Approval Paths for New and Revised Courses and Teaching Programs

Effective January 2020, approval of these proposals will be done by the Associate Provost (Teaching and Academic Programs) [AP (T&AP)] – SCTP Chair on behalf of SCTP. This change to the process has been incorporated.

In May 2015, the Chair of the APC Subcommittee on Courses and Teaching Programs (SCTP) and the Chair of the Council of Graduate and Postdoctoral Studies (CGPS) agreed that the approval process for minor and major revisions to graduate programs, which are administered by Graduate and Postdoctoral Studies (GPS), would be more efficient if CGPS review and approval preceded SCTP review and approval. Changes to this approval sequence have been incorporated. These changes came into effect as of September 2015. The Provost determined this change in procedure minor enough that APC approval was not necessary.

On 5 March 2008, Senate approved streamlined approval paths for new and revised courses and teaching programs, with the requirement that the procedures be reviewed within three years of implementation. The review took place in 2011-2012, and minor revisions to the Approval Paths document were approved by APC on January 17, 2013 (reported to Senate February 19, 2013 - 444th APC Report, D12-43).

Principles
-   The official archival record of courses and programs for institutional purposes and government reports resides in the Student Information System (SIS) and University Calendars.
-   The approval process for new and revised courses and programs as well as the process for updating University Calendars and the course and program tables on the SIS must be efficient. These processes should eliminate unnecessary steps and redundancies without compromising the need for University-level scrutiny in the case of new programs and major program revisions. The goal is to have an evaluation and approval process that is transparent to the McGill community, in terms of the status of each proposal.
-   Wherever responsibility is delegated, the body delegating may oversee and request further information and deliberation. Senate is the ultimate step in the University's quality assurance process.
-   As much as possible, the procedures should permit local responsibility for approving initiatives while ensuring consistent standards throughout the University.

Administrative tasks formerly performed by SCTP are now performed by the AP (T&AP) – SCTP Chair.

Approval Paths for Programs

New programs – except minors and concentrations/options added to existing programs

Approval path
Review of budget by APB*
Offering unit →
Administering faculty or offering faculty in the case of graduate programs →
CGPS (where applicable) →
SCTP →
APC →
Senate →
CEP/BCI/CPU evaluation and MES approval, if appropriate →
Update to Calendars/SIS

*APB = Analysis, Planning, and Budget area within the Office of the Provost and Vice-Principal (Academic) will review the budget, and the Provost will provide a budget approval memo.

Approval Paths for Programs [continued]

New <mark>self-funded</mark> credit programs

Effective 2018, the Ministry will review and approve the budget, etc. for any self-funded **credit** program. The University will need to wait to offer or advertise self-funded programs until the Ministry has approved the program budget, etc.

Approval path
Review of budget by APB*
Offering unit →
Administering faculty or offering faculty in the case of graduate programs →
CGPS (where applicable) →
SCTP →
APC →
Senate →
Ministry approval of the budget, etc. →
Update to Calendars/SIS

*APB = Analysis, Planning, and Budget area within the Office of the Provost and Vice-Principal (Academic) will review the budget, and the Provost will provide a budget approval memo.

New regulated non-degree programs

This applies to regulated credit and CEU programs: certificate, diploma, graduate certificate, graduate diploma, professional development certificate.

Approval path
Review of budget by APB*
Offering unit →
Administering faculty or offering faculty in the case of graduate programs →
CGPS (where applicable) →
SCTP →
APC →
Senate →
Update to Calendars/SIS

**A budget needs to be reviewed by APB and approved by the Provost for all new credit programs – the only exception being concentrations/options of regulated programs.

New minors and concentrations/options added to existing programs
and
Major revisions to programs

Major program revisions include:
- program credit weight changes

Approval Paths for Programs

New minors and concentrations/options added to existing programs
    and
Major revisions to programs
Major program revisions include: [continued]
- program title changes
- changes that restructure the program in such a way as to have significant academic impact on students or on the program's professional accreditation; **NOTE: depending on the program level, if more than 1/3 of program content [credits] is changing that includes <u>new</u> courses, this will need to be reported to the Ministry [consult with the Secretary to APC to determine if this applies to your program revision proposal]**
- changes to project, thesis and special activity requirements in graduate programs
- changes to Honours requirements in undergraduate programs

Approval path
Review of budget by APB*
Offering unit →
Administering faculty →
CGPS (where applicable) →
SCTP →
APC →
Senate   (for **information** in APC's regular reports to Senate)
MES approval, if appropriate

*A budget needs to be reviewed by APB and approved by the Provost for new minors and concentrations/options of self-funded programs.

