits)  
ANSC 324 Developmental Biology and Reproduction (3 credits)  
ANSC 400 Eukaryotic Cells and Viruses (3 credits)  
ANSC 560 Biology of Lactation (3 credits)  
BIOL 300 Molecular Biology of the Gene (3 credits)  
BTEC 306 Experiments in Biotechnology (3 credits)  
MICR 341 Mechanisms of Pathogenicity (3 credits)  
NUTR 430 Directed Studies: Dietetics and Nutrition 1 (3 credits)  
PARA 424 Fundamental Parasitology (3 credits)  
PATH 300 Human Disease (3 credits)  
PHAR 300 Drug Action (3 credits)  
PHAR 301 Drugs and Disease (3 credits)  
PHAR 303 Principles of Toxicology (3 credits)  
PHGY 311 Channels, Synapses and Hormones (3 credits)  
PHGY 312 Respiratory, Renal, and Cardiovascular Physiology (3 credits)  
PHGY 313 Blood, Gastrointestinal, and Immune Systems Physiology (3 credits)

### **Elective Courses (15 credits)**

15 credits of electives are taken to meet the minimum credit requirement for the degree. A reciprocal agreement allows all students to take a limited number of electives at any Quebec university. With prior approval students can take electives at any Canadian or international university.

## Executive Summary B.Sc.(Nutr.Sc.); Honours in Nutrition Program Proposal

Need for and Overview of the Program Students in the B.Sc.(Nutr.Sc.); Nutrition Major frequently advance to medical school. While they are interested in nutrition research, applying for graduate programs is a big step into unknown territory. They have expressed strong interest in the School developing an Honours program. They are curious about learning more about the process of research and want to specialize in one area of original nutrition inquiry. Students will work with a professor on their research project in one of several nutrition domains including: clinical nutrition, metabolism, public health or epidemiology. Research skills include formulation of testable hypotheses, experimental design, analytical methods, data analysis and interpretation. There is also an emphasis on developing proficiency in scientific communication, from in-depth reading about advanced theoretical and technical concepts and, finally, demonstrating the understanding of complex scientific ideas both orally and in written reports

### Program Structure

The 90-credit program consists of 75 credits of required courses and 15 credits of electives. This is modelled after the B.Sc.(Nutr.Sc.) Nutrition Major; Metabolism, Health and Disease concentration <https://www.mcgill.ca/study/2022-2023/faculties/macdonald/undergraduate/programs/bachelor-science-nutritional-sciences-bscnutrsc-major-nutrition-metabolism-health-and-disease> . The 12 complementary credits in the Concentration are replaced with 12 credits of required research courses NUTR 491,492,493,494. Finally, the required course NUTR 512 Herbs, Foods and Phytochemicals in the Concentration is replaced with NUTR 551 Analysis of Nutrition Data to enrich the research experience.

### Honours Research Courses

4 new 3-credit courses, each to be offered in summer, fall, winter starting in Fall 2023.

#### **Why 4 3-credit courses rather than 2 6-credit courses?**

- to allow flexibility for research activities in the context of the student's other courses (credit load per term, option to start research courses in the summer),
- and in consideration of constraints of the larger research program (eg for patient recruitment, community-based activities, seasonally sensitive projects, and timing of equipment access and partnering with graduate students).

### Financial Considerations

- 1) No need for centrally funded allocation. All required courses are currently in the B.Sc.(Nutr.Sc.) Nutrition Major. Only those students enrolled in that program are eligible to transfer. Therefore there is no need for additional teaching resources.
- 2) No need for funding of research courses. School of Human Nutrition faculty members will pay for the research expenses, just as they agree to do when they accept graduate students into their research programs, and undergraduate students into Directed Studies courses (NUTR 430, 431,432,433)

Consultations with heads of all academic units teaching required courses in the program are attached – no objections.

The new program has no effect on other units, courses, enrolments, teaching loads or programs, and has no redundancies with other Honours programs in the Faculty or University.

Only students in the BSc(NutrSc) Nutrition Major may apply to transfer into the program.

No courses taught by other units are added to or removed compared to the BSc(NutrSc) Nutrition Major.

### Program size

The enrolment in the BSc(NutrSc) Nutrition Major is about 50 students in each year. Analysis of the CGPA profile show that (pre-pandemic) about 7 students or 15% of students in the program are eligible to be admitted to the Honours program per year. There are currently only 13 tenure stream professors in the School. This means that on average each professor would supervise 1 student every second year. This is the maximum program size that is feasible.

