

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, October 10, 2013 at 3:00 pm in Room 302 of the James Administration Building.

PRESENT: James Clark, Julie Côté, Ollivier Dyens (Chair), Fiona Lees, Yuhan Ma, Fernanda Macchi, Laura Nilson, Cindy Smith (Secretary to SCTP), Claire Stewart-Kanigan

REGRETS: Louis Hermo, Amber Lannon

GUESTS: Professor Steve Maguire, Desautels Faculty of Management
Ms. Ellen McDill, Desautels Faculty of Management
Ms. Kathy Roulet, McGill School of Environment
Ms. Julia Scott, Desautels Faculty of Management
Dr. Carmen Sicilia, School of Continuing Studies
Mr. Kevin Parent, School of Continuing Studies

Introductions were made, and SCTP welcomed its newest member: Ms. Claire Stewart-Kanigan, SSMU student representative.

02.01 The Agenda was approved as circulated.

02.02 The Minutes from the last meeting, held September 26, 2013, were approved as circulated.

02.03 BUSINESS ARISING

The Secretary informed members that, as per the Chair's request, meeting documents will now be distributed two weeks prior to a meeting.

Also, the Secretary discussed the new reporting sequence for new graduate programs and major revisions to graduate programs: effective January 2014, the reporting sequence for these proposals will be from faculty to CGPS to SCTP to APC. This will make the process more time efficient. Currently, the process of faculty to SCTP to CGPS to SCTP to APC results in approval delays. *Secretary's note:* Following a meeting with GPS staff, it was agreed to postpone the effective date for this new process to January 2014. They required additional time to define the reporting to CGPS process.

02.04 DESAUTELS FACULTY OF MANAGEMENT – 13-SCTP-10-04

B.Com; Major in General Management; Concentration in Managing for Sustainability (15 cr.)

Professor Maguire, Ms. McDill, and Ms. Roulet joined the meeting to present and respond to questions concerning the proposal for a new Concentration. Professor Maguire explained that because of student demand and changes within the workforce in the area of managing for sustainability, there is a need for this program.

SCTP requested:

- that Management consult a few NGOs and provide a half page rationale on why the specific companies were consulted.

New program approved with the consultation rationale; it will be reported to APC for approval.

B.Com; Major in Managing for Sustainability (39 cr.)

Professor Maguire, Ms. McDill, and Ms. Roulet responded to questions concerning the proposal for a new Major. Because the B.Sc.(Agr.Env.Sc.); Minor in Environment is listed within the complementary courses, it was queried whether students would also receive this Minor; it was confirmed that students would not. It was noted that the new Major might be of interest to students within the Faculty of Engineering. Consultation with the sustainability practitioners was to determine the employability of graduates, and the skills and knowledge they would need.

SCTP requested:

- the Minor in Environment not be listed as such, but simply list the courses involved;
- the Faculty consult a few NGOs and provide a half-page rationale on why the specific companies were consulted.

New program approved with the revision and consultation rationale; it will be reported to APC for approval.

02.05 FACULTY OF ARTS – 13-SCTP-10-05

Department of Sociology

Secretary's note: As per requested by SCTP members, the course proposals for SOCI 600 and SOCI 625D1/D2 [as approved by ES May 9, 2013] were circulated electronically to members following the meeting.

M.A. in Sociology (45 cr.)

Program revisions include: decrease in program credit weight, deletion of a required thesis course, addition of a required course, decrease in required credits, renumbering and new title of a required course, and addition of complementary courses.

SCTP requested:

- revise the rationale so that all revisions are addressed and specified.

For review by SCTP.

M.A. in Sociology; Development Studies (45 cr.)

Program revisions include: decrease in program credit weight, deletion of a required thesis course, addition of a required course, decrease in required credits, and renumbering and new title of a required course.

SCTP requested:

- revise the rationale so that all revisions are addressed and specified.

For review by SCTP.

