Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, January 5, 2023 at 3:30 pm via Zoom.

PRESENT: Chris Buddle (**Chair**), Jason Carmichael, Andrea Di Stefano, Jaye Ellis, Darlene Hnatchuk, Sue Laver, Alissa Levine, José Londono Velez, Laurent Mydlarski, Josephine Nalbantoglu, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), Scott Sugden
GUESTS: Professor Linda Wykes, Faculty of Agricultural and Environmental Sciences
Professor Bettina Kemme, Faculty of Science

Information on SCTP Course and Program Guidelines and past SCTP meeting Minutes/Notes/Reports may be found at www.mcgill.ca/sctp. Current eCalendars may be found here: https://www.mcgill.ca/study/2022-2023/.

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 so that the meeting Minutes may be completed promptly.

04.01   The Agenda was approved as circulated.

04.02   The Minutes from the last meeting held December 1, 2022 were approved with the following corrections: item 03.07, page 3, Other Business - the first sentence was corrected to read "The following documents were received …"; and point c), first sentence revised to read "The Chair … CESA, at its meeting …"

There was a query concerning a comment made at the last meeting, which was omitted from the Minutes, that suggested a checklist be created for program descriptions. The Chair and the Secretary will review the program guidelines and bring this item forward to a future SCTP meeting.

04.03   **BUSINESS ARISING**
a) **CHAIR'S TOPIC OF DISCUSSION**: **Review of SCTP Composition** – 22-SCTP-12-06
The Chair asked for confirmation that the wording used in the December 1, 2022 Minutes, item 03.06, page 2 is the agreed upon response to APC as to why the SCTP composition does not include a representative from each Faculty/School. SCTP members agreed that the wording is accurate. The Chair will provide the response to APC and refer APC members to the SCTP Minutes.

04.04   **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES** – 22-SCTP-01-07
School of Human Nutrition
B.Sc.(Nutr.Sc.); Honours in Nutrition (90 cr.)
Professor Wykes joined the meeting to present and respond to questions concerning this new program. There is an increasing interest at the undergraduate level for students to learn about the process of research and, therefore, gain concentrated research experience in nutrition. This new program is proposed to meet the increased student interest, and it will serve as a path for students to apply for graduate studies in this discipline. Professor Wykes confirmed that the new program does not require centrally-funded resources. The student projected student interest in this new program is approximately 15-20% of current students enrolled in any of the B.Sc.(Nutr.Sc.); Major in Nutrition programs [seven or 10 students].
SCTP requested:
• confirmation needed whether students will be admitted into the summer or fall term, as this will affect the effective term;
• revise the description to read "The … in human nutrition, specifically, its … interpretation, and reporting. The research project will cover a specific area of human nutrition, such as clinical … public health, or epidemiology. Research skills will include … methods, and data analysis and interpretation. The program also emphasizes proficiency in communicating science, advanced theoretical and technical concepts, and demonstrating complex scientific ideas both orally and in writing";

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04.04 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES** – 22-SCTP-01-07
School of Human Nutrition
B.Sc.(Nutr.Sc.); Honours in Nutrition (90 cr.)
SCTP requested: [continued]
• either remove the specific course information within the executive summary or correct the titles and
  descriptions for new courses NUTR 491, NUTR 492, NUTR 493, NUTR 494;
• a duly approved program retirement proposal will need to be submitted to SCTP for the program indicated at
  the bottom of page 2 of the executive summary;
• other minor edits were suggested to the executive summary, which will be forwarded to the proposer;
• the Chair will confirm whether a budget assessment will need to be conducted by APB.
New program approved with these changes and budget assessment/approval; it will be reported to APC for
approval once revisions and confirmation have been received.

04.05 **GRADUATE AND POSTDOCTORAL STUDIES** – 22-SCTP-01-08
Faculty of Science/School of Computer Science
M.Sc. in Computer Science; Non-Thesis (45 cr.)
Program revisions consisted of: program description, required courses deleted, required credits decreased,
complementary courses deleted, complementary courses added, how complementary courses chosen revised,
complementary credits increased.

Professor Kemme joined the meeting to present and respond to questions concerning the major revisions to this
existing program. Currently, there is no direct entry into this non-thesis Master's program – it is generally used
as a fallback program for students in the Thesis Master's program who cannot complete a thesis. The revised
program will provide more flexibility for students, allowing them to complete a project, an internship, or all
course work. In industry, there is high demand for graduates in this discipline and, therefore, finding internships
for students who choose this course should not be an issue. It is expected that many [if not most] of the students
will do the project or internship courses, which will be more beneficial to them. There was a query concerning
the large number of 500-level courses, to which Professor Kemme indicated that these are the courses offered by
the Departments. [*Secretary's note*: We have 500-level courses, which are undergraduate courses that are also
open to graduate students, so that academic units avoid proposing the same courses at the undergraduate and
graduate levels.] Discussion ensued on whether international students will require work or co-op permits, and it
was noted that students will need a letter from the School of Computer Science well in advance to allow them
sufficient time to obtain visas or work permits, as needed. It was noted that supervising and coordinating
internships could be administratively difficult if too many students choose the internship path. There was much
discussion on the internship and its credits being one third of the program's overall credit weight, and whether
the internship will be paid. It is expected that most internships will be paid by the host organization, and some
recent non-thesis Master's programs approved by the University have contained internship courses that are 15
and 18 credits, so this is consistent. At the University, there is an increase in non-thesis Master's programs
being proposed with internship courses. There was a query about the progress of SCTP standardizing internship
courses and how the total number of hours equated to the credit weight. The Chair noted that this work was
deferred to a later date because of other academic priorities. There was discussion on the wording of the
program requirements for the project or internship credits – SCTP members requested that this be clarified in the
program requirements; suggestions were made, and the Chair indicated that he and the Secretary would clarify
this wording. The Chair noted that the Acting Co-Provost's approval was received for the requested centrally-
funded resources for this revised program.
SCTP requested:
• propose a program description as none currently exists in the eCalendar – indicate that it is a professional
  program, if appropriate;
• revise the first sentence under the Complementary Courses heading to read "Choose either: project courses
  and course work; or internship and course work; or all course work";

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04.05   **GRADUATE AND POSTDOCTORAL STUDIES** – 22-SCTP-01-08
Faculty of Science/School of Computer Science
M.Sc. in Computer Science; Non-Thesis (45 cr.)
SCTP requested: [continued]
• revise the rationale for the program revisions to reflect this meeting's discussion - incorporate more details about the points presented by Professor Kemme, including: how the revisions provide more flexibility for students, more details about no direct entry into the non-thesis program, how students will be responsible for obtaining their own internship with the assistance of the School's internship coordinator, the importance of theoretical and applied knowledge in this discipline.
NOTE: The Ministry will need to be informed about the program revisions because of the new course and more than one third of the program credits are being revised – the program may not be offered, advertised, or listed within the eCalendar until final Ministry approval has been received by the University.
Revised program <u>approved</u> with these changes; it will be reported to APC for approval once the revisions have been received.

04.06   **OTHER BUSINESS**
The following documents were received by SCTP – there were no queries. The Chair reminded members that the Secretary can provide any of the proposals if there are any questions concerning the approvals recorded within the reports.
a) **FOR INFORMATION**: 2022-2023 AP (T&AP) Report 3 to SCTP – November 3, 2022; and
b) **FOR INFORMATION**: 2022-2023 AP (T&AP) Report 4 to SCTP – December 1, 2022.

The meeting ended at 4:40 pm.