### Admission Requirements

Students in the BSc(NutrSc) Nutrition Major program who have a **CGPA of at least 3.6, and a grade of at least A- in all NUTR courses** can apply to transfer in Winter U2 term. **It is the responsibility of each student to find a professor to support and supervise a research project.**

### Transfer from the BSc(NutrSc) Nutrition Major

Students in U2 of any of the concentrations of the B.Sc.(Nutr.Sc.) Nutrition Major may apply for admission. Students in other programs including the BSc(NutrSc) Dietetics Major are not eligible.

### Transfer Requirements

- 1) CGPA of 3.60, with no grade lower than A- for any NUTR course in the first 4 terms of the program.
- 2) Student must secure agreement of a faculty member (tenure stream SHN faculty, Associate Members, Adjunct Professors) to support and supervise their research project
- 3) Student and Supervisor submit a general (250 word) project outline for a 12-credit research project

### Transfer Procedures

- 1) A student meeting the grade requirements over the first 3 terms of their program submits to the Nutrition Major Academic Advisor their application form with their research interests.
- 2) It is the responsibility of the student to find a professor who is willing to support and supervise their research project. However, the Advisor may offer assistance in matching students with potential supervisors.
- 3) The student and supervisor meet to formulate a research project plan, then the student submits the final signed application form to the Advisor. Due by the last day of classes in Winter term.
- 4) The Honours Board (Nutrition Major program director plus 2 other SHN faculty members) meet to review applications including GPA from winter U2 term, and informs the students and supervisor after the winter U2 grades are available.

### Honours Board Function

The Board consists of the Nutrition Major Program Director plus at least 2 SHN faculty members, assisted by the Nutrition Major Academic Advisor. Their role is to steer this program from transfer to evaluation of the research plan and its deliverables. They will administer each of the 4 Nutrition Honours Research courses (NUTR 491,492,493,494) in MyCourses and on Minerva. They will coordinate evaluation of performance in each of the courses, maintenance of GPA to remain in the program and to graduate. The goal of the Honours Board is to promote consistency and impartiality in admissions, processes and grading. The supervising professor will have voice but no vote in evaluation. Board members will be available for council in the event of conflict between student and supervisor.

### Graduation Requirements

To graduate from the Honours Nutrition program, students must complete a minimum of 90 credits, pass all NUTR courses with no grade less than A-, and achieve a CGPA of at least 3.60. Students who do not maintain Honours standing may transfer their registration to the B.Sc (Nutr.Sc.) Nutrition Major program and graduate on time. Honours Research courses would be acceptable electives or complementary courses in the concentration most relevant to the project.

Upon approval of this program, the B.Sc.(Nutr.Sc.) Nutrition Major, Nutritional Biochemistry option will be retired – program retirement submitted.



## **B.Sc.(Nutr.Sc.); Honours in Nutrition**

Courses impacted by new program

ANSC 234 Biochemistry 2 (3 credits) – Animal Science – Dr. Raj Duggavathi

ANSC 323 Mammalian Physiology (3 credits) – Animal Science – Dr. Raj Duggavathi

ANSC 424 Metabolic Endocrinology (3 credits) – Animal Science – Dr. Raj Duggavathi

FDSC 200 Introduction to Food Science (3 credits) - Food Science – Dr. Varoujan Yaylayan

FDSC 251 Food Chemistry 1 (3 credits) - Food Science – Dr. Varoujan Yaylayan

FDSC 305 Food Chemistry 2 (3 credits) - Food Science – Dr. Varoujan Yaylayan

LSCI 211 Biochemistry 1 (3 credits) – Parasitology – Dr. Reza Salavati

LSCI 230 Introductory Microbiology (3 credits) – NRS – Dr. Brian Driscoll

AEMA 310 Statistical Methods 1 (3 credits) – Plant Science – Dr. Martina Stromvik

LSCI 204 Genetics (3 credits) – Plant Science – Dr. Martina Stromvik

### **Online/Blended learning in courses: Terminology and Approvals/Notifications**

*The following definitions are proposed for Approval at the University*, via the Academic Policy Committee's Subcommittee on Courses and Teaching Programs (SCTP).

