

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, January 11, 2024 at 3:00 pm in Room 302 of the James Administration Building.

**PRESENT:** Chris Buddle (**Chair**), Jason Carmichael, Andrea Di Stefano, Jaye Ellis, Darlene Hnatchuk, Lalia Katchelewa, Alissa Levine, Laurent Mydlarski, Josephine Nalbantoglu, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), David Stephens

**GUESTS:** Professor Geraldine King, Faculty of Education and Office of Indigenous Initiatives  
Mr. Matthew Cote, Desautels Faculty of Management  
Professor Lucy Lach, Faculty of Arts

Information on SCTP Course and Program Guidelines and past SCTP meeting Minutes/Notes/Reports may be found at [www.mcgill.ca/sctp](http://www.mcgill.ca/sctp). Current eCalendars may be found here: <https://www.mcgill.ca/study/2023-2024/>.

The Chair requested that SCTP members provide the Secretary, in writing, any suggested changes to documents in terms of grammatical errors or typos within 24 hours following the meeting so that the meeting Minutes may be completed promptly.

04.01 The revised Agenda was approved as circulated.

04.02 The Minutes from the last meeting held December 7, 2023 were approved as circulated.

#### 04.03 **BUSINESS ARISING**

a) **TOPIC OF DISCUSSION:** Including Indigenous Perspectives/Approaches in the Curriculum – 23-SCTP-01-10  
The Chair received a discussion item proposed by SCTP member Dr. Samuel in 2022 concerning how other Canadian universities are making the effort to enhance considerations around Indigenous perspectives/ways of knowing in courses and programs, and whether McGill would be interested in considering implementing similar strategy [with the possibility of extending it to include equity, diversity and inclusion (EDI)]. The SCTP Chair deferred bringing this discussion topic to SCTP until the Office of Indigenous Initiatives [OII] was better established.

Professor King joined the meeting and discussed what resources are available to academic units in order for them to include an Indigenous perspective in their curriculum. In light of McGill University's 52 Calls to Action, Professor King and her colleagues from the OII have already had some collaboration with academic units and TLS on advising related to the inclusion of the Indigenous perspective in curriculum, specially helping course instructors with appropriate contacts in an Indigenous community, potential guest lecturers appropriate to invite to their classroom, or compensating visitors/guests for their travels to the Campus. The OII is consolidating a resource compilation in order to provide this assistance. Also, the OII provides guidance to units that wish to add land acknowledgement to their McGill Web page. It is also important for the OII, along with the First Peoples' House, to provide training to students. The OII is working with academic units on their strategic planning in regard to how to include more Indigenous aspects into their curriculum. In response to a query concerning increasing Indigenous student enrolment at McGill, Professor King commented that many of these students are hesitant to apply to McGill because they believe that they do not have the necessary admission requirements to be accepted/admitted into a McGill program.

The Chair noted that SCTP has a role in asking questions about whether academic units have considered including Indigenous perspectives/approaches in curriculum. SCTP, in collaboration with OII, can develop some questions, principles, and guidelines for units to consider, and devise appropriate wording for these principles. This information will come to SCTP at a future meeting, and the final details will be incorporated into existing SCTP Course and Program Guidelines on the SCTP Web page.

04.03 **BUSINESS ARISING** [continued]

b) CHAIR'S TOPIC OF DISCUSSION: Regulating Internship Courses – 23-SCTP-01-07

Since fall 2019, SCTP has been contemplating whether internship courses should be regularized due to the vast variety of different internship courses that are currently offered – under various titles and credit weights. The Chair referred members to the extracts from past SCTP Minutes that refer to standardizing these courses, as compiled by the SCTP Secretary, along with various examples of such courses contained within the current eCalendar. This will be a challenging exercise to standardize these courses because historically these have existed under different types of courses [internship, stage, practicum, field experience – to name a few], with such varying credit weights, and the hours per week are calculated quite differently by individual academic units. This is more apparent now with the increased number of proposals for course-based Master's non-thesis programs, which contain such courses with such diverse credit weights [from 0 to as high as 18 credits]. There was concern about internship courses weighted at more than one third of a non-thesis Master's program credit weight, and outsourcing the University's academic activities to external sources; it was noted that often the lab space may not be available to students at the University that is available at the host organization for the external internship. The Chair commented that 0-credit internship courses result in the University not receiving grants [or funding] from the Ministry due to the lack of credits, but these courses may be appropriately weighted at 0 credit when there is no University involvement, i.e., no instructor, no contact between students and academics, hands off by the offering department and faculty. However, it makes less sense having students pay for a high number of credits for internship courses that have no involvement by the University. The Secretary noted that when she advises a unit about assigning credits and the hours per week for internship courses, the only advice she can provide is that the unit be consistent with what is currently offered by the unit or faculty for similar courses.

