

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, January 9, 2020 at 3:00 pm in Room 302 of the James Administration Building.

PRESENT: Jacquie Bede, France Bouthillier, Chris Buddle (**Chair**), Hamid Etemad, Sue Laver, Fiona Lees, Arun Misra, Cara Piperni, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), Joe Sullivan

GUESTS: Professor Peter Nugus and Dr. Leah Moss, Faculty of Medicine

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

Effective January 1, 2020, the new Associate Provost (Teaching and Academic Programs), Professor Buddle, has been named SCTP Chair by the Provost and Vice-Principal (Academic).

The Chair requested that any suggested changes to documents in terms of grammatical errors or typos be communicated via email directly to the SCTP Secretary within 24 hours following the meeting in order to complete the meeting Minutes without delay.

07.01 The Agenda was approved with the following addition:

- under Business Arising, 3c) Strategy for Assessing Consultations.

07.02 The Minutes from the last meeting held December 5, 2019 were approved with a clarification and the following edit:

- Page 1, Business Arising, 3a) Review of Program Definitions [19-SCTP-10-02]: it was clarified that in the second paragraph, referral to Continuing Studies was in context to the Chair's document – it contained a category for Continuing Studies programs, and SCTP agreed to remove that category.
- Page 5, Non-Program McGill Offerings [19-SCTP-12-09]: second paragraph revised to read "... Convocation ceremonies. For this group, it is important ..."

07.03 BUSINESS ARISING

a) Review of Program Definitions: Certificate, Diploma, Graduate Certificate, Graduate Diploma – 19-SCTP-10-02
SCTP discussed the misconception that a diploma is considered to be a graduate-level program by one unit due to its current definition, which indicates "second cycle program", and that an undergraduate degree or its equivalent is part of the admission requirements. The Secretary commented that she believes this was terminology used when the definition was approved by Senate (1993-1994) – that second cycle referred to students already having an undergraduate-level degree, but it did not necessarily correspond to the terminology used at the Francophone Quebec universities that describes graduate-level programs as second cycle. Ms. Lees commented that there are diploma programs offered by the School of Continuing Studies that are coded in Banner as G1, which is the graduate level. The Secretary commented that to her recollection, a diploma was never approved by FGSR [now GPS], and other existing non-Continuing Studies diplomas contain 300- and 400-level courses, which are undergraduate.

It was agreed to remove "normally" from the proposed structure of a certificate and a diploma.

The Chair noted that SCTP would investigate the implications of changing the diplomas offered by Continuing Studies to graduate diplomas so that they adhere to University definitions. To be reviewed at a future SCTP meeting.

b) CHAIR'S TOPIC OF DISCUSSION: Strategy for Assessing Internship Courses

The Chair explained that at the APC meeting of December 13, 2019, it was agreed that SCTP review and collect information on the various internship courses offered throughout the University; there is no specific timeline for this exercise. It was agreed by SCTP that practicum and stage courses be included in this data, as these terms

07.03 BUSINESS ARISING

b) CHAIR'S TOPIC OF DISCUSSION: Strategy for Assessing Internship Courses [continued]
are used interchangeably. There was discussion about the difficulty of standardizing these courses at the University because various faculties view these courses differently, and different standards may currently exist within the various academic units due to their associated accreditation body or professional order.

SCTP agreed that the first step would be to understand the scope of existing courses that fall into the categories of internship, practicum, and stage. It was agreed that students require specific guidance and consistent assessment in these types of courses. Also, it is important for students taking these types of courses to continue to have access to their government funding, therefore, their course load and full-time study status need to be considered.

Ms. Lees informed SCTP that recently-retired Anna Walsh, Associate Registrar within Enrolment Services, compiled data on internship courses for government reporting purposes. The Chair commented that he would ask Enrolment Services if this document could be shared with SCTP, which he will review and use to compile data for SCTP purposes. The faculties/schools may be asked for information on what they currently offer in terms of these courses.

The Chair and Secretary of SCTP will review documents and bring information about internships back to a future SCTP meeting.

c) Strategy for Assessing Consultations

The timeline set by SCTP at the December 5, 2019 meeting for course and program consultations was distributed to the SCTP Faculty Contacts for dissemination to academic units. One comment was received from an Associate Dean (Academic) that indicated concerns about no response after 30 days may be considered no objections. The SCTP Chair queried whether a process needs to be outlined for academic units to follow. SCTP agreed that it was important that a timeline be indicated for the consultation, the unit requesting a consultation must ensure that it has made every effort to follow-up when a response is delayed, and to provide friendly reminders to the unit as needed. A signed consultation or email is important for proposers to obtain, especially for programs that require Senate approval.

