

Minutes of a meeting of the APC Subcommittee on Courses and Teaching Programs (SCTP) held at 3:00 p.m. in Conference Room 302, James Administration Building, **Thursday, October 18, 2012.**

PRESENT: Valerie Fortin, Fiona Lees, Fernanda Macchi, Lissa Matyas, Morton Mendelson (Chair), David Ragsdale, Avi Rush, Cindy Smith (Committee Secretary)

REGRETS: Benoit Champagne, Desmond Tsang

GUEST: Associate Dean James Archibald, School of Continuing Studies

Legend:

APC = Academic Policy Committee of Senate

CGPS = Council of Graduate and Postdoctoral Studies

ES = Enrolment Services

GPS = Graduate and Postdoctoral Studies

MESRST = Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie [formerly

MELS = Ministère de l'Éducation, du Loisir et du Sport]

PGSS = Post-Graduate Students' Society

STL = APC Subcommittee on Teaching and Learning

SSMU = Students' Society of McGill University

Introductions were made, and SCTP welcomed its newest member, Mr. Avi Rush - SSMU student representative.

Ms. Matyas announced that after this meeting, the delegate from GPS on SCTP will be Associate Dean (Graduate and Postdoctoral Studies) Laura Nilson.

01.01 The Agenda was approved as circulated.

01.02 The Minutes from the last meeting, held May 10, 2012, were approved as circulated.

01.03 **BUSINESS ARISING**

(a) Chair's Topic of Discussion: Brief/Missing Course Descriptions [11-SCTP-12-04]

The Chair explained that currently hundreds of courses exist at McGill without a course description, which potentially causes issues with students and which has been problematic for the Québec government [MESRST] because the ministry may not be able to determine a course's appropriate family or discipline, if the subject is not indicated in the description. Therefore, a list of Active courses with no descriptions was produced by Enrolment Services, and generic descriptions were assigned to the courses; the proposed descriptions contain enough information to meet students' needs. The list of courses with an assigned description will be circulated to faculties, and faculties will have the opportunity to revise the proposed descriptions via memo to SCTP. SCTP approved this procedure.

It was also noted that a revised course description style guide is being produced and will be reviewed at the next SCTP meeting.

01.04 **SCHOOL OF CONTINUING STUDIES – 12-SCTP-10-01**

Department of Language and Intercultural Communication

Certificate of Proficiency in Written English – Workplace Communication (48 CEUs)

Certificate of Proficiency in Written French – Workplace Communication (48 CEUs)

Associate Dean Archibald joined the meeting to present and respond to questions concerning these two new certificates. He briefly described the on-line programs and student populations interested in these programs. In response to a query concerning the choice of proposing non-credit certificates, Associate Dean Archibald noted that the School regularly offered non-credit language certificates in the past; also, the School conducted research as to which markets would be interested in these certificates, which showed a high interest outside the county. But he stated that the price point was a factor, because international students would have to pay very high fees for credit certificates.

New certificates approved; they will be reported to APC for approval.

01.05 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES – 12-SCTP-10-02**

Department of Bioresource Engineering

M.Sc.(Applied) in Bioresource Engineering; Non-Thesis - Integrated Food and Bioprocessing (45 cr.)

This new option of an existing program is designed to bridge ideas to offer avenues for the development of the uses of biological resources while respecting food production and security.

SCTP's requested change:

- revise program description to read “The M.Sc.(Applied) in Bioresource Engineering; Non-Thesis - Integrated Food and Bioprocessing will provide ...”

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

01.06 **OTHER BUSINESS**

(a) Reports from Enrolment Services [ES] to SCTP

Special Summer Report [dated August 1, 2012], Report 1 [dated September 20, 2012], and Report 2 [dated October 18, 2012], from ES to SCTP were circulated electronically and approved.

The meeting ended at 3:45 pm.