

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, February 16, 2023 at 3:30 pm in Room 301 of the James Administration Building.

PRESENT: Chris Buddle (**Chair**), Jason Carmichael, Julie Degans (**Acting Secretary**), Andrea Di Stefano, Jaye Ellis, Sue Laver, Alissa Levine, Laurent Mydlarski, Josephine Nalbantoglu, Carolyn Samuel

REGRETS: Darlene Hnatchuk, José Londono Velez, Cindy Smith (**Secretary to SCTP**), Scott Sugden

GUEST: Professor Jin Guo, 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 Acting 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.

05.01 The Agenda was approved as circulated.

05.02 The Minutes from the last meeting held January 5, 2023 were approved as circulated.

05.03 **BUSINESS ARISING**

None.

05.04 **GRADUATE AND POSTDOCTORAL STUDIES – 22-SCTP-02-09**

Faculty of Medicine and Health Sciences/Ingram School of Nursing

M.Sc.(Applied) in Nursing; Non-Thesis – Global Health Direct Entry (61 cr.)

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

It was pointed out that the credits listed for the program in the e-calendar are not correct (indicated as 48 credits). *Secretary's note:* The current program credit weight and requirements in the eCalendar are incorrect – the correct program credit weight is 58, as per SCTP approval on May 3, 2018; Cindy Smith, SCTP Secretary, has informed ES staff of the errors in 2021 and 2022.

SCTP enquired as to the nature of the revision: fundamental change vs. just label change. Dean Nalbantoglu indicated that it is a relatively minor revision, and that the title was updated to align with all the other concentrations in Nursing.

In response to a question about why SCTP reviews revisions that may be relatively minor, the Chair indicated that his office will discuss whether some adjustments may be necessary to what items are brought to SCTP for discussion. For example, the SCTP Chair may (in consultation with members of the APTAP Office) approve more items on behalf of SCTP, with a monthly report to SCTP so members can review what has been done and can request discussion for a particular item. This will include, for example, reviewing (and potentially redefining) what is currently considered as a major vs. a minor revision. The Chair indicated that his Office will have to go through all the different scenarios to identify when it is relevant for SCTP to have a discussion. Dean Nalbantoglu highlighted the importance of having such delineation as what is minor vs. major seems to be subjective sometimes. The Chair agreed that we need more consistency, and to define what needs what at what level. He reassured SCTP that they will be able to review and bring to the committee anything they want to discuss. It was highlighted that looping ES is important.

05.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 22-SCTP-02-09

Faculty of Medicine and Health Sciences/Ingram School of Nursing

M.Sc.(Applied) in Nursing; Non-Thesis – Global Health Direct Entry (61 cr.) [continued]

The Chair mentioned that learning outcomes and the program description should be brought back to SCTP soon, but given the time of year, this may be a project for next academic year.

SCTP requested:

- correct existing program credit weight in box 4.0 to 58 credits and indicate new credit weight in “Proposed” box;
- correct typos in the program description (e.g., limitedresources to limited resources).

Revised program approved with these changes; it will be reported to APC as for information and it may need to be reported to the Ministry for approval [this to be confirmed].

Due to the program title change, the following program is being retired: **M.Sc.(Applied) in Nursing; Non-Thesis – Global Health** (58 cr.).

05.05 **FACULTY OF SCIENCE** – 22-SCTP-02-10

School of Computer Science

B.Sc.; Major in Computer Science; Artificial Intelligence (63-66 cr.)

Professor Guo joined the meeting to present and respond to questions concerning this new concentration/option of an existing program. She highlighted that there is extensive expertise concentrating in AI and machine learning in the School, offering a wide range of machine learning courses with a focus on applied aspects. These already have a great impact on the curriculum, and the School wants to make it even more recognized. Other universities in Canada have created something similar as a first step here to recognize AI efforts. Students will have the possibility to take this concentration/option within the existing program. The unit is not requesting resources.

There was a query concerning COMP 202 and how will it be managed from a practical standpoint (not everyone needs to take it, with students having sufficient knowledge of programming being exempted). Also, could be technical difficulties in *myProgress* because it will be treated as a required course. Should it be? What role for Foundations of Programming? Professor Guo indicated that emphasis = AI concentration/option = for major in Computer Science students. This course needed to succeed in other courses. SCTP agreed that attention to the program requirement is needed especially regarding the definition of what sufficient knowledge is. Process side: *myProgress* = entry will have to be manual.

