

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, February 20, 2020 at 3:00 pm in Room 301 of the James Administration Building.

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

**REGRETS:** Jacquie Bede, Hamid Etemad

**GUESTS:** Dr. María Sierra Córdoba Serrano, School of Continuing Studies  
Professor Hasana Sharp and Mr. Nicholas Dunn, Faculty of Arts

**OBSERVER:** Andrea Di Stefano, Enrolment Services

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Information on SCTP Course and Program Guidelines and past SCTP meeting Minutes/Notes or Reports may be found at [www.mcgill.ca/sctp](http://www.mcgill.ca/sctp).

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.

08.01 The Agenda was approved as circulated.

08.02 The Minutes from the last meeting held January 9, 2020 were approved as circulated. The following point was noted:

- Page 2, Business Arising, 07.03b) Chair's Topic of Discussion: Strategy for Assessing Internship Courses – the cost to students for internship courses should be considered, as should the implications related to their financial support.

### 08.03 **BUSINESS ARISING**

The Chair noted that there were no business arising items to discuss at this meeting, but he updated SCTP members on the following items – the last two will be brought back to a future SCTP meeting:

- the Chair and Secretary will be reviewing the consultation forms and guidelines over the summer;
- the topic of internship courses, which is currently being reviewed for other purposes by Deputy Provost Fabrice Labeau with other units at the University; once that discussion has been completed, the Chair will bring any appropriate information to SCTP; and
- revised program definitions for certificates, diplomas and their graduate versions [19-SCTP-10-02] is still a work in progress.

### 08.04 **SCHOOL OF CONTINUING STUDIES – 19-SCTP-02-13**

Department of Translation Studies

#### **Graduate Diploma in Legal Translation (30 cr.)**

The Chair noted that the budget assessment and review of the requested centrally-funded resources for this new program are being conducted by APB - this work is still in progress.

Dr. Serrano joined the meeting to briefly present and respond to questions concerning this new program proposal. The new program will replace the School's existing Graduate Certificate in Legal Translation that is 15 credits. Often, students require five preparatory courses before taking the existing program's courses. The 15-credit program is not sufficient to provide the training for legal translators to deliver services in both official languages. The existing program will be retired, and SCTP noted that the School should submit this program retirement now so that the existing program may be removed from the eCalendar and closed for admissions.

Grants were received by both federal and provincial agencies, and the School was asked by one of these agencies to consider offering a graduate diploma in lieu of the graduate certificate.

08.04 **SCHOOL OF CONTINUING STUDIES – 19-SCTP-02-13**

Department of Translation Studies

**Graduate Diploma in Legal Translation (30 cr.) [continued]**

This program will be offered entirely online, as most students are outside of Montreal. SCTP noted that online offerings affect some student government funding. It was queried whether the School planned to offer a version of this program on campus, to which Dr. Serrano indicated definitely if there is student need. It was noted that a change in modality of offering a program is something that needs to be reported to SCTP via a memo.

In response to a query concerning whether students could choose to do one practicum and an applied research project course instead of two practicums or two applied research project courses, Dr. Serrano indicated that would definitely be a possibility if there was student interest, at which time the School would consider revising the program and course prerequisites may also need to be revised. Following the meeting, Dr. Serrano communicated to the SCTP Secretary that it would not be sufficient for students to take only 3 credits of the applied research project. If needed, students that chose 6 credits from one group of these courses would be able to take a practicum or applied research project course as a complementary choice.

Dr. Serrano noted that the admission criteria were missing some information and she will provide a revised executive summary.

SCTP requested:

- revise the second paragraph within the description to read “The ... completed in two years (six continuous semesters – fall/winter/summer) ...”;
- the revised executive summary that contains the changes to the admission criteria;
- approval of the budget and centrally-funded resources request from the Provost.

New program approved; it will be reported to APC when the budget and resources have been approved and the Provost’s memo has been reviewed by the SCTP Chair.

