

Minutes of a meeting of the APC Subcommittee on Courses and Teaching Programs (SCTP) held at 3:00 p.m. in Room 310, James Administration Building, **Thursday, April 29, 2010.**

**PRESENT:** Miranda Hickman, Fiona Lees (Acting Secretary), Charlotte Légaré, Bruce Minorgan, Caroline Riches, David Ronis (Acting Chair), Yixin Shao

**REGRETS:** Morton J. Mendelson, Cindy Smith

**GUEST:** Ms. Lucie Bouvrette, Faculty of Medicine

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10.01 The Agenda was approved as circulated.

10.02 The Notes were approved for the electronic review held April 15, 2010.

10.03 **BUSINESS ARISING**

(a) **Faculty of Arts – 09-SCTP-12-11 REVISED**

**B.A.; Minor Concentration in Neo-Hellenic Studies** (18 cr.)

Responses to SCTP's queries, from April 15, 2010, were reviewed.

SCTP suggested:

- as members continue to have reservations with respect to adequate course offerings and low enrolment (both in courses and in the program once created), it was suggested that approval of the program be conditional in one of two ways: (a) subject to a five year review, or (b) subject to continued external funding of sessionals.

Following the meeting, Professor Mendelson responded that there is no process currently in place to ensure this type of program review will be carried out in the future. He requested that the unit provide SCTP with their intention of course offerings for the next 3-5 years, specifically on the courses listed in the new program. Confirmation was received from the Dean of the Faculty of Arts that funding will be available to offer these courses. With this information circulated to SCTP members, an electronic vote was then requested by the SCTP Chair for approval of this program.

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

10.04 **FACULTY OF MEDICINE – 09-SCTP-04-20**

School of Physical and Occupational Therapy

**Graduate Certificate in Chronic Pain Management** (15 cr.)

Ms. Bouvrette joined the meeting to briefly present, and respond to questions concerning, this new graduate certificate proposal. She confirmed that this new graduate certificate is intended to be offered on-line only.

SCTP's requested changes:

- rationale and program description need to be revised to clearly state that this program is offered on-line only; rationale should also explain why the program is on-line and who the clientele are (clinicians with a minimum of a bachelor in health care), and if known, what the size of the first cohort is expected to be;
- Graduate and Postdoctoral Studies [GPS] rules stipulate that all distance education programs list a minimum of one component (required course) be taught on campus; GPS permission would have to be obtained to do all components on-line;
- revise the program proposal to either: (a) include a course that would be campus based; or (b) find a way for at least one course to be offered in a manner that allowed all students registered to participate in discussions in a manner similar to a lecture (this would be an important component to the program being approved by CGPS);
- more information about the method of evaluation for all new courses being proposed for the new graduate certificate, especially vis-à-vis which courses have formal final exams versus other means of earning the final grade;
- revise proposal to remove the information from box 9 on "Strategies for security", as this is not appropriate

information for this box; rather, it should be included as a separate page attached to the proposal and it should also clearly indicate to students registered in the graduate certificate that those who are in Montreal must write their exams at McGill, while only out-of-town students would be eligible to write proctored exams. For review by SCTP [please forward response/revised proposal to the SCTP Secretary – [cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca)].

10.05 **FACULTY OF ENGINEERING** – 09-SCTP-04-21

Department of Mechanical Engineering

**Ph.D. in Mechanical Engineering** (0 cr.)

Revised program approved; it will be reported to CGPS and APC for information only.

10.06 **FACULTY OF ARTS** – 09-SCTP-04-22

Institute of Islamic Studies

**M.A. in Islamic Studies; Gender and Women's Studies** (45 cr.)

New option of existing program approved; it will be reported to CGPS for approval.

Department of Political Science

**Ph.D. in Political Science; Gender and Women's Studies** (0 cr.)

SCTP's requested change:

- reduce the number credits for the Complementary Courses to accommodate the 6 credits added to the list of Required Courses; submit revised proposal to the SCTP Secretary [[cindy.smith@mcgill.ca](mailto:cindy.smith@mcgill.ca)].

New option of existing program approved with this change; once the revised proposal is received, it will be reported to CGPS for approval.

10.07 **OTHER BUSINESS**

- (a) Report 11 [one on courses and one on programs] from Enrolment Services [ES] to SCTP were circulated electronically and were approved by the Subcommittee for the meeting of April 29, 2010.

The meeting ended at 4:10 pm.