Conclusion: unit needs to communicate clearly with the students and define clearly what sufficient knowledge means. Manual override will be needed in *myProgress*. *Secretary's note:* If the course is not needed by all students, it should be added to complementary courses as “0-3 credits from”.

There was a query concerning the courses in proposed concentration/option: what is the added value in offering this concentration/option? Are there more than a couple of courses distinguishing it (seems very similar)? Professor Guo noted that a lot of students are indeed taking machine learning courses currently but their program does not reflect this extensive knowledge upon graduation. The idea here is to have this expertise reflected on their transcript to show the extent of their knowledge, which will be useful for employment/pursuit of studies. Some of this is therefore about labeling and supporting the students' interest in having this on a transcript. More linked to the credentialling. In response to a query concerning the enrolment expected in this option, Professor Guo indicated that in 2021-22 = total number of students registered in these courses = 2,000. It is expected that 500 to 600 students will register in the Major in the coming year. These students will be eligible to take this concentration/option. It was queried whether the School is confident in the capacity in terms of instructors/advisers and administrative support. Professor Guo responded that these are already popular courses and some are already big courses. Not much will change in the immediate future. The School is recruiting a Faculty lecturer and one Faculty member, which will help. Support might be needed down the line but for the overall program not just this concentration/option. Dean Nalbantoglu highlighted that McGill is the

05.05 **FACULTY OF SCIENCE** – 22-SCTP-02-10

School of Computer Science

B.Sc.; Major in Computer Science; Artificial Intelligence (63-66 cr.) [continued]

only University without an AI concentration/option, so it is kind of behind. Some Quebec subventions and grants are sometimes tied to names like AI, so this will also help in this way.

SCTP had some discussion about a possible trend in which the University offers more concentrations/options (i.e., further sub-dividing up disciplines), and the broader evolution of programs. It always takes resources and time to deliver new concentrations/options, yet seldom are programs or concentrations/options retired. There was also discussion about the role of ‘marketing’ or ‘branding’ as being arguments in favour of new concentrations/options, even though course offerings for a new concentration/option may not be overly distinct. This is something to keep in mind for SCTP, and it requires ongoing thought and discussion.

SCTP deemed the arguments for this new concentration/option to be convincing. The School needs to clarify the fuzzy requirements around COMP 202 – it should be added to list of complementary courses.

SCTP discussed concentrations/options and the creation of them at McGill sometimes to appeal to students. SCTP highlighted the importance of retiring concentrations/options that are no longer serving their purpose as we keep on creating more and more.

SCTP requested:

- because not all students need COMP 202, move it to the list of complementary courses as “0-3 credits from:” – required courses should not have a range of credits; adjust all credits accordingly;
- correct the credit weight for complementary course COMP 514;
- indicate credit weight for the ECSE complementary courses and correct title for ECSE 557;
- indicate the range of credits for the complementary courses for each group – do not indicate “at least”; students need to know the minimum and maximum number of credits they can choose from each group – consistency is needed within the eCalendar for program requirements;
- remove the colon following each course number.

New concentration/option of an existing program is **pending approval of new course COMP 545** [submitted to the SCTP meeting date of March 9, 2023]; it will be reported to APC for approval once the revised proposal has been received and new course COMP 545 has been approved or removed from this new program.

Department of Atmospheric and Oceanic Sciences and Department of Physics

B.Sc.; Major in Atmospheric Science and Physics (66-67 cr.)

Program revisions consisted of: program credit weight decreased, program description proposed, required courses deleted, a required course added, required credits decreased, complementary courses added, how complementary courses chosen revised, complementary credits revised.

SCTP requested:

- include existing program description in box 6.0;
- revise proposed program description to read “The B.Sc.; Major in Atmospheric Science and Physics provides a solid study in meteorology and atmospheric physics. This program is jointly offered by the ...”;
- remove program description from box 7.0 – the proposed and existing should be listed in box 6.0;

Revised program approved; it will be reported to APC for information and it may be reported to the Ministry for approval [to be confirmed].

05.06 **FACULTY OF MANAGEMENT** – 22-SCTP-02-11

B.Com.; Honours in Investment Management (84 cr.)

Program revisions consisted of: program credit weight increased, a required course added, required credits increased.

