

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, March 14, 2024 at 3:00 pm in Room 388 of the Macdonald Engineering Building.

PRESENT: Chris Buddle (**Chair**), Jason Carmichael, Andrea Di Stefano, Jaye Ellis, Alissa Levine, Laurent Mydlarski, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), David Stephens

REGRETS: Darlene Hnatchuk, Josephine Nalbantoglu

GUESTS: Assistant Dean Firoozeh Samim, Faculty of Dental Medicine and Oral Health Sciences
Associate Dean Andrea Creech and Professor Gary Scavone, Schulich School of Music

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.

06.01 The Agenda was approved as circulated.

06.02 The Minutes from the last meeting held February 1, 2024 were approved as circulated.

06.03 **BUSINESS ARISING**

None.

06.04 **GRADUATE AND POSTDOCTORAL STUDIES – 23-SCTP-03-14**

Faculty of Dental Medicine and Oral Health Sciences

Graduate Diploma in Oral Medicine (30 cr.)

Assistant Dean Samim joined the meeting to present the new program proposal and to respond to questions from SCTP members. She explained that this type of program for residents does not currently exist in Quebec, with only three similar programs existing in Canada. This new 3-year program will address the need for clinical care and academic research in this area of study. The clinic training is done in the affiliated local hospitals. The Faculty intends to recruit three new students annually; the lower enrolment is intentional due to the limited research supervisors currently available within the Faculty. The program will admit one or two sponsored international students and one Quebec/Canadian student. Centrally-funded resources are not required by the Faculty.

SCTP requested:

- either correct the program proposal or the new course proposals for DENT 677 and DENT 678 – the titles do not match;
 - correct the discrepancy on page 2 of the executive summary, “Admission” paragraph – it states 1/3 Quebec resident, but the New Academic Program Questionnaire, Enrolment/Admission, point four states 1/3 Canadian.
- New program approved with these corrections; it will be reported to APC for approval.

School of Continuing Studies/Administration and Governance

Graduate Certificate in Healthcare Technology (15 cr.)

Program revisions consisted of: change in modality – from offered in person to offered online, program title, program description, required courses deleted, required courses added, complementary courses deleted, complementary courses added, how complementary courses chosen indicated.

Due to the program title change, the following program is being retired:

Graduate Certificate in Health Services Management (15 cr.).

06.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 23-SCTP-03-14

School of Continuing Studies/Administration and Governance

Graduate Certificate in Healthcare Technology (15 cr.) [continued]

The program revisions are needed to ensure that program content is updated and that it is relevant to the ongoing transformations of the fast-paced healthcare sector.

SCTP discussed the revised title and felt it was vague and that the word “technology” can be construed to mean many different aspects in relation to healthcare – SCTP members commented that the existing title seemed more appropriate; it was felt that the term technology refers more to devices. Following further discussion, it was agreed that a rationale be requested of the offering unit for the new title.

SCTP requested:

- justification on the choice of the wording for the revised title and explanation on how this better describes the content of this program;
- remove course revisions for CHLC 590 – renumbering and title [this course revision proposal has been withdrawn and returned to the School];
- consultations be obtained from the School of Computer Science, the Faculty of Engineering and the Faculty of Medicine and Health Sciences for the two new courses CHLC 620 and CHLC 630.

For review and approval by the SCTP Chair on behalf of SCTP.

06.05 **FACULTY OF ARTS** – 23-SCTP-03-15

Faculty Regulations for B.A. Honours and Joint Honours Programs

The SCTP Chair noted that the revisions to the Faculty’s regulations have been submitted to SCTP for information only and for transparency - not for approval. The changes to the regulations are effective fall 2025.

SCTP was a bit confused by point 11 on page 4 of the document – it states that students must also complete a minor concentration in another subject, whereas point 11a) indicates that students who complete a “B.A. Honours Faculty Program” are exempt from the Multitrack degree requirement and do not need to complete a minor concentration in another subject. SCTP queried whether the confusion is in the text “B.A. Honours Faculty Program” and whether it should indicate “B.A. Faculty Program”. SCTP suggested that this point be clarified, if needed.

06.06 **SCHULICH SCHOOL OF MUSIC** – 23-SCTP-03-16

Department of Music Research

B.Mus.; Major in Music Studies (123 cr.)

Program revisions consisted of: program title, program category, program description, program prerequisite courses deleted, program prerequisite courses added, streams added to the program prerequisite courses, how program prerequisites chosen revised, program prerequisite credits decreased, required courses deleted, required courses added, required credits decreased, streams added to complementary courses, complementary courses deleted, complementary courses added, how complementary courses chosen revised, complementary credits increased, how elective courses chosen revised, elective credits decreased.

Due to the program title and category changes, the following program is being retired:

B.Mus.; Faculty Program in Music (123 cr.).

Associate Dean Creech and Professor Scavone joined the meeting to present the major revisions proposal and to respond to questions from SCTP members. This particular program has been under review within the School for the past couple of years. This program was originally proposed for students who wanted to focus their music studies in an alternative area other than music performance. The current Faculty Program does not really serve the purpose it was originally intended to serve, and the School hopes that the revised program will increase the program’s enrolment numbers. The existing program did not really have a distinctive identity within the School, and it was decided that it needed significant differentiation from the various majors available in Performance currently offered by the School. The admission requirements for this program needed to also be revised, in

06.06 **SCHULICH SCHOOL OF MUSIC – 23-SCTP-03-16**

Department of Music Research

B.Mus.; Major in Music Studies (123 cr.) [continued]

order for them to be more expansive and broader, because the current requirements consisted of an audition to staff within the School's Department of Performance and it was felt that this was not appropriate for the purpose of the existing program. This revised program in no way sacrifices any pedagogy excellence, and it allows students flexibility if they wish to complete another Major or a Minor program offered by the School. It was noted that a program retirement proposal has been concurrently submitted to retire the B.Mus.; Faculty Program in Music; Jazz program.

SCTP commented that the program revision proposal was well very done, and that the executive summary did an excellent job of articulating the revisions and providing the arguments/explanations for all of the changes; SCTP appreciated that the new program outcomes were included within the executive summary.

SCTP requested:

- CESA's approval from February 23, 2024 of the revised admission requirements so SCTP has a record of this approval;
- group the lists of stream courses together under complementary courses and indicate them as "10 credits from one of the following two streams:", then list in Classical Stream, Theory + MUTH 250, MUTH 251 courses, Musicianship + MUSP 240, MUSP 241 courses; then list in Jazz Stream, Theory + MUJZ 260, MUJZ 261 courses, Musicianship + MUJZ 213, MUJZ 214 courses;
- indicate long titles for MUJZ 213, MUJZ 214, MUHL 375.

NOTE: The Ministry will need to be informed about the revised program title, category, and requirements. The **revised** program may not be offered, advertised, or listed within the eCalendar until final Ministry approval has been received by the University.

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

06.07 **OTHER BUSINESS**

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

a) **FOR INFORMATION:** 2023-2024 AP (T&AP) Report 5 to SCTP – January 11, 2024.

The meeting ended at 4:05 pm.