

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, March 21, 2019 at 3:00 pm in Room 302 of the James Administration Building.

PRESENT: Jacquie Bede, France Bouthillier, Michael Fronda, Fabrice Labeau (Chair), Sue Laver, Fiona Lees, Carolyn Samuel, Cindy Smith (Secretary to SCTP), Joe Sullivan, Amy Szuchmacher Blum

REGRETS: Bryan Buraga

GUESTS: Associate Dean Marilyn Scott and Professor Suha Jabaji, Faculty of Agricultural and Environmental Sciences
Professors Saibal Ray and Yu Ma, Desautels Faculty of Management

OBSERVER: Maggie Do Couto, GPS

06.01 The Agenda was approved as circulated.

06.02 The Minutes from the meeting held February 21, 2019 were approved as circulated.

06.03 **BUSINESS ARISING**

a) Revised Draft Guidelines for Proposing Concentrations/Options – 18-SCTP-02-13REVISED

The revised draft guidelines were reviewed. There were some concerns with the wording used, especially to the first point – it was argued that some complementary courses on the subject/discipline of the concentration/option would be able to fulfill the “different credits” requirement, not just required credits. Examples of existing graduate-level concentrations will be provided by GPS, while Ms. Smith will provide examples of existing concentrations/options at the undergraduate level for the next review of these guidelines. It was suggested that the guidelines provide examples of acceptable and not acceptable “factitious” concentration/option proposals. Additional clarification and changes were made to the guidelines, including:

- the word “should” to be replaced by “must” or “may”, as appropriate; and
- rewording of the four points was suggested.

A revised draft of the guidelines will be discussed at an upcoming SCTP meeting, as the Chair will be away for the next two meetings.

b) Review of SCTP Mandate – 18-SCTP-02-14

SCTP was provided with two different revised Mandates, which were suggested by staff in Analysis, Planning, and Budget as a result of the creation of the Program Working Group [original document 17-APC-12-31 reviewed at the APC meeting of December 14, 2017]. The revised mandate in the document reviewed by APC differed slightly from the revised Mandate provided by the Chair of the Program Working Group, Dr. Phil Smith. SCTP agreed to consider the revised Mandate contained within the APC document, as it included reference to “... taking into account ... the resource implications of such proposals ...” – SCTP members agreed that resource implications were an important aspect of the review done by SCTP [the consideration of teaching staff resources]. A suggestion was made to have the revised Mandate in bullet form to ensure clarity; Dr. Laver agreed to provide Ms. Smith with her suggested changes. The Chair suggested that a member from the budget side of Analysis, Planning, and Budget be invited to attend SCTP meetings, once the revised Mandate has been approved, as an observer to advise SCTP in determining resource implications.

A revised SCTP Mandate will be discussed at an upcoming SCTP meeting, as the Chair will be away for the next two meetings.

06.03 **BUSINESS ARISING** [continued]

c) School of Continuing Studies – 18-SCTP-10-01REVISED

Department of Career and Professional Development

Professional Development Certificate in Full Stack Web Design and Development (12 CEUs)

A revised program proposal was reviewed, which consisted of three courses; the admission requirements consisted of the newly-approved Professional Development Certificate in Front End Web Design and Development and the Professional Development Certificate in Back End Web Design and Development programs.

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

There was discussion concerning the continued need for non-credit proposals to be reviewed and approved by SCTP, APC, and Senate, due to the fact that these offerings are no longer submitted as part of the GDEU reporting to the government. It was agreed that for quality assurance purposes, these proposals will continue to follow the established approval process for courses and programs.

06.04 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES** – 18-SCTP-03-12

Departments of Plant Science and Food Science and Agricultural Chemistry

Diploma in Commercial Cannabis (30 cr.)

Associate Dean Scott and Professor Jabaji joined the meeting to briefly present and respond to questions concerning this new self-funded program. Since the recent legalization of cannabis in Canada, the Faculty has received many inquiries from industry concerning the availability of programs to provide their staff with specialized and structured training related to cannabis production. In collaboration with the School of Continuing Studies, in May and August of 2018, one-day workshops on cannabis production and cannabis extraction were offered and they were well attended. As obtaining a license for McGill laboratories to work with cannabis is a tedious process, this program will focus on the hops crop, which has many similar traits as cannabis. Students will have hands-on experience with cannabis during their internship with a host institution.

SCTP requested:

- revise the admission requirements in the rationale and within the support document to make the minimum CGPA firm – revise “expected” to “required”; also include a statement that students will be expected to pass a police background check; Associate Dean Bouthillier indicated that she would check with the Office of Internships to verify if any standard wording is used for this. *Secretary’s note:* See the Faculty of Education’s Web page for information on Placements at: <https://mcgill.ca/isa/teaching/placements> - under “Special Considerations” (and see the eCalendar at: https://www.mcgill.ca/study/2018-2019/faculties/education/undergraduate/ug_edu_judicial_record_verification_bed);
- revise the relevant work experience statement to indicate “In exceptional circumstances, relevant work experience will be considered in lieu of the 15 credits of plant-related courses”;
- a disclaimer should be indicated with program registration info/Web page that reads something to the affect of: “Students are expected to pass a police background check, which students are expected to maintain throughout the student’s time of study in this program. Any student who fails to obtain or maintain the necessary security clearance will not be permitted to continue in the program and, consequently, will be withdrawn from the program as this is a mandatory requirement”; it is imperative that the Faculty warn students clearly before admission to the program and ensure that the police check takes place before the internship;
- correct second Department name in box 2.0.

NOTE: The Ministry will need to approve the budget for this self-funded program - it cannot be offered/advertised/listed in the eCalendar until final Ministry approval of the budget has been obtained.

New program approved with these changes; it will be reported to APC for approval once the revised proposal and support document have been received.

06.05 **GRADUATE AND POSTDOCTORAL STUDIES** – 18-SCTP-03-15

Desautels Faculty of Management, Bensadoun School of Retail Management

M.M. in Retailing; Non-Thesis (45 cr.)

Professors Ray and Ma joined the meeting to briefly present and respond to questions concerning this new

06.05 **GRADUATE AND POSTDOCTORAL STUDIES** – 18-SCTP-03-15

Desautels Faculty of Management, Bensadoun School of Retail Management

M.M. in Retailing; Non-Thesis (45 cr.) [continued]

self-funded degree program. This customer-oriented new program is unique because it focuses on retailing. The School has received many queries concerning this type of program. The program will be completed in 12 or 16 months, depending on whether students choose to take the internship course - the Faculty will advise students on this matter.

SCTP requested:

- revise title for required course RETL 611 – it should read “360-Degree Customer Insight” – revise both the program and course proposals [see PRN 14818];
- title for RETL 633 revised to read “Data-Driven Retail Decisions”;
- as there is no elective-course section within the program, revise the support document so “electives” reads “complementaries”.

NOTE: The Ministry will need to approve the budget for this self-funded program - it cannot be offered/advertised/listed in the eCalendar until final Ministry approval of the budget has been obtained.

New self-funded degree program approved with these changes; it will be reported to APC for approval once the revised proposal and support document have been received.

06.06 **SCHOOL OF CONTINUING STUDIES** – 18-SCTP-03-17

Department of Translation Studies

Certificate in Translation; English to Spanish (30 cr.)

The new concentration/option of the existing program is proposed because of the need for a more responsive curriculum that meets market demands in English-to-Spanish translation.

New 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) 2018-2019 ES Report 7 to SCTP February 21, 2019

The meeting ended at 5:05 pm.