Moderate revisions to programs
       and
Program retirements

Moderate revisions include:
- changes to required course lists in a program

Approval path
Offering unit →
Administering faculty →
CGPS (where applicable) →
AP (T&AP) (for approval; for information to SCTP in a summary report)* →
APC (for information in a summary report) →
Senate (for information in a summary report as part of APC's regular reports to Senate)

* Proposals are approved on behalf of SCTP by the AP (T&AP) – SCTP Chair, who *may* consult with other units to resolve questions (e.g., about consultation reports) and determine if SCTP review is needed.

Approval Paths for Programs [continued]

Minor revisions to programs

Minor revisions to a program include the following:
- changes to complementary course lists that do not affect the credit weight of the program
  (N.B. New courses must still be approved before they are included in a program.)
- program revisions entailing only course changes within the Offering Unit's own subject code
- changes to the minimum program GPA requirement for Honours programs (i.e., raised or lowered) as long as
  the GPA requirement remains at 3.0 or greater.

Approval Path
Offering unit →
Administering faculty →
CGPS (where applicable) →
AP (T&AP) (for approval; for information to SCTP in a summary report)* →
APC & Senate (for information in a summary report, as part of APC's regular reports to Senate)

* Proposals are approved on behalf of SCTP by the AP (T&AP) – SCTP Chair, who *may* determine that a review by SCTP is needed.

Approval Paths for Courses

New courses
   NOTE: Any new course that is taught by or with another institution requires review and approval SCTP.

Approval Path
Offering unit →
Administering faculty [offering faculty in the case of graduate-level courses] →
AP (T&AP) (for approval; for information to SCTP in a summary report)* →
APC (for information in a summary report) →
Senate (for information in a summary report as part of APC's regular reports to Senate)

* Proposals are approved on behalf of SCTP by the AP (T&AP) – SCTP Chair, who *may* consult with other units to resolve questions or to determine if a review by SCTP is needed. The AP (T&AP) will verify that the appropriate supporting documents (e.g., consultation reports) have been submitted, make minor revisions/corrections to a form that are required to comply with established University norms and advise the Offering Unit/Administering Faculty. In cases when the AP (T&AP) questions the new course proposal (e.g., where there is a negative interfaculty consultation report), he may determine that SCTP review is needed.

Adding new courses to new programs
New courses for new programs must receive approval prior to, or at the same time as, the new program.

Approval Paths for Courses [continued]

Revised courses

Approval path
Offering unit →
Administering faculty [offering faculty in the case of graduate-level courses] →
AP (T&AP) (for approval; for information to SCTP in a summary report)* →
APC (for information in a summary report) →
Senate (for information in a summary report which is part of APC's regular reports to Senate)

* Proposals are approved on behalf of SCTP by the AP (T&AP) – SCTP Chair, who *may* determine that review by SCTP is needed. The AP (T&AP) will make minor revisions/corrections that may be required in order to comply with established University norms, and advise the Offering Unit/Administering Faculty. In cases where the AP (T&AP) questions the proposed revisions, he will determine if SCTP review is needed.

Adding new and revised courses to existing programs
A notation on a New Course Proposal form, or on a Course Revision form, that a course is complementary in a program [by listing each program's complete title] is sufficient for adding the course to existing programs = simple change.

Clear notation of whether a course is required or complementary in a program on a consultation report for a New Course Proposal form, which is approved by the appropriate administering faculty, is sufficient for adding a new course to a program offered by the consulting unit. However, adding a required course often requires other revisions to a program (i.e., deletion of a required course, increase in required credits, etc.), therefore, the concurrent submission of a program revision proposal will be required along with the course proposal = complex change.

Discontinued/Retired Courses
Periodically, a list of courses that have had no enrolment for the previous five years or more will be distributed to each administering Faculty by SCTP, with a request, asking the Faculty to indicate which of the courses should be maintained for one of the following reasons:

- Independent study / research / project courses
- Laboratory-only versions of lecture-lab courses
- Courses required in an academic program, although the Faculty will be asked to consider retiring or revising the program
- Courses that the Faculty indicates will definitely be offered in the following academic year
- Courses for which the Faculty submits another justification that is acceptable to SCTP

Courses on the list, for which no such justification is received, will be retired. Otherwise, approval for discontinuing or retiring courses rests with the Offering/Administering Faculty, but, as applicable, courses will be discontinued or retired by SCTP after consultation with other units whose programs would be affected by the change.

Courses may be retired at any time throughout the year by the offering unit via the course revision proposal form. Approval process: same as for new and revised courses, above.

SCTP approved: January 10, 2013; APC approved: January 17, 2013
Revised November 27, 2013; August 20, 2015; December 2015; August 2019; December 2020