

**APC Subcommittee on Courses and Teaching Programs (SCTP)**  
**Information for New Programs**  
**Forwarded e-mail to Academic Committee Members on 11 November**  
**2014**

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**From:** Cindy Smith, Ms.

**Sent:** November-11-14 2:47 PM

**To:** Amber Saunders, Ms.; Enrolment Services Classschedule; Enrolment Services Degeval; Diana Dutz; Diana lasenza; Elizabeth Wood, Dr.; Francesca Maniaci, Ms.; Geralda Bacaj, Miss; Joanne TenEyck; Josie D'Amico; Julie Degans, Ms.; Kathy Roulet, Ms.; Leah Giannakis, Ms.; Lianne Barski; Maggie Do Couto; Marina Poullos; Mona Sharafi-Razvand, Ms; Nancy Czemmell, Ms.; Patricia Bassett, Mrs.; Susan Sharpe; Tina Gjertsen; Vanessa Bridgman, Ms.

**Cc:** Wendy Reichental

**Subject:** Important Information for New Programs

**Importance:** High

Dear SCTP Faculty Contacts,

Please circulate this information to the academic units within your Faculty/School.

Recently, the Academic Policy Committee of Senate [APC] discussed the large number of programs in existence at McGill. The APC Subcommittee on Courses and Teaching Programs (SCTP) Chair, Deputy Provost Dyens, asks that academic units consider the following when proposing new programs of any type and at any level.

"The APC believes the University already has a large number of programs (more than 4,000). Every new program [undergraduate and graduate: new degree, option/concentration, faculty program, honours, joint honours/major, major(concentration), minor(concentration), certificate, and diploma] can be expensive to run, both in terms of resources and focus. Are any programs in your unit affected by low enrolment? If so, please explain why the program(s) is(are) being offered. Have you examined whether any program(s) in your unit could be retired or revised? Please explain in the new program proposal's rationale."

**Effective immediately, please ensure that all new program proposals address this issue in the rationale box before submitting to CGPS [graduate programs] or SCTP.**

Please do not hesitate to contact me if you have any questions concerning this request.

Regards,

Cindy

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