- **Asynchronous**: teaching and learning materials/activities prepared in advance that students can access at a time of their choosing, which in some cases, may be within a designated time frame.
- **Blended learning** (or blended course): teaching and learning activities made up of a combination of online and in-person course activities, both of which are necessary for students to achieve the learning outcomes of the course; it results in a reduction in the number of in-person hours scheduled for a course.
- **Distance learning** (or distance education): refers to students learning at a distance from their instructor, which assumes students are physically located off campus. This is often used interchangeably with online learning but may also apply to other situations.
- **Hybrid learning** (or hyflex): teaching activities in which some students are physically present and others attend online at the same time, with all students having the same learning opportunities to participate and engage with the learning activities.
- **In-person learning** (or in-person course): the default modality of course delivery, in which students are expected to physically attend the course activities in person to achieve the learning outcomes.
- **Online learning** (or online course): teaching and learning activities that have been designed so that all learning outcomes can be achieved using online tools; therefore a student's physical presence on campus is not necessary to achieve the learning outcomes
- **Remote delivery** (or remote instruction): a situational need to deliver a course online that would normally be delivered in person (as was the case during the COVID-19 pandemic), sometimes requiring the implementation of additional technologies on an *ad-hoc* basis.
- **Synchronous**: refers to scheduled teaching activities that involve active or live teaching and learning, whether online or in person.

### **Approval and Notifications, Blended/Hybrid courses**

***The following approval and notification pathways are proposed for Approval at the University,***  
via the Academic Policy Committee's Subcommittee on Courses and Teaching Programs  
(SCTP).

- Blended learning where more than 15% but less than 50% of scheduled activities are online is to be implemented only with Faculty approval.
- It is recommended that each Faculty establish their own guidelines and approval process for developing blended learning in courses and such approvals be considered and implemented at a Programmatic or Unit/Faculty level.
- It is recommended that the Academic Policy Committee's Subcommittee on Courses and Teaching Programs (SCTP) be notified when (1) any course whose modality of delivery is modified to be blended in this way; or (2) a course is to be modified to be hybrid.

Notes:

- If necessary, Faculties may establish stricter guidelines than what is presented due to accreditation or for reasons related to learning outcomes or competencies that are not possible to complete online.
- Barring stricter guidelines, anything below the 15% threshold is therefore at the discretion of the instructor. For a standard three-credit Lecture based course at McGill, this means about six scheduled hours (i.e., two weeks in a course with three lecture hours per week) could be done online.
- If more than 50% of a course is designed online, or if a course is to be developed as hybrid, this is considered a complete re-design of a course, with relevant approvals and oversight at the program or Unit/Faculty level, followed by notification to SCTP.

## **Definitions of Program Types**

*The following definitions are hereby proposed for Approval at the University*, via the Academic Policy Committee’s Subcommittee on Courses and Teaching Programs (SCTP).

### **For-Credit Programs**

**Blended program:** An academic program that offers a combination of University-approved online or in-person, or blended courses necessary for students to achieve the learning outcomes of the program.

**Modular degree:** A non-thesis (i.e., course-based or project-based) graduate degree consisting of at least 45 credits, generally completed over a one-year period and divided into three modules: a first module designed to deepen disciplinary knowledge; a second module designed to complement the student’s disciplinary knowledge through a set of University courses to broaden their skill set in complementary areas—for instance, a coherent package of courses from another discipline; and a third module that emphasizes experiential learning or similar opportunities to apply acquired knowledge and skills.

**Online program:** An academic program that has been expressly designed for online delivery through the intentional implementation of instructional activities and selected technologies that support the achievement of program learning outcomes. In this program, all University-approved courses and course activities are completed online.

**Program (or Academic program):** A University-approved, structured selection of official courses within an area of study or a discipline.

**Short program:** A unit of achievement smaller than a degree that is credited, credentialled, and transcribed, such as a graduate certificate. A short program may also be condensed or delivered over a short period of time.

**Stackable degree:** A degree formed by “stacking” (i.e., combining) short-program credentials that are in themselves recognized as units of achievement (e.g., certificates). A stackable degree is flexible in terms of completion time, and the student is granted a credential for each recognized unit of achievement before obtaining the full stackable degree.

### **Non-Credit Activities**

**Micro-credential:** A short unit of validated learning focused on the acquisition of industry-relevant competencies. The successful completion of a micro-credential is generally recognized and recorded through alternative digital credentials (ADCs), often called “digital badges.”

**Workshop:** An activity that focuses on the acquisition of specific competencies that are often technical in nature. Workshops are not subject to central approval, do not carry university credit or Continuing Education Units, and do not appear on official university transcripts.

Other Definitions

**Experiential Learning:** The general application of academic content to applied situations, be it within the classroom, the community, or the workplace, followed by deliberate reflection on this application. Experiential learning advances and complements program- or course-based learning outcomes and sometimes focuses on employability skills.

*Approved by SCTP: March 13, 2023*