The SCTP Chair and Secretary will revise the consultation form and course and program guidelines posted on the SCTP Web page to be very explicit of what is expected, the timeline, frequent reminders, and suggestions of alternate people to contact in the unit/faculty in the event of a delayed response to a request for a consultation [Chair, Director, Associate Dean, etc.].

07.04 GRADUATE AND POSTDOCTORAL STUDIES – 19-SCTP-01-11

Faculty of Medicine/Institute of Health Sciences Education

Ph.D. in Health Sciences Education (0 cr.)

Professor Nugus and Dr. Moss joined the meeting to briefly present this new degree program and respond to questions. The new Institute was approved by the University Board of Governors February 14, 2019 and it replaced the existing Centre for Medical Education. The current programs offered at McGill do not meet the needs of the rapidly-growing field of health sciences education. There is a growing need in universities, hospitals, and healthcare institutions for “becoming professionalized” training. In response to a query concerning the number of full-time academics appointed to the Institute, Professor Nugus stated that there are currently three academics solely appointed to the Institute, with seven cross appointments from other academic units. It was queried whether the lack of a master's program offered by the Institute would hinder the approval success of the new Ph.D. program, to which Professor Nugus responded he did not believe so because students entering this program are required to have a master's degree in a relevant field; he also noted that the Institute's priority was to propose and offer a Ph.D. program.

07.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 19-SCTP-01-11

Faculty of Medicine/Institute of Health Sciences Education

Ph.D. in Health Sciences Education (0 cr.) [continued]

The Chair commented that he has the discretion to ask SCTP to review new programs before the budget or requested resources have been reviewed by APB and approved by the Provost. However, the budget and requested resources must be approved by the time any proposal is reported to APC for approval.

SCTP requested:

- be consistent with the course titles – either correct the course proposal or the program proposal and support document for HSED 701, HSED 702, and HSED 703; SCTP Secretary suggests keeping the course proposal titles, as those indicated within the program for HSED 702 and HSED 703 are very long and the transcript title of each course [30-character maximum] will not be obvious with all of the abbreviations;
- correct HSED 702 to read HSED 702D1/D2, as indicated on course proposal;
- consider clarifying the targeted audience for this program within the executive summary, as it was not clear to all SCTP members who this program targets;
- budget and requested resources consultations be provided.

NOTE: The Ministry, along with other external reviewers, will need to approve this new degree program – it cannot be offered, advertised, or listed within the eCalendar until final Ministry approval has been received by the University.

New degree program approved; it will be reported to APC for approval once the budget recommendations and requested changes have been received and reviewed by the SCTP Chair.

07.05 **SCHOOL OF CONTINUING STUDIES** – 19-SCTP-01-12

Department of Career and Professional Development

Graduate Diploma in Leadership (30 cr.)

Program revisions consisted of: program title/type – from a Graduate Certificate, program credit weight increased, program description, program corequisite course added, program corequisite notes added, required courses deleted, required courses added, required credits increased, program notes deleted, asterisks removed from courses.

The existing program was not sufficient to cover required knowledge and competencies, therefore, the program type was revised in order to allow for the program credit weight increase.

SCTP requested:

- revise description to read “The ... and lead people, including innovative leadership practices and skills to lead in a diverse ... The program uses learner-centered instructional methodology. Simulations ...”;
- add to the rationale the following “Via this proposal, the existing Graduate Certificate in Leadership (24 cr.) is being retired.”

Revised program approved; it will be reported to APC for information only.

Due to the program title/type revision, the following program is being retired:

Graduate Certificate in Leadership (24 cr.).

07.06 **OTHER BUSINESS**

The following document was received by SCTP – there were no queries.

a) 2019-2020 APB Report 7 to SCTP December 5, 2019.

Secretary's note: The following program revision proposals were withdrawn from this report and returned to the Schulich School of Music: **B.Mus.; Major in Performance Voice** (123 cr.); **B.Mus.; Major in Performance (Organ, Harpsichord, Guitar)** (125 cr.); **B.Mus.; Major in Performance (Orchestral Instruments)** (125 cr.); **B.Mus.; Major in Performance Jazz (Saxophone, Trumpet, Trombone, Drums, Piano, Guitar, Bass, Voice)** (126 cr.). The School will need to resubmit these proposals for approval in a future separate report to the Associate Provost (Teaching and Academic Programs).

The Chair noted that the February 6 SCTP meeting will be cancelled, as the Chair and Secretary are not available to attend this meeting. An electronic review may be held, depending on what is received for this meeting; the Secretary will confirm this 2 weeks before this meeting.

The meeting ended at 5:00 pm.