08.05 **GRADUATE AND POSTDOCTORAL STUDIES – 19-SCTP-02-14**

Faculty of Arts/Department of Philosophy

**Ph.D. in Philosophy; Teaching Philosophy (0 cr.)**

Professor Sharp and Mr. Dunn joined the meeting to briefly present and respond to questions concerning this new concentration/option of an existing program. This new concentration/option will provide philosophy Ph.D. students with additional training so they may have additional opportunities to become teachers in the field of philosophy, which would be beneficial to them when applying for academic positions. There are pedagogical issues that are unique to the discipline of philosophy, one of which is teaching how to write a philosophy paper due to different writing norms. It was noted that the Writing Centre and Teaching and Learning Services (TLS) can certainly be helpful to students in this concentration/option and these units could be consulted. The candidacy paper will not need to focus on teaching philosophy. The advantage of having a concentration/option vs. revising the existing Ph.D. in Philosophy is having the concentration/option on student transcripts. The Department considered proposing a 15-credit graduate certificate instead, but the proposers agreed that Ph.D. students would not be interested in doing another year of studies post-graduation to complete a graduate certificate. In response to a query concerning why this new concentration/option only included 4 additional credits, Mr. Dunn indicated that this was recommended by the Arts Curriculum Committee; this program could expand in the future with more courses. In response to a query, Professor Sharp indicated that current Ph.D. students have an opportunity to teach in the classroom.

SCTP discussed whether this new concentration/option would set a precedent, which could possibly result in other units proposing similar concentrations/options. The general consensus was that would not necessarily be the case, as there seems to be a unique need in this discipline. It was noted that TLS is receiving more requests from instructors to teach their students how to teach. Discussion ensued on whether this needed to be a program or whether a pedagogy course could be added to required courses of the existing Ph.D. programs offered by the Department. It was noted that students in one Ph.D. concentration/option offered by a department could not take

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

Faculty of Arts/Department of Philosophy

**Ph.D. in Philosophy; Teaching Philosophy (0 cr.) [continued]**

another Ph.D. concentration/option offered by the same department. A comment was made that Ph.D. programs focus on research, but there is no research related to teaching philosophy. It was queried whether the concentration/option is added to the parchment that students receive at graduation [diploma]; as the answer was not clear, Ms. Lees agreed to query her colleagues within ES and forward the response to the SCTP Secretary for distribution to SCTP members. Also, it was suggested that the SCTP Secretary circulate the new course proposals that are part of this proposal to SCTP members.

*Secretary's note:* The following information was received from Ms. Lees concerning the parchment that students receive [diploma]:

At McGill, we only display the degree name on the parchment with four exceptions: 1) bachelor and master's degrees in Engineering display the major as this is needed by the Order of Engineers; 2) some diplomas in SCS have the major display along with the diploma name - this was approved by Senate (e.g., Diploma in Management); 3) McGill degrees offered by extension at another institution and granted by McGill indicate the name of the partner institution (i.e., McGill Physical Therapy degrees offered at UQAC); 4) PhD degrees completed as part of a Cotutelle agreement indicate the name of the partner institution next to the degree in English.

We issue parchments in two languages: English and Latin.

- English parchments: Bachelors and Masters in: Agriculture, Architecture, Dentistry (excluding the DMD), Education, Engineering, Management, Medicine (excluding the MDCM), Nursing, Physical and Occupational Therapy, Social Work and Science, and all certificates and diplomas.
- Latin parchments: PhD, DCL, DMUS, STM, MDCM, DMD and Bachelors and Masters in: Arts, Law, Music, and Religious Studies.

It was agreed that the Associate Provost (Teaching and Academic Programs) needs to be attentive to the success of existing concentrations/options offered by faculties/schools, especially since there are now guidelines for new proposals for concentrations/options. These guidelines can perhaps be used to help revise or revisit existing concentrations/options. *Secretary's note:* At the February 13, 2020 meeting [via electronic vote], APC approved the Guidelines for Creating Concentrations/Options, as proposed by SCTP.

SCTP requested:

- include the program's admission requirements within the rationale – page one of the proposal form;
- revise the description to read “The ... issues that may be specific ... mentor. Participation in the broader teaching activities of the Department ...”;
- correct course title for new course PHIL 702 – see PRN 14882;
- correct the number of complementary credits to be taken by Ph.D. 1 and Ph.D. 2 students – those numbers were transposed;
- add the language requirement that is listed in the existing Ph.D. in Philosophy programs.

New concentration/option of an existing program approved; it will be reported to APC for approval once the revised proposal has been received.

Associate Dean Bouthillier queried the status of the new Graduate Certificate in Cybersecurity proposal that was originally included in this report from GPS. The Chair indicated that it was withdrawn because it was not considered complete; he will verify the status of the budget and resources assessment currently being done by APB.

08.06 OTHER BUSINESS

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

a) 2019-2020 AP (T&AP) Report 8 to SCTP January 9, 2020.

The meeting ended at 4:35 pm.