Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, February 1, 2024 at 3:00 pm in Room 301 of the James Administration Building.

PRESENT: Chris Buddle (**Chair**), Jason Carmichael, Jaye Ellis, Lalia Katchelewa, Alissa Levine, Laurent Mydlarski, Josephine Nalbantoglu, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), David Stephens

REGRETS: Andrea Di Stefano

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/2023-2024/.

The Chair requested that SCTP members provide the 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 11, 2024 were approved as circulated.

05.03   **BUSINESS ARISING**
None.

Secretary's note: As a result of feedback from the external reviewers for the new degree program **M.Sc.(Applied) in Multilingual Digital Communication; Non-Thesis** (45 cr.) [to be offered by the School of Continuing Studies; contained in the Report from Graduate and Postdoctoral Studies – 19-SCTP-04-21REVISED; approved by SCTP May 7, 2020 and the Ministry March 20, 2023], minor updates were made to some of the new course proposals [new courses originally approved by APTAP April 23, 2020], which affected the program minimally. The following changes were made to these courses – changes are recorded in red text, and the updated program has been forwarded to ES staff [all have been reviewed by the SCTP Chair]:

CMDC 610 Apprchs to MultilingualismMgmt (3 cr.) [PRN 25537];
CMDC 612 Writing Effective Copy (3 cr.) [PRN 25538];
CMDC 614 Transl Literacy: the Digl Age (3 cr.) [PRN 25620];
CMDC 616 Research Mthds: Prof Communctn (3 cr.) [PRN 25621];
CMDC 622 CurrTrns: MultlngDiglCommunctn (3 cr.) [PRN 25624];
CMDC 630 Multilingual Desktop Publishng (2 cr.) [PRN 25626];
CMDC 642 SoclMeda&ComMgmt:MultlngCntxts (3 cr.) [PRN 25627];
CMDC 643 Technical Writing (3 cr.) [PRN 25628];
CMDC 646 GlobDiglCommunctn& L10n Strats (3 cr) [PRN 25631];
CMDC 647 Transl & Large Language Models (3 cr.) [PRN 25632];
CMDC 650 Multlng Cont Mgmt:Enterpr Sols (2 cr.) [PRN 25633].

05.04   **GRADUATE AND POSTDOCTORAL STUDIES** – 23-SCTP-02-11
Faculty of Arts/Department of Languages, Literatures, and Cultures
Ph.D. in Russian and Slavic Studies (0 cr.)
Program revisions consisted of: program title, program description, required courses added, a complementary-course section added, how complementary courses chosen revised, complementary credits increased.

05.04   **GRADUATE AND POSTDOCTORAL STUDIES** – 23-SCTP-02-11
Faculty of Arts/Department of Languages, Literatures, and Cultures [continued]
Due to the program title change, the following program is being retired:
Ph.D. in Russian (0 cr.).

M.A. in Russian and Slavic Studies (45 cr.)
Program revisions consisted of: program title, program description, program note revised, how complementary courses chosen revised.

Due to the program title change, the following program is being retired:
M.A. in Russian (45 cr.).

The program titles have been revised to reflect a major shift in the field, which is moving away from a narrowly Russo-centric focus. Program descriptions were proposed, as currently none exists for either program within the eCalendar. Program requirements have been updated to give better guidance on courses to be chosen.
NOTE: The Ministry will need to be informed about the revised program titles. The **revised** programs may not be offered, advertised, or listed within the eCalendar until final Ministry approval has been received by the University.
Revised programs (two) <u>approved</u>; they will be reported to APC for approval.

05.05   **SCHOOL OF CONTINUING STUDIES** – 23-SCTP-02-12
Technology and Innovation
Graduate Certificate in Data Analysis for Complex Systems (15 cr.)
Program revisions consisted of: program description, change in modality – from offered on campus to offered online.
<u>SCTP requested</u>:
• revise program description to indicate that the program is offered online with synchronous course activities;
• confirmation that resources are available within the School of Continuing Studies to offer this program and all of its courses completely online without needing centrally-funded resources;
• provide an explanation as to how, per the rationale, "the learning experience is significantly enhanced when the material is delivered using a combination of online learning activities" – a more substantial rationale for changing to online delivery is needed.
Secretary's note: A revised program description and a revised rationale were reviewed by the SCTP Chair, and the offering unit confirmed that no centrally-funded resources are required to offer this program online.
Revised program <u>approved</u> by the Chair on behalf of SCTP.

Graduate Certificate in Data-Driven Decision Making (15 cr.)
Program revisions consisted of: program description, change in modality – from offered on campus to offered online.
<u>SCTP requested</u>:
• revise program description to indicate that the program is offered online with synchronous course activities;
• confirmation that resources are available within the School of Continuing Studies to offer this program and all of its courses completely online without needing centrally-funded resources;
• provide an explanation as to how, per the rationale, "the learning experience is significantly enhanced when the material is delivered using a combination of online learning activities" – a more substantial rationale for changing to online delivery is needed.
Secretary's note: A revised program description and a revised rationale were reviewed by the SCTP Chair, and the offering unit confirmed that no centrally-funded resources are required to offer this program online.
Revised program <u>approved</u> by the Chair on behalf of SCTP.