Revised program approved; it will be reported to APC for information and the Ministry will need to be informed.

05.06 **FACULTY OF MANAGEMENT – 22-SCTP-02-11** [continued]

B.Com.; Major in Accounting (69 cr.)

Program revisions consisted of: program credit weight increased, program description, a required course added, required credits increased.

SCTP requested:

- revise the existing program description to remove the program credit weight [what is indicated no longer applies] and to indicate the subject/focus of the program.

Revised program approved with this change; it will be reported to APC for information and the Ministry will need to be informed.

B.Com.; Major in Economics for Management Students (66 cr.)

Program revisions consisted of: program credit weight increased, program description, a required course added, required credits increased.

SCTP requested:

- propose a program description, as none currently exists within the eCalendar.

Revised program approved with this change; it will be reported to APC for information and the Ministry will need to be informed.

B.Com.; Major in Finance (69 cr.)

Program revisions consisted of: program credit weight increased, a required course added, required credits increased.

Revised program approved; it will be reported to APC for information and the Ministry will need to be informed.

B.Com.; Major in International Management (81-87 cr.)

Program revisions consisted of: program credit weight revised, a required course deleted, a required course added, a required subheading deleted, a required subheading revised, a complementary course added, program notes deleted, program notes added, experiential learning component relocated within the listing of complementary courses, how complementary courses chosen revised, theme subheadings revised to streams.

SCTP requested:

- under Experiential Learning Component, indicate number of credits students may do: either 3 credits or 3-6 credits, which may affect the complementary and program credits;
- under Areas of Study Component, revise the text to read “18 credits from one of the following three Streams.”

Revised program approved with these changes; it will be reported to APC for information and the Ministry will need to be informed.

B.Com.; Major in Mathematics and Statistics for Management (69-72 cr.)

Program revisions consisted of: program title, program credit weight revised, program description, program prerequisites added, required courses deleted, required courses added, required credits decreased, complementary courses deleted, complementary courses added, how complementary courses chosen revised, complementary credits revised, program notes deleted, program notes added.

SCTP requested:

- obtain a consultation from the School of Computer Science and one from the Department of Mathematics and Statistics to add their two and their 13 courses, respectively, to this program.

Revised program approved with positive consultations; it will be reported to APC for information and the Ministry will need to be informed.

Due to the program title change, the following program is being retired: **B.Com.; Major Concentration in Mathematics for Management Students** (72 cr.).

05.06 **FACULTY OF MANAGEMENT – 22-SCTP-02-11** [continued]

B.Com.; Major in Managing for Sustainability (69 cr.)

Program revisions consisted of: program credit weight increased, a required course added, required credits increased.

Revised program approved; it will be reported to APC for information and the Ministry will need to be informed.

B.Com.; Major in Marketing (69 cr.)

Program revisions consisted of: program credit weight increased, program description, a required course added, required credits increased.

SCTP requested:

- revise the existing program description to remove the program credit weight [what is indicated no longer applies] and to indicate the subject/focus of the program – remove who the program is intended for.

Revised program approved with this change; it will be reported to APC for information and the Ministry will need to be informed.

B.Com.; Major in Organizational Behaviour and Human Resources (69 cr.)

Program revisions consisted of: program title, program credit weight increased, program description, required courses deleted, a required course added, required credits decreased, complementary courses deleted, a complementary course added, how complementary courses chosen revised, complementary credits increased, a program note deleted.

SCTP requested:

- use strikethrough in existing column on all courses removed from a specific list.

Revised program approved with this change; it will be reported to APC for information and the Ministry will need to be informed.

Due to the program title change, the following program is being retired: **B.Com.; Major in Organizational Behaviour** (66 cr.).

B.Com.; Major in Strategic Management (69 cr.)

Program revisions consisted of: program credit weight increased, a required course added, required credits increased, a complementary course added, how complementary courses chosen revised.

SCTP requested:

- revise the first group of complementary courses to read “9-30 credits ...” and revise the second group to read “0-21 credits from the following”;
- list added complementary course BUSA 300 in numerical order under the same subject code.

Revised program approved with these changes; it will be reported to APC for information and the Ministry will need to be informed.

05.07 **OTHER BUSINESS**

None.

The Chair commented that while in-person SCTP meetings are the default, if the agenda is light, perhaps some future meetings will be held online.

The meeting ended at 4:15 pm.