

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, February 11, 2021 at 3:00 pm via Zoom.

PRESENT: Geneviève Bassellier, Jacquie Bede, Madeleine Buck, Chris Buddle (**Chair**), Sue Laver, Fiona Lees, Gabriel Masi, Arun Misra, Josephine Nalbantoglu, Cara Piperni, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**)

REGRETS: Andrea Di Stefano

GUESTS: Professor Francesco Amodio, Faculty of Arts
Professor Natalie Stoljar, Faculty of Arts
Dr. Nicholas Dunn, GPS

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.

The Chair welcomed Professor Geneviève Bassellier, Desautels Faculty of Management, who will replace Professor Hamid Etemad for the remainder of this academic year; Professor Etemad is currently on leave from the University. Also, Ms. Lees is replacing Enrolment Services member Mr. Di Stefano for this meeting.

05.01 The Agenda was approved as circulated.

05.02 The Minutes from the last meeting held December 3, 2020 were approved as circulated.

05.03 **BUSINESS ARISING**

Secretary's note: Regarding the following new program: **Joint B.Eng. in Global Engineering** that was proposed by the Faculty of Engineering and approved by SCTP November 5, 2020 [20-SCTP-11-05] – the Faculty has made additional revisions to the program requirements, which resulted in another change to the program's credit weight from 120-128 to 120-127 credits.

Secretary's second note: The Chair approved the change in modality from on campus to online only for the following self-funded program offered by the Desautels Faculty of Management in collaboration with the Faculty of Medicine and Health Sciences: **Graduate Certificate in Healthcare Management** (15 cr.). The following courses will also change to online only: ACCT 645D1/D2, BUSA 647D1/D2, MGSC 641D1/D2, MGSC 642D1/D2, ORGB 643D1/D2, ORGB 644D1/D2 – their schedule type/course activity is revised from Lecture to Web Course.

a) Review of Program Definitions: Certificate, Diploma, Graduate Certificate, Graduate Diploma – 19-SCTP-10-02
The Chair explained that the COVID-19 pandemic delayed the continuation of discussion and SCTP's review of the non-degree credit program definitions. He noted that the new structure of the definitions may not affect some of the current programs – the revised definitions are for the proposal of future programs. SCTP agreed that the restructured definitions need to clearly state that a certificate and a diploma are undergraduate-level programs, while the graduate certificate and the graduate diploma are graduate-level programs. It was noted that the graduate certificates and the graduate diplomas offered by the School of Continuing Studies are not administered by GPS but, rather, by the School; this is an agreement made by the Deans of the School and GPS in 2011-2012. It was noted that GPS does not have a record of this agreement to have a different approval process for these offerings, and it is not clear why this agreement was made - GPS would prefer to have a

05.03 **BUSINESS ARISING**

a) Review of Program Definitions: Certificate, Diploma, Graduate Certificate, Graduate Diploma – 19-SCTP-10-02 [continued]

standard approval process for all graduate certificates and graduate diplomas. This would be particularly helpful if the School of Continuing Studies wishes to offer in the future a “stackable Master’s” through the combination of graduate certificates and graduate diplomas that they offer.

There was much discussion on clarifying the students’ academic background associated with each program definition – it was agreed that competencies be specified to avoid “or equivalent” that refers to the topic of a program previously taken by students. The revised definition for a certificate should clearly indicate that a student’s academic background does not need to be in the same subject or discipline - it should be clear that it is an introduction to a topic/subject/discipline. The revised definition of a diploma should specify that students are required to have an academic background in the topic/subject/discipline of the program, as it is intended to further a student’s knowledge. The revised definitions should clearly indicate whether a program intends to further a student’s study on a topic. Also, the credits of each program type need to be clarified but some variation is expected; the Chair noted that some existing programs go beyond the norm due to accrediting bodies for professional programs. Courses may need to be a certain level for a diploma because a diploma is not an introduction to the topic.

It was agreed to remove “normally” from any revised definition, clarify the minimum and maximum number of credits for each program type, and use positive language instead of indicating what a program is not. It was suggested that the SCTP Minutes be referenced in the revised definitions. The Chair indicated that he would work on revised definitions and provide SCTP members with these definitions via email for feedback. He noted that APC approval will be needed of the revised definitions, and APC will determine if Senate approval will be required.

The Chair noted that he will need to discuss with the Dean of the School of Continuing Studies and Enrolment Services the student fees associated with graduate certificates and graduate diplomas offered by the School.

05.04 **GRADUATE AND POSTDOCTORAL STUDIES – 20-SCTP-02-10**

Faculty of Arts/Institute for the Study of International Development

M.A. in International Development; Non-Thesis (45 cr.)

