

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, January 27, 2022 at 3:30 pm via Zoom.

PRESENT: Madeleine Buck, Chris Buddle (**Chair**), Andrea Di Stefano, Jaye Ellis, Hamid Etemad, Claire Guyatt, Sue Laver, Arun Misra, Josephine Nalbantoglu, Cara Piperni, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**)

GUEST: Professor Terry Hébert, Faculty of Medicine and Health Sciences

Information on SCTP Course and Program Guidelines and past SCTP meeting Minutes/Notes may be found at www.mcgill.ca/sctp.

The Chair requested that SCTP members provide the SCTP Secretary, in writing, any suggested changes to documents in terms of grammatical errors or typos within 24 hours following the meeting in order to complete the meeting Minutes without delay.

05.01 The Agenda was approved with the following addition:

- under Business Arising: an update on the Graduate Certificate in Cybersecurity recently approved by SCTP.

05.02 The Notes from the last electronic review held January 6, 2022 were approved as circulated.

05.03 BUSINESS ARISING

a) New online **Graduate Certificate in Cybersecurity** (15 cr.), contained within the Report from Graduate and Postdoctoral Studies – 21-SCTP-12-07, approved by SCTP December 2, 2021: the offering School has requested a change to the subject code for this program’s courses: from GLIS to INFS. The School explained that there is a disconnect between the existing subject code that represents the former name of the offering unit and the actual subject matter taught at the School; the new subject code INFS, which is defined as Information Studies, better reflects the subject matter. The School will revise the new Graduate Certificate and the new course proposals associated with this new program, and the SCTP Secretary will forward the revised proposals to ES staff, Faculty of Arts, APC, and GPS for their files. In the near future, the School will also submit revisions to its existing programs and courses via the usual approval process to change all of their courses from GLIS to INFS.

SCTP approved this change to the subject code for the courses in this program.

05.04 DESAUTELS FACULTY OF MANAGEMENT – 21-SCTP-01-10

M.M. in International Master’s in Health Leadership; Non-Thesis (45 cr.)

Program revisions consisted of: change in modality from an in-person program to only offered as an online program, program description.

It was noted that offering an entirely online program may be expensive for the offering unit, but the Faculty has confirmed that centrally-funded resources will not be required by the Faculty. Ms. Piperni agreed to advise the Faculty that moving the program to completely online will affect any existing or future U.S. students in the program, as they will not be eligible for U.S. government financial aid. This is one of the reasons why it is important for any unit to report to SCTP programs that have a change in modality, which also applies to courses.

There was a query about what is meant by successful outcomes related to the remote delivery of the program as specified within the rationale. How is this determined – by the courses? *Secretary’s note:* A response from Dr. Leslie Breitner, Desautels Faculty of Management, was received to this query. She indicated the following via email:

We determine “success” on many levels, including:

- Demonstration of learning in the module reflection papers and advisory group meetings;
- Module evaluations and feedback from the formal Qualtrics survey;
- Anecdotal feedback from conversations with individual students during and following a module; and
- Feedback received during the plenary sessions of our daily “morning reflections”.

05.04 **DESAUTELS FACULTY OF MANAGEMENT – 21-SCTP-01-10**

M.M. in International Master’s in Health Leadership; Non-Thesis (45 cr.) [continued]

The schedule type/course activity is being revised for the following courses from “Lecture” to “Web Course”:

- BUSA 663 Reflective Mindset (6 cr.);
- BUSA 667 Analytic Mindset (6 cr.);
- BUSA 671 Managerial Experience (3 cr.);
- BUSA 676 Worldly Mindset (6 cr.);
- BUSA 677 Collaborative Mindset (6 cr.); and
- BUSA 678 Catalytic Mindset (6 cr.).

05.05 **GRADUATE AND POSTDOCTORAL STUDIES – 21-SCTP-01-11**

Faculty of Medicine and Health Sciences/Department of Pharmacology and Therapeutics

Graduate Certificate in Translational Research (15 cr.)

Professor Hébert joined the meeting to present and respond to questions concerning this new program proposal. This new program idea was suggested to the Department by two graduate students who believe this program can help to meet the critical need for this type of program. Current programs do not provide the needed training, and this program could be the first step in filling this educational gap – it is hoped to create a new degree program in the future. This new program is not limited to students in the offering Department, and the proposer would be receptive to any suggestions that clarifies this. It was suggested that the program title be revised to specify biomedical sciences or medicine. This program may be taken concurrently with a student’s degree program if their supervisor permits. In response to a query, Professor Hébert explained that the new courses proposed for this new program are at the 500 level to allow appropriate undergraduate students to take one or another. In response to a query, Professor Hébert clarified that clinicians work with patients while scientists do not, but there can be clinician-scientists.

SCTP requested:

- revise the program title to specify the research subject as biomedical sciences or medicine so students will know if the program is appropriate for them – revise program title within the description also;
- clarify the admission requirements in box 4.0 to indicate what specific student background is needed: biomedical science, etc.;
- revise program description to read “The ... scientific discovery as a means of bridging the gap between research and application in clinical settings, while promoting future collaboration among scientists and clinicians. The program ...”;
- revise the executive summary to modify that the program is open to all qualified students (STEM included) so qualified students are not excluded – the program director can decide who can take this program;
- ensure that the descriptions for the new courses refer to clinical scientists, as appropriate.

Secretary’s note: The budget approval memo from the Provost and Vice-Principal (Academic) for this new program has been received.

New program approved; it will be reported to APC for further approval once the revised proposal and executive summary have been received.

05.06 **OTHER BUSINESS**

None.

The meeting ended at 4:17 pm.