SCTP has a role in creating principle-based guidelines for units to reference when creating internship courses so that clarity exists for this type of course. It would be helpful to use a course design framework for internship courses, which would also be useful for student assessment. The Chair noted he and the Secretary will compile resources and they will draft some principles for SCTP to consider, and approaches and a framework for academic units to use when proposing such courses – this will come to SCTP for review during this academic year, time permitting. The Chair will consult with TLS and Student Services [the latter is important for paid or unpaid internships]. Training should be made available to students to prepare them for the internship, such as workshops or information sessions, and students should be aware that their safety is important throughout their internship off campus.

c) FOR INFORMATION: Quebec Government's Law Concerning Interns – 23-SCTP-01-09

The Chair noted that this document came to SCTP members for information only; this is the information that Professor Stephens casually queried at the last meeting. Dr. Phil Smith from the Office of the Associate Provost (Teaching and Academic Planning) circulated this document to faculties/schools in fall 2023, however, it was not clear from that communication as to the purpose of circulating the document to academic units. It is the November 2023 guide on the Quebec law concerning health, safety, and protection for interns during their external internship. It was noted that it may be useful for the Office of the Deputy Provost (Student Life and Learning) to post this information on their Web page, as students do not visit the SCTP Web page for such information.

04.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 23-SCTP-01-08

Desautels Faculty of Management

**Graduate Certificate in Professional Accounting** (30 cr.)

Program revisions consisted of: program credit weight increased, program description, title revised for a program within the prerequisite courses, a required course added, required credits increased, a complementary course deleted, credit weight decreased for complementary courses, complementary credits decreased.

Mr. Cote joined the meeting to present the program revisions and to respond to questions from SCTP members. He explained that he is the coordinator for this program within the Faculty. The program is a training tool for

04.04 GRADUATE AND POSTDOCTORAL STUDIES – 23-SCTP-01-08

Desautels Faculty of Management

**Graduate Certificate in Professional Accounting** (30 cr.) [continued]

students who have completed an accounting undergraduate program to become professional accountants – this is a preparation program for students to write their Common Final Exam to become a CPA, and it is also an accredited Professional Education Program for candidates entering the CPA profession. Feedback from students taking this program indicated that they do not have full-time student status throughout the summer, therefore, they are unable to apply for bursaries and discounted student transit passes. Mr. Cote noted that the additional course fee of \$2,000 associated with complementary course ACCT 699 has been removed and students will pay tuition according to the credits assigned as per the hours per week of work students do in the course; currently, students can complete the program without completing the 0-credit complementary course, but it would be more beneficial for students to complete it, therefore, it has now become a required course within the program. A comment was made concerning whether a program's goal should be preparing students to take an exam. Revised program approved; it will be reported to APC for information only.

Faculty of Arts/School of Social Work

**M.S.W.; Non-Thesis** (45 cr.)

Program revisions consisted of: program description, required courses deleted, ~~title revised for a required course~~, required courses added, a required-course subheading deleted, required credits decreased, how complementary courses chosen revised, complementary credits increased.

**M.S.W.; Non-Thesis – Gender and Women's Studies** (45 cr.)

Program revisions consisted of: required courses deleted, ~~title revised for a required course~~, required courses added, a required-course subheading deleted, required credits decreased, how complementary courses chosen revised, complementary credits increased.

Professor Lach joined the meeting to present the program revisions and to respond to questions from SCTP members. The revisions to the two programs reflect changes to the professional landscape, as specified by the accreditation body for the non-thesis programs – these changes are not needed for the Thesis programs. The changes include new competencies, and the program reflects what students do in the field vs. class/theory learning. *Secretary's note:* In consultation with Julie Degans within the Office of the Associate Provost (Teaching and Academic Planning), it was determined that these program revisions will not need to be reported to the Ministry because there are only 15 credits of new courses.

Revised programs (two) approved; they will be reported to APC for information only.

Faculty of Medicine and Health Sciences/Ingram School of Nursing

**Graduate Certificate in Pediatric Nurse Practitioner** (27 cr.)

Program revisions consisted of: program title, program credit weight increased, program description, a required course deleted, required courses added, number and title and credit weight revised for some required courses, required credits increased.

The program revisions are intended to meet the competency requirements needed by the pediatric nurse practitioner for students entering the program with a Master's degree in nursing.

SCTP requested:

- course revision proposals for NUR3 680, NUR3 681, NUR3 682, and NUR3 684 – these have not been concurrently submitted to APTAP for review and approval on behalf of SCTP.

Approval pending submission of course revision proposals as indicated above.

Due to the program title change, the following program is being retired:

**Graduate Certificate in Theory in Pediatrics** (15 cr.).

**04.05 OTHER BUSINESS**

The following documents were received by SCTP – there were no queries.

- a) **FOR INFORMATION:** 2023-2024 AP (T&AP) Report 3 to SCTP – November 9, 2023; and
- b) **FOR INFORMATION:** 2023-2024 AP (T&AP) Report 4 to SCTP – December 7, 2023.

The meeting ended at 4:15 pm.