M.A. in Sociology; Medical Sociology (45 cr.) [given jointly with the Faculty of Medicine]

Program revisions include: decrease in program credit weight, deletion of a required thesis course, addition of a required course, decrease in required credits, renumbering and new title for a required course, and revision to text within the list of complementary courses.

SCTP requested:

- revise the rationale so that all revisions are addressed and specified.

For review by SCTP.

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

Program revisions include: decrease in program credit weight, deletion of a required thesis course, addition of a required course, decrease in required credits, and renumbering and new title of a required course.

SCTP requested:

- revise the rationale so that all revisions are addressed and specified.

For review by SCTP.

M.A. in Sociology; Neotropical Environment (45 cr.)

Program revisions include: decrease in program credit weight, deletion of a required thesis course, addition of a required course, decrease in required credits, and renumbering and new title of a required course.

SCTP requested:

- revise the rationale so that all revisions are addressed and specified.

SCTP queried:

- why this program was/is not offered in 2010-2011, 2011-2012, 2012-2013, 2013-2014 and 2014-2015;
- what the language requirements are for this program considering the need to do fieldwork in Latin America.

For review by SCTP.

M.A. in Sociology; Environment (45 cr.)

Program revisions include: decrease in program credit weight, deletion of a required thesis course, addition of a required course, decrease in required credits, and renumbering and new title of a required course.

SCTP requested:

- revise the rationale so that all revisions are addressed and specified.

SCTP queried:

- why this program was/is not offered in 2011-2012, 2012-2013, 2013-2014 and 2014-2015.

For review by SCTP.

02.06 DESAUTELS FACULTY OF MANAGEMENT – 13-SCTP-10-06

Graduate Certificate in Professional Accounting (24 cr.)

Ms. Scott joined the meeting to briefly present and respond to questions concerning the new Graduate Certificate. She explained that it is a collaborative endeavour with the School of Continuing Studies to offer one program for the new professional accounting designation (CPA). This version of the program will be offered to full-time day students, while the same program that will be offered by the School of Continuing Studies will be available to part-time night students.

SCTP queried:

- whether/when the existing Graduate Diploma in Public Accountancy will be retired; *Secretary's note:* Ms. Scott confirmed that Management's existing program will be retired as of 201409.

New graduate certificate approved; it will be reported to CGPS for approval.

02.07 SCHOOL OF CONTINUING STUDIES – 13- SCTP-10-07

Department of Career and Professional Development

Graduate Certificate in Professional Accounting (24 cr.)

Dr. Sicilia and Mr. Parent joined the meeting to briefly present and respond to questions concerning the new Graduate Certificate. Dr. Sicilia explained that the new Graduate Certificate will be offered and shared by both Continuing Studies and Management, and it will have joint oversight, as agreed by the Deans and the Associate Deans of both the School and the Faculty. By having the School offering the same program as the Faculty to a different clientele, this will increase the accessibility of the program. There currently is not a joint curriculum committee for the oversight of this program, but the School has Desautels Faculty of Management representation on their program review committee and vice versa. In response to a query concerning the faculty lecturers teaching the section of Management's courses, Mr. Parent indicated that for faculty lecturers to teach these courses, they are required to have a Master's degree and they must be part of the professional order of CPAs. The School has compiled statistics on the number of their students that have passed the National Exam for CPAs, and they are, therefore, confident of the quality of their teaching.

SCTP requested:

- append a page to the proposal that compares the statistics of students from the School of Continuing Studies that have passed the National Exam for CPAs to other programs in Québec, and indicate the teaching quality assurance of the faculty lecturers.

SCTP queried:

- whether/when the existing Graduate Certificate in Accounting Practice will be retired.

New graduate certificate approved with this information; it will be reported to APC for approval.

02.08 OTHER BUSINESS

(a) Report 2 from Enrolment Services [ES] to SCTP for October 10, 2013 was circulated electronically. Report 2 was approved by SCTP.

The meeting ended at 4:40 pm.