Professor Manuel Balán, who was invited to present this program, apologized for missing this meeting – he had a family emergency. Professor Amodio and Dr. Dunn joined the meeting to present and respond to questions concerning this new program. This new one-year program will focus on qualitative and quantitative methods, and students will have the choice to complete an internship or a research paper. There have been dramatic changes in the field of international development over the years, and training and skills are needed for the new generation of development practitioners and scholars. Currently, the Institute offers very popular International Development Studies programs under the B.A. degree, and there has been much discussion with the undergraduate students in these programs concerning the Institute offering a Master’s program in international development. Current undergraduate students wishing to continue their studies at the graduate level in this discipline must go elsewhere or complete one of McGill’s concentration/option in Development Studies in a Master’s program offered in a discipline that may not be of interest to them [anthropology, geography, history, sociology - just to name a few].

In response to a query concerning the admission requirements, Professor Amodio clarified that students with an academic background in other fields, not just those related to international development, will also be considered for admission because this program will not be limited to students in the fields given as examples. He indicated that an applicant’s work experience will also be considered for entry into this program.

05.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 20-SCTP-02-10

Faculty of Arts/Institute for the Study of International Development

M.A. in International Development; Non-Thesis (45 cr.) [continued]

It was noted that resources will be made available for students choosing to do an internship that is not local. Students will have access to resources in the Mobility Funds.

SCTP requested:

- correct titles for course proposals INTD 658 and INTD 659 – use the course titles indicated within the program requirements [title on course proposal INTD 658 may not be use as it is used for existing course INTD 356];
- correct course number for INTD 660 – should read INTD 660D1/D2;
- correct title for course proposal INTD 690;
- correct program title within the executive summary – title should read M.A. in International Development; Non-Thesis [omitting non-thesis implies it is a thesis program].

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

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

Faculty of Arts/Institute for Gender, Sexuality and Feminist Studies

Professor Stoljar and Dr. Dunn joined the meeting to present and respond to questions concerning the following two new programs.

M.A. in Gender, Sexuality, Feminist and Social Justice Studies (45 cr.)

Undergraduate programs under the same subject are currently offered by the Institute, and the Institute coordinates the Gender and Women's Studies concentrations/options offered under Master's and Ph.D. programs in multiple faculties/school throughout the University. This new thesis program would be a unique program in Quebec. It would provide a more in-depth study of the subject as opposed to the specialization on gender and women's studies provided by the existing concentrations/options offered under multiple disciplines – the new program is intended for a different cohort of students.

It was noted that the assessment for GSFS 630D1/D2 with student participation at 40% of the final grade is high. The SCTP Chair responded that he would ensure the proposers were aware of the University Student Assessment Policy and possible concerns related to participation grades.

In response to a comment concerning the consultations obtained, the Chair indicated that SCTP assumes that those who were consulted understand they were granting permission to add their courses within the Thesis and Non-Thesis programs even though the consultations did not distinguish this.

SCTP requested:

- forward the outlines for the new courses to the SCTP Secretary;
- remove the grade percentages from the assessment portion of the executive summary, section 3.1;
- remove complementary course EDPE 622 from list of courses – consultation received from the Faculty of Education indicated this course is restricted to students within their professional programs;
- correct course number for GSFS 630 to read GSFS 630D1/D2 – in both the program proposal and the executive summary;
- include all complementary courses within the program requirements – it is important that all program requirements are included within the program proposal; students should not need to go to a Web page for a complete list of courses that are available to choose from.

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

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

05.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 20-SCTP-02-10

Faculty of Arts/Institute for Gender, Sexuality and Feminist Studies [continued]

M.A. in Gender, Sexuality, Feminist and Social Justice Studies; Non-Thesis (45 cr.)

The non-thesis new program is a one-year program. Students will have the choice to complete either an internship or a research paper. In response to a query concerning the availability of travel funds for students doing an internship out of town, the Chair indicated that the importance of scholarships and travel funds will need to be considered as this program develops, to ensure students have access to funds.

SCTP requested:

- correct course number for GSFS 630 to read GSFS 630D1/D2 – in both the program proposal and the executive summary;
- remove the grade percentages from the assessment portion of the executive summary, section 3.1;
- remove complementary course EDPE 622 from list of courses – consultation received from the Faculty of Education indicated this course is restricted to students within their professional programs;
- include all complementary courses within the program requirements – it is important that all program requirements are included within the program proposal; students should not need to go to a Web page for a complete list of courses that are available to choose from.

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

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

05.05 **OTHER BUSINESS**

The following documents were received by SCTP – there were no queries. The Secretary reminded members that they may contact her anytime with queries concerning the reports and their content.

- a) 2020-2021 AP (T&AP) Report 7 to SCTP – December 3, 2020;
- b) 2020-2021 AP (T&AP) Report 8 to SCTP – January 7, 2021.

The meeting ended at 4:50 pm.