The Chair noted that when a complete change in modality is proposed for a course and/or program, these proposals come to SCTP for approval. It is also important that SCTP is aware of any centrally-funded resources

05.05   **SCHOOL OF CONTINUING STUDIES** – 23-SCTP-02-12
Technology and Innovation [continued]
needed for such offerings, as the cost to units can be quite high to create and offer an entire program online. Student fees may be charged differently for online offerings. There is an interest in the School of Continuing Studies to offer more of their programs online, which the University is aware and is generally supportive. In response to a query concerning the resources available to other Faculties that may be interested in offering a program online, the Chair noted that the Associate Director (Online Programs Portfolio) within his Office [the Associate Provost (Teaching and Academic Planning)] is the main contact – information about online programs is available on the APTAP Web page: Teaching and Academic Planning - McGill University.

CCCS 610 Digital Thinking for Data Analy (3 cr.) [PRN 26091] – change in modality: from offered on campus to offered online, course activity/schedule type, supplementary info, campus.
Revised course approved.

CCCS 620 Data Analysis and Modelling (3 cr.) [PRN 26092] – addition of modality: to also offered online, supplementary info.
SCTP requested:
• update the rationale;
• correct the supplementary info to read "Course … asynchronous activities."
Revised course approved with these changes.

CCCS 630 Complex Systems (3 cr.) [PRN 26093] – change in modality: from offered on campus to offered online, course activity/schedule type, supplementary info, campus.
Revised course approved.

CCCS 640 Applied Decision Science (3 cr.) [PRN 26094] – addition of modality: to also offered online, supplementary info.
SCTP requested:
• update the rationale;
• correct the supplementary info to read "Course … asynchronous activities."
Revised course approved with these changes.

CCCS 650 Applied Data Science (3 cr.) [PRN 26095] – change in modality: from offered on campus to offered online, course activity/schedule type, supplementary info, campus.
Revised course approved.

CCCS 660 Computational Intelligence (3 cr.) [PRN 26096] – change in modality: from offered on campus to offered online, course activity/schedule type, supplementary info, campus.
Revised course approved.

CCCS 670 Information Visualization (3 cr.) [PRN 26097] – change in modality: from offered on campus to offered online, course activity/schedule type, supplementary info, campus.
Revised course approved.

CCCS 680 Scalable Data Analysis (3 cr.) [PRN 26098] – change in modality: from offered on campus to offered online, course activity/schedule type, supplementary info, campus.
Revised course approved.

CCCS 690 Applied Computational Research (3 cr.) [PRN 26099] – change in modality: from offered on campus to offered online, course activity/schedule type, supplementary info, campus.
Revised course approved.

05.06 **PAUSE IN NEW ACADEMIC PROGRAM DEVELOPMENT**
The Chair discussed a memo sent to Deans by the Provost in December 2023 concerning a pause in new academic program development; this is in light of the need for the University to significantly reduce spending and optimize resources going forward. For a new program proposal to go through the approval process, Associate Provost Buddle's written authorization will be needed – proposers need to obtain from the Associate Provost a questionnaire that is to be completed and returned to him. The responses are then reviewed by the Associate Provost with the Executive Director of APB to examine the budget for the new program, any grants obtained by proposers, projected enrolment numbers, and to determine potential revenue for the University to offer the program. It was noted by a member that it may be useful to continue this practice after the pause is lifted, to which another member commented that the information is similar to the business plan proposers of new programs currently need to submit to APB for the budget review process.

05.07 **LOW-ENROLMENT COURSES**
The Chair informed members about the retirement exercise his Office [APTAP] is currently conducting concerning low- and zero-enrolment courses; this is a "housekeeping" exercise and a similar exercise as to the SCTP course retirement review that is conducted every couple of years on zero-enrolment courses. The Deans have been sent lists of low- and zero-enrolment courses with the request to review the data and consider retiring courses their academic units have determined can be retired at this time – the Deans have until March 15, 2024 to respond to the APTAP Office. The Associate Provost is in the process of meeting with Deans to discuss the course lists circulated to them and to answer questions they may have on the process. The University is not indiscriminately retiring any low- or zero-enrolment course [or program] – it is up to the offering units to determine what can be retired; but units are asked to provide a justification for retaining certain courses, especially those that have been repeatedly offered with zero enrolment or those that have not been offered in many years. It is an excellent opportunity for academic units to review their offerings and clean up their courses that may have become obsolete, outdated, or simply forgotten – students have voiced frustration when they are interested in taking a course listed within a program only to realize it is not offered. It would be very beneficial for academic units to review resources required for certain courses and consider a more efficient use of resources. It is understood that some courses may have intentional low enrolment due to limitations in studios or laboratories, etc.; also, many graduate-level courses may have low enrolment that is also acceptable – the consensus is less than ten students in an undergraduate-level course and less than five in a graduate-level course are considered low enrolments. The SCTP Chair noted that there is no plan at this time to send a University-wide communication that explains the intention of this retirement exercise – he is meeting with Deans personally to explain what is expected and needed; all Faculties/Schools are receiving the same details in discussions with the Associate Provost. This is a good opportunity for units to rethink some of their offerings – consider having a reading course where content differs instead of offering multiple courses on the same topic where each has very low enrolment. The Chair noted it is a very simple process to reinstate a retired course – this is done via an email request sent to the Secretary to SCTP; contact Cindy Smith [cindy.smith@mcgill.ca] for the details required in the email request.

05.08 **FACULTY OF ARTS** – 23-SCTP-02-13
School of Social Work
The following course revision proposal was received February 7, 2024, which the SCTP Chair agreed to review because the course is to start February 29, 2024 and these changes are needed for the 202401 term.
SWRK 721, 721D1/D2 Advanced Integrative Seminar (3 cr.) [PRN 26991].
Course revisions consisted of: change in grading to Pass/Fail, supplementary info.
Course revisions approved by the Chair on behalf of SCTP.

05.09 **OTHER BUSINESS**
None.

The meeting ended at 3:30 pm.